

AGENDA / ORDRE DU JOUR

- A) Declaration of Pecuniary Interest / Déclaration d'intérêts pécuniaires**
- B) Addendum and Agenda / Addenda et Ordre du jour**
- B-1 Resolution to approve the Addendum
B-2 Resolution to adopt the Agenda
- C) Delegations & Petitions / Délégations et pétitions**
- C-1 CARE FUR YOU RESCUE – Launch Party (*Presenter : Melissa Mathieu & Carly Rose Belanger*)

COMMITTEE OF THE WHOLE / COMITÉ PLÉNIER

- D-1) Community Services / Services communautaires**
- D-1(a) Community Services Capital Budget
- D-2) Environmental / L'environnement**
- D-2(a) 2020 Solid Waste Budget (*from Mar-3rd Agenda*)
- D-3) Economic Development / Développement économique**
- D-3(a) Update – Committee Meeting (*verbal*)
D-3(b) Expansion of Natural Gas
- D-4) Emergency Measures and Public Safety / Mesures d'urgence et sécurité publique**
- D-4(a) COVID-19 – Update (*verbal – CAO*)
D-4(b) Community Safety & Well-Being Committee – Additional Participants (*J. Savage*)
D-4(c) Animal Control By-Law

REGULAR COUNCIL / SÉANCE RÉGULIÈRE

- E) Planning / Planification**
- E-1 3rd and Final Reading of By-Law **2020/05** for the construction of the Paquette Drain F
E-2 Approve By-Law **2020/21** amending the Zoning By-Law at 611 Sandhill Rd (from R1 to R1-3)
E-3 Approve By-Law **2020/22** amending the Zoning By-Law at 524 Sabourin Rd (from R1 to R1-4)
E-4 Approve By-Law **2020/23** to accept, assume and dedicate lands for public highway purpose (Pt of Landfill Site Road)

F) Correspondence and Accounts / *Courier et comptes*

- F-1** Adopt the February 25, 2020 minutes of the meeting Council.
- F-2** Adopt the March 2, 2020 minutes of the SPECIAL meeting of Council.
- F-3** Adopt the March 3, 2020 minutes of the meeting of Council.
- F-4** Adopt the March 10, 2020 minutes of the BUDGET meeting of Council.
- F-5** Adopt the February 10, 2020 minutes of the Planning Advisory Committee meeting.
- F-6** Receive the February 10, 2020 minutes of the Committee of Adjustment meetings.
- F-7** Receive the February 19, 2020 minutes of the Au Chateau Board meeting.
- F-8** Receive the minutes of the DNSSAB Board meeting held on January 29, 2020.
- F-9** Receive the disbursements of accounts payables.

G) Unfinished business / *Affaires en marche*

H) Notice of Motion / *Avis de motion*

I) New Business / *Affaires nouvelles*

- I-1** Authorization to declare Saturday, April 11, 2020 as Cadet Tag Day (request)
- I-2** Authorization to sign the Transfer Payment Agreement for Municipal Modernization Prg
 - ↳ MMAH letter - Confirmation of Municipal Modernization Funds
- I-3** Approve By-Law **2020/24** to appoint CAO as Deputy Clerk
- I-4** Support of the proposed amendments to the DNSSAB Procedural By-Law
- I-5** Declare Surplus Equipment – Search & Rescue Trailer
- I-6** Award RFP – West Nipissing Operational Review

J) Addendum / *Addenda*

K) Information, Questions & Mayors' Report / *Information, questions et rapport du Maire*

- K-1** Mayor's Report

L) Closed Meeting / *Réunion à huis clos*

- L-1** Proceed into closed meeting as authorized under Section 239 (2)(b) of the *Municipal Act*
- L-2** Human Resource – Investigation Matter
- L-3** Adjourn the closed session

M) Adjournment / *Ajournement*

- M-1** Resolution to adopt By-law **2020/25** confirming proceedings of meeting
- M-2** Resolution to adjourn the meeting



REQUEST FOR DELEGATION / WRITTEN SUBMISSIONS

A request for a delegation or presentation before Council must be in the form of a written submission to the Municipal Clerk. The following background information form must be duly completed and submitted by not later than 4:30 p.m. on the Wednesday prior to the requested meeting.

PLEASE PRINT CLEARLY:

Council Meeting Date:	next possible date --> MARCH 17, 2020		
Subject:	Care Fur you Rescue Launch Party		
Name:	Melissa Mathieu / Carly Rose Belanger		
Address:	478 Demers st.		
Phone:	Home: 705-498-2303	Business:	Fax:
E-Mail:	carefuryourescue@hotmail.com		
Name of Group or Person(s) being represented (if applicable):			
Care Fur you Rescue			
Details of nature of the business/purpose (additional information can be attached separately):			
We would like to discuss our new rescue and the possibility of renting the arena and Goulard park for our launch party			
Presentation Requirements:	<input type="checkbox"/> Easel		<input checked="" type="checkbox"/> Projection Equipment
	<input type="checkbox"/> Other:		

Please be advised that your delegation/presentation will be recorded in video and audio format as part of Council meetings and will be subject to media broadcast (Eastlink and internet). Personal information on this form will be used for the purpose of sending correspondence relating to matters before Council and Committee of the Whole. Your name, address, comments, and any other personal information, is collected and maintained for the purpose of creating a report that is available to the general public in a hard copy format pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, C.M 56, as amended.

Submit your completed form to:

Municipal Clerk
Municipality of West Nipissing
101 - 225 Holditch Street
Sturgeon Falls, ON P2B 1T1
e-mail: mducharme@westnipissing.ca
Tel: 705-753-2250 • Fax: 705-753-3950

Visit ... www.westnipissingouest.ca

Melanie Ducharme

Subject: FW: Letter from the Minister of Energy, Northern Development and Mines, and the Associate Minister of Energy

Hi Jay

Can letter below be added to Ec Dev. as an ongoing project.

Regards
Joanne
Mayor

Sent from my iPhone

Begin forwarded message:

From: "Hon. Greg Rickford and Hon. Bill Walker" <energy@ontario.ca>
Date: March 6, 2020 at 12:22:12 EST
To: <jsavage@WESTNIPissing.CA>
Subject: Letter from the Minister of Energy, Northern Development and Mines, and the Associate Minister of Energy
Reply-To: <energy@ontario.ca>

**Ministry of Energy,
Northern Development
and Mines**

Office of the Minister

Office of the Associate
Minister of Energy

77 Grenville Street
10th Floor
Toronto ON M7A 2C1
Tel.: 416-327-6758

**Ministère de l'Énergie,
du Développement du Nord
et des Mines**

Bureau du ministre

Bureau du ministre associé de l'Énergie

77, rue Grenville
10e étage
Toronto ON M7A 2C1
Tél. : 416 327-6758



March 6, 2020

Her Worship Joanne Savage
Mayor
Municipality of West Nipissing

Dear Mayor Savage:

We are pleased to be writing you today to share news of the next step in our government's plan to expand natural gas access to thousands of households, businesses and Indigenous communities throughout rural and northern Ontario.

For the average residential consumer, switching to natural gas from electric heat, propane or oil could result in savings between \$800 and \$2,500 per year on their heating costs. The switch to natural gas can also lead to reductions in greenhouse gas emissions.

The Natural Gas Expansion Support Program was created to help extend access to natural gas to unserved communities across the province, providing access to clean and affordable fuel. Several projects were selected under the first phase of the program, with construction well underway in Southern Bruce, starting on Scugog Island, and completed in Chatham-Kent and the Chippewas of the Thames First Nation.

Building on these successful projects, we are launching the next phase of our plan to support additional natural gas expansion projects, and will make up to \$130 million available over the three-year period from 2021 to 2023.

In December 2019 our government asked the Ontario Energy Board (OEB) to collect information about natural gas expansion opportunities across Ontario and develop a report on submitted projects. On March 5, 2020, the OEB began accepting proposals from natural gas utilities for potential expansion projects.

If you are interested in being considered for a project in your community, we encourage you to reach out to your local regulated natural gas provider. You can learn more about the proposal process for natural gas providers at www.oeb.ca/industry/policy-initiatives-and-consultations/potential-projects-expand-access-natural-gas.

The OEB will deliver its report by August 2020, after which our government will make a final decision on future expansion projects eligible to receive support. For more information about the Natural Gas Expansion Support Program, please visit www.ontario.ca/page/natural-gas-expansion-support-program.

Thank you for working with your local natural gas provider to help make life more affordable for families and businesses, and your community more attractive for economic development opportunities.

Sincerely,



The Honourable Greg Rickford
Minister of Energy, Northern Development and Mines



The Honourable Bill Walker
Associate Minister of Energy

AGENDA ITEM REQUEST FORM



PLEASE PRINT CLEARLY:

Requested Council Meeting Date:		March 17, 2020	
Name of Requestor:	Joanne Savage Mayor		Date submitted: March 11, 2020
Address:	Full mailing address:		
Phone:	Home:	Business / Cell: 705 498 0819	Fax:
E-Mail:			

Requested Agenda Item/Subject: Community Well Being and Safety committee

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

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

Recommendation of add 2 committee members

- * Centre Alliance
- * Horizon Centre for Women

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: (e-mail) Date: March 11, 2020

MUNICIPAL OFFICE USE

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

Date Received:	March 11, 2020	Received from:	Mayor Savage
Meeting Date Requested:	March 17, 2020	Mode of Notification:	<input type="checkbox"/> in person <input checked="" type="checkbox"/> by e-mail <input type="checkbox"/> by telephone <input type="checkbox"/> other: _____
Processing of request:	<input type="checkbox"/> Information only <input type="checkbox"/> Report Required <input type="checkbox"/> Action Item <input type="checkbox"/> Public Hearing <input checked="" type="checkbox"/> Discussion/Action Item <input type="checkbox"/> Closed Session		

APPROVED FOR AGENDA:

Scheduled for (date):	MARCH 17, 2020	<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:

MEMORANDUM

D-4(c)

TO: Mayor and Council
FROM: Melanie Ducharme, Municipal Clerk/Planner
Janice Dupuis, Deputy Clerk
DATE: March 13, 2020
RE: Animal Control By- Law

On October 1, 2019, Council received and discussed a letter from a resident (copy attached) requesting Council to consider increasing the allowed number(s) of household animals (specifically cats) in West Nipissing. Council requested staff to make enquiries as to how other municipalities are responding to animal control and to report back. It was suggested also that West Nipissing consists of rural areas as well as agricultural areas, which may be better served with different limits or controls as the urban areas.

Attached is a chart showing a number of other municipality's animal control limits. As indicated, there is little consistency with some municipalities having no limits at all, while others are quite strict. Currently, West Nipissing limits animals to two (2) per household.

Since both the West Nipissing Dog and Cat by-law(s) have been in existence, with minor updates, for almost 20 years, there are areas that required updates to be consistent with current language and enforcement provisions. Further, since most other municipalities have combined by-laws, it seemed efficient to follow suit.

Attached is an Animal Control By-Law, for dogs, cats and domestic animals (as defined) which is a compilation of the (two) previous West Nipissing by-Laws with some added and/or expanded sections and definitions (Service Animals, Dangerous Dogs).

In the section dealing with numbers of animals, the same residential zones as are defined in the zoning by-law are cited to avoid ambiguity and Council may wish to discuss whether there should be a difference in the number of allowed pets in the urban and rural zones or even within different zones in the urban area.

Finally, attached also is a letter received from the West Nipissing Non-Profit Housing Corporation in response to the original discussion of last October.

Respectfully submitted.

Joie de vivre



West Nipissing Ouest

Joie de vivre

www.westnipissingouest.ca

COMPARISON OF ANIMAL CONTROL BY-LAWS

MUNICIPALITY / CITY / TOWN	BY-LAW NO.	NUMBER OF PERMITTED DOGS	NUMBER OF PERMITTED CATS	EXEMPTION FROM PERMITTED NUMBERS	LICENSING FEES DOGS / CATS
West Nipissing	Licensing Cats #1999/28 Licensing Dogs #2000/20	2 dogs	2 cats	<ul style="list-style-type: none"> • livestock guard dogs 	<ul style="list-style-type: none"> • \$20 / dog • \$4 / neutered dog with microchip • \$30 / cat (<i>less \$10 with rabies vaccine</i>) • \$4 / neutered cat with microchip
Sault Ste. Marie	Animal Care and Control By-Law #2019/117	3 dogs	5 cats	N / A	<ul style="list-style-type: none"> • \$20 / neutered cat or dog • \$10 - / neutered cat or dog with microchip
Mattawa	Keeping of Dogs By-Law #2008-21	not specified	no cat by-law	N / A	<ul style="list-style-type: none"> • \$20 / dog (<i>paid before Mar-31st</i>) • \$30 / dog (<i>paid after Mar-31st</i>)
Temiskaming Shores	Keeping and Registration of Dogs and Cats By-Law #2013-51	5 dogs	5 cats		<ul style="list-style-type: none"> • \$10 / neutered cat or dog (<i>before Feb-1st</i>) • \$20 / cat or dog (<i>before Feb-1st</i>) • \$20 / neutered cat or dog (<i>after Feb-1st</i>) • \$30 / cat or dog (<i>after Feb-1st</i>)
North Bay	Licensing Dogs #1993-151 Licensing Cats #1998-94	not specified	not specified		<ul style="list-style-type: none"> • \$15 / neutered dog • \$30 / dog • \$30 / cat (<i>less \$10 with rabies vaccine</i>)
Espanola	Licensing and Registration of Cats and Dogs #2017/2790	not specified	not specified		<ul style="list-style-type: none"> • \$20 / cat • \$20 / dog • \$10 / cat or dog - Senior's rate
Elliot Lake	Regulate animals and dogs (licensing) #2001-60	<u>Item 2(q)</u> 3 dogs	<u>Item 2(r)</u> 3 cats		<ul style="list-style-type: none"> • \$35 / Neutered dog • \$80 / Unaltered dog • \$25 / Neutered cat • \$60 / Unaltered cat
Sudbury	Regulate the keeping of Animals, Responsible Pet Ownership and the Registration of dogs and cats #2017/22	<u>Item 16(1)</u> <ul style="list-style-type: none"> • no limit on neutered dogs • 2 unaltered dogs 	<u>Item 16(1)</u> <ul style="list-style-type: none"> • no limit on neutered cats • 2 unaltered cats 	<ul style="list-style-type: none"> • Breeder • Kennel 	<ul style="list-style-type: none"> • \$27 - 1 yr licence (neutered dog/cat) • \$42 - 1 yr licence (unaltered dog/cat) • \$64 - 3 yr licence (neutered dog/cat) • \$106 - 3 yr licence (unaltered dog/cat) • \$160 - Lifetime (neutered dog/cat) • \$250 - Lifetime (unaltered dog/cat)

Janice Dupuis

Subject: FW: Letter for animal increase

From: carrie anderson [REDACTED]
Sent: September 25, 2019 12:21 AM
To: Janice Dupuis <jdupuis@municipality.westnipissing.on.ca>
Subject: Letter for animal increase

Mayor and Council,

I would like to request to have the animal limit increased from 2 cats and 2 dogs to 4 cats 2 dogs so long as the animals are spayed or neutered, as by increasing the limits for responsible animal owners reduces the amount of homeless animals and takes the strain off the Humane Society and shelters as well.

I moved to Sturgeon Falls in February 2018 from Sudbury, I have 3 male cats a 16 year old named Tigger and I have 2 male barn cats Zyra and Cheeto who are now 2 years old that I adopted from an animal rescue when they were 6 weeks old as they were in need of a loving and stable home. I had all 3 of these cats neutered at 6 months old and I can not imagine my life without them as they are family to us. We also had just taken a cat in who was unwanted that was also fixed I also just recently adopted 2 shi-pomm puppies that are now 11 weeks old I have already got their first shots. Their second set of shots are booked and they will be neutered and spayed in mid December and microchipped as well as be registered for January 1. These pups are emotional support dogs and are going through training that cost me \$900.00 but I'm doing all this because I want my animals to be well behaved and trained properly.

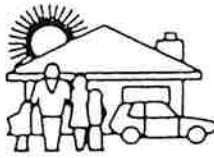
When I lived in Sudbury there was no limit on the amount of cats a person could own so long as they we're spayed or neutered. North Bay I believe was 6 or 4 cats and 2 dogs or 3 cats and 3 dogs same rules applied so when I moved here I did call North Bay Humane Society and thought I was ok with the amount of cats I had. Then one day I was at the MP office for a non related issue and I was talking to the lady who works there and we got on the topic that's when I found out Sturgeon has separate rules so I came home and did the responsible thing and called the town office and spoke to a gentleman who said the bylaw here is only 2 of each and he suggested to me if I couldn't rehome 2 of them then I should put the 2 oldest down. I was horrified these are animals lives so I started calling around I did rehome 1 that we had just taken in but I can't even fathom the thought of getting rid of the 3 cats that have been with us for 2 years and one 16 yrs so I decided to ask to have this limit increased for responsible pet owners. My cats are indoor cats and my pups are on a harnesses and lead when outside I clean up after them always .

Even just increasing the current limit would make a huge difference within communities and the resources being utilized to combat homeless and unwanted animals.

Thank you for considering my request.

Carrie anderson
[REDACTED]

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**WEST NIPISSING NON-PROFIT
HOUSING CORPORATION**
**LA CORPORATION DE LOGEMENT A BUT
NON-LUCRATIF DE NIPISSING OUEST**

October 7, 2019

Ms. Melanie Ducharme
Municipal Clerk/Planner
Municipality of West Nipissing
101-225 Holditch Street
Sturgeon Falls, ON P2B 1T1

RECEIVED
OCT 17 2019

Dear Ms. Ducharme;

RE: OCTOBER 1, 2019 MUNICIPAL MEETING – PET BY-LAW

This letter is following the October 1, 2019 Municipal Council meeting where an individual's letter was presented regarding increasing the Pet By-Law ownership limits. The letter goes on to say that she would like the Pet By-Law limit of pet ownership to increase. Although, the Pet By-Law may need some updating and revisions, we do have grave concerns with increasing the number of pets permitted within our rental dwellings due to the many problems we've experienced. We are confident that, should you question other landlords whether they are private, public, Co-op, or other social housing, they will all say that increasing the number of pets especially in rental units is detrimental to the operations. We, are a **non profit** organization which has faced, and are still in the midst of, major repairs to a number of our units due to tenants whose pets have left foul odors embedded into the walls, floors, cabinets, etc. not to mention the mess that these pets and pet owners have left behind. The costs to repair these affected units are extremely high let alone the lost revenues because of time to repair such. Some of the work involved lies in multiple attempts to eliminate animal feces and urine/foul odor within the unit and having to pick up mounds upon mounds of poop in the back of the unit. Inside, the walls (gypsum boards), flooring, subfloor, kitchen cupboards and sometimes appliances all had to be pulled out and replaced because of the lingering smell/odor left by the animals.

Being a non-profit with limited funds, we, needless to say, have gone way above our operating budget to do these unnecessary repairs. Having to continue on this path, will negatively affect the precious housing to those in great need, waiting on our list.

We have provided the tenants with the By-Law regarding pets, have contacted them either by telephone or in person to discuss the matter, we have contacted the By-Law officer who also explained to the tenants their responsibility to pick up their pets' poop which seems to be falling onto deaf ears. We have seen this issue rise significantly in the last few years as more and more tenants acquire multiple animals and leave their pets to roam the grounds, do not follow the "poop and scoop" By-Law, let their pets make numerous holes on our property which makes it dangerous, unhealthy and unpleasant for

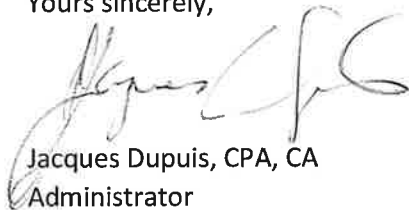
other tenants especially for those who don't have any pets, children at play, will damage our lawn/property and lawn maintenance equipment to name a few issues.

We, as a Landlord, disagree with the increase of owning, harboring, keeping, having procession of animals in our rental units and find that the current By-Law of 2 cats and 2 dogs is more than fair for rental units. As property owners in the West Nipissing area, we believe that landlords in all sectors, whether in the private, public, non profits, Co-Ops, etc. should be consulted on this matter and have an opportunity to put suggestions and recommendations forward.

We are hopeful that all our concerns will be taken into consideration when making revisions to this By-Law.

Should you require further information, please don't hesitate to contact our office.

Yours sincerely,

A handwritten signature in dark ink, appearing to read 'Jacques Dupuis', is written over a light blue circular stamp. The signature is fluid and cursive.

Jacques Dupuis, CPA, CA
Administrator

BY-LAW 2020/

BEING A BY-LAW TO REGULATE THE CARE AND CONTROL OF DOGS, CATS AND DOMESTIC ANIMALS IN THE MUNICIPALITY OF WEST NIPISSING

WHEREAS sections 8, 9 and 10 of the *Municipal Act, 2001*, S.O. 2001, c.25 authorize a municipality to pass by-laws necessary or desirable for municipal purposes, and in particular, paragraphs 5, 8 and 9 of subsection 10(2) authorize by-laws respecting: the economic, social and environmental well-being of the municipality; the protection of persons and property and Animals;

AND WHEREAS subsection 8(3) of the *Municipal Act, 2001*, S.O. 2001, c.25 provides that a by-law under section 10 of that Act respecting a matter may regulate or prohibit and, as part of the power to regulate or prohibit respecting the matter, may require a Person to do things respecting the matter or may provide for a system of Licenses respecting the matter;

AND WHEREAS Section 103(1) of the *Municipal Act, 2001*, S.O. 2001, c.25 provides that if a by-law is passed regulating or prohibiting with respect to the being At Large of Animals, the by-law may provide for the seizure and impounding of Animals being At Large and the sale of impounded Animals;

AND WHEREAS section 425 of the *Municipal Act, 2001*, S.O. 2001, c.25 authorizes a municipality to pass by-laws providing that a Person who contravenes a by-law of the Municipality passed under that Act is guilty of an offence;

AND WHEREAS the *Municipal Act, 2001*, S.O. 2001, c.25 further authorizes a municipality, amongst other things, to delegate its authority, to impose fees or charges, to provide for inspections, and to make orders to discontinue activity or to do work;

AND WHEREAS the Council of the Municipality of West Nipissing deems it advisable to enact a by-law providing for the control and care of Animals in the Municipality for the health and safety of the public;

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

SHORT TITLE

This by-Law shall be known as the West Nipissing Animal Care and Control By-law.

1. DEFINITIONS

As used in this by-law, the following terms shall have the meaning hereinafter ascribed to them:

- a) **"Animal Control Officer"** means a person employed by or an agency contracted by the Corporation for the purpose of carrying out animal control duties in the Municipality of West Nipissing.
- b) **"Animal Shelter"** means any premises designated by the Corporation for the purpose of impounding and caring for animals taken in by any Animal Control Officer;
- c) **"At large"** means animal which is found in any place other than the premises of its owner and not under the control of any person by way of a leash of a maximum length of two (2) meters held by a person, or when an animal is not on a leash which is securely affixed to a permanent structure from which the animal cannot escape;
- d) **"By-Law Enforcement Officer"** means any by-law enforcement officer employed by or appointed on behalf of the Corporation to carry out by-law enforcement duties.
- e) **"Cat"** means a feline over the age of six weeks of any breed of domesticated Cat or crossbreed domesticated Cat;
- f) **"Corporation"** means the Corporation of the Municipality of West Nipissing.
- g) **"Dangerous Dog"** means a Dog considered to be dangerous under this by-law if it has attacked or bitten a person or other domestic animal.
- h) **"Dog"** means any member of the species canine family.

- i) **"Domestic animal"** includes a Cat, Dog or similar animal kept as a pet which is generally understood to be domesticated and is typically kept at a Dwelling Unit.
- j) **"Dwelling Unit"** means one or more rooms connected together as a self-contained, separate unit in the same building comprising all or part of the building and constituting an independent housekeeping unit for residential occupancy;
- k) **"Farm Dog" or "Farm Cat"** means a Dog that is trained and kept for the purpose of controlling or protecting livestock and poultry or a Cat that is kept for the purpose of rodent control within a privately owned barn or farm building
- l) **"Kennel"** means any person, group of persons, partnership or corporation engaged in the commercial business or breeding, buying, selling or boarding Dogs.
- m) **"License"** means the receipt issued by the municipality or its authorized agents, upon payment of the appropriate license fee.
- n) **"Municipality"** means the Corporation of the Municipality of West Nipissing.
- o) **"Officer"** means a By-law Enforcement Officer or an Animal Control Officer, employed by or appointed by the Municipality.
- p) **"Owner"** means any person, group of persons, partnership, or corporation owning, keeping or harbouring a Dog, Cat, or other domestic animals. "Owns" or "Owned" shall have a corresponding meaning. Where the owner is a minor, the person responsible for the custody of the minor.
- q) **"Police Work Dog"** means a Dog trained to aid law enforcement officers and being used for police work purposes for the protection of the public including the investigation or crime and the apprehension of law violators.
- r) **"Public property"** means any property owned by or under the control of the municipality including, but not limited to, arenas, community centers, parks, beaches, roads, sidewalks, etc...
- s) **"Purebred"** means a Dog which is registered or eligible for registration in the register of the Canadian Kennel Club Incorporated or of a class designated as purebred in the regulations.
- t) **"Restraint"** means a Dog is under restraint within the meaning of this by-law if it is on his owner's property; out on a leash; or at "heel" beside person and obedient to that person's commands.
- u) **"Service Animal"** means an animal that has been trained or is being trained to provide service for a person who, because of a disability as defined in the Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11, as amended, requires that service animal.
- v) **"Spayed female"** means a female Domestic Animal which has been operated upon by a licensed veterinarian to prevent conception.
- w) **"Veterinary Hospital"** means any establishment maintained and operated by a licensed veterinarian for the diagnosis and treatment of diseases and injuries of animals.

2. ENFORCEMENT

- 2.1. The provisions of this by-law shall be enforced by a By-law Enforcement Officer or Animal Control Officer appointed or employed by the Municipality or an Officer employed by any agency contracted to carry out animal control duties within the municipality

3. LICENSING

- 3.1. Every person in the Municipality who is the Owner of a Dog or Cat, shall immediately following the date that a Dog or Cat comes into his or her possession, or where applicable, register the Dog or Cat with the Corporation or its authorized agents and thereafter annually on or before the first day of January in each and every year, pay to the Corporation or its authorized agents, a license fee calculated in accordance with Schedule "A" attached to this by-law.
- 3.2. On payment of the license fee in accordance this section, the Corporation or its authorized agents, shall issue to each Dog or Cat so registered, a serial numbered license tag and shall cause the name of the Owner, his or her address, the name, breed, sex, color and age of the Dog and the number of his or her license to be entered into the records of the Corporation.
- 3.3. Every Owner shall affix to his or her Dog or Cat a license tag, consisting of a metallic plate having raised, cast or stamped thereon figures indicating the year of issuance, together with a number registered in

the office of the Corporation; issued in accordance with subsection 3.2 of this section and shall keep such tag affixed to the Dog at all times until a tag for the next year is purchased and so affixed.

- 3.4. Every license under this section shall expire on the 31st day of December following the date of issue
- 3.5. The replacement fee for a lost license tag is set out in Schedule "A" to this by-law.
- 3.6. If there is a change of ownership of a Dog or Cat during the license year the owner may have the current license transferred to his name upon payment of a transfer fee as stated in Schedule "A".
- 3.7. The licensing requirements of this by-law shall not apply to any Dog or Cat belonging to a non-resident of the Municipality and kept within the municipality for no longer than thirty (30) days provided such Dog or Cat shall, at all times while in the municipality, be kept within a building or be under restraint by the owner.
- 3.8. Every license fee and license tag issued by another municipality for the license year, shall be recognized as a license fee and license tag as issued by the Municipality of West Nipissing providing;
 - a) The owner notifies the Animal Control Officer of the date of issue of said license and license tag number and
 - b) The owner was a bona fide resident of said other municipality at the date of issue
 - c) The owner is now a bona fide resident of the Municipality of West Nipissing

4. KENNELS

- 4.1. Every person who owns, operates or conducts a kennel of purebred Dogs which are registered with the Canadian Kennel Club Incorporated pursuant to the Statutes of Ontario enacted in that behalf, shall pay to the Municipality of West Nipissing immediately following the 1st day of January in any year, a tax or license fee in accordance with Schedule "A".
- 4.2. Every person who owns, operates or conducts a boarding kennel shall pay to the Municipality immediately following the 1st day of January in any year, a license fee in accordance with Schedule "A".
- 4.3. If there is a change of ownership of a kennel during the license year the owner may have the current license transferred to his name upon payment of a transfer fee as stated in Schedule "A".
- 4.4. Any new applicant for a kennel license not previously licensed must first obtain confirmation that the property location of such kennel complies with the requirements of the Municipality's zoning by-law. Notice of the application shall be given to all assessed owners of land lying within a 300 meter radius of the applicant's proposed kennel location. Property owners within this defined area shall be given the opportunity to approve or object to the granting of a kennel license. The granting of a license will be determined by Council.
- 4.5. Any new applicant for a kennel not previously licensed shall complete the application form, attached hereto as Schedule 'E' and forming part of this By-law.
- 4.6. Upon receipt of an application for a new kennel, the proposed kennel shall be inspected by the Animal Control Officer for the Municipality of West Nipissing and the results of the Officer's inspection shall be indicated on Schedule 'F' attached hereto and forming part of this By-law

5. RESTRICTIONS

- 5.1. The number of permitted Dogs and Cats within each Zone of the Municipality, as defined in Section 2.1 of the Zoning By-Law 2014/45, shall be as follows:

ZONES	NUMBER OF PERMITTED DOGS	NUMBER OF PERMITTED CATS
RESIDENTIAL ZONES		
Residential One (R1)		
Residential Two (R2)		
Residential Three (R3)		
Residential Four (R4)		
Shoreline Residential (SR)		
Rural Residential (RR)		
Mobile Home Residential (MHR)		

Current By-Laws, states that 2 dogs and 2 cats are permitted

ZONES	NUMBER OF PERMITTED DOGS	NUMBER OF PERMITTED CATS
AGRICULTURAL and RURAL ZONES		
Agriculture One (A1)		
Agriculture Two (A2)		
Rural (RU)		

- 5.2. This section does not apply to:
- i) a licensed kennel
 - ii) a veterinary hospital
 - iii) a pet shop
 - iv) a pound
 - v) a newborn litter of Dogs or Cats kept for a period of six to eight weeks from the date of birth
 - vi) farm Dogs or farm Cats

6. RUNNING AT LARGE

- 6.1. An owner shall keep his or her Dog, Cat or other domestic animal under restraint at all times and shall not permit such Dog, Cat or domestic animal to be off the owner's property unless under restraint.
- 6.2. No person shall allow or permit any animal of which he is the owner, to run at large within the limits of the Municipality
- 6.3. An animal shall not be considered running at large if it is:
- i) a Service Animal;
 - ii) a Police work Dog
 - iii) a farm Dog or farm Cat
- 6.4. Any domestic animal running at large may be captured by a duly appointed By-Law Enforcement Officer and delivered to the Animal Control Officer.
- 6.5. Any person may capture any domestic animal running at large and trespassing on his or her property and deliver same to the Animal Control Officer
- 6.6. An Animal Control Officer may enter on any public property, or private property with the consent of the owner or tenant, for the purpose of capturing any animal running at large.
- 6.7. While in a park, no person or owner in control of any Dog, Cat or domestic animal shall;
- (a) allow it to run at large;
 - (b) permit any Dog, Cat or Domestic Animal to enter any municipal beach/waterfront area, swimming area, pond, garden, landscaped area or any other area posted to prohibit access, excluding a Service Animal.
 - (c) ensure that the animal is on a leash or chain not exceeding two (2) m in length;
 - (d) pick up and remove forthwith any excrement left by the Dog, Cat or Domestic Animal and dispose of it in a receptacle for litter or in some other suitable container, excluding excrement from guide Dogs

7. DANGEROUS AND NUISANCE DOGS

7.1. DANGEROUS DOGS

- 7.1.1. Where the Municipality becomes aware either on its own initiative or as a result of a complaint received by it that a Dog has bitten or attacked a person or Domestic Animal without provocation, or chased or approached a person or Domestic Animal in a menacing fashion, the By-Law Enforcement or Animal Control Officer may serve a Dangerous Dog Notice to the Dog Owner requiring the Owner to comply with any or all of the requirements set out in this section. Such notice shall take effect immediately upon service and the Dog shall be deemed to be a Dangerous Dog
- 7.1.2. Every Owner of a Dangerous Dog shall, at all times while the Dangerous Dog is not in the Owner's dwelling unit, but is otherwise within the boundaries of the Owner's premises, ensure that:
- (a) the Dog wears a muzzle;
 - (b) the Dog is securely tethered;

- (c) the Dog is contained within an area securely enclosed by a locked fence of an appropriate height, or an area enclosed by other means such that the Dog cannot come into contact with members of the public; and
 - (d) a sign, no smaller than 5" x 7", is displayed at all entrances to the property upon which the Dog is kept, bearing words and a symbol that warns that there is a Dangerous Dog on the property
- 7.1.3. Every Owner of a Dangerous Dog shall, at all times while the Dog is not within the boundaries of the Owner's premises, keep the Dog:
 - (a) on a leash that does not exceed two (2) metres in length; and
 - (b) muzzled.
- 7.1.4. Every Owner of a Dangerous Dog shall notify the Municipality immediately of the following:
 - (a) any change in Ownership or residence of the dangerous Dog and provide the name, current address and telephone number of the new Owner;
 - (b) if the Dog runs At Large, attacks or bites any person or animal; and
 - (c) if the Dog dies.
- 7.1.5. The Owner of a Dangerous Dog shall ensure that:
 - (a) the Dog is spayed or neutered at the Owners expense; and
 - (b) that the Dog is implanted with a microchip at the Owner's expense.
- 7.1.6. The Animal Control Officer may impound any Dangerous Dog of an Owner not in compliance with this Section, at the Owner's expense, and perform any procedure necessary in the circumstances, including euthanization.

7.2. DANGEROUS DOG NOTICE AND APPEAL HEARING

- 7.2.1. The Dangerous Dog Notice referred to in this By-law shall be served by hand delivery or registered mail to an Owner of the Dog. If served by registered mail, it shall be deemed received on the fifth working day after the date of mailing. Such notices shall include:
 - (a) a statement that the Officer has reason to believe that the Dog is a potentially dangerous Dog or is a dangerous Dog;
 - (b) the requirements that the Owner must comply with in accordance with Section 7.1.4 and when such requirements take effect; and
 - (c) a statement that the Owner may request, within three (3) working days of receipt of the Animal Control Officer's Notice, and is entitled to, a hearing by a Committee designated by Council and specify the procedure for same.
- 7.2.2. An Owner's request for a hearing shall be made in writing to and served on the Municipal Clerk within three (3) working days of receiving the Notice and include a copy of the Notice. Council of the Municipality shall hold a hearing pursuant to the provisions of the *Statutory Powers Procedure Act*, R.S.O. 1990, c. S.22 within fifteen (15) working days of the Clerk's receipt of the request for a hearing and provide the Owner with notice of same.
- 7.2.3. Where a Dog Owner who has been given notice of a hearing does not attend at the prescribed time and place, the Committee of Council may proceed in the absence of the Dog Owner and the Owner will not be entitled to any further notice in the proceedings.
- 7.2.4. At the conclusion of the hearing, Council may give its decision orally or reserve its decision, but in any case it shall provide its decision in writing within fourteen (14) days of the hearing to the Dog Owner and the Animal Control Officer.
- 7.2.5. Council may affirm or rescind the Animal Control Officer's designation of the Dog as potentially dangerous or dangerous, may substitute its own designation, or may substitute its own requirements of the Owner. The decision of the Council issued under this By-law is final.
- 7.2.6. The requirements of this paragraph which may be imposed on a Dog owner by the Animal Control Officer shall not be required until either the time for appeal has elapsed without the Dog owner requesting a hearing or Council has ordered such requirement, whichever occurs earlier

7.3. NUISANCE DOGS

- 7.3.1. No Owner of a Dog shall cause or permit his or her Dog to be a public nuisance by:
 - (a) Persistently barking or howling;
 - (b) Scattering garbage or interfering with waste collection services; or

- (c) Chasing persons, vehicles, domestic animals, livestock, poultry or other animals kept on an agricultural property.

7.3.2. For the purpose of this section, persistent barking or howling is defined as repeatedly barking or howling for twenty (20) minutes or longer.

7.3.3. Where any Officer has received and investigated three (3) complaints about the persistent barking of a Dog, which complaints have resulted in a conviction of the Owner of the Dog under the Municipality's Noise By-law or any successors thereto, the Animal Control Officer shall be entitled to retrieve the Dog from the Owner and keep the Dog in the Animal Shelter for a period of ten (10) days or until the Animal Control Officer is satisfied that the Owner of the Dog has taken proper and effective steps to control the barking of the Dog, whichever is the lesser

8. IMPOUNDMENT

8.1. Unlicensed Dog, Cat or Domestic Animal found to be running at large contrary to the provisions of this by-law shall be taken up by the Animal Control Officer of the Municipality and impounded in the animal shelter, and there confined in a humane manner for a period of not less than three (3) days, and may thereafter be disposed of in a humane manner if not claimed by their owners. Domestic animals not claimed by their owners at the expiration of three (3) days, shall be placed or humanely disposed of except as hereinafter provided in the cases of certain animals.

8.2. Before a Dog, Cat or Domestic Animal may be placed with a new owner in the Municipality, the owner will secure the necessary licenses and comply with the registration requirements of this by-law.

8.3. Immediately upon the impoundment of a Dog, Cat or Domestic Animal, the Animal Control Officer shall make every reasonable effort to notify the owners of such impounded animal; and inform such owners of the conditions whereby they can regain custody of such animal.

8.4. When Dog, Cat or Domestic Animal are impounded and are not claimed by their owners within the 3 days specified by this by-law, they shall become the property of the Municipality who may dispose of them to new owners who will agree to the conditions of this by-law.

9. REDEMPTION OF IMPOUNDED DOGS, CATS OR DOMESTIC ANIMAL

9.1. The owner shall be entitled to regain possession of any impounded animal except as hereinafter provided in the cases of certain animal, upon compliance with the license provisions of Section 3.0 of this by-law and the payment of impoundment fees and other charges set forth herein by the Municipality, all applicable fines and costs in accordance to Schedule "B".

9.2. Any animal impounded under the provisions of this by-law and not reclaimed by its owner within 3 days, may be humanely destroyed by the Animal Control Officer, or placed in the custody of some person deemed to be a responsible and suitable owner, who will agree to comply with the provisions of this by-law.

10. CONFINEMENT OF FEMALE ANIMALS IN HEAT

10.1. The owner shall cause every female Dog or Cat in heat to be kept confined in a building or secure enclosure in such manner that such female Dog or Cat cannot come in contact with another Dog or Cat, except for breeding purposes.

11. RABIES

11.1. When deemed expedient, the Council of the Corporation of the Municipality of West Nipissing may declare a Municipality wide quarantine and a period of up to six months may be imposed and all other restrictions, rules and regulations pertaining to rabies may be imposed and will apply under the authority of the revised Statutes of Ontario.

11.2. When a Dog is known to have bitten a person, the Medical Officer of Health may order the Animal Control Officer of the Corporation to confine the Dog under supervised quarantine for a period not to exceed fourteen (14) days.

12. EXEMPTIONS

- 12.1. Hospitals, clinics and other premises operated by licensed veterinarians for the care and treatment of animals are exempt from the provisions of this bylaw; except where such duties are expressly stated.

13. INVESTIGATION

- 13.1. For the purpose of discharging the duties imposed by this by-law and to enforce its provisions, any Officer appointed by the Municipality of West Nipissing for that purpose, is empowered to enter upon any premises upon which a Dog or Cat is kept or harbored and to demand the exhibition by the owner of such Dog or Cat or the license of such Dog or Cat. It is further provided that any Animal Control Officer may enter the premises where any animal is kept in a reportedly cruel or inhumane manner and demand to examine such animal and to take possession of such animal when, in his opinion, it requires humane treatment.

14. INTERFERENCE

- 14.1. No person shall interfere with, hinder or molest any Officer of the Municipality in the performance of any duty of such agent, or seek to release any animal in the custody of the Municipality aforesaid agents, except as herein provided.

15. PENALTY

- 15.1. Every person who contravenes any provision of this by-law is guilty of an offence and on conviction, is liable to a fine as provided for in the Provincial offences Act.

16. STOOP AND SCOOP

- 16.1. Every Dog Cat owner shall forthwith remove and dispose of excrement left by their Dog or Cat on any private or public property in the Municipality of West Nipissing.

17. REPEALS

- 17.1. By-law 2000-20 and By-Law 1999-28, as amended, relating to the keeping, licensing and regulating of Dogs and Cats, in the Municipality of West Nipissing are hereby repealed.

18. GENERAL

- 18.1. Any Dog or Cat owner may apply to have the licensing fee reduced upon the production of a veterinary certificate showing such Dog or Cat is electronically chipped for identification purposes. The owner will be required to pay the fee in accordance with Schedule "A".
- 18.2. That the following enumerated schedules shall form part of this by-law:
- Schedule "A" – Licensing Fees
 - Schedule "B" - Impoundment Fees
 - ~~Schedule "C" – Penalties~~
 - Schedule "D" - Set Fines (Offence Table)
 - Schedule "E" – Application for Kennel License
 - Schedule "F" – Check-List for Inspection of Kennel

ENACTED AND PASSED THIS DAY OF , 2020 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.



The Corporation of the Municipality of West Nipissing
La Corporation de la Municipalité de Nipissing Ouest

Resolution No.

2020 /

MARCH 17, 2020

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

WHEREAS By-law **2020/05**, being a By-law to provide for the construction of a drainage work in the Municipality of West Nipissing on the **PAQUETTE DRAIN F**, received first and second readings on January 21, 2020;

AND WHEREAS Court of Revision was held on the **PAQUETTE DRAIN F** on March 4, 2020;

AND WHEREAS the statutory time for filing appeals to the Drainage Tribunal has expired and no appeals have been received to the Decision of the Court of Revision or to the passing of the provisional by-law;

BE IT RESOLVED THAT By-law **2020/05**, being a by-law to provide for the construction of a drainage work in the Municipality of West Nipissing in the District of Nipissing on the **PAQUETTE DRAIN F** and for the borrowing on the credit of the Municipality the sum of \$134,000 for the completion of drainage work, be read a third time and be finally enacted.

	YEAS	NAYS
DUHAIME, Yvon		
FISHER, Christopher		
LARABIE, Roland		
MALETTE, Léo		
ROVEDA, Dan		
SÉGUIN, Jeremy		
SÉNÉCAL, Denis		
SÉNÉCAL, Lise		
SAVAGE, Joanne (MAYOR)		

CARRIED: _____

DEFEATED: _____

DEFERRED OR TABLED: _____

BY-LAW 2020/05

**BEING A BY-LAW TO PROVIDE FOR THE CONSTRUCTION OF
DRAINAGE WORK FOR THE PAQUETTE DRAIN F
IN THE MUNICIPALITY OF WEST NIPISSING, IN THE DISTRICT OF NIPISSING,
AND FOR THE BORROWING ON THE CREDIT OF THE
MUNICIPALITY THE SUM OF \$ 134,000 FOR THE COMPLETION OF DRAINAGE WORK**

WHEREAS an engineering report was initiated by the Corporation of the Municipality of West Nipissing pursuant to Sections 4 of the *Drainage Act* to for the **PAQUETTE DRAIN F**;

AND WHEREAS, further to on-site meetings and public meetings, the firm of K. Smart Associates Ltd. prepared an engineer's report dated December 6, 2019, which consists of a description of the work, cost estimates, drawing and specifications, a schedule of assessment to distribute the cost of the work in accordance with the *Drainage Act*. Said report is attached and forms part of this by-law;

AND WHEREAS the Council is of the opinion that the amended drainage improvements are desirable;

THEREFORE, the Council of the Municipality of West Nipissing pursuant to the *Drainage Act* enacts as follows:

1. The engineer's report dated December 6, 2019 is hereby adopted and the drainage work as therein described is hereby authorized and shall be completed in accordance therein.
2. The Corporation of the Municipality of West Nipissing may borrow on the credit of the Corporation the sum of the funds necessary for the drainage work but otherwise provided that the sum of \$134,000 shall be reduced by the amounts of grants and commuted payments with respect to lands and road assessed.
3. This by-law comes into force on the passing thereof, and may be cited as the **PAQUETTE DRAIN F**.

READ A FIRST TIME AND CONSIDERED READ A SECOND TIME IN OPEN COUNCIL THIS 21st DAY OF JANUARY, 2020.



JOANNE SAVAGE
MAYOR



MELANIE DUCHARME
CLERK

**ENACTED AND PASSED THIS _____ DAY OF _____, 2020 AS WITNESSED BY THE SEAL
OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.**

JOANNE SAVAGE
MAYOR

MELANIE DUCHARME
CLERK

BY-LAW 2020/21

**BEING A BY-LAW TO AMEND ZONING BY-LAW NO. 2014/45 TO REZONE CERTAIN LANDS
ON 611 SANDHILL ROAD FROM RESIDENTIAL ONE (R1) TO RESIDENTIAL ONE (R1-3)
(ZONING AMENDMENT FILE NO. ZBLA 2020-02)**

WHEREAS the owners of the subject property have initiated an amendment to Zoning By-Law 2014-45, for the properties located on 611 Sandhill Road, being Part of Lot 6, Concession 1, Part 2, 36R-8430, Part 1, 36R-13191, Twp. Springer, Municipality of West Nipissing;

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

AND WHEREAS it is deemed desirable to amend the zone designation shown on Schedule 'SF1' of By-Law No. 2014/45 pursuant to Section 34 of the *Planning Act* R.S.O. 1990, as amended;

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

1. Schedule 'SF1' of By-Law No. 2014/45 is amended by changing the zoning designation of the property shown on Schedule 'A' attached hereto, which property is more particularly described as Part of Lot 6, Concession 1, Part 2, 36R-8430, Part 1, 36R-13191, Springer Twp., Municipality of West Nipissing, shown on Schedule 'A' attached hereto from Residential one (R1) Zone to Residential one (R1-3) exception zone 3 to permit an accessory dwelling unit within an accessory structure.

EXCEPTION	BY-LAW	LOCATION	SCHEDULE	SPECIAL PROVISIONS
R1-3	2020/21	Part of Lot 6, Concession 1, Part 2, 36R-8430, Part 1, 36R-13191 Township of Springer, Municipality of West Nipissing.	SF1	Permitted uses shall include an accessory dwelling unit in an accessory structure.

2. This By-law shall take effect on the date of passage and come into force in accordance with Section 34 of the *Planning Act*, RSO 1990, Ch. P 13.

ENACTED AND PASSED THIS 17 DAY OF MARCH, 2020 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.

JOANNE SAVAGE, MAYOR

MELANIE DUCHARME, CLERK



LANDS TO BE REZONED FROM RESIDENTIAL ONE (R1)
TO RESIDENTIAL ONE EXCEPTION THREE (R1-3)

MUNICIPALITY OF WEST NIPISSING OUEST
TOWN OF STURGEON FALLS - SCHEDULE SF-1

PART OF LOT 6, CONCESSION 1
PART 2 36R-8430
PART 1 36R-13191
GEOGRAPHIC TOWNSHIP OF SPRINGER
MUNICIPALITY OF WEST NIPISSING OUEST



25 12.5 0 25 50 Metres

THIS IS SCHEDULE 'A' TO
BY-LAW NO. 2020- 21 PASSED THIS
17th DAY OF MARCH 2020.

JOANNE SAVAGE, MAYOR



PLANScape
BUILDING COMMUNITY THROUGH PLANNING

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

MELANIE DUCHARME, CLERK

BY-LAW 2020/22

**BEING A BY-LAW TO AMEND ZONING BY-LAW NO. 2014/45 TO REZONE CERTAIN LANDS
ON 524 SABOURIN ROAD FROM RESIDENTIAL ONE (R1) TO RESIDENTIAL ONE (R1-4)
(ZONING AMENDMENT FILE NO. ZBLA2020-04)**

WHEREAS the owners of the subject property have initiated an amendment to Zoning By-Law 2014-45, for the properties located on 524 Sabourin Road, being Part of Block 33, Plan 35, Part 2, 36R-11040, Twp. Springer, Municipality of West Nipissing;

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

AND WHEREAS it is deemed desirable to amend the zone designation shown on Schedule 'SF2' of By-Law No. 2014/45 pursuant to Section 34 of the *Planning Act* R.S.O. 1990, as amended;

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

1. Schedule 'SF2' of By-Law No. 2014/45 is amended by changing the zoning designation of the property shown on Schedule 'A' attached hereto, which property is more particularly described as Part of Block 33, Plan 35, Part 2, 36R-11040, Springer Twp., Municipality of West Nipissing, shown on Schedule 'A' attached hereto from Residential one (R1) Zone to Residential one (R1-4) exception zone 4 to permit a home industry as in section 4.1.0. as a permitted use.

EXCEPTION	BY-LAW	LOCATION	SCHEDULE	SPECIAL PROVISIONS
R1-4	2020/22	Part of Block 33, Plan 35, Part 2, 36R-11040, Township of Springer, Municipality of West Nipissing.	SF2	Permitted accessory uses shall be as in Table 6.2 and shall also include a Home Industry (S 4.10) as a permitted accessory use.

2. This By-law shall take effect on the date of passage and come into force in accordance with Section 34 of the Planning Act, RSO 1990, Ch. P 13.

ENACTED AND PASSED THIS 17th DAY OF MARCH, 2020 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.

JOANNE SAVAGE, MAYOR

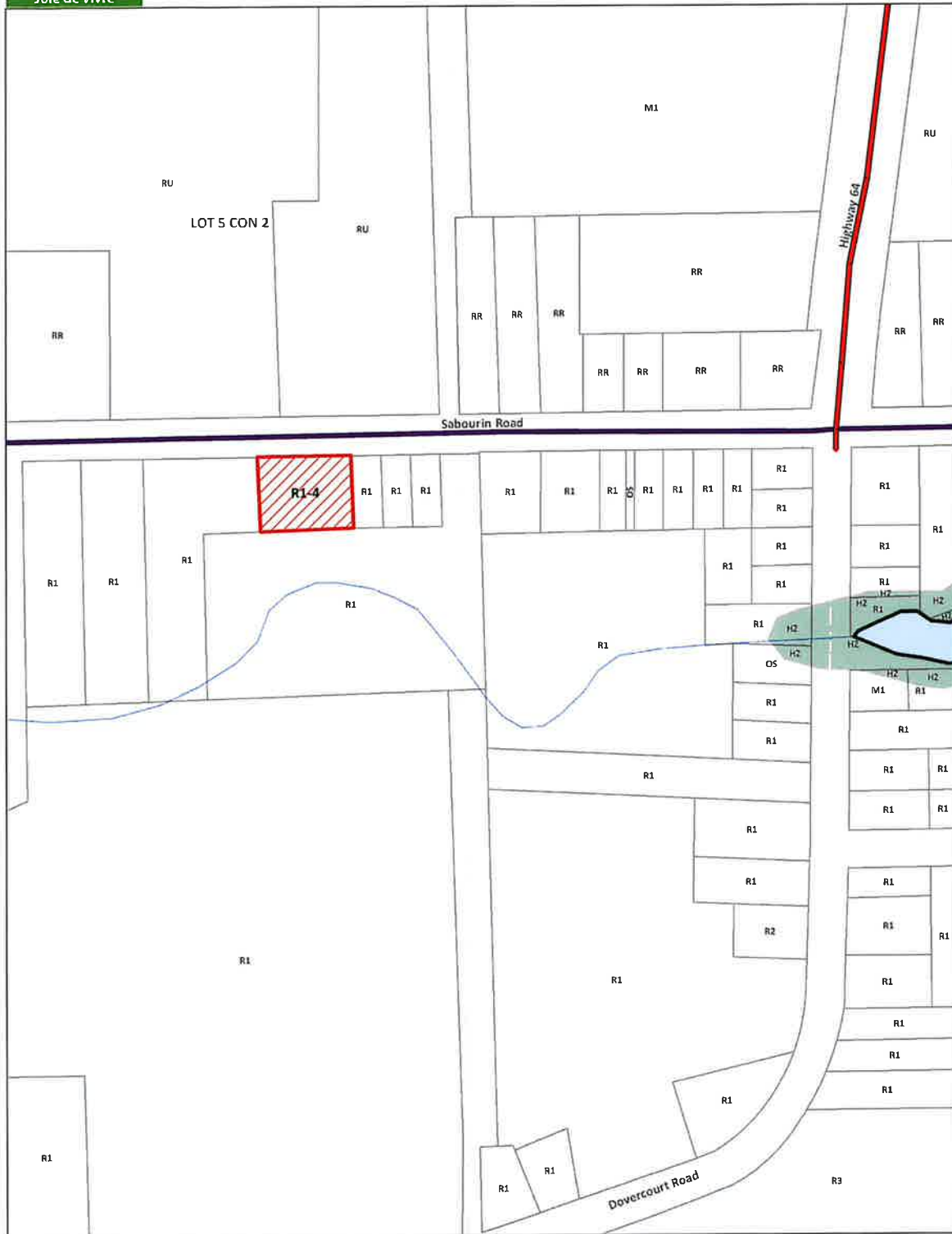
MELANIE DUCHARME, CLERK



West Nipissing Ouest

Joie de vivre

SCHEDULE 'A' TO BY-LAW 2020/22



LANDS TO BE REZONED FROM HIGHWAY COMMERCIAL (C2)
TO HIGHWAY COMMERCIAL EXCEPTION THREE (C2-3)

MUNICIPALITY OF WEST NIPISSING OUEST
TOWN OF STURGEON FALLS - SCHEDULE SF1 & SF4

PART OF BLOCK 33, PLAN 35
PART 2 36R-11040
PART OF LOT 5, CONCESSION 1
GEOGRAPHIC TOWNSHIP OF SPRINGER
MUNICIPALITY OF WEST NIPISSING OUEST



50 25 0 50 Metres

THIS IS SCHEDULE 'A' TO
BY-LAW NO. 2020- 22 PASSED THIS
17th DAY OF MARCH 2020.

JOANNE SAVAGE, MAYOR



PLANScape
BUILDING COMMUNITY THROUGH PLANNING

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

MELANIE DUCHARME, CLERK

MEMORANDUM

TO: Mayor and Council

FROM: Melanie Ducharme, Municipal Clerk/Planner

DATE: March 10, 2020

RE: LANDFILL SITE ROAD – ROAD ASSUMPTION

Prior to 2003, Landfill Site Road was subject to a Land Use Permit (LUP) issued by the Ministry of Natural Resources as it is located either wholly or partially on crown land for the first 800m +/- . In April, 2003, the Land Use Permit was cancelled and the MNR issued a letter of permission for the Municipality of West Nipissing to assume care and control of Landfill Site Road, however no By-Law was passed as is required by Section 31(2) of the *Municipal Act*, 2001.

Recently, the Municipality was approached by an adjacent landowner, requesting assistance in obtaining authorization for the installation of highway road signage from the Ministry of Transportation as there is currently only a small blue municipal road sign at that location.

In order authorize and install a green highway sign, the MTO requires that the Municipality furnish a By-Law formally assuming the road.

Attached is a By-law assuming Landfill Site Road as a municipal road.

Thank you,

Joie de vivre



www.westnipissingouest.ca



**The Corporation of the Municipality of West Nipissing
La Corporation de la Municipalité de Nipissing Ouest**

Resolution No.

2020 /

MARCH 17, 2020

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

BE IT RESOLVED THAT By-law **2020/23**, being a by-law to accept, assume and dedicate lands for public highway purposes, shall come into force and take effect on the date it is passed.

Part of Lots 8 and 9,
Concessions 1 and 2
Geographic Township of Pedley
Municipality of West Nipissing
District of Nipissing

Being parts of the travelled roads known as chemin Landfill Site Road, Sturgeon Falls, Ontario.

	YEAS	NAYS
DUHAIME, Yvon		
FISHER, Christopher		
LARABIE, Roland		
MALETTE, Léo		
ROVEDA, Dan		
SÉGUIN, Jeremy		
SÉNÉCAL, Denis		
SÉNÉCAL, Lise		
SAVAGE, Joanne (MAYOR)		

CARRIED: _____

DEFEATED: _____

DEFERRED OR TABLED: _____



THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

BY-LAW 2020/23

**BEING A BY-LAW TO ACCEPT, ASSUME AND DEDICATE LANDS
FOR PUBLIC HIGHWAY PURPOSES – LANDFILL SITE ROAD, PEDLEY TWP.**

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

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

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

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

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

Part of Lots 8 and 9,
Concessions 1 and 2
Geographic Township of Pedley
Municipality of West Nipissing
District of Nipissing

Being the road known as Landfill Site Road, Sturgeon Falls, Ontario.

**ENACTED AND PASSED THIS 17TH DAY OF MARCH 2020 AS WITNESSED BY THE SEAL OF THE
CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.**

JOANNE SAVAGE
MAYOR

MELANIE DUCHARME
CLERK



CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING /
LA CORPORATION DE LA MUNICIPALITÉ DE NIPISSING QUEST

**MINUTES OF THE COUNCIL MEETING
HELD IN COUNCIL CHAMBERS
ON TUESDAY, FEBRUARY 25, 2020 AT 6:30 PM**

PRESENT: MAYOR JOANNE SAVAGE
COUNCILLOR YVON DUHAIME
COUNCILLOR CHRISTOPHER FISHER
COUNCILLOR ROLAND LARABIE
COUNCILLOR LÉO MALETTE
COUNCILLOR DAN ROVEDA
COUNCILLOR JEREMY SÉGUIN
COUNCILLOR DENIS SÉNÉCAL
COUNCILLOR LISE SÉNÉCAL

ABSENT:

A) DECLARATION OF PECUNIARY INTEREST / DÉCLARATION D'INTÉRÊTS PÉCUNIAIRES

There were no pecuniary interests declared.

B) AGENDA and ADDENDUM / ORDRE DU JOUR et ADDENDA

B-1 A resolution was passed to adopt the Agenda.

No. 2020/067 Moved by: Councillor L. Sénécal
Seconded by: Councillor Séguin

BE IT RESOLVED THAT the Agenda for the meeting of Council held on February 25, 2020 be adopted as
☒ presented / ☐ amended.

CARRIED

C) DELEGATIONS & PETITIONS / DÉLÉGATIONS ET PÉTITIONS

C-1 Friends of the Beach (Presenter: Theresa Fredette)

Theresa Fredette made a presentation to Council informing members of the recent clean-up work that has been done to the Sturgeon Falls beach and made a request to the Municipality for the supply of materials, signage and potential financial assistance with the upgrades to the beach which will ensure safety of residents. Council commended the group for their efforts and agreed to consider their requests in future budget discussions.

COMMITTEE OF THE WHOLE MEETING / COMITÉ PLÉNIER

D-1) PLANNING / PLANIFICATION

D-1(a) Update on 2019 Building Activities

The Director of Community Services and Economic Development presented a report prepared by the Chief Building Officer (CBO) illustrating the activities of the building department from 2015 to 2019. The Director indicated that 2019 was a good year for building and it is hoped that 2020 will be the same.

Denis Sénécal,
Chair

Melanie Ducharme,
Municipal Planner

D-2) EMERGENCY MEASURES AND PUBLIC SAFETY / MESURES D'URGENCE ET SÉCURITÉ PUBLIQUE

D-2(a) OPP Roundtable Session (Feb-24-2020) (Mayor Savage)

The Mayor and the Chair of Emergency Measures and Public Safety, Councillor Fisher, presented a synopsis of the round-table discussion held in Sudbury on February 24, 2020 concerning changes to policing and, in particular, the composition of Police Boards. The Mayor indicated that Council has the opportunity to provide its endorsement by way of a letter to the Ministry stating its position concerning the maintenance of a local police board. The Mayor stated that the Municipality also has the opportunity to set the terms of reference for the Board as well as the composition of its board including whether the appointees be at the local level. It was agreed that a letter be drafted by the Communications Department stating Council's position and recommendation.

Christopher Fisher,
Chair

Melanie Ducharme,
Clerk

D-3) ECONOMIC DEVELOPMENT / DÉVELOPPEMENT ÉCONOMIQUE NIL

D-4) SOCIAL SERVICES AND HEALTH / SERVICES SOCIAUX ET SANTÉ NIL

D-5) PUBLIC WORKS / TRAVAUX PUBLICS

The Mayor suggested an alteration to the items, beginning with the Petition (item (b))

D-5(b) Petition re: Roadwork on North South Road (received at Feb-4th)

The petition pertaining to roadwork on North South Road, which was received at the February 4th Council meeting, was discussed. Councillor Denis Senecal stated that certain residents have indicated that there are sections of the road do not require work. The Manager of Public Works indicated that there is no way of knowing precisely how much each project will cost, but that, for the purpose of budgeting, a dollar value has to be assigned to each road, while knowing that some may come in slightly higher or lower with expectations that that all projects will even out in the end. It was suggested that only half the road be done in 2020; however following discussion the majority agreed to do the work all in one year, as recommended.

D-5(c) Sidewalk – Principal Street, Verner

Council received a memo from EXP outlining the costing for the replacement of a sidewalk on Principal in Verner. Councillor Séguin requested input from members of the previous Council as to how the situation arose and a discussion ensued with the Manager of Public Works and the Treasurer providing background information. It was suggested that Council undertake to adopt policy for the installation of sidewalks which would assist Council in making future decisions. Councillor Seguin alluded to hardships to Verner residents arising from the removal of the sidewalk; It was suggested that the project be undertaken into two phases. The Treasurer suggested that staff go back to EXP to obtain recommendation as to the best approach for phasing the project. The Treasurer also indicated that the funds for the project could potentially be obtained from the un-used gas tax so as not to impact the 2020 budget.

MOTION FOR RECESS: At 8:11 PM, a motion was made for a 10 minute recess.

Moved by: Councillor Fisher
Seconded by: Councillor L. Sénécal

CARRIED

D-5(a) 2020 Capital Works Budget

Council discussed the 2020 Capital Budget. A discussion was held concerning the Verner garage repair and expansion item, following which a discussion ensued with some council members suggesting that the work be deferred; however, the majority of Council supported the work being completed in 2020. It was suggested that the scope of the proposed work on Tomiko Road could be adjusted to address only the areas of concern most pressing for residents and that perhaps some of the funds could be allocated to sidewalk projects in proximity to schools.

D-5(d) Request from Legion re: Snow Plowing

Council was presented with a letter from the Royal Canadian Legion (Br. 255) seeking assistance with snow removal for their parking lot. Following discussion, Council agreed that the request be honoured. The Mayor suggested a policy be implemented to clearly state the parameters by which assistance will be provided (i.e. seniors, veterans, etc.), with a view of clearly defining which future requests may be entertained. The proposed policy was generally supported by members.

D-5(e) Safety Concerns re : Hwy 17 and Ottawa St intersection (Mayor Savage)

The Mayor raised the issue of concerns about the safety of the Highway 64/17 intersection. The Manager of Public Works provided information and feedback from the MTO, which does not recommend reducing the speed limit which is already 50km/hr at that location. The Manager suggested asking MTO to remove the 70km/hr section and extend the 50km/hr zone to where the existing 80km/hr begins. The Manager also suggested the installation of the traffic data logger which has been proven to be an effective traffic calming device.

Yvon Duhaime,
Chair

Jean-Pierre (Jay) Barbeau,
Chief Administrative Officer

D-6) COMMUNITY SERVICES / SERVICES COMMUNAUTAIRES NIL

D-7) SEWER AND WATER / LES ÉGOUTS ET L'EAU NIL

D-8) ENVIRONMENTAL / L'ENVIRONNEMENT

D-8(a) 2020 Environmental Services Budget

Due to time constraints, this item was deferred to the next meeting.

Roland Larabie,
Chair

Stephan Poulin,
Director of Community Services and EC DEV

REGULAR COUNCIL / SÉANCE RÉGULIÈRE

E) PLANNING / PLANIFICATION

E-1 A resolution was passed to approve By-Law **2020/16** to amend the Zoning By-law for a certain property on Levac Road.

No. 2020/068 Moved by: Councillor Séguin
Seconded by: Councillor Roveda

BE IT RESOLVED THAT By-law **2020/16**, being a by-law to amend Zoning By-law 2014/45, as amended, to rezone certain lands located at 880 Levac Road from Rural (RU) Zone to Community Facility (CF) Zone, shall come into force and take effect on the date it is passed

CARRIED

F) CORRESPONDENCE AND ACCOUNTS / COMPTES ET COURRIER

F-1 A resolution was passed to adopt the minutes of the meeting of Council held on January 21, 2020.

No. 2020/069 Moved by: Councillor Roveda
Seconded by: Councillor Séguin

BE IT RESOLVED THAT the minutes of the meeting of Council held on January 21, 2020 be adopted, as
☒ presented / ☐ amended. **CARRIED**

F-2 A resolution was passed to adopt the minutes of the meeting of Council held on February 4, 2020.

No. 2020/070 Moved by: Councillor Séguin
Seconded by: Councillor Roveda

BE IT RESOLVED THAT the minutes of the meeting of Council held on February 4, 2020 be adopted, as
☒ presented / ☐ amended. **CARRIED**

F-3 A resolution was passed to adopt the minutes of the February 5, 2020 BUDGET meeting of Council.

No. 2020/071 Moved by: Councillor Roveda
Seconded by: Councillor Séguin

BE IT RESOLVED THAT the minutes of the BUDGET meeting of Council held on February 5, 2020 be adopted, as ☒ presented / ☐ amended. **CARRIED**

F-4 A resolution was passed to adopt the minutes of the February 11, 2020 BUDGET meeting of Council.

No. 2020/072 Moved by: Councillor Séguin
Seconded by: Councillor Roveda

BE IT RESOLVED THAT the minutes of the BUDGET meeting of Council held on February 11, 2020 be adopted, as ☒ presented / ☐ amended. **CARRIED**

F-5 A resolution was passed to receive the minutes of the West Nipissing Library Board meeting.

No. 2020/073 Moved by: Councillor Roveda
Seconded by: Councillor Séguin

BE IT RESOLVED THAT the minutes of the West Nipissing Library Board meeting held on December 12, 2019 be received. **CARRIED**

F-6 A resolution was passed to adopt the minutes of the Planning Advisory Committee meeting.

No. 2020/074 Moved by: Councillor Séguin
Seconded by: Councillor Roveda

BE IT RESOLVED THAT the minutes of the West Nipissing Planning Advisory Committee meeting held on November 4, 2019 be received. **CARRIED**

F-7 A resolution was passed to receive the minutes of the Committee of Adjustment meeting.

No. 2020/075 Moved by: Councillor Roveda
Seconded by: Councillor Séguin

BE IT RESOLVED THAT the minutes of the West Nipissing Committee of Adjustment meeting held on December 9, 2019 be received. **CARRIED**

F-8 A resolution was passed to receive the minutes of the District of Nipissing Social Services Administration Board (DNSSAB) meeting.

No. 2020/076 Moved by: Councillor Séguin
Seconded by: Councillor Roveda

BE IT RESOLVED THAT the minutes of the District of Nipissing Social Services Administration Board (DNSSAB) meeting held on December 18, 2019 be received. **CARRIED**

F-9 A resolution was passed to receive the disbursement sheets.

No. 2020/077 Moved by: Councillor Roveda
Seconded by: Councillor Séguin

BE IT RESOLVED THAT the account payables disbursement sheets for JANUARY 2020 be received, as presented. **CARRIED**

G) UNFINISHED BUSINESS / AFFAIRES EN MARCHÉ NIL

H) NOTICE OF MOTION / AVIS DE MOTIONS

I) NEW BUSINESS / AFFAIRES NOUVELLES

- I-1** A resolution was passed to appointment a volunteer member to the Economic Development Committee.

No. 2020/078 Moved by: Councillor Séguin
Seconded by: Councillor Roveda

BE IT RESOLVED THAT the following individual be appointed to the West Nipissing Economic Development Committee for the remainder of the 2018 to 2022 term:

(1) Stuart SEVILLE

CARRIED

- I-2** A resolution was passed to appoint Council members to WN Economic Development Committee and Sturgeon River House Museum Advisory Committee

No. 2020/079 Moved by: Councillor Roveda
Seconded by: Councillor Séguin

BE IT RESOLVED THAT members of Council be appointed to the following Committees:

COMMITTEE	APPOINTMENT
West Nipissing Economic Development Committee	(1) Joanne Savage, Mayor
	(2) Lise Sénécal, Councillor
Sturgeon River House Museum Advisory Committee	(1) Léo Malette, Councillor
	(2) Joanne Savage, Mayor

CARRIED

- I-3** A resolution was passed to support the Village of Merrickville-Wolford requesting the Ministry of Natural Resources and Forestry to provide supporting evidence with respect to the expansion of the wetlands designation.

No. 2020/080 Moved by: Councillor Malette
Seconded by: Councillor Duhaime

WHEREAS the Municipality of West Nipissing received resolution no. R-029-20 from the Village of Merrickville-Wolford, attached hereto; pertaining to the Ministry of Natural Resources and Forestry's practices and procedures when designating of Provincially Significant Wetlands;

BE IT RESOLVED THAT Council for the Municipality of West Nipissing supports the Village of Merrickville-Wolford requesting that the Ministry of Natural Resources and Forestry to respectfully provide supporting evidence with respect to the expansion of wetlands designations within their boundaries;

BE IT FURTHER RESOLVED THAT Council for the Municipality of West Nipissing calls upon the Ministry of Natural Resources and Forestry to respectfully review its practices and procedures to include a requirement to provide supporting evidence, to impacted municipalities, when designating Provincially Significant Wetlands within their boundaries;

BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded to the Premier of Ontario, the Minister of Natural Resources and Forestry, the Minister of Municipal Affairs and Housing, the Association of Municipalities of Ontario (AMO), the Rural Ontario Municipal Association (ROMA) and all Ontario municipalities.

CARRIED

- I-4** A resolution was passed to support *Bill 156: Security from Trespass and Protecting Food Safety Act* as circulated by Chatam-Kent, South Glengarry and the Twp of Wellington North

No. 2020/081 Moved by: Councillor Duhaime
Seconded by: Councillor Malette

WHEREAS the Municipality of West Nipissing received resolutions from the Municipality of Chatham – Kent, the Township of South Glengarry and Prince Edward County as well as support letters from the Township of Wellington North and the Township of Madoc seeking support for *Bill 156: Security from Trespass and Protecting Food Safety Act*; which looks to provide a balanced approach to protecting farms and agri-producers; while recognizing a citizen's right to protest;

BE IT RESOLVED THAT Council for the Municipality of West Nipissing also strongly supports *Bill 156: Security from Trespass and Protecting Food Safety Act*;

BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded to the Premier of Ontario, the Minister of Agriculture, Food and Rural Affairs (OMAFRA) and Ontario municipalities for their consideration.

**REFERRED
TO AGRICULTURE ADVISORY COMMITTEE**

- I-5** Resolution to support the Town of Mattawa in their request to the District of Nipissing Social Services Administration Board to reduce costs and services in order to mitigate any municipal levy increase.

No. 2020/082 Moved by: Councillor Malette
 Seconded by: Councillor Duhaime

WHEREAS the Municipality of West Nipissing received resolution no. 20-10 from the Town of Mattawa, attached hereto which calls upon the District of Nipissing Social Services Administration Board (DNSSAB), like municipalities, to look at reducing its own costs and services, if necessary, in order to mitigate any municipal levy increase;

BE IT RESOLVED THAT Council for the Municipality of West Nipissing supports the Town of Mattawa, calling upon the District of Nipissing Social Services Administration Board (DNSSAB) to look at reducing its own costs and services, if necessary, in order to mitigate any municipal levy increase;

BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded to the District of Nipissing Social Services Administration Board of Directors and to member municipalities.

DEFEATED

MOTION FOR EXTENSION: At 9:35 PM, a motion was tabled to extend the meeting beyond the regular curfew time in order to continue discussions:

Moved by: Councillor Seguin
 Seconded by: Councillor Larabie

CARRIED

J) ADDENDUM / ADDENDA

K) INFORMATION & QUESTIONS / INFORMATION ET QUESTIONS

- K-1** The Mayor gave her report.

L) CLOSED MEETING / RÉUNION À HUIS CLOS

- L-1** Authorization to proceed into closed meeting.

No. 2020/083 Moved by: Councillor Duhaime
 Seconded by: Councillor Malette

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

- (B)** personal matters about an identifiable individual, including municipal or local board employees;
 (i) Human Resources Investigation Matter

CARRIED

- L-2** Adoption of the Closed minutes of Council meeting of Dec-3-2019

- L-3** Adjournment of the closed session.

No. 2020/087 Moved by: Councillor Larabie
 Seconded by: Councillor Malette

BE IT BE IT RESOLVED THAT the Closed meeting of Council held on February 18, 2020 be adjourned at 10:27 PM in order to proceed with the regular meeting

CARRIED

M) ADJOURNMENT / AJOURNEMENT

M-1 A resolution was passed to adopt By-law **2020/17** confirming the proceedings of Council at its meeting held on February 18, 2020.

No. 2020/088 Moved by: Councillor Malette
Seconded by: Councillor Duhaime

BE IT RESOLVED THAT By-law No. **2020/17** being a By-law of the Municipality of West Nipissing to confirm the proceedings of Council at its meeting held on the 25th day of February 2020, shall come into force and take effect on the date it is passed.

CARRIED

M-2 A resolution was passed to adjourn the meeting of Council.

No. 2020/089 Moved by: Councillor Duhaime
Seconded by: Councillor L. Sénécal

BE IT RESOLVED THAT the meeting of Council held on February 25, 2020 be adjourned.

CARRIED

JOANNE SAVAGE
MAYOR

MELANIE DUCHARME
CLERK

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

**MINUTES OF THE COUNCIL SPECIAL MEETING
HELD IN COUNCIL CHAMBERS
ON TUESDAY, MARCH 2, 2020 AT 6:30 PM**

PRESENT: MAYOR JOANNE SAVAGE
COUNCILLOR YVON DUHAIME
COUNCILLOR CHRISTOPHER FISHER
COUNCILLOR ROLAND LARABIE
COUNCILLOR LÉO MALETTE
COUNCILLOR DAN ROVEDA
COUNCILLOR JEREMY SÉGUIN
COUNCILLOR DENIS SÉNÉCAL
COUNCILLOR LISE SÉNÉCAL

ABSENT:

A) DECLARATION OF PECUNIARY INTEREST / DÉCLARATION D'INTÉRÊTS PÉCUNIAIRES

There were no pecuniary interests declared.

B) AGENDA / ORDRE DU JOUR

B-1 A resolution was passed to adopt the Agenda.

No. 2020/090 Moved by: Councillor Fisher
Seconded by: Councillor L. Sénécal

BE IT RESOLVED THAT the Agenda for the SPECIAL meeting of Council held on March 2, 2020 be adopted
as ☒ presented / ☐ amended.

CARRIED

C) CLOSED MEETING / RÉUNION À HUIS CLOS

C-1 A resolution was passed to proceed into closed meeting.

No. 2020/091 Moved by: Councillor Fisher
Seconded by: Councillor L. Sénécal

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

- (B)** personal matters about an identifiable individual, including municipal or local board employees;
- (F)** advice that is subject to solicitor-client privilege, including communications necessary for that purpose
 - (i)** Human Resource Matter – Complaint

CARRIED

C-2 A resolution was passed to adjourn the closed session.

No. 2020/092 Moved by: Councillor L. Sénécal
Seconded by: Councillor Fisher

BE IT BE IT RESOLVED THAT the Closed meeting of Council held on March 2, 2020 be adjourned at 7:43
PM in order to proceed with the regular meeting

CARRIED

D) ADJOURNMENT / AJOURNEMENT

D-1 A resolution was passed to adopt By-law **2020/18** confirming the proceedings of a Council meeting.

No. 2020/093 Moved by: Councillor Fisher
Seconded by: Councillor L. Sénécal

BE IT RESOLVED THAT By-Law No. **2020/18** being a By-law of the Municipality of West Nipissing to confirm the proceedings of Council at its meeting held on the 2nd day of March 2020, shall come into force and take effect on the date it is passed.

CARRIED

D-2 A resolution was passed to adjourn the meeting of Council.

No. 2020/094 Moved by: Councillor L. Sénécal

Seconded by: Councillor Fisher

BE IT RESOLVED THAT the SPECIAL meeting of Council held on March 2, 2020 be adjourned.

CARRIED

JOANNE SAVAGE
MAYOR

MELANIE DUCHARME
CLERK

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

**MINUTES OF THE COUNCIL MEETING
HELD IN COUNCIL CHAMBERS
ON TUESDAY, MARCH 3, 2020 AT 6:30 PM**

PRESENT: MAYOR JOANNE SAVAGE
COUNCILLOR YVON DUHAIME
COUNCILLOR CHRISTOPHER FISHER
COUNCILLOR ROLAND LARABIE
COUNCILLOR LÉO MALETTE
COUNCILLOR DAN ROVEDA
COUNCILLOR JEREMY SÉGUIN
COUNCILLOR DENIS SÉNÉCAL
COUNCILLOR LISE SÉNÉCAL

ABSENT:

A) DECLARATION OF PECUNIARY INTEREST / DÉCLARATION D'INTÉRÊTS PÉCUNIAIRES

There were no pecuniary interests declared.

B) AGENDA and ADDENDUM / ORDRE DU JOUR et ADDENDA

B-1 A resolution was passed to adopt the Agenda.

No. 2020/095 Moved by: Councillor Séguin
Seconded by: Councillor Larabie

BE IT RESOLVED THAT the Agenda for the meeting of Council held on March 3, 2020 be adopted as
☐ presented / ☒ amended.

CARRIED

C) DELEGATIONS & PETITIONS / DÉLÉGATIONS ET PÉTITIONS

C-1 2019 IPM Economic Spin-Off (Presenter: Neil Fox, Economic Partners)

Neil Fox made a presentation to Council providing an update on the positive economic and social effects of the 2019 IPM in Verner. The Board will be attending the Plowman's Association AGM at the end of March and the final financial statements will be presented to the Association and thereafter released to the public.

COMMITTEE OF THE WHOLE MEETING / COMITÉ PLÉNIER

D-1) PLANNING / PLANIFICATION

D-1(a) Camping Trailer Consultation Sessions – Feedback

A summary report of the consultation process for the regulation of camping trailers in West Nipissing was presented by the Municipal Planner. The Chair of Planning led the discussion, going through the report point-by-point, and providing each member of Council the opportunity to comment prior to requesting consensus on each point. Upon completion of the discussions, it was agreed that a summary of the discussions be brought back to a future meeting for review by Council prior to proceeding with a zoning by-law amendment and the adoption of a camping trailer by-law

Denis Sénécal,
Chair

Melanie Ducharme,
Municipal Planner

D-2) GENERAL GOVERNMENT / GOUVERNEMENT GÉNÉRAL

D-2(a) Request for Amendment to Traffic and Parking By-Law (letter from Mr. Gas)

A request from the owners of Mr. Gas was shared with Council seeking municipal assistance with the monitoring and enforcement of their parking rules at their location on Front Street. Despite expressing sympathy for the existing situation, Council was not agreeable to expanding by-law enforcement to parking on private properties.

D-2(b) Appointment of Council Member(s) for selection of Community Strat Plan Consultant

The Director of Corporate Services / Treasurer indicated that applications have been received in response to a Request for Proposal for a consultant in the development of the Community Strategic Plan. The participation of two (2) Councillors is being sought for the selection process of the consultant. Mayor Joanne Savage and Councillor Leo Malette agreed to participate in the process.

D-2(c) 2020 Budget Deliberations

- (i) Special Funding Report (Gas Tax & Modernization Funds)
- (ii) Sidewalk Pricing

Due to time constraints, Council agreed that the continued 2020 Budget discussions be deferred to March 10, 2020

Lise Sénécal,
Chair

Melanie Ducharme,
Clerk

D-3) ENVIRONMENTAL / L'ENVIRONNEMENT

D-3(a) 2020 Solid Waste Budget

This item re-scheduled for March 17, 2020

REGULAR COUNCIL / SÉANCE RÉGULIÈRE

E) PLANNING / PLANIFICATION NIL

F) CORRESPONDENCE AND ACCOUNTS / COMPTES ET COURRIER

F-1 Resolution passed to receive the minutes of the Au Chateau Board of Management meeting.

No. 2020/096 Moved by: Councillor Roveda
Seconded by: Councillor Séguin

BE IT RESOLVED THAT the minutes of the Au Chateau Board of Management meeting held on January 15, 2020 be received. **CARRIED**

G) UNFINISHED BUSINESS / AFFAIRES EN MARCHE NIL

H) NOTICE OF MOTION / AVIS DE MOTIONS

I) NEW BUSINESS / AFFAIRES NOUVELLES

- I-1 Authorization for Head of Council to approve expenditures for Council Legal Fees

No. 2020/097 Moved by: Councillor Larabie
Seconded by: Councillor Séguin

WHEREAS Council has sought legal advice pertaining to a municipal Human Resources Investigation matter;

AND WHEREAS there will be ongoing legal expenditures with respect to the Human Resources Investigation matter;

BE IT THEREFORE RESOLVED THAT Council hereby authorizes the Head of Council to authorize and approve an invoice in the amount of \$ 2,567.36, payable to Weaver Simmons LLP, for the period ending on January 24, 2020, relating to a Human Resources Investigation matter.

CARRIED

- I-2 Proclamation to declare March 8th, 2020 as "International Women's Day"

No. 2020/098 Moved by: Councillor Séguin
Seconded by: Councillor Larabie

BE IT RESOLVED THAT the Mayor be authorized to proclaim March 8th, 2020 as « **INTERNATIONAL WOMEN'S DAY / JOURNÉE INTERNATIONALE DE LA FEMME** » in the Municipality of West Nipissing.

CARRIED

- I-3 Support for the Town of Tecumseh – Analysis of the 911 Misdials problem in order to develop a solution.

No. 2020/099 Moved by: Councillor Larabie
Seconded by: Councillor Séguin

WHEREAS the Municipality of West Nipissing received a resolution from the Town of Tecumseh as well as a support letter from the Township of Madoc requesting that all levels of government as well as various associations to lobby the telecommunications industry and smart phone manufacturers to develop a solution for 911 Misdials; which results in increased billable calls to municipalities;

BE IT RESOLVED THAT Council for the Municipality of West Nipissing supports the Town of Tecumseh's resolution and respectfully requests that the Federal and Provincial Governments and relevant associations be requested to lobby the telecommunications industry and smart phone manufacturers to develop a solution to the problem of 911 Misdials;

BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded to the Solicitor General, Premier of Ontario, the Ontario Association of Police Services Boards (OAPSB), the Ontario Association of Chiefs of Police (OACP), the Federation of Canadian Municipalities (FCM) and the Association of Municipalities of Ontario (AMO) and Ontario municipalities for their consideration.

Referral Moved by: Councillor Fisher
Seconded by: Councillor L. Sénécal

**REFERRED TO
POLICE and FIRE DEPTS.**

- I-4 Support for the County of Haliburton – Reconsideration or phase-in of fee increases relating to Tourism Oriented Destination Signage.

No. 2020/100 Moved by: Councillor Malette
Seconded by: Councillor Fisher

WHEREAS the Municipality of West Nipissing received a resolution from the County of Haliburton requesting that the Minister of Tourism, Culture and Sport and the Minister of Transportation reconsider or phase-in the fee increase for tourism oriented destination signage (TODS); in order to allow an appropriate amount of time for businesses to adjust;

BE IT RESOLVED THAT Council for the Municipality of West Nipissing supports the County of Haliburton's request to the Minister of Tourism, Culture and Sport and the Minister of Transportation seeking the reconsideration or a phase-in of the fee increase for the tourism oriented destination signage (TODS);

BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded to the Solicitor General, Premier of Ontario, the Minister of Tourism, Culture and Sport, the Minister of Transportation, the Ontario Association of Police Services Boards (OAPSB), the Ontario Association of Chiefs of Police (OACP), the Federation of Canadian Municipalities (FCM) and the Association of Municipalities of Ontario (AMO) and Ontario municipalities for their consideration.

Referral Moved by: Councillor L. Sénécal
Seconded by: Councillor Séguin

REFERRED TO STAFF

MOTION FOR EXTENSION: At approx. 9:27 PM, a motion was tabled to extend the meeting beyond the regular curfew time in order to continue discussions:

Moved by: Councillor D. Sénécal
Seconded by: Councillor Séguin

CARRIED

- I-5 Support for the Township of Puslinch – Supporting AMO’s position re: Bill 132 with respect to *Aggregate Resources Act* and the *Safe Drinking Water Act*.

No. 2020/101 **Moved by:** Councillor Fisher
Seconded by: Councillor Malette

WHEREAS the Municipality of West Nipissing received resolution no. 2020-010 from the Township of Puslinch supporting the Association of Municipalities of Ontario’s (AMO) position on the Legislative Changes in Bill 132 with respect to the *Aggregate Resources Act* and the *Safe Drinking Water Act*;

BE IT RESOLVED THAT Council for the Municipality of West Nipissing also supports AMO’s position on the Legislative Changes in Bill 132 with respect to the *Aggregate Resources Act* and the *Safe Drinking Water Act*, as supported by the Township of Puslinch;

BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded to the Ministry of Natural Resources and Forestry, the Ministry of Health and Long-Term Care, the Association of Municipalities of Ontario (AMO) and Ontario municipalities for their consideration.

CARRIED

J) ADDENDUM / ADDENDA

K) INFORMATION & QUESTIONS / INFORMATION ET QUESTIONS

- K-1 The Mayor gave her report.

L) CLOSED MEETING / RÉUNION À HUIS CLOS NIL

M) ADJOURNMENT / AJOURNEMENT

- M-1 A resolution was passed to adopt By-law **2020/19** confirming the proceedings of Council at its meeting held on March 3, 2020.

No. 2020/102 **Moved by:** Councillor Malette
Seconded by: Councillor Fisher

BE IT RESOLVED THAT By-law No. **2020/19** being a By-law of the Municipality of West Nipissing to confirm the proceedings of Council at its meeting held on the 3rd day of March 2020, shall come into force and take effect on the date it is passed.

CARRIED

- M-2 A resolution was passed to adjourn the meeting of Council.

No. 2020/103 **Moved by:** Councillor Fisher
Seconded by: Councillor Malette

BE IT RESOLVED THAT the meeting of Council held on March 3, 2020 be adjourned.

CARRIED

JOANNE SAVAGE
MAYOR

MELANIE DUCHARME
CLERK

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

**MINUTES OF THE COUNCIL BUDGET MEETING
HELD IN COUNCIL CHAMBERS
ON TUESDAY, MARCH 10, 2020 AT 6:30 PM**

PRESENT: MAYOR JOANNE SAVAGE
COUNCILLOR YVON DUHAIME
COUNCILLOR CHRISTOPHER FISHER
COUNCILLOR LÉO MALETTE
COUNCILLOR DAN ROVEDA
COUNCILLOR JEREMY SÉGUIN
COUNCILLOR DENIS SÉNÉCAL
COUNCILLOR LISE SÉNÉCAL

ABSENT: COUNCILLOR ROLAND LARABIE

A) DECLARATION OF PECUNIARY INTEREST / DÉCLARATION D'INTÉRÊTS PÉCUNIAIRES

B) AGENDA / ORDRE DU JOUR

B-1 A resolution was passed to adopt the Agenda.

No. 2020/104 Moved by: Councillor Séguin
Seconded by: Councillor Roveda

BE IT RESOLVED THAT the Agenda for the BUDGET meeting of Council held on March 10, 2020 be adopted as ☒ presented / ☐ amended.

CARRIED

C) CONTINUATION of 2020 BUDGET DELIBERATIONS / SUITE DES DISCUSSIONS BUDGÉTAIRES POUR L'ANNÉE 2020

- The CAO provided a brief background to previous budget meetings leading up today's meeting and then proceeded to provide a synopsis of the budgetary decisions and information leading to a general levy increase of 6.2%, all of which were provided to Council in a Memo dated March 2, 2020.
- The CAO then provided a summary of the material change from the originally submitted documents.
- A discussion concerning the Au Chateau budget was held with the CAO indicating that he would verify the amounts and re-confirm the amounts shown in the budget documents.
- Council discussed the proposed new staff positions, requesting clarification and additional details as to the nature of the proposed positions.

MOTION FOR RECESS: At 7:57 PM, a motion was tabled for a 10 minute recess and then continue with discussions:

Moved by: Councillor Fisher
Seconded by: Councillor L. Sénécal

CARRIED

- Council discussed sidewalk options referencing documentation provided by the Manager of Public Works. The CAO indicated that Council should consider implementing a policy in order to deal with requests consistently. Specifically, Council discussed the Principale Street sidewalk in relation to other areas of concern which have been identified at previous meetings. The CAO indicated that the Principale Street project is do-able in this year's capital with un-used Gas Tax funds. A majority of Council concurred with the completion of the Sidewalk.
- It was asked whether there is an ability to re-work the Tomiko-Crystal Falls project to incorporate the Verner sidewalk without incurring hardship; the CAO indicated that the decision to do the entire Crystal Falls/Tomiko project in one year due to public concerns.

- Past practice of having a list of priorities pre-determined for road work was discussed with the CAO indicating that doing a full analysis of the roads will provide additional clarity.
- An enquiry was made as to the allocation of the Gas Tax funds with the Treasurer indicating that the majority of the funds are allocated to Public Works projects with a surplus out of which the Verner sidewalk could be funded without depleting the gas tax;
- Council discussed the special funding with the Treasurer indicating that the funds will be used in the creation Special Project Coordinator position for the development of the Community Strategic Plan and also provide assistance with other municipal projects such as the Community Safety and Well Being Plan.
- A short discussion concerning municipal facilities was held with the CAO indicating that Council will have to look at certain facilities in the future.

D) ADJOURNMENT / AJOURNEMENT

- D-1** A resolution was passed to adopt By-law **2020/20** confirming the proceedings of Council at its meeting held on March 10, 2020.

No. 2020/105 Moved by: Councillor Roveda
 Seconded by: Councillor Séguin

BE IT RESOLVED THAT By-law No. **2020/20** being a By-law of the Municipality of West Nipissing to confirm the proceedings of Council at its meeting held on the 10th day of March 2020, shall come into force and take effect on the date it is passed.

CARRIED

- D-2** A resolution was passed to adjourn the meeting of Council.

No. 2020/106 Moved by: Councillor Séguin
 Seconded by: Councillor Roveda

BE IT RESOLVED THAT the BUDGET meeting of Council held on March 10, 2020 be adjourned.

CARRIED

JOANNE SAVAGE
MAYOR

MELANIE DUCHARME
CLERK



F-5

MINUTES

**Municipality of West Nipissing
Meeting for the Planning Advisory Committee
On February 10, 2020 at 06:00 PM
Chair: Denis Sénécal**

PRESENT: Yvon Duhaime
Chris Fisher
Fernand Pellerin
Normand Roberge
Dan Roveda
Joanne Savage
Denis Sénécal

ABSENT:

-
1. **CALL TO ORDER**
 2. **DECLARATION OF PECUNIARY INTEREST**
 3. **APPROVAL OF AGENDA**

RESOLUTION #2020/001

Moved by: Christopher Fisher

Seconded by: Daniel Roveda

That the Agenda for the meeting of February 10, 2020, be approved, as presented.

CARRIED

4. **MINUTES**

RESOLUTION #2020/002

Moved by: ^{Dan}~~Daniel~~ Roveda

Seconded by: Christopher Fisher

That the Minutes of meeting held on November 4, 2019 be adopted, as presented.

CARRIED

5. **ZONING AMENDMENT APPLICATION ZBLA 2020-01- THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING**

RESOLUTION #2020/003

Moved by: ^{Dan}~~Daniel~~ Roveda

Seconded by: Christopher Fisher

WHEREAS a public meeting was held for the purpose of amending Zoning By-law 2014-45;

AND WHEREAS written concerns and objections were received:

☐ Yes ☒ No

BE IT RESOLVED THE WEST NIPISSING PLANNING ADVISORY COMMITTEE



RECOMMENDS
DOES NOT RECOMMEND

that the Council for the West Nipissing Municipality adopts the proposed zoning by-law to rezone the property located at 880 Levac Road, as follows:

1. Schedule F5-1 of By-Law No. 2014/45 shall be amended by changing the zoning designation of the properties shown on Schedule 'A' attached hereto, which properties are more particularly described as Part of Lot 4, Concession 4, Part 1, NR-65, Former Township of Springer, Municipality of West Nipissing, shown as hatched on Schedule 'A', attached hereto from CF (Community Facility) to RR (Rural Residential).
2. Section 6.1 of By-law No. 2014/45 provides permitted uses for a Rural Residential zone.

DEFERRED

8. ADJOURNMENT


RESOLUTION #20²⁰04/042
Moved by: Christopher Fisher
Fernand Pellerin

Seconded by: Dan Roveda
Christopher Fisher

That the West Nipissing Planning Advisory Committee meeting be adjourned to March 9, 20²⁰
October 21, 20¹⁹
in the Library Auditorium (Lower Level) of the West Nipissing Municipal Building.

CARRIED


Chair


Secretary-Treasurer

MINUTES

**Municipality of West Nipissing
Meeting of the Committee of Adjustment
On February 10, 2020 at 6:30 PM
Chair: Normand Roberge**

PRESENT: Christopher Fisher
Fernand Pellerin
Normand Roberge
Denis Senecal

ABSENT: Roger Gagnon

CALL TO ORDER

RESOLUTION #2020/001

Moved by: Fernand Pellerin

Seconded by: Christopher Fisher

That the Agenda for the meeting of February 10, 2020 be approved, as presented. **CARRIED**

MINUTES

RESOLUTION #2020/002

Moved by: Christopher Fisher

Seconded by: Fernand Pellerin

That the Minutes of the Committee of Adjustment meeting held on December 9, 2019, be adopted, as presented. **CARRIED**

APPLICATIONS FOR MINOR VARIANCE AND CONSENT

MV2020/01-Application for Minor Variance by Fernand Brassard-Owner

A Minor Variance application made by Fernand Brassard to reduce minimum lot frontage from 60m to 51.5m, legally described as Part of Block A, Plan 36M-478, Township of Crerar, Municipality of West Nipissing.

RESOLUTION #2020/003

Moved by: Fernand Pellerin

Seconded by: Christopher Fisher

CARRIED

C01/2020 Application for Consent by Fernand Brassard-Owner

A consent application made by Fernand Brassard for the creation of a new lot on 6 Jacques Street, Legally described as Pt of Block A, Plan M-478, Township of Crerar, Municipality of West Nipissing.

RESOLUTION #2020/004

Moved by: Christopher Fisher

Seconded by: Fernand Pellerin

CONDITIONS:

1. That a Reference Plan be prepared and deposited in the Land Registry Office and a copy of the new survey be filed with the Municipality:

2. Confirmation that all property taxes are paid up to date;
3. That all conditions be met on or before February 11, 2021 being one year from the date of giving of notice or the consent shall be deemed not to have been given as per Section 53(20) of the Planning Act, R.S.O., as amended.
4. That a Transfer/Deed of Land be submitted to the Secretary-Treasurer for the issuance of a Certificate of Consent.
5. That any portion municipally maintained and travelled road located on the subject land be conveyed to the Municipality of West Nipissing.

CARRIED

C02/2020 Application for Consent by Cynthia and John Guenther-Owners

A consent application made by Cynthia and John Guenther for an addition to a lot at 251 East Road, Legally described as Lot 11, Concession 6, Township of Falconer, Municipality of West Nipissing.

RESOLUTION #2020/005

Moved by: Fernand Pellerin

Seconded by: Christopher Fisher

CONDITIONS:

1. That a Reference Plan be prepared and deposited in the Land Registry Office and a copy of the new survey be filed with the Municipality;
2. Confirmation that all property taxes are paid up to date;
3. That all conditions be met on or before February 11, 2021 being one year from the date of giving of notice or the consent shall be deemed not to have been given as per Section 53(20) of the Planning Act, R.S.O., as amended.
4. That a Transfer/Deed of Land be submitted to the Secretary-Treasurer for the issuance of a Certificate of Consent.
5. That a Pin Consolidation be filed in the Land Registry Office in order to consolidate the lot addition.

CARRIED

ADJOURNMENT

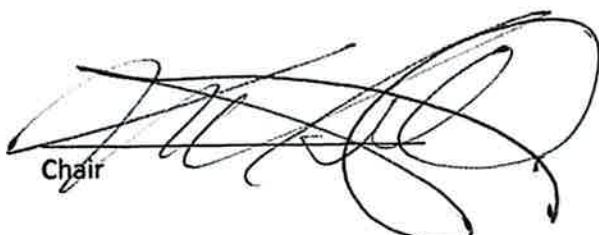
RESOLUTION #2020/006

Moved by: Christopher Fisher

Seconded by: Fernand Pellerin

That the West Nipissing Committee of Adjustment meeting be adjourned to March 9, 2020 in the Library Auditorium of the West Nipissing Municipal Building.

CARRIED



Chair



Secretary-Treasurer

**Minutes of the Regular Meeting
of the Board of Management of Au Château
held at Au Château
on February 19, 2020 at 12:00 noon**

F-7

PRESENT:	Lise Senécal	Chairperson
	Léo Malette	Vice-Chairperson
	Yvon Duhaime	
	Jacques Dupuis	Administrator / Secretary
	Henri Laflamme	Chief Financial Officer / Treasurer
	Dan O'Mara	
	Corinne Restoule	Financial Accountant
	Joanne Savage	

01. Meeting called to order

Meeting was called to order.

02. Declaration of Conflict of Interest

No declaration of conflict of interest was declared.

03. Elections

The Administrator chaired the elections having the following resolutions being adopted:

Resolution No. 7

Moved by : Joanne Savage

Seconded by : Yvon Duhaime

BE IT RESOLVED THAT Lise Senécal be appointed Chairperson for the year 2020.

Carried

Resolution No. 8

Moved by : Joanne Savage

Seconded by : Yvon Duhaime

BE IT RESOLVED THAT Léo Malette be appointed Vice-Chairperson for the year 2020.

Carried

04. Adoption of Agenda

Resolution No. 9

Moved by : Yvon Duhaime
Seconded by : Joanne Savage

BE IT RESOLVED THAT the Agenda of the Annual Meeting on February 19, 2020 be approved as amended at 12:03 pm.

Carried

05. Adoption of Minutes

Resolution No. 10

Moved by : Léo Malette
Seconded by : Yvon Duhaime

BE IT RESOLVED THAT the Minutes of the Regular Meeting held January 15, 2020 be approved as presented.

Carried

06. New Business:

a) LHIN's – Declaration of Compliance

The Board approved the signing of the Declaration of Compliance Report as part of our commitment to the Long-Term Care Service Accountability Agreement therefore the following resolution was passed:

Resolution No. 11

Moved by : Léo Malette
Seconded by : Joanne Savage

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

Carried

07. Unfinished Business:

a) Budget Presentation

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

Resolution No. 12

Moved by : Joanne Savage

Seconded by : Léo Malette

BE IT RESOLVED THAT the Budget for the year 2020 be approved as presented.

Carried

08. Other Business / Information Items:

- a) The March meeting is scheduled for March 11th, 2020 at 12:00 noon.
- b) The April meeting is scheduled for April 29th, 2020 at 12:00 noon.

09. Adjournment


Resolution No. 13

Moved by : Joanne Savage

Seconded by : Léo Malette

BE IT RESOLVED THAT the meeting now adjourn at 1:22 pm

Carried


Chairperson


Administrator Secretary



MINUTES OF PROCEEDINGS

**REGULAR BOARD MEETING – WEDNESDAY JANUARY 29, 2020
3:00 PM –GOLDEN AGE CLUB, 135 WORTHINGTON STREET, NORTH BAY**

MEMBERS PRESENT:

Councillor Mac Bain – Vice Chair (North Bay)
Mayor Dean Backer (East Nipissing)
Councillor Terry Kelly (East Ferris)
Councillor Mark King - Chair (North Bay)
Councillor Chris Mayne (North Bay)
Councillor Dave Mendicino (North Bay)
Mayor Dan O'Mara (Temagami) via teleconference
Councillor Dan Roveda (West Nipissing)
Councillor Scott Robertson (North Bay)
Representative Amanda Smith (Unincorporated)
Councillor Bill Vrebosch (North Bay)

REGRETS:

Mayor Jane Dumas (South Algonquin)

STAFF ATTENDANCE:

Melanie Shaye, Director of Corporate Services
Marianne Zadra, Executive Coordinator and Communications
Justin Avery, Manager of Finance
Stacey Cyopeck, Manager, Housing Programs
Lynn Demore-Pitre, Director, Children's Services
Michelle Glabb, Director, Social Services and Employment
Aimie Caruso, Manager Employment and Client Outcomes
Dave Plumstead, Manager Planning, Outcomes & Analytics. EMS Liaison

Guests

Jennifer Hamilton-McCharles – North Bay Nugget

CALL TO ORDER

The Regular Board Meeting was called to order at 3:02 PM by Chair Mark King.

Adoption of the Roll Call
Resolution No. 2020-01

Moved by: Councillor Terry Kelly
Seconded by: Councillor Bill Vrebosch

That the Board of Directors accepts the Roll Call as read for the Regular Board meeting of January 29, 2020.

Motion carried.

Adoption of the Agenda
Resolution No. 2020-02

Moved by: Mayor Dean Backer
Seconded by: Councillor Dan Roveda

That the Board accepts the agenda for the Regular Board meeting of January 29, 2020.

Motion carried.

DECLARATION OF CONFLICTS OF INTEREST

No conflicts were declared.

Election of DNSSAB Chair and Vice Chair

Resolution No. 2020-03

Resolved THAT the nominations for the DNSSAB Chairperson for the term of January 1, 2020 – January 2021 (the first Board meeting of the year) be open.

Moved by: Councillor Dave Mendicino
Seconded by: Mayor Dean Backer

The recording secretary called for nominations. Both Mark King and Mac Bain were nominated for the position of Chair, and both accepted the nomination.

Carried.

Resolution No. 2020-04

Resolved THAT the nominations for the DNSSAB Chairperson for the term of January 1, 2020 - January 2021 (the first Board meeting of the year), 2020 be closed.

Moved by: Representative Amanda Smith

Seconded by: Councillor Bill Vrebosch

Carried.

Ballots were handed out and collected. The final tally, verified by the CAO, showed Mark King had seven votes and Mac Bain had five. Dan O'Mara voted live by email and Jane Dumas voted earlier by email.

Resolution No. 2020-05

Resolved THAT the DNSSAB Chairperson Elect Mark King be appointed for the term of January 1, 2020 – January 2021 (the first Board meeting of the year) and;
THAT the DNSSAB Chairperson Elect be the Chair of the Executive Audit Committee; and

THAT the remainder of the board meeting shall be chaired by the Chair Elect.

Moved by: Councillor Scott Robertson

Seconded by: Councillor Chris Mayne

Carried.

Resolution No. 2020-06

Resolved THAT the nominations for the DNSSAB Vice-Chairperson for the term of January 1, 2020 - January 2021 (the first Board meeting of the year) be open.

Moved by: Councillor Dan Roveda

Seconded by: Councillor Terry Kelly

MacBain, Dan Roveda and Chris Mayne were all nominated for the position of Vice-Chair. Mac Bain declined the nomination while Dan Roveda and Chris Mayne accepted.

Carried.

Resolution NO. 2020-07

Resolved THAT the nominations for the DNSSAB Vice-Chairperson for the term of January 1, 2020 - January 2021 (the first Board meeting of the year) be closed.

Moved by: Councillor Dave Mendicino

Seconded by: Councillor Bill Vrebosch

Carried.

Ballots were handed out and collected by the Recording Secretary and the final tally, verified by the CAO, was six votes for Dan Roveda and five votes for Chris Mayne. Councillor Dan O'Mara voted live by email. Jane Dumas did not submit a vote for Vice Chair.

Resolution No. 2020-08

Resolved THAT the DNSSAB Vice-Chairperson Elect Dan Roveda be appointed for the term of January 1, 2020 – January 2021 (the first Board meeting of the year); and

THAT the DNSSAB Vice-Chairperson Elect be the Vice-Chair of the Executive Audit Committee.

Moved by: Councillor Terry Kelly

Seconded by: Councillor Bill Vrebosch

Carried.

CHAIR'S REMARKS

The Chair thanked everyone for their attendance and for their support in his Chairmanship. He noted the venue today was to show the earlier bed bug problem at the residential level of the building had not reached the Golden Age Club on the main floor, where many seniors attend for various activities.

He looks forward to the opportunity to tour member municipalities with the new CAO. He spoke about the relationships the new CAO is forging with community partners and member municipalities and how openness in communication is important in doing the Board's work. He noted there will be changes coming forward, including the structure of committee meetings, and thanked staff for their hard work over the past seven months during the CAO search.

The Chair noted he was very impressed with the new CAO's performance at ROMA and outlined what was accomplished there, and that he looks forward to some positive results from the delegation meetings.

Appointment of CAO

Resolution No. 2020-09

Moved by: Councillor Mac Bain

Seconded by: Representative Amanda Smith

BE IT RESOLVED THAT Catherine Matheson be appointed to the Board as Chief Administrative Officer of the District of Nipissing Social Services Administration Board effective January 6, 2020 pursuant to the District of Nipissing Social Services Administration Board Procedural By Law 2019-01, Section 10.1;

BE IT FURTHER RESOLVED THAT Catherine Matheson be appointed as Administrator under Section 4(3) of the DSSAB Act, effective January 6, 2020; AND

BE IT FURTHER RESOLVED THAT we hereby request approval from the Minister of Children, Community and Social Services (MCCSS) for this appointment.

Carried.

Resolution No. 2020-10 Appoint Secretary to the Board

Moved by: Mayor Dean Backer

Seconded by: Councillor Terry Kelly

BE IT RESOLVED THAT Catherine Matheson be appointed Secretary to the Board, per Procedural By-Law 2019-01, Section B-10.5.3, effective January 6, 2020.

Carried.

Resolution No. 2020-11 Signing Authority

Moved by: Councillor Scott Robertson

Seconded by: Councillor Bill Vrebosch

WHEREAS the Board of Directors approved the appointment of Catherine Matheson as Chief Administrative Officer, (Resolution No. 2020-09) and;

WHEREAS in accordance with best practices established by the DNSSAB, where signing authority includes the signatures of both the Chief Administrative Officer and the Chair, or their designates;

BE IT RESOLVED that the Chair Mark King, or Vice Chair Dan Roveda, in the absence of the

Chair, and Chief Administrative Officer Catherine Matheson, or her delegate Melanie Shaye, Director of Corporate Services, in the absence of Catherine Matheson, be signing officers of the Corporation.

Carried.

Review of Minutes

Resolution No. 2020-12

Moved by: Councillor Terry Kelly

Seconded by: Councillor Dave Mendicino

Resolved THAT the Board adopt the minutes of the proceedings of the Regular Board Meeting of December 18, 2019.

Carried.

CAO Report

Resolution No. 2020-13

Moved by: Councillor Dave Mendicino

Seconded by: Councillor Mayor Dean Backer

Resolved THAT the Board accepts the January 29, 2020 verbal Report from the Chief Administrative Officer.

CAO Catherine Matheson thanked the board and updated them on the past three weeks since she has held the position of CAO. She thanked them for the opportunity to serve as CAO, and offered accolades to the staff for their professionalism and expertise, and thanked the hiring committee.

Some of the work underway includes:

- A review of the governance committee structure so that administration is more strategic in its presentations to Committee and the Board. This review will be brought forward next month.
- Strategies and priorities for the next few years will also be reviewed and the board will be asked how it wants to move forward.
- Working with community partners - There have been many meetings with NMHHSS, tours of the Crisis Centre and the Indigenous Hub, and tours of

- member municipalities are being arranged for the next few weeks.
- Community safety and well-being legislation – an email is being sent to administration leads at member municipalities with information they can use for this purpose, while communicating fairly with all at the same time. Dave Plumstead is taking the lead on this moving forward.
 - Advocacy – quite a bit of work went into preparing for the ROMA delegations, which were well received from all indications. Further correspondence on these efforts has been sent to the ministries DNSSAB met with.
 - Northern advocacy – have met with the NOSDA group, they work quite closely with the ministry in terms of policy and directions.
 - Provincial advocacy – the CAO has been asked to sit on the Provincial-Municipal Social Assistance and Employment Committee (PMSAEC).

The CAO said she is impressed with organization so far and looks forward to future work.

Carried.

Consent Agenda – (Items may change for the final agenda)
Resolution No. 2020-14

Moved by: Mayor Dean Backer
Seconded by: Councillor Mac Bain

Resolved THAT the Board of Directors approves the Consent Agenda of January 29, 2020 which includes the following:

(Consent Agenda Items)

- 7.1 Executive Audit Committee Minutes – January 15, 2020
- 7.2 Social Services and Employment Committee Minutes – January 15, 2020
- 7.3 Children's Services and EMS Committee Minutes – January 15, 2020
- 7.4 Housing Services Minutes – January 15, 2020
- 7.5 Correspondence/Notices
 - 7.5.1 Dec 18 - NBRHC Letter and Declaration of Intent
 - 7.5.2 Dec 19 Letter to Municipality of East Ferris RE MCCSS Letter
 - 7.5.3 Dec 20 2019 Memo from MCCSS ADM to DNSSAB
 - 7.5.4 Jan 2 Letter to Acting CAO from Chisholm Twp.
 - 7.5.5 Jan 15 AMO communication RE Government announces consultation on recomposition of OPP Detachment Boards

Media notices will no longer be included in the Consent Agenda but will be sent out to members as they happen.

Carried.

Reports

Resolution No. 2020-15 Draft Apportionment of the Municipal Share of the Approved 2020 Budget EX01-20

Moved by: Councillor Scott Robertson

Seconded by: Mayor Dean Backer

THAT the apportionment of the municipal share of the 2020 District of Nipissing Social Services Administration Board budget, approved under resolutions 2019-177, 2019-178, 2019-179, and 2019-180, be received for information purposes as presented in report EX01-20.

Mayor Backer commended Justin Avery for the simplicity and thoroughness of his report to municipalities and he appreciated this when conveying information to each municipality that he represents.

Carried.

Resolution No. 2020-16 Travel, Meals and Hospitality Policy Update EX02-20

Moved by: Councillor Chris Mayne

Seconded by: Councillor Mac Bain

THAT the draft revisions to the 2019 Travel, Meal and Hospitality policy, previously approved under resolution 2019-70, be approved by the District of Nipissing Social Services Administration Board as presented in report EX02-20.

Carried.

Resolution No. 2020-17 Transfer of 416 Lakeshore Drive, North Bay, ON – Canada-Ontario Affordable Housing Program Extension (2009) Project

Moved by: Councillor Bill Vrebosch

Seconded by: Councillor Chris Mayne

That the District of Nipissing Social Services Administration Board (DNSSAB) receives for information report HS02-20 regarding the transfer of the Canada-Ontario Affordable Housing Program (AHP) project located at 416 Lakeshore Drive in North Bay.

Carried.

Resolution No. 2020-18 Reaching Home: Community Plan

Moved by: Councillor Terry Kelly

Seconded by: Mayor Dean Backer

That the District of Nipissing Social Services Administration Board (DNSSAB) receives information related to the amended Reaching Home – Community Plan, for the District of Nipissing and as set out in report HS03-20.

Carried.

Resolution No. 2020-19 Move in-camera

Moved by: Councillor Chris Mayne

Seconded by: Councillor Scott Robertson

That the District of Nipissing Social Services Administration Board (DNSSAB) move in camera at 3:45 PM to discuss a property matter (Section E -47.4.3 of the DNSSAB By-Laws).

Carried.

[Staff let the room except for CAO Catherine Matheson, Housing Programs Manager Stacey Cyopek, and Executive Coordinator Marianne Zadra].

IN-CAMERA MINUTES ARE FILED SEPARATELY

Resolution No. 2020-20 Adjourn In-camera

Moved by: Councillor Terry Kelly

Seconded by: Mayor Dean Backer

That the District of Nipissing Social Services Administration Board (DNSSAB) adjourn in-camera at 4:13 PM.

Carried.

Resolution No. 2020-21 Approve In-camera

Moved by: Councillor Dave Mendicino

Seconded by: Councillor Dan Roveda

That the District of Nipissing Social Services Administration Board (DNSSAB) approved the action/direction resulting from the in-camera discussion.

Carried.

New Business

There was a question about 416 Lakeshore Drive – Stacey Cyopeck indicated CMHA has elected to transfer the building to NMHHSS. The DNSSAB collected all of the required information to determine the suitability of NMHHSS as an Affordable Proponent, and subsequently made this recommendation to MMAH. The transfer is now under legal review with MMAH and we are pending their approval.

Next Meeting Date

Wednesday, February 26 at 3:00 PM DNSSAB Boardroom

Resolution No. 2020-22 Adjournment

Moved by: Mayor Dan O'Mara

Seconded by: Councillor Chris Mayne

RESOLVED that the Board meeting be adjourned at 4:23 PM.

Carried.

MARK KING
CHAIR OF THE BOARD

CATHERINE MATHESON
SECRETARY OF THE BOARD

Minutes of Proceedings Recorder: Marianne Zadra, Executive Coordinator



**The Corporation of the Municipality of West Nipissing /
La Corporation de la Municipalité de Nipissing Ouest**

F-9

Resolution No.

2020 /

MARCH 17, 2020

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

BE IT RESOLVED THAT the accounts payables disbursement sheets for FEBRUARY 2020 be received, as presented.

	YEAS	NAYS
DUHAIME, Yvon		
FISHER, Christopher		
LARABIE, Roland		
MALETTE, Léo		
ROVEDA, Dan		
SÉGUIN, Jeremy		
SÉNÉCAL, Denis		
SÉNÉCAL, Lise		
SAVAGE, Joanne (MAYOR)		

CARRIED: _____

DEFEATED: _____

DEFERRED OR TABLED: _____



The Corporation of the Municipality of West Nipissing
La Corporation de la Municipalité de Nipissing Ouest

I-1
Resolution No.

2020 /

MARCH 17, 2020

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

WHEREAS Council has received a request from the 547 Air Cadet Squadron of North Bay asking permission to hold a « TAG DAY » in the Municipality of West Nipissing;

BE IT RESOLVED THAT Council grants permission to the 547 Air Cadet Squadron of North Bay, to hold an «**AIR CADET TAG DAY**» fundraiser on Saturday, April 11th, 2020, in the Municipality of West Nipissing.

	YEAS	NAYS
DUHAIME, Yvon		
FISHER, Christopher		
LARABIE, Roland		
MALETTE, Léo		
ROVEDA, Dan		
SÉGUIN, Jeremy		
SÉNÉCAL, Denis		
SÉNÉCAL, Lise		
SAVAGE, Joanne (MAYOR)		

CARRIED: _____

DEFEATED: _____

DEFERRED OR TABLED: _____



RECEIVED

SEP 13 2019

Capt Bavid Badgley
Commanding Officer
547 R. C. (Air) C. S.
Box 566
North Bay, Ontario
P1B 1X4

Attention:

The City of Sturgeon Falls
ATTN: City Clerk

27 August 2019

To whom it may concern:

The 547 Air Cadet Squadron of North Bay is requesting approval to hold a Tag Day Event on Saturday, 11 April 2020. The purpose of this tag day event is to raise money to help cover costs for the cadet training program/activities.

Your earliest reply is appreciated as we are currently planning our 2019-2020 training year. Thank you in advance for your time in this matter.

Yours truly,

David Badgley
Capt
Commanding Officer
547 RCACS - Canuck
Squadron cell 705-477-0549
co.547rcacs@gmail.com

March 2020
(see attached)

Janice Dupuis

From: Capt, D Badgley <co.547rcacs@gmail.com>
Sent: September 13, 2019 11:18 AM
To: Janice Dupuis
Subject: Re: Request to hold Tag Day Event - SAT - April 11, 2020 (Municipality of West Nipissing)
Attachments: image001.jpg

Good day,

Thank you for your timely response

Will look forward to hearing from you in March 2020.

David

On Fri., Sep. 13, 2019, 11:00 a.m. Janice Dupuis, <jdupuis@municipality.westnipissing.on.ca> wrote:

Good afternoon,

Please be advised that we have received your written request regarding the above subject matter.

As your event is not scheduled until April 2020, please be advised that your request will be brought to Council during the March 2020 meeting.

Kindest regards,

Janice Dupuis

Deputy Clerk / Executive Assistant to

the Chief Administration Officer

Tel: 705-753-2250 ext. 6907

Fax: 705-753-3950



Municipality of West Nipissing

101-225 Holditch Street

Sturgeon Falls • ON • P2B 1T1

www.westnipissingouest.ca

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

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

**Ministère des Affaires
municipales et du
Logement**

Bureau du ministre

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



I-2

MIN-234-2020-510

March 2, 2020

Your Worship
Mayor Joanne Savage
Municipality of West Nipissing
jsavage@westnipissing.ca

Dear Mayor Savage,

Thank you for your municipality's submission to the Municipal Modernization Program and for your commitment to find smarter, more efficient ways to operate. I am pleased to advise that the Government of Ontario has approved funding of up to \$125,000.00 towards your project *Municipal Operational Review* for the cost of an independent third-party reviewer to deliver a final report by September 18, 2020 (extended from June 30, 2020).

The Municipal Modernization Program is an important part of our government's plan to help municipalities lower costs and improve services for local residents and businesses over the long term. The review project being undertaken by your municipality is an important step toward achieving Ontario's goal of helping municipalities deliver efficient, effective, modern services that meet the evolving needs of our communities.

A transfer payment agreement is required to provide funding for the project. Ministry staff will be in touch with your staff shortly to finalize the transfer payment agreement and work through details of funding implementation. Should you have any questions, please feel free to contact your Municipal Services Office, or the ministry at municipal.programs@ontario.ca.

Congratulations on this funding approval. I extend my best wishes as we work together to modernize service delivery and focus spending on vital programs and services.

Sincerely,

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

Steve Clark
Minister

c. Jean-Pierre Barbeau, Chief Administrative Officer, Municipality of West Nipissing
Alisa Craddock, Director of Corporate Services, Treasurer, Municipality of West Nipissing
The Honourable Victor Fedeli, MPP, Nipissing
John Vanthof, MPP, Timiskaming—Cochrane



**The Corporation of the Municipality of West Nipissing
La Corporation de la Municipalité de Nipissing Ouest**

Resolution No.

2020 /

MARCH 17, 2020

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

BE IT RESOLVED THAT the Mayor and Chief Administrative Officer be authorized to sign an Agreement with Her Majesty the Queen in Right of Ontario as represented by the Minister of Municipal Affairs and Housing with regard to the Transfer Payment Agreement for the Municipal Modernization Program, expiring on December 31, 2020.

	YEAS	NAYS
DUHAIME, Yvon		
FISHER, Christopher		
LARABIE, Roland		
MALETTE, Léo		
ROVEDA, Dan		
SÉGUIN, Jeremy		
SÉNÉCAL, Denis		
SÉNÉCAL, Lise		
SAVAGE, Joanne (MAYOR)		

CARRIED: _____

DEFEATED: _____

DEFERRED OR TABLED: _____



**The Corporation of the Municipality of West Nipissing
La Corporation de la Municipalité de Nipissing Ouest**

I-3
Resolution No.

2020 /

MARCH 17, 2020

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

BE IT RESOLVED THAT By-law **2020/24**, being a By-law to appoint a Deputy Clerk for the Municipality of West Nipissing, shall come into force and take effect on the date it is passed.

	YEAS	NAYS
DUHAIME, Yvon		
FISHER, Christopher		
LARABIE, Roland		
MALETTE, Léo		
ROVEDA, Dan		
SÉGUIN, Jeremy		
SÉNÉCAL, Denis		
SÉNÉCAL, Lise		
SAVAGE, Joanne (MAYOR)		

CARRIED: _____

DEFEATED: _____

DEFERRED OR TABLED: _____



THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

I-3

BY-LAW 2020/24

BEING A BY-LAW TO APPOINT A DEPUTY CLERK

WHEREAS Section 228 (2) of the *Municipal Act*, R.S.O. 2001, c. 25, as amended, provides that Council may appoint a Deputy Clerk who have all the powers and duties of the clerk under this and any other Act;

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

1. That **JEAN-PIERRE (JAY) BARBEAU** be appointed as Deputy Clerk of the Corporation of the Municipality of West Nipissing for the meeting of Council of March 17, 2020
2. That this by-law is deemed to have come into force and taken effect on the date it is passed.

ENACTED AND PASSED THIS 17TH DAY OF MARCH, 2020 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.

JOANNE SAVAGE, MAYOR

MELANIE DUCHARME, CLERK



**The Corporation of the Municipality of West Nipissing /
La Corporation de la Municipalité de Nipissing Ouest**

I-4
Resolution No.

2020 /

MARCH 17, 2020

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

WHEREAS the Municipality of West Nipissing received a report from the District of Nipissing Social Services Administration Board (DNSSAB) proposing amendments to their Procedural By-Law;

AND WHEREAS their Procedural By-Law requires that member municipalities be given 30 days to review the proposed changes;

AND WHEREAS Council for the Municipality of West Nipissing has reviewed the proposed amendments to the DNSSAB Procedural By-Law during their March 17th meeting;

BE IT RESOLVED THAT Council for the Municipality of West Nipissing supports the proposed amendments to the DNSSAB Procedural By-Law ;

BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded to DNSSAB.

	YEAS	NAYS
DUHAIME, Yvon		
FISHER, Christopher		
LARABIE, Roland		
MALETTE, Léo		
ROVEDA, Dan		
SÉGUIN, Jeremy		
SÉNÉCAL, Denis		
SÉNÉCAL, Lise		
SAVAGE, Joanne (MAYOR)		

CARRIED: _____

DEFEATED: _____

DEFERRED OR TABLED: _____

Janice Dupuis

From: Marianne Zadra <Marianne.Zadra@dnssab.ca>
Sent: March 5, 2020 10:30 AM
To: Janice Dupuis; Calvin Township - Lynda Kovacs - Clerk Treasurer; Craig Davidson Clerk; Diane Francouer; Francine Desormeau Mattawa Clerk; Holly Hayes CAO Clerk/Treasurer; 'info@mattawa.ca'; Jason McMartin Clerk Treasurer; Jason Trottier CAO; Janice Dupuis; Jenny Leblond; Mattawan Township; Peter Johnston (Bonfield); Jay Barbeau; Suzie
Cc: Catherine Matheson; Melanie Shaye
Subject: Changes to DNSSAB By-Laws -- Please review
Attachments: Board Procedural Bylaw FINAL Report Mar 2020.docx; FINAL Reviewed 2019 ByLaws Document Revised (without table of contents and cover) March 4.docx

Importance: High

Hello everyone;

At our last Board meeting on February 26th, a change in our meeting structure was approved. (While an anomaly, our Board, committees and ad hoc committees met for a total of 73 times last year – DNSSAB Board 18; NDHC Board – 9; Executive and Program Committees – 40; Ad Hoc Committees – 6.)

This change combines the Social Services and Employment Committee, Children's Services Committee, EMS Committee and Housing Committee into one committee called Community Services Committee. The Executive Audit Committee is now called the Finance and Administration Committee and will work as a Committee of the Whole. These two new committees will alternate each month, and will take place before the monthly Board meeting, on the same day. (I will send you a new meeting calendar once it's confirmed.)

This move was made in, part, to place increased emphasis on content and issues that may affect program and/or corporate strategy and direction; and to allow for more efficient use of Board member time, and staff time, which can be redirected to program development, program oversight, program compliance and strategy implementation. This move will also reduce our Board costs by an estimated 4.69%.

In order to do this, **we must change our By-laws to reflect these changes**. As per our By-laws, our **member municipalities have 30 days to review** the changes. The attached documents are draft documents that will be presented to our Board at the March 25th meeting for approval. This means we could potentially adopt the new structure by April 6th and begin our new process by our April Board meeting on the 22nd.

Please review the attached draft documents. One is the report that explains the changes and the other is the By-laws. If you have any questions, I'd be happy to answer them.

Thank you for your patience in reading through this lengthy email.

Kind regards,
Marianne



Marianne Zadra

Communications & Executive Coordinator | Communications et Coordonnatrice exécutive

District of Nipissing Social Services Administration Board (DNSSAB) |

Conseil d'administration des services sociaux du district de Nipissing (CASSDN)

Healthy communities without poverty | Des communautés saines et sans pauvreté

200 McIntyre Street East, | 200, rue McIntyre Est, | North Bay, ON, P1B 8V6

Phone | Téléphone: (705) 474-2151 x. 3127

Fax | Télécopieur: (705) 474-7155



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REPORT

EX06-20

DATE: March 4th, 2020

PURPOSE: Procedural By-Law Changes

PREPARED BY: Melanie Shaye, Director of Corporate Services

REVIEWED BY: Catherine Matheson, CAO

RECOMMENDATION

THAT the District of Nipissing Social Services Administration Board adopts the Board Procedural By-law amendments listed in this report, and as were presented in the Board Committee Structure Analysis report EX03-20.

BACKGROUND AND PURPOSE

In order to move forward with the Committee structure changes outlined in report EX03-20, the Procedural By-law must be updated, to grant the powers of the new structure.

These changes have received legal review prior to being brought to the Board.

RECOMMENDED CHANGES

To enact the new Committee structure, the following changes have been made:

Section 11- Committees of the Board

- Changed the Committee title from Executive Audit to Finance and Administration, and stated the Finance and Administration Committee meets as a Committee of the Whole
- Replaced the Standing Committees of Social Services and Employment, Children's Services and Emergency Medical Services (EMS), and Housing Services Committee with one Community Services Committee, and added that the composition would be at least eight members, with 50/50 representation from the District and the City of North Bay

Section 45- Board Agenda

- Changed the Committee title from Executive Audit to Finance and Administration
- Removed individual Committee titles of Social Services and Employment, Children's Services and EMS, and Housing Services and replaced with Community Services Committee

Section 47- Public or Confidential Meeting

- Added language related to the holding of and calling of in-camera meeting, as was suggested by our lawyer. Requires that the Board state by resolution the fact of holding an in-camera meeting, and the general nature of the meeting.

Housekeeping changes other changes have also been made:

- Section 7- Updated legislative references from the Day Nurseries Act to the Child Care and Early Years Act and from the Social Housing Reform Act to the Housing Services Act
- Section 7- Updated reference to the newly titled Ministry of Labour, Training and Skills Development
- Section 10- Removed reference to CAO being able to dismiss employees 'for cause', as CAO can dismiss with or without cause.
- Section 51- Changed title of policy from Delegation of Authority policy to Purchasing policy.
- Applying acronym DNSSAB consistently
- Fixed minor typos and titles of staff

CONCLUSION

Once the new Procedural By-law is adopted by the Board, a new Chair and Vice Chair for both the Finance and Administration Committee, and the Community Services Committee will be named at the next scheduled Board meeting.

In accordance with the current Procedural By-law "30 days' notice will be given to municipalities when changing by-laws. Changes to the by-law will be accepted with a two-thirds majority vote of the Board". In an effort to expedite the new Committee structure, the draft Procedural By-law revisions will be shared with municipalities March 5, 2020 to allow the new Committee Structure to be enacted effective April 6, 2020.

A new meeting calendar will also be provided to the Board.

SECTION A – INTRODUCTION

1 PURPOSE

- 1.1 The District of Nipissing Social Services Administration Board (DNSSAB) is governed by the District Social Services Administration Act; Ontario Regulations 278/98 and Ontario Regulation 37/99.
- 1.2 The procedural by-laws establish consistent procedures for the DNSSAB Board and Committees to guide decision making, and ensure transparent, fair and open meetings, as well as define the Board's Authority and Role.

2 CORPORATE STATUS

- 2.1 The Board shall be a corporation as established through the District Social Services Administration Board Act (the "Act"). The number of members, the areas that they represent and the manner and term of their appointment shall be set out in the Regulations and Act.

3 CORPORATE SEAL

- 3.1 The seal of the DNSSAB shall be kept by the secretary at the Head Office.

4 OFFICES

- 4.1 The head office of the Corporation shall be in the District of Nipissing. The Board will establish satellite offices in other District Municipalities, as deemed appropriate.

5 TERM OF THE BOARD

- 5.1 Each member of the Board shall begin January 1st, of the year following a municipal election for a four year term to end on December 31st in the year in which municipal elections take place. Generally, no Board meeting will be held in December of the election year. Exceptions to this can only be made as per sections 8.7 and 8.8.

6 AMENDMENTS

- 6.1 Seven days' notice shall be given to members of the Board of any recommendation to amend the By-Laws of the Board. 30 days' notice will be given to municipalities when changing bylaws. Changes to the By-Law will be accepted with a two-thirds majority vote of the Board.

SECTION B – ROLES AND DUTIES

7 ROLE OF THE BOARD

- 7.1 The role of the Board is to provide overall governance responsibility in order to be accountable for and to carry out the duties of the Board including:
- 7.1.1 To represent the public and to consider the well-being of all the member municipalities and Territories Without Municipal Organization (TWOMOs);
 - 7.1.2 To develop and abide by the policies and programs of the Board;
 - 7.1.3 To determine which services the Board provides and to carry out the duties of the Board under the District Social Services Administration Boards Act, the Ontario Works Act, the Child Care and Early Years Act, the Housing Services Act, the Municipal Act and the related regulations or any Act as required including the legislation of the Ministry of Health
 - 7.1.4 To ensure that administrative practices and procedures are in place to implement the decisions of the Board;
 - 7.1.5 To maintain the financial integrity of the Board;
 - 7.1.6 Designating a spokesperson to speak publically, when required, regarding the actions and plans of the Board;
 - 7.1.7 To ensure open communication channels with provincial government Ministries, specifically Ministry of Education, Ministry of Children, Community and Social Services, Ministry of Labour, Training and Skills Development, Ministry of Health, and the Ministry of Municipal Affairs and Housing through fostering positive working relationships.

8 POWERS OF THE BOARD

- 8.1 Powers: The Directors shall manage or supervise the management of the business affairs of the Corporation. Any and all inquiries and direction by Board members shall be directed through the Chief Administrative Officer or designate of the Board.
- 8.2 Transaction of Business: Business may be transacted by resolutions passed at meetings of Directors or recommendations made by Committees at which a quorum is present. A copy of every resolution in writing shall be kept with the minutes of the proceedings.
- 8.3 Number: The Board shall consist of 12 members as determined by the Act and/or the regulations thereto.
- 8.4 Qualifications of Members: Directors shall be Canadian citizens, who are at least 18 years of age with power under law to contract, who have been appointed by the Municipal Council for their representative area or by a prescribed election as a representative of the unincorporated area. Directors shall meet the qualifications outlined in the Corporation's governing legislation and regulations. Each member shall act in the best interests of the Corporation and the clients it serves.
- 8.5 Resignation: A Director may resign upon giving a written resignation to the Chair and such resignation shall be effective when received by the Chair or at the time specified in the resignation, whichever is later.

- 8.6 Removal: The Board may, by ordinary resolution passed at a regular or special meeting of the Board, remove any Director from office before the expiration of his or her term. Any removal of a member requires a two-thirds majority vote, where a member is deemed to be in contravention of the Act, DNSSAB by-laws or policies.
- 8.7 Vacancy of Office: A Director ceases to hold office when he or she dies, resigns or is removed from office by the Board, becomes disqualified to serve as a Director or is absent from the meetings of the Board for three consecutive regular Board meetings without being authorized by Board resolution.
- 8.8 Vacancies: A vacancy on the Board may be filled for the remainder of its term by a qualified person. Municipalities represented on the Board only have the authority to appoint a member to a position vacated by a member, and do not have the authority to remove a member. Each Board member shall act in the best interests of the District.
- 8.9 The Board members, on behalf of the Corporation, exercise all the powers that the corporation may legally exercise unless restricted by law. These powers include, but are not limited to, the power:
- 8.9.1 To enter into contracts or agreements;
 - 8.9.2 To make banking and financial arrangements;
 - 8.9.3 To direct the manner in which any other person or persons may enter into contracts of agreements on behalf of the corporation;
 - 8.9.4 To execute documents;
 - 8.9.5 To purchase, lease or otherwise acquire, sell, exchange, or otherwise dispose of real or personal property, securities or any rights or interest for such consideration and upon such terms and conditions as the Board members may consider advisable;
 - 8.9.6 To borrow on the credit of the corporation for the purposes of operating expenses, or on the security of the corporation's real or personal property; and
 - 8.9.7 To purchase insurance to protect the property, rights and interests of the corporation and to indemnify the corporation, its members, Board members, and officers from any claims, damages, losses or costs arising from or related to the affairs of the corporation.
- 8.10 Delegation by Directors (Committees): The Board may appoint from their number a Managing Director, or a Committee of Directors, a majority of the members, and delegate to such Managing Director or Committee any of the powers of the Board except those which relate to matters over which a Managing Director or Committee shall not have authority. Unless otherwise determined by the Board, a Committee shall have the power to fix its quorum at not less than a majority of its members to elect its Chairperson and to regulate its procedures.
- 8.11 Remuneration and Expenses: Remuneration will be determined by the Board. The Directors may be entitled to be reimbursed for travelling, training and other expenses properly and reasonably incurred by them in attending meetings of the Board and Committees and for such other out-of-pocket expenses incurred in respect of the performance of their duties as the Board may from time to time determine.

9 THE DUTY OF DIRECTOR

- 9.1 Directors have a fiduciary duty, duty of care, duty of loyalty and duty of obedience to the Corporation. The standard of care set forth provides that all Directors and Officers of a Corporation, in exercising their powers and discharging their duties, shall act honestly and in good faith with a view to the best interests of the corporation, and exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
- 9.2 Every Director and Officer of the Corporation must also comply with the Acts that govern them, the Regulations, the articles and by-laws. No provision in a contract, articles, or by-laws relieves a Director or Officer of his/her duties. Directors must comply with the Municipal Act and/or Municipal Conflict of Interest Act, as applicable, and abide by Provincial contractual provisions regarding Conflict of Interest.
- 9.3 Directors have a legal obligation to the Board, wherein, the Director must act in good faith towards the organization and the Board. When a Director ignores this obligation or assumes that an obligation to another Board trumps the interest of the Corporation or Board, the Director is breaching his/her duties.
- 9.3.1 For clarity, Directors receive proprietary information that is not public information. By disclosing the information, without authority, the Director, is making that information public. This is a breach of the Director's duty and as stated when an individual is on a Board, his/her duty is to that Board. If by virtue of being on that Board, the individual finds themselves in a conflict, the Member has an obligation to disclose the conflict and recuse him or herself from any decision.
- 9.4 Information obtained for and from in-camera meetings is not for public dissemination. Disclosing information acquired as the result of sitting on the Board has the effect of making non-public information public. The Director is in breach of his/her obligation when this occurs.
- 9.5 Notwithstanding the above, a Director may be required to disclose information heard in-camera if required to by law.
- 9.6 Should a Board Member want to make an in-camera discussion public, approval of the Board is required, except again where required by law. The proceedings at a closed meeting of a Board should not be discussed beyond the persons entitled to be in attendance at that meeting.
- 9.8 Issues discussed in-camera are confidential and cannot be disclosed without the authority of the Board. Directors have a duty to the Board they sit on. Disclosing confidential information is a breach of this duty.

10 OFFICERS OF THE BOARD

- 10.1 The Officers of the corporation shall be the Chair, Vice Chair, Chief Administrative Officer, Secretary, Treasurer and any such Officers as the Board may, by law, determine.
- 10.2 **Appointment:** The Board may from time to time designate the Offices of the Corporation, appoint Officers (and assistants to Officers), specify their duties and delegate to such Officers powers to manage the business and affairs of the Corporation. A Director may be appointed to any office of the Corporation. Except for the Chairperson of the Board and the Managing Director, an officer may be, but need not be, a Director. Two or more offices may be held by the same person.
- 10.3 **Term of Office and Removal:** In the absence of a written agreement to the contrary, the Board may remove, by resolution with or without cause, any Officer of the Corporation. Unless so removed, an Officer shall hold office until his/her successor is appointed or until his/her resignation, whichever shall first occur. The Chairperson and Vice-Chairperson shall hold office for one year from the date of appointment. In the event the Chairperson resigns or dies before his or her term expires, the Board shall appoint another member of the Board as Chair to complete the unexpired portion of the term.
- 10.4 **Terms of Employment, Duties and Remuneration:** The terms of employment and remuneration of all Officers elected or appointed by the Board shall be determined from time to time and may be varied from time to time by the Board.
- 10.5 **Description of Offices:** Unless otherwise specified by the Board (which may modify, restrict or supplement such duties and powers), the officers of the Corporation, if designated and if officers are appointed thereto, shall have the following duties and powers:
- 10.5.1 **Chair:** The Chair of the Board, if one is appointed, shall be a Director, and may be reappointed in one or more subsequent years as outlined in the DSSAB Act. The Chairperson shall, when present, preside at all meetings of the Board of Directors and members of the corporation, will sign all documents which require his/her signature and shall possess and may exercise such powers and shall perform all other duties as may from time to time be assigned to him by the Board of Directors.
- 10.5.2 **Vice-Chair:** The Vice Chair of the Board, if one is appointed shall be a Director. The Vice-Chair shall be vested with all powers of the Chair and in the absence or inability of the Chair, shall exercise the duties and functions of the Chair.
- 10.5.3 **The Chief Administrative Officer:** The Chief Administrative Officer shall be appointed by the Board and he or she shall report to the Board, be responsible for all operations of the Corporation, record or delegate accurate minute taking of the organization's meetings and ensure that the corporation's files, records and other relevant written materials are kept, recorded and distributed; and take a lead role in financial policy development and monitoring of the corporation's finances and advise and assist the Board in understanding the corporation's finances.

Without limiting the generality of the foregoing, the duties and responsibilities of the CAO shall be as follows:

- 3.1 To direct and co-ordinate the business of the Board in all its branches and departments in accordance with the policy and plans established and approved by the Board;
- 3.2 To direct and co-ordinate the preparation of plans and programs to be submitted to the Board for approval and to fulfill its mandate;
- 3.3 To direct and co-ordinate the compilation, consideration and presentation to the Board, recommendations arising from departmental operations, which require the Board's approval and to propose by-laws or resolutions arising from such recommendations;
- 3.4 To direct the preparation and compilation of and to present to the Board, the annual budget of estimates of revenues and expenditures;
- 3.5 To exercise general financial control over all departments in terms of the approved appropriation;
- 3.6 To act as spokesperson and direct collective bargaining with all Board employees within collective bargaining units, to recommend to the Board agreements concerning wages, salaries and working conditions, and, upon approval by the Board, to administer such agreements and in general to be responsible for wage and salary administration, subject to normal grievance procedures, and to recommend to the Board or its appropriate Committee, a system of grievance procedures for such employees that are not covered by existing agreements, or included in collective bargaining units;
- 3.7 To have full control and direction of all employees subject to the Human Resources policies approved by the Corporation;
- 3.8 To appoint, employ, suspend or dismiss for cause employees not covered by collective bargaining agreements according to annual budgets, organizational structures and policies and salary scales as approved by the Board from time to time and to appoint and employ all other employees of the Board in accordance with procedures obtained in collective bargaining agreements and to suspend or dismiss such employees for cause, subject to the normal grievance procedures contained in the relevant collective bargaining agreements;
- 3.9 To present to the Board reports and information regarding progress and accomplishments in programs and projects, the status of revenues and expenditures, and the general administration of the Board;
- 3.10 To have cognizance of all correspondence and communications to the Board and to receive all communications to direct the submission of the same to the Board together with his/her recommendations thereon;

3.11 To attend all Board meetings;

3.12 To perform such other duties and exercise such other powers as the Board may from time to time lawfully assign to him/her.

3.13 The CAO shall not be dismissed except by a resolution assented to by a majority of the members of the Board; provided that no such resolution shall be presented for consideration at any meeting of the Board unless written notice thereof shall have been given at least ten (10) days prior and the CAO has been given an opportunity to be heard by the Board.

10.5.4 Secretary: The Secretary shall be appointed by the Board. The Secretary, when in attendance, shall be the secretary of all meetings of the Board and Committees of the Board and, whether or not he or she attends, the secretary shall enter or cause to be entered in the Corporation's minute book, minutes of all proceedings at such meetings; he or she shall give, or cause to be given, as and when instructed, notices to directors, auditors and members of Committees; he or she will ensure custodial care of the corporate seal and of all the books, papers, records, correspondence and documents belonging to the corporation.

10.5.5 Treasurer: The treasurer will ensure that full and accurate accounts of all receipts and disbursements of the Corporation in proper books of account are kept and disburse funds of the corporation as directed by the Board. He or she shall render to the Board an account of his or her transactions as treasurer and of the financial position of the Corporation.

10.6 Disclosure – Conflict of Interest: An Officer shall have the same duty to disclose his or her interest in a material contract of transaction or proposed material contract of transaction with the Corporation, as is imposed upon Directors. If an Officer is unclear as to whether he or she is in a position of conflict of interest, the officer is to proactively seek legal advice and the Board, by resolution, shall pay for the costs incurred in seeking legal advice.

10.7 Standard of Care: Every Director and Officer of the Corporation in exercising his or her powers and discharging his or her duties honestly and in good faith with a view to the best interests of the Corporation shall exercise the care, diligence and skill that a reasonable prudent person would exercise in comparable circumstance. Every Director and Officer of the Corporation shall comply with articles, by-laws and all other applicable laws.

10.8 Limitation on Liability: Provided that the standard of care required of him or her has been satisfied, no Director or Officer shall be liable for the acts, receipts, neglects or defaults of any other Director or Officer or employee, for joining in any receipt of other act for conformity, or any loss, damage or expense happening to the Corporation through the insufficiency or deficiency of title to any property acquired for or on behalf of the Corporation, or for the insufficiency or deficiency of any security in or upon which any of the monies of the Corporation shall be invested, or for any loss or damage arising from the bankruptcy, insolvency or tortious acts of any person with whom any of the monies, securities, or effects of the Corporation have been deposited, or for any loss occasioned by any error of judgment or oversight on his part, or for any other loss,

damage or misfortune which shall happen in the execution of his or her office or in relation thereto, unless the same are occasioned by his or her own willful neglect or default.

- 10.9 **Indemnification of Directors and Officer:** Subject to any applicable laws, the Corporation shall indemnify a Director or Officer of the Corporation, a former Director or Officer of the Corporation or a person who acts or acted at the Corporation's request as a Director or Officer, and his or her heirs and legal representatives, against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment, reasonably incurred by him or her in respect of civil, criminal or administrative action or proceeding to which he or she was made a party by reason of being or having been a Director or Officer of such Corporation or body corporate if:
- a) he or she acted honestly and in good faith with a view to the best interests of the Corporation; and
 - b) in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, he or she had reasonable ground for believing that his or her conduct was lawful.

The Corporation shall indemnify such person in all such other matters, actions, proceedings and circumstances as may be permitted by law.

- 10.10 **Insurance:** The Corporation may purchase and maintain such insurance for the benefit of any person entitled to be indemnified by the Corporation pursuant to the immediately preceding section as the Board from time to time may determine.

11 COMMITTEES OF THE BOARD

11.1 General

11.1.1 All Committee Meetings shall be open to the public

11.1.2 No Committee shall have the authority to bind the Corporation or the Board, unless authorized by resolution of the Board

11.3 Duties of the Committees

The purpose of Committees is to facilitate the business of the Board. Committees shall operate with the Terms of Reference established by and approved by the Board.

11.4 Types of Committees:

11.4.1 The Finance and Administration Committee will be considered a Committee of the Whole, and may meet to review the Board agenda and to provide advice to the Chief Administrative Officer concerning the resolution of or recommendations on corporate issues, personnel matters, financial matters, contract management and strategic priority projects.

11.4.2 The Community Services Committee will considers resolutions or recommendations related to program or service delivery such as Social Services and Employment, Children's Services, Emergency Medical Services, and

Housing Services; and will be comprised of at least eight members of the Board, with equal representation from the District and the City of North Bay.

- 11.4.3 As required, ad hoc Committees may be established by motion of the Board to deal with matters before the Board. An ad hoc Committee may have any number of members who are interested in the issues at hand. Ad hoc Committees will report recommendations to the Board.
- 11.4.4 Election of the Committee Chair: The Chair of a Board Committee shall be elected by the Committee members and recommended to the Board for approval at its next regular meeting.
- 11.4.5 Committee Membership: Membership of the Community Services Committee or ad hoc committees will be determined by the Board (The Board Chair is ex-officio on all Board Committees).
- 11.4.5.1 Committees shall make recommendations to the Board by way of Committee Reports, or a recommended motion, on any matter considered by it which requires a decision of the Board.
- 11.4.6 Meetings of standing Committees or ad hoc Committees may be held at any time and place to be determined by the members of such Committee provided that 48 hours' written notice of such meeting shall be given to each member of such Committee. For special or emergency meetings, such notice periods may be waived, provided two-thirds of the Committee members agree by telephone/email poll to the waiver. No error or omission in giving notice of any meeting of a Committee or any adjourned meeting of the Committee of the corporation shall invalidate such meeting or make void any proceedings taken thereat and any member of such Committee may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat.

SECTION C – MEETING PROCEDURES

12 MEETINGS

- 12.1 All Board meetings shall be open to the public

13 DURATION

- 13.1 The duration of a meeting shall not exceed three hours, unless a majority of members vote otherwise.

14 MEETING TIME

- 14.1 The Chair of the Board, or in his or her absence, the Vice-Chair shall call members to order as soon after the meeting time and a quorum is present.
- 14.2 If the Chair of the Board and Vice-Chair are not present within ten minutes after the scheduled meeting time, the Secretary shall call the members to order if a quorum is

present, a member shall be chosen from among those present to preside during the meeting or until the arrival of the Chair or Vice-Chair.

- 14.3 In the election of a Presiding Officer, the Secretary shall call the meeting to order and preside.
- 14.4 If there is no quorum within fifteen minutes after the meeting time, the Secretary shall call the roll, take down the names of the members present, and declare the meeting cancelled.
- 14.5 The date and time of regular Board meetings for the upcoming year shall be established by resolution no later than the last regular meeting in each calendar year.
- 14.6 The Board may change the date and time of any regular meeting by resolution, or by notice of the Chair.

15 INAUGURAL MEETING

- 15.1 The Inaugural Meeting date shall:
 - 15.1.1 be established by the retiring Board in each election year;
 - 15.1.2 be binding upon the new Board;
 - 15.1.3 be held not later than the end of February of the year immediately following the election year;

16 PLACE OF MEETINGS

- 16.1 Meetings of the Board may be held at the registered head office of the corporation or at any other place within or outside the District.

17 PARTICIPATION BY ELECTRONIC METHODS

- 17.1 A Director may participate in a meeting of the Board or in a meeting of a Committee of Directors by means of such telephone or other technologies that permits all persons participating in the meeting to communicate with each other simultaneously and instantaneously, and a Director participating in such a meeting by such means is deemed to be present at that meeting.

18 CALLING OF MEETING

- 18.1 Lack of receipt of the notice of a regular meeting shall not affect the validity of holding the meeting or any action taken thereat provided a quorum is established.

19 ATTENDANCE

- 19.1 Members shall notify the Secretary or designate if they are not able to attend the regular Board meeting. Attendance of members shall be recorded. Any member absent from regular Board meetings on three consecutive occasions, without a resolution authorizing the absence having been recorded in the minutes, shall be deemed to have resigned and the seat shall become vacant.

20 REGULAR BOARD MEETING

- 20.1 The date and time of regular Board meetings for the upcoming year shall be established by resolution no later than the last regular meeting in each calendar year. (with the exception of the inaugural year in which the annual meeting calendar will be established at the inaugural meeting). The annual meeting calendar can be changed at any time with the consent of the majority of the Board for the purposes of ensuring the highest level of Board participation. A copy of any resolution of the Board fixing the date, place and time of such regular meetings of the Board shall be sent to each Director forthwith after being passed, but no other notice shall be required for any such regular meetings except where required by legislation.
- 20.2 Any Board member wishing to place an item on the agenda may make a request to do so through the Chair or Chief Administrative Officer no later than ten days prior to the meeting.
- 20.3 The meeting package shall be delivered to the Board member's designated email address at least five days prior to the upcoming Board meeting, unless special circumstances prevent the package from being distributed within the established timeframe.
- 20.4 The Board meeting draft agenda shall be published online in advance of the Board meeting.
- 20.5 Immediately following the Board meeting, the meeting package will be published online through the DNSSAB website.

21 SPECIAL MEETINGS

- 21.1 Special meetings of the Board may be held at any time at the call of the Chair. The purpose of the special meeting must be stated in the notice and no other business will be transacted without the consent of the majority of the Board. The meeting notice must be sent to all Directors. Lack of receipt of notice of a Special meeting shall not affect the validity of holding the meeting or any action taken thereat provided a quorum is obtained.
- 21.2 Notice of Special Meetings of the Board shall be given to every Director of the Corporation with not less than 48 hours' notice (excluding Sundays and holidays) before the date of the Special Meeting. Notwithstanding the foregoing, notice of a meeting shall not be necessary if all of the Directors are present, and none object to the holding of the

meeting, or if those absent have waived notice of or have otherwise signified their consent to the holding of such meeting. Notice of a Special Meeting continuance is not required if the time and place of the forthcoming meeting is established at the original Special Meeting.

- 21.3 The notice shall be in the form of a written agenda accompanied by its supporting documents. This package is prepared by Chief Administrative Officer in consultation with the Chair. Minutes of the previous regular meeting and any special meetings shall be provided to the Board members in the same manner as the agenda. The package shall be delivered to the Board member's designated email address. Immediately following the Board meeting, the package will be distributed to appropriate officers, staff and posted for the public. The Board meeting agenda shall be published online in advance of the Board meeting.

22 EMERGENCY MEETINGS

- 22.1 Emergency meetings may be called when a decision or response from the Board is required within 48 hours. Notices of an Emergency Meeting will be sent to all Directors by electronic communication and by telephone. The purpose of the Emergency Meeting must be stated in the notice and no other business will be transacted without the consent of the majority of the Board. Lack of receipt of notice of an emergency meeting shall not affect the validity of holding the meeting or any action taken thereat provided a quorum is obtained.

23 QUORUM

- 23.1 Quorum shall be comprised of the majority (50%+1) of the Board Members (including the Chair).

24 DELEGATIONS

- 24.1 Delegation Wishing to Appear Before the Board and Committees:

24.1.1 Public presentations will be received at both regular and special meetings of the Board and Committees. Presentations at regular meetings shall be on a subject within the jurisdiction or influence of the Board. Presentation at the special meeting shall be related to the agenda item.

24.1.2 Persons wishing to make a formal presentation to the Board or Committees must register with the Secretary one week prior to any regular meeting and one day prior to a special meeting, and must provide the Secretary with a copy of the presentation to be included in the Board or Committee package sent to members in advance of the meeting.

- 24.1.3 The maximum number of presenters at any presentation (including the spokesperson) shall be three. In unique circumstances, the number of presenters may be extended by the Chair and by a majority of the members present. Such question shall be decided by the members without debate.
- 24.1.4 The Secretary shall inform the presenter of the guidelines affecting the presentation (e.g. maximum time, maximum number of presenters and adherence to the subject) and to obtain and acknowledgement by the presenter of his or her understanding of those guidelines.
- 24.1.5 A public presentation, which has been registered with the Secretary, may address a matter of the Board's jurisdiction for up to ten minutes.
- 24.1.6 No delegation shall be permitted when the subject matter to be addressed is related to a recommendation of any tribunal that has conducted a hearing under the Statutory Powers Procedures Act, R.S.O 1990, c.22, as amended.
- 24.1.7 No person will be permitted to address the Board with respect to a labour management dispute or issue, unless provided by legislation.
- 24.1.8 Presenters appearing before the Board who have previously appeared before the same Board on the same subject shall be limited to providing only new information in their second and subsequent appearances.
- 24.1.9 In unique circumstances, the time may be extended by the Chair by a majority vote of the members present. Such question shall be decided by the members without debate.
- 24.1.10 No presenter shall speak disrespectfully of any person; use offensive words or unparliamentary language; speak on any subject other than the subject for which he or she received approval to address; or disobey the rules of order or a decision of the Chair.
- 24.1.11 After the presenter has completed the presentation, Board members shall each have the opportunity to ask questions for clarification purposes only, and without debate.
- 24.1.12 The Chair may curtail any presenter, any questions of a presenter, or debate during a presentation, for disorder or for any breach of this Procedural By-Law and, should the Chair rule that the presentation is concluded, the presenter shall withdraw immediately and shall be given no further audience by the Board.
- 24.1.13 Public presentations made at the beginning of the meeting may be considered by the Board at the end of the agenda of that meeting.
- 24.1.14 Presentations are not allowed on employer/employee matters from individuals or unions/organizations representing employees where the matters to be presented are part of a collective agreement or where there is a contractual agreement with DNSSAB. A request for exemption from

this requirement must be made in writing and approval granted by the Chair at least one week before the meeting date.

- 24.1.15 Presentations by DNSSAB employees are limited as per above, unless at the invitation of the Chief Administrative Officer. This applies to non-union as well as unionized staff.

25 MINUTES AND RECORDING OF MEETINGS

- 25.1 The Minutes of the meetings of the Board and Committees shall record:
- 25.1.1 the place, time and date of the meeting;
 - 25.1.2 the names of the presiding officer and a record of the members in attendance;
 - 25.1.3 disclosures of conflict of interest
- 25.2 The minutes of the Board of Directors and its Committees shall be available to the general public except where not permitted according to the *Municipal Freedom of Information and Protection of Privacy Act*, and/or other privacy legislation governing DNSSAB programs.

In order to promote positive interpersonal relations amongst Board members, staff, and other stakeholders, and to engender trust amongst same, Board members and staff are prohibited from creating an audio and/or video recording any proceedings without the expressed knowledge of all other participants. Failure to adhere to this policy, or the belief by any other Board or staff member that this policy may have been breached should be brought to the attention of the Board, which shall determine the appropriate action. Nothing in this section prohibits the making of personal notes regarding a proceeding and discussions therein.

26 CHAIRPERSON

- 26.1 The Chairperson of any meeting of the Board or Committee shall be the first recognized and will officiate the roll call of the meeting. If no such officer is present, the directors shall choose one of their number to be Chairperson of such meeting.

SECTION D - VOTING & DEBATE PROCEDURES

27 VOTES TO GOVERN

- 27.1 At all meetings of the Board, every question shall be decided by a simple majority of the votes cast on the question and voting is carried out by a show of hands unless otherwise indicated or required by law.

28 VOTING

- 28.1 Each Member, including the Chair, is entitled to one (1) vote. The Chair shall be entitled to vote at all meetings of the Board and shall be ex-officio member of all Committees of

the Board and entitled to vote at those meetings, except at the Board Meetings, where the Chair shall vote only in the event of an equality of votes, or when a recorded vote has been requested.

29 TIE VOTES

- 29.1 In the event of a tie vote the motion will be considered lost.

30 NEGATIVE VOTES

- 30.1 If any member present refuses to vote for other than a conflict of interest, it shall be recorded as a vote in the negative.

31 RECORDED VOTE

- 31.1 Where required by statute, and whenever any member, including the Chair, shall request a recorded vote, the names of those who vote for and against the question shall be entered in the Minutes (each member present shall announce their vote openly).

32 TO AMEND A MOTION

- 32.1 A motion to amend a (main) motion must be relevant to that motion and properly moved and seconded. An amendment may propose to leave out certain words; to insert or add certain words; or to leave out certain words in order to insert or add other words.
- 32.2 When "in order" an amendment takes precedence over the main motion and becomes the subject of debate. It must be accepted or rejected before debate reverts to the main motion. If accepted, the main motion as amended is debated. If it fails, the main motion is unchanged.
- 32.3 A sub-amendment may be proposed to an amendment under the same conditions as an amendment is moved to a main motion.
- 32.4 At no time may there be more than one main motion, one amendment and one sub-amendment on the floor. When all three exist, the Chair submits them in the reverse order to which they were moved.
- 32.5 A motion once defeated cannot be re-introduced as an amendment to some other motion. The mover with the consent of his/her seconder may incorporate a "friendly" amendment into the main motion if the mover and seconder of the amendment are agreeable.

33 RECONSIDERATION

a) If a motion has been either carried or defeated during a meeting, and at least one member who voted on the winning side wants to have the vote reconsidered, such a member may make the motion to reconsider.

b) A member may move that the motion be reconsidered at the next meeting; however, there shall be no reconsideration unless verbal notice thereof is given at the meeting at which the question was decided.

34 INQUIRES

34.1 Inquiries about a matter may be raised by any member and put to the Chair or through him or her to the Chair of the Board, who may call upon another officer to reply.

34.2 No argument of opinion shall be offered or fact stated except as is necessary to explain the inquiry or the answer.

34.3 A member or staff are not to debate the matter.

34.4 Inquiries may be in writing or may be made orally.

34.5 An officer shall reply promptly in writing in response to all requests for reports made by Board of Director resolution.

35 RESCISSION

35.1 No matter decided within one year shall be considered for rescission without the prior consent by resolution of two thirds majority of the whole Board of Directors.

36 DISCLOSURE – CONFLICT OF INTEREST

36.1 A director or officer of the Corporation who is a party to, or who is a director or an officer of, or has a material interest in any person who is a party to, a material contract or transaction or proposed material contract or transaction with the Corporation, shall disclose in writing to the Corporation or request to have entered in the minutes of meetings of directors the nature and extent of his interest. A director so having an interest in a contract or transaction shall not vote on any resolution to approve the contract or transaction. For clarity, directors or officers are also expected to abide by all applicable conflict of interest requirements required by statute.

37 RULES OF ORDER

- a. In the event that this by-law does not address an issue, then Robert's Rules of Order shall apply.
- b. All decisions will be made on the basis of motions.
- c. To make a motion, a Board member must obtain the floor first.
- d. Every motion must be seconded by another Board member.
- e. A motion will not be debated until it has been moved and seconded and put on the floor by the Chair.
- f. There will be only one substantive motion before the meeting at any one time. An amendment may be made to a motion, but may not negate the main motion or materially alter the intent.
- g. After members debate the motion the Chair puts the question (puts it to a vote) and announces the results of the vote.
- h. A motion that has been moved and seconded can be withdrawn or modified (modifications that would not occasion debate if proposed as amendments) with the agreement of the mover.

38 BOARD MEETINGS

38.1 Conduct of the Chair: The Chair will:

- 38.1.1 call the meeting to order;
- 38.1.2 determine the presence of a quorum;
- 38.1.3 announce in proper sequence the business that comes before the Board;
- 38.1.4 maintain a list of Board members who have signaled the Chair that they wish to speak or ask questions;
- 38.1.5 recognize Board members in order that they have signaled that they wish to speak or ask questions;
- 38.1.6 state and put to a vote all questions that legitimately come before the Board as motions, announcing the outcome;
- 38.1.7 protect the assembly from obviously frivolous or dilatory motions by refusing to recognize them;
- 38.1.8 expedite business;
- 38.1.9 decide all questions of order;
- 38.1.10 respond to inquiries of members relating to parliamentary procedure bearing on the business of the Board;
- 38.1.11 declare the meeting adjourned when the Board so votes.

38.2 Board members who have already spoken may speak again only after all other Board members have been given the opportunity to speak. A Board member may not speak more than twice on an issue without a Board resolution. The Chair will not put any matter to the vote, nor will any member of the Board move a procedural motion to have the vote taken, until every member of the Board who wishes to speak has spoken at least once.

- 38.3 If the Chair rules that it is beneficial and in the best interests of the Board to deal with a question immediately, then this is the action the Board must take. The Chair's ruling on order or procedure are not debatable, but may be appealed by any Board member by motion, duly seconded. If the motion is carried, the Chair's decision is overturned.
- 38.4 If the Chair rules that a motion is contrary to the rules of the Board, the Chair will tell the members of the Board immediately before putting the question, and will cite the rule or authority applicable to the case without argument or comment.
- 38.5 The Chair may place time limits on speeches and such limits must be the same for all members of the Board.

39 CONDUCT OF MEMBERS

- 39.1 A Board member and Committee member will be courteous and will not engage in any action, which disturbs the meeting.
- 39.2 A Board and Committee member will not:
- 39.2.1 Use unparliamentary or offensive language, including any expressions or statements in debate or in questions that attribute false or undeclared motives to another Board member or staff member, charge another Board member with being dishonest, be abusive or insulting, or cause disorder in compliance with Occupational Health and Safety Act and the Ontario Human Rights Code;
 - 39.2.2 Make any noise or disturbance that prevents Board members from being able to participate in a meeting;
 - 39.2.3 Interrupt a member of the Board who is speaking, except to raise a point of privilege or a point of order;
 - 39.2.4 Disobey the rules of the Board, or disobey a decision of the Chair on question of order or practice or on the interpretation of the rules of the Board.
 - 39.2.5 Speak on any subject other than the subject of debate;
 - 39.2.6 Ask a question except for the purpose of obtaining information relating to the matter under discussion, and then only if the previous speaker, except when a member recognized as the next speaker wishes to ask a question

of the presiding officer or of a member of the staff, and then only for the purpose of obtaining information, after which the Member shall speak.

39.2.7 Speak for more than 10 minutes or more than once on the same question without the leave of the Board, except that a reply shall be allowed to be made only by a member who has presented the motion to the Board, but not by any member who has moved an amendment or a procedural motion;

39.2.8 Disobey the rules of the DSSAB or a decision of the presiding officer on questions of order or practice or on the interpretation of the rules;

39.3 A Board and Committee member who wishes to speak will signal the Chair by a raised hand, and wait for recognition by the Chair.

39.4 All remarks and questions, including questions intended for another Board member or office will be addressed by the Chair.

39.5 The Chair may deny a Board or Committee member the right to speak on a particular topic if the member is disruptive or persistently interrupts others.

39.6 The Chair may exclude a Board or Committee member from the meeting who has been given a warning but continues to disregard the rulings from the Chair.

40 CONDUCT OF THE PUBLIC

40.1 Members of the public will be courteous and will not engage in any action which disturbs the meeting.

40.2 Members of the public will not:

40.2.1 Make any noise or disturbance that prevents Board members from being able to participate in the meeting;

40.2.2 Address the Board without a prior appointment, or without the permission of the Board at the meeting;

40.2.3 Use unparliamentary or offensive language.

40.3 The Chair may exclude any member of the public from a meeting for improper conduct or, potential or perceived security risk.

SECTION E - MINUTES AND AGENDAS

41 DISTRIBUTION

- 41.1 Board and Committee agendas and minutes are public information and will be made available to the public. Copies of all the approved Board and Committee minutes, with the exception of any optional confidential minutes of in-camera sessions, are retained on file in administration for reference by Board members or the public. Minutes of all meetings and motions presented are numbered and indexed by the Secretary to facilitate ready reference.

42 REGULAR BOARD MEETING MINUTES

- 42.1 Minutes are recorded by the appointed recording secretary for later transcription in draft form, and forwarded to Board members before the next meeting. Additions and corrections are brought to the following full Board meeting for adoption in the minutes.

43 COMMITTEE MINUTES

- 43.1 Minutes of Committee meetings are recorded by the appointed recording secretary or designate of the CAO. Additions and corrections are brought forward to the following full Board meeting for adoption in the minutes.

44 NEW BUSINESS

- 44.1 At the beginning of any regular meeting the Chair may announce additional items to be added to the agenda.

45 BOARD AGENDA

- 45.1 The secretary shall prepare for the use of the members an agenda as follows:
- 1) Adoption of Agenda
 - 2) Declarations of Conflicts of Interest
 - 3) Chair's Remarks
 - 4) Public Presentations
 - 5) Minutes of Proceedings
 - 6) Report from the Chief Administration Officer, Staff Director and Managers
 - 7) Consent Agenda: All matters deemed by the Secretary, Chair or CAO as administrative shall be placed on the Consent Agenda and any member has the option

of removing a Consent Agenda Item for discussion by means of a mover and seconder.

- 8) Finance and Administration Committee
- 9) Community Services Committee
- 10) In-Camera
- 11) Correspondence
- 12) Other Business
- 13) Adjournment

- 45.2 Correspondence which is intended for the Agenda shall be provided to the Secretary of the Board eight days prior to the next Board Meeting.
- 45.3 The business shall be taken up in the order in which it stands upon the Agenda in all cases except where a majority of the members' otherwise agree.
- 45.4 A motion that is not listed on the agenda may be presented at the Board of Director's meeting, if not more than one third of the Directors present at the meeting objects to its consideration.

46 MOTIONS

- 46.1 A motion shall be formally moved and seconded before the presiding officer can put the question to a vote or the motion can be recorded in the minutes.
- 46.2 Immediately preceding the taking of the vote, the presiding officer or his or her designate shall summarize the question and response unless asked to state the question precisely in the form in which it will be recorded in the minutes.
- 46.3 Any member may require the question of motion under discussion to be read at any time during the debate but not as to interrupt a person while speaking.
- 46.4 When a question is under debate, the only motions in order shall be:
 - 46.4.1 To extend the time of the meeting
 - 46.4.2 To refer to a Committee
 - 46.4.3 To amend
 - 46.4.4 To lay on the table
 - 46.4.5 To postpone to a certain time and day
 - 46.4.6 To move the previous question

47 PUBLIC OR CONFIDENTIAL MEETING

47.1 In-camera is a legal term which means “in secret”. In-camera meetings are closed and generally open only to members of the Board and certain management personnel. Other individuals may be included if their presence is considered by the Board as necessary to facilitate its work.

47.2 Typically, a Board only goes in-camera to discuss intimate financial or personnel matters or where matters may be disclosed at the meeting of such a nature that the desirability of avoiding open discussion outweighs the desirability of adhering to the principle that the meeting be open to the public.

47.3 The Authority and Procedure for Holding In-Camera Meetings:

The DNSSAB is governed by the *District Social Services Administration Board Act* and the *Ontario Municipal Act*. *The Ontario Municipal Act*, section 239(1) states that meetings should be open to the public. With regards to the exceptions listed below, in-camera minutes of a general nature shall be taken by the Secretary. Approval of in-camera minutes provided on canary coloured paper shall be at the next in-camera meeting of the Board or the appropriate committee meeting and shall be voted on in closed session. The minutes shall be collected prior to returning to open session. All in-camera minutes and background reports shall be held by the Secretary in a secure location.

47.4 Exceptions to Open Meetings (In-Camera Protocol)

A meeting or part of a meeting may be closed to the public if the subject matter being considered is:

1. the security of the property of the Board;
2. personal matters about an identifiable individual, including Board employees;
3. a proposed or pending acquisition or disposition of land by the Board;
4. labour relations or employee negotiations;
5. litigation or potential litigation, including matters before administrative tribunals, affecting the Board;
6. advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
7. a matter in respect of which a council, Board, Committee or other body may hold a closed meeting under another Act.

8. information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
9. a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
10. a trade secret or scientific, technical, commercial or financial information that belongs to the Board and has monetary value or potential monetary value; or
11. a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Board.

47.5 Other criteria:

A meeting shall be closed to the public if the subject matter relates to the consideration of a request under the *Municipal Freedom of Information and Protection of Privacy Act*.

47.6 Educational or training sessions:

A meeting of the Board or of a Committee may be closed to the public if the following conditions are both satisfied:

1. The meeting is held for the purpose of educating or training the members.
2. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Board.

47.7 Open meeting

A meeting shall not be closed to the public during the taking of a vote.

47.8 Record of meeting

The Board or Committee shall record without note or comment all resolutions, decisions and other proceedings at a meeting of the body, whether it is closed to the public or not.

47.9 If, and to the extent that, the Municipal Act allows other matters to be discussed or decided in camera, the Board shall also be permitted to do so. It is clear that both the *Act* and the by-laws anticipate and allow for certain items to be discussed in-camera. These items again should only be those covered by the *Act* and restated in the by-law.

47.10 In order for the Board to go in-camera a motion must be made. This motion can be discussed and voted on. Once the Board or a Committee has voted in favour of going in-camera, the information discussed should not be disclosed except as outlined below. Before holding a closed meeting or going in camera, the Board shall state by resolution the fact of the holding of the closed meeting or going in camera and the general nature of the matter to be considered during the closed meeting or in camera portion of the meeting. As per section 17.1, Board members may participate in in-camera meetings

via electronic methods provided the member ensures total privacy and confidentiality within their surroundings.

- 47.11 That being said, it makes sense generally to hold discussions of sensitive issues in-camera, move out of in-camera and vote on any motions at that point. For matters requiring discretion, the motion can be worded to avoid any reference to personnel, property or other contentious issues.

SECTION F – FINANCIAL

48 FINANCIAL YEAR

- 48.1 The fiscal year-end of the corporation shall be December 31 of each year.

49 BOOKS AND RECORDS

- 49.1 The Directors shall see that all necessary books and records of the corporation required by the by-laws of the corporation are regularly and properly kept.

50 AUDITORS

- 50.1 On an annual basis, the Board will appoint an auditor to audit the accounts of the Corporation.

51 FINANCIAL TRANSACTIONS, ETC.

- 51.1 All financial transactions and contracts shall be signed as per the DNSSAB Purchasing policy.

52 SALE OF PROPERTY

- 52.1 Before selling real property the Board of Directors shall:

52.1.1 By resolution passed at a meeting open to the public declare the real property to be surplus.

- 52.1.2 Obtain at least one appraisal of the fair market value of real property which is not prescribed by regulation as a class of real property for which an appraisal is not required; and
- 52.1.3 Give notice to the public of the proposed sale by publication in a newspaper having a general circulation within the municipality at least once a week for two consecutive weeks.
- 52.1.4 Sale of property of real estate and assets owned by Nipissing District Housing Corporation are excluded from this provision.

53 DISSOLUTION

- 53.1 It is specially provided that in the event of dissolution or winding-up of the corporation, all its remaining assets after payment of its liabilities shall be distributed to the municipalities in the District of Nipissing, according to a formula to be approved by the Board.

SECTION G – RESTRICTIONS

54 RESTRICTED ACTS AFTER NOMINATION DAY

- 54.1 Whereas the DNSSAB is authorized to enact procedural by-laws to govern the conduct of its business;

And Whereas the members of the Board are all elected members of municipal councils, save and except as to the member elected to represent the unorganized territory;

And Whereas the Board wishes to provide transition rules in election years where certain acts will not be taken which are similar to the rules which would otherwise apply to municipal councils.

Now therefore the board hereby enacts as follows:

The Board shall not take any action described in subsection (3) after Nomination Day, being the first day during the election for a new council on which it can be determined that one of the following applies to the new Board that will take office for the next term:

- A) If the new Board will have the same number of members as the outgoing Board, the new Board will include less than three-quarters of the members of the outgoing Board.
- B) If the new Board will have more members than the outgoing Board, the new Board will include less than three-quarters of the members of the outgoing Board or, if the

new Board will include at least three-quarters of the members of the outgoing Board, three-quarters of the members of the outgoing Board will not constitute, at a minimum, a majority of the members of the new Board.

- C) If the new Board will have fewer members than the outgoing Board, less than three-quarters of the members of the new Board will have been members of the outgoing Board or, if at least three-quarters of the members of the new Board will have been members of the outgoing Board, three-quarters of the members of the new Board will not constitute, at a minimum, a majority of the members of the outgoing Board.

54.2 Basis for determination

If a determination under section 1 is made:

After nomination day but before voting day, the determination shall be based on the nominations submitted for re-election by current members of the Board that have been certified and any acclamations made to the new councils or Territory Without Municipal Organization; or

- A) After voting day, the determination shall be based on the declaration of the results of the election including declarations of election by acclamation.

54.3 Restrictions

The actions referred to in section (1) are:

- A) the appointment or removal from office of any officer of the Board;
- B) the hiring or dismissal of any employee of the Board;
- C) the disposition of any real or personal property of the Board which had a value exceeding \$50,000 when it was acquired by the Board; and making any expenditures or incurring any other liability which exceeds \$50,000.

54.4 Exception

Restriction C) does not apply if the disposition or liability was included in the most recent budget adopted by the Board before nomination day in the election.

54.5 Powers unaffected

Nothing in this section prevents any person or body exercising authority delegated by the Board.

SECTION H – RETENTION PERIOD FOR BOARD DOCUMENTS

55 RETENTION PERIODS FOR DOCUMENTS, RECORDS AND OTHER PAPERS OF THE BOARD

- 55.1 The District of Nipissing Social Services Administration Board will abide by all ministry standards and legislation with respect to the retention periods during which the receipts, vouchers, instruments, rolls or other documents, records and papers must to kept by the Board.

ENACTED AND PASSED THIS XX, Resolution #XX

CHAIR

Mark King

CHIEF ADMINISTRATIVE OFFICER

Catherine Matheson

We have reviewed Procedural By-law 2020-XX and hereby endorse it.

Dated at North Bay, Ontario this XX



**The Corporation of the Municipality of West Nipissing /
La Corporation de la Municipalité de Nipissing Ouest**

Resolution No.

2020 /

MARCH 17, 2020

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

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

BE IT ALSO RESOLVED THAT Council hereby authorize the disposal of the said surplus equipment:

(1)	2006	R-WAGON (SEARCH & RESCUE TRAILER)	VIN: 4WYS15N25617104
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	YEAS	NAYS
DUHAIME , Yvon		
FISHER , Christopher		
LARABIE , Roland		
MALETTE , Léo		
ROVEDA , Dan		
SÉGUIN , Jeremy		
SÉNÉCAL , Denis		
SÉNÉCAL , Lise		
SAVAGE , Joanne (MAYOR)		

CARRIED: _____

DEFEATED: _____

DEFERRED OR TABLED: _____

MEMORANDUM

TO: Mayor and Council

AND TO:

FROM: Alisa Craddock CPA, CMA Director of Corporate Services/Treasurer

DATE: March 13, 2020

RE: Operational Review RFP

A total of six proposals were received in response to the Operational Review request for proposal (RFP). The bids were scored by a selection committee of the CAO, Director of Corporate Services/Treasurer and Director of Community Services and Economic Development. Proposals were reviewed against an established evaluation criteria that included qualification and experience in similar projects and experience of the staff assigned to the project, the overall approach to the project and the proposed work plan, detailed costing proposal, including a value for cost component, and the overall proposed engagement. The recommendation to award is for KPMG, which is the proposal that has achieved the highest score.

Joie de vivre



www.westnipissingouest.ca

2020 /

MARCH 17, 2020



**The Corporation of the Municipality of West Nipissing /
La Corporation de la Municipalité de Nipissing Ouest**

Moved by / *Proposé par* :Seconded by / *Appuyé par* :

WHEREAS Requests for Proposal to carry out an Operational Review of the Municipality of West Nipissing were received on February 13, 2020;

AND WHEREAS six (6) Proposals were received;

AND WHEREAS the Proposals have been reviewed by the Chief Administrative Officer and the Director(s) of Corporate Services and Community Facilities & Economic Development and the award being recommended herein consists of the best price meeting all of the specifications;

AND WHEREAS Council concurs with the recommendation received;

BE IT THEREFORE RESOLVED THAT the Proposal for the Operational Review be awarded to KPMG, having submitted a proposal in the amount of \$85,000.00 meeting all specifications.

	YEAS	NAYS
DUHAIME, Yvon		
FISHER, Christopher		
LARABIE, Roland		
MALETTE, Léo		
ROVEDA, Dan		
SÉGUIN, Jeremy		
SÉNÉCAL, Denis		
SÉNÉCAL, Lise		
SAVAGE, Joanne (MAYOR)		

CARRIED: _____

DEFEATED: _____

DEFERRED OR TABLED: _____