

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

July 9, 2024, 6:30 PM

	Pages
1. <u>OPENING AND LAND ACKNOWLEDGEMENT</u>	
2. <u>DECLARATIONS OF PECUNIARY INTEREST</u>	
3. <u>ADDENDUM & AGENDA</u>	
3.1 Approve the Addendum	5
3.2 Adopt the Agenda	7
4. <u>DELEGATIONS & PETITIONS</u>	
4.1 Baker Tilly - Presentation of 2023 Financial Statements	
4.2 Petition: Complete Domina Crescent Street	9
5. <u>COMMITTEE OF THE WHOLE</u>	
5.1 General Government Committee	
5.1.1 Ward Boundaries	10
5.1.2 Offer to purchase municipal lands behind 48 Riverfront Drive	19
5.2 Planning Committee	
5.2.1 Update report on the keeping of backyard chickens	22
5.3 Public Works Committee	
5.3.1 Petition: Request for installation of street light (Nipissing / Quesnel intersection)	39
5.3.2 Urban Roadside Drainage - Follow-up	48
5.4 Community Services Committee	
5.4.1 Review Terms of Reference - Youth Advisory Committee	49
5.4.2 Application for Blue Jays "Field of Dreams" Grant	54
6. <u>REGULAR MEETING</u>	
6.1 Consent Agenda	60
6.1.1 Adopt the Council-Committee of the Whole Minutes (Jun-18-2024)	62
6.1.2 Receive the Au Chateau Board of Management Minutes (May-24-2024)	73
6.1.3 Receive the WN Public Library Board Minutes (May-19-2024)	80
6.1.4 Approve By-Law 2024-52 to assume and dedicate land for road purposes (Millrand Rd)	85
6.1.5 Approve By-Law 2024-53 to assume and dedicate land for road purposes (Nipissing & Quesnel Rds.)	89
6.2 Correspondence	
6.3 Unfinished Business	

6.4	New Business	
6.4.1	Repeal Facility Rental Fee Waiver Policy (2017-148)	93
6.4.2	Award for the design of the Bay Street Forcemain	99
6.4.3	Authorize Discretionary Grant - WN Community Health Center	101
6.4.4	Authorize exemptions from Noise By-Law	107
6.4.5	Appointments to the West Nipissing Police Services Board	111
6.4.6	New appointment to the Youth Advisory Committee	116
7.	<u>NOTICE OF MOTION</u>	
8.	<u>ADDENDUM</u>	
9.	<u>MAYOR'S REPORT AND ANNOUNCEMENTS</u>	
	9.1 Mayor's Report	
10.	<u>ADJOURNMENT</u>	
	10.1 Adopt Confirmatory By-law	121
	10.2 Adjourn the meeting	124



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

le 9 juillet 2024, 18 h 30

	Pages
1. <u>OUVERTURE ET RECONNAISSANCE DES TERRES</u>	
2. <u>DÉCLARATION D'INTÉRÊTS PÉCUNIAIRES</u>	
3. <u>ADDENDA et ORDRE DU JOUR</u>	
3.1 Approbation de l'addenda	5
3.2 Adoption de l'ordre du jour	7
4. <u>DÉLÉGATIONS et PÉTITIONS</u>	
4.1 Baker Tilly - Présentation des états financiers 2023	
4.2 Pétition: Compléter la rue Domina Crescent	9
5. <u>COMITÉ PLÉNIER</u>	
5.1 Comité de gouvernement général	
5.1.1 Délimitation des quartiers	10
5.1.2 Offre d'achat de terrains municipaux situés derrière le 48 Riverfront Drive	19
5.2 Comité de planification	
5.2.1 Rapport de mise à jour sur l'élevage de poules de basse-cour	22
5.3 Comité des travaux publics	
5.3.1 Pétition: Demande d'installation d'un lampadaire (intersection Nipissing / Quesnel)	39
5.3.2 Drainage des bords de route en milieu urbain - Suivi	48
5.4 Comité des services communautaires	
5.4.1 Révision du mandat - Comité consultatif de la jeunesse	49
5.4.2 Demande de subvention pour le projet "Field of Dreams" des Blue Jays	54
6. <u>RÉUNION RÉGULIÈRE</u>	
6.1 Ordre du jour par consentement	60
6.1.1 Adopter le procès-verbal du comité plénier du Conseil (18 juin 2024)	62
6.1.2 Recevoir le procès-verbal du conseil d'administration d'Au Chateau (24 mai-2024)	73
6.1.3 Recevoir le procès-verbal du conseil d'administration de la bibliothèque publique de WN (19 mai 2024)	80
6.1.4 Approuver le règlement 2024-52 pour assumer et dédier un terrain à des fins routières (chemin Millrand)	85
6.1.5 Approuver le règlement 2024-53 pour assumer et dédier des terres à des fins routières (chemins Nipissing et Quesnel).	89

6.2	Correspondence	
6.3	Affaires en marche	
6.4	Affaires nouvelles	
6.4.1	Abroger la politique d'exonération des frais de location des installations (2017-148)	93
6.4.2	Attribution de la conception de la conduite de refoulement de la rue Bay	99
6.4.3	Autoriser une subvention discrétionnaire - Centre de santé communautaire NO	101
6.4.4	Autoriser des dérogations au règlement sur le bruit	107
6.4.5	Nominations à la commission des services de police de Nipissing Ouest	111
6.4.6	Nouvelle nomination au Comité consultatif de la jeunesse	116
7.	<u>AVIS DE MOTION</u>	
8.	<u>ADDENDA</u>	
9.	<u>RAPPORT DU MAIRE ET ANNONCES</u>	
9.1	Rapport du maire	
10.	<u>AJOURNEMENT</u>	
10.1	Adoption de l'arrêté confirmatoire	121
10.2	Ajourner la réunion	124



West Nipissing Ouest

CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

Council - Committee of the Whole

Resolution #

Title: Approve the Addendum

Date: July 9, 2024

Moved by: _____

Seconded by: _____

BE IT RESOLVED THAT the Addendum for the meeting of Council - Committee of the Whole held on July 9, 2024 be adopted, as presented.

CARRIED

DEFEATED

DEFEATED

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



West Nipissing Ouest

CORPORATION DE LA MUNICIPALITÉ DE NIPISSING OUEST

Council - Committee of the Whole

Résolution #

Titre: Approbation de l'addenda

Date: le 9 juillet 2024

Proposé par: _____

Appuyé par: _____

IL EST RÉSOLU QUE l'addenda pour la réunion du Conseil - Comité plénier tenue le 9 juillet, 2024 soit adopté, tel que présenté.

ADOPTÉ

REJETÉ

REJETÉ

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



West Nipissing Ovest

CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

Council - Committee of the Whole

Resolution #

Title: Adopt the Agenda

Date: July 9, 2024

Moved by: _____

Seconded by: _____

BE IT RESOLVED THAT the Agenda for the Council - Committee of the Whole meeting held on July 9, 2024 be adopted, as presented.

CARRIED

DEFEATED

DEFEATED

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



West Nipissing Ouest

CORPORATION DE LA MUNICIPALITÉ DE NIPISSING OUEST

Council - Committee of the Whole

Résolution #

Titre: Adoption de l'ordre du jour

Date: le 9 juillet 2024

Proposé par: _____

Appuyé par: _____

IL EST RÉSOLU QUE l'ordre du jour pour la réunion de Conseil - Comité plénier tenue le 9 juillet, 2024 soit adopté, tel que présenté.

ADOPTÉ

REJETÉ

REJETÉ

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

May 13, 2024



(Recipients Name/Department)
(Address of Ministry)

Subject: Petition to Complete Domina Crescent Street

Dear [Recipient's Name/Department],

We, the undersigned residents of Domina Crescent, Sturgeon Falls ON are writing to express our collective concern regarding the current condition of our cul-de-sac. We request the Town and Ministry of Sturgeon Falls to prioritize the completion and paving of our road due to the following reasons:

1. Safety of School Bus Routes: The current condition of the cul-de-sac impedes the school bus from making a full turn, posing a safety risk for children and other residents.
2. Water Drainage Issues: During heavy rainfall, the lack of proper pavement exacerbates water pooling issues, leading to potential flooding and property damage.
3. Enhanced Accessibility: A paved road would improve accessibility for emergency vehicles, waste collection services, and visitors to our neighborhood.
4. Winter Maintenance Challenges: The unpaved surface of the cul-de-sac makes snow removal and maintenance difficult, resulting in damage to lawns and properties, and increased maintenance costs including lawn-mowing difficulties for residents.
5. Property Value: A well-maintained cul-de-sac enhances the aesthetic appeal of our neighborhood, contributing to the overall value of our properties.

We believe that addressing these concerns by paving the cul-de-sac will not only improve the quality of life for current residents but also benefit the broader community. We respectfully request your prompt attention and action on this matter.

Thank you for considering our petition. We look forward to a favorable response.

*# Renald Robert
705-471-8870*

Biden Robert Renald Robert 21 Domina

Sincerely, *Joanne Robert*

Olana Robert

Ibrahim Fayaz - 16 Domina Cres.

Saniya Ali - 19 Domina Cres.

Carole Beauparlant 20 Domina Cres.

Celina 20 Domina Cres.

Lucie Mathieu 18 Domina

Sefer

Joanne Robert

Wayne Harwell 18 Domina

W Simpson Craig Smith

Jeresa Smith

Keith Kachoo

7 Domina Cres

Pet Bouffard

Robert

STAFF REPORT



To: Jay Barbeau, Chief Administrative Officer
From: Melanie Ducharme, Municipal Clerk
Subject: West Nipissing Ward Boundaries
Date: July 9, 2024

Recommendation:

That this report be received for information

Background:

Throughout Canada and in every Province, lines are drawn delineating electoral districts for both Federal and Provincial representation and, for the most part, there is little local input in establishing these districts and ridings. Ontario municipalities, however, enjoy autonomy in the electoral process by being able to establish the size and composition of their municipal councils, determining the method electing their municipal council (i.e. at large elections versus the ward system), and to establish the boundaries of the wards for which municipal councillors are elected.

Section 222(1) of Ontario's *Municipal Act, 2001* ("*Municipal Act*") authorizes municipal councils to pass by-laws to create, re-divide, or eliminate wards. Ward boundary changes may also be initiated by electors within the municipality. Despite the importance of these decisions, the *Municipal Act* contains no real direction to municipalities respecting the *process* for conducting a ward boundary review. In fact, no strict criteria exist to guide municipalities in the establishment of wards, the subsequent alteration of ward boundaries, or the process for carrying out a ward boundary review.

While the Province has not provided much in the way of direction to municipalities, common law has, over time, established a number of guiding principles concerning ward-boundary reviews and the Supreme Court of Canada and the Ontario Municipal Board have consistently held that the following principles, and, in particular, the principle of effective representation, are the standards for determining electoral boundaries in Canada (Annibale, 2013). These principles have come to be known as the "Carter Criteria"

- **Population and Electoral Trends:** Does it equitably distribute the population and the electors?
- **Geographical and Topographical Features:** Does it utilize natural, physical boundaries that are locally recognized?
- **Community or Diversity of Interests:** Does it respect identifiable communities of interest? Where possible, ward boundaries should not fragment a community.
- **Effective Representation:** Does it serve the larger public interest of all electors of the municipality?

The Purpose of this report is to examine the following:

- Is the current ward structure in West Nipissing consistent with generally accepted principles of ward boundary structure, (ie does it meet the criteria of the “Carter Case”?)
- Do the current 8 separate wards meet the needs of the communities which are served by them or would a different structure be more conducive to serving the needs of the community?
-

Analysis/Consideration:

CONTEXT:

1. What is a Ward Boundary Review?

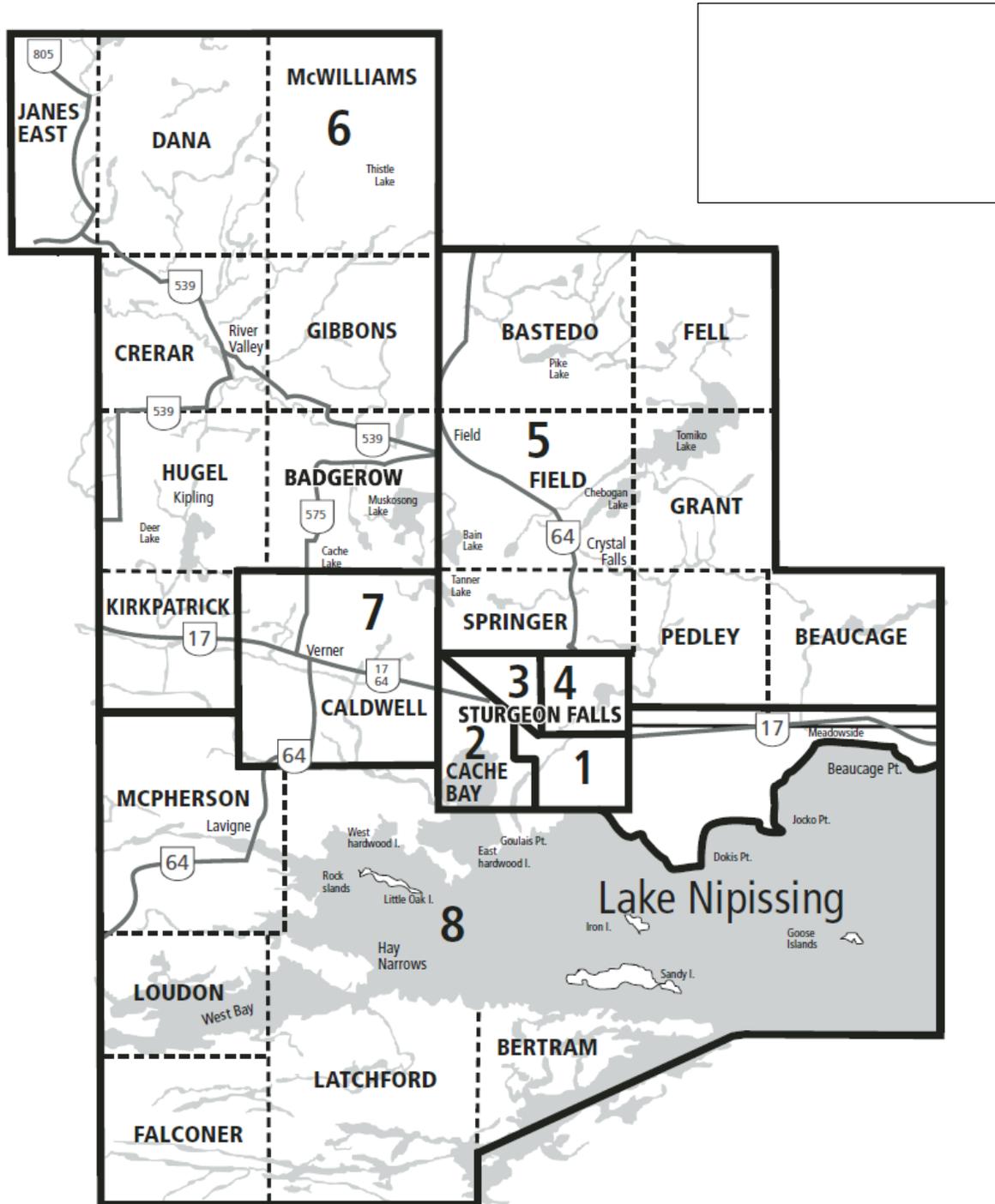
The basic requirement for any electoral system in a representative democracy is to establish measures to determine the people who will constitute the governmental body that makes decisions on behalf of electors. Representation in Canada is organized around geographic areas, units referred to as constituencies in the federal and provincial parliaments and normally as wards at the municipal level. Since municipalities experience demographic shifts as a result of new residential development, intensification and changes in the composition of their population, electoral arrangements need to be reviewed periodically to ensure that representation remains fair and that electors have an opportunity to elect candidates they feel can truly represent them and their neighbours. (Watson & Associates Economists Ltd., 2016)

2. Why Review the Ward Boundaries in West Nipissing?

The ideal time frame for which municipalities should review their ward structure and boundaries is approximately every 15 to 20 years. The existing ward boundary structure in West Nipissing was created at the time of amalgamation in 1999 – 18 years ago. It would be fair to say that West Nipissing looks very different today than it did in 1999. The Municipality has undergone many changes, socially and economically. The once fragmented cluster of communities united by a legislated amalgamation and annexation in 1999 has become a vibrant, united and growing community with common goals and a vision for a common future.

The Municipality was created through an Order in Council made pursuant to the *Municipal Act* which took effect on January 1, 1999. The present-day Municipality of West Nipissing (the “Municipality”) consists of five former organized towns and townships (Sturgeon Falls, Springer Township, Cache Bay, Field and Verner) as well as 17 ½ unorganized territories which were annexed and included the hamlets of River Valley, Crystal Falls, Lavigne, North Monetville, Desaulniers and Kipling.

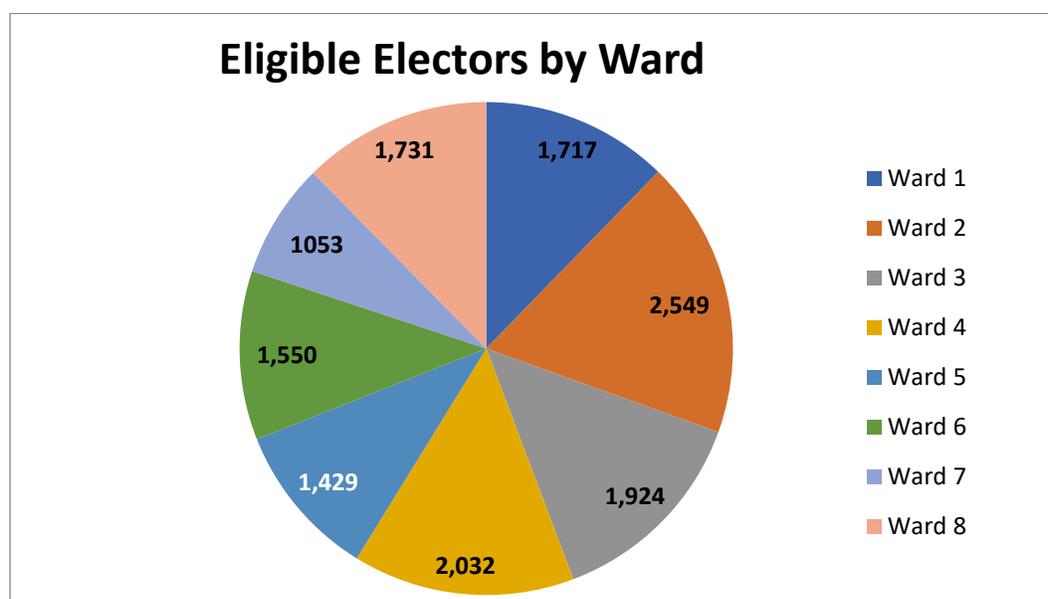
Figure 1. Ward Map of the Municipality of West Nipissing



The Amalgamation Order called for a Municipal Council “composed of the mayor, elected by general vote, and 8 other members elected in single-member wards.” (Daiter, 1999) While the rationale for this decision is not expressly stated in the Order it appears that concepts such as preserving communities of interest, geographic areas as well as trying to equalize population across the wards were all factors at the time.

Presently, there are no specific population statistics for the eight (8) West Nipissing Wards; however information concerning the numbers of properties and eligible electors in each ward is available based on the 2018 Voter’s List which is compiled by MPAC and verified by the Municipality to the best of its ability. Obviously there are discrepancies in the voters list to the degree that people move and it is difficult to keep track of persons who are not registered property owners.

Figure 2 - West Nipissing Wards by Number of Eligible Electors (2022 Election)



GUIDING PRINCIPLES:

The following section is intended to expand upon and illustrate the four guiding principles set out in the introduction and how they relate to West Nipissing and its’ electoral boundaries:

1. Population and Electoral Trends

One of the basic premises of representative democracy in Canada is the belief that the geographic areas used to elect a representative should be reasonably balanced with one another in terms of population and electoral trends. In an ideal ward system, every Councillor will represent generally the same number of constituents. If the total number of eligible electors of the Municipality in 2026 is estimated to be 14,000, and the number of Wards and Councillors remains at 8, an “optimal” ward in West Nipissing will be home to approximately 1,750 eligible electors. In the absence of guidance on ward boundary reviews in the Municipal Act, past practice has shown that population variations of up to 25% above or below the optimal size will be considered acceptable.

2. Geographical and Topographical Features

Municipalities are also built in a natural environment in which various geographical features such as waterways, agricultural lands and highways have influenced land use. This principle acknowledges that these geographical features are some of the most visible attributes of the Municipality and that they should be integrated into planning and establishing ward boundaries where appropriate.

Typically, a ward should be as compact as possible in order to ensure effective representation; however West Nipissing is extraordinary in size of geographic area and the general configuration, that it is near impossible to create “compact” wards. Tiny hamlets are located in the middle of large areas of sparsely populated areas and lines have to be drawn somewhere. In West Nipissing, the original Township Structure has been generally used to draw the lines between wards; however in some cases, as illustrated herein, those lines fall short as they divide local communities and, in some cases, neighbours and families living on the same street or road. This is further discussed in the third principle below.

3 Community or Diversity of Interests

The rationale of the principle of community of interest is that wards should be more than a random grouping of individuals. They should be, as far as possible, cohesive units, areas with common interests. In the West Nipissing context, a community of interest is normally linked to the various pre-amalgamation communities as they are the most identifiable geographic point in most people’s lives; it is where they live. To this day, while West Nipissing signs can be found at the four limits of the Municipality, every small community has a brand new sign, specifically showcasing the landmarks and culture of that particular community. The responsibilities of the municipality are also closely associated with where people live and a variety of social, cultural and recreational services that are intertwined within residential communities. Even municipal taxation is inextricably linked to one’s dwelling (Watson & Associates Economists Ltd., 2016).

So what should be divided and what should be joined together? In West Nipissing the historic pre-amalgamation municipalities that were fused together in 1999 were all very different communities with distinct political, cultural, social and economic differences based on decades of individual identity and self-government. Applying this principle to a ward boundary configuration means that communities of interest ought not be divided by a ward (Toronto Ward Boundary Review - Draw the Lines, 2014) Communities should not be divided internally and lines should be drawn around communities, not through them to ensure their sense of continuity while contributing to the overall governing of the entire municipality.

4. Effective Representation

As stated earlier in this report, effective representation has long been considered to be the most important principle in creating electoral boundaries because it includes all of the other principles previously discussed and its’ goal is to achieve equal representation for all voters. Is every voter in every ward in West Nipissing equally represented at the Council table? This is a tough question when you consider that West Nipissing consists of very different looking wards due largely to the physical size of the municipality and the diversity of the communities which it encompasses.

While there are no decisions of the Supreme Court of Canada which specifically address the matter of *municipal* electoral arrangements; the Carter Case, previously referred to, was a matter referred to the Supreme Court for a ruling on the compatibility of provincial electoral redistribution legislation with the Canadian Charter of Rights and Freedoms. Despite the fact that the Court’s decision was in relation to a

provincial electoral boundary matter, it is important, however, because of the way it has been understood (and consistently applied by the Ontario Municipal Board) to relate to the process of designing wards in Ontario municipalities.

CURRENT STRUCTURE EVALUATION:

1. Ward Structure

Currently, the ward structure consists of eight (8) wards roughly grouped as follows,:

- 1-4 Sturgeon Falls and Cache Bay
- 5 Field, Crystal Falls, Springer North, Pedley and Beaucage
- 6 River Valley and Kipling
- 7 Verner
- 8 Lavigne, southern Verner and North Monetville including most of the Islands in the French River and West Bay

Ward	Eligible Electors	Ward	Ward	Ward
Ward 1	1,717	12.28%	8,222	58.79%
Ward 2	2,549	18.23%		
Ward 3	1,924	13.76%		
Ward 4	2,032	14.53%		
Ward 5	1,429	10.22%	5,763	41.21%
Ward 6	1,550	11.08%		
Ward 7	1,053	7.53%		
Ward 8	1,731	12.38%		
Total	13,985			100.00%

Based on the Municipality's estimated number of eligible electors of 13,985 (based on 2018 PLE), the average number of eligible electors per ward in West Nipissing should be approximately 1,750 with a desired range in variation (25% either way) Currently, wards 2, and 7 do not meet the standard for representation by population with Ward 2 being above and Ward 7 below the 25% acceptable variance.

2. Population and Electoral Trends

The second principle suggests that wards remain generally in balance with one another as population change takes place. Based on the population and development trends and, as the population continues to age, it is anticipated that wards 1 – 4 will continue to grow and the imbalance in population in the present wards and between rural and urban will become more pronounced over the forecast period.

3. Geographical and Topographical Features

The most prominent geographical features in West Nipissing are Lake Nipissing and the Agricultural Lands both of which encompass large areas of Springer and Caldwell Townships. In addition to the urban core of Sturgeon Falls, clusters of development around the perimeter of Lake Nipissing are anticipated to continue as present seasonal dwellings are converted to year-round homes by retirees. There is little to no anticipated increase in the Agricultural Areas as the Provincial Policy Statements preclude new lot development in those areas; however some development continues around the perimeter of the Prime

Agricultural Areas (Kirkpatrick and Macpherson Townships, where there is agricultural activity however development (lot creation) is generally permitted).

Hugel and Badgerow Townships are home to Deer Lake and Cache Lake, both of which have been declared to be at capacity for development by the Ministry of the Environment, Climate and Parks. Accordingly, development has been frozen on both lakes since 2004. In light of the constraints imposed by environmental and geographic factors, it is unlikely that the rural area(s) will increase proportionately with the urban areas.

4. Community and Diversity of Interests

This principle suggests that wards should be evaluated in terms of what is divided and what is joined together, rather than being seen as random groupings of residents who happen to fulfill a numerical quota (Watson & Associates Economists Ltd., 2016). In present-day West Nipissing, Wards 1 to 4 divide the Town of Sturgeon Falls into four pieces and capture the four corners of Springer Township, including the Town of Cache Bay. As a result, neighbours on the same street having the same common interests may be divided into different wards and represented by different councillors.

In addition, the dividing line between Wards 6 and 8 and 7 and 8 are Millrand and Rainville Roads, respectively. On these two roads, people living directly across the street from one another and, in some cases, members of the same family are in different wards.

Another anomaly is the inclusion of parts of Springer, Beaucage and Pedley Townships with Ward 5 (Crystal Falls and Field). While one can assume it was done to ensure some parity of numbers, the residents, though few, are not part of the communities of either Field or Crystal falls; however the size of Ward Five would be compromised by removing them.

Ward 8 consists largely of farmland and seasonal tourists, whose needs and interests are vastly different from one another. Again, some residents of Ward 8 are divided from their neighbours by a line down the middle of the road (Millrand and Rainville).

The vast majority of Ward 6 lies north of Highway 17, with the anomaly being the portion of Kirkpatrick Township lying south of Hwy. 17 whose residents are more closely associated socially with Caldwell.

5. Effective Representation

The principle of “effective representation” is not measured by a single indicator but is better understood as reflecting the cumulative impact of the previous five principles. Together, they shed light on the capacity of the present system to serve the larger public interest of residents, of individual wards and all inhabitants of the municipality. The evidence presented herein reveals some shortcomings.

When it comes to voting on matters of public policy (“legislative power”), each ward representative is entitled to only one vote despite obvious population imbalances. These imbalances make it difficult to describe the present ward system as delivering fair or effective representation. For example – Ward 2 is more than twice the size of Ward 5, but the Councillor in each is entitled to one vote at the table, despite representing twice as many people.

On the whole, the present structure generally preserves communities of interest in the rural areas even though some of the groupings may be justified more by precedent than logic and some boundaries such as those noted above clearly divide close neighbours.

In wards 1 – 4 - the interests of the urban residents are common. Issues such as garbage collection, street paving, water bills and snow removal are common to all and may be more suitably represented by being combined into a single ward, collectively represented by more than one representative at the council table. In order to address the ensuing imbalance between the resulting urban versus rural situation, it may be prudent to redistribute some of the rural areas around Sturgeon Falls and Cache Bay which currently fall within the urban wards to adjacent rural wards equalize the rural versus urban population.

Other areas which may be of lesser concern, but, which are also incoherent units of representation, would be the present portion of Ward 5 that includes the Townships of Pedley and Beaucage, Crystal Falls and parts of Springer Township as well as parts of Wards 6, 7 and 8, previously mentioned which have boundaries which divide actual neighbours.

Options/Alternatives:

Should Council wish to further examine the current structure, there are innumerable options, a few of which are listed below, which may better achieve the guiding principles and balance the needs of the urban/rural communities, however there are many other options which would be better addressed by a qualified consultant.

- Amalgamate Wards with representatives, elected at large to represent the amalgamated ward;
- Adjust the boundaries of the wards to better serve the needs of the residents as well as perhaps equalizing the population of eligible voters. *Currently, the wards (generally) follow Township lines, but that is not a requirement.*
- Combine the Rural Wards. This too may eliminate some of the anomalies in having close neighbours in different wards.
- Have Two wards only, Rural and Urban, with a fixed number of Councillors elected at large in each;
- Adopt a completely “at-large” election system and abolish all ward boundaries;
- Remain Status Quo for 2026 elections and re-evaluate with new Council.

Financial Consideration:

Typically, a consulting firm would be engaged through an RFP process to carry out a detailed analysis of the municipality through a comprehensive public consultation process (advertising, open houses, etc) taking into account all of the criteria mentioned above, which would be followed by a recommendation report by the consultant.

The timeline for such an analysis is between 3 – 6 months, which would include public consultation and advertising. At this time, there has been no budgetary allocation for this process, however such a process could be paid for out of remaining Municipal Modernizations funds as it meets the criteria required by the program.

Conclusion:

Conducting the evaluation for this report, which is by no means exhaustive, suggests that the existing ward boundary configuration may not successfully meet the expectations for any of the four (4) guiding principles and that it may be time to re-evaluate the ward boundaries of West Nipissing. It should be noted however, that there are no “laws” and nothing precludes the municipality from continuing as it has done since amalgamation. Should the municipality, however, wish to examine the boundaries, direction should be given in the near future in order that a consultant can be retained and the process undertaken to be effective for the 2026 election.

Prepared By:

Melanie Ducharme, Municipal Clerk



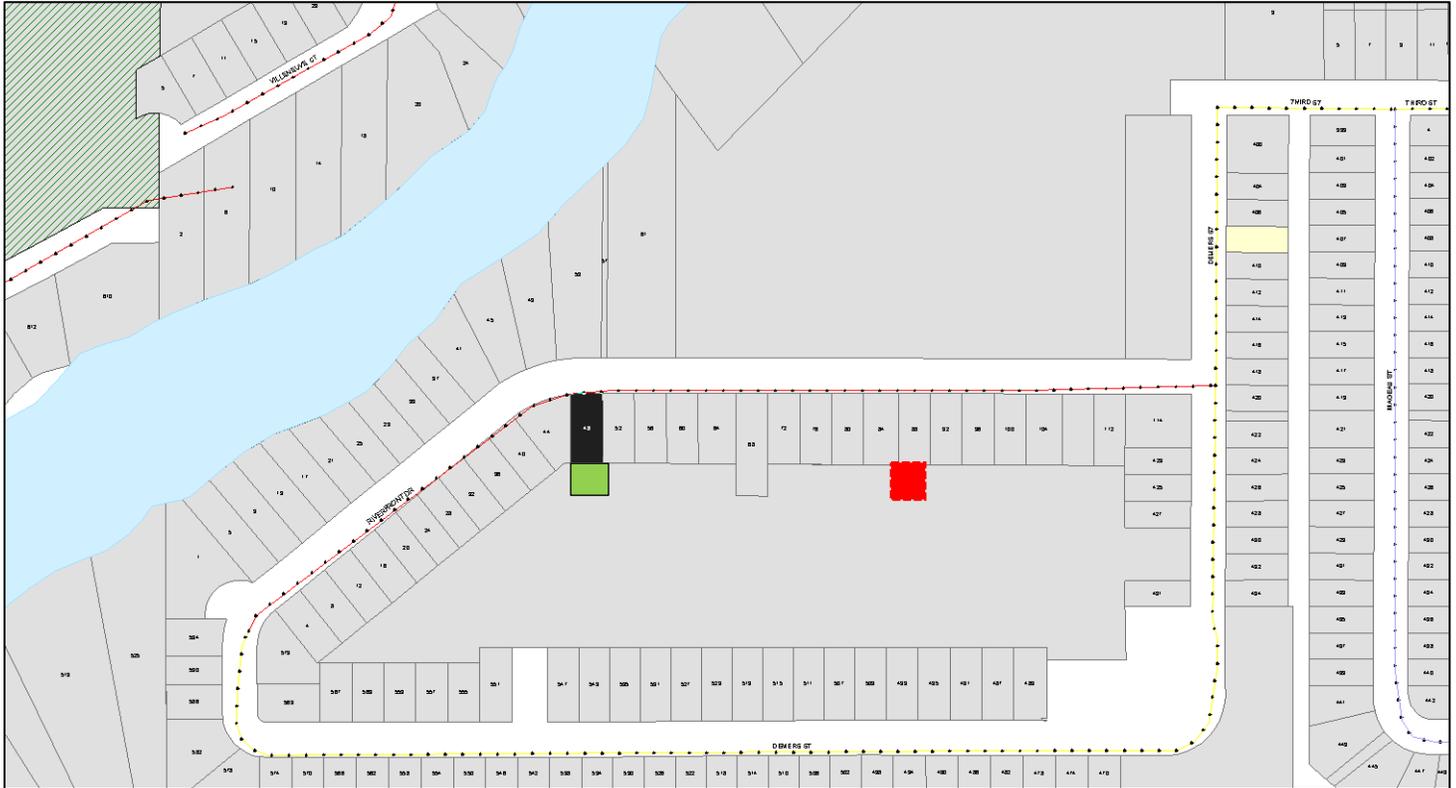
DISPOSITION OF MUNICIPAL LAND

SUMMARY SHEET

Offer Summary :	An expression of interest has been received to acquire a portion of the vacant abutting municipally owned lands adjacent to 48 Riverfront Drive, Sturgeon Falls. These lands are shown on the attached sketch
Nature of Offer:	<input type="checkbox"/> Building Lot <input type="checkbox"/> Access <input checked="" type="checkbox"/> Addition to Lot <input type="checkbox"/> Other : expansion to existing development property
Legal description :	Part of Pin 48085-0342, Part of Lot 5, Concession A, Springer Twp.
Location of Property	Vacant lands bounded by Riverfront Drive and Demers Street
Roll #:	48-52-010-003-13100
Current Use / Zoning :	Vacant Residential Land (R2)
Propert Dimensions	Frontage: irregular Depth: 115' Area: .37 Ac
Water access :	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Survey Plan Attached :	<input checked="" type="checkbox"/> YES (draft imagery) <input type="checkbox"/> NO
Property declared surplus :	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Access to Property :	N/A – lot addition
Services Available :	N/A – lot addition
NOTES :	<p>Attached hereto is correspondence from the owners of 48 Riverfront Drive expressing an interest in acquiring lands from the Municipality in order to enlarge their property for the purpose of construction of a garage. A sketch of the proposed area is attached.</p> <p>Council has entertained two (2) previous requests like this. Despite the request for 50', I am recommending that the area disposed of be 60' in order to be consistent with past transfers and to maintain an even boundary.</p>



Given that this is becoming more popular and there is a strong likelihood of similar requests in the future, Council may wish to consider whether it may be prudent to create a strip along the back of the remaining properties to be offered for sale to those owners wishing to acquire. In the event current owners do not wish to do so, future owners may wish to do so and the lands would be already surveyed.



-  Approved for sale 2023 (in process)
-  Proposed acquisition

Melanie Ducharme :

I am requesting information on acquiring property, presently owned by the Town behind my lot at 48 Riverfront Drive in Sturgeon Falls. The amount I am interested in is approx. 50' but this is just an estimate related to the cost.

Gary Paquin

48 Riverfront Dr.



Thank You

G.M. Paquin



- NKB

MEMORANDUM

TO: Mayor and Council

FROM: Samantha Willock, Planner & Melanie Ducharme, Clerk

DATE: July 9, 2024

RE: **BACKYARD CHICKENS**

Council discussed a request to consider enacting a by-law for the keeping and regulating of chickens in urban residential zones in July of 2023 and a public consultation survey was conducted in April of 2024.

The attached comprehensive staff report provides an overview of the survey results, as well as an in-depth analysis of considerations relating to the keeping of hens in urban residential zones. These considerations include:

- Educational benefits and requirements
- Food security
- Potential diseases and biosecurity risks
- Predators and pests
- Waste and deadstock disposal
- Nuisance to neighbours
- Animal welfare
- Financial implications due to administration, inspections and enforcement

The report outlines two options for moving forward:

Option 1 is to continue allowing chickens only in the Agricultural (A1 & A2) and Rural (RU) zones. Permissions could be extended to permit the keeping of chickens in the Rural Residential (RR) zone.

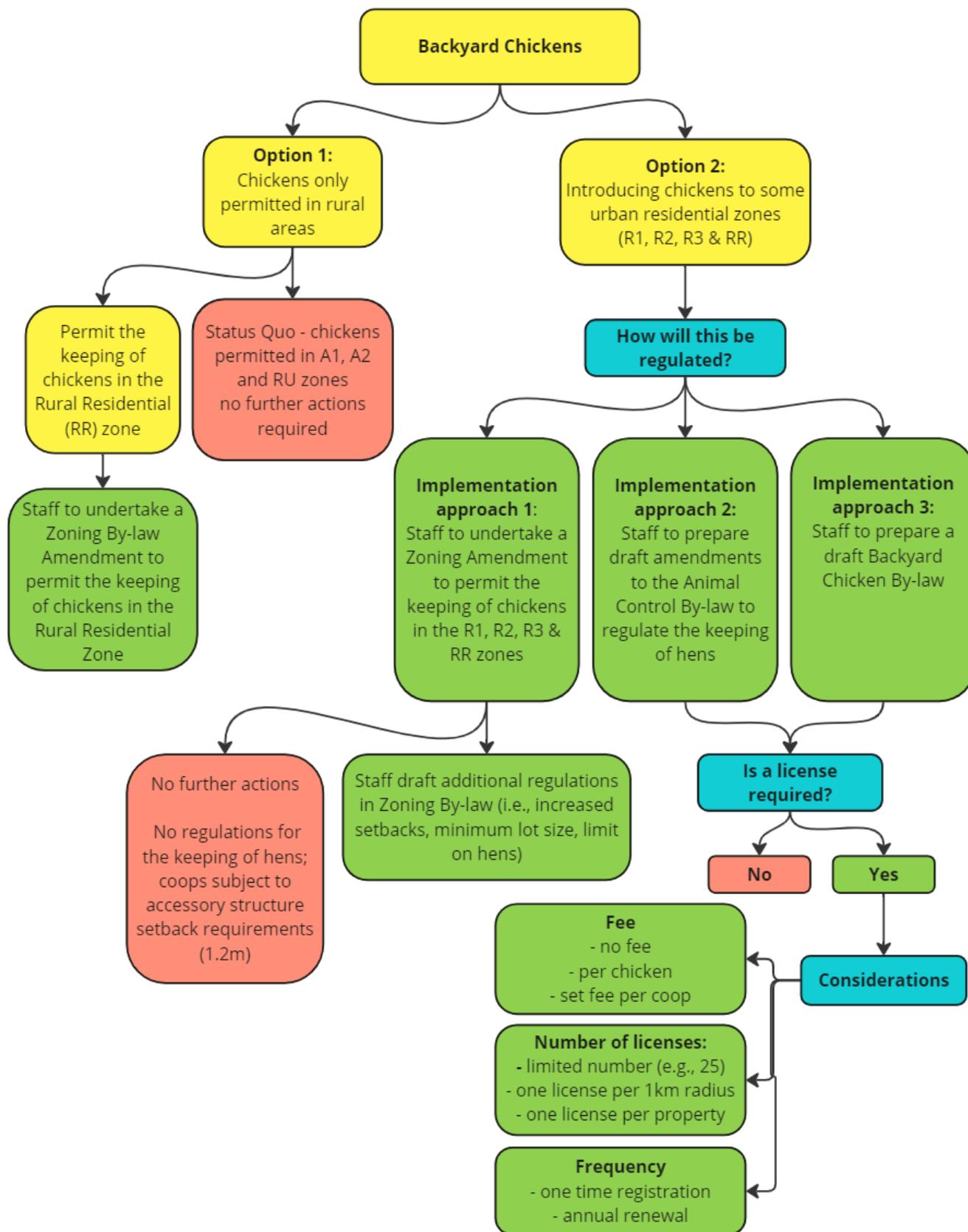
Option 2 is to permit the keeping of chickens in some urban residential zones. not introduce chickens into urban residential zones.

The flowchart found on the next page provides Council with a visual representation of the potential approaches outlined in the staff report.

Joie de vivre



www.westnipissingouest.ca



STAFF REPORT



To: Jay Barbeau, Chief Administrative Officer

From: Samantha Willock, Municipal Planner & Melanie Ducharme, Municipal Clerk/Planner

Department: Planning

Subject: Backyard chickens

Date: July 9, 2024

Recommendation:

That this report be received for information and for the purposes of providing Council with options on how to proceed with the keeping of backyard chickens in West Nipissing, and

Option 1: That chickens remain permitted only in the Agricultural (A1 and A2) and Rural (RU) zones, although Council may wish to expand this to include Rural Residential (RR) zone;

Option 2: That the keeping of chickens be permitted in urban residential zones and that a by-law regulating chickens in residential zones, be brought forward for Council's consideration.

The specific details and action items regarding the options presented are further detailed in this report.

Background:

Owning hens in urban residential areas has become increasingly popular across Ontario and has been debated by municipal councils across the province. In locations where the keeping of hens in residential areas has been permitted, the municipality has introduced a regulatory by-law which is often accompanied by a licensing process to mitigate potential impacts. This report will provide Council with the results of the public engagement survey and inform of the risks associated with permitting backyard hens in residential areas. This report will also identify potential risk mitigation strategies that may be implemented through a by-law and/or regulatory process.

On July 11, 2023, Council received a request to consider enacting a by-law for the keeping and regulating of chickens in residential zones. Currently, the "raising of poultry" is considered to be an Agricultural Activity, which is only permitted in the Agriculture (A1 and A2) and Rural (RU) zones under the West Nipissing Zoning By-law 2014-45. Following the discussion on this topic, Council authorized staff to undertake preliminary public consultation in order to determine community support for such an initiative and identify key concerns that should be contemplated in a regulatory by-law.

In April of 2024, staff advised Council that an online survey was being published with the intention of it running for two weeks and targeting residents in the urban areas of the municipality. The survey went "live" on April 10th, 2024 and was open to the public until April 24th, 2024. In that time, 442 responses were received.

Analysis/Consideration:

Advantages:

1. *Educational:*
Owning backyard chickens is often credited as being a positive educational opportunity for all ages. Keeping chickens can teach responsibility, how to care for animals, and about the food system.
2. *Food Security:*
Providing the opportunity for residents to own egg-laying hens can allow them to participate in a sustainable and equitable food system. Interacting with the food system increases food literacy, which can help to improve healthy eating habits. Participating community members can have access to fresh and healthy food and have more autonomy over their food choices.

Disadvantages:

1. *Potential for Disease:*
Poultry can contract diseases via direct and/or indirect contact with numerous sources including:
 - Infected wild birds
 - Domestic animals such as cats and dogs
 - Vermin
 - Contaminated people carrying viruses on their hands, clothing, footwear and hair
 - Contaminated farm equipment, including feeders and waterers
 - Contaminated water, feed, bedding and manure
 - Airborne dust, dander and feathers
 - a. *Avian Influenza:*
Avian influenza viruses (also commonly referred to as 'avian flu' or 'bird flu') can infect wild birds and domestic poultry, resulting in serious illness and death. The virus can survive for multiple days in feed, water, soil, dead birds, eggs, and feathers. A fact sheet on Avian Influenza virus prepared by the Canadian Wildlife Health Cooperative can be found in Attachment 1.

To prevent the spread of Avian Influenza, it is essential that poultry owners introduce strict biosecurity practices including:
 - Keeping poultry away from areas frequented by wild birds;
 - Ensure that equipment is regularly cleaned and disinfected;
 - Do not share or borrow equipment from other bird owners;
 - Use dedicated clothing and footwear when handling birds;
 - Do not keep bird feeders close to poultry houses because they attract wild birds;
 - Limit exposure to visitors and limit your exposure to other birds;
 - b. *Other Infectious diseases:*
Poultry can carry Salmonella in their intestines and eggs without symptoms which can be transferred onto feathers and the surrounding environment. Salmonellosis and Campylobacteriosis are the infections most frequently reported in relation to backyard chickens, however other pathogens such as E. coli have been linked to backyard poultry

flocks. North Bay Parry Sound District Health Unit has experienced an increased number of cases that reported contact with chickens and/or consumption of farm fresh eggs.

2. *Predators & Pests:*

Backyard poultry may have ectoparasites such as lice, fleas, and mites, which can affect humans. Poultry are also known to attract predators such as bears, foxes, raccoons, and coyotes. The Ministry of Natural Resources and Forestry has stated that this generally starts with the feed as an attractant and progresses to the predation of the chickens. Once the predators are aware of the food source, they are likely to return. Further, rats and mice can enter an enclosure through a quarter-sized hole and can spread disease, damage the enclosure, and kill young birds. It is important to regularly inspect the enclosure for any holes and signs of rodents.

3. *Waste:*

Fecal waste from chickens can contain pathogens which may infect humans or other animals. Improper containment, handling and disposal of waste can increase risk of illness and add strain to the health care system. One hen will produce approximately 1lb of manure per week. Should Council decide to proceed with permitting hens in residential zones, it is important that the regulations include waste management considerations to mitigate health risks and public nuisance. Most backyard chicken by-laws in other Ontario municipalities prohibit the use of chicken manure as compost and prohibit its disposal in the municipal garbage pickup as manure can be a high-risk source of pathogens.

4. *Deadstock:*

Dead birds should be stored in isolated, sealed containers away from other poultry before being disposed of. Poor management of deadstock may draw wildlife and has the potential to spread disease. It is crucial that clothing and equipment used to handle deadstock is thoroughly sanitized afterwards. In order to reduce the spread of diseases, unexplained deaths of chickens should be reported to a local veterinarian and the Canadian Food Inspection Agency.

The definition of "garbage" in the Municipality of West Nipissing By-law 2019/67 (Waste collection and Recycling By-law), does not include the carcass of any animal. As such, disposal of deadstock is not permitted in municipal landfills. Deadstock must be disposed of in a manner which will not attract predators or spread disease. At this time, no sufficient deadstock disposal method has been identified.

5. *Veterinary Capacity:*

Staff consulted with a local animal hospital regarding their capacity for providing veterinary services to chicken. While it was confirmed that they are able to conduct a general exam of chickens, they advised of staffing constraints which may make it challenging to get appointments quickly.

6. *Nuisance:*

Chickens may pose a nuisance to neighbours, both by odour and smell. Should chickens be permitted in urban residential areas, it is important that regulations impose setbacks for chicken coops and runs to mitigate these impacts.

7. *Human Interactions:*

A study conducted across Ontario from 2019 to 2021 found that over 20% of current and recent backyard chicken owners reported allowing their chickens to enter their house. Further, many respondents allowed their chickens to interact with their children (83%) and pets (60%). As half

of the respondents considered their backyard chickens pets, there was a perception of decreased risk resulting in high-risk activities such as holding the birds.

Other Considerations:

1. *Education:*

Property owner education is essential to avoid increased public health risks related to the keeping of backyard hens. Public Health Ontario has reported that the overall awareness of risk of infectious diseases may be limited in backyard chicken owners, which may result in failure to take adequate preventative measures resulting in an increased risk of illness.

The municipality's resources are limited with respect to providing training and education on this subject. With that said, there is information available online from various governmental agencies and partners. A list of helpful resources can be found below and in the Reference Material section of this report:

- [Small Flock Ontario website](#)
- [Get Started With Biosecurity for Your Urban Backyard Flock](#)
- [Get Started with Good Coop and Housing Management](#)
- [What You Need to Know... High Path Avian Influenza HPAI](#)
- [Backyard Poultry - Healthy Pets, Healthy People - CDC](#)
- [Keeping your family healthy with backyard poultry - Ministry of Health](#)

2. *Aging Hens:*

Aging hens may pose an issue for municipal enforcement and the welfare of the chickens. Hens can live anywhere from 5 to 10 years, however they generally do not lay eggs beyond 3-5 years. Once they are no longer producing, owners may decide to keep the hens as pets, or to get rid of them. The keeping of hens as pets is likely to result in reduced biosecurity measures which may put the owners, their other pets, and visitors at risk of illness. There are limited options for those that looking to rehome the hens after they are no longer producing, which may result in animals being set free.

Financial Considerations:

Municipal Financial Considerations:

Regardless of whether or not Council chooses to entertain a licencing scheme, introducing chickens to urban residential areas will impact staff in Clerks, Planning, Building, and By-Law Enforcement. Resources will need to be devoted to creating the regulations and licencing administration which may include reviewing the application for completeness, confirming that the location and dimensions of the proposed coop comply with municipal by-laws, and conducting an on-site inspection to confirm the location of the coop (assuming that provisions are adopted which regulate these). Staff anticipate that the processing of one license application would take 1-2 hours of staff time.

Staff anticipate an increase in complaints regarding noise, smell, and animals at large. Depending on the number of licenses requested, additional resources, both human and educational, are likely to be required.

Option 1 will have little financial, staffing, or regulatory impacts beyond resources already invested in researching this topic. Other than minor amendments to the West Nipissing Zoning By-Law, this option requires no further administration.

Option 2 poses potentially significant financial implications; depending on the uptake of this program and the implementation (licensing or not licensing), allowing for the keeping of hens in residential areas may take significant staff time to process licenses, monitor, and enforce. Should council proceed with this option, a permit or license fee could assist in recouping some of the administrative and enforcement costs.

Resident's Financial Implications:

Owning backyard hens comes with many associated costs including: purchasing hens, building and maintaining a coop and run, equipment, heating and lighting costs, feed, veterinary services, disposal of deceased chickens and manure, and any associated licensing and permitting fees. Small Flock Ontario published a backyard flock budget based on conservative costs in 2023. Based on their budget for 6 birds, the one-time costs associated with the setup of a backyard coop would be approximately \$1,100 (not including permit and licensing fees), and the annual costs would be around \$900. Notwithstanding comments obtained through the survey process, backyard chicken ownership will not address food insecurity. Food security challenges are caused by income disparity and it is unlikely that the keeping of hens would be financially feasible to those that are struggling with food insecurity.

Local Impact:

From April 10th to April 24th a public survey was posted on the municipality's website and received 442 responses. The survey was intended to obtain input from residents who would be most impacted (urban), however the survey was open to all residents and responses may include some who would not be impacted by such a bylaw. In addition, the survey was conducted at a high level and respondents were not provided with the information contained in this report. The questions posed in this survey can be found in Attachment 2.

The majority of survey respondents were supportive of introducing chickens into residential areas.

- 79% of respondents supported chickens on *urban* residential properties
- 92% of respondents supported chickens on *rural* residential properties
- 77% of respondents supported chickens on *waterfront/shoreline* residential properties

Question 4 of the survey asked respondents what their top concerns were. The top three concerns selected were the keeping of roosters (39%), the number of permitted chickens (38%), and cleanliness (37%).

The response rate for the remainder of the concerns listed as options were as follows:

- Potential for vermin(rats) – 18%
- Type of pens/enclosures – 25%
- Noise – 17%
- Potential for disease – 15%
- Predators – 20%

Over 100 respondents provided additional comments. Common themes seen in these comments include the educational and sustainable food benefits, concerns regarding enforcement, animal welfare, cleanliness, and chickens running at large. Majority of the comments were in support of introducing backyard chickens, provided that there were regulations in place to address their concerns. Quotes taken from the comments provided can be found in Attachment 3.

In these additional comments, 25 respondents stated that they wanted to see a limit on the number of chickens permitted. Most comments recommended a number ranging from 3 to 6.

Options/Alternatives:

Option 1: Status Quo or Minor amendment to include RR zone

The raising of poultry is currently permitted by Zoning By-law 2014-45 on properties within the Agriculture (A1 and A2) and Rural (RU) zones. There are 2571 properties within the municipality that are zoned A1, A2 and RU, which accounts for approximately 25% of all properties within the municipality.

Zoning By-law 2014-45 provides a minimum lot size in the Rural Residential (RR) zone of one hectare (2.47 acres). This is of sufficient size to accommodate the keeping of hens in a manner that will not create a nuisance to adjacent property owners. There are 775 parcels within the municipality that are zoned Rural Residential and would therefore gain the permission to keep chickens. This would result in one third of properties within the municipality being permitted to keep chickens.

In order to facilitate this permission, Zoning By-law 2014-45 would need to be amended to add the keeping of hens as a permitted use on properties within the RR zone. Under the current regulations, a chicken coop would be considered an accessory structure, which is required to be set back 3 metres from all lot lines and is not permitted in the required front yard. Additional zoning regulations could be introduced to increase these setback requirements for chicken coops.

Option 2: Introduce Chickens to Urban Residential Zones

This option, should Council choose it, would permit the keeping of chickens in the Residential One (R1), Residential Two (R2), Residential Three (R3), and Rural Residential (RR) zones. This would result in over 70% of properties within the municipality being permitted to keep chickens.

Should Council choose Option 2, an amendment to the zoning by-law could be accompanied by a regulatory by-law and associated licensing/permit process, which would include inspection, in order to mitigate the concerns outlined in this report. As an alternative to creating a new regulatory by-law, the Animal Control By-law (By-law 2020/67) could be amended to regulate the keeping of hens.

The table below is provided to assist Council in deliberating these regulations. These suggestions are intended to balance public interests and protect the health of the public and the poultry.

Provision	Suggestions/Options	Commentary
Lot size	<ul style="list-style-type: none"> No requirement OR Minimum 0.2 acres (~810 sq.m.) OR Minimum 0.4 acres (~1600 sq.m.) 	The average lot size in the settlement areas is 0.2 acres (66ft x 132 ft).
Permitted Zones	<ul style="list-style-type: none"> R1, R2, R3, RR, OR All residential zones (R1, R2, R3, R4, RR, SR & MHR) 	<p>It is suggested that neither the R4 (multi Residential) nor RMH (Mobile Home Residential) zones be allowed backyard chickens as these zones permit multi-unit residential dwellings. Keeping hens in an area with such density could cause significant nuisance to neighbours.</p> <p>It is suggested that chickens not be allowed in the SR (Shoreline Residential) zone as there is increased risk of infectious organisms and pathogens polluting the watercourse.</p>

Number of hens	<ul style="list-style-type: none"> Set number for all, OR Dependent on lot size (i.e., 4 hens for a lot >0.5 acres, 6 hens for a lot 0.5-1 acre, 8 hens for a lot >1 acre) 	Based on comments from the public survey and regulations from other municipalities, the number of hens should be limited.
License/Permit registration	<ul style="list-style-type: none"> One-time, OR Annual renewal 	<p>An annual renewal of the license/permit would allow the municipality to maintain an updated database with the location of chicken coops.</p> <p>As part of the licensing process, an inspection requirement for the initial setup would allow staff to ensure compliance with the regulations, hopefully resulting in reduced neighbourhood nuisance and future complaints.</p>
Number of licenses	<ul style="list-style-type: none"> Cap on number of licenses issued, AND/OR Only one license issued within 1km radius, AND/OR Only one license issued per property 	Any by-law or regulation adopted should dictate that only one (1) license be issued per property. Alternatively, regulations could limit backyard chickens solely to properties containing single detached dwellings. Given recent changes in provincial legislation, up to three residential units are permitted on residential properties connected to full municipal servicing.
Fees	<ul style="list-style-type: none"> No fees, OR One-time fee, OR Annual fee 	Fees would assist the municipality in to recovering costs associated with the administration and enforcement of this by-law. Fees could be levied on a per chicken rate (\$20 to align with pet licensing rates) or a set fee per coop (\$50 to align with the private kennel fee).
Prohibitions	<ul style="list-style-type: none"> No roosters No sale of products (eggs, meat, manure) No slaughter/butchering No hens within the hazard lands (HZ) zone No hens on properties less than 0.2 acres (~800 sq.m.) 	Prohibitions identified are commonly seen in other municipal by-laws regulating hens. These limitations are intended to mitigate public nuisance and health risks.
Coop & Run requirements	<ul style="list-style-type: none"> Coop: min 0.37 m² per hen, max 9m² Run: min 0.92 per hen, max 9m Total area of all enclosures: max 10m Yards containing a chicken coop shall be fenced in Coop and run shall be entirely enclosed to ensure hens are contained at all times 	<p>Dimensions are aligned with the by-laws of multiple Ontario municipalities that permit backyard hens.</p> <p>Chickens should be contained within the coop and run at all time to secure them against predators and mitigate interactions with wild birds which could increase the spread of diseases.</p>

	<ul style="list-style-type: none"> • Coop must be protected from the weather, adequately ventilated, insulated and heated in the winter • Hens must be in their locked coop from sunset to sunrise 	
Setback requirements	<ul style="list-style-type: none"> • 15m from school • 5m from residential dwelling • 3m from property lines • Only permitted in rear yard • 20m from watercourses • 3m from any ditch or swale 	Introducing a 15 metre setback from all school properties would impact 97 properties.
Public nuisances to address	<ul style="list-style-type: none"> • Feed shall be stored indoors in a rodent proof container • Manure shall be cleaned up daily • Manure shall not be used as compost nor disposed of in municipal waste pickup • Stored manure must be kept in an enclosed structure and no more than 0.5 m³ (~18ft³) may be stored at a time 	<p>Any regulatory by-law should include regulations requiring food to be stored indoors in a sealed container at all times.</p> <p>To mitigate odour nuisance, manure storage should be limited to 0.5 cubic metres at one time. This is approximately 20 days of manure for one chicken, or 5 days of manure from 4 chickens.</p>
Deadstock Disposal	<ul style="list-style-type: none"> • Deceased hens must be disposed of within 24 hours • Deadstock cannot be disposed of on the property nor put in the municipal trash for pickup 	No acceptable method of deadstock disposal has been identified at this time.
Educational Requirements	<ul style="list-style-type: none"> • Must register with the Family Food Grower Program • Prior to obtaining a license, applicants must confirm they have read the education package provided by the municipality 	<p>Registration with the family food grower program is free and will support efficient contact in the event of disease outbreak.</p> <p>An education package could be put together which contains resources for owners. As part of the licensing process, applicants would be required to confirm that they have read this package. This will ensure awareness of biosecurity measures and animal welfare.</p>

A licensing program would provide staff with parameters for review of application for compliance with the regulations which helps to mitigate nuisance and promote animal welfare. This would also allow the municipality to develop a database of poultry owners, which is crucial for efficient communications in the event of an outbreak of a highly pathogenic virus.

Conclusion:

The options presented in this report provide a wide range of permissions ranging from maintaining the status quo to a municipal-wide program which would see backyard chickens as a permitted use in many urban residential zones. Community support appears strong for allowing the keeping of backyard chickens on residential properties, however this interest needs to be balanced with the potential risks and financial implications.

Should Council decide to move forward with permitting backyard chickens in residential zones, staff will prepare draft regulations in accordance with the manner directed by Council (i.e., amended Zoning By-law, Backyard Chickens By-law, and/or amended Animal Control By-law) which will be presented to Council at a future date.

Prepared By:

Samantha Willock, Municipal Planner
Melanie Ducharme, Municipal Clerk/Planner

Attachments:

Attachment 1 – Avian Influenza Fact Sheet from Canadian Wildlife Health Cooperative
Attachment 2 – Public Survey Questions
Attachment 3 – Exert of Survey Responses

Reference Material:

- [Avian Influenza in Poultry - Province of Ontario](#)
- [Facts about Avian Influenza - Canadian Food Inspection Agency](#)
- [Reducing Health Risks Associated with Backyard Chickens - Public Health Ontario](#)
- [Communicable Disease Control Report - North Bay Parry Sound District Health Unit](#)
- [Canadian Wildlife Health Cooperative Fact Sheets](#)
- [Backyard chickens - A cross-sectional survey of current and prospective backyard chicken owners in Ontario \(2019-2021\)](#)
- [Food Literacy for Life - Public Health Ontario Collaboration](#)
- [Life Cycle of a Laying Hen – University of Wisconsin-Madison](#)
- [Small Flock Ontario Learning Hub](#)
- [Township of Springwater Backyard Chickens By-law](#)
- [Township of Billings Backyard Chicken By-Law](#)
- [City of Kawartha Lakes - Regulating Animals By-law Amendment](#)
- [Town of Parry Sound Backyard Hens By-law](#)
- [Village of South River Poultry and Livestock By-law](#)

Attachment 1 – CWHC Avian Influenza Fact Sheet**AVIAN INFLUENZA VIRUS**

Other names: Bird Flu, Avian Flu, AI, AIV

CAUSE

Avian influenza (AI) is typically caused by influenza virus A. Avian influenza is a zoonotic infection whose primary natural reservoir is water fowl, though it is also observed in multiple raptor species. AI strains are divided into two types, high pathogenicity (HPAI) and low pathogenicity (LPAI) and is further identified based on the specific proteins they contain (e.g. H5N1 contains HA protein 5 and NA protein 1).

SIGNIFICANCE / RISK TO HUMAN AND DOMESTIC ANIMAL HEALTH

AI poses a potential risk to public health and the health of domestic birds. AI can also impose significant economic burdens as a result of health care expenses and losses incurred by domestic poultry farms and through trade restrictions. Transmission to humans from birds is relatively rare and typically occurs with individuals working closely with domestic poultry and contaminated materials. Human to human transmission is very rare. The disease can cause serious illness in humans and has the potential to produce an influenza pandemic. Additionally, AI maintains a large silent reservoir in wild water fowl that typically exhibit no symptoms, the virus also remains viable in the environment and on equipment for prolonged periods. This means it is unlikely that the disease could be eradicated. The CWHC conducts year-round **targeted surveillance for AI** having tested an average 6300+ birds (live and dead) per year between 2005 and 2016, during this time an average of ~14 positives were identified per year.

TRANSMISSION

Transmission of AI among birds typically requires direct contact with fecal or respiratory secretions from infected birds, however, it may also be transmitted through exposure to contaminated materials. Transmission to domestic poultry can occur when captive birds come into contact with infected wild birds, however, infections are believed to most commonly occur through exposure to contaminated feed and equipment. Humans and other mammals can be potentially infected through direct contact with sick birds, contact with contaminated materials, consuming infected birds, and in rare instances by coming in direct contact with a sick person.

CLINICAL SIGNS

The primary reservoir of the avian influenza virus is wild water fowl, which typically exhibit no symptoms of disease. The effects of LPAI on domestic poultry ranges from a complete lack of illness to mild illness. Mild symptoms of LPAI in poultry may include ruffled feathers and reduced egg production, and may go unnoticed. Domestic ducks may exhibit no symptoms. HPAI can cause mass or complete mortality (90-100%) in a flock within 48 hours of infection.



AVIAN INFLUENZA VIRUS

Both HPAI and LPAI are capable of rapidly spreading through entire flocks of domestic poultry, thus culling is a common practice to mitigate the impacts of outbreaks.

MANAGEMENT AND PREVENTION

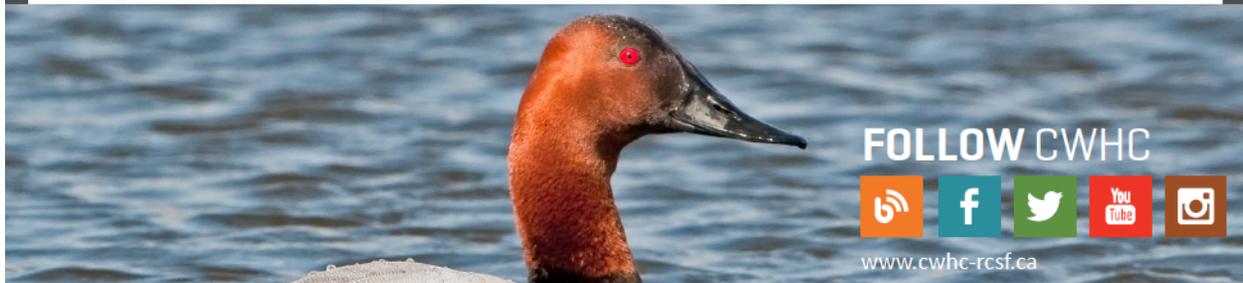
Surveillance is a major factor in preventing outbreaks of avian influenza. Early identification of the presence of avian influenza in wild birds informs biosecurity measures for agricultural agencies and poultry farms, as well as preventative measures for food safety and public health agencies.

Risk of human exposure is generally very low except for individuals working with sick or dead birds, hunters/researchers/veterinarians/bird banders handling infected birds, individuals involved in the decontamination of areas where sick/dead birds have been housed, individuals living with or treating infected people, and those working with the live influenza A virus. Those in elevated risk groups can reduce their risk of exposure by:

- Avoid sources of exposure to the virus.
- Wearing the appropriate personal protective equipment (PPE), follow proper biosecurity protocols and common hygiene practices (e.g. wash hands, don't touch your face) if/when exposed to potentially infected birds and/or contaminated materials.
- If working with poultry or other potential carrier species it is advisable to get the seasonal influenza vaccination. Although these vaccinations will not prevent infection by avian influenza, it can reduce the risk of co-infection with both human and avian influenza A viruses.
- Antiviral drugs exist and can be used to help treat infected individuals, therefore seeking immediate medical assistance if an individual believes they have been exposed to the virus.
- Report any sick or dead mammals to the Canadian Wildlife Health Cooperative. Find your closest regional centre at: <http://www.cwhc-rcsf.ca/contact.php>

SUGGESTED READING

- <http://blog.healthywildlife.ca/duck-duck-coot-testing-wild-birds-for-avian-influenza/>
- <http://blog.healthywildlife.ca/researchers-pool-expertise-get-poop-avian-influenza/>
- <http://www.inspection.gc.ca/animals/terrestrial-animals/diseases/reportable/ai/fact-sheet/eng/1356193731667/1356193918453>
- https://www.canada.ca/content/dam/phac-aspc/migration/phac-aspc/publicat/daio-enia/pdf/nat-ai-guide-2006_e.pdf



Attachment 2 – Public Survey Questions

The keeping of chickens is currently permitted in Agricultural and Rural zones in West Nipissing. Council is considering whether to permit and regulate the keeping of backyard chickens and is seeking input from residents.

1. Do you feel that chickens should be permitted in urban residential areas (ie Town of Sturgeon Falls, Town of Verner)?
 - a. Yes
 - b. No

2. Do you feel that chickens should be permitted in Rural Residential Zones (typically un-serviced properties having an area of at least 1 acre (.4ha))?
 - a. Yes
 - b. No

3. Do you feel that chickens should be permitted in Shoreline Residential/Waterfront Areas?
 - a. Yes
 - b. No

4. What items below are of most concern to you? ****check all that apply****
 - a. Number of permitted chickens
 - b. Roosters
 - c. Potential for vermin (rats)
 - d. Type of pens/enclosures
 - e. Cleanliness
 - f. Noise
 - g. Potential for disease
 - h. predators

5. If you wish to elaborate on any of your choices or concerns, please do so here:
 - a. [Text Box]
 - b. Name
 - c. Email

Attachment 3 – Public Survey Responses

**Note – not all comments provided under question 5 of the survey are included below. Comments which reflected the general themes of comments were chosen.*

Educational Benefits

- “It’s a great experience for children to understand where their food actually comes from”
- “for most people, backyard chickens are a way of feeding their families, teaching responsibilities and so much more”
- “it is also a great way to provide education on food supply/agriculture to children”
- “I feel that for a young family, the educational benefits of children raising one or two chickens each should be encouraged”
- “raising chickens is beneficial when it comes to educating the youth about food sources. Caring for chickens and collecting eggs provides them with a sense of responsibilities and an increased respect for these animals”
- “it is also beneficial for our kids to see chicken grow in the backyard, getting to know nature in urban areas”
- “keeping chickens in urban settings offers educational opportunities for both children and adults. It teaches responsibility, animal husbandry, and fosters an understanding of where food comes from, promoting a more holistic approach to food consumption and environmental stewardship”
- “As a mother of two young children living in a smaller community with fewer recreational activities for kids, I think this could provide a wonderful opportunity for families to teach children a bit more about where their food comes from and valuable life skills of caring for animals that can provide them with sustenance”

Enforcement

- “People should need to apply for a yearly permit. If neighbours complain about smell or not properly taking care of them [hens] you can have your permit be revoked or not renewed”
- “How can it be policed? Where are the resources to regulate? I do not think there should be a permit fee, but it opens the door for inspections and fines”
- “We only have two bylaw officers that don’t have the time to effectively do their jobs servicing all of West Nipissing as it is now. Will taxpayers have to pay once more to hire more bylaw officers?”
- “Would the enclosures be safe for the animals? Have to make sure they are to code”
- “I think in terms of smell/cleanliness, it should be addressed as any other complaints through the bylaw officer”
- “Would justify having multiple bylaw officers who would be able to enforce the regulations”
- “if you have proper rules and regulations that would prevent the concerns listed above [in the survey], then I agree with backyard chickens”
- “[in support of backyard chickens] only if the bylaw officer follows up if there are infractions to those rules”
- “times are tough for many and being restrictive would only make matters worse. Maybe have guidelines but no charges or fees for having chickens”

Benefits of Self-produced food

- “with the price of food increasing, families would save money”
- “I think chickens should be allowed in an effort to fight climate change. This reduces the gas needed to transport eggs. This is far better even than the 50km diet, or locally sourcing food!”
- “if we can have chickens to help feed our families, why not?”

- “more and more people find themselves in the position of raising or growing their own food and which is often more healthy than the store bought. Why put a stop to that?”
- “I do have concerns around food security, I feel it’s imperative to support local farms and food initiatives”
- “it’s a great way to save money on eggs and meat, it is also a healthier option”
- “chickens are an important method to ensure minimal food security. Hard times and trends are forecasted”
- “I think with the right rules it could be a good thing especially in the financially draining economy. This could help many families whether its owning them or having others own and be able to donate or share their eggs”
- “a responsible municipality dedicated to the well-being of its residents should actively promote and support initiatives aimed at enhancing food security, particularly in times of soaring food prices”
- “with the cost of meat, eggs and overall food I believe this would help families that are financially struggling”
- “allowing chickens in urban areas supports local food production, promoting self-sufficiency and reducing dependence on industrialized agriculture. Residents can enjoy fresh, nutritious eggs from their own backyard, fostering a deeper connection to their food source”

Animal Welfare

- “my concern is diseases that can be transmitted to other birds. With bird influenza becoming more serious and seeing more cases is a concern when raising backyard chickens must be able to follow protocol to prevent the spread of disease”
- “what I am most concerned about is the welfare of the chickens, as living in a backyard may or may not provide for their needs. The owner should have a basic knowledge of how to care for chickens, have enough room for them, and provide a shelter with clean bedding that protects them from rain, snow, and temperature extremes”
- “The biggest issue many cities seem concerned about is the increasing rise in avian flu. That has been hitting every species of animal worldwide the last three years. I know duck hunters who didn’t see a single duck last season and have noticed the reduction of geese, seagulls and mink province wide as a result of avian flu”
- “over-wintering has to be done properly”
- “as long as people have a large enough area to safely and humanely keep some chickens we should have the right to do so”
- “too many residents in the area already do not care enough for their animals/property and I truly fear that these people will be irresponsible with the chickens”

Cleanliness

- “Perhaps have some guidelines on storing feed in closed plastic or metal bins, and how to properly dispose of or compost the waste”
- “it is very important that this be regulated in some way. Environmental impact. Unsafe practices. Inhumane treatment of chickens. Disposal, cleanliness and may more issues”
- “I have had chickens. They can be noisy, smelly and they do make a lot of mess with defecation, pen shavings, feathers... in a rural property where there is ample space, this is not an issue, but in a residential area with small backyards neighbours may be bothered by any of this and depending on how responsible the owners are there could be a tremendous mess and/or noise”
- “if you want farm animals, move to the country. People already have a hard time with dog’s poop, chickens cannot roam free in town, they dig holes, what are they going to do with the poop, etc... poor house rentals, some people are going to let them in the house”

- “currently the urban areas are dealing with dog poop everywhere, add the smell of chickens and we will reduce the quality of life in our municipality. Chickens belong on a farm preferably where they can roam”
- “disposal of manure will be important. It can’t be dumped just anywhere, it should go in bag. That’s why limit [on the number of chickens] is important”
- “my main concern is cleanliness in town, I have no issues with having a few chickens in town, but they must be taken care of properly. Coops must be cleaned daily, fed and have clean water daily, if not they do cause many flies for neighbours. My concern is many people do not clean daily”

At large/Coops/ property requirements

- “they must be contained in pens and not free-roaming”
- “I believe that you should own at least a full acre of property to be able to have chickens”
- “I think they need to stay in their yard, even better in their coup. I’m a little scared it would bring foxes etc. that could harm my small dog”
- “they should be kept in an enclosed pen or fenced in yard”
- “people should be allowed to keep chickens in a well-enclosed pen so that they can’t steal them”
- “They [chickens] cannot be free roams, pen/enclosures need to be far enough from the waterline to prevent waste falling into the water, including during rainstorms”
- “enclosures is a must, don’t want them roaming into other peoples yards”
- “Permit only if enclosed... all enclosed in a pen with a coop for laying and perching at night. Cleaned up regularly so it does not smell up to a point neighbours are bothered”
- “there should certainly be a restriction on the size of pens and enclosures for the chickens to allow them to be safe and have enough room/windows/heat to be treated like animals/creatures and not products. They deserve a nice life and plenty of space”
- “I believe... proper enclosure or fenced yard should be a requirement due to safety”
- “we should be able to feel free on our property, but being safe and keeping the animals and/or pets in an approved pen”

Financial

- “in my opinion, allowing the residents of West Nipissing to have a few chickens is a progressive and innovative approach to the high cost of living we are all facing”
- “let people micro homestead. We cannot afford farms”

Sturgeon Falls, On.
le 18 décembre 2023

À qui de droit

Nous, les résidents de Sturgeon Falls, apprécierions grandement l'installation d'une lumière de rue au poteau #33098, sur la rue Nipissing, au-dessus de la boîte de poste, pour la sécurité de toutes les personnes qui vont à cette boîte pour leur courrier. Il y a des piétons, des gens handicapés avec des scooters électriques qui ne portent pas de vêtements réfléchissants qui arrêtent prendre leur poste, l'après-midi et le soir.

Il y a beaucoup de circulation sur la rue Nipissing (intersection Quesnel), les autos, les camions vont vite et dépassent souvent la limite permise. C'est encore plus dangereux, maintenant avec le changement d'heure où il fait noir vers 3;30 p.m. et où il y a de gros bancs de neige près de cette boîte. De plus en hiver, il y a les motoneiges, les quatre roues qui passent à toute vitesse, à toutes les heures du jour.

Nous savons que le conseil est préoccupé pour la sécurité pour tous ses résidents et nous aimerions votre input concernant ce problème.

We the residents of Sturgeon Falls would greatly appreciate the installation of a street light on post #33098 on Nipissing Street, over the mail box, for the security of all persons picking up their mail there. There are pedestrians, handicapped people with electric scooters, not wearing any reflecting devices who come to this mailbox. Traffic on Nipissing St. is very fast and often over the speed limits. It is even more dangerous in winter time when it is dark at 3:30 in the afternoon with huge snowbanks close to the mailbox, with the addition of snowmobiles and four wheelers on the road going to the lake.

We know that you are concern for the security of every resident, and we would like your input on this issue.

Please sign this petition – SVP signer la pétition

Date : _____

WE, the residents of Nipissing Street (**Post # 33098**), Sturgeon Falls, On. request the installation of a street light at said **Post # 33098** for safe passage, at night, of residents and visitors living in this area.

NOUS, les résidents de la rue Nipissing, (**Poteau #33098**) à Sturgeon Falls, On, demandons l'installation d'une lumière de rue audit **Poteau #33098** pour que les résidents et les visiteurs circulent avec sécurité, le soir, dans ce secteur.

Pétionnaire principal-Principal petitioner : Jean Savignac
 Adresse-Address : 577 A Nipissing St
Sturgeon Falls, ON P2B 0B8

☎ 705 475 8266



:

	Nom (imprimé)	Adresse	Signature
1	Raymonde Gaudette	324 Marteau Falls	R. Gaudette
2	Gilbert Gaudette	Sturgeon Falls	Gilbert Gaudette
3	Natalie Cheff	120 Bay Sturgeon Falls	N. Cheff
4	Diane Savignac	28 Principale W. Verner	D. Savignac
5	Tyler Morrison	547 Nipissing Street	Tyler Morrison
6	Lee Lachapelle	531 Nipissing	La Famille
7	Danielle Phillion	531 Nipissing	Danielle Phillion
8	Martin Primeau	Champagne	Martin Primeau
9	Eric Cuillerier	714 Quesnel	Eric Cuillerier
10	Pierre Leblanc	255 Nipissing	Pierre Leblanc
11	Charal Savignac	416 Champagne Rd	Charal Savignac
12	Nathalie Savignac	416 Champagne Rd	Nathalie Savignac
13	Linda LaMontagne	439 Quesnel Rd	Linda LaMontagne
14	Laurent Renaud	439 Quesnel Rd	Laurent Renaud
15	Jean Restoule	407 Quesnel Rd	Jean Restoule
16	Corinne Restoule	407 Quesnel Rd	Corinne Restoule

uv

17	Jean Savigne
18	Denise Laferrrière
19	Rizon Am
20	Paul Charles
21	Theresa Charles
22	Laurie Sangrin
23	Jack King
24	Cherie Maxson
25	Denise Paquette
26	Subert W. ayote
27	Jacqueline Mayette
28	Alain Major
29	M. Lanthier
30	Lawrence Prescott
31	Jacques Proulx
32	Georgie Duminier
33	NINA PER DUBOIS
34	Jean Marc Bouchard
35	J. Foyeur
36	Yvonne Dube
37	Lorraine Lafliche
38	Wendy Dube
39	Wendy Dube
40	Monique D. Smith
41	Michelle Kerr

- 42 PETE ROBITAILLE 576 Duplessis
- 43 Sonia Vilkneuve 576 Duplessis
- 44 Maud Landry 558 Duplessis
- 45 Denis Landry 558 Duplessis St
- 46 Alice Landry 558 Duplessis St
- 47 Michel Gauthier 619 Duplessis St
- 48 Hélène Piquette 619 Duplessis St
- 49 Maud Martel 592 Duplessis St
- 50 547 Quesnel Rd.

MEMORANDUM

TO: Jay Barbeau, CAO

FROM: Elizabeth Henning P. Eng, Director of Infrastructure

DATE: December 19, 2023

RE: Street light request Nipissing Street

A Petition to request a street light on Nipissing Street at Post # 33098 was submitted by Jean Savignac.

Point 5 of The Municipal Street Lighting Policy (2006/246) States: *Council recognizes that the installation of a street light can be controversial because, while some residents want them, others find the additional light intrusive; therefore, all requests for the installation of new street lights must be accompanied by a petition signed by at least 51% of the assessed owners and businesses in the defined area, vacant land owners being excepted. Petitions are to be filed at the office of the Municipal Clerk. Conversely, Council may decide to install street lights at any location it deems necessary in order to ensure the safety of vehicular or pedestrian traffic, without having received requests from residents for that location.*

After Assessment there are 13 residents who would be impacted by a street light in this location. They include the residents at # 558 #560, #561A&B, #565A&B, #576, #577A&B, #576, #583A&B, and #592. While the petition contains 50 signatures only 2 of the 13 assessed residents have signed the petition, which is less than the 51% required in the policy.

The Director of Infrastructure does not recommend a street lights at this location given the fact that this location does not necessarily conform to section 5, of our current municipal street lighting policy #2006/246.

Elizabeth Henning, P. Eng
Director of Infrastructure

Joie de vivre



www.westnipissingouest.ca

Section: Public Works Department	Policy Number: 2006/246
Sub-section: Lighting	Effective Date: June 20, 2006
Subject: Street Lighting	Revision Date: June 21, 2011

1. The purpose of this policy is:
 - a. to provide the community and the Municipality with standard guidelines for the effective and affordable management of lighting of the public streets and roadways in the Municipality of West Nipissing; and
 - b. to establish consistent warrants to evaluate and respond to requests for new street light installations within the Municipality.

2. Street lighting shall be managed in a way to provide illumination to aid in the safe and orderly movement of motor vehicles within the traveled way on public streets or roadways and of pedestrian traffic at street intersections and at other municipally maintained pedestrian infrastructure (sidewalks, crosswalks, intersections of sidewalks and public roads, etc). Any secondary benefit such as perceived personal security or the lighting of yards, driveways or private property is considered coincidental.

3. Requests for lighting that has benefit primarily to private property (ex: at a residential driveway where it joins the traveled way) shall not be accepted within this policy. Under this policy, the illumination of a private driveway or of private property is considered to be a "light of convenience" and shall not be the responsibility of the Municipality. Residents requesting such a light shall be encouraged to investigate alternatives such as private light systems.

4. Budget limitation and safety concerns will determine the number of new streetlights that may be added to the existing roadway system each year.

5. Council recognizes that the installation of a street light can be controversial because, while some residents want them, others find the additional light intrusive; therefore, requests for the installation of new street lights may be accompanied by a petition, signed by at least 51% of the assessed owners and businesses in the defined area, vacant land owners being excepted. However, if the request received is for an area servicing 5 properties or less, consent must be received by all affected property owners. Petitions are to be filed at the office of the Municipal Clerk. Conversely, Council may decide to install street lights at any location it deems necessary in order to ensure the safety of vehicular or pedestrian traffic, without having received requests from residents for that location.

Receipt by Council of a Petition/request for street lights shall not necessarily constitute acceptance and all requests shall be assessed in accordance with the ranking system hereinafter set out.

6. Requests will be evaluated by the Director of Operations, who will estimate the cost of each installation and who will determine each request's ranking based on a standardized scoring system as shown in Appendix A; the Director will keep a list of the rankings and make recommendations to Council during each year's capital budgeting exercise.
7. In any new subdivision, all costs related to streetlight installation or maintenance will be borne by the developer or owner of the subdivision until each road is formally assumed by the Municipality. For future subdivisions, street lights are to be installed on each second hydro pole along the road, or at a distance of approximately one hundred and eighty feet (55 metres), whichever is less. The purchase and installation of the lighting system to Municipal specifications will be the responsibility of the sub-divider and will be included in any deposits required for the completion of services.
8. When a request for street lights has been denied by Council due to budgetary constraints (and not necessarily due to the merit of the request), and if the denied request would benefit a specific group of property owners or a subdivision, Council may choose to allow that specific group to be charged directly for the cost of installation, as long as the group wishes to proceed with the installation at its own cost. In such a case, the Director of Operations would provide residents with an estimate of the maximum cost of the installation. Residents and businesses in the area to be lit (vacant land owners are excepted) would be required to pay the full amount prior to the installation. The Public Works Department would then arrange for the installation of the light(s). If the actual costs of installation differ from the estimate, the residents and businesses would either be invoiced or credited for the difference. The cost of operation, energy and maintenance of the lights, once installed, would be borne by the Municipality.
9. All street lights must be installed to accepted standards as they exist at the time of installation.
10. The allocation of street lights will be carried out on an annual basis and will form part of the Capital Budget as approved by Council during its annual budget deliberations.

APPENDIX A Municipality of West Nipissing STREET LIGHT POLICY RANKING SYSTEM FOR STREETLIGHT REQUESTS

Location of proposed light(s):	Street:	From:	To:
Request made by:	Name:		
	Address & Tel. #		
Petition signed by 51% ?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
CRITERION	ELEMENT	SCORE	
1. Safety:	Location of traffic accident whose cause was determined by police to be due to inadequate streetlighting	/ 80	
	Traffic concerns (ATV / Snowmobile route / footpath entrance, dangerous curve that poses night hazard)	/ 20	
	Bring lighting level to current standard at that given location (i.e. eliminate dark spot)	/ 15	
	Security / Vandalism	/ 10	
	Other (ex.: Cul-de-sac, etc)	/ 05	
2. Surrounding Land Uses:	Development infilling (ex.: new homes built on formerly vacant lots where lights are common)	/ 30	
	Development that increases volume of nighttime traffic (arenas, parks, community centres, churches, etc)	/ 25	
	Provide light to School Bus Stop	/ 15	
	Provide light to Canada Post Mail Boxes and Super Boxes	/ 10	
	Other	/ 05	
3. Road Classification:	Arterial / Hwy	/ 25	
	Collector	/ 20	
	Local	/ 15	
	Laneway	/ 10	
	Walkway / trail	/ 05	
4. Improvement:	General improvement is required to area (high profile site)	/ 15	
	Improves aesthetics in area	/ 10	
	Other	/ 05	
5. Construction:	No capital improvements required to install the light(s) (ex. Hydro Poles exist already)	/ 10	
	Capital improvements required to install the light(s)	/ 05	
	TOTAL POINTS:		

MEMORANDUM

TO: Jay Barbeau, CAO

FROM: Elizabeth Henning P. Eng, Director of Infrastructure

DATE: June 26, 2024

RE: Direction to restore filled ditches

The Director of Infrastructure is seeking direction from council regarding how to proceed with the rehabilitation of roadways where existing drainage ditches have been filled in. After an initial presentation to council on this matter council has requested a long-term cost analysis.

Over the next 5 years approximately 2000m of asphalt projects will require drainage systems to extend the life of the asphalt this is approximately 5% of our asphalt projects.

The attached case analysis of River Front Drive shows the up-front costs and long-term savings for both subdrains and ditches:

River Front Drive Sub Drain Vs Ditch Cost Comparison

- 255m of road where ditches on both sides have been filled.
- Expected Asphalt Cost = **\$80,325**

	Sub Drain	Ditch
Initial Cost	2 Catch Basins = \$12,000 520 m pipe = \$41,600 Total Cost to Install = \$53,600	520 m Ditch = \$7,800 10 Entrance Culverts Required = \$30,000 Total Cost to Install = \$37,800
Cost to Patch Road if No Drainage is done	\$17,000 Every 5 years or \$85,000 over the 25 year Life Span of the Road	
Long Term Cost to Maintain Drainage System		
	Sub Drain	Ditch
Regular Clean out (Every 5 to 10 years)	\$200 to flush basins = \$1000 over 25 year period	\$2000 to clean out ditch bottom assume clean out every 10 years total cost over 25 year period is \$4000
Replace Culverts after 25 to 30 years	Not required before 50 year mark	Assume 10 culverts @ \$3000/culvert = \$24,500
Total Maintenance Cost over 25 years	\$1000	\$28,000
Total Maintenance Cost over 50 years	\$2000	\$56,000

*These Numbers are 2024 dollars and do not account for inflation

The Director of Infrastructure recommends restoring roadside drainage to extend the life of our asphalt roads, and would like direction from council on which drainage system (open ditches or subdrain systems) to proceed with during these restorations.

Elizabeth Henning, P. Eng
Director of Infrastructure

MEMORANDUM

TO: Jay Barbeau, CAO

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

DATE: June 4, 2024

RE: **Youth Advisory Committee Terms of Reference Review**

Currently the committee is comprised of a member from each municipal ward and 3 additional members representing each high school in West Nipissing. It has proven to be a challenge to fill all of the 11 seats and to also ensure each ward is represented. We currently have 6 appointed members and one new application for Council's consideration.

Staff is looking for direction regarding amendments to the existing terms of reference. The following options/changes to the terms of reference are provided for Council's consideration;

- Reducing the number of appointed members to from 11 to 9 total
- Removing the ward representation and allowing a total of 6 appointed members at large while maintaining representation of the 3 local high schools
- Allowing for appointed members to remain on the committee for the duration of Council's term

Joie de vivre



www.westnipissingouest.ca

Municipality of West Nipissing

YOUTH ADVISORY COMMITTEE

TERMS OF REFERENCE

1. PURPOSE

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

2. MANDATE

The mandate of the YAC is:

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

3. MEMBERSHIP

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

- 8 (eight) youth, ages 14-24, appointed by council representing each Ward (*ages must be 14 years old prior to January 1st, 2023*)
- 3 (three) youth, representing each high school in West Nipissing

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

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

The Committee shall, from amongst its members, choose a Committee Chair as well as 2 youth representatives who will be members of the Recreation and Culture Advisory Committee. These selections shall be made at the first meeting of the year for each year of the committee's term.

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 requiring transportation to meetings will be eligible for mileage reimbursement as per municipal policy.

Resource Team (Non-Voting Members):

Council;

- Mayor

Municipal Staff;

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

Adult Mentors;

- Maximum of 3 volunteer adult mentors who have experience working with youth

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

4. RESPONSIBILITY OF ALL YAC MEMBERS

Committee Members will:

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

5. ATTENDANCE/REGRETS

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

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

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

6. PROCEDURES AND PROTOCOL

Meeting Time & Location

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

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

Agenda & Minutes

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

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

Decision Making & Quorum

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

Council Updates

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

7. AMENDMENT OF TERMS OF REFERENCE

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

SCHEDULE "B" OF BY-LAW 2019/24



AGENDA ITEM REQUEST FORM

PLEASE PRINT CLEARLY:

Requested Council Meeting Date:	July 9/2024		
Name of Requestor:	Kristopher Rivard	Date submitted:	
Address:	Full mailing address:		
Phone:	Home:	Business / Cell:	Fax:
		249-358-5046	
E-Mail:	Krivard@westnipissing.ca		

Requested Agenda Item/Subject:	Application for Blue Jays "Field of Dreams" Grant		
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> Requesting to submit application for Blue Jays "Field of Dreams" Grant in the fall of 2024. Application period is from September to October 31st. https://www.mlb.com/bluejays/community/jays-care/field-of-dreams		

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:	via e-mail	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:	June 27, 2024	Received from:	K. Rivard
Meeting Date Requested:	July 9, 2024	Mode of Notification:	<input type="checkbox"/> in person <input type="checkbox"/> by telephone <input checked="" type="checkbox"/> by e-mail <input type="checkbox"/> other: _____
Processing of request:	<input type="checkbox"/> Information only <input type="checkbox"/> Action Item <input checked="" type="checkbox"/> Discussion/Action Item <input type="checkbox"/> Report Required <input type="checkbox"/> Public Hearing <input type="checkbox"/> Closed Session		

APPROVED FOR AGENDA:

Scheduled for (date):	July 9, 2024	<input type="checkbox"/> Regular meeting <input checked="" type="checkbox"/> Committee of Whole meeting
Requestor Notification:	The above requestor _____ was notified on _____ (date)	

Action Taken:	
---------------	--

Notes / Comments:	
-------------------	--

FIELD OF DREAMS

FREQUENTLY ASKED QUESTIONS



1.) How long is the application process?

The process takes approximately six months. Initial applications are made available in September and due on October 31st. In mid-December, all applicants are notified of preliminary decisions and select applicants are invited to submit a full proposal by January 31st. After review, our board votes to approve funding in late March and all applicants are notified of final decisions shortly thereafter. Awards are announced publicly in early April.

2.) My project is not a baseball diamond, can I still apply for Field Of Dreams funding?

Yes! In addition to baseball and softball diamonds, we fund capital improvements to other athletic facilities such as gyms and multi-sport courts

3.) My organization does not have audited financial statements, what should I do?

We realize that not all organizations that are eligible for Field Of Dreams funding will have audited financial statements. If you do not, please provide your organization's most recent operating budget and bank statement in lieu.

4.) Does Field Of Dreams fund the purchase of sports equipment?

No, funding may be used only for capital expenses. Please see below for a complete list of eligible and ineligible expenses.

5.) My application is too large to send via email, what should I do?

If your files are too large for your email server, we recommend using [WeTransfer](#), a free file-sharing service.

6.) I don't yet have all the necessary permits for my project; can I still apply?

Yes, you may apply if you're in the process of securing any required permits. Should your proposal be selected to move to the second round, all permits need to be in place by the time full proposals are due at the end of January.

7.) Does Field Of Dreams fund the construction of new batting cages?

No, we do not fund the construction of new batting cages. Where existing batting cages pose a significant safety hazard, Field Of Dreams funding may be used to make necessary repairs.

SECOND ROUND

8.) What should be included in letters of support?

There are no requirements, per se. A brief description of the nature of the relationship with the organization providing the letter, number of years you've worked together and, if applicable, the amount of funding they may be contributing to the project would suffice.

9.) My organization does not have a T3010 A, what should I do?

In the "Missing Information Explanation" document, provide a brief description as to why you do not have this form (i.e. My organization is not a registered charity and therefore does not file a T3010A. We are an X,Y,Z type of entity)

10.) Does my organization need to have a child protection policy in place by the time I submit my application?

No, you do not need to have a policy in place when submitting your full proposal. Should your organization be awarded a grant, you will, however, need to complete online training and draft a written policy to receive the second installment of funding.

11.) The application requests recent photos without snow, but we've had snow on the ground for weeks. What should we do?

If you're not able to provide up-to-date, snow-free pictures, we'll accept older photos that clearly show the space and depict any issues you seek to address with Field Of Dreams funding (ie photos showing infield flooding, dilapidated fencing, outdated bleachers, etc.). Please provide the approximate date of each photo. If no other pictures are available, snow photos may be submitted.

ELIGIBLE EXPENSES:

- Covered dug outs
- Child-friendly spaces
- Accessibility improvements and upgrades
- The supplies, transportation and labour required to build or refurbish spaces
- Equipment that is safe and has a long-life span
- Bleachers that do not exceed these restrictions: 4-5 rows of seats and to a max of 27'L X 30"H X 81"D (height may vary if it's 5 rows). This seats about 72 and holds approx. 500lbs.

INELIGIBLE EXPENSES:

- Maintenance fees for the space
- The purchase of land
- Scoreboards
- Large-scale bleachers and grandstands
- Playgrounds
- Washrooms/Canteens
- Sports equipment
- Batting cages (new builds)

FIELD OF DREAMS

FOIRE AUX QUESTIONS



1. Combien de temps dure le processus de candidature?

Le processus dure environ six mois. Les candidatures initiales sont accessibles de septembre au 31 octobre. À la mi-décembre, tous les demandeurs sont informés des décisions préliminaires, et les demandeurs sélectionnés sont invités à soumettre une proposition intégrale d'ici le 31 janvier. Après examen, notre conseil d'administration vote pour approuver le financement à la fin du mois de mars, et tous les demandeurs sont informés des décisions finales peu après. Les subventions octroyées sont annoncées publiquement au début d'avril.

2. Puis-je présenter une demande d'octroi de financement dans le cadre du programme Field Of Dreams, même si mon projet ne concerne pas un terrain de baseball?

Oui! En plus de terrains de baseball et de balle molle, nous finançons les projets d'amélioration d'autres installations sportives, notamment des salles de conditionnement physique et des terrains multisports.

3. Mon organisme n'a pas d'états financiers audités, que dois-je faire?

Nous savons que certains organismes admissibles au programme Field Of Dreams n'ont pas d'états financiers audités. Dans ce cas, veuillez fournir le budget d'exploitation et le relevé bancaire les plus récents de votre organisme.

4. Le programme Field Of Dreams finance-t-il l'achat d'équipement sportif?

Non, le financement ne peut servir qu'à des dépenses liées aux infrastructures. Vous trouverez ci-dessous une liste complète des dépenses admissibles et non admissibles.

5. Ma candidature est trop volumineuse pour être envoyée par courriel, que dois-je faire?

Si votre fichier est trop volumineux pour votre serveur de courriel, nous vous recommandons d'utiliser [WeTransfer](#), un service gratuit de partage de fichiers.

6. Je n'ai pas encore tous les permis nécessaires pour mon projet, puis-je quand même présenter une candidature?

Oui, vous pouvez présenter une candidature si l'obtention des permis requis est en cours. Si votre candidature est sélectionnée pour la deuxième étape du processus, vous devrez être en possession de tous les permis d'ici la date limite de présentation de la proposition intégrale, à la fin de janvier.

7. Le programme Field Of Dreams finance-t-il la construction de nouvelles cages d'exercice au bâton?

Non, nous ne finançons pas la construction de nouvelles cages d'exercice au bâton. Si des cages de ce type présentent un véritable danger pour la sécurité, le financement du programme Field Of Dreams peut servir aux réparations nécessaires.

DEUXIÈME ÉTAPE

8. Que doit-on inclure dans les lettres de soutien?

Il n'y a pas d'exigence établie à proprement parler. Il suffit de fournir une brève description de la nature des liens avec l'organisme auteur de la lettre, le nombre d'années où vous avez collaboré et, s'il y a lieu, le montant du financement que cet organisme pourrait verser dans le cadre du projet.

9. Mon organisme ne dispose pas du formulaire T3010, que dois-je faire?

Dans le document Explication concernant les renseignements manquants, expliquez brièvement pourquoi vous n'avez pas ce formulaire (p. ex. Mon organisme n'est pas un organisme de bienfaisance enregistré et, par conséquent, il ne dispose pas du formulaire T3010. Nous sommes une entité de type X, Y, Z.)

10. Mon organisme a-t-il besoin d'avoir une politique en matière de protection de l'enfance en place au moment où je présente la candidature?

Non, vous n'avez pas besoin d'avoir une politique en place lors de la remise de la proposition intégrale. Si votre organisme reçoit une subvention, vous devrez suivre la formation en ligne et rédiger une politique écrite pour recevoir la deuxième tranche de financement.

11. Il faut fournir des photos récentes sans neige dans le cadre de la candidature, mais nous avons de la neige au sol depuis plusieurs semaines. Que devons-nous faire?

Si vous n'êtes pas en mesure de fournir de photos récentes sans neige, nous accepterons des photos plus anciennes qui montrent l'espace de façon claire et illustrent tous les problèmes que vous voulez régler grâce au financement du programme Field Of Dreams (p. ex. photos montrant un terrain inondé, des clôtures délabrées ou des gradins obsolètes). Veuillez fournir la date approximative de chaque photo. Si aucune autre photo n'est disponible, vous pouvez fournir des photos avec de la neige.

DÉPENSES ADMISSIBLES :

- Abris des joueurs couverts
- Espaces adaptés aux enfants
- Améliorations et mises à niveau relatives à l'accessibilité
- Fournitures, transport et main-d'œuvre nécessaires pour construire ou rénover les espaces
- Équipement sécuritaire et durable

- Gradins respectant toutes ces restrictions : de 4 à 5 rangées de sièges et jusqu'à 27 pieds de longueur X 30 pouces de hauteur X 81 pouces de profondeur (la hauteur peut varier s'il y a cinq rangées). Ces gradins comptent environ 72 places et pèsent approximativement 500 livres.

DÉPENSES NON ADMISSIBLES :

- Frais d'entretien de l'espace
- Achat du terrain
- Tableaux d'affichage
- Gradins et tribunes à grande échelle
- Terrains de jeu
- Toilettes/Cantines
- Équipement sportif
- Cages d'exercice au bâton (nouvelles)



West Nipissing Ovest

CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

Council - Committee of the Whole

Resolution #

Title: Consent Agenda

Date: July 9, 2024

Moved by: _____

Seconded by: _____

BE IT RESOLVED that the Consent Agenda for the Council-Committee of Whole meeting of July 9, 2024, be approved, as presented.

CARRIED

DEFEATED

DEFEATED

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



West Nipissing Ouest

CORPORATION DE LA MUNICIPALITÉ DE NIPISSING OUEST

Council - Committee of the Whole

Résolution #

Titre: Ordre du jour par consentement

Date: le 9 juillet 2024

Proposé par: _____

Appuyé par: _____

IL EST RÉSOLU que l'ordre du jour du consentement pour la réunion du Conseil-Comité plénier du July 9, 2024 soit approuvé, tel que présenté.

ADOPTÉ

REJETÉ

REJETÉ

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



West Nipissing Ouest

CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

Council - Committee of the Whole

Resolution #

Title: Adopt the Council-Committee of the Whole Minutes (Jun-18-2024)

Date: July 9, 2024

Moved by: _____

Seconded by: _____

BE IT RESOLVED THAT the minutes of the Council - Committee of the Whole meeting held on June 18, 2024 be adopted, as presented.

CARRIED

DEFEATED

DEFEATED

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



West Nipissing Ouest

CORPORATION DE LA MUNICIPALITÉ DE NIPISSING OUEST

Council - Committee of the Whole

Résolution #

Titre: Adopter le procès-verbal du comité plénier du Conseil (18 juin 2024)

Date: le 9 juillet 2024

Proposé par: _____

Appuyé par: _____

IL EST RÉSOLU que le procès-verbal du Conseil – Comité plénier du 18 juin 2024 soit adopté, tel que présenté.

ADOPTÉ

REJETÉ

REJETÉ

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



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

June 18, 2024, 6:30 PM

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

1. OPENING AND LAND ACKNOWLEDGEMENT

2. DECLARATIONS OF PECUNIARY INTEREST

The Clerk received a signed Declaration of Pecuniary Interest from Councillor Pharand pertaining to agenda Item #6.2.2; wherein he sited direct interest and connection to conditional purchasers.

3. ADDENDUM & AGENDA

3.1 Approve the Addendum

Resolution # 2024-157

Moved by: Councillor Anne Tessier

Seconded by: Councillor Roch St. Louis

BE IT RESOLVED THAT the Addendum for the meeting of Council - Committee of the Whole held on June 18, 2024 be adopted, as presented.

CARRIED

3.2 Adopt the Agenda

Resolution # 2024-158

Moved by: Councillor Roch St. Louis

Seconded by: Councillor Anne Tessier

BE IT RESOLVED THAT the Agenda for the Council - Committee of the Whole meeting held on June 18, 2024 be adopted, as amended with the removal of Item #6.2.4.

CARRIED WITH AMENDMENTS

4. DELEGATIONS & PETITIONS

4.1 Petition: Request for installation of street light (Nipissing / Quesnel intersection)

Council received a Petition for street lighting at the intersection of Nipissing and Quesnel Road. The Petition will be discussed at the July 9, 2024 meeting of Council.

5. **COMMITTEE OF THE WHOLE**

5.1 **Economic Development Committee**

1. IRCC Francophone Community Immigration Pilot Program

Council was provided with information regarding pilot programs to attract French-speaking immigrants to the area. Municipalities alone are not eligible to apply and it was recommended that staff reach out to local economic development organizations to see if there is a willingness to undertake such an application.

5.2 **Public Works Committee**

1. Urban Roadside Drainage

Council received information from the Director of Infrastructure regarding roadside drainage. In the past, many owners have filled in the ditch in front of their property, creating a situation where the road is degrading as a result. The Director sought Council's direction as to whether these situations should be corrected through installation of a sub-drain or to re-instate the ditches. A lengthy discussion ensued with Council requesting an analysis of the scope of the issue using Riverfront Drive as an example and the cost to mitigate the situation under both scenarios.

2. River Valley RV Dumping Station

Council received a report from the Director of Infrastructure recommending the closure of the RV dumping station at the River Valley landfill site. Council was in agreement to close the site and it was suggested that the public be made aware that the station is no longer in service through the posting of signage and that existing signage for the dump station be removed.

5.3 **Community Services Committee**

1. Development of a Recreation Culture and Leisure Master Plan

Council received information from the Director of Community Services regarding the development of a Recreation and Leisure Master Plan which will provide council with a tool to make decisions regarding future development and upgrade of municipal recreation and leisure facilities. The study would be funded by the Municipal Modernization Fund and the anticipated time frame for completion would be 6 - 9 months. Following discussion, the majority of council was not in favour of proceeding with such a study.

2. Request for Recess

Resolution # 2024-159

Moved by: Councillor Roch St. Louis

Seconded by: Councillor Jamie Restoule

MOTION FOR RECESS:

BE IT RESOLVED THAT at approximately 7:59PM, a motion was tabled for a 10 minute recess.

CARRIED

3. Recreation and Culture Advisory Committee Recommendation

Council discussed the recommendation of the Recreation and Culture Advisory Committee to re-examine the Goulard Park project and a list of items which would comprise Phase I of the development. The Director provided a brief history of the project back to 2016. The Director requested direction from Council as to whether it wishes to prioritize this project in terms of seeking funding opportunities. Council requested that a copy of the plans prepared originally be provided to council. Staff was directed to provide the Recreation and Culture Advisory Committee and Council with additional information and proposed costing of the project for consideration as a prospective budgetary consideration. It was also suggested that any small initiatives which can be taken in the interim be considered. It was also suggested that funding opportunities outside of the mainstream be looked at.

4. Pickleball Courts - Update

Council received an update on the request to upgrade an existing tennis court for pickleball. Staff presented two options for resurfacing of just the pickleball courts or the entire surface. Additional considerations included fencing, lighting and whether this is the appropriate venue for a permanent pickleball surface. Following discussion, council was not in support of the rehabilitation of the existing tennis courts. Opportunities will be explored for alternative locations and opportunities.

5. Basketball Courts (Cache Bay)

Council received a request from the residents of Cache Bay through Councillor St. Louis to create a new surface to support a basketball court and potential pickleball court(s). Staff was requested to provide an estimate of the cost of the project to be brought back to Council for consideration.

6. Preservation of Historical Archives

The Mayor brought forward requests from the members of the French and English Historical Societies regarding access and storage of archival material. Staff indicated that the municipality's archives are held at the museum and that the library also has archives which are the property of the library. Museum staff have provided unrestricted access to archives in 2024. Staff will be bringing forward a policy on the preservation of municipal archives for consideration by council.

5.4 Environmental Services Committee

1. Rural Landfill Concerns

Council received an update on the ongoing incidences of theft and vandalism at rural landfill sites. Ongoing efforts are in place to implement measures to address the situation.

6. REGULAR MEETING

6.1 Consent Agenda

Resolution # 2024-160

Moved by: Councillor Anne Tessier

Seconded by: Councillor Jamie Restoule

BE IT RESOLVED that the Consent Agenda for the Council-Committee of Whole meeting of June 18, 2024, be approved, as presented.

CARRIED

1. Adopt the Council-Committee of the Whole Minutes (June-4-2024)

Resolution # 2024-160A

Moved by: Councillor Anne Tessier

Seconded by: Councillor Jamie Restoule

BE IT RESOLVED THAT the minutes of the Council - Committee of the Whole meeting held on June 4, 2024 be adopted, as presented.

CARRIED

2. Receive the Au Chateau Board of Management Minutes (April 2024)

Resolution # 2024-160B

Moved by: Councillor Anne Tessier

Seconded by: Councillor Jamie Restoule

BE IT RESOLVED that the Minutes of the Au Chateau Board of Management held on April 24, 2024 be received.

CARRIED

3. Receive Committee of Adjustment Minutes (May 14, 2024)

Resolution # 2024-160C

Moved by: Councillor Anne Tessier

Seconded by: Councillor Jamie Restoule

BE IT RESOLVED that the Minutes of the Committee of Adjustment Meeting held on May 14, 2024 be received.

CARRIED

6.2 Planning

1. By-Law 2024-47 to Authorize Execution of a Subdivision Agreement with Steve Niedzwiecki (SUBD2019-03 - Island 14, Twp. Bertram)

Resolution # 2024-161

Moved by: Councillor Jamie Restoule

Seconded by: Councillor Anne Tessier

BE IT RESOLVED THAT By-Law **2024-47**, being a by-law of the Municipality of West Nipissing to authorize the execution of a Subdivision Agreement with Steve Niedzwiecki (SUBD 2019-03) with the Municipality of West Nipissing; shall come into force and take effect on the date it is passed.

CARRIED

2. By-Law 2024-48 to Authorize Execution of a Subdivision Agreement with Georges and Marie Arcand (Lac Clair Road, Cache Bay)

Councillor Georges Pharand declared a conflict on this item. (Councillor Pharand is a purchaser of one of the lots being authorized in the Subdivision Agreement and has family connections to purchasers of other lots.)

Resolution # 2024-162

Moved by: Councillor Roch St. Louis

Seconded by: Councillor Jamie Restoule

BE IT RESOLVED THAT By-Law **2024-48**, being a by-law of the Municipality of West Nipissing to authorize the execution of a Subdivision Agreement with Georges and Marie Arcand (SUBD 2018-01) with the Municipality of West Nipissing; shall come into force and take effect on the date it is passed.

CARRIED

3. By-Law 2024-49 to Authorize Execution of a Subdivision Agreement with 2400517 Ontario Ltd. (Rene & Rachel Bertrand - SUBD2023-01, Brown's Island, Twp. Bertram)

Resolution # 2024-163

Moved by: Councillor Roch St. Louis

Seconded by: Councillor Georges Pharand

BE IT RESOLVED THAT By-Law **2024-49**, being a by-law of the Municipality of West Nipissing to authorize the execution of a Subdivision Agreement with René and Rachel Bertrand (SUBD 2023-01) with the Municipality of West Nipissing; shall come into force and take effect on the date it is passed.

CARRIED

4. Authorize further Extension of Draft Plan Approval SUBD2014/03 (Delorme Properties Ltd., Delorme Road, Twp. Springer)

Item removed from agenda and pushed to next Council meeting.

6.3 Correspondence

6.4 Unfinished Business

6.5 New Business

1. Approve Tax Collection Policy

Resolution # 2024-164

Moved by: Councillor Georges Pharand

Seconded by: Councillor Roch St. Louis

WHEREAS at the meeting held on June 4, 2024; Council of the Municipality of West Nipissing reviewed Tax Collection Policy;

BE IT THEREFORE RESOLVED THAT Council of the Municipality of West Nipissing approves the Tax Collection Policy as presented, which policy shall come into force and take effect on the date it is passed.

BE IT FURTHER RESOLVED THAT the Tax Collection Policy shall form part of the West Nipissing Policy Manual.

CARRIED

2. Appointment of Councillor Pharand to a board

Resolution # 2024-165

Moved by: Councillor Daniel Gagné

Seconded by: Councillor Kris Rivard

BE IT RESOLVED THAT Councillor Georges Pharand be appointed to the following board:

- "Centre communautaire de Lavigne" Board

CARRIED

3. Declare Verner RAM Rodeo a municipally significant event

Resolution # 2024-166

Moved by: Councillor Kris Rivard

Seconded by: Councillor Daniel Gagné

BE IT RESOLVED THAT Council for the Municipality of West Nipissing declares the Verner RAM Rodeo to be held on September 7th and 8th, 2024 at 141 Millrand Road, in Verner, Ontario, hosted by Caroline Lafrenière, to be a municipally significant event.

CARRIED

4. Resolution to Authorize Noise By-Law Exemptions

Resolution # 2024-167

Moved by: Councillor Daniel Gagné

Seconded by: Councillor Kris Rivard

BE IT RESOLVED THAT Council authorizes the following exemptions of the Municipality of West Nipissing Noise By-Law **1999/75**, made by the following requestors for the specified dates and locations:

1. Mr. Joe Welna for Waterpalooza (a Boating Event with Live Music for KOA Kids Care Camp Charity), which will take place at 658 Delorme Road (on the Sturgeon River) in

Sturgeon Falls, on Saturday, August ~~2~~ **3**, 2024 from 12:00PM until 7:00PM; **with an alternate rainout date of Sunday, August 4, 2024 from 12:00PM until 7:00PM.**

2. Jasmine Goulard for an outdoor family event, which will take place at 191 Third Street in Sturgeon Falls, on Saturday, July 6, 2024 from 5:00 PM until 1:00 AM (July 7th, 2024).

CARRIED WITH AMENDMENTS

5. Extend Curfew

Resolution # 2024-168

Moved by: Councillor Roch St. Louis

Seconded by: Councillor Georges Pharand

At approximately 9:30 PM, a motion was tabled to extend the meeting beyond the regular curfew in order to proceed with the agenda.

CARRIED

6. Authorize Fee Waiver for Hall

Resolution # 2024-169

Moved by: Councillor Kris Rivard

Seconded by: Councillor Daniel Gagné

BE IT RESOLVED THAT Council for the Municipality of West Nipissing hereby waives all fees for the use of the West Nipissing Community Center/Arena, in Sturgeon Falls, as requested by Studio Project Arts Collective Inc. (Clayton Windatt) in order to host their "Future in Safe Hands 2024 Festival" event to be held on Friday, July 26th to Sunday, July 28th, 2024; as amended.

CARRIED WITH AMENDMENTS

Amendment:

Resolution # 2024-170

Moved by: Councillor Daniel Gagné

Seconded by: Councillor Roch St. Louis

THAT the fee waiver for use of the West Nipissing Community Center/Arena to Studio Project Arts Collective Inc. (Clayton Windatt) is conditional upon proof of not for profit status be provided.

CARRIED

7. Authorize temporary road closure (Smilie Rd)

Resolution # 2024-171

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

WHEREAS Council received a request from Enbridge Gas seeking the temporary closure of Smilie Road in order to complete the installation of a new gas line;

BE IT RESOLVED THAT Council hereby authorizes the temporary closure of Smilie Road for approximately 6 weeks in order to permit Enbridge Gas to complete a horizontal drilling project for a new gas line;

BE IT FURTHER RESOLVED THAT Enbridge Gas take the necessary steps to duly inform the general public and emergency services of the proposed closure dates of Smilie Road.

CARRIED

7. NOTICE OF MOTION

8. ADDENDUM

8.1 Adopt By-Law No. 2024-50 to authorize the Mayor and CAO to execute a Municipal Funding Agreement on the Canada Community-Building Fund

Resolution # 2024-172

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

BE IT RESOLVED THAT By-Law **2024-50**, being a by-law of the Municipality of West Nipissing to authorize the execution of a municipal funding agreement with the Association of Municipalities of Ontario regarding the Canada Community Building Fund; shall come into force and take effect on the date it is passed.

CARRIED

8.2 Resolution to support the North Bay and Area Rural Community Immigration Pilot Expression of Interest Application (RCIP)

Resolution # 2024-173

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

BE IT RESOLVED THAT Council for the Municipality of West Nipissing authorizes the Mayor to sign a letter of support for the North Bay and Area Rural Community Immigration Pilot Expression of Interest Application (RCIP), as attached.

CARRIED

9. MAYOR'S REPORT AND ANNOUNCEMENTS

9.1 Mayor's Report

10. CLOSED MEETING

Resolution # 2024-174

Moved by: Councillor Daniel Gagné

Seconded by: Councillor Fern Pellerin

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

- the security of the property of the municipality or local board;;
- a proposed or pending acquisition or disposition of land by the municipality or local board;
 - a. 35 Front Street, Pt. Block E, Plan 11, Town of Sturgeon Falls

CARRIED

10.1 Adopt Minutes of June 4, 2024

10.2 35 Front Street, Sturgeon Falls, ON

10.3 Back to Open Session

11. ADJOURNMENT

11.1 Adopt Confirmatory By-law

Resolution # 2024-177

Moved by: Councillor Fern Pellerin

Seconded by: Councillor Daniel Gagné

BE IT RESOLVED THAT By-Law No. **2024-51**, 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 June 18, 2024 shall come into force and take effect on the date it is passed.

CARRIED

11.2 Adjourn the meeting

Resolution # 2024-178

Moved by: Councillor Daniel Gagné

Seconded by: Councillor Fern Pellerin

BE IT RESOLVED THAT the meeting of Council - Committee of the Whole held on June 18, 2024 be adjourned.

CARRIED



West Nipissing Ouest

CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

Council - Committee of the Whole

Resolution #

Title: Receive the Au Chateau Board of Management Minutes (May-24-2024)

Date: July 9, 2024

Moved by: _____

Seconded by: _____

BE IT RESOLVED that the Minutes of the Au Chateau Board of Management held on May 15, 2024 be received.

CARRIED

DEFEATED

DEFEATED

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



West Nipissing Ouest

CORPORATION DE LA MUNICIPALITÉ DE NIPISSING OUEST

Council - Committee of the Whole

Résolution #

Titre: Recevoir le procès-verbal du conseil d'administration d'Au Chateau (24 mai-2024)

Date: le 9 juillet 2024

Proposé par: _____

Appuyé par: _____

IL EST RÉSOLU que le procès-verbal du conseil d'administration d'Au Chateau tenu le 15 mai 2024 soit reçu.

ADOPTÉ

REJETÉ

REJETÉ

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

04. Adoption of Minutes

Resolution No. 34

Moved by : Fernand Pellerin

Seconded by : Jamie Restoule

BE IT RESOLVED THAT the Minutes of the Regular Meeting held April 24, 2024 be approved as presented.

Carried

05. New Business:

1. Board Appointment Update

Administrator informed the Board that Member, Catherine Neddow, Provincial Appointee's reappointment has terminated effective April 11, 2024 as per confirmation from the Ministry of Health - Executive Council of Ontario Order in Council.

a) Health & Safety Committee Meeting Minutes

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

Resolution No. 35

Moved by : Jamie Restoule

Seconded by : Ronald Demers

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

Carried

b) Quality Management Committee Minutes

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

Resolution No. 36

Moved by : Fernand Pellerin

Seconded by : Ronald Demers

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

Carried

c) MLTC Updates to Regulations

Administrator provided a summary of the following key changes coming into effect on May 1, 2024 and July1, 2024.

- ✓ Staffing qualifications and flexibility
- ✓ Pandemic recovery and stabilization
- ✓ Technical and clarifying amendments.

d) MLTC Funding Increases

Administrator highlighted the funding for the level of care and Case Mix Index Methodology with an overall satisfactory increase of 10+% which will meet the Home's inflationary factors.

e) Strategic Plan

Administrator updated the Board on the supplemental construction funding from the Ministry. He further provided a re-development Cost Estimate Analysis for the Home. Based on this funding it was concluded that it is not in the Home's best interest to consider re-development at this time due to high taxes and negative impact to municipalities.

06. Unfinished Business:**a) Financial Report**

None.

b) Administrative Report

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

Resolution No. 37

Moved by : Ronald Demers
Seconded by : Jamie Restoule

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

Carried

07. In-Camera Session

Resolution No. 38

Moved by : Jamie Restoule
Seconded by : Fernand Pellerin

BE IT RESOLVED THAT the Board go in-camera to discuss matters Labour Matters at 1:00 pm.

Carried

a) Labour Matter

The Administrator updated the Board on Family concerns with respect to identifiable individual.

Resolution No. 39

Moved by : Fernand Pellerin
Seconded by : Ronald Demers

BE IT RESOLVED THAT the Board returns to its Regular Meeting at 1:17 pm.

Carried

08. Other Business / Information Items

a) **Next Meeting**

The next meeting is scheduled for April 19th, 2024 at 12:00

b) **Information Items**

None

09. Adjournment

Resolution No. 40

Moved by : Jamie Restoule

Seconded by : Ronald Demers

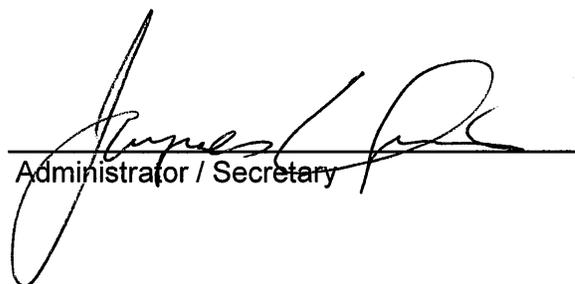
BE IT RESOLVED THAT the meeting now adjourns at 1:20 pm.

Carried

Chair



Administrator / Secretary





West Nipissing Ovest

CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

Council - Committee of the Whole

Resolution #

Title: Receive the WN Public Library Board Minutes (May-19-2024)

Date: July 9, 2024

Moved by: _____

Seconded by: _____

BE IT RESOLVED that the Minutes of the West Nipissing Public Library Board Meeting held on May 19, 2024 be received.

CARRIED

DEFEATED

DEFEATED

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



West Nipissing Ouest

CORPORATION DE LA MUNICIPALITÉ DE NIPISSING OUEST

Council - Committee of the Whole

Résolution #

Titre: Recevoir le procès-verbal du conseil d'administration de la bibliothèque publique de WN (19 mai 2024)

Date: le 9 juillet 2024

Proposé par: _____

Appuyé par: _____

IL EST RÉSOLU que le procès-verbal de la réunion du conseil d'administration de la Bibliothèque publique de Nipissing Ouest, tenue le 19 mai 2024, soit reçu.

ADOPTÉ

REJETÉ

REJETÉ

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

**The West Nipissing Public Library Board
Le conseil de la bibliothèque publique de Nipissing Ouest**

**Regular Board Meeting Minutes
Thursday, May 9, 2024 at 6:00, Verner Library**

Present: C. Hatton, S. Friedrich, S. Michaud, K. Nicol, C. Riberdy, D. Rivard

Staff: É. Bisailon

Regrets: A. Baird

1. Call to order

Meeting called to order by chair at 6:08 p.m.

2. Approval of the agenda for regular Board Meeting of May 2024

MOTION #24-38

MOVED BY S. Michaud

SECONDED BY S. Friedrich that the agenda for the meeting of May 9, 2024 be approved as presented

CARRIED

3. Declaration of any conflicts of interest

None

4. Approval of the minutes of the previous meeting:

MOTION #24-39

MOVED BY D. Rivard

SECONDED BY S. Friedrich that the minutes of the meeting of April 18, 2024, be approved as presented

CARRIED

5. Business arising from the minutes

a) CEO Performance Appraisal

The Board moved to go into closed session to discuss specific details regarding the CEOs performance appraisal.

MOTION #24-40

MOVED BY C. Riberdy

SECONDED BY K. Nicol that the meeting proceeds into closed session at 6:09 p.m.

CARRIED

MOTION #24-41

MOVED BY C. Riberdy

SECONDED BY K. Nicol that the meeting proceeds into regular session at 6:57

CARRIED

6. Correspondence

Email received attached.

The CEO shared an email addressed to the Board, that was received at the Library. The email discussed the possibility of having a section on the website dedicated to book reviews as well as poetry/art by members of the community. The Board decided to give these suggestions a try and add them to the website. The CEO and staff will work on these changes and contact the individual. The Library will also promote these new sections on social media once complete.

7. Treasurer's Report

a) Approval of disbursements for the month of April 2024

MOTION #24-42

MOVED BY S. Friedrich

SECONDED BY C. Riberdy that the expenditures for the month of April 2024 in the amount of \$8,601.00 for cheques #6934 to #6947 inclusive be approved and that fees and fines in the amount of \$887.60 be acknowledged

CARRIED

b) eTransfer, Payment Stream, Interact

The Library bank account can accept eTransfers at no additional cost. Payments would be made to the CEO's business email address that is linked to the Library's main account and deposited automatically. No payments will be made electronically until the Board agrees to adopt it as a valid method of payment. All payments would appear on the monthly bank statement.

The CEO has reached out to Caisse Alliance regarding Payment Stream. A request was made to Payment Stream to contact the Library to provide more information however, no contact had been made by time of meeting.

All neighbouring libraries that offer interact, have it with Square. They all report great service. The CEO had a meeting with Square to discuss the Library's needs and what they can offer. The terminal cost is \$399, plus a fee per transaction. Fees are calculated based on card type. The Board asked the CEO to find out about the payment of fees.

The Board has decided to wait until they have more information from Payment Stream and Square to make any decisions.

8. Report of Board Members' Advocacy Activities

None

9. Report of the CEO:

**See attached*

The CEO presented her report.

MOTION #24-43

MOVED BY S. Friedrich

SECONDED BY D. Rivard that the CEO's report be approved as presented

CARRIED

10. Policy Review & Updates

a) OP-COL 1 – Collection Development

MOTION #24-44

MOVED BY K. Nicol

SECONDED BY C. Riberdy that policy *OP-COL 1 – Collection Development* be approved as presented

CARRIED

b) GOV 14 – Board Evaluation

MOTION #24-45

MOVED BY K. Nicol

SECONDED BY C. Riberdy that policy *GOV 14 – Board Evaluation* be approved as presented

CARRIED

11. Date & Time of Next Meeting

Thursday, June 13, 2024 at 6:00, Sturgeon Falls Boardroom

12. Adjournment

MOTION # 24-46

MOVED BY S. Michaud

SECONDED BY S. Friedrich that the meeting be adjourned at 7:32

Chair

Secretary

Date

Date



West Nipissing Ovest

CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

Council - Committee of the Whole

Resolution #

Title: Approve By-Law 2024-52 to assume and dedicate land for road purposes (Millrand Rd)

Date: July 9, 2024

Moved by: _____

Seconded by: _____

BE IT RESOLVED THAT By-law **2024/52** being a by-law to accept and dedicate lands for public highway purposes, shall come into force and take effect on the date it is passed.

Part of Lot 11, Concession 1

Parts 2 & 4, Plan 36R-15183

Geographic Township of Kirkpatrick

Municipality of West Nipissing

District of Nipissing.

Being parts of the travelled roads known as Millrand Road.

CARRIED

DEFEATED

DEFEATED

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



West Nipissing Ouest

CORPORATION DE LA MUNICIPALITÉ DE NIPISSING OUEST

Council - Committee of the Whole

Résolution #

Titre: Approuver le règlement 2024-52 pour assumer et dédier un terrain à des fins routières (chemin Millrand)

Date: le 9 juillet 2024

Proposé par: _____

Appuyé par: _____

QU'IL SOIT RÉSOLU QUE le Règlement **2024/52** étant un règlement pour accepter et dédier des terrains à des fins de route publique, entre en vigueur et prend effet à la date de son adoption.

Partie du Lot 11, Concession 1

Parties 2 & 4, Plan 36R-15183

Canton Géographique de Kirkpatrick

Municipalité de Nipissing Ouest

District de Nipissing.

Faisant partie des routes parcourues connues sous le nom de chemin Millrand.

ADOPTÉ

REJETÉ

REJETÉ

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

BY-LAW 2024/52
**BEING A BY-LAW TO RECOGNIZE AND ACCEPT LANDS
 FOR PUBLIC HIGHWAY PURPOSES – PT MILLRAND RD, TWP KIRKPATRICK**

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 Millrand Road.

PT OF LOT 11, CON. 1
 PARTS 2 & 4, 36R-15183
 GEOGRAPHIC TOWNSHIP OF KIRKPATRICK,
 MUNICIPALITY OF WEST NIPISSING,
 DISTRICT OF NIPISSING.

ENACTED AND PASSED THIS 9th DAY OF JULY, 2024 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.

 KATHLEEN THORNE-ROCHON,
 MAYOR

 MELANIE DUCHARME,
 CLERK



West Nipissing Ovest

CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

Council - Committee of the Whole

Resolution #

Title: Approve By-Law 2024-53 to assume and dedicate land for road purposes (Nipissing & Quesnel Rds.)

Date: July 9, 2024

Moved by: _____

Seconded by: _____

BE IT RESOLVED THAT By-law **2024/53** being a by-law to accept and dedicate lands for public highway purposes, shall come into force and take effect on the date it is passed.

Part of Lot 3, Concession B

Parts 4, 5 & 6, Plan 36R-15253

Parts 2, 3 & 4, Plan 36R-8556

Geographic Township of Springer

Municipality of West Nipissing

District of Nipissing.

Being parts of the travelled roads known as Nipissing and Quesnel Roads, Sturgeon Falls, Ontario.

CARRIED

DEFEATED

DEFEATED

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



West Nipissing Ouest

CORPORATION DE LA MUNICIPALITÉ DE NIPISSING OUEST

Council - Committee of the Whole

Résolution #

Titre: Approuver le règlement 2024-53 pour assumer et dédier des terres à des fins routières (chemins Nipissing et Quesnel).

Date: le 9 juillet 2024

Proposé par: _____

Appuyé par: _____

QU'IL SOIT RÉSOLU QUE le Règlement **2024/53** étant un règlement pour accepter et dédier des terrains à des fins de route publique, entre en vigueur et prend effet à la date de son adoption.

Partie du Lot 3, Concession B

Parties 4, 5 et 5, Plan 36R-15253

Parties 2, 3 et 4, Plan 36R-8556

Canton Géographique de Springer

Municipalité de Nipissing Ouest

District de Nipissing.

Faisant partie des routes parcourues connues sous le nom de chemin Nipissing et Quesnel, Sturgeon Falls, Ontario

ADOPTÉ

REJETÉ

REJETÉ

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

BY-LAW 2024/53

BEING A BY-LAW TO RECOGNIZE AND ACCEPT LANDS FOR PUBLIC HIGHWAY PURPOSES – NIPISSING ST & QUESNEL 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 Nipissing Street & Quesnel Rd.

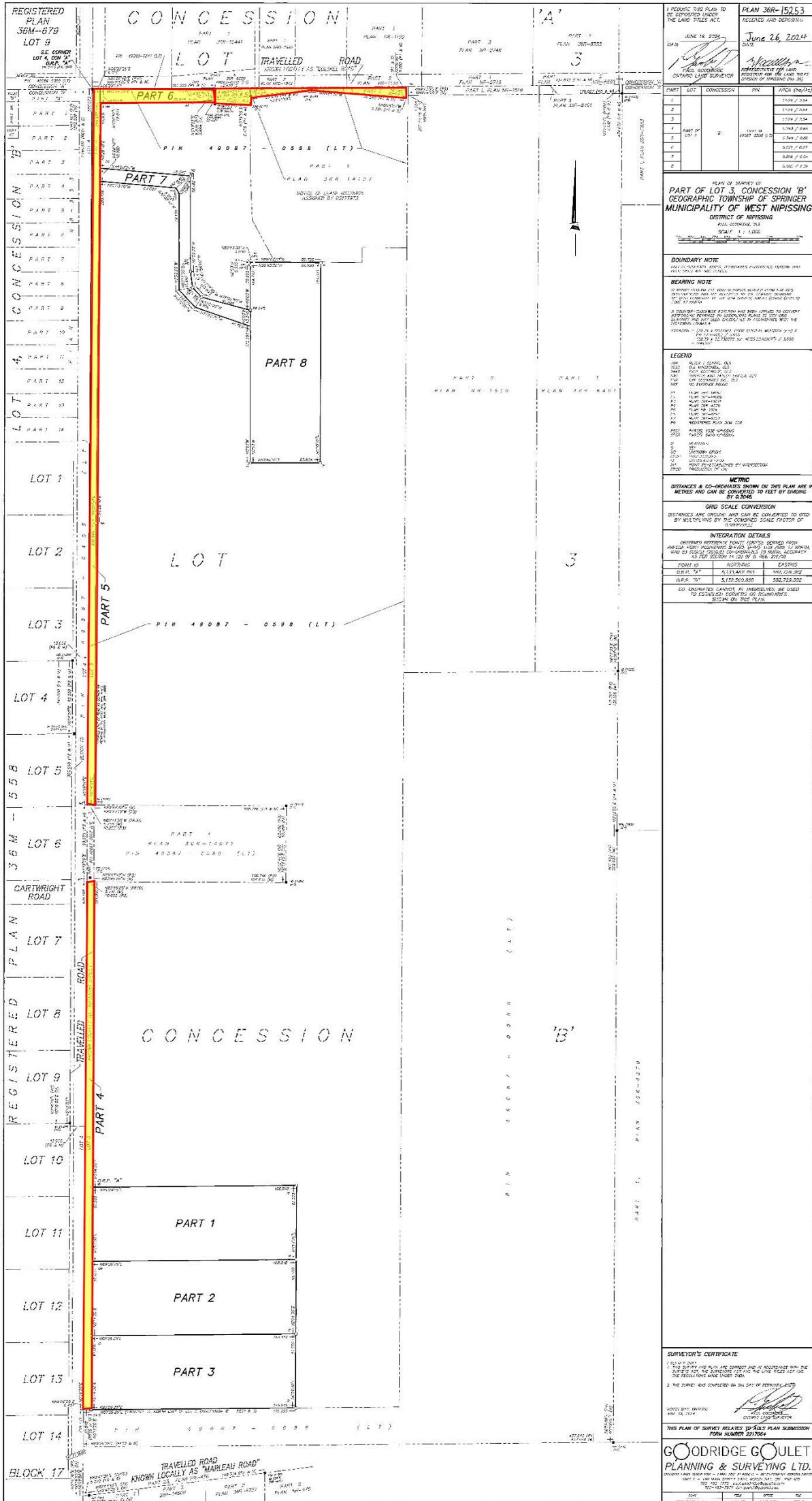
PART OF LOT 3, CON. B
 PARTS 4, 5 & 6, 36R-15253
 PARTS 2, 3 & 4, 36R-8556
 GEOGRAPHIC TOWNSHIP OF SPRINGER,
 MUNICIPALITY OF WEST NIPISSING,
 DISTRICT OF NIPISSING.

ENACTED AND PASSED THIS 9th DAY OF JULY, 2024 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.

KATHLEEN THORNE-ROCHON,
MAYOR

MELANIE DUCHARME,
CLERK

SKETCH FOR BY-LAW 2024/53





West Nipissing Ouest

CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

Council - Committee of the Whole

Resolution #

Title: Repeal Facility Rental Fee Waiver Policy (2017-148)

Date: July 9, 2024

Moved by: _____

Seconded by: _____

WHEREAS at the June 4th meeting Council adopted the Discretionary Grant Policy (2024/137);
AND WHEREAS the Discretionary Grant Policy (2024-137) replaces the previous Facility Rental Fee Waiver Policy;
BE IT RESOLVED THAT the Facility Rental Fee Waiver Policy (2017-148) is hereby repealed and it will be furthermore removed from the Policy Manual.

CARRIED

DEFEATED

DEFEATED

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



West Nipissing Ouest

CORPORATION DE LA MUNICIPALITÉ DE NIPISSING OUEST

Council - Committee of the Whole

Résolution #

Titre: Abroger la politique d'exonération des frais de location des installations (2017-148)

Date: le 9 juillet 2024

Proposé par: _____

Appuyé par: _____

ATTENDU QUE lors de la réunion du 4 juin, le conseil a adopté la politique de subventions discrétionnaires (2024/137) ;
ET ATTENDU QUE que la politique de subventions discrétionnaires (2024-137) remplace l'ancienne politique d'exonération des frais de location d'installations ;
IL EST RÉSOLU QUE la politique d'exonération des frais de location d'installations (2017-148) soit abrogée par la présente et qu'elle soit en outre retirée du manuel des politiques.

ADOPTÉ

REJETÉ

REJETÉ

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

Section: F	Policy Number: 2017 / 148
Department: Community Services Departments	Effective Date: April 18, 2017
Subject: FACILITY RENTAL FEE WAIVER POLICY	Revision Date:

FACILITY RENTAL FEE WAIVER POLICY

1. POLICY STATEMENT

The Municipality of West Nipissing relies on fees and other charges to offset the cost of certain services. These fees and charges are a vital part of revenues and help in reducing the amount of taxation that would otherwise need to be collected to fund the services.

Conversely, the Council of the Municipality of West Nipissing recognizes and values the important work done by non-profit organizations and the contributions made to the community by individuals and local businesses. This policy supports not-for-profit organizations and community groups requesting the use of municipal facilities for community programs and special events at no or reduced cost.

2. PURPOSE

The purpose of this policy is to ensure consistency, equity and transparency in addressing requests for relief, in whole or in part, for the cost of renting municipal facilities.

3. DEFINITIONS

“Applicant”: the organization making the request and taking responsibility for use of the facilities and/or equipment.

“Facility and equipment”: municipal lands (parks/marina sports fields, amphitheatres, etc.), halls/rooms and equipment (tents, tables, chairs, etc.) available for lease or rent that are owned and operated by the Municipality.

“Fees”: fees levied with respect to the leasing/renting of facilities and related fees as set out in the Fees and Charges By-Law, as amended.

“Charitable Organization”: an organization so designated by Provincial or Federal legislation.

“Community Organization”: includes:

- a) a charitable organization
- b) a local non-profit organization, and
- c) any local community group or organization organized in such a manner that profits/revenues generated by the group or organization may not accrue to individual members of that group/organization.

“Municipal Event and Program”: event and program included in the municipal operating budget; municipal staff are primarily responsible but may work with a community based committee;

“Special Event or Festival”: events or festivals that charge an admission fee.

“Not-For-Profit Organization”: an incorporated, tax exempt organization that does not exist to make a profit and provides public benefit through the arts, culture, recreation, education and/or community-focused activities operating within the Municipality of West Nipissing.

“Youth Sports, Culture and Recreation Organizations”: local youth organizations that are comprised of 90% West Nipissing residents (ex. Minor hockey associations, figure skating clubs, youth soccer associations, etc.)

“Community Event or Program”: an event or program open free of charge to the general public for the primary purpose of supporting culture, heritage, recreation/sports and residents/groups within the community that are at greater risk on a number of social determinants of health, including social isolation. These groups include, but are not limited to: persons with disabilities, children and youth, the elderly, persons living in poverty, etc. Free activities being provided to residents to enhance the quality of life.

“Waiver of Fees”: the reduction of all or a portion of fees, that would normally be charged in accordance with the Fees and Charges By-Law, for the use of a municipal facility.

↳ *Full waiver of fees* = no cost;

↳ *Partial waiver of fees* = 50% fee reduction

4. POLICY APPLICATION

4.1 General Guidelines

Groups seeking relief on paying fees must make application to the Community Services Department; this allows the Department to assess a group’s ability to pay related fees/costs associated with using the facility prior to bringing it to council for decision if a request for full or partial reduction of fees is made.

Free Use – Full Waiver of Fees

- a) A charitable organization sponsoring a fund raising event where the proceeds are used to the benefit of the local citizens or for a broader charitable purpose which benefits others as well as the residents of West Nipissing
- b) A local non-profit /community organization which demonstrates a need for support and is providing a service/benefit to the residents of West Nipissing.
- c) Successful applicants receiving free use of a municipal facility must acknowledge the municipality’s contribution on all and marketing/promotional material.

50% Cost - Partial Reduction of Fees

- a) Community event organised by a local non-profit organization that requires an admission fee for participation and/or does not meet the criteria for free use.
 - Applications for the waiver of fees will be assessed individually based on their own merit and in compliance with this policy.
 - Organizations must comply with all municipal, provincial and federal laws and regulations and provide proof of insurance.
 - Not-for-profit organizations may only receive one full waiver of fees per calendar year.
 - The waiver of fees for an event or a program should not be regarded as a commitment by the municipality for future support.

- b) Successful applicants receiving a partial reduction of fees for the use of a municipal facility must acknowledge the municipality's contribution on all marketing/promotional material.

4.2 Eligible Applicants

Applicant must operate as a not-for-profit organization serving the Municipality of West Nipissing. Applicant must be in good financial standing with the Municipality of West Nipissing.

4.3 Ineligible Applicants

- Individuals or unincorporated community groups with the exception of youth sports groups that are governed by provincial/national organizations.
- Commercial and for-profit organizations.
- Organizations of political affiliation.
- Religious organizations.
- Organizations that did not fulfill their obligations during previous events or programs.

4.4 Exemptions

Council may exempt certain events and/or organizations from the policy and approve on-going full or partial waiver of fees for municipal facilities. Example – Community Living Gala, CANO Events, Ladies in Waiting Music Festival, Rock & Ribs Festival, Soup's On Special Olympics Fundraiser, Red Cross Blood Donors Clinics, Hospital Foundation Fundraising Events, etc. The exemption list can be reviewed annually by council and amended accordingly.

4.5 Application Process for Full or Partial Waiver of Fees

- 4.5.1 A not-for-profit organization wishing to utilize a municipal facility for a program or event will first contact the appropriate Municipal staff and/or complete a facility rental request form
- 4.5.2 Municipal staff will confirm the availability of the facility, being requested and provide the organization with a tentative booking confirmation that states all of the facility related fees for the event/program as well as the requirements for insurance coverage.
- 4.5.3 Once they receive the confirmation, if a waiver or partial waiver of fees is desired, the organization will submit a completed Waiver of Fees application form. Waiver of Fees application forms must be received at least sixty calendar days prior to the start date of their booking.
- 4.5.4 The waiver of fees application form will include (and not limited to): contact information for the applicant, brief description of the mandate of the organization; description of the event or program; confirmation checklist for the eligibility of the organization and the event and/or program; demonstration of public good and/or benefit to a vulnerable population/community group; a budget summary and description of the financial need for the waiver and the amount requested. The applicant must complete and submit the request form and also provide sufficient information demonstrating a need for free use.
- 4.5.5 All information on the application must be completed in full and signed for the application to be considered. Additional documentation may be requested to support or verify information in the application (ex. – organization's current financial statements).

- 4.5.6 Assessment of applications will be done by the appropriate Departmental Director, or their designate. Assessment will be based on the completeness of the application; the eligibility of the organization and the proposed activities as articulated in this policy; the demonstration of community/public good and/or the benefit to a vulnerable group; alignment with Municipal priorities; proof of insurance; and the organization's financial need.
- 4.5.7 Final authority to approve the waiver of fees (full or partial) will be with council.
- 4.5.8 In instances where the activity planned does not impact access to the facility by the public; it is deemed by the Director not to compromise potential revenue from other organizations; and it is not expected to result in additional costs for the Municipality; the organization may be recommended for a waiver of fees without having to go through the waiver of fees request process (i.e. free weekday event hosted by a community health agency).
- 4.5.9 Allocations for waiving of fees will be reported to Council for information on an annual basis.



West Nipissing Ouest

CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

Council - Committee of the Whole

Resolution #

Title: Award for the design of the Bay Street Forcemain

Date: July 9, 2024

Moved by: _____

Seconded by: _____

WHEREAS request for quotations were sought for the design of the Bay Street Forcemain;

WHEREAS two (2) quotations were received;

AND WHEREAS Council concurs with the recommendation received;

BE IT THEREFORE RESOLVED THAT the quotation for the design of the Bay Street Forcemain be awarded to **GREER GALLOWAY**, for the sum of \$70,200, being the lowest quotation meeting all specifications.

CARRIED

DEFEATED

DEFEATED

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



CORPORATION DE LA MUNICIPALITÉ DE NIPISSING OUEST

Council - Committee of the Whole

Résolution #

Titre: Attribution de la conception de la conduite de refoulement de la rue Bay

Date: le 9 juillet 2024

Proposé par: _____

Appuyé par: _____

ATTENDU QU'un appel d'offre a été lancé pour la conception de la conduite de refoulement de Bay Street;
ATTENDU QUE deux (2) appel d'offres ont été reçus ;
ET ATTENDU QUE le conseil est d'accord avec la recommandation reçue ;
IL EST DONC RÉSOLU QUE l'appel d'offre pour la conception de la conduite de refoulement de Bay Street soient attribués à **GREER GALLOWAY**, pour la somme de 70,200 \$; étant le prix le plus bas répondant à toutes les spécifications :

ADOPTÉ

REJETÉ

REJETÉ

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



West Nipissing Ouest

CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

Council - Committee of the Whole

Resolution #

Title: Authorize Discretionary Grant - WN Community Health Center

Date: July 9, 2024

Moved by: _____

Seconded by: _____

WHEREAS Council received a Discretionary Grant Application from the West Nipissing Community Health Center requesting that the fees for use of the Verner Hall be waived in order to host a youth activity;

BE IT RESOLVED THAT Council authorizes the free use of the Verner Hall in order for the West Nipissing Community Health Center to host their "Youth Action Camp", on July 16, 2024.

CARRIED

DEFEATED

DEFEATED

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



CORPORATION DE LA MUNICIPALITÉ DE NIPISSING OUEST

Council - Committee of the Whole

Résolution #

Titre: Autoriser une subvention discrétionnaire - Centre de santé communautaire NO

Date: le 9 juillet 2024

Proposé par: _____

Appuyé par: _____

ATTENDU QUE le conseil a reçu une demande de subvention discrétionnaire de la part du Centre de santé communautaire de Nipissing Ouest demandant que les frais d'utilisation de la salle Verner soient annulés afin d'accueillir une activité pour les jeunes ;

IL EST RÉSOLU QUE le Conseil autorise l'utilisation gratuite de la salle Verner afin que le Centre de santé communautaire de Nipissing Ouest puisse tenir son "Camp d'action pour les jeunes", le 16 juillet 2024.

ADOPTÉ

REJETÉ

REJETÉ

ADOPTÉ AVEC
MODIFICATIONS / REPORTÉ /
RÉFÉRÉ / RETIRÉ

MEMORANDUM

TO: Jay Barbeau CAO
FROM: Alisa Craddock CPA, CMA
DATE: July 4, 2024
RE: Discretionary grant fee waiver request

Please see that attached waiver of fee request from the West Nipissing Community Health Centre.

West Nipissing Community Health Centre is requesting the Verner Hall. The fee is \$530.97.

The remainder of 2024 will be a bit of a transition, as we introduce the new process to our community organizations. There is sufficient budget remaining in the current “Community Initiatives” budget for both of this initiative.

Joie de vivre



www.westnipissingouest.ca

DISCRETIONARY GRANT APPLICATION (Policy 2024/137)



West Nipissing Ovest

The Corporation of the Municipality of West Nipissing
 La Corporation de la Municipalité de Nipissing Ovest
 225 rue Michaud Street, Suite 101, Sturgeon Falls, ON P2V 1T1
 Tel: 705 753 2250 | Tel: 1 800 361 5759 | Fax: 705 753 0920

DISCRETIONARY GRANT APPLICATION

Type of Request

<input checked="" type="checkbox"/> Waiver of fees <i>Such as halls and facility rentals</i>	<input type="checkbox"/> Financial Support
Name of the event	Name of the project
Youth Action Camp	
Date(s)	Length of project
July 16 2024	
	Total amount of funds requested

Applicant Information

Name of Applicant	
Anik St-Aubin	Are you 18 years of age or older? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Organization or Group (if applicable)	
West Nipissing Community Health Centre	Registered not-for-profit <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Registered charity? 808386551 <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	I am authorized to sign on behalf of the organization <input checked="" type="checkbox"/>

Mailing Address
68 Michaud St, Sturgeon Falls, ON
Phone number(s)
705-753-0151
Email address(es)
staubina@cscno-wnchc.org

Purpose and Eligibility

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

To have the hall rental fee waived for the event on July 16 2024

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

Youth Action Camps are offered to anyone between the ages of 8-11 years of age who live in West Nipissing. The youth camp will cover topics such as mental health, physical activity and nutrition.

Please briefly describe how your project aligns with Council's Term Plan objectives.

Youth initiatives under the Vibrant and Engaged Community heading

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

We remain a not for profit, provincially funded health centre

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

Yes No

If yes, for what purpose or project?

For the same camp last year

What was the waived fee or amount received?

The hall rental fee was waived

Supporting Documentation

For requests exceeding \$5,000, please attach a proposed budget for this initiative and last year's financial statements.

Please write or attach a list all current executive members of the organization. *Be sure to have each person's consent to share their name*

Acknowledgement and Consent

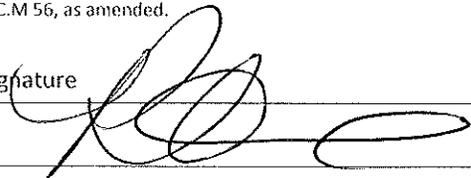
- I have read the Discretionary Grant Policy of the Municipality of West Nipissing.
- I accept responsibility for provision of all required details and documents included in this application. I understand that if the grant is awarded, follow-up reports may be required, and that failure to provide reports could result in annulled disbursements.
- I acknowledge the privacy statement below.

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

Date

June 27/2024

Signature



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

Signature

Please submit your completed application form to finance@westnipissing.ca
For more information, you may reach the Municipal office at 705-753-2250.



West Nipissing Ouest

CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

Council - Committee of the Whole

Resolution #

Title: Authorize exemptions from Noise By-Law

Date: July 9, 2024

Moved by: _____

Seconded by: _____

BE IT RESOLVED THAT Council authorizes the following exemptions of the Municipality of West Nipissing Noise By-Law 1999/75:

1. Made by Louise Laforge for an outdoor engagement celebration, which will take place at 1111 Lac Claire Road, in Field, on Saturday, July 13, 2024 from 1:00 PM until 1:00 AM (July-14-2024);
2. Made by Zoé St-Pierre and Jacob Roberge for an outdoor wedding celebration, which will take place at 405 Champagne Road, in Sturgeon Falls, on Saturday, August 17th, 2024 from 12 noon until 2:00 AM (Aug-18-2024)

CARRIED

DEFEATED

DEFEATED

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



CORPORATION DE LA MUNICIPALITÉ DE NIPISSING OUEST

Council - Committee of the Whole

Résolution #

Titre: Autoriser des dérogations au règlement sur le bruit

Date: le 9 juillet 2024

Proposé par: _____

Appuyé par: _____

QU'IL SOIT RÉSOLU QUE le Conseil autorise les exemptions suivantes du Règlement municipal de Nipissing Ouest pour le bruit no. **1999/75**:

1. Faite par Louise Laforge pour une célébration de fiançailles en plein air, qui aura lieu au 1111 Lac Claire Road à Field, samedi le 13 juillet 2024 de 13h00 à 1h00 (14-juillet-2024).
2. Faite par Zoé St-Pierre et Jacob Roberge pour une célébration de mariage en plein air, qui aura lieu au 405 chemin Champagne, samedi le 17 aout 2024 de 12h00 à 2h00 (18-aout-2024).

ADOPTÉ

REJETÉ

REJETÉ

ADOPTÉ AVEC
MODIFICATIONS / REPORTÉ /
RÉFÉRÉ / RETIRÉ

Janice Dupuis

Subject: FW: Noise by law - July 13th

From: Louise Laforge <[REDACTED]>

Date: June 21, 2024 at 10:36:41 PM EDT

To: Melanie Ducharme <mducharme@municipality.westnipissing.on.ca>

Subject: Noise by law

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

Hi

I would like to request a noise by law on July 13th, at 1111 Lac Claire Road , Field, Ontario from 1pm to 1am.

This is for an engagement party.

I will let my neighbours and surrounding neighbours know.

Will post on the lake website.

Thanks

Louise

Sent from my iPhone

RECEIVED
JUN 24 2024

June 3 2024

Dear Mayor Thorne Rochon,
Councillors Gagné, Nicol, Pellerin, Pharand Restoule, Rivard, St-Louis, Tessier

RE: By-Law Exemption Request

We are hosting our wedding at 405 Champagne Road in Sturgeon Falls. We are requesting an exemption from By-Law 1999/75 (Noise By-Law).

Pursuant to section 5 of the By-Law, we respectfully request Council to grant an exemption from any of the provisions of the By-Law at the above-noted address from August 17th commencing at noon until 2am.

If you have any questions or concerns, please feel free to contact the undersigned.

We greatly appreciate your time and consideration.

Yours truly,



Zoé St Pierre, [REDACTED]



Jacob Roberge, [REDACTED]



West Nipissing Ovest

CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

Council - Committee of the Whole

Resolution #

Title: Appointments to the West Nipissing Police Services Board

Date: July 9, 2024

Moved by: _____

Seconded by: _____

BE IT RESOLVED THAT the following individuals be appointed to the West Nipissing Police Services Board effective immediately :

- Mélanie Hébert, secretary
- Daniel Gagné, council board member
- Roch St-Louis, council board member
- Jean-Guy Séguin, member at large board member

CARRIED

DEFEATED

DEFEATED

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



West Nipissing Ouest

CORPORATION DE LA MUNICIPALITÉ DE NIPISSING OUEST

Council - Committee of the Whole

Résolution #

Titre: Nominations à la commission des services de police de Nipissing Ouest

Date: le 9 juillet 2024

Proposé par: _____

Appuyé par: _____

IL EST RÉSOLU QUE les personnes suivantes soient nommées à la Commission des services policiers de Nipissing Ouest à compter d'aujourd'hui :

- Mélanie Hébert, secrétaire
- Daniel Gagné, membre du conseil
- Roch St-Louis, membre du conseil
- Jean-Guy Séguin, membre extraordinaire de la commission

ADOPTÉ

REJETÉ

REJETÉ

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

Janice Dupuis

From: Daniel Gagne
Sent: June 25, 2024 3:13 PM
To: Jay Barbeau; Alisa Craddock; Melanie Ducharme; Janice Dupuis
Cc: Kathleen Rochon
Subject: TR : WNPB meeting

Hi Jay and Alisa,

Well just heard from Tom Gervais that the current West Nipissing OPP board has been dissolved in April by the province.

Not sure if I missed that communication!

Are we able to add this item to the agenda and officially make the appointments of the following.

Mélanie Hébert = secretary
 Daniel Gagné = council board member
 Roch St-Louis = council board member
 Jean-Guy Séguin = member of the public board member

Campbell Anderson was done in April or May @ council meeting.

Do I need to fill in a meeting agenda request or can we add this to the agenda.

Thanks

De : Gervais, Tom (SOLGEN) <Tom.Gervais@ontario.ca>
Envoyé : 25 juin 2024 14:21
À : Mélanie Hébert <secretary@wnpb.ca>
Cc : Daniel Gagne <dgagne@municipality.westnipissing.on.ca>
Objet : RE: WNPB meeting

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

Hi Mélanie:

The "Nipissing West OPP Detachment Board 2" (as referenced in O.Reg 135 - Table 2) is a new entity and requires new appointments. Any appointments to the previous PSA s.10 board made by West Nipissing or Ontario do not carry over to the new board. New appointments must be made.

CSPA s.33 (through s.67) requires West Nipissing council to consider a police record check for each person it intends to appoint to the new Board. The police record checks go to the municipality for consideration in making appointments. West Nipissing is appointing two members of Council and two persons who are neither members of Council nor employees of West Nipissing.

Based on our discussion, it seems that perhaps one person has been appointed by West Nipissing to the new Board. Ontario has not made an appointment.

The CSPA does not address insurance for the Board. The need for insurance is not a compliance matter for the Inspectorate of Policing.

I'm happy to answer any questions or concerns from West Nipissing on making appointments to the new Board.

Regards,

Tom

Tom Gervais

Police Services Advisor
Police Services Liaison Unit
(416) 432-5645
tom.gervais@ontario.ca



-----Original Message-----

From: Mélanie Hébert <secretary@wnpb.ca>
Sent: Tuesday, June 25, 2024 1:37 PM
To: Gervais, Tom (SOLGEN) <Tom.Gervais@ontario.ca>
Cc: Daniel Gagne <dgagne@municipality.westnipissing.on.ca>
Subject: WNPB meeting

CAUTION -- EXTERNAL E-MAIL - Do not click links or open attachments unless you recognize the sender.

Hello Tom!

I hope this email finds you well!

I have two quick questions for you.

1. We are scheduled to have a meeting tonight and two board members have applied for their CRC's but haven't gotten it back yet, are they able to participate?
2. The municipality has contacted their insurance and legal team in regards to board insurance, the answer they've gotten from both was « there is no place that liability would attach if we are acting within our duties ». Is this sufficient?

Thanks,

Mel

Mélanie S Hébert
Secretary
West Nipissing Police Services Board
C: 705-358-6078



West Nipissing Ovest

CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

Council - Committee of the Whole

Resolution #

Title: New appointment to the Youth Advisory Committee

Date: July 9, 2024

Moved by: _____

Seconded by: _____

WHEREAS an application of interest was received for the West Nipissing Youth Advisory Committee;
BE IT RESOLVED THAT Abigail Kennedy be appointed to the West Nipissing Youth Advisory Committee.

CARRIED

DEFEATED

DEFEATED

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



West Nipissing Ouest

CORPORATION DE LA MUNICIPALITÉ DE NIPISSING OUEST

Council - Committee of the Whole

Résolution #

Titre: Nouvelle nomination au Comité consultatif de la jeunesse

Date: le 9 juillet 2024

Proposé par: _____

Appuyé par: _____

ATTENDU QU'une demande d'intérêt a été reçue pour le comité consultatif des jeunes de Nipissing Ouest;
IL EST RÉSOLU QUE Abigail Kennedy soit nommée au comité consultatif des jeunes de Nipissing Ouest.

ADOPTÉ

REJETÉ

REJETÉ

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



YOUTH ADVISORY COMMITTEE - APPLICATION FORM

2023/2024 Term

CONTACT INFORMATION: (PLEASE WRITE IN PRINT)			
Name:	<small>(Last Name)</small> Kennedy	<small>(First Name)</small> Abigail	
Address:	<small>(Street Address)</small> 142 Hwy 539A		
	<small>(Apartment/Unit #)</small>	<small>(P.O. Box)</small>	<small>(Rural Route)</small>
	<small>(City/Town)</small> River Valley	<small>(Province)</small> Ontario	<small>(Postal Code)</small> P0H 2C0
Telephone:	<small>(Home)</small>	<small>(Cell)</small>	
E-mail: <small>*email will be used to distribute meeting agendas and information sharing</small>	[REDACTED]		
School Name	Collège Boréal		
Grade	2nd year		
Birthdate	October 29, 2004		

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'm interested in joining the YAC because I love getting involved in my community, as well as promoting activities for the youth of West Nipissing.

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

I love all sorts of creative endeavours, such as art, theatre and music. I'm also a very tech savvy individual and love working with technology. I'm very passionate about teamwork and my principles, and i will always fight for what i believe is right, especially the french language and lgbtq+ rights.

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

I'd try to focus on their ideas and see what they have to say, everyone deserves a voice.

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

I think the biggest problem youth face in West Nipissing today is the lack of recreational spaces made for them. We certainly have enough playgrounds for children, but when it comes to teens and young adults, there aren't many places for them to go.

ADDITIONAL INFORMATION:

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

Please indicate any accessibility requirements, limitations, etc.

Availability and willingness to attend meetings?



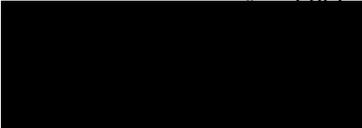
Yes



No

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

Date completed: June 2, 2024

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: _____

Name of parent/guardian: _____

Telephone number of parent/guardian: _____

Signature of parent/guardian: _____ Date: _____

Please return your completed application to the attention of:

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

**OR
OR**

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

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



West Nipissing Ouest

CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

Council - Committee of the Whole

Resolution #

Title: Adopt Confirmatory By-law

Date: July 9, 2024

Moved by: _____

Seconded by: _____

BE IT RESOLVED THAT By-Law No. **2024-54**, 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 July 9, 2024 shall come into force and take effect on the date it is passed.

CARRIED

DEFEATED

DEFEATED

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



West Nipissing Ouest

CORPORATION DE LA MUNICIPALITÉ DE NIPISSING OUEST

Council - Committee of the Whole

Résolution #

Titre: Adoption de l'arrêté confirmatoire

Date: le 9 juillet 2024

Proposé par: _____

Appuyé par: _____

IL EST RÉSOLU QUE le règlement no. **2024-54** étant un règlement de la Municipalité de Nipissing Ouest pour confirmer les délibérations du Conseil lors de sa Council - Committee of the Whole tenue le 9 juillet, 2024 entrera en vigueur et prendra effet à la date de son adoption.

ADOPTÉ

REJETÉ

REJETÉ

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



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

BY-LAW 2024/54

BEING A BY-LAW OF THE MUNICIPALITY OF WEST NIPISSING TO CONFIRM THE PROCEEDINGS OF COUNCIL AT ITS MEETING HELD ON JULY 9, 2024

WHEREAS the Municipality of West Nipissing deems it desirable to confirm the proceedings of Council at its meeting held on the 9th day of JULY, 2024, and each motion, resolution and other action passed and taken by the Council at its said meeting, is except where their prior approval of the Ontario Municipal Board is required, hereby adopted, ratified and confirmed.

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

ENACTED AND PASSED ON JULY 9, 2024 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.

KATHLEEN THORNE-ROCHON
MAYOR

MELANIE DUCHARME
CLERK



West Nipissing Ouest

CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

Council - Committee of the Whole

Resolution #

Title: Adjourn the meeting

Date: July 9, 2024

Moved by: _____

Seconded by: _____

BE IT RESOLVED THAT the meeting of Council - Committee of the Whole held on July 9, 2024 be adjourned.

CARRIED

DEFEATED

DEFEATED

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



West Nipissing Ouest

CORPORATION DE LA MUNICIPALITÉ DE NIPISSING OUEST

Council - Committee of the Whole

Résolution #

Titre: Ajourner la réunion

Date: le 9 juillet 2024

Proposé par: _____

Appuyé par: _____

IL EST RÉSOLU QUE la réunion de Council - Committee of the Whole tenue le 9 juillet, 2024 soit levée.

ADOPTÉ

REJETÉ

REJETÉ

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