

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

April 16, 2024, 6:30 PM

		<b>Pages</b>
<b>1.</b>	<b><u>OPENING AND LAND ACKNOWLEDGEMENT</u></b>	
<b>2.</b>	<b><u>DECLARATIONS OF PECUNIARY INTEREST</u></b>	
<b>3.</b>	<b><u>ADDENDUM &amp; AGENDA</u></b>	
<b>3.1</b>	Approve the Addendum	
<b>3.2</b>	Adopt the Agenda	
<b>4.</b>	<b><u>DELEGATIONS &amp; PETITIONS</u></b>	
<b>4.1</b>	Delegation - No More Tears (Josée Rainville, Delia Greenlees and Kim Keefer - Presenters)	5
<b>5.</b>	<b><u>COMMITTEE OF THE WHOLE</u></b>	
<b>5.1</b>	<b>Emergency Measures and Public Safety Committee</b>	
<b>5.1.1</b>	Leclair Road - Voyageur Cycling Trail	6
<b>5.2</b>	<b>Public Works Committee</b>	
<b>5.2.1</b>	No Cut Policy Review	8
<b>5.2.2</b>	Proposed 4-way stop sign at rue Principale & Hwy. 64 (Petition April 2-2024)	11
<b>5.2.3</b>	MTO Project Updates	12
<b>5.3</b>	<b>Community Services Committee</b>	
<b>5.3.1</b>	Friends of the Beach 2024	13
<b>5.3.2</b>	Facility Review Report	16
<b>5.3.3</b>	Request for Flagpoles in River Valley	36
<b>5.3.4</b>	Cache Bay Outdoor Rink - Options for Reconstruction	38
<b>5.4</b>	<b>Sewer and Water Committee</b>	
<b>5.4.1</b>	Annual Drinking Water Quality Management Report Presentation	39
<b>5.4.2</b>	Coursol Road RV Dump Station	76
<b>6.</b>	<b><u>REGULAR MEETING</u></b>	
<b>6.1</b>	<b>Consent Agenda</b>	
<b>6.1.1</b>	Adopt minutes - Council-Committee of the Whole - April 2, 2024	78
<b>6.1.2</b>	Receive Minutes of Committee of Adjustment meeting for March 12, 2024	84
<b>6.1.3</b>	Adopt Planning Advisory Committee Meeting Minutes of October 10, 2023	89
<b>6.1.4</b>	Adopt West Nipissing Economic Advisory Committee Minutes January 25 and Feb. 22, 2024	92
<b>6.1.5</b>	By-Law 2024-32 - By-Law to recognize and accept lands for municipal highway purposes (Levac Road)	97
<b>6.2</b>	<b>Planning</b>	

- 6.2.1 By-Law 2024-30 being a By-Law to amend By-Law No. 2014-45 - 900 Quesnel Road (File ZBLA2023-07 - Larcher, Shawn) 99

**6.3 Correspondence**

**6.4 Unfinished Business**

**6.5 New Business**

- 6.5.1 Resolution to declare Ward 8 Council Seat Vacant and to undertaken process to fill vacancy pursuant to By-Law No. 2023-47 103
- 6.5.2 Approve naming of Municipal Asset - Lavigne Park
- 6.5.3 Confirmation of receipt and review of the Safe Drinking Water Quality Management Reports
- 6.5.4 Approve Policy for Burial Permitting Process 113
- 6.5.5 By-Law 2024-25 to Amend By-Law 2001/21 Fees and Charges By-Law - new burial permit fees 115
- 6.5.6 By-Law No. 2024-26 - to Authorize Cost Recovery Fees with Respect to Fire Department Specific Response (Fire Marque) 117
- 6.5.7 By-Law 2024-27 Amend By-Law 2019-26 (Regulate Fire Service (Appendix D)) 121
- 6.5.8 By-law 2024-28 to declare land surplus and disposition thereof - Riverfront Drive (Lot Addition) 123
- 6.5.9 By-law 2024-29 to declare land surplus and disposition thereof - Tamerack Street (Lot Addition) 125
- 6.5.10 By-Law 2024-31 - Approve 2024 Tax Rates and Penalties/Interest Payable 127
- 6.5.11 Award - Request for Quotation - Cache Bay Outdoor Rink Replacement
- 6.5.12 Appoint member to Youth Advisory Committee 131
- 6.5.13 Resolution to Rescind Certain Policies no longer in force or effect

**7. NOTICE OF MOTION**

**8. ADDENDUM**

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

**9.1 Mayor's Report**

**10. CLOSED MEETING**

- 10.1 Adopt Minutes of January 16, 2024
- 10.2 Acquisition of Land (Perrin Road/Robichaud Road)
- 10.3 Back to Open Session

**11. ADJOURNMENT**

- 11.1 Adopt Confirmatory By-law
- 11.2 Adjourn the meeting



West Nipissing Ouest

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

le 16 avril 2024, 18 h 30

		<b>Pages</b>
1.	<b><u>OUVERTURE ET RECONNAISSANCE DES TERRES</u></b>	
2.	<b><u>DÉCLARATION D'INTÉRÊTS PÉCUNIAIRES</u></b>	
3.	<b><u>ADDENDA et ORDRE DU JOUR</u></b>	
3.1	Approbation de l'addenda	
3.2	Adoption de l'ordre du jour	
4.	<b><u>DÉLÉGATIONS et PÉTITIONS</u></b>	
4.1	Delegation - No More Tears (Josée Rainville, Delia Greenlees and Kim Keefer - Presenters)	5
5.	<b><u>COMITÉ PLÉNIER</u></b>	
5.1	<b>Comité des mesures d'urgence et sécurité publique</b>	
5.1.1	Chemin Leclair - Piste cyclable Voyageur	6
5.2	<b>Comité des travaux publics</b>	
5.2.1	No Cut Policy Review	8
5.2.2	Proposed 4-way stop sign at rue Principale & Hwy. 64 (Petition April 2-2024)	11
5.2.3	MTO Project Updates	12
5.3	<b>Comité des services communautaires</b>	
5.3.1	Les Amis de la plage 2024	13
5.3.2	Rapport d'examen de l'installation	16
5.3.3	Demande de mâts de drapeau à River Valley	36
5.3.4	Patinoire extérieure de Cache Bay - Options pour la reconstruction	38
5.4	<b>Comité des égouts et l'eau</b>	
5.4.1	Annual Drinking Water Quality Management Report Presentation	39
5.4.2	Coursol Road RV Dump Station	76
6.	<b><u>RÉUNION RÉGULIÈRE</u></b>	
6.1	<b>Ordre du jour par consentement</b>	
6.1.1	Adoption du procès-verbal - Conseil-comité plénier - 2 avril 2024	78
6.1.2	Recevoir le procès-verbal de la réunion du Comité d'ajustement du 12 mars 2024	84
6.1.3	Adoption du procès-verbal de la réunion du comité consultatif d'urbanisme du 10 octobre 20	89
6.1.4	Adopter les procès-verbaux du Comité consultatif économique de Nipissing Ouest du 25 janvier et du 22 février 2024	92
6.1.5	Règlement 2024-32 - Règlement visant à reconnaître et à accepter des terrains à des fins de voirie municipale (chemin Levac)	97

<b>6.2</b>	<b>Planification</b>	
6.2.1	Règlement 2024-30 modifiant le règlement no 2014-45 - 900, chemin Quesnel (dossier ZBLA2023-07 - Larcher, Shawn).	99
<b>6.3</b>	<b>Correspondence</b>	
<b>6.4</b>	<b>Affaires en marche</b>	
<b>6.5</b>	<b>Affaires nouvelles</b>	
6.5.1	Résolution visant à déclarer vacant le siège du conseil du quartier 8 et à engager la procédure de pourvoi du poste vacant conformément au règlement no 2023-47	103
6.5.2	Approuver la dénomination d'un bien municipal - le parc Lavigne	
6.5.3	Confirmation de la réception et de l'examen des rapports de gestion de la qualité de l'eau potable salubre	
6.5.4	Approbation de la politique relative à la procédure d'autorisation d'inhumation	113
6.5.5	Règlement 2024-25 modifiant le règlement 2001/21 sur les taxes et redevances - nouvelles taxes sur les permis d'inhumer	115
6.5.6	Règlement n° 2024-26 - Loi autorisant les frais de recouvrement des coûts en ce qui concerne les interventions spécifiques des services d'incendie (Fire Marque)	117
6.5.7	Règlement 2024-27- Modification du règlement 2019-26 (réglementation du service d'incendie) (annexe D)	121
6.5.8	Règlement 2024-28 visant à déclarer un terrain excédentaire et à en disposer - Riverfront Drive (Lot Addition)	123
6.5.9	Règlement 2024-29 visant à déclarer un terrain excédentaire et à en disposer - rue Tamerack (ajout de lot)	125
6.5.10	Règlement 2024-31 - Approbation des taux d'imposition et des pénalités/intérêts à payer pour 2024	127
6.5.11	Attribution - Demande de devis - Remplacement de la patinoire extérieure de Cache Bay	
6.5.12	Nomination d'un membre au comité consultatif de la jeunesse	131
6.5.13	Résolution visant à annuler certaines polices qui ne sont plus en vigueur ou qui n'ont plus d'effet	
<b>7.</b>	<b><u>AVIS DE MOTION</u></b>	
<b>8.</b>	<b><u>ADDENDA</u></b>	
<b>9.</b>	<b><u>RAPPORT DU MAIRE ET ANNONCES</u></b>	
9.1	Rapport du maire	
<b>10.</b>	<b><u>RÉUNION À HUIS CLOS</u></b>	
10.1	Adoption du procès-verbal du 16 janvier 2024	
10.2	Acquisition of Land (Perrin Road/Robichaud Road)	
10.3	Réouverture de la réunion	
<b>11.</b>	<b><u>AJOURNEMENT</u></b>	
11.1	Adoption de l'arrêté confirmatoire	
11.2	Ajourner la réunion	

**From:** [West Nipissing Online](#)  
**To:** [Melanie Ducharme](#); [Hollie Girouard](#)  
**Subject:** Delegation Request  
**Date:** March 4, 2024 10:39:04 AM

**Name / Nom**

Josee Rainville

**Email / Courriel**[nomoretearswestnipissing@gmail.com](mailto:nomoretearswestnipissing@gmail.com)**Subject / Sujet**

Inform Council of services provided by No more Tears West Nipissing Society in the West Nipissing area.

**Group or Persons being represented / Groupe ou personnes représentées**

Josee Rainville, Kim Keefer, and Delia Greenlees representing No More Tears West Nipissing Society

**Requested presentation date / Date de présentation demandée**

03/19/2024

**Purpose of the delegation / Objet de la délégation**

On February 6, 2024, No More Tears West Nipissing Society's financial request was on the agenda for discussion. Council members requested additional information of the services provided before voting on this request.

We are requesting a delegation for March 19, 2024, to provide Council additional information on the services we provide and an opportunity to answer their questions.

We look forward in hearing from you and acceptance of this delegation request to present to Mme Mayor and Council members.

We will be presenting with a powerpoint presentation. We will send the powerpoint for review once a delegation date is secured.

Highest Regards,  
 Josee, Delia, Kim  
 NMTWNS Directors



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

SCHEDULE "A" OF BY-LAW 2023/27

<b>AGENDA ITEM REQUEST FORM</b>			
PLEASE PRINT CLEARLY:			
Requested Council Meeting Date:			
Name of Requestor:	Fenn Pellerin	Date submitted: March 18 / 2024	
Address:	Full mailing address: Box 421 Verner		
Phone:	Home: 705 493 9770	Business / Cell:	Fax:
E-Mail:			
Requested Agenda Item/Subject:	Leclair Rd		
Additional details / background information:	<input checked="" type="checkbox"/> see below <input type="checkbox"/> Supporting documents attached separately <p><i>Please attach/include pertinent information to support this item. This will assist staff in conducting any research or obtaining background information; which may be required to make an informed decision in the best interest of the Municipality.</i></p> <p>Apparently Leclair Rd is part of Trans Canada Trail (Voyageur Cycling Trail). Is the width of the road different, is their grants to accommodate... ???</p>		
ADMINISTRATIVE APPROVAL			
<b>STEP 1</b> → 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:	
MUNICIPAL OFFICE USE			
<b>STEP 2</b> → 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. Pellerin
Meeting Date Requested:		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 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:			

# MEMORANDUM

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**TO:** Jay Barbeau, CAO

**FROM:** Elizabeth Henning P. Eng, Director of Infrastructure

**DATE:** April 4, 2024

**RE:** Leclair Road and Trans Canada Trail

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Council requested information on potential grants to accommodate cycling on Leclair Road.

Leclair Road is currently marked as part of the Voyageur Cycling Trail. According to the Ministry of Transportation Bikeways Design Manual this road is acceptable as is to be used as a cycling route. Widening/Paved Shoulders and/or other upgrades are not required on this road.

As always Municipal Staff continues to monitor for provincial grants. At this time we are unaware of any grants specifically for cycling route improvements.

Elizabeth Henning, P. Eng  
Director of Infrastructure

Joie de vivre



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<b>Section: PUBLIC WORKS</b>	<b>Policy Number: 2009/268</b>
<b>Department: Streets and Roads</b>	<b>Effective Date: June 16, 2009</b>
<b>Subject: Five-year No-Cut Policy</b>	<b>Revision Date: January 19, 2010</b>

**PURPOSE:**

To eliminate unnecessary asphalt or hard surface road cuts for the provision of various utilities and services, in order to ensure a prolonged quality of the life and efficiency of municipal roads, a five (5) year no-cut policy will apply to all roads that are surfaced or resurfaced with asphalt or hard surface treatment.

**ACTIONS:**

1. The Director of Infrastructure will conduct annual spring meetings with utilities to review planned Sewer and Water and Public Works projects for the upcoming year.
2. Property owners and developers will be informed by letter of planned work in order to encourage them to install services prior to resurfacing.
3. Only municipally-approved contractors will be allowed to install sewer and water services.
4. Boring technology will only be allowed for services and utility installations after resurfacing.
5. Special situations or deviations of this Policy must be previously approved by Council.
6. For special situations, cuts may be done by a third party, but reinstatement will be completed by the Municipality and all costs will be charged back to the contractor.
7. Should special permission be granted, the third party performing the cut must supply a cash deposit to the Municipality and the deposit will be retained for three years. Should reinstatement issues arise; repairs will be made using funds from this deposit. At the end of this period, the repair site will be re-evaluated, and should further repairs be anticipated, the monies will be retained an additional 2 years. If not, the remaining monies will be returned.
8. In the event of an emergency, such as a water main break or natural gas leak, road cuts will be permitted without Council Approval. Reinstatement will occur as per section 7.



# MEMORANDUM

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**TO:** Jay Barbeau, CAO

**FROM:** Elizabeth Henning P. Eng, Director of Infrastructure

**DATE:** March 11, 2024

**RE:** 5 Year No Cut Policy Update

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Council requested that Public Works review the existing Five Year No Cut Policy. Upon review of the existing policy Public Works recommends the following updates:

**Bullet 6.** Should be updated to the following:

For special situations, cuts may be done by a third party approved contractor but the reinstatement will be completed by the Municipality and all costs including an administration fee will be charged back to the requestor of exemption. The administration fee will be paid prior to any work being completed and will be 10% of the estimated cost of restoration the estimated cost of restoration will be determined by the Public Works Supervisor.

**Bullet 7.** Should be updated to the following:

Should special permission be granted, the property owner requesting the exemption must supply a cash deposit to the Municipality prior to cutting the asphalt; this deposit will be the estimated cost of restoration as determined by the Public Works Supervisor. The deposit will be retained for three years. Should reinstatement issues arise; repairs will be made using funds from this deposit. At the end of the three year period the repair site will be re-evaluated and should further repairs be anticipated the monies will be retained an additional two years. If repairs are not required the remaining deposit will be returned. All reinstatement will be completed by the Municipality. In addition to the administration fee (section 6) and the deposit, the requester will also be responsible for the cost of the initial restoration completed by the Municipality.

**Bullet 8.** Should be updated to the following:

Should special permission be granted to a utility provider the Municipality must be made aware of the timing of the scheduled cut, and the reinstatement will be completed by the Municipality. All costs will be charged back to the utility provider.

Joie de vivre



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**Bullet 9.** Should be added:

In the event of an emergency, such as a water main break or natural gas leak, road cuts will be permitted without Council Approval. Reinstatement will occur as per the above sections.

**Bullet 10.** Should be added:

In all exemption and emergency cases the size of the cut will be determined by the Public Works Supervisor Prior or designate.

**Recommendations to Council Regarding Enforcement of the 5 Year No-Cut Policy:**

In addition to the above noted updates to the No-Cut Policy, it is the recommendation of the Director of Infrastructure that council only grant exemptions for multi residential unites of 4 units or more and for new subdivisions (to promote housing in West Nipissing). It is also recommended that building permits be updated to advise builders if the road is currently under a no-cut. Exemptions should not be granted for property owners who received adequate notification that the road would be under the 5 year no cut policy.

Elizabeth Henning, P. Eng  
Director of Infrastructure

# MEMORANDUM

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**TO:** Jay Barbeau, CAO

**FROM:** Elizabeth Henning P. Eng, Director of Infrastructure

**DATE:** April 8, 2024

**RE:** School Zone and 4 Way Stop at Highway 64 and Principal

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Council requested information on a 4 way stop at Highway 64 and Principal.

Currently this intersection has a 2 way stop condition traffic on Principal must stop prior to turning onto Highway 64. There is a marked cross walk at this intersection and school crossing signs posted on Highway 64.

Highway 64 is under the jurisdiction of the MTO the addition of stop signs on Highway 64 and any zoning changes on Highway 64 would need to be put in place by the MTO. If the MTO determines that changes are warranted at this intersection Municipal Staff would support the support the MTO's direction.

Elizabeth Henning, P. Eng  
Director of Infrastructure

Joie de vivre



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# MEMORANDUM

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**TO:** Jay Barbeau, CAO

**FROM:** Elizabeth Henning P. Eng, Director of Infrastructure

**DATE:** March 28, 2024

**RE:** MTO Update

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Council requested an update on the active MTO files including:

- Highway 17 & Levac Road/Drive-In Road safety
- Leblanc Road turning lane
- Highway 535/575 rehabilitation

At Highway 17 & Levac/Drive-In Road the MTO completed a traffic study at this intersection in 2019 and found higher than expected intersection related conditions. As a result of this the MTO dropped the posted speed from 90km/h to 80km/h through this intersection towards the east end of Sturgeon Falls. A second traffic study was conducted in 2022 which indicated a rise in traffic volumes however the traffic volumes do not meet the provincial warrants to signalise the intersection, a rise in collisions was not indicated in 2022. The MTO is continuing to monitor this intersection.

At Leblanc Road the MTO has determined that a left turn lane is warranted at this location. This would be implemented by the MTO during the next rehabilitation in this area, there is currently no timeline from the MTO for this work.

Highway 535/575 rehabilitation is still currently scheduled by the MTO however the Municipality has not been made aware of any firm timing for construction. The MTO typically reaches out to stake holders in advance of construction and West Nipissing should receive notification prior to work.

Elizabeth Henning, P. Eng  
Director of Infrastructure

**Joie de vivre**



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## SCHEDULE "B" OF BY-LAW 2019/24



## AGENDA ITEM REQUEST FORM

PLEASE PRINT CLEARLY:

Requested Council Meeting Date:	March 19, 2024		
Name of Requestor:	Kathleen Thorne Rochon	Date submitted: March 11, 2024	
Address:	Full mailing address:		
Phone:	Home:	Business / Cell: 705-753-6900	Fax:
E-Mail:	krochon@westnipissing.ca		

Requested Agenda Item/Subject:	Friends of the Beach - 2024 goals, including canopy construction		
Additional details / background information:	<input checked="" type="checkbox"/> see below <input checked="" 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> Update requested on the work being done by municipal staff with the "Friends of the Beach" regarding the construction of a canopy/pavilion. Attached is an outline of activity for 2023 and their goals for 2024. The document contains specific requests for assistance from the municipality for other priority items and and update on those is also requested.		

## 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: <table border="0"> <tr> <td><input type="checkbox"/> in person</td> <td><input type="checkbox"/> by telephone</td> </tr> <tr> <td><input type="checkbox"/> by e-mail</td> <td><input type="checkbox"/> other: _____</td> </tr> </table>	<input type="checkbox"/> in person	<input type="checkbox"/> by telephone	<input type="checkbox"/> by e-mail	<input type="checkbox"/> other: _____
<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:
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Notes / Comments:
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## 2024 Action Plan - Friends of the Sturgeon Falls Beach

## Action Plan for 2024 Summer Season

### Summary of 2023 season

This year, the Friends of the Sturgeon Falls Beach (the group) has been active at maintaining the beach grounds and fundraising. An impressive total of 285 person-hours of volunteer work was done by members of this group. **84** person-hours were dedicated to weekly maintenance, while another **45** person-hours were dedicated to litter collection. Additionally, **156** person-hours were dedicated to fundraising. This year, fundraising consisted of operating a booth at the Great Northern Flea Market on Salter Street. As of September 26<sup>th</sup>, a total of \$13,259.48 has been collected. \$7,774.05 of that total was raised solely at the booth thanks to the efforts of a truly dedicated group of people.

The beach itself has seen modest but well received improvements, such as the installation of 2 park benches thanks to the generosity of the municipality. The group also maintained and improved the flower bed arrangement at the northwest corner of the tennis courts. For the Friends of the Sturgeon Falls Beach, its goal is the construction of a shaded area (canopy) as well as the levelling of the grounds north of the tennis courts, however this has yet to be accomplished.

For this group of dedicated volunteers, a major irritant this year has been the amount of vandalism to the 6 picnic tables. Many times, we have had to remove graffiti from the tables. The tables were also often moved to inappropriate locations due to inadequate anchoring.

Another problematic issue for the volunteers is the ongoing collecting of cigarette butts. The Ontario Smoke Free Act clearly states that smoking and vaping is not permitted within 20 meters of any recreational facility. While the beach may not be considered a recreational facility, the tennis courts certainly are and since the beach and parking lot are all within 20 meters of the tennis courts, this area should be considered as restricted smoking and vaping areas and the Ontario Smoke Free Act enforced.

### 2024 Summer Season

Our goals for the next season include the following.

1. Maintain the beach grounds.
2. Fundraise to improve beach installations.
3. Facilitate the construction of the canopy.
4. Have the ground at the north end of the tennis courts levelled as this poses a clear danger to those who walk in the park, especially at night where the deep holes cannot be seen.
5. Replace current screw type anchors with longer ones so that picnic tables and benches are not moved to inappropriate locations or, worse yet, stolen.
6. See that proper signage is installed at the entrance to the beach where it cannot be vandalized.

## 2024 Action Plan - Friends of the Sturgeon Falls Beach

7. Move, to the beach, existing flowerpots that are currently located elsewhere in the municipality and no longer in use. If the municipality provides the flowerpots, flowers, soil, and fertilizer, Friends of the Sturgeon Falls beach group would, in turn, commit to planting, weeding, and watering the flowers during the season.

## Requests

To accomplish our goals, the group would like the municipality to consider the following requests in its budget deliberations and planning.

1. Staff should facilitate the construction of the canopy. The canopy is to be built and paid for by a local citizen. Construction did not begin this year because a “stamped” engineering drawing could not be provided in time to respect the building code. The benefactor was finally able to locate and consult with a local engineer who agreed to provide the necessary clearance required for the building to go forward. Friends of Sturgeon Falls beach request that continued emphasis and collaboration is placed on this community project so that we may see it to fruition.
2. We request that the municipality find a temporary solution to levelling the ground at the north end of the tennis courts. In our initial meeting with staff in June 2023, the group was told that this work would incur substantial expenses since drainage would have to be addressed. The group recognizes that a permanent solution may not be feasible at this time, however the risk of injury is high in our estimation. The delivery of one or two loads of soil would go a long way to mitigate this dangerous situation.
3. We would like to see longer anchors used to secure the picnic tables and park benches. Currently, 12” screw type anchors are being used. These anchors can be easily pulled out of the sand by simply flipping the tables over. The group believes that using 36” anchors would be more adequate. Because of its constant presence at the beach, the group would also like to be consulted to determine the best locations for the picnic tables prior to their installation in the spring.
4. Once again, the group is requesting that proper signage be installed. We would like the signage to be installed where it is clearly visible when entering the beach’s parking lot. The signs should also be high enough to prevent them from being spray painted on or damaged by vandals. The signs need to address issues such as hours of operations, as stated in the new beach bylaw, the restricted use of motor vehicles, smoking and vaping. The group recognizes that signs will not prevent such behavior, however it may reduce it.
5. The group will commit to planting, weeding, watering flowers in flowerpots provided that all the necessary items, flowerpots, flowers, soil, fertilizer are provided by the municipality. If existing flowerpots are not available, the group would request that new flowerpots **not be purchased for the beach** and that funds go towards our other objectives.
6. Experience has taught the group that most vandalism occurs when the weather warms up and school is not yet out for the summer. We request heightened patrols by the OPP and Bylaw Enforcement Officers during the month of June. Specifically, between the hours when school let’s out for the day and just before sundown.

# MEMORANDUM

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**TO:** Jay Barbeau, CAO

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

**DATE:** April 11, 2024

**RE:** **Facility Lifecycle Assessment Report**

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In 2021, The Municipality retained the services of an engineering firm to complete building condition assessments on municipal facilities. The attached report is an operational tool that will guide and assist staff with planning for on-going building repairs and maintenance as well as with our capital asset management. The information/data in this report will also act as a key resource for staff when making strategic recommendations to Council regarding capital projects, financial requirements and the feasibility of municipal facilities.

Joie de vivre



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





# PORTFOLIO SUMMARY REPORT

## Facility Lifecycle Assessment and Retro Commissioning Report The Municipality of West Nipissing Municipality of West Nipissing, Ontario

Submitted to:  
Municipality of West Nipissing  
101-225 Holditch Street  
Sturgeon Falls, Ontario, P2B 1T1  
Attention: Jonny Bélanger,  
Project Manager of Community Services

Submitted by:  
Stephenson Engineering Ltd.  
639 5<sup>th</sup> Ave. SW, Suite 901  
Calgary, Alberta T2P 0M9

Date: January 10, 2022  
Project No.: 20210950

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# Table of Contents

<b>1. EXECUTIVE SUMMARY</b>	<b>1</b>
1.1. Methodology.....	2
1.2. Evaluation Criteria .....	2
1.3. Objectives .....	4
1.4. Defined General Terms .....	4
1.5. Summary of Findings.....	5
1.6. Opinions of Probable Costs .....	9
1.7. Funding Scenarios .....	12
<b>2. NEXT STEPS</b>	<b>14</b>
2.1. History .....	14
2.2. Culture and Values.....	15
2.3. Demographic Considerations .....	15
2.4. Planning/Program Considerations .....	15
2.5 Other Factors .....	16
<b>3. CONCLUSIONS</b>	<b>17</b>
<b>APPENDIX A</b>	<b>18</b>
<b>APPENDIX B</b>	<b>41</b>
<b>APPENDIX C</b>	<b>44</b>

## 1. EXECUTIVE SUMMARY

Stephenson Engineering Ltd. (Stephenson) was retained by The Municipality of West Nipissing (MWN) to perform Facility Lifecycle Assessments (FLA) in accordance with Stephenson's proposal dated June 7, 2021 of a portfolio of 18 buildings located in the Municipality of West Nipissing, Ontario. The buildings included in the portfolio range in size, usage, and age.

The buildings assessed in this project have a wide range of age and size, we have listed in the table below in descending order by age for a quick comparison:

Facility Name	Age	SQFT
Lavigne Rink Change Room	5	1,000
Minnehaha Bay Rest and Marina	10	6,700
Ambulance Station	11	3,993
Front Street Storage Garage	15	651
Tourist Centre	15	6,467
Sturgeon Falls River House Museum*	23	13,978
North Monetville Community Centre	28	6,903
Verner First Response Building	30	1,400
Field Rink Change Room	30	1,800
Richelieu Field House	32	492
Leblanc Road Storage Garage	33	790
Sturgeon Falls Recreational Centre*	34	43,692
River Valley Rink Change Room	36	625
Cache Bay Rink Change Room	36	864
Sturgeon Falls Town Hall*	38	57,452
Verner Arena Storage Garage	39	2,560
Community Services Storage and Staff Building	40	2,211
Goulard Park Field House	41	336
Verner Arena*	45	26,842
Community Services Storage Building	46	1,400
Field Library and Fire Station	47	5,077
Sturgeon Falls Arena*	58	24,027
Cache Bay Community Centre*	65	18,123
Verner Municipal Building	69	11,060

\*Information obtained from previous Pinchin reports and is included for comparison only.

**Table 1: Building Portfolio Summary.**

Pinchin was previously retained by The Municipality of West Nipissing (MWN) to perform Facility Lifecycle Assessments (FLA) of 6 buildings located in the Municipality of West Nipissing, Ontario. The buildings included in the portfolio also ranged in size, usage, and age. The reports were not a part of the Stephenson scope of work, but we are including them in this Summary Report so that the reader can gain a better picture of the current real estate portfolio of the municipality. The buildings reviewed by Pinchin were in general significantly larger than the 18 buildings reviewed by Stephenson. We have integrated the cost analysis they had produced into this summary documentation along with assigning some priority ratings of high, medium, and low so that the MWN can use this information when putting together capital budgets over the next several years. It is our recommendation that all buildings be reviewed on a 5-year rotation so that the condition and the needs of a particular building remain within a short-term outlook, and address significant changes occurring to current conditions as a result of age, deferred maintenance, weather events, or further deteriorated building components. Well maintained buildings will require regular diligence and capital for them to remain in acceptable working order.

### 1.1. Methodology

The FLA reports completed under the current project were conducted in general accordance with the American Society for Testing and Materials (ASTM) "Standard Guide for Property Condition Assessments: Baseline Property Condition Process E 2018-15". Each building was visually assessed for current conditions, with no intrusive testing completed. Each site was toured with escorts provided by the MWN, and included, when available, representative from user groups present on site. The site escort was interviewed for gaining firsthand knowledge of the facility and made access available to all spaces within the structure- inclusive of roofs, mechanical and electrical rooms. Extensive digital photographs were obtained at each facility. Available drawings were also provided to the team as part of our review.

The evaluation team was composed of staff from Stephenson as well KJA consultants evaluated the elevator systems contained in the Tourist Centre.

The scope of work did not include sampling or testing to identify the potential presence of hazardous building construction materials such as asbestos-containing materials (ACMs), lead-based paints (LBPs), polychlorinated biphenyl (PCB)-containing electrical equipment or other hazardous materials.

### 1.2. Evaluation Criteria

The FLA reports were completed in general accordance with the MWN's stated scope of work as documented in Request for Proposal: Municipality of West Nipissing Various Municipal Buildings Condition Assessments. The scope of the FLA reporting was limited to identifying components, systems, and potential concerns by visual examination of surface features and operating practices, and from available documented information sources. Only those items identified as being above the specified Capital Threshold of \$1,000 was addressed in the Capital Reserve Tables. Items included needed repairs, required maintenance and life cycle

replacements, and noted areas for additions investigations if required. Each building component was given a Condition Rating system (CR) as noted below:

Code	Description
1	<b>Critical Unsafe-</b> high risk of injury or critical system failure.
2	<b>Poor-</b> does not meet requirements, has significant deficiencies. May have high operating / maintenance costs.
3	<b>Marginal-</b> meets minimum requirements, has significant deficiencies. May have above average operating / maintenance costs.
4	<b>Acceptable-</b> meets present requirements, minor deficiencies. Average operating/maintenance costs.
5	<b>Good-</b> meets all present requirements. No deficiencies.
6	<b>Excellent-</b> as new/state of the art, meets present and foreseeable requirements.

A high level review of obvious building code issues was completed, but it was assumed that each building met the code in place at the time of construction. General barrier free compliance review as it relates to the AODA was also a part of our reporting. Items identified with a CR rating of 1 and/or Cat A, shall be treated as “Immediate” action items, considered to have conditions that include deficiencies that require action in the next 60 to 90 days. The capital expenditures identified with respect to deficiencies or deferred maintenance were identified by the following categories (“Cat X”):

Category	Description
A	Code & Safety
B	Repair & Maintenance
C	Capital Expenditure
D	Modernization / Improvements
E	Other

### 1.3. Objectives

The objective of the FLA was to document the Site conditions at the time of the Site reconnaissance at each building and based on available sources of information and observations of surface conditions, to identify the exterior site elements, building structure, envelope, interior finishes, mechanical systems, electrical systems, fire/life safety systems, and conveyance devices requiring capital investment over the next ten years. The observations and cost data are used to help MWN develop a capital plan by dividing them up into short and medium-term needs.

### 1.4. Defined General Terms

**CRV:** Current Replacement Value- this was developed using information provided by “RS Means Square Foot Costs 2021” using similar building types and size to those being reviewed in this project. The estimate is obtained using a Dollar per Square Foot (\$/sq. ft) formula; the square foot area being the GFA of the building represented in square foot (sq. ft). The final price is presented in today’s Canadian Dollars (CAN\$) with a 20% estimating contingency and a location factor applied. The cost includes all the major systems of the building: structural; architectural; mechanical; electrical.

**FCI:** Facility Condition Index is an industry standard asset management tool which measures the “constructed asset’s condition at a specific point in time” (US Federal Real Property Council, 2008). It is a functional indicator resulting from an analysis of different but related operational indicators (such as building repair needs) to obtain an overview of a building’s condition as a numerical value.

It was developed by the US Navy to assess conditions of vessels and strategically prioritize renewal spending. FCI was first utilized as an index for determining building condition in the early 1990’s by the US National Association of College and Universities and quickly became the standard for post-secondary institutions across North America. Recently condition index measures have been adopted by the US Federal Real Property Council, American Public Works Association, Council of Ontario Universities, Federation of Canadian Municipalities (through their Infraguide publications), Health Authorities, Education Ministries and Social Housing Authorities throughout North America.

FCI is obtained by aggregating the total cost of any needed or outstanding repairs, renewal or upgrade requirements at a building obtained from our Capital Reserve Table (CRT) compared to the Current Replacement Value (CRV) of the building components. It is the ratio of the “deferred needs” to replacement value” expressed in percentage terms. Land Value is not considered when evaluating FCI.

$$FCI = \frac{\text{Sum of Outstanding deferred maintenance}}{\text{Current Replacement Value of an Asset}} \times 100$$

The lower the value of FCI, the better condition that a building is in. Currently, industry uses benchmarks that indicate the following subjective condition rating for facilities with various ranges of FCI:

Good	<5%
Fair	5-10%
Poor	10-30%
Critical	>30%

Utilizing FCI provides a professional method of measurement to determine the relative condition index of a single building, group of buildings, or if desired, a total portfolio. As FCI increases, the assets will experience:

- Increased risk of component failure.
- Increased facility maintenance and operating costs.
- Greater negative impacts to staff and residents.

### 1.5. Summary of Findings

A cursory summary of the portfolio findings of this FLA project is provided below. However, details are not included or fully developed in this section, and the individual reports must be read in their entirety for a comprehensive understanding of the items contained herein. To assess the physical condition of the site components and building, a Site Representative was interviewed, and visual site reviews were conducted. No destructive or non-destructive testing was conducted. No calculations were performed to confirm the adequacy of the original designs.

We looked at FCI at the 5- and 10-year intervals. FCI is an industry wide benchmark for buildings to be compared within a portfolio- or against other comparable portfolios. Location and environmental conditions should also be considered when comparing buildings outside the region. The longer the time frame, the higher an FCI score percentage would grow due to the compounding of deferred maintenance without any set budget program in place to alter the growth. The table immediately below illustrates the result of that comparison for each asset within the two input years, if all of the require capital expenditure required in the next five years were to be implemented. It effectively resets the FCI score at the completion of the 5<sup>th</sup> year and the FCI score provided for year 10 only accounts for capital needs from years 6-10 as assumed in 2021. This could effectively allow for significant improvements in FCI scores in individual buildings. While this is an ideal concept- the reality is that 100% funding is highly unlikely, and work will in all probability become deferred to the 10-year interval. It is important to note that it is highly likely that the condition of the building would further deteriorate if no work were to happen in the next five years- as nothing is static. Therefore, we recommend that each building be assessed in 5-year intervals so that the portfolio be well monitored and allow for shifting priorities.

The reason some of the buildings illustrate significant improvement, such as the Goulard Park Field House, is that most of the work is needed over the next five years as components have either failed or are passed lifecycle. In this case it- the FCI resets itself after the 5th year- assuming no other needs present themselves. This building is currently in critical condition- so it may not warrant capital expenditures- as it likely should be considered for replacement. Money could be allocated to other buildings, or a decision can be made to keep it operational a few more years- but would not greatly affect its FCI scoring significantly. FCI is a tool to help you decide where to allocate your available funds but cannot be considered in isolation to other considerations discussed in this summary. Even with all buildings getting 100% funding over the next 10 years- your average portfolio score would go from poor to fair. In reality, only brand-new buildings can receive a good rating. A good comparison would be a new car- as soon as you drive it around the block from the dealership- it becomes a used car. And both depreciation and required maintenance affects its value. Keeping up with work- even spending in advance of the 5-year interval- will have positive impacts to a building.

Facility	FCI 5 Years	FCI 10 Years
Tourist Centre	23.94%	12.75%
Minnehaha Bay Rest and Marina	9.07%	34.75%
Community Services Storage and Staff Building	17.11%	0.00%
Goulard Park Field House	84.26%	0.00%
Richelieu Field House	20.22%	1.47%
Ambulance Station	5.25%	6.00%
Cache Bay Rink Change Room	5.87%	2.25%
Verner Arena Storage Garage	22.93%	0.00%
Verner First Response Building	21.18%	4.16%
Verner Municipal Building	22.30%	3.00%
River Valley Rink Change Room	37.14%	1.93%
North Monetville Community Centre	7.03%	5.70%
Field Rink Change Room	9.74%	1.98%
Front Street Storage Garage	3.03%	0.00%
Leblanc Road Storage Garage	3.33%	4.52%
Field Library and Fire Station	29.63%	10.43%
Community Services Storage Building	9.43%	2.43%
Lavigne Rink Change Room	1.45%	1.67%
<b>AVERAGE FCI</b>	<b>18.49%</b>	<b>5.17%</b>

Table 2: FCI Summary - Stephenson Reports.



Facility	FCI 5 Years	FCI 10 Years
Sturgeon Falls Arena	7.66%	4.39%
Verner Arena	11.14%	3.30%
Sturgeon Falls Town Hall	13.99%	6.71%
Sturgeon Falls River House Museum	12.99%	1.40%
Cache Bay Community Centre	18.02%	4.56%
Sturgeon Falls Recreational Centre	7.17%	2.03%
<b>AVERAGE FCI</b>	<b>11.83%</b>	<b>3.73%</b>

\*Information calculated using values obtained from previous Pinchin reports and is included for comparison only.

**Table 3: FCI Summary - Pinchin Reports.**

The table immediately below illustrates the result of no significant work completed in year 1-5 and that comparison for each asset by the two input year intervals. This helps illustrate how deferred capital spending can greatly affect a building's FCI score with relatively quick deterioration. The Tourist Centre would then fall from poor to critical! These are meant to be snapshots in time- and the goal and objective of the MWN should be to avoid any building falling into a critical condition. This can at times provide skewed ratings, so a deeper understanding of each building is necessary- so reading the full report is a requirement prior to making final funding decisions. As is the case with the Minnehaha Bay building- a few specific costly repairs are causing a higher FCI score in one of your newer buildings (related mostly to wharf and structural concerns).

Facility	FCI Years 1-5	FCI Years 1-10
Tourist Centre	23.94%	36.70%
Minnehaha Bay Rest and Marina	9.07%	43.82%
Community Services Storage and Staff Building	17.11%	17.11%
Goulard Park Field House	84.26%	84.26%
Richelieu Field House	20.22%	21.69%
Ambulance Station	5.25%	11.25%
Cache Bay Rink Change Room	5.87%	8.11%
Verner Arena Storage Garage	22.93%	22.93%
Verner First Response Building	21.18%	25.34%
Verner Municipal Building	22.30%	25.30%
River Valley Rink Change Room	37.14%	39.07%
North Monetville Community Centre	7.03%	12.72%
Field Rink Change Room	9.74%	11.71%
Front Street Storage Garage	3.03%	3.03%
Leblanc Road Storage Garage	3.33%	7.86%
Field Library and Fire Station	29.63%	40.06%

Community Services Storage Building	9.43%	11.86%
Lavigne Rink Change Room	1.45%	3.12%
<b>AVERAGE FCI</b>	<b>18.49%</b>	<b>23.66%</b>

**Table 4: FCI Summary for Deferred Work - Stephenson Reports.**

Facility	FCI Years 1-5	FCI Years 1-10
Sturgeon Falls Arena	7.66%	12.05%
Verner Arena	11.14%	14.45%
Sturgeon Falls Town Hall	13.99%	20.70%
Sturgeon Falls River House Museum	12.99%	14.40%
Cache Bay Community Centre	18.02%	22.58%
Sturgeon Falls Recreational Centre	7.17%	9.20%
<b>AVERAGE FCI</b>	<b>11.83%</b>	<b>15.56%</b>

\*Information calculated using values obtained from previous Pinchin reports and is included for comparison only.

**Table 5: FCI Summary for Deferred Work\*- Pinchin Reports.**

The following table ranks our opinion of priority based on our consideration of functionality, age, need for critical component replacement and current use with regards to consideration of budgets for capital expenditures and FCI. This is of course a subjective list- and the MWN will form its own conclusions. We gave priority to buildings that have emergency services function, are generally newer, or have critical program functions for the MWN. Buildings that are in significantly poor condition or not well serving a program function were given a lower priority. An example is the Community Services Storage Building- not in bad condition, but not being utilized well programmatically, and containing very little storage. It should be considered for repurposing or disposal as it was not designed for this function and could fill a better need.

Facility	Age	SQFT	5y Reserve Total	10y Reserve Total	Replacement Cost (New Building)	Priority/FCI
Minnehaha Bay Rest and Marina	10	6,700	\$251,500	\$964,000	\$2,773,800	● 43.82%
Field Library and Fire Station	47	5,077	\$498,250	\$175,400	\$1,681,500	● 40.06%
Tourist Centre	15	6,467	\$589,800	\$314,100	\$2,463,150	● 36.70%
Verner First Response Building	30	1,400	\$98,200	\$19,300	\$463,680	● 25.34%
Verner Municipal Building	69	11,060	\$829,170	\$111,500	\$3,718,000	● 22.30%
North Monetville Community Centre	28	6,903	\$261,200	\$211,800	\$3,718,000	● 12.72%
Ambulance Station	11	3,993	\$74,600	\$85,300	\$1,421,670	● 11.25%

River Valley Rink Change Room	36	625	\$96,100	\$5,000	\$258,750	● 39.07%
Verner Arena Storage Garage	39	2,560	\$66,100	\$0	\$288,276	● 22.93%
Richelieu Field House	32	492	\$41,180	\$3,000	\$203,690	● 21.69%
Community Services Storage and Staff Building	40	2,211	\$130,300	\$0	\$761,575	● 17.11%
Field Rink Change Room	30	1,800	\$79,810	\$16,200	\$819,720	● 11.71%
Leblanc Road Storage Garage	33	790	\$12,600	\$17,100	\$378,100	● 7.86%
Goulard Park Field House	41	336	\$47,820	\$0	\$56,750	● 84.26%
Community Services Storage Building	46	1,400	\$57,400	\$14,775	\$608,600	● 11.86%
Cache Bay Rink Change Room	36	864	\$27,700	\$10,600	\$472,160	● 8.11%
Sturgeon Falls Town Hall*	38	57,452	\$2,129,300	\$1,021,400	\$15,222,482	● 6.71%
Cache Bay Community Centre*	65	18,123	\$1,108,640	\$280,300	\$6,152,396	● 4.56%
Sturgeon Falls Arena*	58	24,027	\$713,370	\$409,000	\$9,316,656	● 4.39%
Verner Arena*	45	26,842	\$1,092,000	\$323,500	\$9,798,552	● 3.30%
Lavigne Rink Change Room	5	1,000	\$6,000	\$6,900	\$414,000	● 3.12%
Front Street Storage Garage	15	651	\$4,000	\$0	\$132,100	● 3.03%
Sturgeon Falls Recreational Centre*	34	43,692	\$1,659,200	\$470,000	\$23,153,265	● 2.03%
Sturgeon Falls River House Museum*	23	13,978	\$676,760	\$73,000	\$5,208,203	● 1.40%

\*Information calculated using values obtained from previous Pinchin reports and is included for comparison only.

Priority                      ● High                      ● Medium                      ● Low

Table 6: Priority Summary.

### 1.6. Opinions of Probable Costs

The following tables summarize our opinion of budgets for capital expenditures above the threshold value of \$1,000 over the 10 Year evaluation period that is identified by this report for the current project portfolio. Expenditures that are expected to be managed as part of normal operations are not shown. The budgets assume a prudent level of ongoing maintenance.

Section	Description	Immediate	Reserve Years 1 to 5 (2022 - 2026)	Reserve Years 6 to 10 (2027 - 2031)	10-Year Reserve Total
3.0	Architectural	\$26,100	\$2,110,534	\$1,475,200	\$3,585,734
4.0	Structural	\$3,000	\$173,100	\$70,000	\$243,100
5.0	Mechanical	\$2,105	\$430,800	\$111,900	\$542,700
6.0	Electrical	\$10,150	\$457,336	\$294,835	\$752,171
<b>TOTALS</b>		<b>\$47,400</b>	<b>\$3,171,770</b>	<b>\$1,951,935</b>	<b>\$5,123,705</b>

Note: Immediate (2022) expenditures are not included in the Capital Reserve totals.

Table 7: Summary of Immediate and Capital Reserve Expenditures (uninflated).

Year 1	Year 2	Year 3	Year 4	Year 5
\$910,550	\$348,000	\$270,312	\$125,400	\$1,517,508

Year 6	Year 7	Year 8	Year 9	Year 10
\$108,000	\$951,200	\$192,200	\$119,100	\$581,535

Table 8: Summary of Capital Reserve Expenditures per year (uninflated).

Majority of capital expenditures throughout the 10-year timeline focus on architectural upgrades such as interior and exterior finishes, windows and doors, site paving, fixtures, etc. Expenditures also include lifecycle replacements for mechanical and electrical equipment.

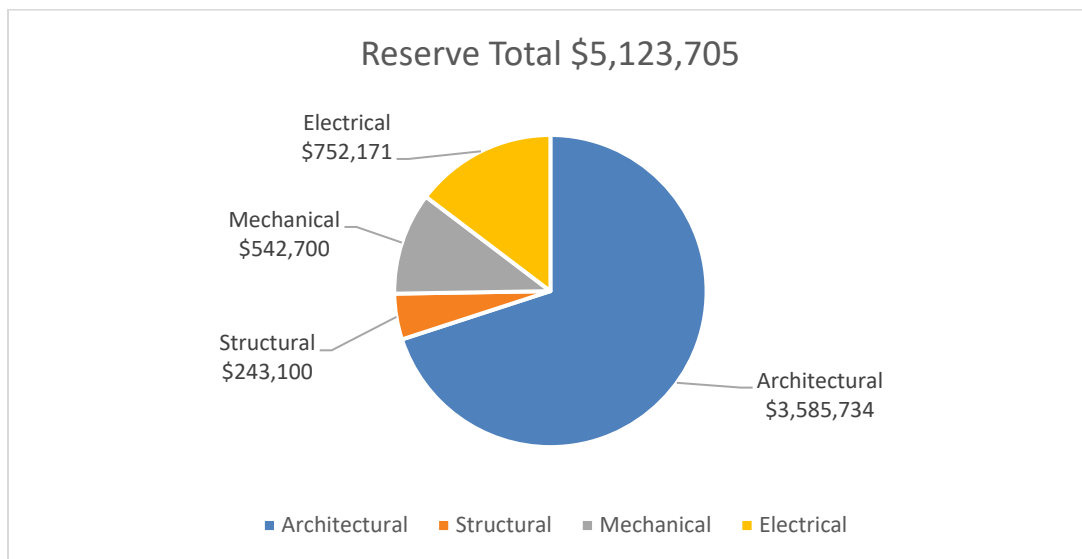


Figure 1: Reserve Total Breakdown - Stephenson Reports.

The following tables summarizes the opinion of budgets for capital expenditures above the threshold value of \$1,000 over the 10 Year evaluation period identified by Pinchin. Expenditures that are expected to be managed as part of normal operations are not shown. The budgets assume a prudent level of ongoing maintenance. Two things to keep in mind- the reports are two years old and include AODA expenditures. We elected to cost AODA outside of the tables for our reporting as is further expanded on in the AODA report- as other considerations need to be considered.

Section	Description	Immediate	Reserve Years 1 to 5 (2020 - 2024)	Reserve Years 6 to 10 (2025 - 2029)	10-Year Reserve Total
3.0	Architectural	\$10,600	\$5,774,270	\$841,200	\$6,615,470
4.0	Structural	\$0	\$175,000	\$56,000	\$231,000
5.0	Mechanical	\$55,000	\$1,110,000	\$1,270,000	\$2,380,000
6.0	Electrical	\$0	\$320,000	\$410,000	\$730,000
<b>TOTALS</b>		<b>\$65,600</b>	<b>\$7,379,270</b>	<b>\$2,577,200</b>	<b>\$9,956,470</b>

**Note:** Immediate (2019) expenditures are not included in the Capital Reserve totals.

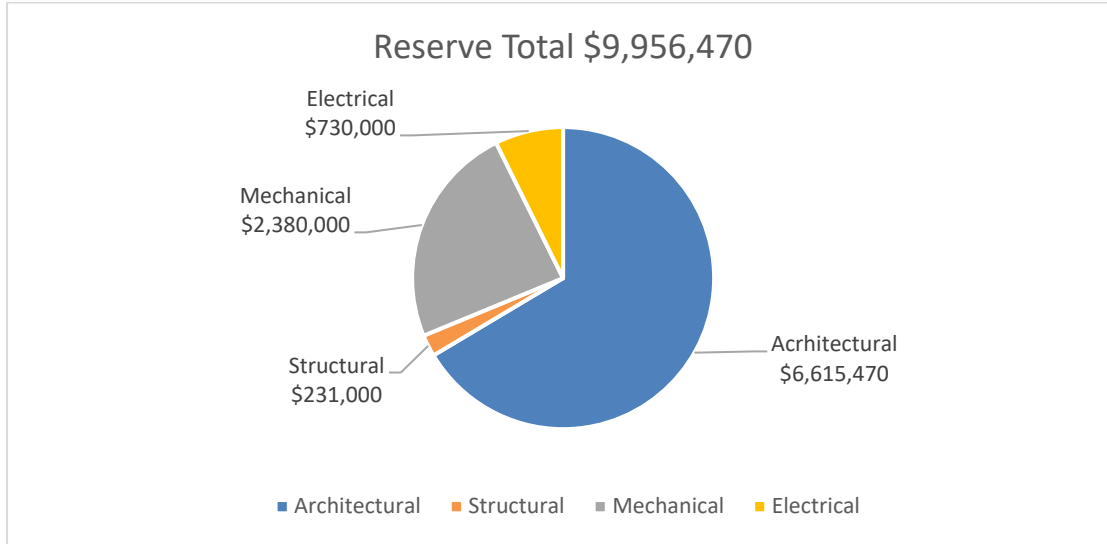
\*Information obtained from previous Pinchin reports and is included for comparison only.

**Table 9: Summary of Immediate and Capital Reserve Expenditures (uninflated)\***

Year 1	Year 2	Year 3	Year 4	Year 5
\$3,118,910	\$1,862,460	\$1,073,400	\$787,500	\$537,000
Year 6	Year 7	Year 8	Year 9	Year 10
\$540,900	\$732,300	\$508,500	\$449,500	\$346,000

\*Information obtained from previous Pinchin reports and is included for comparison only.

**Table 10: Summary of Capital Reserve Expenditures per year (uninflated)\***



\*Information obtained from previous Pinchin reports and is included for comparison only.

**Figure 2: Reserve Total Breakdown\*- Pinchin Reports.**

### 1.7. Funding Scenarios

To better understand the impacts of funding on the overall portfolio health as it relates to FCI, we examined several scenarios where all needed capital expenditures are met 100%, then at 80%, 50%, and 25% levels of completion. We found that once funding falls below 80% of identified need, significant reduction of the building conditions is the result. The reason the FCI begins at 18.49%, is that there are no prior years of deferred capital investments data- as this is the first year of portfolio review. The Pinchin reports did not develop FCI or CRV values, and the following only represents work completed by Stephenson. The 18.49% represents what will be required at the end of the first five-year cycle- so the charts are therefore illustrate the effects of funding over the next 5 years (5-10) These are illustrated below:

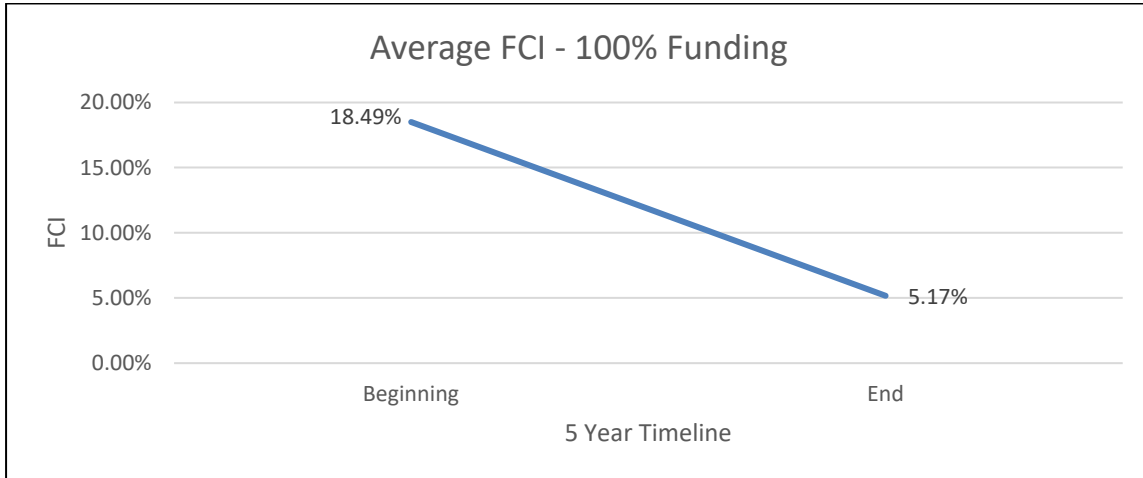


Figure 3: Average FCI showing if 100% of the funding is allocated the Portfolio FCI rating goes from poor to fair

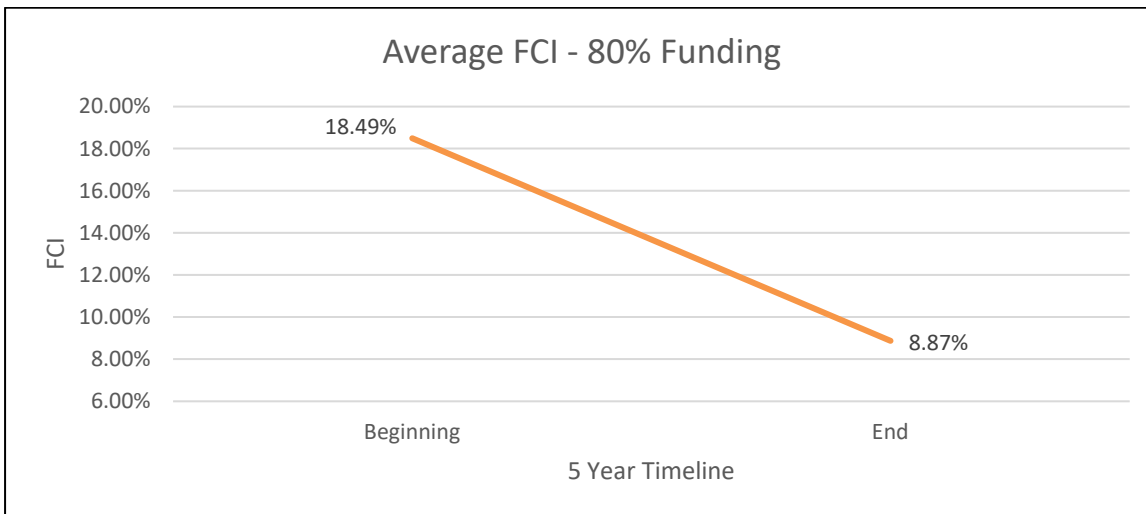
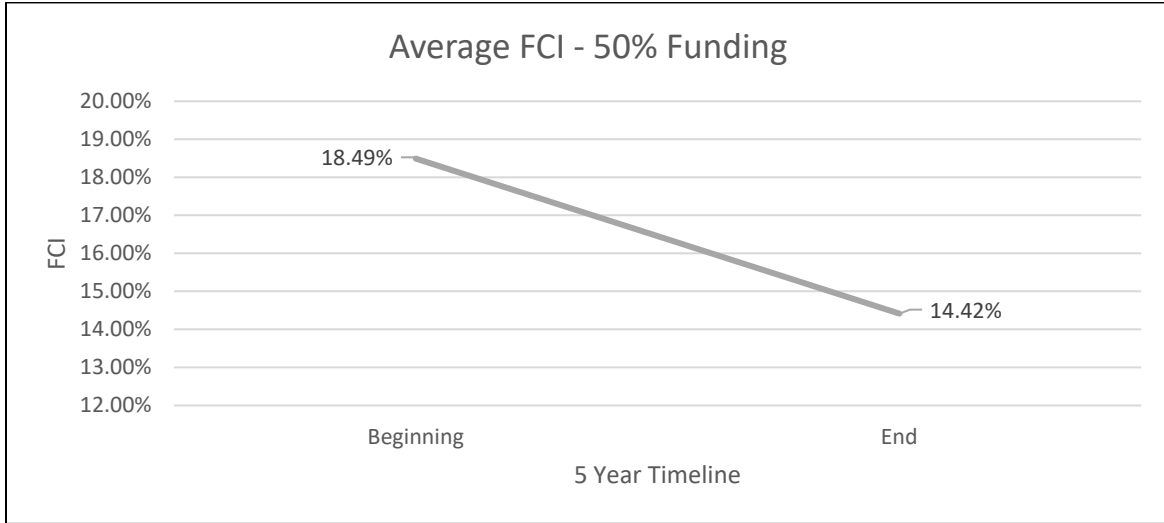
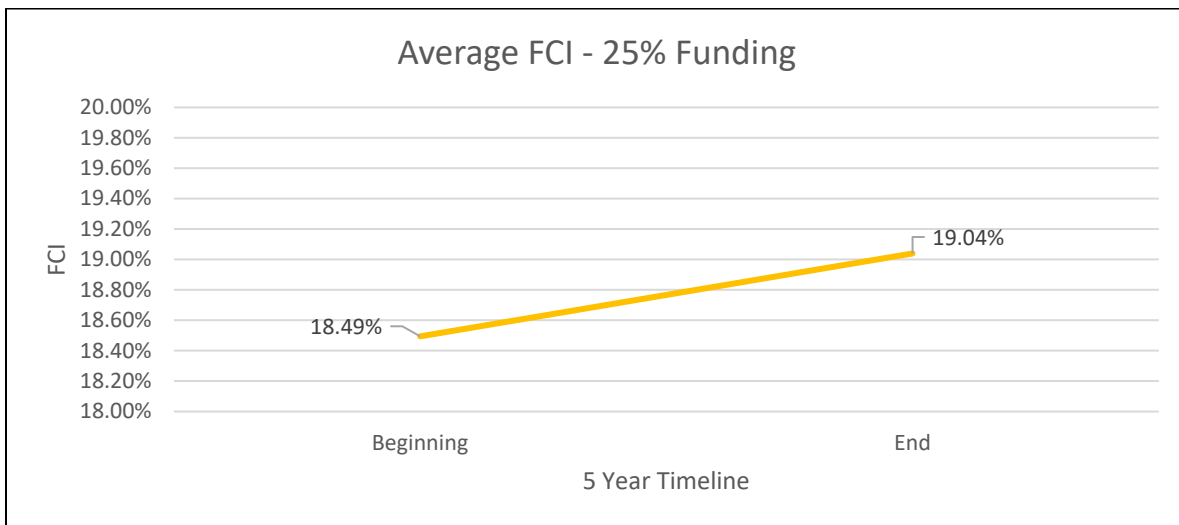


Figure 4: Average FCI showing if 50% of the funding is allocated the Portfolio FCI rating goes from poor to fair



**Figure 5: Average FCI showing if 50% of the funding is allocated the Portfolio FCI rating improves- but remains overall poor**



**Figure 6: Average FCI showing if 25% of the funding is allocated the Portfolio FCI rating worsens- but remains overall poor**

## 2. NEXT STEPS

### 2.1. History

The Municipality of West Nipissing has enjoyed more than 20 years as an amalgamated municipality. In 1999, Cache Bay, Crystal Falls, Desaulniers, Field, Kipling, Lavigne, North Monetville, River Valley, Sturgeon Falls, Verner and 17 ½ unincorporated townships came together to form the vibrant, growing, and prosperous Municipality of West Nipissing. With roots in the fur trade era (1623-1879) and pioneer life (1878-1939), cultural contributions from these eras remain evident today in the Municipality’s vitality.



## 2.2. Culture and Values

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.

## 2.3. Demographic Considerations

Statistic Canada 2016 had the following information on MWN:

14,364 citizens (population increased by 1.5% between 2011 and 2016)  
67.6% of residents are bilingual  
\$76,381 is the median total income of couples  
61.4% of the total population is of working age (15 to 64)

The 2011 and 2016 had the following information based on ages:

	<u>2011</u>	<u>2016</u>
• 0-4 years	700	670
• 5-44 years	5900	5715
• 45-64 years	4700	4585
• 65 years +	2850	3385

This information shows that only a modest increase in population is occurring and likely to continue in the years to come. The age is slightly skewing to older (65 +) which may indicate more services related to seniors need to be considered. The demographic band of active users of recreational facilities (5-44) is showing a slight decrease, which can also relate to lower demands for outdoor and indoor recreation facilities. The band of pre-school kids is also showing a slight decrease.

## 2.4. Planning/Program Considerations

- What is worth keeping? Buildings with lower scoring FCI will better handle the increased wear and tear that comes with higher usage, but renovations and additions may need to be a consideration to keep pace with changing needs and demand.
  - FCI scores- important to keep them low. Ones having high scores may require further investigation and consideration for viability.
  - Program requirements- changes to how a building is used and size of facility.

- Age- keeping a building up to date as much as possible across all categories (architectural, structural, mechanical, electrical)
- Can you reduce operating costs with new investment?
- What needs to go?
  - Repurposed- can a building that is being replaced have a new role and function in the community without it becoming an economic burden or safety liability for MWN.
  - Renovate- can the building undergo a significant renovation and/or expansion to keep it relevant.
  - Replace- when is a building just not worth keeping anymore- and becomes a burden and liability for MWN. Can MWN afford it, can funding be raised?
- Does the current site work?
  - Expansion- are there physical constraint considerations. Does current zoning and MWN master plan support it?
  - Replacement may make more sense at a different site and allow services to become located closer to changing demands. Example is a fire station.
- How long should you wait?
  - How much life is left? Typical buildings have an expected life of 80 years- but with continued maintenance and upgrades- can extend that significantly. How much has the building already deteriorated always must be a consideration.
  - Value of reinvestment- can greatly increase a building's life. May need to be a stop-gap facility before new builds can be developed and placed on line. A replacement may not be a viable option.

## 2.5 Other Factors

### Develop Program Needs:

If buildings are no longer meeting program requirements or change of use, then the MWN should develop a new Program Plan to investigate needs, options, and feasibility:

- Conduct Staff/Stakeholder interviews
- Create Public engagement via:
  - Population surveys and engagement meetings
  - Establish Community needs
  - Set up Pop - ups in locations around to MWN to engage and inform the population and get critical feedback.
- Building program synergies with other facilities? - Can things be combined for efficiency?
- Develop goals and objectives for each facility going forward.

### Develop Feasibility Studies where appropriate:

Is the next step after evaluating the existing building's needs, and constraints?

- Takes information collected in the Program Planning and engagement activities.
- Set Sustainability goals

- Site analysis- open land vs. existing land
  - What are the Constraints
  - What are the Opportunities
- Cost analysis- cost of renovation, expansion, or replacement options.
- Conceptual design- high level- can help gain community support.
- Population growth- can it impact funding opportunities- planning for right-sized facilities.
- Funding sources Taxes, Federal and Provincial funding. Public/Private partnerships.

### 3. CONCLUSIONS

We found the overall MWN portfolio condition to be of concern due to high FCI scores, particularly for the smaller assets. The buildings will continue to require significant capital investment in order to lower the FCI scores and operate at industry acceptable levels. Capital investment is critical for the buildings to meet the status quo needs and continue to serve the growing community as well as possible. Some building should be replaced in the near future, as they are no longer viable due to deferred maintenance and can become a safety liability for MWN. Since most of the facilities were developed prior to the creation of MWN out of several individual towns and hamlets. Serious consideration should be made to consolidate and dispose of redundant facilities or ones that are underutilized. We found several buildings on the roster that had low utilization or had space not well aligned with current functionality. Sustainability considerations should always be a major factor in your portfolio health, but new replacement facilities cannot always be the answer.

The effort of this portfolio study is only a first step. The buildings should be reviewed at least every 5 years to make sure condition levels do not deteriorate significantly and will help MWN to continually develop capital spending priorities over time- as weather and sudden element failures are ever changing. Continual portfolio reviews are also very critical to understand where the short-term needs are most glaring, and what can be deferred to a midterm time lines without taking on any undue operational risk. Long term needs help track life cycle replacements and gauge where renovations/expansions and replacements may need to be of consideration.

As buildings age they need to be evaluated on many levels- and shifting population demands, budgets and other factors all contribute to a healthy civic portfolio. MWN has a wide range of types and ages of facilities. Some are not holding up well over time- and some have stood the test of time. All buildings can be made better, and all can likely remain functional for the next 5 years with varying degrees of success provided they are properly funded and cared for. It is clear some buildings should be considered for replacement and or decommissioned from the current portfolio in the longer term- years 6-10.

# MEMORANDUM

**TO:** Jay Barbeau, CAO

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

**DATE:** April 10, 2024

**RE:** **Request for Flag Poles in River Valley**

The River Valley chapter of “la Fédération des femmes canadiennes-françaises (FFCF)” are requesting that the Municipality install a new flag pole to allow for a Franco-Ontarien and a Canadian flag to be displayed at the corner of Forget Street and Hwy 539-A in River Valley. See photo below.

The Municipality currently has 2 vertical “Joie de Vivre” flags situated on each side of a welcome sign. The FFCF is requesting that one of the current flag poles be used to fly the Canadian Flag and that the Municipality install a new flag pole to fly the Franco-Ontarien flag on the same site. Another option would be to install two flag poles and allow both municipal flags to remain.

The cost for a new flag pole is approximately \$600. If approved by Council, the costs associated to this project would be covered under the community project budget line under Community Services. The installation of the flag would be done by municipal staff. We are seeking direction from Council regarding this request.



**Joie de vivre**



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

le 22 juin 2023

Municipalité Nipissing Ouest  
225 rue Holditch, suite 101  
Sturgeon Falls Ontario P2B 1T1  
Attention : Mme Catherine Levac-Lafond

Mme Levac-Lafond,

La Fédération des femmes canadiennes-françaises est un organisme de bienfaisance à but non lucratif. Elle agit en tant qu'organisme de regroupement des femmes, organisme qui suscite et favorise l'expansion de la culture et de la langue française.

Dans cet esprit de favoriser l'expansion de la culture française, notre section de River Valley demande à la Municipalité Nipissing Ouest la permission de faire flotter les drapeaux canadien et franco-ontarien à l'entrée de notre village. Deux drapeaux de la Municipalité y flottent déjà. Selon nous, il s'agirait de retirer un des drapeaux de la Municipalité et d'y installer, à l'horizontale, les deux drapeaux demandés. Une autre façon de faire serait de retirer un drapeau municipal, y faire flotter le drapeau canadien, ériger un troisième poteau pour y faire flotter le drapeau franco-ontarien.

Notre FFCF locale est prête à défrayer le coût des deux drapeaux, si la Municipalité est dans l'impossibilité de le faire.

Si notre demande est acceptée, nous aimerions lever le drapeau franco-ontarien le 25 septembre prochain, jour des Franco-Ontariens et des Franco-Ontariennes. À cette occasion, nous inviterions notre conseillère du quartier 6, Mme Anne Tessier, d'autres dignitaires de la Municipalité, les élèves et le personnel de l'École Christ-Roi, les membres de notre section et les membres de notre communauté.

Nous vous remercions de prendre le temps de diriger notre demande à qui de droit afin que celle-ci soit étudiée, demande qui nous tient à cœur.

Dans l'espérance de recevoir une réponse favorable à notre requête, nous demeurons

Sincèrement vôtre,

Suzanne M. Giroux  
membre et trésorière de la FFCF, section River Valley  
705 758-6622

# MEMORANDUM

**TO:** Jay Barbeau, CAO

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

**DATE:** April 10, 2024

**RE:** **Cache Bay Outdoor Rink Replacement Project**

As part of the 2024 budget, Council approved \$205,000 for the demolition and reconstruction of the Cache Bay outdoor rink. As per Council's request, two construction options were provided for this project. The first option was for the construction of a single regular sized rink. The second option was for a like for like replacement of 2 smaller rinks. Through a public RFQ process, the Municipality received a total of 5 bids for this project. Staff is seeking Council's direction regarding the preferred construction option and awarding of the contract.

The summary of the bids received are as follows;

<b>Project</b>	<b>Cache Bay Outdoor Rink Replacement</b>		
<b>Closing Information</b>	<b>April 8, 2024 @ 3:00 PM</b>		
<b>Opened By</b>	<b>Jonny Belanger</b>		<b>and Alisa Craddock</b>
<b>Name</b>	<b>Date Received</b>	<b>Single Rink</b>	<b>Double Rink</b>
Contractor A	April 8, 2024	\$375,000.00	\$490,000.00
Contractor B	April 8, 2024	\$198,246.55	\$233,371.89
Contractor C	April 8, 2024	\$247,743.00	\$310,394.00
Contractor D	April 8, 2024	\$215,890.50	\$226,577.36
Contractor E	April 8, 2024	\$187,665.00	\$201,775.00

## Joie de vivre



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**Drinking-Water Systems Regulation O. Reg. 170/03**
**Part III Form 2**
**Section 11. ANNUAL REPORT.**

<b>Drinking-Water System Number:</b>	220000442
<b>Drinking-Water System Name:</b>	Sturgeon Falls Water Treatment Plant
<b>Drinking-Water System Owner:</b>	The Corporation of the Municipality of West Nipissing
<b>Drinking-Water System Category:</b>	Large Municipal Residential
<b>Period being reported:</b>	January 1, 2023 to December 31, 2023

<p><b><u>Complete if your Category is Large Municipal Residential or Small Municipal Residential</u></b></p> <p>Does your Drinking-Water System serve more than 10,000 people? Yes [ ] No [x]</p> <p>Is your annual report available to the public at no charge on a web site on the Internet? Yes [x] No [ ]</p> <p>Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">                 Sturgeon Falls Water Treatment Plant                  11 Nipissing Street, Sturgeon Falls, ON             </div>	<p><b><u>Complete for all other Categories.</u></b></p> <p>Number of Designated Facilities served:  <input style="width: 50px; text-align: center;" type="text" value="0"/></p> <p>Did you provide a copy of your annual report to all Designated Facilities you serve?                  Yes [ ] No [ ] Not Applicable [x]</p> <p>Number of Interested Authorities you report to: <input style="width: 50px; text-align: center;" type="text" value="0"/></p> <p>Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility?                  Yes [ ] No [ ] Not Applicable [x]</p>
---	--

List all Drinking-Water Systems (if any), which receive all of their drinking water from your system:

Drinking Water System Name	Drinking Water System Number
N/A	

Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water?

Yes [ ] No [ ] Not Applicable [x]

## Drinking-Water Systems Regulation O. Reg. 170/03

**Indicate how you notified system users that your annual report is available, and is free of charge.**

**Public access/notice via the web**

### **Describe your Drinking-Water System**

The Sturgeon Falls WTP commissioned in 1991, consists of a full surface water treatment facility, with a design capacity of 14 200 m<sup>3</sup>/day, drawing water from the Sturgeon River.

The process consists of:

- Intake from the Sturgeon River, equipped with manually removable screens
- Four vertical turbine raw water pumps
- Two up-flow pre-treatment tanks for flash mixing for chemical assisted flocculation and sedimentation
- Four sets of three-cells-in-series flocculation tanks
- Two rectangular settling tanks, each with an inclined plate settling system
- Three anthracite/sand gravity filters, each with continuous turbidity monitoring
- Chlorine gas for primary disinfection
- One chlorine contact tank equipped with baffle walls, and discharge line to the underground reservoir
- Continuous Giardia log removal calculations to monitor adequacy of disinfection
- Hydrated lime (calcium hydroxide) addition for pH and alkalinity control
- Two cell in-ground storage reservoir
- A two-chamber clear well
- Five vertical high lift turbine pumps to Distribution
- Post-chlorine gas addition to Distribution with continuous monitoring
- Hydrofluosilicic acid (fluoride) addition to Distribution with continuous monitoring
- Filter backwash system consisting of two filter backwash pumps, serving all filters
- Backwash wastewater discharge to the backwash settling tanks
- Three backwash settling tanks; supernatant return to Sturgeon River; settled sludge to sludge thickening tanks
- Two square sludge thickening tanks; sludge discharge to municipal sewage collection system; supernatant return to the Sturgeon River
- Back-up diesel powered generator capable of servicing essential plant operations

### **List all water treatment chemicals used over this reporting period**

- Polyaluminum chloride – for coagulation
- Specialty polymer – a coagulant aid
- Limestone – for raw water alkalinity adjustments to improve coagulation
- Chlorine (gas) – for primary and secondary disinfection
- Hydrated lime (calcium hydroxide) – for finished water pH adjustment
- Hydrofluosilicic acid – fluoridation
- Corrosion control and manganese sequesterant



## Drinking-Water Systems Regulation O. Reg. 170/03

### Were any significant expenses incurred to?

- Install required equipment
- Repair required equipment
- Replace required equipment
- Not Applicable

### Please provide a brief description and a breakdown of monetary expenses incurred

Item	Water Plant	Distribution
Material/Supplies/Rentals/Maintenance	\$129,485	\$131,490
Process Chemicals	\$204,460	
Water Quality Lab Testing	\$16,238	
Consulting/Operator Training	\$11,828	\$4,250
Utilities	\$177,462	\$1,151
Insurance	\$64,771	\$30,333
Labour	\$292,374	\$431,660
Electrical/Instrumentation	\$23,315	
<b>Total</b>	<b>\$919,933</b>	<b>\$598,885</b>

### Provide details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre

Incident Date	Parameter	Result	Units	Corrective Action	Corrective Action Date
	Nil				

### Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03, during this reporting period.

	Number of Samples	Range of E.Coli Results CFU/100mL (min #)-(max #)	Range of Total Coliform Results CFU/100mL (min #)-(max #)
Raw	52	1 – 110*	26 – 730*
Treated	52	0 – 0	0 – 0
Distribution	260	0 – 0	0 – 0

\* NDOGT (No Data Overgrown with Target) for January 16, July 4, July 10, July 17, July 31, and August 21 samples.

### Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report.

	Number of Grab Samples	Range of Results (min #)-(max #)
Turbidity	8760	Daily Peak: 0.016 – 0.315 NTU
Chlorine	8760	Daily Average: 0.88 – 1.83 mg/L
Fluoride	359	Daily Average: 0.12 – 1.09 mg/L

**NOTE:** For continuous monitors use 8760 as the number of samples.

## Drinking-Water Systems Regulation O. Reg. 170/03

### Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.

Date of legal instrument issued	Parameter	Sampled	Result	Unit of Measure
Feb. 18, 2021 – MDWL 202-102	Waste Residue Total Suspended Solids	46 samples	23.3	mg/L (annual average)

### Summary of Inorganic and Organic parameters tested during this reporting period or the most recent sample results

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Fluoride	2023-07-17	0.6	mg/L	No
Nitrite (N)	2023-01-11	< 0.1	mg/L	No
	2023-04-19	< 0.05		No
	2023-07-17	< 0.05		No
	2023-10-21	< 0.05		No
Nitrate (N)	2023-01-11	0.1	mg/L	No
	2023-04-19	0.08		No
	2023-07-17	< 0.05		No
	2023-10-21	< 0.05		No
Haloacetic Acids (Running Annual Averages)	2023-01-11	37.6 (38.6)	µg/L	No
	2023-04-19	40.7 (43.2)		No
	2023-07-17	66.1 (49.8)		No
	2023-10-21	52.3 (49.2)		No
Antimony	2023-11-09	< 0.0001	mg/L	No
Arsenic	2023-11-09	0.0002	mg/L	No
Barium	2023-07-17	0.010	mg/L	No
	2023-11-09	0.011		
Boron	2023-07-17	< 0.005	mg/L	No
	2023-11-09	< 0.005		
Cadmium	2023-11-09	< 0.000015	mg/L	No
Chromium	2023-11-09	< 0.0010	mg/L	No
Lead	2023-07-17	0.00015	mg/L	No
Mercury	2023-07-17	0.00003	mg/L	No
	2023-11-09	<0.00002		
Selenium	2023-11-09	<0.001	mg/L	No
Sodium	2023-07-17	1.2	mg/L	No
Uranium	2023-11-09	<0.00005	mg/L	No
Benzene	2023-07-17	< 0.5	µg/L	No
Carbon Tetrachloride	2023-07-17	< 0.2	µg/L	No
Dichlorobenzene,1,2-	2023-07-17	< 0.5	µg/L	No
Dichlorobenzene,1,4-	2023-07-17	< 0.5	µg/L	No
Dichloroethane,1,2-	2023-07-17	< 0.5	µg/L	No
Dichloroethane, 1,1-	2023-07-17	< 0.5	µg/L	No
Dichloromethane (Methylene Chloride)	2023-07-17	< 5	µg/L	No
Monochlorobenzene (Chlorobenzene)	2023-07-17	< 0.5	µg/L	No
Tetrachloroethylene	2023-07-17	< 0.5	µg/L	No
Trichloroethylene	2023-07-17	< 0.5	µg/L	No
Vinyl Chloride	2023-07-17	< 0.2	µg/L	No

# Drinking-Water Systems Regulation O. Reg. 170/03

Total Trihalomethanes (Running Annual Averages)	2023-01-11	57.0 (49.8)	µg/L	No
	2023-04-19	33.0 (48.0)		
	2023-07-17	63.0 (50.5)		
	2023-10-21	69.0 (55.5)		
Alachlor	2023-07-17	< 0.3	µg/L	No
Atrazine + Metabolites	2023-07-17	< 0.5	µg/L	No
Azinphos-methyl	2023-07-17	< 1	µg/L	No
Benzo(a)pyrene	2023-07-17	< 0.006	µg/L	No
Bromoxynil	2023-07-17	< 0.5	µg/L	No
Carbaryl	2023-07-17	< 3	µg/L	No
Carbofuran	2023-07-17	< 1	µg/L	No
Chlorpyrifos	2023-07-17	< 0.5	µg/L	No
Diazinon	2023-07-17	< 1	µg/L	No
Dicamba	2023-07-17	< 1.0	µg/L	No
Dichlorophenol, 2,4-	2023-07-17	< 0.2	µg/L	No
Dichlorophenoxy acetic acid, 2,4- (2,4-D)	2023-07-17	< 1.0	µg/L	No
Diclofop-methyl	2023-07-17	< 0.9	µg/L	No
Dimethoate	2023-07-17	< 1	µg/L	No
Diquat	2023-07-17	< 5	µg/L	No
Diuron	2023-07-17	< 5	µg/L	No
Glyphosate	2023-07-17	< 25	µg/L	No
Malathion	2023-07-17	< 5	µg/L	No
2 methyl-4-chlorophenoxyacetic acid (MCPA)	2023-07-17	< 10	mg/L	No
Metolachlor	2023-07-17	< 3	µg/L	No
Metribuzin	2023-07-17	< 3	µg/L	No
Paraquat	2023-07-17	< 1	µg/L	No
Pentachlorophenol	2023-07-17	< 0.2	µg/L	No
Phorate	2023-07-17	< 0.3	µg/L	No
Picloram	2023-07-17	< 5.0	µg/L	No
Poly-Chlorinated Biphenyls (PCB's)	2023-07-17	< 0.05	µg/L	No
Prometryne	2023-07-17	< 0.1	µg/L	No
Simazine	2023-07-17	< 0.5	µg/L	No
Terbufos	2023-07-17	< 0.5	µg/L	No
Tetrachlorophenol, 2,3,4,6-	2023-07-17	< 0.2	µg/L	No
Triallate	2023-07-17	< 10	µg/L	No
Trichlorophenol 2,4,6-	2023-07-17	< 0.2	µg/L	No
Trifluralin	2023-07-17	< 0.5	µg/L	No

List any Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards.

Parameter	Result Value	Unit of Measure	Date of Sample
Nil			

(Only if DWS category is large municipal residential, small municipal residential, large municipal non-residential, non-municipal year-round residential, large non-municipal non-residential)



**2023 SUMMARY REPORT  
STURGEON FALLS WATER TREATMENT PLANT**

Page 1 of 2  
Prepared: 2024-03-27, by Peter Ming

This report is a summary of water quality information for the Sturgeon Falls Water Treatment Plant, in accordance with the Safe Drinking Water Act, 2002, Ontario Regulation 170/03, Schedule 22, for the reporting period of January 1, 2022 to December 31, 2022.

Schedule 22 of the Regulation states:

- (2) *The report must,*
- (a) *list the requirements of the Act, the regulations, the system's approval and any order that the system failed to meet at any time during the period covered by the report and specify the duration of the failure; and*
  - (b) *for each failure referred to in clause (a), describe the measures that were taken to correct the failure.*

The MECP conducted an inspection of the Sturgeon Falls drinking water system from January 18, 2024 to March 4, 2024, covering the time period from August 17, 2022 to January 17, 2024. At the time of preparing this report, there are four findings of non-compliance in the draft MECP Inspection Report.

1. Logbooks were not properly maintained and/or did not contain the required information.
  - On June 7, 2023, a pump was taken out of service and the operator had to perform manual operation. This was not logged in the logbook.
  - By April 15, 2024, all operators working in the Sturgeon Falls water plant will be trained on Regulation 128/04, Subsection 27(5) which lists 6 specific requirements for logbook entries.
  - All operators have been given a copy of Regulation 128/04, Subsection 27(5), and have signed a proof of training document.
2. The owner did not have a harmful algal bloom monitoring plan in place that meets the requirements of the MDWL (Municipal Drinking Water Licence).
  - Not all operators logged that they received training in 2023.
  - By April 15, 2024, an amended standard operating procedure must be prepared and submitted to the MECP to include the requirements of condition Schedule C, Section 6.3.6, which is maintaining up-to-date records documenting staff training on the harmful algal bloom monitoring, reporting, and sampling procedures.
  - All operators have been provided the SOP "Responding to Blue-Green Algae Bloom", and have signed a proof of training document.
3. All continuous monitoring equipment utilized for sampling and testing required by Regulation 170/03 were not equipped with alarms or shut-off mechanisms that satisfy the standards described in Schedule 6.
  - The MECP is requiring by April 15, 2024 that continuous monitoring equipment have been programmed to immediately alarm or ensure no water is directed to users when the equipment measures above the maximum or below the minimum alarm standard and in the event of equipment malfunctions or loss of power or apply for regulatory relief.
  - Management will pursue one of two options.
    - SCADA programming will either be changed to lower frequency monitoring, but alarm and re-direct flows immediately; or
    - the Manager of Water and Wastewater Operations may apply for regulatory relief in an effort to define "immediately". Plant monitoring equipment are scanning every few seconds, which is a lot more frequent than the minimum regulatory requirements of 5 minutes for chlorine disinfection, and 15 minutes for filter turbidity. Monitoring equipment are programmed to alarm or re-direct flow after one minute of alarm conditions to minimize false alarms or unnecessary plant shutdown.
4. All inorganic water quality monitoring requirements were not conducted within the required frequency.
  - Annual sampling was collected in July 2023, but the contract lab did not analyze 6 of 60 parameters. This was discovered in November 2023, and resampling for the missed parameters were performed, but exceeded the sampling time frame for annual sampling.
  - The owner/operating authority must ensure that the results of lab tests are reviewed in a timely manner to ensure the sampling requirements set by Regulation 170/03 are met.

**2023 SUMMARY REPORT  
STURGEON FALLS WATER TREATMENT PLANT**

Page 2 of 2  
Prepared: 2024-03-27, by Peter Ming

- (3) The report must also include the following information for the purpose of enabling the owner of the system to assess the capability of the system to meet existing and planned uses of the system:
1. A summary of the quantities and flow rates of the water supplied during the period covered by the report, including monthly average and maximum daily flows and daily instantaneous peak flow rates.
  2. A comparison of the summary referred to in paragraph 1 to the rated capacity and flow rates approved in the system's approval.

**2023 Water Taking and Treating for the Sturgeon Falls Water Treatment Plant**

Month	Intake Daily Average m <sup>3</sup> /d	Highest Daily Intake m <sup>3</sup> /d	Highest Instantaneous Intake m <sup>3</sup> /d	Treated Daily Average m <sup>3</sup> /d	Highest Daily Treated m <sup>3</sup> /d	Highest Daily to Distribution m <sup>3</sup> /d
January	3733	3935	4299	3390	3599	3449
February	3969	4877	5085	3624	4518	4223
March	3688	3933	4298	3347	3595	3491
April	3627	4239	4881	3281	3895	3480
May	4412	6867	9654	3983	6499	5692
June	5342	6605	8988	4944	6188	6481
July	4950	7447	8551	4531	7015	6302
August	4396	5772	7356	3989	5360	4846
September	4208	4873	6903	3801	4445	4298
October	3739	4906	5355	3342	4500	3613
November	3580	3953	4567	3189	3564	3477
December	3635	3923	4690	3241	3516	3272

The Sturgeon Falls Water Treatment Plant complied with Drinking Water Licence Rated Capacity limit, and the limits set out in the Permit to Take Water. There were no issues meeting consumer demand and no issues meeting regulatory limits.

*Municipal Drinking Water Licence Number 202-102, Schedule C: System-Specific Conditions, for Sturgeon Falls Water Treatment Plant*

- *Rated Capacity*
  - 1.1 ... the maximum daily volume of treated water that flows from the treatment subsystem to the distribution system shall not exceed ... 14 208 m<sup>3</sup>/day.
    - The highest daily volume of treated water that flowed from the treatment subsystem to the distribution subsystem was 6481m<sup>3</sup> on June 5, 2023.

*Permit to Take Water No. 6281-6CVL9P*

- *The maximum rate of withdrawal authorized under this Permit is 13 200 litres per minute (19.008 x 1000 m<sup>3</sup>/d) or 14 300 000 litres per day (14.3 x 1000 m<sup>3</sup>/d).*
  - The highest withdrawal rate was 6704 litres per minute (9654m<sup>3</sup> per day) on May 16, 2023.
  - The highest daily withdrawal was 7 447 000 litres (7447m<sup>3</sup>) on July 5, 2023.

January 10, 2024

Clerk-Administrator Jean-Pierre Barbeau and Council  
The Corporation of the Municipality of West Nipissing  
225 Holditch Street, Suite 101  
West Nipissing, ON P2B 1T1

**Re: 2023 Annual/Summary Report for the Verner Drinking Water System**

Dear Jean-Pierre Barbeau and Council:

Ontario's Drinking-Water Systems Regulation (O. Reg. 170/03), made under the *Safe Drinking Water Act in 2002*, requires that the owner of a drinking water system prepare an Annual Report and an Annual Summary Report of the operation of the system and the quality of its water.

Annual Report

The annual report must cover the period of January 1<sup>st</sup> to December 31<sup>st</sup> in a year and must be prepared not later than February 28<sup>th</sup> of the following year. Pursuant to the legislative requirements, enclosed for your records is the 2023 Annual Report for the Verner Drinking Water System.

In accordance with Section 11 (6), the annual report must:

- (a) contain a brief description of the drinking-water system, including a list of water treatment chemicals used by the system during the period covered by the report;
- (b) summarize any reports made to the Ministry under subsection 18 (1) of the Act or section 16-4 of Schedule 16 during the period covered by the report;
- (c) summarize the results of tests required under the Regulation, or an approval or order, including an OWRA order, during the period covered by the report and, if tests required under this Regulation in respect of a parameter were not required during that period, summarize the most recent results of tests of that parameter;
- (d) describe any corrective actions taken under Schedule 17 or 18 during the period covered by the report;
- (e) describe any major expenses incurred during the period covered by the report to install, repair or replace required equipment; and
- (f) if the case of a large municipal residential system or a small municipal residential system, include a statement of where a report prepared under Schedule 22 will be available for inspection under subsection 12 (4) O. Reg. 170/03, s. 11 (6).

In addition, Section 11 (7) gives the direction that a copy of an annual report for the system is given, without charge, to every person who requests a copy and be made available for inspection by any member of the public during normal business hours. The reports should be made available at the office of the municipality, or at a location that is accessible to the users of the water system.

### Summary Report

The annual summary report must cover the period of January 1<sup>st</sup> to December 31<sup>st</sup> in a year and must be prepared not later than March 31<sup>st</sup> of the following year. Pursuant to the legislative requirements, enclosed for your records is the 2023 Annual Summary for the Verner Drinking Water System.

As required in *Schedule 22, Summary Reports for Municipalities*, the annual summary must:

- (2) (a) list the requirements of the Act, the regulations, the system's approval, drinking water works permit, municipal drinking water licence, and any orders applicable to the system that were not met at any time during the period covered by the report; and
  - (b) for each requirement referred to in clause (a) that was not met, specify the duration of the failure and the measures that were taken to correct the failure.
- (3) The report must also include the following information for the purpose of enabling the owner of the system to assess the capability of the system to meet existing and planned uses of the system:
  1. A summary of the quantities and flow rates of the water supplied during the period covered by the report, including monthly average and maximum daily flows.
  2. A comparison of the summary referred to in paragraph 1 to the rated capacity and flow rates approved in the system's approval, drinking water works permit or municipal drinking water licence, or if the system is receiving all of its water from another system under an agreement pursuant to subsection 5 (4), to the flow rates specified in the written agreement.

In addition, Section 12 (1) – 4 – gives the direction that a copy of the annual summary for the system is given, without charge, to every person who requests a copy and be made available for inspection by any member of the public during normal business hours. The reports should be made available at the office of the municipality, or at a location that is accessible to the users of the water system.

These reports were prepared by the Ontario Clean Water Agency on behalf of the Municipality of West Nipissing and are based on information kept on record by OCWA at the Verner WTP. The reports cover the period January 1<sup>st</sup> to December 31<sup>st</sup> 2023.

Please note that any Provincial Officers Orders or non-compliance issues that you have received directly from the MOE should be reviewed. Where non-compliance with the Order or Issue is evident and it is not included in the attached 2023 Annual/Summary Report, then we recommend that this information be added to the report.

After your review and inclusion of any additional information, this report is to be provided to the Council members representing the Municipality of West Nipissing before March 31, 2024. Please ensure this distribution.

Yours truly,  
 Ontario Clean Water Agency

Joshua Gravelle  
 Process and Compliance Technician

Copy to: Erin Spires, Drinking Water Inspector, Ministry of the Environment, Conservation and Parks



Verner Drinking Water System

# 2023 ANNUAL/SUMMARY REPORT

Prepared by the Ontario Clean Water Agency  
on behalf of the Municipality of West Nipissing





## Table of Contents

**INTRODUCTION ..... 2**

**Section 11 - ANNUAL REPORT ..... 3**

    1.0 Introduction..... 3

    2.0 Description of the Drinking Water System (DWS No. 210000951) ..... 4

    3.0 List of Water Treatment Chemicals Used Over the Reporting Period ..... 5

    4.0 Significant Expenses Incurred in the Drinking Water System ..... 6

    5.0 Drinking Water System Highlights ..... 6

    6.0 Details on Notices of Adverse Test Results and Other Problems Reported to &  
        Submitted to the Spills Action Center ..... 7

    7.0 Microbiological Testing Performed During the Reporting Period ..... 7

    8.0 Operational Testing Performed During the Reporting Period ..... 8

**Schedule 22 - SUMMARY REPORTS FOR MUNICIPALITIES..... 13**

    1.0 Introduction..... 13

    2.0 Requirements the System Failed to Meet ..... 13

    3.0 Summary of Quantities and Flow Rates ..... 13

**CONCLUSION..... 15**

## List of Appendices

**APPENDIX A – Monthly Summary of Microbiological Test Results**

**APPENDIX B – Monthly Summary of Operational Data**



## INTRODUCTION

Municipalities throughout Ontario have been required to comply with Ontario Regulation 170/03 made under the Safe Drinking Water Act (SDWA) since June 2003. The Act was enacted following recommendations made by Commissioner O'Conner after the Walkerton Inquiry. The Act's purpose is to protect human health through the control and regulation of drinking water systems. O. Reg. 170/03 regulates drinking water testing, use of licensed laboratories, treatment requirements and reporting requirements.

Section 11 of Regulation 170/03 requires the owner to produce an Annual Report. This report must include the following:

1. Description of system & chemical(s) used
2. Summary of any adverse water quality reports and corrective actions
3. Summary of all required testing
4. Description of any major expenses incurred to install, repair or replace equipment

This annual report must be completed by February 28th of each year.

Section 22 of the regulation also requires a Summary Report which must be presented & accepted by Council by March 31<sup>st</sup> of each year for the preceding calendar year.

The report must list the requirements of the Act, its regulations, the system's Drinking Water Works Permit (DWWP), Municipal Drinking Water Licence (MDWL), Certificate of Approval (if applicable), and any Provincial Officer Order the system failed to meet during the reporting period. The report must also specify the duration of the failure, and for each failure referred to, describe the measures that were taken to correct the failure.

The Safe Drinking Water Act (2002) and the drinking water regulations can be viewed at the following website: <http://www.e-laws.gov.on.ca>.

To enable the Owner to assess the rated capacity of their system to meet existing and future planned water uses, the following information is also required in the report.

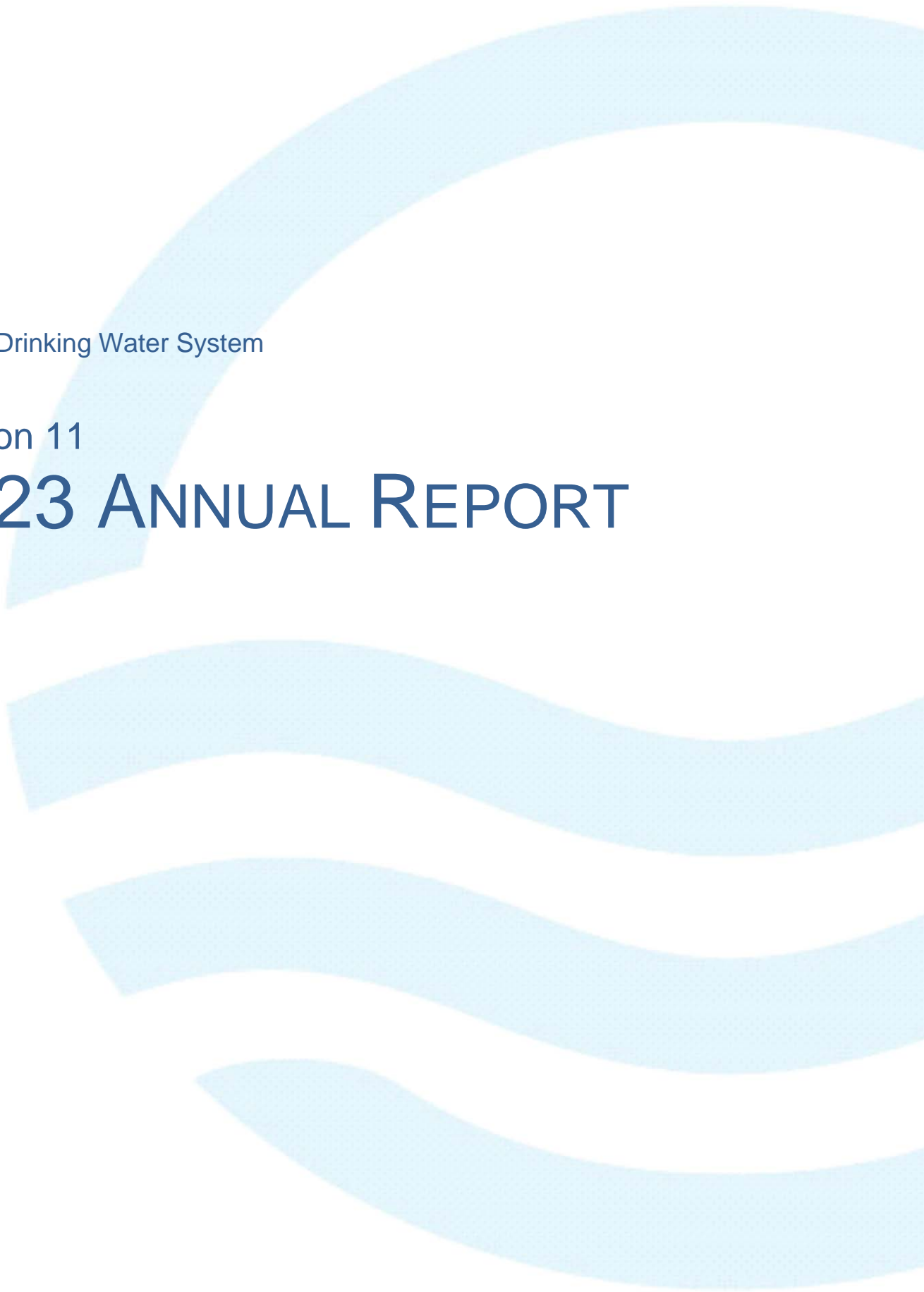
1. A summary of the quantities and flow rates of water supplied during the reporting period, including the monthly average and the maximum daily flows,
2. A comparison of the summary to the rated capacity and flow rates approved in the systems approval, drinking water works permit or municipal drinking water licence or a written agreement if the system is receiving all its water from another system under an agreement.

The reports have been prepared by the Ontario Clean Water Agency (OCWA) on behalf of the Owner and presented to council as the 2023 Annual/Summary Report.

Verner Drinking Water System

Section 11

# 2023 ANNUAL REPORT





## Section 11 - ANNUAL REPORT

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### 1.0 Introduction

**Drinking-Water System Name:** VERNER DRINKING WATER SYSTEM  
**Drinking-Water System No.:** 210000951  
**Drinking-Water System Owner:** The Corporation of the Municipality of West Nipissing  
**Drinking-Water System Category:** Large Municipal, Residential System  
**Period being reported:** January 1, 2023 to December 31, 2023

**Does your Drinking Water System serve more than 10,000 people?** No

**Is your annual report available to the public at no charge on a web site on the Internet?** Yes

**Location where Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.**

Municipality of West Nipissing  
 Sturgeon Falls Water Treatment Plant  
 11 Nipissing Street  
 Sturgeon Falls, Ontario P2B 1J4

### ***Drinking Water Systems that receive drinking water from the Verner Drinking Water System***

The Verner Drinking Water System provides all drinking water to the community of Verner.

### ***The Annual Report was not provided to any other Drinking Water System Owners.***

The Ontario Clean Water Agency prepared the 2023 Annual/Summary Report for the Verner Drinking Water System and provided a copy to the system owner; the Municipality of West Nipissing. The Verner Drinking Water System is a stand-alone system that does not receive water from or send water to another system.

### ***Notification to system users that the Annual Report is available for viewing is accomplished through:***

- A notice is posted on the web at <http://www.westnipissingouest.ca/pop/dep-utilities.html>, and the annual report is available for viewing, at the above website.
- Discussions during public council meetings.



## 2.0 Description of the Drinking Water System (DWS No. 210000951)

The Verner Drinking Water System (DWS) is owned by the Corporation of the Municipality of West Nipissing and consists of a Class 3 water treatment subsystem and a Class 1 water distribution subsystem. The Ontario Clean Water Agency is designated as the Overall Responsible Operator (ORO) for the water treatment plant (WTP). The Municipality of West Nipissing provides the ORO for the Verner Water Distribution System.

The Verner DWS has an approved rated capacity of 1054 m<sup>3</sup>/day and provided a potable water supply to Verner.

### ***Raw Water Supply***

The Verner Municipal Water System is a surface water system that draws water from the Veuve River. The Veuve River is part of the Lake Nipissing watershed. The intake structure is located 12 kilometers (km) upstream of Lake Nipissing and 48 km downstream of the source. The Veuve River, upstream from the intake, has a catchment area of approximately 92,000 hectares (ha). This area is well developed and includes: Highway (Hwy) 17 corridor; Canadian Pacific Railway (CPR) railway tracks; housing and cottage development. The water treatment plant's intake facility consists of an intake structure located 5 meters (m) below the low river level, connected to a raw water wet well by a 42.7 m long, 250 millimeter (mm) ductile iron pipe. The intake structure is approximately 20 m from the riverbank. In accordance with the Permit To Take Water (PTTW), the allowable rate of water taking is 12.25 litres per second (L/s) with a maximum daily volume of 1059 cubic meters per day (m<sup>3</sup>/d).

### ***Water Treatment***

The Verner WTP was originally commissioned in 1975 and underwent major regulatory upgrades in 2005 which included replacement of all chemical feed system equipment and tanks; replacement of the plant instrumentation and controls; installation of a Ultra-Violet Irradiation (UV) system for primary disinfection; installation of piping and valves to provide treatment-to-waste functionality; new raw water and treated water magnetic flow meters; and the installation of a 125 kilowatt (kW) standby diesel generator. Also, radio telemetry equipment was installed at the elevated storage tank to permit treatment plant-elevated tank communication and control. The Verner WTP is a conventional treatment facility, with a designed capacity of 1059 m<sup>3</sup>/d. Conventional treatment is comprised of coagulation, flocculation, sedimentation & dual media rapid sand filtration, primary disinfection & secondary disinfection. Furthermore, disinfection is achieved through the use of UV (primary disinfection) and chlorine gas (primary (adenovirus) /secondary disinfection)). Chemically assisted filtration is through the use of an "Ecodyne Graver Monoplant" package treatment plant. The Ecodyne Graver Monoplant package treatment plant consists of a mixing zone; flocculation zone; settling compartment and flock barriers; blowdown valve and rapid flow by gravity sand and GAC filters. Chemical treatment includes the addition of polymer, polyaluminum chloride (PACl), pre and post soda ash, chlorine gas for disinfection and potassium permanganate for iron and manganese removal to control taste and odour. An occupancy alarm was installed at the WTP in 2017 and set to dial out after 64 hours. Recently plant underwent a polyaluminum chloride (PACl) trial, which was successful and plant is now using PACl as coagulant. In addition, potassium permanganate trial is now successful and currently in use full time to rid the system of chlorine dioxide and the various disinfection by products it causes, such as chlorite and chlorate. Furthermore, a trial with ENV 24P10PC was approved by MECP and started on November 30, 2023. This new chemical will be used for sequestering of manganese and supplier mentioned it might help lower HAAs as well.



### ***Water Storage and Pumping Capabilities***

There are four (4) below grade clear wells connected in series having a total area, total capacity and useable capacity of 134 square meters (m<sup>2</sup>), 269 cubic meters (m<sup>3</sup>) and 234 m<sup>3</sup> respectively. The high lift pumping station has a firm capacity of 1,090 m<sup>3</sup>/d with three (3) identical vertical turbine high lift pumps each having a capacity of 545 m<sup>3</sup>/d at a total dynamic head (TDH) of 53.3 m.

### ***Waste Management***

A backwash handling system includes a 4.56 m by 3.05 m deep waste equalization tank which collects waste sludge, backwash water, all in-plant drainage and sanitary waste; one (1) submersible pump that pumps 272.2 m<sup>3</sup>/d at a TDH of 7.0 m discharging to the municipal sanitary sewage system.

### ***Emergency Power***

Standby emergency power is supplied at this plant by a 125 kW standby diesel generator with automatic switchover controls installed as part of the 2005 plant upgrades.

### ***Distribution System***

The Verner Water Supply System is classified as a Large Municipal Residential Drinking Water System which serves a population of approximately 1100 consumers. The Verner Water Distribution System consists of approximately 8 km of water main. The system includes an offsite water storage facility located on the west side of Dubeau Street (192 m north of the intersection of Dubeau Street and Vercheres Avenue). The facility is a steel and concrete elevated storage tank, having a total storage capacity of 568 m<sup>3</sup> and about 40 m above ground equipped with low level alarm and an overflow. The system has approximately 50 hydrants. The distribution system undergoes routine flushing twice a year, in the spring and in the fall.

## **3.0 List of Water Treatment Chemicals Used Over the Reporting Period**

The following chemicals are used in the treatment process at the Verner Water Treatment Plant.

- Polyaluminum Chloride (PACl) – Coagulation/Flocculation
- Potassium Permanganate (KMnO<sub>4</sub>) – Iron and Manganese Control
- Zinc Chloride and Phosphoric Acid solution (ENV 24P10PC) – Iron and Manganese Control
- Chlorine Gas – Primary (1-log removal of viruses (Adenovirus)) and Secondary Disinfection
- Magnafloc LT 20 Poly Acrylamide Polymer – Coagulant Aid
- Sodium Carbonate (Soda Ash) –Alkalinity and pH Adjustment



#### 4.0 Significant Expenses Incurred in the Drinking Water System

OCWA is committed to maintaining the assets of the drinking water system and maintains a program of scheduled inspection and maintenance activities using a computerized Work Management System (WMS). OCWA implemented a new Workplace Management System (Maximo) in 2015, which better maintains and optimizes facility assets. All routine maintenance activities conducted at the water treatment plant were accomplished in 2023.

Significant expenses incurred in the drinking water system include:

- Environor injection point saddle corroded and leaked from a crack in the weld. Replacement saddle ordered.
- New chemical injection saddle installed to replace leaking saddle for sequestering agent.
- Generator issue with start/stop due to wire connection was repaired.
- Programmable logic controller (PLC) fail alarm triggered due to SCADA historian issue. Fixed programming and brought the plant online.
- Flygt low lift pump was rebuilt and kept as critical spare.
- Stroma reviewed UV programming issues.
- Replaced two UV Ballasts
- Ordered critical spare ballasts for the UV system.
- OCWA Engineering and the Municipality of West Nipissing prepared request for proposal (RFP) for tower rehabilitation project. Proposal for tender approved to proceed.
- Scanned copies of old drawings in digital format as needed for engineering of tower rehabilitation project.
- Corrected programming for proper high lift pump rotation.
- Sequestering agent injection saddle leak. Two spares ordered.
- Improved access to operate valves in the tower valve chamber without a confined space entry.
- Low lift pump failed and was swapped with spare. Inoperable pump brought to Xylem for assessment.
- Issues with de-sludge solenoid valves. Two new valves installed.
- High lift pump was pulled out and sent for rebuild assessment. The assessment shows the pump is clogged by excessive manganese deposits. The Municipality will decide to rebuild or replace in the New Year.
- Weld patch repair on package plant.
- Stroma fixed UV alarm activation and programming to space out backwash sequence to avoid stacking.

#### 5.0 Drinking Water System Highlights

- Ministry of the Environment, Conservation and Parks (MECP) last inspection took place on May 18, 2022. The inspection included a physical assessment of the Verner water treatment plant and a document review. The system received a risk rating of 4.03% with a final inspection rating of 95.97%. There was one non-compliance issue and zero best management practice issues identified (discussed in last year's annual report). There were no MECP inspections completed in 2023.



- SAI Global conducted a 12-Month Surveillance audit of the Verner Water Treatment Plant's Water Systems' Quality and Environmental Management System (QEMS). The system and processes associated with the QEMS evaluated on January 25, 2023 to ensure implementation of the Operational Plan and procedures and conformance to the Drinking Water Quality Management Standard version 2.0. There were no findings identified. Re-accreditation achieved on March 5, 2021.

## 6.0 Details on Notices of Adverse Test Results and Other Problems Reported to & Submitted to the Spills Action Center

Based on information kept on record by OCWA, one (1) adverse water quality incidents (AWQI) were reported to the Ministry of the Environment's Spills Action Centre (MOE SAC) in 2023.

AWQI 163095 - Precautionary AWQI called in by Operator. Flat line trending for chlorine 12:09 till 2207, instrument left in calibration mode. Took raw totalizer reading and weight difference and calculated chlorine dosage during that time period, 2.28 mg/L. Verified online chlorine analyzer 1.81 mg/L vs handheld 1.80mg/L. No further direction from health unit. A note placed near analyzer which states "Do Not Leave in Calibration Mode" and Low Free Chlorine Residual SOP updated to mention never leave analyzer in calibration mode following maintenance. Precautionary AWQI called into MOE SAC and HU. This is incident of non-compliance. Resolution submitted August 21, 2023.

## 7.0 Microbiological Testing Performed During the Reporting Period

### Summary of Microbiological Data

Sample Type	No. of Samples	Range of <i>E. coli</i> Results (min to max)	Range of Total Coliform Results (min to max)	# of HPC Samples	Range of HPC Results (min to max)
Raw (River)	53	0 to 800	21 to 46000	0	N/A
Treated	53	0 to 0	0 to 0	52	0 to 6
Distribution	156	0 to 0	0 to 0	52	0 to 1100

Maximum Allowable Concentration (MAC) for *E. coli* = 0 Counts/100 mL

MAC for Total Coliforms = 0 Counts/100 mL

"<" denotes less than the laboratory's method detection limit.

\*Please note one treated HPC sample was spoiled due to laboratory accident/error. Sampling occurred as per normal.

**Notes:** One microbiological sample is collected and tested each week from the raw and treated water supply. A total of three microbiological samples are collected and tested each week from the Verner distribution system.

Refer to *Appendix A* for a monthly summary of microbiological test results.





## 8.0 Operational Testing Performed During the Reporting Period

### Continuous Monitoring in the Treatment Process

Parameter	No. of Samples	Range of Results (min to max)	Unit of Measure
Filter #1 and #2 Combined Turbidity	8760	0.0 to 1.0	NTU
Free Chlorine	8760	0.48 to 3.61	mg/L

**Notes:** For continuous monitoring 8760 is used as the number of samples.

CT is the concentration of chlorine in the water times the time of contact that the chlorine has with the water. It is used to demonstrate the level of disinfection treatment in the water. CT calculations are performed for the Verner water plant if the free chlorine residual level drops below 0.25 mg/L to ensure primary disinfection for one log removal of viruses (Adenovirus) is achieved. The Water Treatment Plant is equipped with an automatic plant shutdown (LLP and HLP) at 0.25 mg/L, with no delay. At 0.80 mg/L after 300 seconds, alarm and HLP shutdown.

Effective backwash procedures, including filter to waste are in place to ensure that the effluent turbidity requirements are met all times. The plant is configured to shut down and creates a callout whenever turbidity reaches 1.0 NTU for 0 seconds. At 0.35 NTU after 800 seconds automatic backwashes are triggered.

### Summary of Chlorine Residual Data in the Distribution System

Parameter	No. of Samples	Range of Results (min to max)	Unit of Measure	Standard
Free Chlorine	364	0.21 to 2.17	mg/L	0.05

**Note:** A total of seven operational checks for chlorine residual in the distribution system are collected each week. Four (4) samples are tested one day and three (3) on a second day. The sample sets are collected at least 48-hours apart and samples collected on the same day are from different locations.

Refer to *Appendix B* for a monthly summary of the above operational data.

### Summary of Nitrate & Nitrite Data (sampled at the water treatment plant)

Date of Sample	Nitrate Result Value	Nitrite Result Value	Unit of Measure	Exceedance
January 23	0.143	< 0.003	mg/L	No
April 17	0.248	< 0.003	mg/L	No
July 24	0.028	< 0.003	mg/L	No
October 4	0.014	< 0.003	mg/L	No

Maximum Allowable Concentration (MAC) for Nitrate = 10 mg/L

MAC for Nitrite = 1 mg/L

### Summary of Total Trihalomethane Data (sampled in the distribution system)

Date of Sample	Result Value	Unit of Measure	Running Average	Exceedance
January 23	46.0	ug/L	Q1 = 61.0	No
April 17	31.0		Q2 = 58.5	
July 24	131.0		Q3 = 68.25	
October 4	124.0		Q4 = 76.75	
November 3	101.0			
November 29	73.0			

Maximum Allowable Concentration (MAC) for Total Trihalomethanes (THMs) = 100 ug/L (Four Quarter Running Average)



### Summary of Total Haloacetic Acids Data (sampled in the distribution system)

Date of Sample	Result Value	Unit of Measure	Running Average	Exceedance
January 23	45.0	ug/L	Q1 = 52.4	No
April 17	37.7		Q2 = 54.3	
July 24	102.0		Q3 = 61.63	
October 4	25.8		Q4 = 52.63	

Maximum Allowable Concentration (MAC) for Total Haloacetic Acids (HAAs) = 80 ug/L (Four Quarter Running Average)

### Summary of Most Recent Lead Data

(Applicable to the following drinking water systems; large municipal residential systems, small, municipal residential systems, and non-municipal year-round residential systems)

The Verner Drinking Water System was eligible to follow the “Exemption from Plumbing Sampling” as described in section 15.1-5(9) and 15.1-5(10) of Schedule 15.1 of Ontario Regulation 170/03. The exemption applies to a drinking water system if, in two consecutive periods at reduced sampling, not more than 10% of all samples from plumbing exceed the maximum allowable concentration (MAC) of 10 ug/L for lead. As such, the system was required to test for total alkalinity, lead and pH in two distribution sample collected during the periods of December 15 to April 15 (winter period) and June 15 to October 15 (summer period). This testing is required in every 12-month period with lead testing in every third 12-month period. Two rounds of lead, alkalinity and pH testing carried out on February 7 and July 5. Results summarized in the table below.

### Summary of Lead, pH & Alkalinity Data

Date of Sample	No. of Samples	Sample Location/ID	Field pH	Lead (mg/L)	Alkalinity (mg/L)
Feb. 7	1	B/O Telesphore	7.20	0.00003	51.2
Feb. 7	1	10401 Hwy 17 West	7.17	0.00031	50.3
Jul. 5	1	B/O Telesphore	7.22	0.00003	51.3
Jul. 5	1	B/O Hwy 64	7.24	0.00093	51.5

### Most Recent Schedule 23 Inorganic Data Tested at the Water Treatment Plant

Parameter	Result Value	Unit of Measure	Standard	Exceedance
Antimony	<MDL 0.6	ug/L	6	No
Arsenic	0.3	ug/L	10	No
Barium	4.8	ug/L	1000	No
Boron	5.0	ug/L	5000	No
Cadmium	<MDL 0.003	ug/L	5	No
Chromium	0.26	ug/L	50	No
Mercury	<MDL 0.01	ug/L	1	No
Selenium	0.07	ug/L	50	No
Uranium	0.007	ug/L	20	No

Note: Sample required every 12 months (sample date = January 23, 2023)



**Most Recent Schedule 24 Organic Data Tested at Water Treatment Plant**

TREATED WATER	Sample Date (yyyy/mm/dd)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
Alachlor (ug/L) - TW	2023/01/23	<MDL 0.02	5.0	No	No
Atrazine + N-dealkylated metabolites (ug/L) -	2023/01/23	<MDL 0.01	5.0	No	No
Azinphos-methyl (ug/L) - TW	2023/01/23	<MDL 0.05	20.0	No	No
Benzene (ug/L) - TW	2023/01/23	<MDL 0.32	1.0	No	No
Benzo(a)pyrene (ug/L) - TW	2023/01/23	<MDL 0.004	0.01	No	No
Bromoxynil (ug/L) - TW	2023/01/23	<MDL 0.33	5.0	No	No
Carbaryl (ug/L) - TW	2023/01/23	<MDL 0.05	90.0	No	No
Carbofuran (ug/L) - TW	2023/01/23	<MDL 0.01	90.0	No	No
Carbon Tetrachloride (ug/L) - TW	2023/01/23	<MDL 0.17	2.0	No	No
Chlorpyrifos (ug/L) - TW	2023/01/23	<MDL 0.02	90.0	No	No
Diazinon (ug/L) - TW	2023/01/23	<MDL 0.02	20.0	No	No
Dicamba (ug/L) - TW	2023/01/23	<MDL 0.2	120.0	No	No
1,2-Dichlorobenzene (ug/L) - TW	2023/01/23	<MDL 0.41	200.0	No	No
1,4-Dichlorobenzene (ug/L) - TW	2023/01/23	<MDL 0.36	5.0	No	No
1,2-Dichloroethane (ug/L) - TW	2023/01/23	<MDL 0.35	5.0	No	No
1,1-Dichloroethylene (ug/L) - TW	2023/01/23	<MDL 0.33	14.0	No	No
Dichloromethane (Methylene Chloride) (ug/L)	2023/01/23	<MDL 0.35	50.0	No	No
2,4-Dichlorophenol (ug/L) - TW	2023/01/23	<MDL 0.15	900.0	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (ug/L)	2023/01/23	<MDL 0.19	100.0	No	No
Diclofop-methyl (ug/L) - TW	2023/01/23	<MDL 0.4	9.0	No	No
Dimethoate (ug/L) - TW	2023/01/23	<MDL 0.06	20.0	No	No
Diquat (ug/L) - TW	2023/01/23	<MDL 1.0	70.0	No	No
Diuron (ug/L) - TW	2023/01/23	<MDL 0.03	150.0	No	No
Glyphosate (ug/L) - TW	2023/01/23	<MDL 1.0	280.0	No	No
Malathion (ug/L) - TW	2023/01/23	<MDL 0.02	190.0	No	No
Metolachlor (ug/L) - TW	2023/01/23	<MDL 0.01	50.0	No	No
Metribuzin (ug/L) - TW	2023/01/23	<MDL 0.02	80.0	No	No
Monochlorobenzene (Chlorobenzene) (ug/L) -	2023/01/23	<MDL 0.3	80.0	No	No
Paraquat (ug/L) - TW	2023/01/23	<MDL 1.0	10.0	No	No
PCB (ug/L) - TW	2023/01/23	<MDL 0.04	3.0	No	No
Pentachlorophenol (ug/L) - TW	2023/01/23	<MDL 0.15	60.0	No	No
Phorate (ug/L) - TW	2023/01/23	<MDL 0.01	2.0	No	No
Picloram (ug/L) - TW	2023/01/23	<MDL 1.0	190.0	No	No
Prometryne (ug/L) - TW	2023/01/23	<MDL 0.03	1.0	No	No
Simazine (ug/L) - TW	2023/01/23	<MDL 0.01	10.0	No	No
Terbufos (ug/L) - TW	2023/01/23	<MDL 0.01	1.0	No	No
Tetrachloroethylene (ug/L) - TW	2023/01/23	<MDL 0.35	10.0	No	No
2,3,4,6-Tetrachlorophenol (ug/L) - TW	2023/01/23	<MDL 0.2	100.0	No	No
Triallate (ug/L) - TW	2023/01/23	<MDL 0.01	230.0	No	No
Trichloroethylene (ug/L) - TW	2023/01/23	<MDL 0.44	5.0	No	No
2,4,6-Trichlorophenol (ug/L) - TW	2023/01/23	<MDL 0.25	5.0	No	No
2-methyl-4-chlorophenoxyacetic acid (MCPA) (	2023/01/23	<MDL 0.12	100.0	No	No
Trifluralin (ug/L) - TW	2023/01/23	<MDL 0.02	45.0	No	No
Vinyl Chloride (ug/L) - TW	2023/01/23	<MDL 0.17	1.0	No	No

**Note:** Sample required every 12 months (sample date = January 23, 2023)

***Inorganic or Organic Test Results that Exceeded Half the Standard Prescribed in Schedule 2 of the Ontario Drinking Water Quality Standards.***

No inorganic or organic parameter(s) listed in Schedule 23 and 24 of Ontario Regulation 170/03 exceeded half the standard found in Schedule 2 of the Ontario Drinking Water Standard (O. Reg. 169/03) during the reporting period.



### ***Most Recent Sodium Data Sampled at the Water Treatment Plant***

Date of Sample	No. of Samples	Result Value	Unit of Measure	Standard	Exceedance
January 23, 2023	1	25.0	mg/L	20	Yes
January 18, 2022	1	26.4			
January 18, 2021	1	24.1			
January 25, 2021 (resample)	1	22.6			

**Note:** Sample required every 60 months. Next sampling scheduled for January 2026. AWQI reported in 2021.

It is required that the local Medical Officer of Health be notified when the concentration exceeds 20 mg/L so that persons on sodium restricted diets can be notified by their physicians. The adverse sodium result reported to MOE SAC and the North Bay Parry Sound District Health Unit on January 22, 2021 as required under Schedule 16 of O. Reg. 170/03 (AWQI# 153445).

### ***Most Recent Fluoride Data Sampled at the Water Treatment Plant***

Date of Sample	No. of Samples	Result Value	Unit of Measure	Standard	Exceedance
January 23, 2023	1	<MDL 0.06	mg/L	1.5	No

**Note:** Sample required every 60 months. Next sampling scheduled for January 2028.

### ***Summary of Additional Testing Performed in Accordance with a Legal Instrument.***

- Schedule C, Section 1.6 of Municipal Drinking Water Licence #202-101 requires the UV disinfection system to maintain a continuous pass-through UV dose of at least 40 millijoules per square centimeter ( $\text{mJ}/\text{cm}^2$ ) which is equal to 12.7 watts per square meter ( $\text{W}/\text{m}^2$ ) throughout the life span of the UV lamps. Refer to Appendix B.

A primary disinfection system consisting of two (2) Trojan UV swift SC model B08 low pressure UV irradiation units, each rated at 1,320  $\text{m}^3/\text{d}$  at 85% Ultra-Violet Light Transmittance (UVT) with design dose of 40  $\text{mJ}/\text{cm}^2$  complete with electrically actuated control valves to allow switchover between units, automatic on-line cleaning systems, and treatment-to-waste functionality. The standby reactor will be brought into service in the event that the duty reactor faults or fails to provide the required UV dosage of 40  $\text{mJ}/\text{square cm}$ . If the duty reactor fails the following would occur:

- the low lift and high lift pumps would shut off
- the (failed) duty UV reactor's water inlet valve would close
- an alarm would be generated and sent through the emergency call-out system to alert operators of the failure of the duty reactor
- an operator would respond and manually get standby reactor online

Table 4 of the licence also requires the following parameters related to the UV disinfection system to be continuously monitored and recorded every four (4) hours:



- UV Intensity*** Measured continuously by the UV system. UV intensity is monitored by each individual unit's control module and should the light intensity of the unit fall outside the specified range, the unit will automatically shut down and a standby unit will be activated by the on call operator. Such an event will be recorded by the UV control system.
- Flow Rate*** The maximum flow rate though each of the units is 12.2 to 12.8 L/s (see table 4 in Section 1.6 of Schedule C in the municipal drinking water licence #202-101) which is continuously measured by the raw water flow meter. Each UV unit is equipped with a flow control valve and an electronically activated water shut-off valve which will automatically close in the event of a UV equipment malfunction, loss of power or ceases to provide an appropriate level of disinfection.
- UV Transmittance*** Under Section 7.0 of Schedule B in the Drinking Water Works Permit #202-201, it states that UVT shall be monitored monthly.
- Lamp Status*** Monitored by each unit's control module. Should the lamp status fail, the unit will automatically shut down and a standby unit will be activated by an on call operator. Such an event will be recorded by the UV control system.

Verner Drinking Water System

Schedule 22

# 2023 SUMMARY REPORT

## FOR MUNICIPALITIES



## Schedule 22 - SUMMARY REPORTS FOR MUNICIPALITIES

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### 1.0 Introduction

<b>Drinking-Water System Name:</b>	<b>VERNER DRINKING WATER SYSTEM</b>
<b>Municipal Drinking Water Licence (MDWL) No.:</b>	202-101-4 (issued Feb. 18, 2021)
<b>Drinking Water Work Permit (DWWP) No.:</b>	202-201-4 (issued Feb. 18, 2021)
<b>Permit to Take Water (PTTW) No.:</b>	2278-ASEKZJ (issued October 26, 2017)
<b>Period being reported:</b>	January 1, 2023 to December 31, 2023

### 2.0 Requirements the System Failed to Meet

According to information kept on record by OCWA, the Verner Drinking Water System has complied with all the requirements set out in the system’s MDWL, its DWWP, the Act and it’s Regulations. With the exception below.

The last MECP inspection report dated May 18, 2022 identified one non-compliance item and zero best practice items (discussed in last year’s annual report).

According to information kept on record by OCWA, there was one non-compliance issues during 2023, please see above AWQI 163095. No MECP inspections took place in 2023.

### 3.0 Summary of Quantities and Flow Rates

#### *Flow Monitoring*

MDWL No. 202-101 requires the owner to install a sufficient number of flow measuring devices to permit the continuous measurement and recording of:

- the flow rate and daily volume of treated water that flows from the treatment subsystem the distribution system, and
- the flow rate and daily volume of water that flows into the treatment subsystem.

The flow monitoring equipment identified in the MDWL is present and operating as required. These flow meters are calibrated on an annual basis as specified in the manufacturers’ instructions.

#### *Water Usage*

The following water usage tables summarize the quantities and flow rates of water taken and produced during the 2023 reporting period, including total monthly volumes, average monthly volumes, maximum monthly volumes, and maximum flow rates.

## Raw Water

### 2023 - Monthly Summary of Water Takings from the Source (Veuve River)

Regulated by Permit to Take Water (PTTW) #2278-ASEKZJ, issued October 26, 2017

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year to Date
Total Volume (m <sup>3</sup> )	12738	10598	10877	10215	11827	12852	13396	13551	10127	9859	10865	10800	137706
Average Volume (m <sup>3</sup> /d)	411	379	351	341	382	428	432	437	338	318	362	348	377
Maximum Volume (m <sup>3</sup> /d)	463	446	407	404	476	633	538	544	444	423	455	419	633
PTTW - Maximum Allowable Volume (m <sup>3</sup> /day)	1059	1059	1059	1059	1059	1059	1059	1059	1059	1059	1059	1059	1059
Maximum Flow Rate (L/min)	386	389	373	376	371	416	423	543	523	475	432	507	543
PTTW - Maximum Allowable Flow Rate (L/min)	735	735	735	735	735	735	735	735	735	735	735	735	735

The system's Permit to Take Water #2278-ASEKZJ allows the municipality to withdraw a maximum volume of 1059 cubic meters from the Veuve River each day. A review of the raw water flow data indicates that the system never exceeded this allowable limit having a maximum volume of 633 m<sup>3</sup> in June 2023. The Permit also allows a maximum flow rate of 735 litres per minute (L/min). A review of the flow rate indicates that the system never exceeded this allowable limit having a maximum-recorded flow of 543 L/minute in August 2023.

## Treated Water

### 2023 - Monthly Summary of Treated Water Supplied to the Distribution System

Regulated by Municipal Drinking Water Licence (MDWL) #202-101 - Issue 4, issued Feb. 18, 2021

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year to Date
Total Volume (m <sup>3</sup> )	8866	7659	8430	8300	9334	9987	9810	10027	8527	8109	7812	7517	104378
Average Volume (m <sup>3</sup> /d)	286	274	272	277	301	333	316	323	284	262	260	242	286
Maximum Volume (m <sup>3</sup> /d)	318	312	306	311	397	456	389	424	378	347	319	295	456
MDWL - Rated Capacity (m <sup>3</sup> /day)	1054	1054	1054	1054	1054	1054	1054	1054	1054	1054	1054	1054	1054

Schedule C, Section 1.1 of MDWL No. 202-101 states that the maximum daily volume of treated water that flows from the treatment subsystem to the distribution system shall not exceed a maximum flow rate of 1054 m<sup>3</sup> on any calendar day. The Verner DWS complied with this limit having a recorded maximum volume of 456 m<sup>3</sup>/day in June 2023, which is 43.3% of the rated capacity.

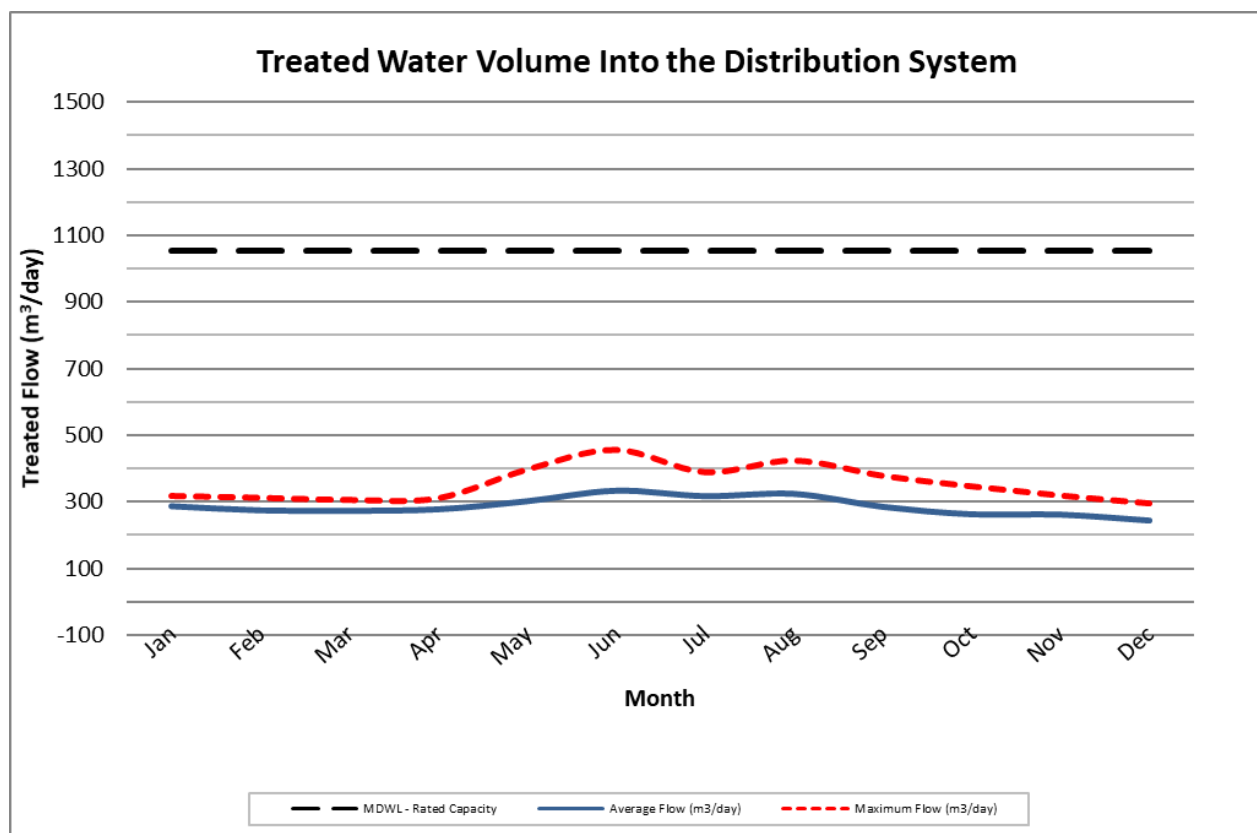
Figure 1 compares the average and maximum flow rates into the distribution system to the rated capacity of the system identified in the MDWL. This information enables the Owner to assess the system's existing and future planned water usage needs.



**Comparison of the Flow Summary to Systems Licence & Permit**

Rated Capacity of the Plant (MDWL)	1054 m <sup>3</sup> /day	
Average Daily Flow for 2023	286 m <sup>3</sup> /day	27.1% of the rated capacity
Maximum Daily Flow for 2023	456 m <sup>3</sup> /day	43.3% of the rated capacity
Total Treated Water Produced in 2023	104,378 m <sup>3</sup>	

The Verner water treatment plant is rated to produce 1054 cubic meters of water per day as specified in the system’s Municipal Drinking Water Licence. The average daily flow was 286 m<sup>3</sup> per day, which is 27.1% of the rated capacity. This information clearly shows that the plant is well within its rated capacity and is able to meet current demands of consumers.



**CONCLUSION**

In 2023, according to information kept of record by OCWA, the Verner Drinking Water System (DWS) met the terms and conditions outlined in its site specific drinking water works permit and municipal drinking water licence having one incident of non-compliance and one precautionary adverse water quality incident during the reporting period. The system was able to operate within the water taking limits of the permit and in accordance with the rated capacity of the licence while meeting the community’s demand for water use.

# **APPENDIX A**

## Monthly Summary of Microbiological Test Results

Verner Drinking Water System  
 Monthly Summary of Microbiological Test Results

From: 01/01/2023 to 31/12/2023

Report extracted 01/10/2024 10:48

Facility Org Number: 5920  
 Facility Works Number: 210000951  
 Facility Name: VERNER DRINKING WATER SYSTEM  
 Facility Owner: Municipality: The Corporation of the Municipality of West Nipissing  
 Facility Classification: Class 3 Water Treatment  
 Total Design Capacity: 1054.0 m3/day

	01/2023	02/2023	03/2023	04/2023	05/2023	06/2023	07/2023	08/2023	09/2023	10/2023	11/2023	12/2023	Total	Avg	Max	Min
<b>Distribution / E. Coli: EC - cfu/100mL</b>																
Count Lab	15	12	12	12	15	12	15	12	12	15	12	12	156			
Max Lab	0	0	0	0	0	0	0	0	0	0	0	0			0	
Mean Lab	0	0	0	0	0	0	0	0	0	0	0	0		0		
Min Lab	0	0	0	0	0	0	0	0	0	0	0	0				0
<b>Distribution / HPC - cfu/mL</b>																
Count Lab	5	4	4	4	5	4	5	4	4	5	4	4	52			
Max Lab	0	1	0	0	980	640	1100	0	1	420	0	1			1100	
Mean Lab	0	0.5	0	0	247.8	171.5	266.2	0	0.25	90	0	0.25		71.346		
Min Lab	0	0	0	0	0	7	0	0	0	0	0	0				0
<b>Distribution / Total Coliform: TC - cfu/100mL</b>																
Count Lab	15	12	12	12	15	12	15	12	12	15	12	12	156			
Max Lab	0	0	0	0	0	0	0	0	0	0	0	0			0	
Mean Lab	0	0	0	0	0	0	0	0	0	0	0	0		0		
Min Lab	0	0	0	0	0	0	0	0	0	0	0	0				0
<b>Raw Water / E. Coli: EC - cfu/100mL</b>																
Count Lab	5	4	4	4	5	4	5	4	4	5	4	5	53			
Max Lab	100	60	80	60	140	60	140	20	20	800	60	800			800	
Mean Lab	35.6	46.25	50.75	42	53.2	27.75	60	20	17.75	220.2	30	232		74.396		
Min Lab	18	31	23	28	0	12	20	20	11	1	20	0				0
<b>Raw Water / Total Coliform: TC - cfu/100mL</b>																
Count Lab	5	4	4	4	5	4	5	4	4	5	4	5	53			
Max Lab	4700	760	840	2300	2600	220	4900	6800	380	6500	1100	46000			46000	
Mean Lab	1273.4	449	439.25	1345	815.2	95.5	1268	2710	249	2528.2	895	12400		2191.604		
Min Lab	107	116	117	460	34	40	100	340	56	21	680	540				21
<b>Treated Water / E. Coli: EC - cfu/100mL</b>																
Count Lab	5	4	4	4	5	4	5	4	4	5	4	5	53			
Max Lab	0	0	0	0	0	0	0	0	0	0	0	0			0	
Mean Lab	0	0	0	0	0	0	0	0	0	0	0	0		0		
Min Lab	0	0	0	0	0	0	0	0	0	0	0	0				0
<b>Treated Water / HPC - cfu/mL</b>																
Count Lab	5	4	4	4	5	4	5	4	4	5	4	4	52			
Max Lab	1	0	0	0	0	6	1	1	0	0	0	0			6	
Mean Lab	0.2	0	0	0	0	1.5	0.4	0.5	0	0	0	0		0.212		
Min Lab	0	0	0	0	0	0	0	0	0	0	0	0				0
<b>Treated Water / Total Coliform: TC - cfu/100mL</b>																
Count Lab	5	4	4	4	5	4	5	4	4	5	4	5	53			
Max Lab	0	0	0	0	0	0	0	0	0	0	0	0			0	
Mean Lab	0	0	0	0	0	0	0	0	0	0	0	0		0		
Min Lab	0	0	0	0	0	0	0	0	0	0	0	0				0



# **APPENDIX B**

## Monthly Summary of Operational Data

Verner Drinking Water System  
Monthly Summary of Operational Data

From: 01/01/2023 to 31/12/2023

Report extracted 01/10/2024 14:19

Facility Org Number: 5920  
 Facility Works Number: 210000951  
 Facility Name: VERNER DRINKING WATER SYSTEM  
 Municipality: The Corporation of the Municipality of West Nipissing  
 Facility Owner:  
 Facility Classification: Class 3 Water Treatment  
 Total Design Capacity: 1054.0 m3/day

	01/2023	02/2023	03/2023	04/2023	05/2023	06/2023	07/2023	08/2023	09/2023	10/2023	11/2023	12/2023	Total	Avg	Max	Min
Distribution / Cl Residual: Free DW1 - mg/L																
Count IH	9	8	9	8	10	8	9	8	9	9	9	8	104			
Total IH	9.8	7.22	8.06	8.6	8.27	9.15	7.59	6.17	4.87	5.43	7.7	11.53	94.39			
Max IH	1.45	1.35	1.04	1.55	1.27	1.51	1.44	1.12	1.11	1.34	1.52	2.17			2.17	
Mean IH	1.089	0.903	0.896	1.075	0.827	1.144	0.843	0.771	0.541	0.603	0.856	1.441		0.908		
Min IH	0.69	0.65	0.73	0.71	0.21	0.68	0.39	0.43	0.22	0.21	0.3	0.7				0.21
Distribution / Cl Residual: Free DW2 - mg/L																
Count IH	9	8	9	8	10	8	9	8	9	9	9	8	104			
Total IH	10.65	7.51	8.89	8.51	9.25	8.75	7.24	5.99	9.67	7.99	8.45	8.81	101.71			
Max IH	1.48	1.38	1.18	1.35	1.77	1.53	1.24	1.17	1.53	1.28	1.86	1.43			1.86	
Mean IH	1.183	0.939	0.988	1.064	0.925	1.094	0.804	0.749	1.074	0.888	0.939	1.101		0.978		
Min IH	0.98	0.56	0.83	0.88	0.22	0.56	0.39	0.35	0.57	0.6	0.37	0.86				0.22
Distribution / Cl Residual: Free DW3 - mg/L																
Count IH	9	8	9	8	10	8	9	8	9	9	9	8	104			
Total IH	11.17	8.38	9.1	7.48	9.4	7.8	7.94	7.51	8.98	10.38	10.81	11.76	110.71			
Max IH	1.75	1.32	1.2	1.24	1.94	1.68	1.65	1.3	1.65	1.48	1.64	2.02			2.02	
Mean IH	1.241	1.048	1.011	0.935	0.94	0.975	0.882	0.939	0.998	1.153	1.201	1.47		1.065		
Min IH	0.72	0.82	0.81	0.43	0.34	0.7	0.36	0.47	0.36	0.69	0.33	0.71				0.33
Distribution / Cl Residual: Free DW4 - mg/L																
Count IH	5	4	4	4	5	4	5	4	4	5	4	4	52			
Total IH	6.51	3.8	4.39	4.15	5.15	3.29	4.36	4.58	6.08	5.41	5.65	5.88	59.25			
Max IH	1.77	1.06	1.16	1.13	1.66	0.97	1.44	1.45	1.68	1.43	1.57	1.67			1.77	
Mean IH	1.302	0.95	1.098	1.038	1.03	0.823	0.872	1.145	1.52	1.082	1.412	1.47		1.139		
Min IH	0.94	0.76	1	0.92	0.56	0.57	0.34	0.68	1.22	0.54	1.25	1.3				0.34
Filter 1 & 2 Combined / Turbidity - NTU																
Max OL	0.46	0.17	0.99	0.75	1	0.54	0.35	0.1	0.12	0.87	0.53	0.9			1	
Mean OL	0.047	0.045	0.048	0.056	0.101	0.045	0.048	0.032	0.034	0.037	0.04	0.053		0.049		
Min OL	0.04	0	0.03	0.03	0.03	0.03	0	0.02	0	0	0	0.02				0
Filter 1 & 2 Combined / UV Transmittance - %																
Count IH	5	5	4	3	3	3	4	4	3	2	3	4	43			
Max IH	91	90	89	87	89	87	84	85	90	81	87	88			91	
Mean IH	89.2	87.6	88.25	86.333	86	85.667	82.5	83.5	84	80.5	82.333	87		85.651		
Min IH	87	84	87	85	84	84	81	83	80	80	80	86				80
Treated Water / Cl Residual: Free (Min = 0.25 mg/L) - mg/L																
Max OL	2.1	1.92	2.54	1.67	2.86	2.92	2.69	2.28	2.73	2.22	3.61	3.02			3.61	
Mean OL	1.562	1.346	1.334	1.234	1.627	1.618	1.671	1.731	1.918	1.725	1.96	1.851		1.631		
Min OL	1.3	1.01	0.98	0.65	0.88	0.51	0.48	1.09	1.01	1.1	1.26	1.39				0.48
UV 1 / UV Intensity (W/m2) - W/m <sup>2</sup>																
Max OL	36.45	36.77	25.61	23.23	28.89	49.97	47.01	43.14	50.33	36.65	38.79	81.78			81.78	
Mean OL	3.146	7.001	0.024	0.02	0.029	10.852	23.882	23.288	15.625	13.956	17.827	23.788		11.62		
Min OL	0	0	0	0	0	0	0	0	0	0	0	0				0
UV 2 / UV Intensity (W/m2) - W/m <sup>2</sup>																
Max OL	50.05	62.46	58.69	59.21	54.59	49.39	38.76	36.79	45.64	82.58	41.14	39.55			82.58	
Mean OL	24.172	19.793	31.163	33.096	30.863	18.597	0.014	0.037	1.726	1.899	0.04	4.306		13.809		
Min OL	0	0	0	0	0	0	0	0	0	0	0	0				0



**Sturgeon Falls Drinking Water System and  
Verner Distribution System  
Management Review for 2023 (Element 20)**

a) Incidents of Regulatory Non-Compliance

- The MECP conducted a Sturgeon Falls Drinking Water Inspection covering August 17, 2022 to January 17, 2024. The inspection report cites 4 non-compliance items, all occurring in 2023.
- Logbooks were not properly maintained and/or did not contain the required information.
  - An order was issued to have the operators trained on record keeping requirements.
- The owner did not have a harmful algal bloom monitoring plan in place that meets the requirements of the MDWL.
  - An order was issued to document staff training on monitoring, reporting and sampling for blue-green algae bloom.
- All continuous monitoring equipment utilized for sampling and testing required by O. Reg. 170/03, or Municipal Drinking Water Licence or Drinking Water Works Permit or order, were not equipped with alarms or shut-off mechanisms that satisfy the standards described in Schedule 6.
  - An order was issued to either apply for regulatory relief or to install alarm immediately notify and to ensure no water is directed to users in the event of equipment malfunction or power loss.
- All inorganic water quality monitoring requirements prescribed by legislation were not conducted within the required frequency.
  - The owner/operating authority must ensure that the results of lab tests are reviewed in a timely manner to ensure that the sampling requirements set by O. Reg. 170/03 are met.
- The MECP conducted a Verner Drinking Water Inspection covering May 18, 2022 to February 5, 2024. The inspection report cites 3 items of non-compliance – one occurred on August 4, 2022 which was covered in the 2022 Management review, and two occurrences in 2023.
- On August 4, 2022, a sample was not retaken upstream of a failed sample location.
  - An SOP was created to remind operators that three samples are required in response to an adverse test result.
- All parts of the drinking water system were not disinfected in accordance with a procedure listed in Schedule B of the Drinking Water Works Permit.
  - An order was issued to update the record keeping requirements
- Continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements was not performing tests for the parameters with at least the minimum frequency specified in the Table in Schedule 6 of O. Reg. 170/03 and/or was not recording data with the prescribed format.
  - The operating authority accidentally left the chlorine analyser in calibration mode for about 12 hours. Incident was reported and follow-up tests and records suggest there was adequate disinfection while the analyser was down.
- The Water Plant Operators, Distribution Operators, and Manager of Water and Wastewater Operations (Manager of Operations) are responsible for regulatory compliance.



**Sturgeon Falls Drinking Water System and  
Verner Distribution System  
Management Review for 2023 (Element 20)**

b) Incidents of Adverse Drinking Water tests

- There were no incidents of adverse water testing for 2023.
- The Water Plant Operators, Distribution Operators, Public Works Manager, and Manager of Water and Wastewater Operations are responsible for monitoring water quality.

c) Deviations from Critical Control Point Limits (CCL) and Response Actions

- Critical Control Point (CCP) is a point, step or procedure at which controls can be applied and a drinking water health hazard can be prevented, eliminated or reduced to acceptable (critical) levels. CCLs are limits that when reached, would require a response or corrective action.
- Detailed descriptions of CCLs are in the Risk Assessment and Outcomes Table (Element 8). CCLs include:
  - monitoring the feed rates set on chemical feed for raw water treatment,
  - monitoring the chlorine feed system for primary disinfection of treated water, and
  - manually measuring free chlorine levels for secondary disinfection in the distribution system.
- The most recent risk assessment for this reporting period was conducted on June 7, 2022, by the plant operators, Chief Operator, and the Manager of Operations. Results of the assessment, which includes reviewing CCLs, are tabulated in the Risk Assessment and Outcomes Table. An assessment must be conducted every 3 years, and reviewed by the Manager of Operations for the years when an assessment is not conducted. The Manager of Operations reviewed the 2022 risk assessment table on May 17, 2023.
- For 2023, there were no deviations with the identified critical control point limits. Control measures for the critical control points appear to be adequate.
- Plant operations are responsible for setting and monitoring CCL.

d) Efficacy of the Risk Assessment Process

- Risk assessments will continue at least every three years by operating staff, and reviewed annually by the Manager of Operations.
- The efficacy of the risk assessment process appears to be adequate as there were no adverse water quality incidents in 2023.
- The Manager of Operations and the Water Plant Chief Operator are responsible for assessing the effectiveness of the Risk Assessment Process.

e) Internal and Third-Party Audit Results

- The 2023 internal audit of all elements was conducted May 2 to October 6, 2022, by Municipal staff.
- Three Elements for non-conformance were cited:
  1. Element 5 - Infrastructure Maintenance, Rehabilitation and Renewal
    - The annual review of all controlled documents was not completed by the Chief Operator.
    - Old versions of supporting documents were not archived.
    - The Summary of Findings for the 2022 Surveillance Audit was not completed.



**Sturgeon Falls Drinking Water System and  
Verner Distribution System  
Management Review for 2023 (Element 20)**

Prepared By: P. Ming

Date: March 27, 2024

- The computer in the Distribution Office does not allow operators access to the shared drives.
  - Planned maintenance on the whiteboard are not recorded in the logbook and Form 2 are not filled out.
  - The 2022 Management Review could not be located.
    - The Manager of Water and Wastewater communicated with the Chief Operator that the review all controlled documents must be completed annually and documented.
    - Old supporting documents have been removed from the shared folder.
    - The summary of findings for 2022 and 2023 are being added to the spreadsheet. This will be completed by April 30, 2024.
    - Distribution operators have access to the shared drive on other computer such as the water plant. Operators now have direct access to the shared drive from their work computer.
    - Update WTP-E15 Infrastructure Maintenance to refernce the Drinking Water Permit which identifies all requirements for filling out Form 2.
    - The 2022 Management Review was added to the shared folder.
2. Element 7 – Risk Assessment
- A 2023 Risk Assessment was not conducted; the 2022 Risk Assessment table was not reviewed.
    - This is contested as the 2022 Risk Assessment table was reviewed on May 17, 2023.
3. Element 11 – Personnel Coverage
- The on-call cell phone does not receive all calls and sometime does not ring.
    - The phone works after powering down and resetting, but a request for I.T. to order new on-call phones have being made.
- Five opportunities for improvement were recommended.
    1. Element 2 – QMS Policy
      - The QMS policy should be added to the new hire orientation package
    2. Element 10 - Competencies
      - The competency requirements for “Municipal Worker” and “Chief Operator” should be re-evaluated.
    3. Element 13 - Essential Service and Supplies
      - Tender documents for work done on Municipal Water Mains, services and components that directly affect drinking water should contain a clause stating “All work shall be in accordance with Ministry of Environment, Conservation and Parks Watermain Disinfection Procedure, ANSI/AWWA C651; OPSS, MUNI 441 and Municipal Standards”.
    4. Element 16 - Sampling, Testing and Monitoring
      - All training regarding sampling, testing and monitoring should be recorded in the Logbook.





**Sturgeon Falls Drinking Water System and  
Verner Distribution System  
Management Review for 2023 (Element 20)**

5. Element 17 - Measurement and Recording Equipment Calibration and Maintenance
  - Some manufacturers calibration manuals are now online. Suggestion to add this information to the Supporting Document.

- A third party DWQMS surveillance system audit was conducted on November 21, 2022 by SAI Global. There were no non-conformities and two opportunities for improvement identified.
  1. Element 5 – Document and Record Control
    - Management may consider including usage of blue fonts to indicate new information added to a QMS document, as practiced for the Risk Assessment Outcome table.
  2. Element 15 – Infrastructure Maintenance, Rehabilitation and Renewal
    - Reviewed a capital plan that ran until 2027. The management is to consider ensuring that the plan will not fall below 5 years from the year of review.
- The Manager of Operations is responsible to address all non-conformances and consider the recommendations cited in all audits.

f) Results of Emergency Response Testing

- Element 18 - Emergency Management – an emergency simulation of the filter control valve failing was conducted on May17, 2023. Response procedures were tested to place the control valve in a fixed position in manual mode. All other controls automatically adjusted to the fixed process rate. This would allow the plant to continue treating water until the control valve is repaired or replaced.
- Additional finding is to have a spare control valve available on site.
- The Water Plant Chief Operator is responsible to conduct an annual emergency response test. Both the Chief Operator and Manager of Operations are responsible to review the outcome and make appropriate improvements if necessary.

g) Operational performance

- Details of operational performance are in the 2023 Summary reports.
- There were no deviations from plant operating parameters.
- Water Plant Operators are responsible to maintain the integrity of the plant. Operating procedures remain unchanged.

h) Raw water supply and drinking water quality trends

- Details of water quality trends are in the 2023 Summary reports.
- There were no deviations with the raw water qualities. Water Plant Operators are responsible to monitor the raw water quality and to report the Manager of Operations if there are any deviations.



**Sturgeon Falls Drinking Water System and  
Verner Distribution System  
Management Review for 2023 (Element 20)**

Prepared By: P. Ming

Date: March 27, 2024

- i) Follow-up on action items from previous management reviews
  - There were no questions asked for the 2022 management review.
- j) The status of management action items identified between reviews
  - No action items.
- k) Changes that could affect the QMS
  - Proactive and reactive approaches will continue to ensure continuous improvement of the system.
- l) Consumer feedback
  - There were 95 customer service requests for drinking water in 2023; 20 were for turning on or shutting off service, 29 for curb stop repairs, 14 for hydrant leaks, 9 for low pressure, 8 for main leaks, 6 for odour, 5 for live taps, 3 for chlorine testing, and one for frozen service.
- m) The resources needed to maintain the QMS
  - The QMS team, includes the QMS representative (the manager of the operations) and two internal auditors (workers who have volunteered to take on the role). The team is highly motivated for doing this work, and should be given opportunities to attend formal courses to stay current and maintain interest.
- n) The results of the infrastructure review
  - Meetings were held with the Manager of Water and Wastewater Operations, Public Works Manager, Municipal Engineer (part-time), and the Water Plant Chief Operator to recommend capital projects and purchases for the Water Treatment Plant and Distribution systems for the 2024 budget and 5-year plan. The recommendations for the 2024 capital plan include:
    - Solicit a request for proposal for engineering services to design and administer the replacement of the obsolete plant backup generator.
    - Attain assistance with OCWA for the repairs of the Verner water tower, and design replacement of the water holding tank.
    - Continue replacing obsolete monitoring equipment
    - Continue replacing obsolete control valves
    - Continue upgrading the Programmable Logic Controllers (PLC) and the Supervisory Control and Data Acquisition (SCADA) program (iFix)
    - Water Plant facility repairs – parge and paint walls, resealing floors and roofing
    - CPR agreement and engineering designs for replacing the Verner drinking water supply by installing a feeder main to convey treated water from Sturgeon Falls.
    - Engineering designs and construction to complete the main looping the Sturgeon Falls Distribution system from the water plant to Church Street, to Ethel Street, to King Street and then to Ottawa Street.
    - Construction upgrades for Ethel Street or Nipissing Street.



**Sturgeon Falls Drinking Water System and  
Verner Distribution System  
Management Review for 2023 (Element 20)**

Prepared By: P. Ming

Date: March 27, 2024

o) Operational Plan currency, content and updates

- Updates were made to Element 7 – Risk Assessment, and Element 20 – Management Review.
- One standard operating procedure was revised – Response to Blue-Green Algae Bloom.
- One standard operating procedure was created – Response to Microbiological Adverse Test Result

p) Staff suggestions

- Staff suggestions are an ongoing process. Formal suggestions are made during the risk assessment process, internal DWQMS audits, safety inspections, and management reviews. Operators are also able to contact the Manager of Operations at any time for making suggestions.
  - Water plant operators suggested replacing all obsolete turbidity analyzers
  - Water plant operators suggested stocking onsite, replacement actuators and valves, as current equipment are obsolete.
  - The IT manager suggested to continuously upgrade iFix to always remain current
- The Manager of Operations is responsible to ensure all operators communicate their ideas for improvement (by providing encouragement).

## 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:	Sturgeon Falls (Coursol Road) RV dumping station relocation		
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> Requesting report be brought to council with logistics and cost options for the relocation of the Coursol Road/Goulard Park RV dumping station.  Discussed at Council meeting April 23, 2023. Minutes read: "The relocation of the Coursol Road dumping station was reviewed, with the majority of Council supporting the relocation and installation of some form of monitoring/payment system which will require users to pay for the use of municipal water. It was noted that the current location is not optimal. The Manager of Public Works will undertake to provide options for consideration by council at a future meeting."		

## 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:

## 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:

# MEMORANDUM

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**TO:** Jay Barbeau, CAO

**FROM:** Elizabeth Henning P. Eng, Director of Infrastructure

**DATE:** March 11, 2024

**RE:** Relocating RV and Water Dumping Station

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Council requested an update on the relocation of the RV and Water Dumping Station currently located on Coursol Road.

This project involves relocating the current dumping station to a location behind the Comfort Inn, on Bridge Street adjacent to the Municipal Public Works Yard. The relocation will allow for the installation of a pay per use system where users of the station will be required to pay a fee per use. This project is expected to cost \$50,000 due to budget constraints it was moved off of the 2023 capital budget and is currently on the 2025 public works capital budget.

In the coming year the Municipality will no longer be allowing water tanks to be filled at the Coursol site, however the dumping station will remain accessible.

Elizabeth Henning, P. Eng  
Director of Infrastructure

Joie de vivre



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



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

**April 2, 2024, 6:30 PM**

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

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**1. OPENING AND LAND ACKNOWLEDGEMENT**

**2. DECLARATIONS OF PECUNIARY INTEREST**

**3. ADDENDUM & AGENDA**

**3.1 Adopt the Agenda**

Resolution # 2024-71

Moved by: Councillor Jérôme Courchesne

Seconded by: Councillor Anne Tessier

**BE IT RESOLVED THAT** the Agenda for the Council - Committee of the Whole meeting held on April 2, 2024 be adopted, as presented.

**CARRIED**

**4. DELEGATIONS & PETITIONS**

**4.1 Delegation - Waterpalooza on the Sturgeon River**

Greg Demers and Joe Welna made a presentation to Council regarding a musical event to be held to raise money for Kid's Care Camps. The event will be held on the Sturgeon River on August 3, 2024.

**4.2 Petition - Verner 4-way**

Council received a petition for a 4-way stop at the Highway 64/Principal intersection in Verner. The Petition will be discussed at the April 16 meeting of Council.

**4.3 Petition - Short-Term Rental By-Law**

Council received a petition from residents concerning the Short Term Rental Accommodations (STRA) by-law. In light of the matter being on this evening's Agenda for discussion, the petition will be discussed when the matter is brought for consideration.

**5. COMMITTEE OF THE WHOLE**

**5.1 General Government Committee**

1. Policy manual - Review

Council received a report from Council regarding the Policy Manual. The Clerk provided a list of policies which will require future update and those policies will be brought forward over the next few months for discussion and possible amendment. There are also a number of policies which require rescindment due to having been superseded by other by-laws, policies or legislation.

2. Financial Assistance Request Policy

Council discussed a proposed policy to establish a standard by which requests for financial assistance will be received and dealt with by council. The policy seeks to establish a threshold where such requests will be brought to council and a maximum amount which can be sought in any calendar year as well as the deliverables by the requestor(s). Council agreed that \$5,000 be the threshold by at which financial statements and reports will be required and be capped at \$25,000 per calendar year. A draft policy will be brought to the next General Government committee meeting for discussion.

3. Policy and fee updates for Burial Permits

Council discussed a proposed policy to standardize the issuance of Burial Permits. Council was generally in favour of the proposed policy and the policy will be brought back to Council for adoption at the next meeting.

4. Municipal Land Sales Update

Council received a report on municipal land sales since the beginning of this council term. It was requested that a similar report be brought to Council at the commencement of the budget discussions.

5. Proposed Naming of Municipal Asset - Lavigne Playground

Council discussed a proposed naming of the municipal park in Lavigne. Following discussion, it was agreed that the park be named, as requested. A resolution will be brought to the next meeting of Council for adoption.

6. Report on Facility Fee Waivers and Donations

Council received and discussed a report on facility fee waivers and financial support given to local organizations during the calendar year 2023. Discussions included a suggestion that financial reporting be required by recipients of ongoing financial support.

7. Community Strategic Plan

The CAO provided a brief background on the Community Strategic Plan undertaken in the past Council term. The CAO indicated that the Plan will be brought back to Council in conjunction with a review and update of Council's Term Plan which is anticipated to take place in late May or early June. The Plan will be adopted once it has had an opportunity to further review and discuss.

## 5.2 Planning Committee

1. Proposed Regulation of Backyard Chickens - Update

The Municipal Clerk provided Council with an update on the upcoming consultation for a proposed by-law for the keeping of backyard chickens. An online survey will be undertaken

in the near future, following which a report will be brought to council for consideration and recommendation on next steps.

## 6. **REGULAR MEETING**

### 6.1 **Consent Agenda**

Resolution # 2024-72

Moved by: Councillor Jamie Restoule

Seconded by: Councillor Anne Tessier

**BE IT RESOLVED** that the Consent Agenda for the Council-Committee of Whole meeting of April 2, 2024, be approved, as presented.

**CARRIED**

#### 1. Adopt minutes - Council-Committee of the Whole - March 19, 2024

Resolution # 2024-72A

Moved by: Councillor Jamie Restoule

Seconded by: Councillor Anne Tessier

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

**CARRIED**

#### 2. Receive Au Chateau Board of Management minutes of Feb-21-2024

Resolution # 2024-72B

Moved by: Councillor Jamie Restoule

Seconded by: Councillor Anne Tessier

**BE IT RESOLVED** that the Minutes of the Au Chateau Board of Management held on February 21, 2024 be received.

**CARRIED**

### 6.2 **Correspondence**

### 6.3 **Unfinished Business**

### 6.4 **New Business**

#### 1. Adopt By-Law No. 2024-23, being a By-Law to License, Regulate and Govern Short Term Rental Accommodations

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

Resolution # 2024-73



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

**BE IT RESOLVED THAT** By-law **2024/23**, being a by-law to License, Regulate and govern Short Term Rental Accommodations (STRA) in the Municipality of West Nipissing, shall come into force and take effect on the date it is passed.

For: (4): Councillor Daniel Gagné, Councillor Kaitlynn Nicol, Councillor Jamie Restoule, and Mayor Kathleen Thorne-Rochon

Against: (3): Councillor Jérôme Courchesne, Councillor Fern Pellerin, and Councillor Anne Tessier

Conflict: (1): Councillor Kris Rivard

Absent: (1): Councillor Roch St. Louis

Voter Type: Majority (Present), Recorded

**CARRIED (4 to 3)**

**Amendment:**

Resolution # 2024-73A

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

**BE IT RESOLVED** that the decision to Adopt by-law no. 2024-23, being a by-law to license, regulate and govern Short Term Rental Accommodations (STRA) in the Municipality of West Nipissing, be deferred to the second meeting of September 2024 (September 17, 2024) for the purpose of permitting additional consultation to be held.

**DEFEATED**

2. Award RFP for Official Plan/Zoning By-Law Update

Resolution # 2024-74

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

**WHEREAS** requests for proposal for an Official Plan Review and Zoning By-Law Amendment were opened on March 7, 2024 by the Director of Corporate Services and the Municipal Clerk/Planner;

**AND WHEREAS** four (4) valid proposals were received;

**AND WHEREAS** the proposals have been reviewed and the award being recommended herein consists of the best price meeting all of the specifications;

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

**BE IT THEREFORE RESOLVED THAT** request for proposal for the Official Plan Review and Zoning By-Law Amendment be awarded to PLANSCAPE/SGL, having submitted a proposal of \$95,435.00, meeting all the specifications.

**CARRIED**

3. Receive Remuneration and Expense Report

Resolution # 2024-75

Moved by: Councillor Kris Rivard

Seconded by: Councillor Daniel Gagné

**BE IT RESOLVED** that the Remuneration and Expense Report for 2023, be received.

**CARRIED**

7. NOTICE OF MOTION

7.1 **Notice of Motion - Request to Reconsider Municipal Expenditure Increase - 2024 (Councillor F. Pellerin)**

Resolution # 2024-76

Moved by: Councillor Fern Pellerin

Seconded by: Councillor Kris Rivard

**WHEREAS** at the meeting held on February 20, 2024; Council passed resolution 2024-36 approving the 2024 Municipal Expenditures;

**AND WHEREAS** Councillor Pellerin has submitted a Notice of Motion requesting reconsideration of Resolution 2024-36 to reduce the 2024 Municipal Expenditures from the proposed 4.67% increase down to 2.67%.

**BE IT THEREFORE RESOLVED THAT** Council supports Councillor Pellerin's Notice of Motion to reconsider the 2024 Municipal Expenditures.

**DEFEATED**

8. ADDENDUM

9. MAYOR'S REPORT AND ANNOUNCEMENTS

9.1 **Mayor's Report**

The Mayor provided a verbal report.

10. ADJOURNMENT

10.1 **Adopt Confirmatory By-law**

Resolution # 2024-77

Moved by: Councillor Kris Rivard

Seconded by: Councillor Daniel Gagné

**BE IT RESOLVED THAT** By-Law No. 2024-24, 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 April 2, 2024 shall come into force and take effect on the date it is passed.

**CARRIED**

**10.2 Adjourn the meeting**

Resolution # 2024-78

Moved by: Councillor Daniel Gagné

Seconded by: Councillor Kris Rivard

**BE IT RESOLVED THAT** the meeting of Council - Committee of the Whole held on April 2, 2024 be adjourned.

**CARRIED**

**WEST NIPISSING COMMITTEE OF ADJUSTMENT****Minutes of the Committee of Adjustment**

March 12, 2024, 6:00 PM

Members Present Roger Gagnon, Kathleen Thorne-Rochon, Campbell Anderson

Members Absent Roch St. Louis, Jonathan Sandiford

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**2. AGENDA**2.1 Adopt the Agenda

2024-21

Moved by Kathleen Thorne-Rochon

Seconded by Campbell Anderson

**BE IT RESOLVED THAT** the Agenda for the West Nipissing Committee of Adjustment meeting of March 12, 2024 be adopted, as presented.

Carried

**3. ADOPTION OF MINUTES**

2024-22

Moved by Campbell Anderson

Seconded by Kathleen Thorne-Rochon

**BE IT RESOLVED** that the Minutes of the Committee of Adjustment meeting held on February 13, 2024, be adopted, as presented.

Carried

**5. APPLICATIONS FOR CONSENT AND MINOR VARIANCE**5.1 Consent Applications

5.1.1 C14/24 - OLIVIER, Mariette, Lac Cache Rd - Badgerow Twp.

2024-23

Moved by Campbell Anderson

Seconded by Kathleen Thorne-Rochon

**BE IT RESOLVED:**

**THAT THE CONSENT APPLICATION MADE BY** Olivier, Mariette for the creation of new lots at Lac Cache Rd, municipality of West Nipissing is approved on the following conditions:

1. That a Reference Plan be prepared and deposited in the Land Registry Office and a copy of the new survey be filed with the Municipality.
2. Confirmation that all property taxes are paid up to date.
3. That all conditions be met on or before March 13, 2026, being two (2) years from the date of giving of notice or the consent shall be deemed not to have been given as per Section 53(20) of the Planning Act, R.S.O., as amended.
4. That a Transfer/Deed of Land be submitted to the Secretary-Treasurer for the issuance of a Certificate of Consent.
5. In the event that any portion of a municipally maintained and travelled road be located on either of the severed or retained lands, that 10m from centre line of the maintained and travelled roadway(s), including the retained lands, shall be surveyed, at the owner’s cost, and transferred to the municipality as a condition of the within severance.

That an entrance permit be obtained from the Ministry of Transportation.

Carried

5.1.2 C15/24 - Delorme Properties Ltd. - Delorme Rd - Springer Twp.

2024-24

Moved by Kathleen Thorne-Rochon

Seconded by Campbell Anderson

**BE IT RESOLVED:**

**THAT THE CONSENT APPLICATION MADE BY** Delorme Properties Ltd. for the creation of a new lot at Delorme Rd, municipality of West Nipissing is approved on the following conditions:

1. That a Reference Plan be prepared and deposited in the Land Registry Office and a copy of the new survey be filed with the Municipality.
2. Confirmation that all property taxes are paid up to date.
3. That all conditions be met on or before March 13, 2026, being two (2) years from the date of giving of notice or the consent shall be deemed not to have been given as per Section 53(20) of the Planning Act, R.S.O., as amended.
4. That a Transfer/Deed of Land be submitted to the Secretary-Treasurer for the issuance of a Certificate of Consent.
5. In the event that any portion of a municipally maintained and travelled road be located on either of the severed or retained lands, that 10m from centre line of the maintained and travelled roadway(s), including the retained lands, shall be surveyed, at the owner's cost, and transferred to the municipality as a condition of the within severance.

That an easement be granted for the municipal water main located at the east limit of the retained lands.

Carried

5.1.3 C16/24 - GUENTHER, John & Cynthia - 281 East Rd - Falconer Twp.

2024-25

Moved by Kathleen Thorne-Rochon

Seconded by Campbell Anderson

**BE IT RESOLVED:**

**THAT THE CONSENT APPLICATION MADE BY** John & Cynthia Guenther for the creation of a new lot at 281 East Rd, municipality of West Nipissing is approved on the following conditions:

1. That a Reference Plan be prepared and deposited in the Land Registry Office and a copy of the new survey be filed with the Municipality.
2. Confirmation that all property taxes are paid up to date.
3. That all conditions be met on or before March 13, 2026, being two (2) years from the date of giving of notice or the consent shall be deemed not to have been given as per Section 53(20) of the Planning Act, R.S.O., as amended.
4. That a Transfer/Deed of Land be submitted to the Secretary-Treasurer for the issuance of a Certificate of Consent.

5. In the event that any portion of a municipally maintained and travelled road be located on either of the severed or retained lands, that 10m from centre line of the maintained and travelled roadway(s), including the retained lands, shall be surveyed, at the owner's cost, and transferred to the municipality as a condition of the within severance.
6. The Municipal Clerk shall, pursuant to Section 65(1) of the Drainage Act, instruct the municipal engineer to apportion the assessment for drainage maintenance among the parts into which the lands are being divided. The costs of the apportionment shall be borne by the applicant.  
(Bak Drain)

Carried

5.1.4 C17/24 - FRANKEN, Scott - 369 Leclair Rd - Caldwell Twp.

2024-26

Moved by Campbell Anderson

Seconded by Kathleen Thorne-Rochon

**BE IT RESOLVED:**

**THAT THE CONSENT APPLICATION MADE BY** Scott Franken for the creation of a new lot together with a right of way at 369 Leclair Rd, municipality of West Nipissing is approved on the following conditions:

1. That a Reference Plan be prepared and deposited in the Land Registry Office and a copy of the new survey be filed with the Municipality.
2. Confirmation that all property taxes are paid up to date.
3. That all conditions be met on or before March 13, 2026, being two (2) years from the date of giving of notice or the consent shall be deemed not to have been given as per Section 53(20) of the Planning Act, R.S.O., as amended.
4. That a Transfer/Deed of Land be submitted to the Secretary-Treasurer for the issuance of a Certificate of Consent.
5. In the event that any portion of a municipally maintained and travelled road be located on either of the severed or retained lands, that 10m from centre line of the maintained and travelled roadway(s), including the retained lands, shall be surveyed, at the owner's cost, and transferred to the municipality as a condition of the within severance.
6. The Municipal Clerk shall, pursuant to Section 65(1) of the Drainage Act, instruct the municipal engineer to apportion the assessment for drainage maintenance among the parts into which the lands are being

divided. The costs of the apportionment shall be borne by the applicant.  
(Garton 1976 Drain)

7. Right of first refusal.

Defeated

5.2 Minor Variance Applications

5.3 OTHER

6. **ADJOURNMENT**

2024-27

Moved by Campbell Anderson

Seconded by Kathleen Thorne-Rochon

**BE IT RESOLVED THAT** the meeting of Committee of Adjustment held on March 12, 2024 be adjourned.

Carried



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

**October 10, 2023, 6:00 PM**

Members Present: Daniel Gagne  
Anne Tessier  
Mark Fryer  
Roger Gagnon

Members Absent: Kathleen Thorne-Rochon  
Roch St. Louis  
Daniel Seguin

---

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

3.1 Adopt Agenda

**2023-030**

Moved by: Daniel Seguin

Seconded by: Anne Tessier

**BE IT RESOLVED THAT** the Agenda for the West Nipissing Planning Advisory Committee meeting held on October 10, 2023 be adopted, as presented.

**Resolution Carried**

4. **MINUTES**

4.1 Adoption of Minutes

**2023-031**

Moved by: Anne Tessier

Seconded by: Daniel Gagne

**BE IT RESOLVED THAT** the minutes of meeting held on September 12, 2023 be adopted, as presented.

**Resolution Carried**

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

5.1 ZBLA2023/09 - 1973743 Ontario Ltd. - Main Street, Sturgeon Falls

**2023-032**

Moved by: Anne Tessier

Seconded by: Daniel Seguin

**WHEREAS** a public meeting was held on October 10, 2023 for the purpose of Amending Zoning By-Law 2014-45;

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

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

1. that the Council for the West Nipissing Municipality adopts the proposed zoning by-law to re-zone a portion of the property at 144 Main St from R2-1 (Residential two exception zone 1) to R4-4 (Residential four exception zone 4), Sturgeon Falls, the special provisions of which zones are as follows:
  - Table 6.3 - Minimum Front Yard Set Back from 7.5m to 4m
  - Table 6.3 - Minimum Exterior Side Yard Set back from 7.5m to 4m
  - Table 6.3 - Maximum Building height from 11m to 13m
  - Table 6.3 - Minimum lot area per unit from 120m<sup>2</sup> to 85m<sup>2</sup>
  - Table 6.3 - Minimum landscaped open space from 30% to 17%
  - Definition 3.96(a) Lot Line (Front) (a) in the case of a corner lot, the shorter lot line that abuts the public road shall be the front lot line. That the lot line abutting Russell Street be the front lot line
  - 4.12.1- Landscaped buffers (rear and side lot lines) Minimum 1.5 m landscaped buffer along a rear or side line Zero (0) landscaped buffer along the south boundary replaced by fencing

- 4.12.5- Landscaped buffers (outer perimeter of parking areas Minimum 1.5 m landscaped buffer around outer perimeter of parking areas containing more than 10 spaces Zero (0) landscaped buffer along outer perimeter of parking areas.
2. Schedule SF2 of By-Law No. 2014/45 shall be amended by changing the zoning designation of the properties shown on Schedule 'A' attached hereto, which properties are more particularly described as Pt Lots 23, 24 W/S Main St and E/S Levesque St, Plan 11, Parts 1 - 8, Part of Parts 9 & 10, 36R-14258, Municipality of West Nipissing, from R2-1 (Residential two exception zone to R4-4 (Residential four exception zone 4).

**Resolution Carried**

**2023-033**

Moved by: Anne Tessier

Seconded by: Daniel Gagne

**BE IT RESOLVED THAT** the meeting of West Nipissing Planning Advisory Committee held on October 10, 2023 be adjourned.

**Resolution Carried**



**CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING MINUTES OF THE  
WEST NIPISSING ECONOMIC DEVELOPMENT ADVISORY COMMITTEE MEETING**

**January 25, 2024, 7:00 PM**

Members Present: Rachel Quesnel  
Ashten Marcoux  
Jean-Pierre Martin  
Jean-Guy Seguin  
Manon Arcand  
Jesse Demers  
Kathleen Thorne-Rochon  
Kris Rivard  
Jérôme Courchesne

Members Absent: Bruno Lepage

**1. DECLARATIONS OF PECUNIARY INTEREST**

**2. APPOINTMENT OF CHAIR**

**2.1 Appointment of Chair**

Resolution # 2024-01A

Moved by: Kathleen Thorne-Rochon

Seconded by: Jean-Pierre Martin

**BE IT RESOLVED THAT** \_\_\_\_\_ be appointed Chair of the Economic Development  
Advisory Committee for 2024.

**DEFERRED**

**Amendment:**

Resolution # 2024-01B

Moved by: Kathleen Thorne-Rochon

Seconded by: Jean-Pierre Martin

**BE IT RESOLVED THAT** the appointment of Chair of the Economic Development Advisory Committee  
for 2024 shall be deferred to the February 22, 2024, meeting.

**CARRIED**

**3. AGENDA**

**3.1 Adopt the Agenda**

Resolution # 2024-02A

Moved by: Jean-Pierre Martin  
Seconded by: Kathleen Thorne-Rochon

**BE IT RESOLVED THAT** the Agenda for the West Nipissing Economic Development Advisory Committee meeting held on January 25, 2024 be adopted, as amended.

**CARRIED**

**Amendment:**  
Resolution # 2024-02B

Moved by: Kris Rivard  
Seconded by: Kathleen Thorne-Rochon

**BE IT RESOLVED THAT** items 5.2, 5.4, and 5.5, under New Business, be removed from the Agenda.

**CARRIED**

**4. APPROVAL OF MINUTES**

Resolution # 2024-03

Moved by: Rachel Quesnel  
Seconded by: Manon Arcand

**BE IT RESOLVED THAT** the minutes of the West Nipissing Economic Development Advisory Committee meeting held on December 6, 2023, be adopted, as presented.

**CARRIED**

**5. NEW BUSINESS**

**5.1 Ontario Federation of Agriculture Cost of Community Services Study**

Resolution # 2024-04

Moved by: Kris Rivard  
Seconded by: Manon Arcand

**BE IT RESOLVED THAT** the Economic Development Advisory Committee recommends that Council proceed with the Cost of Community Services (COCS) Study in the Municipality of West Nipissing in collaboration with the Ontario Federation of Agriculture.

**CARRIED**

**5.2 Exploring Nature Trail Opportunities**

The committee discussed potential opportunities and locations for new nature trails in West Nipissing.

**5.3 Proposed Water and Sewer Expansions to Support Housing Development**

Expansions to services are executed by developers upon purchase of land.

**5.4 Amendment to Building Height Restrictions**

An amendment to building height restrictions will be considered with the Official Plan and Zoning By-law updates earmarked for 2024. In the meantime, Council will review amendment requests on a case-by-case basis.

**5.5 Surplus Municipal Land - Housing Development Opportunities**

Surplus municipal land identified as opportunities for new housing developments will be presented to Council for consideration.

**6. ECONOMIC DEVELOPMENT OFFICER'S REPORT**

The Economic Development Officer provided updates on ongoing projects.

**7. ADJOURNMENT**

**7.1 Next Meeting Date**

Thursday, February 22, 2024, at 7:00 p.m.

**7.2 Adjourn the meeting**

Resolution # 2024-05

Moved by: Jesse Demers

Seconded by: Jean-Guy Seguin

**BE IT RESOLVED THAT** the meeting of West Nipissing Economic Development Advisory Committee held on January 25, 2024 be adjourned.

**CARRIED**



**CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING**  
**MINUTES OF THE WEST NIPISSING ECONOMIC DEVELOPMENT ADVISORY COMMITTEE**

**February 22, 2024, 7:00 PM**

Members Present:	Bruno Lepage	Jesse Demers
	Rachel Quesnel	Kathleen Thorne-Rochon
	Ashten Marcoux	Kris Rivard
	Jean-Guy Seguin	Jérôme Courchesne
	Manon Arcand	

Members Absent: Jean-Pierre Martin

**1. DECLARATIONS OF PECUNIARY INTEREST**

NIL

**2. APPOINTMENT OF CHAIR**

Moved by: Jérôme Courchesne

Seconded by: Jesse Demers

**BE IT RESOLVED THAT** Bruno Lepage be appointed Chair of the Economic Development Advisory Committee for 2024.

**CARRIED**

**3. AGENDA**

**3.1 Adopt the Agenda**

Moved by: Kris Rivard

Seconded by: Jesse Demers

**BE IT RESOLVED THAT** the Agenda for the West Nipissing Economic Development Advisory Committee meeting held on February 22, 2024 be adopted, as presented.

**CARRIED**

**4. APPROVAL OF MINUTES**

Moved by: Ashten Marcoux

Seconded by: Jean-Guy Seguin

**BE IT RESOLVED THAT** the minutes of the West Nipissing Economic Development Advisory Committee meeting held on January 25, 2024, be adopted, as presented.

**CARRIED**

**5. NEW BUSINESS**

**5.1 Grant Applications**

The Committee discussed potential funding opportunities for ongoing and future economic development initiatives, and how opportunities for local businesses can be shared more effectively.

**5.2 Economic Development Advisory Committee Priorities Discussion**

The Committee reviewed the economic development priorities identified within the Council Term Plan and established a plan to streamline discussions moving forward and to effectively provide updates on ongoing projects and initiatives.

**6. ECONOMIC DEVELOPMENT OFFICER'S REPORT**

The Land Use and Development Strategy won two awards at the EDCO Awards of Excellence on February 8, 2024. The Economic Development Officer accepted the 'Planning & Strategic Development Rural Award' and the 'Lieutenant Governor's Award' on behalf of the Municipality of West Nipissing at the ceremony.

**7. ROUNDTABLE**

Collège Boréal, Nipissing Campus received more than \$560,000 from the federal government for renovations through the *Development of Official Languages Communities - Minority-Language Education Program* and the *Action Plan for Official Languages 2023-2028*.

**8. ADJOURNMENT**

**8.1 Next Meeting Date**

Thursday, March 21, 2024 @ 6:00 p.m.

**8.2 Adjourn the Meeting**

Moved by: Ashten Marcoux

Seconded by: Jean-Guy Seguin

**BE IT RESOLVED THAT** the meeting of the West Nipissing Economic Development Advisory Committee held on February 22, 2024, be adjourned.

**CARRIED**



## **BY-LAW 2024/32**

### **BEING A BY-LAW TO RECOGNIZE AND ACCEPT LANDS FOR PUBLIC HIGHWAY PURPOSES – PT LEVAC RD, TWP SPRINGER**

---

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

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

AND WHEREAS West Nipissing has many highways which existed prior to January 1, 2003, for which title has not been formally transferred to the municipality

**AND WHEREAS** it is deemed prudent to recognize the lands described herein and to accept the same for highway purposes;

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

1. That the lands described in Transfers of Land to the Corporation of the Municipality of West Nipissing as listed below, be recognized as part(s) of the public highway known as Levac Road(s).

PT OF LOT 13, CON. 2  
 PART 31, 36R-3778  
 GEOGRAPHIC TOWNSHIP OF SPRINGER,  
 MUNICIPALITY OF WEST NIPISSING,  
 DISTRICT OF NIPISSING.

**ENACTED AND PASSED THIS 16th DAY OF APRIL, 2024 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.**

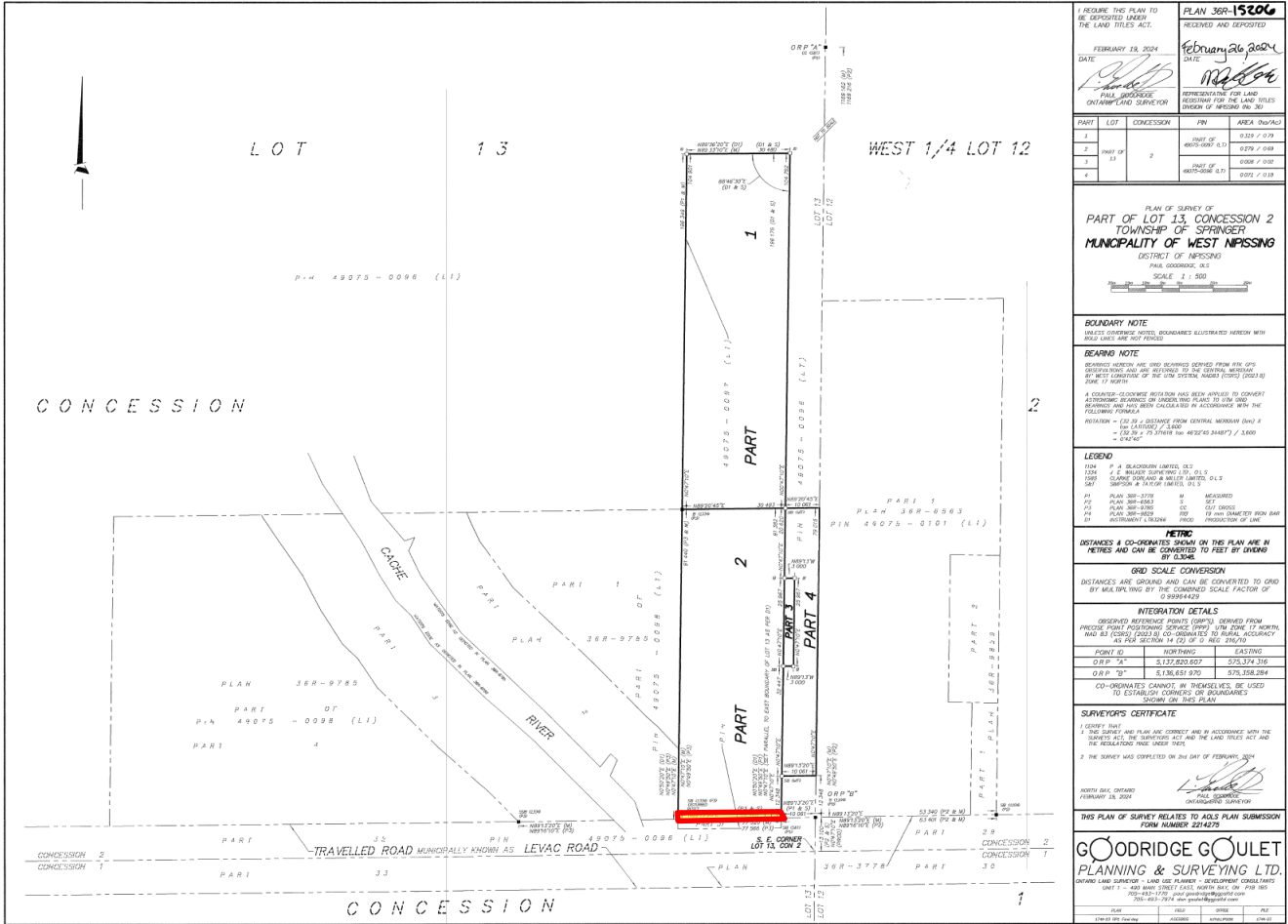
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KATHLEEN THORNE-ROCHON,  
 MAYOR

---

MELANIE DUCHARME,  
 CLERK

**SKETCH FOR BY-LAW 2024/**



I HEREBY DECLARE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT.		PLAN 36R-15206									
RECEIVED AND DEPOSITED											
FEBRUARY 19, 2024		February 19, 2024									
DATE											
PAUL GOODRIDGE											
REPRESENTATIVE FOR LAND SURVEYING FOR THE LAND TITLES DIVISION OF WEST NIPISSING											
PART	LOT	CONCESSION									
1	1	2									
2	2	2									
3	3	2									
4	4	2									
<p>PLAN OF SURVEY OF PART OF LOT 13, CONCESSION 2 TOWNSHIP OF SPRINGER MUNICIPALITY OF WEST NIPISSING</p> <p>PAUL GOODRIDGE, O.S.S.</p> <p>SCALE 1:500</p>											
<p><b>BOUNDARY NOTE</b></p> <p>UNLESS OTHERWISE NOTED, BOUNDARIES ILLUSTRATED HEREON WITH RED LINES ARE NOT PERIODS.</p>											
<p><b>BEARINGS NOTE</b></p> <p>BEARINGS GIVEN ARE TRUE BEARINGS DERIVED FROM R.N. GPS BEARING STATION AND THE BEARING DERIVED FROM R.N. GPS BY BEST CONNECTION OF THE STATION TO THE STATION. BEARINGS ARE GIVEN IN DEGREES, MINUTES AND SECONDS (D.M.S.)</p> <p>A COURTESY-CLOCKWISE ROTATION HAS BEEN APPLIED TO CONVERT ALL BEARINGS TO TRUE BEARINGS IN ACCORDANCE WITH THE FOLLOWING FORMULA:</p> <p>ROTATION = (2) IS A DISTANCE FROM CENTRAL MERIDIAN (km) X          THE CORRECTION / 1000          = (2) IS A DISTANCE FROM CENTRAL MERIDIAN (km) X          0.75 / 7537619.744 = 425243.84877 / 5000          = 85.05"</p>											
<p><b>LEGEND</b></p> <p>10M P A BLACKLINE LIMITED, O.S.S.</p> <p>12M A G. BLACKLINE LIMITED, O.S.S.</p> <p>15M G. BLACKLINE LIMITED, O.S.S.</p> <p>18M G. BLACKLINE LIMITED, O.S.S.</p> <p>21M G. BLACKLINE LIMITED, O.S.S.</p> <p>24M G. BLACKLINE LIMITED, O.S.S.</p> <p>27M G. BLACKLINE LIMITED, O.S.S.</p> <p>30M G. BLACKLINE LIMITED, O.S.S.</p> <p>33M G. BLACKLINE LIMITED, O.S.S.</p> <p>36M G. BLACKLINE LIMITED, O.S.S.</p> <p>39M G. BLACKLINE LIMITED, O.S.S.</p> <p>42M G. BLACKLINE LIMITED, O.S.S.</p> <p>45M G. BLACKLINE LIMITED, O.S.S.</p> <p>48M G. BLACKLINE LIMITED, O.S.S.</p> <p>51M G. BLACKLINE LIMITED, O.S.S.</p> <p>54M G. BLACKLINE LIMITED, O.S.S.</p> <p>57M G. BLACKLINE LIMITED, O.S.S.</p> <p>60M G. BLACKLINE LIMITED, O.S.S.</p> <p>63M G. BLACKLINE LIMITED, O.S.S.</p> <p>66M G. BLACKLINE LIMITED, O.S.S.</p> <p>69M G. BLACKLINE LIMITED, O.S.S.</p> <p>72M G. BLACKLINE LIMITED, O.S.S.</p> <p>75M G. BLACKLINE LIMITED, O.S.S.</p> <p>78M G. BLACKLINE LIMITED, O.S.S.</p> <p>81M G. BLACKLINE LIMITED, O.S.S.</p> <p>84M G. BLACKLINE LIMITED, O.S.S.</p> <p>87M G. BLACKLINE LIMITED, O.S.S.</p> <p>90M G. BLACKLINE LIMITED, O.S.S.</p> <p>93M G. BLACKLINE LIMITED, O.S.S.</p> <p>96M G. BLACKLINE LIMITED, O.S.S.</p> <p>99M G. BLACKLINE LIMITED, O.S.S.</p> <p>102M G. BLACKLINE LIMITED, O.S.S.</p> <p>105M G. BLACKLINE LIMITED, O.S.S.</p> <p>108M G. BLACKLINE LIMITED, O.S.S.</p> <p>111M G. BLACKLINE LIMITED, O.S.S.</p> <p>114M G. BLACKLINE LIMITED, O.S.S.</p> <p>117M G. BLACKLINE LIMITED, O.S.S.</p> <p>120M G. BLACKLINE LIMITED, O.S.S.</p> <p>123M G. BLACKLINE LIMITED, O.S.S.</p> <p>126M G. BLACKLINE LIMITED, O.S.S.</p> <p>129M G. BLACKLINE LIMITED, O.S.S.</p> <p>132M G. BLACKLINE LIMITED, O.S.S.</p> <p>135M G. BLACKLINE LIMITED, O.S.S.</p> <p>138M G. BLACKLINE LIMITED, O.S.S.</p> <p>141M G. BLACKLINE LIMITED, O.S.S.</p> <p>144M G. BLACKLINE LIMITED, O.S.S.</p> <p>147M G. BLACKLINE LIMITED, O.S.S.</p> <p>150M G. BLACKLINE LIMITED, O.S.S.</p>											
<p><b>METRIC</b></p> <p>DISTANCES &amp; CO-ORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.</p>											
<p><b>GRID SCALE CONVERSION</b></p> <p>DISTANCES ARE GIVEN AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.99984229.</p>											
<p><b>INTEGRATION DETAILS</b></p> <p>OBSERVED REFERENCE POINTS (ORP'S) DERIVED FROM PREVIOUS SURVEYS AND ADJUSTED TO THE DATUM, NORTH, MAG. BE. (G.M.S.) SHALL BE CO-ORDINATED TO NAD 83 ACCURACY AS PER SECTION 14 (2) OF O. REG. 216/10.</p> <table border="1"> <thead> <tr> <th>POINT ID</th> <th>NORTHING</th> <th>EASTING</th> </tr> </thead> <tbody> <tr> <td>ORP "A"</td> <td>513729.007</td> <td>575374.316</td> </tr> <tr> <td>ORP "B"</td> <td>513651.970</td> <td>575358.284</td> </tr> </tbody> </table> <p>CO-ORDINATES CANNOT IN THEMSELVES BE USED TO ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.</p>			POINT ID	NORTHING	EASTING	ORP "A"	513729.007	575374.316	ORP "B"	513651.970	575358.284
POINT ID	NORTHING	EASTING									
ORP "A"	513729.007	575374.316									
ORP "B"	513651.970	575358.284									
<p><b>SURVEYOR'S CERTIFICATE</b></p> <p>I, THE SURVEYOR, HAVE BEEN ADVISED BY THE CLIENT THAT THE INFORMATION PROVIDED TO ME IS TRUE AND CORRECT AND IN ACCORDANCE WITH THE SURVEY ACT, THE CONVEYANCE ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE THEREUNDER.</p> <p>I, THE SURVEYOR, HAVE COMPLETED ON THE DAY OF FEBRUARY, 2024.</p> <p>PAUL GOODRIDGE          O.S.S.          LAND SURVEYOR</p>											
<p>THIS PLAN OF SURVEY RELATES TO A.S.L.S. PLAN SUBMISSION FORM NUMBER 2214275</p>											
<p><b>GOODRIDGE GOULET          PLANNING &amp; SURVEYING LTD.</b></p> <p>UNIT 1 - 400 MAIN STREET EAST, NORTH BAY, ON. P1B 1R5          705-463-1722 FAX 705-463-1723          705-463-1724 WWW.GOODRIDGEGOULET.COM</p>											

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**BY-LAW 2024/30**

**BEING A BY-LAW TO AMEND ZONING BY-LAW NO. 2014/45 TO REZONE  
 CERTAIN LANDS ON 900 QUESNEL RD  
 FROM SHORELINE RESIDENTIAL (SR) TO TOURIST COMMERCIAL (C3)  
 (ZONING AMENDMENT FILE NO. ZBLA2023-07)**

---

**WHEREAS** the owners of the subject property have initiated an amendment to Zoning By-Law 2014-45, for the properties located on 900 Quesnel Rd, Sturgeon Falls, being Part of Lot 8, Concession B, Parts 1 and 2, 36R-10453, Springer Twp. Municipality of West Nipissing;

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

**AND WHEREAS** it is deemed desirable to amend the zone designation shown on Schedule 'H4-2' of By-Law No. 2014/45 pursuant to Section 34 of the *Planning Act* R.S.O. 1990, as amended;

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

1. Schedule 'H4-2' of By-Law No. 2014/45 is amended by changing the zoning designation of the property shown on Schedule 'A' attached hereto, which property is more particularly described as Part of Lot 8, Concession B, Parts 1 & 2, Plan 36R-10453, Springer Twp., Municipality of West Nipissing, from Shoreline Residential (SR) Zone to Tourist Commercial (C3).
2. This By-law shall take effect on the date of passage and come into force in accordance with Section 34 of the Planning Act, RSO 1990, Ch. P 13.

**ENACTED AND PASSED THIS 16<sup>th</sup> DAY OF APRIL, 2024 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.**

---

 KATHLEEN THORNE-ROCHON  
 MAYOR

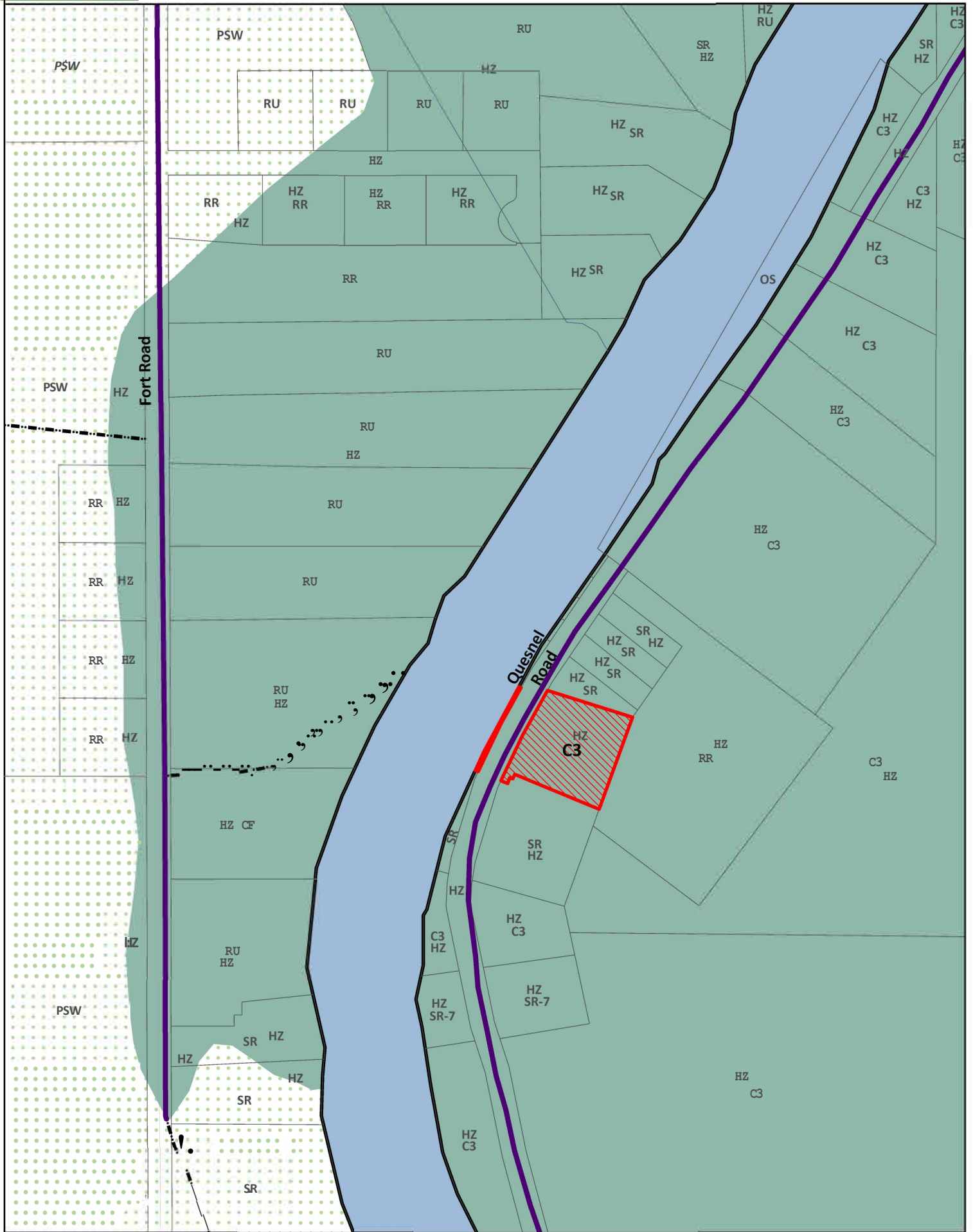
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 MELANIE DUCHARME  
 CLERK



# SCHEDULE 'A' TO BY-LAW 2024/30

Joie de vivre



LANDS TO BE REZONED FROM SHORELINE RESIDENTIAL (SR) WITH HAZARD LAND OVERLAY (HZ) TO TOURIST COMMERCIAL (C3) WITH HAZARD LAND OVERLAY (HZ)

MUNICIPALITY OF WEST NIPISSING OU EST GEOGRAPHIC TOWNSHIP OF SPRINGER - SCHEDULE H4-2

900 QUESNEL ROAD, STURGEON FALLS  
PARTS 1 & 2, PLAN 36R-10453  
PART OF LOT 8, CONCESSION B  
GEOGRAPHIC TOWNSHIP OF SPRINGER  
MUNICIPALITY OF WEST NIPISSING OU EST



**THIS IS SCHEDULE 'A' TO  
BY-LAW NO. 2024-30 PASSED THIS 16th  
DAY OF APRIL 2024.**

LARCHER

MAYOR

**PLANS CAPE**  
BUILDING COMMUNITY THROUGH PLANNING

THIS DRAWING IS FOR ILLUSTRATION PURPOSES ONLY.  
FOR EXACT BOUNDARY INTERPRETATIONS,  
PLEASE CONTACT THE MUNICIPALITY OF WEST NIPISSING QUEST

CLERK

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

**Resolution Number:** 2024-04  
**Title:** ZBLA2023-07 - Larcher, Shawn - 900 Quesnel Road, Sturgeon Falls (deferred from Sept-12-23)  
**Date:** April 9, 2024

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**Moved by:** Anne Tessier  
**Seconded by:** Roch St. Louis

**WHEREAS** a public meeting was held on September 12, 2023 for the purpose of Amending Zoning By-Law 2014-45;

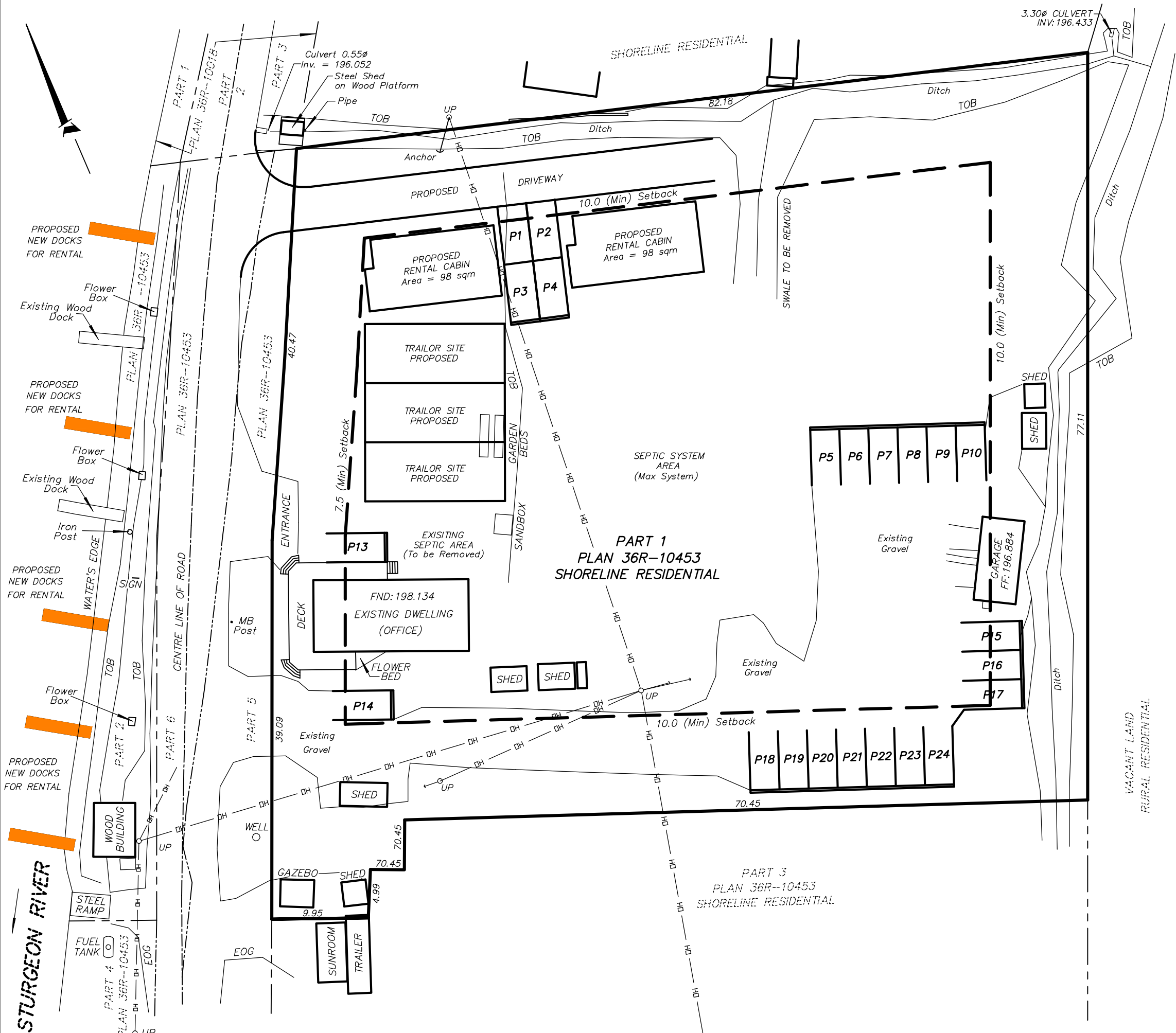
**AND WHEREAS** the matter was deferred;

**AND WHEREAS** written concerns have been received to the proposed amendment;

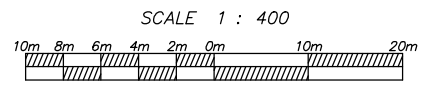
**BE IT RESOLVED THAT** the Planning Advisory Committee for the Municipality of West Nipissing recommends:

1. that the Council for the West Nipissing Municipality adopts the proposed zoning by-law to re-zone a portion of the property at 900 Quesnel Rd and more particularly shown on the attached sketch;
2. Schedule H4-2 of By-Law No. 2014/45 shall be amended by changing the zoning designation of the properties shown on Schedule 'A' attached hereto, which properties are more particularly described as Pt Lot 8, Concession B, Parts 1 & 2, 36R-10453, Springer Twp., Municipality of West Nipissing, from SR (Shoreline Residential) with HZ (Hazard Overlay) to C3 (Tourist Commercial) with HZ (Hazard Overlay);

**Resolution Carried**



SKETCH TO ILLUSTRATE  
**SITE PLAN**  
 PART OF LOT 8, CONCESSION 'B'  
 BEING PART 1 OF PLAN 36R-10453  
 TOWNSHIP OF SPRINGER  
**MUNICIPALITY OF WEST NIPISSING**  
 DISTRICT OF NIPISSING



USE	PARKING
TRAILER 1	1
TRAILER 2	1
TRAILER 3	1
RENTAL CABIN 1	2
RENTAL CABIN 2	2
DOCKS (x7)	14
RESIDENCE	2
	<hr/>
	22
SEPTIC TRAILERS	L/DAY
CABINS (2 BEDROOMS)	1600
	<hr/>
	2200
	<hr/>
	3800 L/DAY

**INDEX:**  
 EOG EDGE OF GRAVEL  
 TOB TOP OF BANK  
 UP UTILITY POLE

**METRIC:**  
 DISTANCES SHOWN ON THIS SKETCH ARE IN METERS AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

**COPYRIGHT:**  
 THIS SKETCH WAS PREPARED EXCLUSIVELY FOR SHAWN LARCHER AND THE UNDERSIGNED ACCEPTS NO RESPONSIBILITY FOR USE BY OTHERS.  
 © NO PERSON MAY COPY, REPRODUCE, DISTRIBUTE, OR ALTER THIS PLAN IN WHOLE OR IN PART WITHOUT THE WRITTEN PERMISSION OF PAUL GOODRIDGE, OLS.

**CAUTION:**  
 THIS SKETCH IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED FOR MORTGAGE OR TRANSACTION PURPOSES. IT IS TO BE USED SOLELY FOR THE EXPRESS PURPOSE STATED HEREON.

**GOODRIDGE GOULET**  
**PLANNING & SURVEYING LTD.**  
 ONTARIO LAND SURVEYOR - LAND USE PLANNER - DEVELOPMENT CONSULTANTS  
 UNIT 1 - 490 MAIN STREET EAST, NORTH BAY, ON P1B 1B5  
 705-493-1770 paul.goodridge@ggpltd.com  
 705-493-7974 don.goulet@ggpltd.com

FIELD	OFFICE	FILE
A. DESBOIS	K. PHILLIPSON	1685-23

Friday, April 5<sup>th</sup>, 2024

**Municipality of West Nipissing**

225 Holditch Street, Suite 101

Sturgeon Falls, Ontario

P2B 1T1

Attention: Mayor Kathleen Thorne Rochon, members of Council, residents of Ward 8 and municipal employees

**SENT ELECTRONICALLY BY EMAIL TO [krochon@westnipissing.ca](mailto:krochon@westnipissing.ca)**

**RE: SEAT ON COUNCIL**

Madam Mayor, fellow Council colleagues, residents of Ward 8 and municipal employees,

It is with a heavy heart that I write you this letter. I am announcing that that I will be stepping down from my seat as Councillor as of April 8<sup>th</sup>, 2024, for legal reasons.

I lost my job earlier this year, but since then I've been able to get back on my feet. I recently accepted a position at Au Château in Sturgeon Falls. According to the advice provided by the Municipal Clerk, accepting my new position disqualifies me from holding the seat of Councillor for the Municipality of West Nipissing. Indeed, Au Château is deemed to be a local board under prevailing provincial legislation. As a result of my new employment, and in accordance with the *Municipal Act, 2001* and the *Municipal Elections Act, 1996*, I must withdraw from my seat on Council.

I want you to know that I am not stepping down because of the workload or for any negative reasons, but because of a law that precludes me from continuing as a member of Council.

I have very much enjoyed serving the community and working with my colleagues on Council. Since the beginning of the term, even if we don't always see eye-to-eye at the table, we've worked together for the good of the municipality as a whole, and I'm certain that the future is positive and promising for our beautiful municipality.

To the residents of Ward 8, I'm sorry to have to step down from my seat on Council. I've enjoyed talking with you, meeting you, working together and trying to find solutions the challenges presented. I'll treasure the memories and thank you for allowing me the privilege of representing you on Council these past few years.

To the municipal employees, thank you for all your help and support over the last few years. Whether it's help with clarifying certain things or with projects, or support on more complex issues, you've been there to help me through it all, and I'm very grateful for it. We have an excellent team and people who have at heart the well-being of our municipality.

In closing, on April 8<sup>th</sup>, 2024, there will be a total solar eclipse, a rare event. In astrology, solar eclipses symbolize new beginnings and offer opportunities for renewal. Like Monday's eclipse, I'm leaving for a new beginning, but I'll never be too far away to reach out and help my community.

Sincerely,

A handwritten signature in black ink, appearing to be 'JC' with a long horizontal stroke extending to the right.

Jérôme Courchesne



le vendredi 5 avril 2024

**Municipalité de Nipissing Ouest**

225, rue Holditch, suite 101

Sturgeon Falls, Ontario

P2B 1T1

À l'attention de : Kathleen Thorne Rochon, Maire, membres du conseil municipal, résidents du quartier 8 et employés municipaux

**ENVOYÉ ÉLECTRONIQUEMENT PAR COURRIEL À [krochon@westnipissing.ca](mailto:krochon@westnipissing.ca)**

**OBJET : SIÈGE AU CONSEIL MUNICIPAL**

Madame la Maire, chers collègues du conseil, chers résidents du quartier 8 et chers employés municipaux,

C'est avec le cœur gros que je vous écris cette lettre. Je vous annonce que je me retirerai de mon siège comme conseiller municipal à compter du 8 avril 2024 pour des raisons légales.

J'ai perdu mon emploi plus tôt cette année, mais depuis ce temps, j'ai été en mesure de me remettre sur pieds. J'ai tout récemment accepté un poste à Au Château à Sturgeon Falls. Selon les avis fournis par la Greffière municipale, en acceptant mon nouveau poste, cela me disqualifie de tenir le siège de conseiller municipal pour la Municipalité de Nipissing Ouest. Effectivement, Au Château est considéré comme étant un conseil local en vertu des lois provinciales à cet effet. En raison de mon nouvel emploi, et en fonction de la *Loi de 2001 sur les municipalités* et la *Loi de 1996 sur les élections municipales*, je dois ainsi me retirer de mon siège au conseil municipal.

Je veux que vous sachiez que je ne me retire pas en raison de la charge de travail ou bien pour des raisons négatives, mais en raison d'une loi qui m'empêche de continuer à siéger au conseil.

J'ai beaucoup apprécié servir la communauté et travailler avec mes collègues au conseil. Depuis le début du terme, même si nous ne sommes pas toujours du même avis à la table, nous travaillons ensemble pour le bien de la municipalité en son entier, et je suis certain que l'avenir est positif et prometteur pour notre belle municipalité.

Aux résidents du quartier 8, je suis désolé de devoir me retirer de mon siège au conseil. J'ai aimé discuter avec vous, vous rencontrer, travailler ensemble et tenter de trouver des solutions aux défis présentés. J'en retiendrai de très bons souvenirs et je vous remercie de m'avoir accordé le privilège de vous représenter au conseil municipal ces dernières années.

Aux employés municipaux, merci pour votre aide et votre appui ces dernières années. Que ce soit pour de l'aide à clarifier certaines choses ou avec des projets, ou encore pour de l'appui sur des questions plus complexes, vous avez été là pour m'aider à

travers tout cela et j'en suis très reconnaissant. Nous avons une excellente équipe et des gens qui ont à cœur le bien-être de notre municipalité.

En terminant, le 8 avril 2024 aura lieu une éclipse solaire totale, un événement rare. En astrologie, les éclipses solaires symbolisent les nouveaux départs et offrent des possibilités de renouvellement. Tout comme l'éclipse de lundi, je quitte pour un nouveau départ, mais je ne serai jamais loin pour tendre la main et aider ma communauté.

Cordialement,

A handwritten signature in black ink, appearing to be 'JC' with a long horizontal stroke extending to the right.

Jérôme Courchesne



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

**BY-LAW 2023/47**

**BEING A BY-LAW TO AMEND BY-LAW 2022-27  
TO ADOPT THE COUNCIL VACANCY APPOINTMENT POLICY**

**WHEREAS** pursuant to section 263 of the Municipal Act, 2001, S.O. 2001 c. 25, when the seat of a member of council becomes vacant during the term of office, Council may fill a vacancy by appointing a person who has consented to accept the office if appointed, or requiring that a By-election be held to fill a vacancy in accordance with the Municipal Elections Act, S.O., 1996, c 32.

**AND WHEREAS** the Council of the Corporation of the Municipality of West Nipissing adopted a policy on June 15, 2022 to govern the process for Council to appoint a person to fill a seat of a member of council that had been declared vacant.

**AND WHEREAS** Council for the Corporation wishes to amend the said policy

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

1. That Council hereby approves the amended "Council Vacancy Appointment Policy" attached as Schedule "A" to this Bylaw.
2. That Schedule "A" hereto shall replace Schedule "A" to By-Law 2022-57.

**ENACTED AND PASSED JUNE 6, 2023 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.**

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

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

## **SCHEDULE "A" to BY-LAW 2023/47**

### **AMENDED COUNCIL VACANCY APPOINTMENT POLICY**

#### **1. PURPOSE**

The purpose of this policy is to provide for an accountable and transparent process for filling any vacancy, including the Mayor or Councillor for any Ward, that occurs.

#### **2. APPLICABILITY AND SCOPE**

This policy shall apply to any vacancy which occurs during the term of Council.

#### **3. BACKGROUND**

3.1 In accordance with the Municipal Act, S.O., 2001, c.25, (the "Act") when a seat of a member of Council becomes vacant, the remaining Council is required to declare the seat vacant and to determine whether the seat will be filled by holding a By-Election or by Appointment. A vacancy occurs on the death or resignation of a member or if a member becomes disqualified from holding office during the term.

3.2 Following the consideration of a report to Council on May 2, 2023, Council chose to conduct the selection for the filling of a vacancy of a member of Council through Appointment of Applicants, in accordance with the provisions of the *Municipal Act, 2001*.

3.3 In order to ensure an accountable and transparent process for filling any vacancy, Council has directed that a policy be adopted to provide a clear understanding of the decision-making process when a vacancy occurs.

#### **4. POLICY STATEMENTS**

The Municipality of West Nipissing is committed to an open, accountable and transparent government. Council, when exercising its responsibility under the Act to fill a vacancy shall observe the following principles:

4.1 Council will, at the meeting immediately following becoming aware of a vacancy, declare the seat vacant in accordance with Section 262(1) of the Act and shall adopt a resolution to fill the vacancy by appointment, the process for which is detailed in paragraph (8) eight hereof.

4.2 Within 60 days following the declaration of the vacant seat, council shall, pursuant to Section 263(5)(ii) of the Act, adopt a By-Law to appoint an eligible candidate, selected through the process herein, to fill the vacancy for the remainder of the council term.

#### **5. DEFINITIONS**

5.1 In this policy the following terms shall have the meaning ascribed to them:

5.2 "Appointment" means the appointment of a qualified individual who is a Candidate as defined herein, by majority vote of Council, to fill a vacancy on Council for the remainder of the current Council term.

5.3 "Candidate" means an individual who has submitted a written request to be considered for appointment to fill a vacancy in the office of Councillor as of the date of this policy being enacted, having met the eligibility requirements of the Municipal Elections Act, 1996.

5.4 "Lot" means a method of determination the name of each Candidate shall be placed on five (5) equal size pieces of paper of the same colour and folded in half. Such five folded pieces of paper for each Candidate that is subject to section 1.7.6 shall be placed in an opaque container whereupon the Clerk or the Clerk's designate will draw one piece of paper. The name of the Candidate on the piece of paper drawn by the Clerk or Clerk's designate shall be the selected Candidate as contemplated in section 1.7.7.

#### **6. APPLICATION PROCEDURE**

6.1 Immediately following the declaration of vacancy and resolution detailed in Section 4.1, the Clerk shall post a Council Vacancy Notice (Appendix A) on the municipality's website ([www.westnipissing.ca](http://www.westnipissing.ca)) and in a local newspaper having a circulation sufficient to meet the timelines stipulated in the Notice for a minimum of two (2) consecutive weeks following Council's decision to fill a vacancy by appointment.

The notice shall indicate Council's intention to appoint an individual to fill a vacancy and shall outline the nomination process.

- 6.2. Interested persons will be required to complete a Consent of Nominee form and a Declaration of Qualification (obtained from the Municipal Clerk), provide personal identification showing their name and qualifying address within the Municipality of West Nipissing, and may be required to provide a written response to specific questions as may be determined by Council. Interested persons will also be required to provide written endorsement of his or her nomination by at least twenty-five (25) electors who are eligible to vote in the Municipality;
- 6.3 Applicants are referred to hereinafter as Candidates.
- 6.4 Candidate(s) may submit, to the Clerk, a personal statement of qualification for consideration of Council. Personal statements shall be typewritten on 8 ½" X 11" paper not exceeding two pages in length and will include the Candidate name and address. Statements that do not comply shall not be included in the Council meeting agenda or provided to Council by the Clerk. Candidates will be advised of the deadline for submission of a personal statement.
- 6.5 Once submitted, the forms will be made available to the public in the same way as a nomination form for a Candidate in a municipal election or by-election and may be included on a Council agenda published on the municipal website;
- 6.6. A deadline will be established for filing the Consent of Nominee and Declaration of Qualification, as determined by Council in consultation with the Clerk;
- 6.7 Individuals who have submitted the necessary forms may appear before Council at a date and time so determined by the Council, and the Clerk will advise all applicants of the established date and time;
- 6.8 The Clerk will create a list of all Candidates and publicly post said list on the Municipality's website and at the Municipal Office. This list will be updated as applications are received, once deemed complete by the Clerk;
- 6.9. Notwithstanding the requirement of the Municipality's Procedural By-law, the agenda for the meeting shall be set by the Clerk to allow for the orderly proceeding of selecting a Candidate and the agenda shall include the following:
  - a. A certified list of all Candidates listed in alphabetical order, by last name;
  - b. Any personal statement of qualification for consideration of Council;
- 6.10 Copies of all application documents will be included with the agenda package for the Appointment Meeting and will be made available as part of the public agenda posted on the Municipality's website. The Agenda shall be published to Members of Council and to the public in the same manner as a Regular or Special Council agenda.

## **7. FILLING A VACANCY FOR THE POSITION OF MAYOR**

- 7.1 Any member of Council wishing to be considered for the appointment to a vacancy for the Mayor's position, may do so. He or she shall advise the Clerk, in writing, and shall file the necessary documentation outlined in paragraph 6.2 and 6.4, above, within the stipulated timelines set out in the Council Vacancy Notice.
- 7.2 Any member of Council seeking appointment to the position of Mayor shall declare a pecuniary interest.
- 7.3 A vote to fill a vacancy of Mayor by appointment shall occur at an open Council Meeting in accordance with section 8 of this By-Law;
- 7.4 Should the council member be successful; the then vacant seat of the Councillor shall be filled in accordance with the provisions of this Policy.

## **8. PROCEDURE AT APPOINTMENT MEETING OF COUNCIL**

- 8.1 At the Appointment Meeting which may be at a Regular or Special Meeting of Council, the Presiding Officer shall make a brief statement to outline the purpose of the meeting and the order of proceedings;

8.2 The Clerk will provide a list of Candidates who have completed the Consent of Nominee and Declaration of Qualification, and the Chair will call for a motion to consider the Candidates to fill the vacancy, as follows:

“BE IT RESOLVED THAT the following individuals who have signified in writing that they are legally qualified to hold office and consented to accept the office if they are appointed to fill the vacancy, be considered for appointment to fill such vacancy”

8.3 Candidates will be sequestered in an adjacent room until it is their time to answer questions posed by Council. Once a Candidate has answered the questions, they will return to a separate room until all Candidate interviews are complete.

8.4 At the Appointment Meeting, each Candidate will be afforded an opportunity to address Council, in the language of his or her choice, for a period not to exceed ten (10) minutes. The order of speaking will be alphabetical by last name.

8.5 Each member of Council will be allowed no more than one question to each Candidate and responses from Candidates shall be limited to a maximum of two (2) minutes per question;

8.6 Upon hearing all Candidate submissions, Council will proceed to vote, by way of a public ballot vote, similar to the Ranked Voting process, in rounds of voting as follows;

- a. Candidate names will be displayed on the Council Chamber viewing screen and shall be displayed in alphabetical order, by last name for use in a public tally of votes;
- b. Each of the pieces of paper to be used as either ballots, or to be used by the Clerk to draw names in accordance with Section 7(m) (i)(ii) will be equal in size and type;
- c. Only the Clerk or Clerk’s designate may handle the papers, ballots and Container referenced in this procedure, save and except the Members being permitted to mark their ballots;
- d. Ballots will be provided to Members of Council in the form of a voting card on which to indicate their choice of Candidate in writing; and all voting cards shall be of identical size, paper quality, and colour and shall be pre-printed with the Member’s name and a place to be initialed by the Member;
- e. The first-round ballots may contain the name of each Candidate, in alphabetical order by surname and have a box immediately preceding the surname in which the Member of Council may mark an “X” beside the name of the Candidate of their preference;
- f. All subsequent ballots shall be in the form described in (d) above however will not contain any Candidate names in a pre-printed format;
- g. The Clerk will ask Members of Council to vote by clearly printing the name of their preferred Candidate on the ballot, initialing the ballot for authentication purposes, folding the ballot and returning it directly to the Clerk;
- h. Any Round One ballot marked with more than one “X”, or any subsequent round ballot that is not legibly printed, or any ballot that does not contain the authentication initials of the Member of Council shall be considered a spoiled ballot and shall not be included in the tally;
- i. The Clerk will read aloud the Member’s name and selected Candidate and announce the tallies of all votes, while maintaining the tally on the viewing screen;
- j. If the Candidate receiving the greatest number of votes cast does not receive more than one-half the votes of all voting Members of Council, the Candidate or Candidates who received the fewest number of votes shall be excluded from consideration;
- k. The vote will be taken again by the Clerk and, if necessary, more than once, excluding in each successive vote the Candidate or Candidates who receive the fewest number of votes;
- l. The process shall be repeated until the Candidate receiving the greatest number of votes has also received more than one-half of the votes of the voting Members of Council;
- m. In the event the votes cast are equal for all Candidates:
  - i. If there are three or more Candidates remaining, the Clerk shall by lot select one such Candidate to be excluded from subsequent voting;
  - ii. If only two Candidates remain, the tie shall be broken and vacancy shall be filled by the Candidate selected by lot, as conducted by the Clerk, wherein the first name drawn shall be declared the successful Candidate;

- 8.7 Upon conclusion of the voting, the Clerk will declare to be elected the Candidate receiving the votes of more than one-half of the number of voting Members, or as provided in 19(m)(ii);
- 8.8 A by-law confirming the appointment shall be enacted by Council to appoint the successful Candidate to the office for the remainder of the term and the Clerk will administer the Oath of Office to the successful Candidate;
- 8.9 The Minutes of the Appointment Meeting shall include a full disclosure of all voting results, including the name of each Member of Council and their selected Candidate in any and all voting rounds.



## Appendix A

**PUBLIC NOTICE**

**MUNICIPALITY OF WEST NIPISSING**

**MUNICIPAL COUNCIL VACANCY**

**TAKE NOTICE THAT** a vacancy exists on the Municipality of West Nipissing Council for one (1) Council Position for \_\_\_\_\_ [state position ie) Mayor or Councillor for Ward \_\_\_\_]. Council has determined that it wishes to fill this vacancy through **SELECTION BY NOMINATION AND APPOINTMENT** in accordance with the Municipality of West Nipissing Council Vacancy Policy.

The term of this position is from the date of Council appointment for the balance of the Council term until [date of election, 2026.

An applicant for municipal office must be a qualified municipal elector as set out in the *Municipal Elections Act, 1996*. Qualified electors must be:

- 18 years of age or older;
- a Canadian citizen;
- a resident of the Municipality of West Nipissing, or an owner or tenant of land in the Municipality or the spouse of such an owner or tenant; and
- not prohibited from voting under any other Act or disqualified from running for or holding municipal office.

Applicants must complete and submit a Council Vacancy Application package in person to the Clerk, which shall include:

- a Consent of Nominee form and a Declaration of Qualification (obtained from the Municipal Clerk),
- personal identification showing their name and qualifying address within the Municipality of West Nipissing, and
- written endorsement of his or her nomination by at least twenty-five (25) electors who are eligible to vote in the Municipality;

**Nominations will be accepted by the Clerk at the Municipal Office during regular business hours until [date and time]. (electronic packages shall not be accepted. Original signatures are required.)**

Applicants must also submit to the Clerk a personal statement of qualification for consideration of Council. Personal statements will be typewritten in a 12-point font on letter size (8 ½" x 11") paper, shall not exceed two (2) pages in length, and will include the Applicant's name and address. Statements that do not meet these requirements shall not be included in any Council meeting agenda or provided to Council by the Clerk.

Certified registered Applicants will be afforded the opportunity to address Council for a period of not more than ten (10) minutes and then will be asked questions by Council in an open Special Council Meeting to be held on [date and time] pm in accordance with the policy for that Special Council Meeting.

The Council Vacancy Policy and application package are available on the Municipality's website at [www.westnipissing.ca](http://www.westnipissing.ca) or at the Municipal Office, 225 Holditch Street, Sturgeon Falls, ON P2B 1T1.

For further information or to complete a Council Vacancy Application package, please contact:

Melanie Ducharme, Municipal Clerk  
225 Holditch Street,  
Sturgeon Falls, ON P2B 1T1  
[mducharme@westnipissing.ca](mailto:mducharme@westnipissing.ca)

*The Municipality of West Nipissing is committed to providing a barrier free workplace. If accommodation is required during the selection or interview process, it will be available upon advance request. This posting is available in an accessible format upon request.*



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

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**OBJECTIVE:**


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

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**SCOPE:**


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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*;

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**DEFINITIONS:**


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**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.

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**POLICY STATEMENTS**


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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;

## **BY-LAW 2024/XX**

### **BEING A BY-LAW TO AMEND BY-LAW 2001/21, AS AMENDED, SETTING FEES AND CHARGES FOR THE MUNICIPALITY OF WEST NIPISSING**

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**WHEREAS** By-law 2001/21 was passed on March 20<sup>th</sup>, 2001 setting various fees and charges within the Municipality of West Nipissing;

**AND WHEREAS** Council for the Municipality of West Nipissing deems it desirable to update the burial permit fee in Schedule “B” of By-Law 2001/21;

**BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING ENACTS AS FOLLOWS:**

- (1) THAT** “Schedule B” of the Fees and Charges By-Law No. 2001/21, as amended by 2022/21 and 2021/64, be repealed in its entirety and replaced with the following:
- (2) THAT** this By-Law shall come into force and take effect on the date it is passed.

**ENACTED AND PASSED THIS 16th DAY OF APRIL, 2024 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.**

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KATHLEEN THORNE ROCHON  
MAYOR

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MELANIE DUCHARME  
CLERK

**SCHEDULE “B” to By-Law 2024/XX**  
**BEING A BY-LAW TO AMEND BY-LAW 2001/21, AS AMENDED, SETTING FEES**  
**AND CHARGES FOR THE MUNICIPALITY OF WEST NIPISSING**

<b>VITAL STATISTICS</b>	<b>FEE</b>
(1) Burial Permits – Funeral Homes Located in West Nipissing	<b>\$45.00</b>
(2) Burial Permits – Funeral Homes located outside West Nipissing	<b>\$60.00</b>
(3) Burial Permits issued outside of regular business hours (all funeral homes)	<b>\$60.00</b>

# MEMORANDUM

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

**FROM:** Frank Loeffen, Fire Chief/CEMC

**DATE:** April 16, 2024

**RE:** Fire Marque By-law for insurance cost recovery through Indemnification Technology®

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Fire Marque collects funds from insurance companies for structure fires on behalf of the Fire Department. This money is part of firefighting cost charged by insurance companies and can range from a couple hundred to several thousands of dollars.

Funds collected go into a dedicated reserve for the fire department and do not increase the cost to the policy holder. This reserve fund can only be used by the fire department for equipment purchases. It does not go into general reserves.

Most residential and commercial policies have this cost already built into the policies. If the policy does not contain this provision, no money is collected.

The previous Establishing and Regulating By-law 2019/26 and Schedule "D" needs to be amended as some companies are denying payment to municipal fire departments and are paying the property owner directly. The stand-alone By-Law would permit the Municipality to charge the property owner the amount received from the insurance company or add it to the tax roll if the policy holder does not submit it to the fire department.

Respectfully,

Frank Loeffen

Frank Loeffen, CMMIII

Fire Chief/CEMC

Joie de vivre



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

**BY-LAW 2024-26****BEING A BY-LAW TO AUTHORIZE  
COST RECOVERY (FEES) WITH RESPECT TO FIRE DEPARTMENT SPECIFIC RESPONSE FOR THE  
MUNICIPALITY OF WEST NIPISSING**

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**WHEREAS** pursuant to section 8 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended from time to time (the “Municipal Act”), the powers of a municipality are to be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considered appropriate and to enhance the municipality’s ability to respond to municipal issues;

**AND WHEREAS** pursuant to section 391 of the Municipal Act, a municipality may impose fees or charges on persons for services or activities provided or done by or on behalf of it;

**AND WHEREAS** pursuant to section 398 of the Municipal Act, fees and charges imposed by a municipality on a person constitute a debt of the person to the municipality;

**AND WHEREAS** Council of the Municipality of West Nipissing deems it expedient to pass a by-law to impose fees on persons to recover the costs of fire department responses;

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

1. In this By-Law:
  - a. “Council” means Council of the Municipality;
  - b. “Fire Department” means a fire department established by the Municipality in accordance with the provisions of the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c. 4, as amended from time to time;
  - c. “Fire Department Specific Response Fees” means *cost recovery* fees for Fire Department attendance at a Property for which the Owner has Fire Department insurance coverage;
  - d. “Indemnification Technology®” shall mean Fire Department incident reporting, data collection and property insurance policy wording interpretation to maximize billing opportunities on behalf of fire departments by invoicing insurance companies for costs of fire department attendance with respect to insured perils;
  - e. “Municipality” means the Corporation of the Municipality of West Nipissing;
  - f. “Owner” means the registered owner of property or any person, firm, corporation, partnership or society and their heirs, executors, administrators or other legal representatives, including a property manager, tenant, occupant, mortgagee in possession, receiver, manager, trustee or trustee in bankruptcy having control over or possession of the property or any portion thereof;



- g. "Property" means any real property located within the geographical boundaries of the Municipality, and any real property to which the Fire Department is under a service agreement to provide Fire Department Response services, Automatic Aid or Mutual Aid. Real property includes buildings, contents and structures of any nature and kind in or upon such lands to which service is provided;
2. The Municipality hereby authorizes the imposition of fees from time to time in accordance with the provisions of this By-Law.
  3. The Owner of Property shall be responsible for the payment of Fire Department Specific Response Fees imposed by this By-Law in accordance with the Schedule of Fees, attached hereto and forming part of this By-Law.
  4. The Municipality may use Indemnification Technology® to assess applicable insurance coverage for Fire Department Specific Response Fees.
  5. Fees imposed pursuant to this By-Law constitute a debt of the Owner to the Municipality and may be added to the tax roll of the Property to which the Fire Department Specific Response Fees relate.
  6. Where the Municipality believes and/or Indemnification Technology® indicates Fire Department Specific Response Fees are applicable but the Owner does not have, in part or in full, insurance coverage for fire department charges for the Property, the Municipality may adjust the Fire Department Specific Response Fees to the extent of insurance coverage upon provision by the Owner of evidence, to the satisfaction of the Municipality, that no such insurance coverage exists or to demonstrate the limits of such coverage.
  7. In this By-Law, words importing the neuter gender shall include the feminine gender and masculine gender and vice versa and words importing the singular shall include the plural where the context requires.
  8. If any term or provision of this By-Law or the application thereof to any person shall to any extent be held to be invalid or unenforceable, the remainder of this By-Law or the application of such term or provision to all persons other than those to whom it was held to be invalid or unenforceable, shall not be affected thereby, it being the intention of the Council that each term and provision of this By-Law shall be separately valid and enforceable to the fullest extent permitted by law.

**ENACTED AND PASSED THIS 16<sup>th</sup> AY OF APRIL 2024 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.**

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KATHLEEN THORNE-ROCHON  
MAYOR

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MELANIE DUCHARME  
CLERK



## SCHEDULE OF FEES

### 1. Fire Department Specific Response Fees

The Fire Department Specific Response Fees shall be the total of:

- a. *\*Current MTO* rate per unit per hour or portion thereof for each unit
- b. rate per person per hour or portion thereof for each firefighter
- c. *other costs including but not limited to; Foam, Metered Water, Air Tank Re-filling, Cleaning Equipment, DSPA or similar type units, cost to replace damaged or destroyed equipment, specialized response costs such as Water Bomber Drops*

\*The MTO rate per unit per hour is set by the Ministry of Transportation. This rate is adjusted periodically in accordance with the consumer price index.

Such fees shall be charged and calculated on the basis of each Fire Department vehicle attending, resources consumed in attendance to the property incident. The time shall be measured from the time of departure of each unit from the Fire Department's facilities to the time the unit is cleared for the next call out.



**BY-LAW 2024/27**
**BEING A BY-LAW TO AMEND BY-LAW 2019/26 - ESTABLISH AND REGULATE A FIRE SERVICE  
FOR THE MUNICIPALITY OF WEST NIPISSING**

**WHEREAS** the Fire Protection and Prevention Act, 1997, Part II, section 5(10), as amended, permits the Council to establish and regulate a Fire Service;

**AND WHEREAS** Section 391(1) of the *Municipal Act, 2001, S.O. c 25*, authorizes a municipality to impose fees or charges on persons,

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

**AND WHEREAS** Council deems it expedient to amend By-Law No. 2019/26, Appendix D, User Fees and Rates, as provided herein;

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

1. **THAT** item 10,-Fire & Emergency Response Fees - Indemnification Technology® of Appendix » to By-Law 2019/26, be deleted in its entirety.
2. **THAT** this by-law shall take effect on the day of its passing.

**ENACTED AND PASSED ON MARCH 19<sup>th</sup>, 2024 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.**

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 KATHLEEN THORNE-ROCHON  
 MAYOR

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 MELANIE DUCHARME  
 CLERK

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**APPENDIX "D"**
**WEST NIPISSING FIRE & EMERGENCY SERVICE  
 USER FEES & RATES**

ITEM		FEE
Insurance Company Adjusters • summary of fire reports		\$50.00
Property File Search		\$50.00
<b>INSPECTIONS:</b>		
(1)	Apartment up to 3 stories and Retrofit 9.5	\$ 100.00
(2)	Houses – Mortgage or Sale or Retrofit 9.8	\$ 75.00
(3)	Mercantile and Industrial • up to 10,000 square feet	\$ 75.00
	• over 10,000 square feet, each additional 1,000 square foot	\$ 15.00
(4)	Stores and Businesses	\$ 75.00
(5)	L.L.B.O. – Occupancy	\$ 50.00
(6)	Private Home Day Care	\$ 50.00
(7)	Woodstove Inspection	\$ 150.00
(8)	Burning Permits	\$ 10.00
(9)	Unauthorized Burning	Current MTO Rate per apparatus, plus personnel costs, plus additional costs to the Municipality of West Nipissing
(10)	<del>Fire &amp; Emergency Response Fees – Indemnification Technology®</del>	<del>Current MTO Rate per apparatus, plus personnel costs, plus additional costs to the Municipality of West Nipissing</del>

**BY-LAW 2024-28**

**BEING A BY-LAW TO AUTHORIZE THE SALE OF LAND  
BEING PART OF PIN NO. 49085-0342  
PART OF NORTH 1/2, LOT 5, CON A, BEING PART 1, PLAN 36R-15221, TOWNSHIP OF SPRINGER  
MUNICIPALITY OF WEST NIPISSING, DISTRICT OF NIPISSING**

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**AND WHEREAS** the Municipality of West Nipissing has entered into an Agreement of Purchase and sale for the disposition a parcel of lands being 0.33ha adjacent to the property described as Part 6, 36R-10023 (municipally known as 88 Riverfront Drive, which are described as follows:

Part of PIN No. 49085-0342  
Part of North 1/2, Lot 5, Concession A  
Part 1, Plan 36R-15221  
Township of Springer  
Municipality of West Nipissing  
District of Nipissing

**AND WHEREAS** the lands described herein are required to be declared surplus to the municipality;

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

1. That the lands herein described are declared surplus to the municipality as of the 16<sup>th</sup> day of April, 2024; and
2. That the Mayor and the Clerk be authorized on behalf of the Corporation of the Municipality of West Nipissing to transfer the following lands:

Part of PIN No. 49085-0342  
Part of North 1/2, Lot 5, Concession A  
Part 1, Plan 36R-15221  
Township of Springer  
Municipality of West Nipissing  
District of Nipissing

being municipally described as Part of the North ½ of Lot 5, Concession A, Part 1, 36R-15XXX to **ERIC LAFRENIERE and CHANTAL LAFRENIERE** for the sum of Thirteen Thousand Dollars (\$13,000.00) plus Harmonized Sales Tax.

**ENACTED AND PASSED THIS 16th DAY OF APRIL, 2024 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.**

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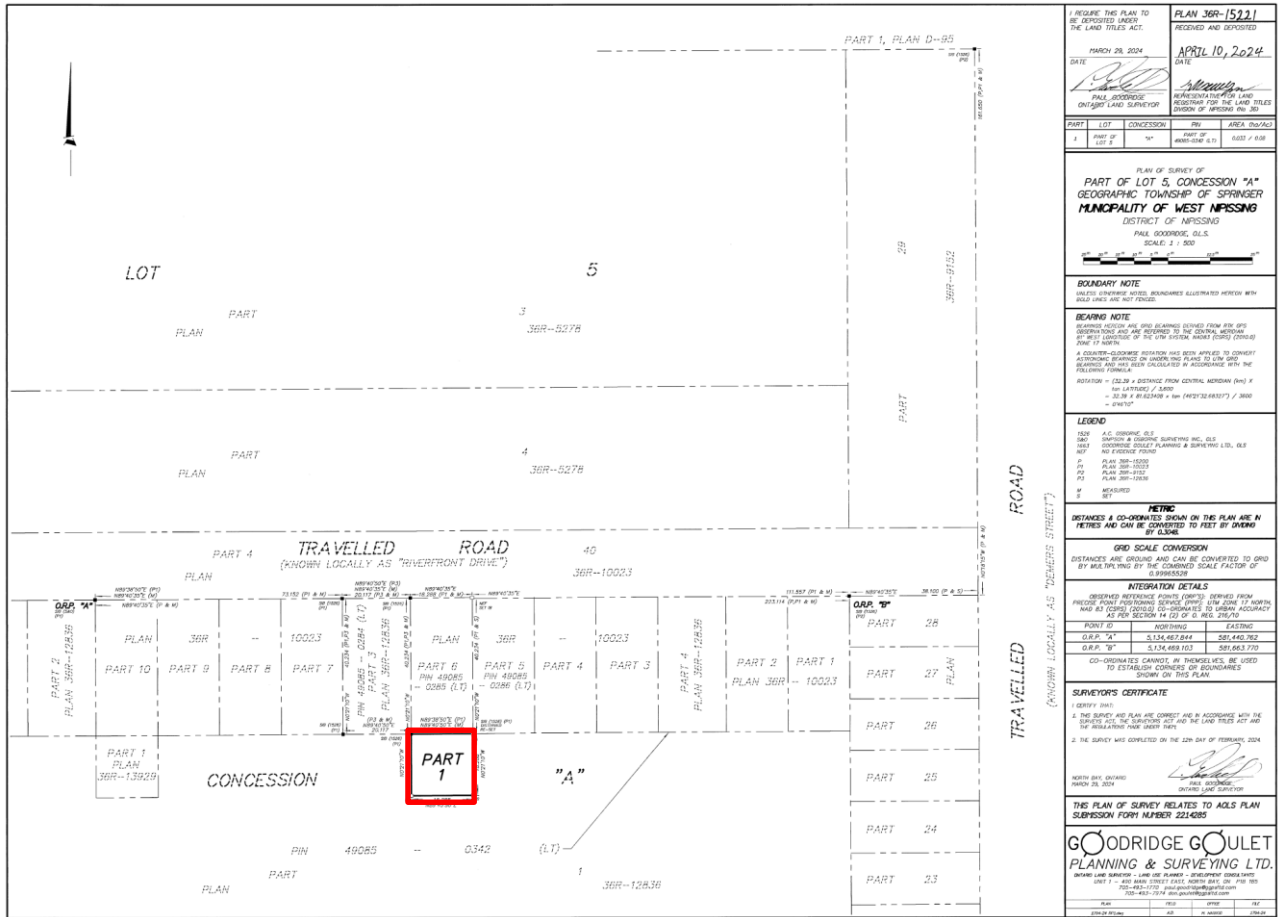
KATHLEEN THORNE ROCHON  
MAYOR

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MELANIE DUCHARME  
CLERK

**SCHEDULE "A" TO BY-LAW 2024/28**

**BEING A BY-LAW TO AUTHORIZE THE SALE OF LAND  
BEING PART OF PIN NO. 49085-0342  
PART OF NORTH 1/2, LOT 5, CON A, BEING PART 1, PLAN 36R-15221, TOWNSHIP OF SPRINGER  
MUNICIPALITY OF WEST NIPISSING, DISTRICT OF NIPISSING**



I DECLARE THIS PLAN TO BE DEPOSITED UNDER THE LAND TILES ACT.		PLAN 36R-15221
RECEIVED AND DEPOSITED		
MARCH 28, 2024		APRIL 10, 2024
DATE		
PAUL GOODRIDGE ONTOARIO LAND SURVEYOR		
RETURNED FOR THE LAND TILES DIVISION OF NIPISSING ON...		
PART	LOT	CONCESSION
1	PART OF LOT 5	CON A
SCALE: 1" = 200'		
<p>PLAN OF SURVEY OF PART OF LOT 5, CONCESSION "A" GEOGRAPHIC TOWNSHIP OF SPRINGER MUNICIPALITY OF WEST NIPISSING DISTRICT OF NIPISSING PAUL GOODRIDGE, O.L.S. SCALE: 1" = 200'</p>		
<p><b>BOUNDARY NOTE</b> UNLESS OTHERWISE NOTED, BOUNDARIES ILLUSTRATED HEREON WITH SOLID LINES ARE NOT FENCED.</p>		
<p><b>BEARING NOTE</b> BEARINGS AND DISTANCES ARE DERIVED FROM THE 1984 CANADIAN DATUM AND ARE REFERRED TO THE CENTRAL MERIDIAN OF THE COORDINATE SYSTEM. ALL DISTANCES ARE IN METERS. A QUANTUM SURVEYING ROTATION HAS BEEN APPLIED TO CONVERT BEARINGS AND DISTANCES TO THE 1984 CANADIAN DATUM. THE FOLLOWING FORMULA WAS USED: ROTATION = (20.25 x DISTANCE FROM CENTRAL MERIDIAN (km)) x (1000 SURFACE AREA) x (1000 SURFACE AREA) / 3600 DEGREE</p>		
<p><b>LEGEND</b> SOLID LINE - O.L.S. BOUNDARY DASHED LINE - O.L.S. BOUNDARY DOTTED LINE - O.L.S. BOUNDARY P - PLAN 36R-15221 C - PLAN 36R-15221 M - MEASURED N - NOTED</p>		
<p><b>METRIC</b> DISTANCES &amp; CO-ORDINATES SHOWN ON THIS PLAN ARE IN METERS AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.</p>		
<p><b>GRID SCALE CONVERSION</b> DISTANCES ARE GIVEN AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE CORRECTED SCALE FACTOR OF 0.99995378.</p>		
<p><b>INTEGRATION DETAILS</b> DESIGNED REFERENCE POINTS DERIVED FROM PROPOSED POINT POSITIONING SERVICE (PPS) WITH JUNE 17, 2018 DATA AT CORNER COORDINATES TO NEAREST MILLIMETER AS PER SECTION 14 (2) OF O. REG. 216/10.</p>		
POINT OF	COORDINATE	EASTING
O.R.P. "A"	5,134,463.844	581,440.782
O.R.P. "B"	5,134,468.163	581,663.770
<p>CO-ORDINATES SHOWN ON THIS PLAN ARE TO BE USED TO ESTABLISH CORNERS OR BOUNDARIES OF CONVEYANCES ON THIS PLAN.</p>		
<p><b>SURVEYOR'S CERTIFICATE</b> I, SURVEYOR PAUL GOODRIDGE, O.L.S., DO HEREBY CERTIFY THAT: 1. THE SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEY ACT, THE SURVEYORS ACT AND THE LAND TILES ACT AND THE REGULATIONS THEREUNDER. 2. THE SURVEY WAS COMPLETED ON THE 22nd DAY OF FEBRUARY, 2024.</p>		
<p>NORTH BY, DATED MARCH 28, 2024. PAUL GOODRIDGE, O.L.S. ONTOARIO LAND SURVEYOR</p>		
<p>THIS PLAN OF SURVEY RELATES TO A.L.S. PLAN SUBMISSION FORM NUMBER 2214285</p>		
<p><b>GOODRIDGE GOULET PLANNING &amp; SURVEYING LTD.</b> SUITE 100 - 300 WEST STREET EAST, SUITE 100, F.W. 100 750-881-1111 www.goodridgegoulet.com</p>		
PLAN	NO.	DATE
36R-15221	1	APR 10, 2024

**BY-LAW 2024-29**

**BEING A BY-LAW TO AUTHORIZE THE SALE OF LAND  
BEING PART OF PIN NO. 49078-0507  
PART OF BLOCK 24, PLAN 36M640, BEING PART 1 and 2, PLAN 36R-15220, SPRINGER  
MUNICIPALITY OF WEST NIPISSING, DISTRICT OF NIPISSING**

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**AND WHEREAS** the Municipality of West Nipissing has entered into an Agreement of Purchase and sale for the disposition a parcel of lands being 0.85ha adjacent to the property described as Block 19, Plan 36M640, (municipally known as 87 Tamerack Street, which are described as follows:

Part of PIN No. 49078-0507  
Part of Block 24, Plan 36M640  
Parts 1 and 2, Plan 36R-15220  
Township of Springer  
Municipality of West Nipissing  
District of Nipissing

**AND WHEREAS** the lands described herein are required to be declared surplus to the municipality;

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

1. That the lands herein described are declared surplus to the municipality as of the 16<sup>th</sup> day of April, 2024; and
2. That the Mayor and the Clerk be authorized on behalf of the Corporation of the Municipality of West Nipissing to transfer the following lands:

Part of PIN No. 49078-0507  
Part of Block 24, Plan 36M640  
Parts 1 and 2, Plan 36R-15220  
Township of Springer  
Municipality of West Nipissing  
District of Nipissing

being municipally described as Part Block 24, Plan 36M640, Parts 1 & 2, 36R-15220 to **JASON GUINDON AND SANDEE GUINDON** for the sum of Twenty Five Thousand Dollars (\$25,000.00) plus Harmonized Sales Tax.

**ENACTED AND PASSED THIS 16th DAY OF APRIL, 2024 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.**

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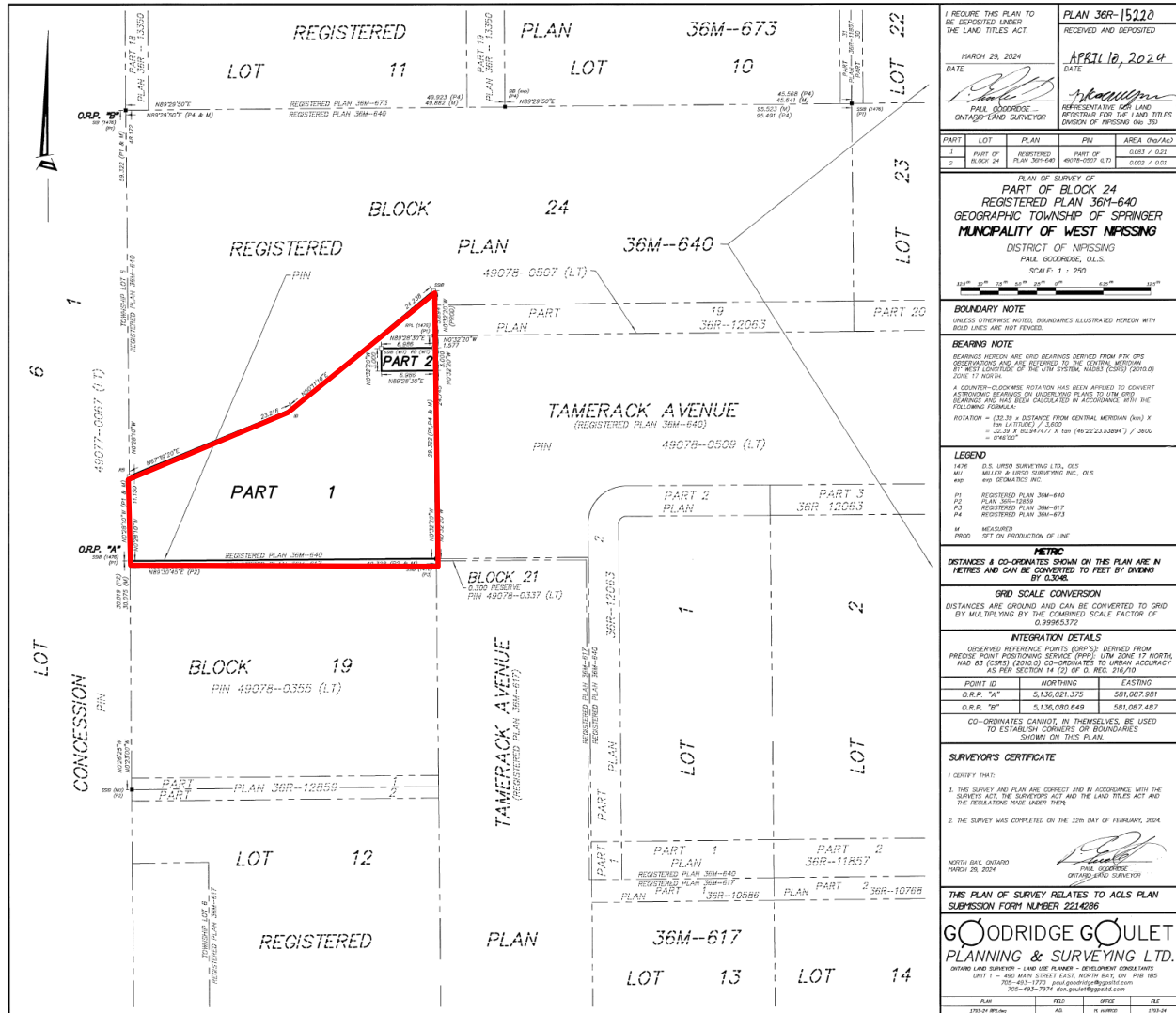
KATHLEEN THORNE ROCHON  
MAYOR

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MELANIE DUCHARME  
CLERK

**SCHEDULE "A" TO BY-LAW 2024/29**

**BEING A BY-LAW TO AUTHORIZE THE SALE OF LAND  
BEING PART OF PIN NO. 49078-0507  
PART OF BLOCK 24, PLAN 36M640, BEING PART 1 and 2, PLAN 36R-15220, TOWNSHIP OF  
SPRINGER  
MUNICIPALITY OF WEST NIPISSING, DISTRICT OF NIPISSING**



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**BY-LAW 2024/31**
**BEING A BY-LAW TO ADOPT THE 2024 TAX RATES TO BE LEVIED, AND TO  
 FURTHER PROVIDE FOR PENALTY AND INTEREST PAYABLE IN  
 DEFAULT OF PAYMENT THEREOF FOR 2024**


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**WHEREAS** Section 312 (2) of the *Municipal Act 2001, S.O. 2001*, as amended provides that the Council of a local municipality shall, after the adoption of estimates for the year, pass a by-law to levy a separate tax rate on the assessment in each property class, and;

**WHEREAS** Section 307 and 308 of the said Act require tax rates to be established in the same proportion to tax ratios, and;

**WHEREAS** certain regulations require reductions in certain tax rates for certain classes and subclasses of property;

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

1. The taxation levy provided for in Schedule '**A**' attached to this By-law shall be reduced by the amount of the interim levy for 2024 as provided in By-law No. **2024/06**.
2. For the year 2024, the Municipality of West Nipissing shall levy upon all tax classes the rates of taxation per current value assessment as set out in Schedule '**B**' attached hereto.
3. The final levy rounded upwards to the next whole dollar shall become due and payable on the 25<sup>th</sup> day of July, 2024; the balance of the final levy shall become due and payable on the 25<sup>th</sup> day of September 2024, and non-payment of the amount as noted, on the dates stated in accordance with this section shall constitute default.
4. A penalty of 1.25% per month will be added on the first day of each and every month that the default continues, until December 31<sup>st</sup>, 2024.
5. On all taxes in default on January 1<sup>st</sup>, interest shall be added at the rate of 1.25% per month or fraction thereof, in which the default continues.
6. Penalties and interest added in default shall become due and payable and shall be collected as if the same had originally been imposed and formed part of such unpaid tax levy. Payment received on arrears shall be applied first to penalties and interest and balance, if any, to taxes.
7. The collector shall mail or cause to be mailed to the residence or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable.
8. This by-law shall come into effect upon the date of passage

**ENACTED AND PASSED THIS 16<sup>TH</sup> DAY OF APRIL 2024 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.**

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 KATHLEEN THORNE-ROCHON  
 MAYOR

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 MELANIE DUCHARME  
 CLERK

## SCHEDULE "A"

### The Corporation of the Municipality of West Nipissing

	Taxation
Revenues	
Property Taxation	\$ 21,139,539
Payments in lieu	\$ 573,350
	\$ 21,712,889

## SCHEDULE "B"

### The Corporation of the Municipality of West Nipissing

#### Tax Rate Schedule

2024

R.T.C./R.T.Q.	General	Education	Total
Residential	0.01199950	0.00153000	0.01352950
New Multi-Residential	0.01199950	0.00153000	0.01352950
Multi-Residential	0.02351902	0.00153000	0.02504902
Commercial Occupied	0.02159575	0.00880000	0.03039575
Commercial Occupied - Retained	0.02159575	0.00980000	0.03139575
Commercial Excess Land	0.01511703	0.00880000	0.02391703
Commercial Vacant Land	0.01511703	0.00880000	0.02391703
Commercial Vacant Land - Retained	0.01511703	0.00980000	0.02491703
Industrial Occupied	0.01756867	0.00880000	0.02636867
Industrial Excess Land	0.01141964	0.00880000	0.02021964
Industrial Vacant Land	0.01141964	0.00880000	0.02021964
Large Industrial Occupied	0.02999875	0.00880000	0.03879875
Large Industrial Excess Land	0.01949919	0.00880000	0.02829919
Landfill	0.02159575	0.00880000	0.03039575
Pipeline	0.03492574	0.00880000	0.04372574
Farm Land	0.00299988	0.00038250	0.00338238
Managed Forest	0.00299988	0.00038250	0.00338238



## RÈGLEMENT 2024/31

### ÉTANT UN RÈGLEMENT POUR ADOPTER LES TAUX D'IMPOSITION 2024 QUI SERONT APPLICABLES, ET POUR ÉTABLIR LES PÉNALITÉS ET LES INTÉRÊTS RÉGLABLES POUR LES PAIEMENTS EN RETARD POUR 2024

**ATTENDU QUE** le paragraphe 312 (2) de la *Loi sur les municipalités, Règlement de 2001*, tel que modifié, prévoit que le conseil d'une municipalité locale doit, à la suite de l'adoption de ses prévisions budgétaires annuelles, approuver un règlement prévoyant le prélèvement d'un impôt distinct à l'égard de l'évaluation de chaque catégorie de biens; et

**ATTENDU QUE** les articles 307 et 308 de ladite loi exigent que les taux d'imposition soient fixés selon le même rapport que celui qui existe entre les coefficients d'impôt; et

**ATTENDU QUE** certains règlements exigent que certains taux d'imposition soient réduits pour certaines catégories et sous-catégories de biens;

**À CES CAUSES, PAR LES PRÉSENTES, LE CONSEIL DE LA MUNICIPALITÉ DE NIPISSING OUEST DÉCRÈTE CE QUI SUIT :**

1. Le prélèvement fiscal prévu à l'Annexe '**A**' qui est jointe au présent règlement sera réduit par le montant du prélèvement provisoire pour 2024, tel que stipulé dans le Règlement. **2024/06.**
2. Pour l'année 2024, la Municipalité de Nipissing Ouest prélèvera sur toutes les catégories fiscales les taux d'imposition applicables selon l'évaluation à la valeur actuelle du bien tel que prévu à l'Annexe '**B**' ci-jointe.
3. Le dernier prélèvement arrondi au dollar supérieur sera dû et exigible le 25<sup>e</sup> jour de juillet 2024; le solde du dernier prélèvement sera dû et exigible le 25<sup>e</sup> jour de septembre 2024, et le non-paiement du montant stipulé aux dates indiquées conformément au présent article constituera un manquement.
4. Une pénalité de 1,25 % par mois s'ajoutera le premier jour de chaque mois de retard que durera le manquement, jusqu'au 31 décembre 2024.
5. En cas de défaut de paiement de l'impôt au 1<sup>er</sup> janvier, de l'intérêt s'ajoutera au taux de 1,25 % par mois ou une fraction de ce taux pour chaque mois que durera le manquement.
6. Les pénalités et l'intérêt ajoutés à la somme impayée seront dus et exigibles et seront perçus comme si ceux-ci avaient été imposés originalement et faisaient partie de l'impôt non payé. Le remboursement des arriérés sera d'abord appliqué aux pénalités et à l'intérêt; le solde, s'il y a lieu, sera appliqué à l'impôt.
7. L'agent de perception des impôts postera ou fera poster à la résidence ou au lieu de travail de toute personne dont le nom figure sur le dernier rôle d'évaluation révisé un avis écrit ou imprimé indiquant le montant de l'impôt à payer.
8. Le présent règlement entrera en vigueur à la date d'adoption

**PROMULGUÉ ET PASSÉ CE 16<sup>ÈME</sup> JOUR DE AVRIL 2024 TEL QU'OBSERVÉ PAR LE SCEAU DE LA CORPORATION ET LES MAINS DE SES OFFICIERS APPROPRIÉS.**

KATHLEEN THORNE-ROCHON  
MAIRE

MELANIE DUCHARME  
GREFFIÈRE

## ANNEXE "A"

### La Corporation de la Municipalité de Nipissing Ouest

	Taxation
Revenues	
Impôts foncier	\$ 21,139,539
Paiements tenant lieu d'impôts	\$ 573,350
	\$ 21,712,889

## ANNEXE "B"

### La Corporation de la Municipalité de Nipissing Ouest Barème D'imposition 2024

R.T.C./R.T.Q.	Général	Éducation	Total
Résidence	0.01199950	0.00153000	0.01352950
Nouvel immeuble à logements multiples	0.01199950	0.00153000	0.01352950
Immeuble à logements multiples	0.02351902	0.00153000	0.02504902
Immeuble commercial occupé	0.02159575	0.00880000	0.03039575
Immeuble commercial occupé - Retenue	0.02159575	0.00980000	0.03139575
Terrain excédentaire à usage commercial	0.01511703	0.00880000	0.02391703
Terrain vacant à usage commercial	0.01511703	0.00880000	0.02391703
Terrain vacant à usage commercial - Retenue	0.01511703	0.00980000	0.02491703
Immeuble industriel occupé	0.01756867	0.00880000	0.02636867
Terrain excédentaire à usage industriel	0.01141964	0.00880000	0.02021964
Terrain vacant à usage industriel	0.01141964	0.00880000	0.02021964
Grand immeuble industriel occupé	0.02999875	0.00880000	0.03879875
Grand terrain excédentaire à usage industriel	0.01949919	0.00880000	0.02829919
Dépotoir	0.02159575	0.00880000	0.03039575
Pipeline	0.03492574	0.00880000	0.04372574
Terre agricole	0.00299988	0.00038250	0.00338238
Forêt aménagée	0.00299988	0.00038250	0.00338238



# YOUTH ADVISORY COMMITTEE - APPLICATION FORM

## 2023/2024 Term

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

### ELIGIBILITY and REQUIREMENTS:

Thank you for your interest in serving on the Youth Advisory Committee (YAC). Your participation will help give a voice to the youth of West Nipissing and assist Council in an advisory capacity on social and recreational matters that will enhance the quality of life, safety, health and well-being of West Nipissing's younger population.

Before you begin, please note:

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

**PLEASE EXPLAIN WHY YOU ARE INTERESTED IN JOINING THE YAC.**

I want to help my community to make choices for my future here.

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

I have been a part of Dream Catchers since they opened and now I run the stage crew department. So I am used to working on a team of adults and with my peers.

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

Probably talk to them alone to see if I can help

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

Not alot of places to go or stuff to do that isn't expensive. Not much for kids who like stuff other than sports

**ADDITIONAL INFORMATION:**

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

Please indicate any accessibility requirements, limitations, etc.

Availability and willingness to attend meetings?  Yes  No

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

Date completed:

Signature:

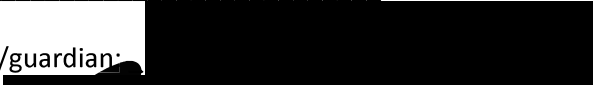
**PARENTAL CONSENT**

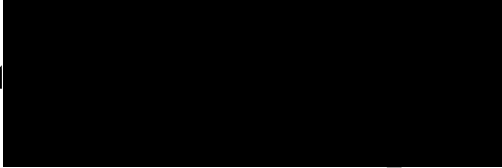
A parent's signature of consent is required if the applicant is under the age of 18 years.

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

Name of minor: March 7 2024

Name of parent/guardian: Katherine Clark

Telephone number of parent/guardian: 

Signature of parent/guardian:  e: March 7 2024

Please return your completed application to the attention of:

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

**OR  
OR**

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

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