



COUNCIL MEETING – TUESDAY, NOVEMBER 3, 2020 – 6:30 PM
RÉUNION DU CONSEIL – MARDI, LE 3 NOVEMBRE 2020 – 18H30

VIRTUAL ZOOM MEETING / RÉUNION VIRTUELLE PAR ZOOM

AGENDA / ORDRE DU JOUR

- A) Declaration of Pecuniary Interest / Déclaration d'intérêts pécuniaires
- B) Addendum and Agenda / Addenda et Ordre du jour
- B-1 Approve the Addendum
- B-2 Adopt the Agenda
- C) Delegations & Petitions / Délégations et pétitions
- C-1 West Nipissing General Hospital re: CT Scanner (Presenter: Cynthia Desormiers, CEO)

COMMITTEE OF THE WHOLE / COMITÉ PLÉNIER

- D-1) General Government / Gouvernement général
- D-1(a) Changes to the Procedural By-Law re: Calling of Special / Emergency Meetings (D. Roveda)
(carried from Oct-6 mtg.)
- D-1(b) Workplace Harassment Policy
- D-1(c) OPP Billing Statement
- D-1(d) Animal Control By-Law – proposed amendments
- D-2) Planning / Planification
- D-2(a) Offer to purchase municipal property on Simcoe St.
- D-2(b) Offer to purchase municipal property on Cholette St.
- D-3) Emergency Measures and Public Safety / Mesures d'urgence et sécurité publique
- D-3(a) Staff Report re: Parking of commercial vehicles on municipal roads
- D-4) Economic Development / Développement économique NIL
- D-5) Social Services and Health / Services sociaux et santé NIL
- D-6) Community Services / Services communautaires
- D-6(a) Christmas Lights (J. Savage) (time sensitive)
- D-7) Sewer and Water / Les égouts et l'eau NIL
- D-8) Environmental / L'environnement NIL

REGULAR COUNCIL / SÉANCE RÉGULIÈRE

E) Planning / Planification

F) Correspondence and Accounts / Courier et comptes

F-1 October 20, 2020 Council minutes

F-2 Receive the following minutes from various Boards / Committees :

- WN Library Board meetings held September 10, 2020

G) Unfinished business / Affaires en marche

H) Notice of Motion / Avis de motion

I) New Business / Affaires nouvelles

I-1 By-Law **2020/51** to amend Procedural By-Law re: Electronic Participation

I-2 Declare surplus land on Bay Road

I-3 Private Road Winter Maintenance Agreements

I-4 By-Law **2020/63** to borrow funds to aid in the construction of drainage works

I-5 Approve Tile Loan Application on Trottier Road

I-6 Volunteer appointment to the West Nipissing Library Board

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

Pursuant to Section 239 of the *Municipal Act* (2001)

L-1 Proceed into closed meeting to discuss the following:

- a proposed or pending acquisition of land by the municipality or local board;
 - (i) Promenade du Lac
- personal matters about an identifiable individual, including municipal or local board employees;
 - (ii) By-Law Enforcement
 - (iii) CANO - Update

L-2 Approval of previous CLOSED minutes:

👉 Jan-21 • Feb-25 • Jun-2 • Jun-22 • Jun-29 • Jul-14 • Sept-1 • Sept-15 • Oct-6

L-3 Resolution to adjourn the closed session

M) Adjournment / Ajournement

M-1 By-law **2020/64** confirming proceedings of meeting

M-2 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: November 3, 2020

Subject: WNGH CT scanner

Name: West Nipissing General Hospital- Cynthia Desormiers

Address: 725 Coursol Rd, Sturgeon Falls, ON P2B2P7

Phone: Home: Business: 705-753-3110 ext 235 Fax:

E-Mail: Cynthia.desormiers@wngh.ca

Name of Group or Person(s) being represented (if applicable) :
West Nipissing General Hospital – Cynthia Desormiers

Details of nature of the business/purpose (additional information can be attached separately) :

Provide an update to the mayor and council on the WNGH as well as the new CT scanner set to be operational November 2020. The WNGH is looking to request a tax levy in the amount of \$7.50 per household for a period of ten (10) years to support the operation of the CT scanner in West Nipissing.
The presentation can be via zoom or in person, whatever is preferred.

Presentation Requirements: ☐ Easel ☐ Projection Equipment
☐ 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

The West Nipissing General Hospital Hôpital Général de Nipissing Ouest

Presented by:

Cynthia Désormiers, President & CEO

cynthia.desormiers@wngh.ca | 705-753-3110 ext 235



Hôpital général de Nipissing Ouest
West Nipissing General Hospital

STRATEGIC PLAN 2019-2024



PURPOSE

To provide quality healthcare
to our culturally and
linguistically diverse
population.



VALUES

- Respect
- Patient Centred
- Communication
- Teamwork
- Compassion
- Social Accountability



COMMITMENT

To put patients first with
equitable and accessible
healthcare.

• Our Direction •

Patients Residents Clients
People Staff Physicians
Learners Volunteers
Safe Work Environment
Organizational Agility
Capital Planning

"Nothing about me without me"

"Partnership with a purpose"

"Physical and psychological safety for all"

"Flexibility to meet community issues of the day"

"Building with our future in mind"

"Streamlining exceptional healthcare, focused on community"



Board of Directors	
<ul style="list-style-type: none"> ▪ Collin Bourgeois, Chair ▪ Janet Parsons, Vice Chair ▪ Julie St. Jacques, Treasurer ▪ Robert Pilon ▪ Leo Mallette ▪ Daniel Richard ▪ Jamie Restoule ▪ Howard Longfellow ▪ Mary Willemsen ▪ Eric Stevens ▪ Renee Ragnitz 	<p>Non-Voting-ex-Officio</p> <ul style="list-style-type: none"> ▪ Cynthia Désormiers ▪ Sandra Lacourciere ▪ Dr. Ben Lalonde ▪ Dr. Yves Vaillancourt ▪ Dr. Klere Bourgault

Executive Team

Cynthia Désormiers
President & CEO

Sandra Lacourciere
CNO

Daniel St. Georges
CFO

Dr. Ben Lalonde
Chief of Staff

WNGH at a glance

There is a total of 98 + 1 beds

- 31 Acute Care beds
- 19 Complex Continuing Care
- 48 Interim Long-term Care
- 1 Hospice Suite
- 1 Palliative Care Bed in LTC (unfunded)
- 275+ employees
- >75 Physicians credentialed
- 3 Accountability Agreements with Ontario Health



Services/Programs

- 24/7ED
- Laboratory
- Radiology (X-ray), Mammography, Breast Screening
- **CT Scanner Nov 2020**
- Ultrasound, Doppler's,
- Nursing (Acute Care, Complex Continuing Care, Interim Long- term Care)
- Endoscopy program (OR)
- Pharmacy
- Oncology (Chemotherapy)
- Sleep Clinic
- Clinical Nutrition
- Dietary
- Physiotherapy/OT/Speech
- Respiratory Therapy/ECG
- Mental Health & Substance Abuse (Alliance Centre)
- **Addictions Medicine 2021**
- Crisis Intervention
- Diabetes Program
- Ambulatory Care Clinic
- Cardiac Rehabilitation
- Telemedicine (OTN)
- Information Technology
- Infection Prevention & Control (IPAC)

Service Volumes 2019-2020

- 17,195 ED visits
- 854 Admitted Patients
- 32,500 Total Patient Days
- Average Acute Length of Stay 10.54 days
- Average CCC Length of Stay 136.5 days
- Average LTC Length of Stay 604.1 days
- Occupancy: Acute/CCC 86.1%- 98%
- Occupancy: Long Term Care 99.5%

We have been busy ...

 **1381**
OR Procedures

536
Oncology
Visits 

 **1427.5**
Volunteer Hours

20635 
RT/ECG/Therapeutics

 **876**
Telehealth
Visits

7497 
Visits in Mental Health &
Substance Abuse Programs

18042 
DI/US/Mammography



 **1872**
Ambulatory
Care Visits

1,310,770
Laboratory
Tests 

2020 Statement of Operations

Revenues	\$ 26,982,919
Operating Expenses	26,651,382
Excess of revenues/expenses before	
Amortization-building, equipment, land	(882,520)
Amortization of deferred capital,	
building, equipment, land	<u>653,316</u>
Excess of revenues over expenses for year	\$ 102,333



balanced budget since 2009

CT Scanner

- The CT scanner cost is 1.84MM for the equipment and turn key renovations
- Annual operating budget \$282,000- \$293,000
 - Service contract \$140,000
 - Salaries & Benefits \$110,000
 - Supplies \$43,000
- Approx. 1500 people go to NBRHC or HSN for CT scans annually
- Patient delays in returning to WNGH range from a few hours to > 12 hours

Recommendation: The WNGH Foundation respectfully requests the Mayor and council to consider a tax levy of \$7.50 per West Nipissing household for a period of 10 years, to support the operation of a CT scanner in our community.



Thank you/Merci/Miigwech



SCHEDULE "B" OF BY-LAW 2019/94

AGENDA ITEM REQUEST FORM			
PLEASE PRINT CLEARLY:			
Requested Council Meeting Date:		OCTOBER 6 / 2020	
Name of Requestor:	Dan C. Roveda		Date submitted: SEPT 30 / 2020
Address:	Full mailing address: 171 BOWEN AVE STURGEON FALLS ONT P2B1T8		
Phone:	Home: 705-753-2487	Business / Cell: 705-825-2487	Fax:
E-Mail:	DAN.ROVEDA@gmail.com		
Requested Agenda Item/Subject:		Addition to the call of Special/Emergency Meetings	
Additional details / background information: <input type="checkbox"/> see below <input type="checkbox"/> Supporting documents attached separately <i>Please attach/include pertinent information to support this item. This will assist staff in conducting any research or obtaining background information; which may be required to make an informed decision in the best interest of the Municipality.</i> PLEASE see attached a request to have an addition to Procedural By-law 2019/94 (2,31) See attached			
ADMINISTRATIVE APPROVAL			
STEP 1 → Submit your completed form to the CAO or designate for required review and approval. Every effort will be made to accommodate requests however the complexity of subject may require the matter to be heard on another date other than the original date requested and the requestor will be notified.			
Signature of CAO or designate:		Date:	
MUNICIPAL OFFICE USE			
STEP 2 → This form must be returned to the Clerk's office no later than 12 noon on the Wednesday preceding the Council Meeting at which the item is to be considered, subject to CAO approval and scheduling.			
Date Received:	Sept 30, 2020	Received from:	Dan Roveda
Meeting Date Requested:	OCTOBER 6, 2020	Mode of Notification:	<input checked="" type="checkbox"/> in person <input type="checkbox"/> by telephone <input type="checkbox"/> by e-mail <input type="checkbox"/> other:
Processing of request:	<input type="checkbox"/> Information only <input type="checkbox"/> Action Item <input checked="" type="checkbox"/> Discussion/Action Item <input type="checkbox"/> Report Required <input type="checkbox"/> Public Hearing <input type="checkbox"/> Closed Session		
APPROVED FOR AGENDA:			
Scheduled for (date):			<input type="checkbox"/> Regular Meeting <input type="checkbox"/> Committee of Whole Meeting
Requestor Notification:	The above requestor _____ was notified on _____ (date)		
Action Taken:			
Notes / Comments:			

I wish to bring an addition to our Procedural By-law 2019/04. More specifically convening of Special/Emergency meetings.

2.3:

2.3.1 STATES The head of Council may at any time summon a special or emergency meeting.

I wish to add

2.3.2. Upon notice from head of Council the clerk will be advised to ensure all Council Members are provided with times and dates to choose from.
Every effort shall be made to accommodate the participation of all Council members.

2.3.3 will state as presently 2.3.2.

Upon receipt of a petition from the majority of the members of Council or Committee, the Clerk shall summon a special Meeting for the purpose and at the time mentioned in the petition.

As the wording for 2.3.2 is not specific I will entertain any changes. However the idea is that the Clerk will provide dates/times to ensure everyone is available.

This will ensure full participation.

Please see attached pages of the procedural By-law 2019/04 relevant pages.

1.1.15 "Resolution" means a motion that is carried or defeated and therefore represents the vote and will of Council.

1.1.16 "Substantive" means any point being considered for action by Council that materially changes the course of business for the Municipality.

2.0 CONVENING MEETINGS OF COUNCIL

2.1 INAUGURAL MEETING

2.1.1 The Inaugural Meeting of Council after a regular election shall be held on a date and time set by this Procedural By-law and in accordance to the provisions of the Municipal Act, 2001, as amended. No business, other than ceremonial matters pertaining to the swearing in of members shall be conducted at the Inaugural Meeting.

2.2 COMMITTEE OF THE WHOLE / REGULAR MEETINGS

2.2.1 All Meetings of Council shall consist of Committee of the Whole immediately followed by Regular shall be held every first and third Tuesday of each month at 6:30 p.m. in Council Chambers, unless so changed by Resolution of Council.

2.2.2 If the designated Meeting day falls on a public holiday, the Council shall meet on the following regularly scheduled Meeting date.

2.2.3 Council may, by Resolution passed by 2/3 of the members present, dispense with or alter the date, time or place of a regular Meeting, provided that adequate notice of the change is posted at the Municipal Office and provided that the location be within the boundaries of the Municipality.

2.3 SPECIAL / EMERGENCY MEETINGS

2.3.1 The Head of Council may, at any time, summon a special or emergency Meeting.

2.3.2 Upon receipt of a petition from the majority of the members of Council or Committee, the Clerk shall summon a special Meeting for the purpose and at the time mentioned in the petition.

2.3.3 Special or emergency Meetings shall be held in the Council Chamber, unless otherwise stated in the notice.

2.4 OUTSIDE MUNICIPALITY

2.4.1 As per the Municipal Act, 2001 s. 238(3), Meetings may be held at a place outside the Municipality within an adjacent Municipality.

2.5 CANCELLATION OF MEETING

2.5.1 In the event of extraordinary circumstances, including but not limited to road closures and/or extreme weather conditions, the Head of Council in consultation with the Chief Administrative Officer (CAO), or designate, may cancel a Meeting and the Clerk shall forthwith notify members of Council in the most expedient manner available. The Clerk shall post notice of the cancellation immediately on the municipal website.

3.0 NOTICE OF MEETINGS

3.1 REGULAR MEETINGS

3.1.1 Subject to Section 3.2.3 herein, the Clerk shall give notice of the Meeting to all Council members or Committee members and to the public, and where required, to such other persons as the Chairperson or the Clerk deems advisable and conforming to the provisions in this By-law.

3.1.2 The notice shall be in the form of an Agenda which shall first make mention of the day, time and place for the Meeting.

3.2 SPECIAL MEETINGS

3.2.1 The notice of a special Meeting shall specify the date, the place, the time and the purpose of the Meeting.

3.2.2 The special Meeting shall be held not sooner than 24 hours following the Head's summons or receipt of the petition, as the case may be, and the Clerk shall provide notice of the special Meeting to all members of Council and to the public immediately following receipt of the summons or petition.

- 3.2.3** The notice of a special Meeting shall be in the form of an Agenda which shall first make mention of the time, date and place for the Meeting;
- 3.2.4** Despite Section 3.2.2 herein, a special Meeting may be held as soon as practicable following receipt of the summons or petition, as the case may be, upon a 2/3 vote of Council to suspend such requirement.

3.3 EMERGENCY MEETINGS

- 3.3.1** In the case of an emergency Meeting, the twenty-four (24) hours' notice required by the provisions of Section 3.2.2 shall be waived in the case of emergency or extraordinary situation, as may be determined by the Head of Council (or alternate);
- 3.3.2** An emergency Meeting may be called by the Head of Council, in consultation with the Chief Administrative Officer (CAO) and/or Clerk in the following instances :
 - (A) quorum cannot be achieved;
 - (B) in the event of an unforeseen significant event which includes but is not limited to, safety concerns for members, staff and members of the public (i.e. snow storm, closing of roads, etc.)
 - (C) Clerk/Deputy Clerk's inability to attend;
 - (D) State of emergency
- 3.3.3** In such case, the Clerk (or designate) shall attempt to advise the members of Council about the call of the emergency Meeting as soon as possible and in the most expedient manner available;
- 3.3.4** For the purpose of Notice, notice shall be posted on the Municipal website and/or notice board at the Clerk's Office where possible;

3.4 ABSENCE OF NOTICE OF MEETINGS

- 3.4.1** Notwithstanding the provisions of Sections 3.1, 3.2, and 3.3, lack of receipt of the notice by any member shall not affect the validity of the Meeting nor any action taken at the Meeting so long as Quorum can be achieved for the called Meeting.
- 3.4.2** Where proper notice is not possible, the Clerk will endeavour to make the Agenda and/or details of the Meeting public as soon as possible after the Meeting has taken place.

4.0 ROLES AND DUTIES

4.1 ROLE OF THE MAYOR

- 4.1.1** To act as Chief Executive Officer of the Municipality.
- 4.1.2** To provide leadership to the Council.
- 4.1.3** To preside over Council Meetings
- 4.1.4** To represent the Municipality at official functions.
- 4.1.5** To act as Council's representative when dealing with other levels of government, their agencies and the private sector and the media on matters relating to Council supported decisions.
- 4.1.6** To carry out the duties of the Municipal Act or any other Act.

4.2 ROLE OF COUNCIL

- 4.2.1** To represent the public and to consider the well-being and the interests of the Municipality.
- 4.2.2** To develop and evaluate the policies and programs of the Municipality.
- 4.2.3** Subject to legislative restrictions, to develop regulations to be adopted in by-law and Resolutions for the over-all benefit of the community.
- 4.2.4** To determine the services the Municipality provides in accordance with applicable legislation.
- 4.2.5** To ensure that administrative practices and procedures are in place to implement the decisions of Council.
- 4.2.6** To maintain the financial integrity of the Municipality.
- 4.2.7** To carry out the duties of Council under the Municipal Act or any other Act.

MEMORANDUM

TO: Mayor and Council

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

DATE: October 30, 2020

RE: **WORKPLACE VIOLENCE AND HARASSMENT POLICY**

All policies require periodic update. The Workplace Violence and Harassment Policy has been updated to reflect a simplified format, in keeping with our other policies. Substantial changes include

- Removal of the “cut and paste” of the governing legislation. The revised policy references the applicable legislation; it is cumbersome and unnecessary to actually insert the full text of the legislation.
- Streamlining of procedures into single sections. The prior revision had duplication of procedures throughout the policy.
- Clarified responsibilities and reporting procedures. This update reflects the current practice and general best practices.
- Inclusion of workplace violence risk assessment forms.
- Inclusion of workplace sexual harassment within this policy, instead of a stand alone policy. This inclusion will allow the Municipality to archive the stand alone policy.

Joie de vivre



www.westnipissingouest.ca

Section:		Policy Number:	
Department:	All Departments and Members of Council	Effective Date:	September 7, 2011
Subject:	WORKPLACE VIOLENCE AND HARASSMENT	Revision Date:	March 25, 2015, November 3, 2020

OBJECTIVE:

The Municipality of West Nipissing is committed to providing a safe and healthy work environment free from workplace violence and harassment. This commitment requires all employees and volunteers of the Municipality of West Nipissing to demonstrate professionalism and respect for others. Workplace violence and harassment by any person will not be tolerated.

APPLICATION:

This Policy applies to all personnel including management, full-time, part-time, and casual employees, students, volunteers, contractors, fee for service individuals, members of Council, clients and members of the public. It addresses workplace harassment from all sources, such as customers, clients, employers, supervisors, workers and members of the public. This Policy applies in all Municipality of West Nipissing offices, and any location workers are required to attend for work-related purposes.

PRINCIPLES:

Our organization complies with its obligations to prevent workplace violence and harassment under employment-related legislation, including the *Occupational Health and Safety Act*, *Human Rights Code* and applicable regulations.

Workers are encouraged to report workplace harassment in accordance with this Policy and Program. The Municipality of West Nipissing will investigate and deal with all complaints or incidents of workplace harassment in a fair and timely manner while respecting privacy as much as possible. Workers will not be penalized for reporting an incident or participating in an investigation in good faith.

This Policy and Program should be consulted whenever there are concerns about violence or harassment in the workplace

DEFINITION:

WORKPLACE HARASSMENT

“Workplace harassment” means

- (a) engaging in a course of vexatious comments or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or
- (b) workplace sexual harassment.

“Workplace sexual harassment” means,

- (a) engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- (b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome;

Workplace harassment includes harassment under Ontario’s *Human Rights Code*, which prohibits harassment based on the following prohibited grounds: age, creed, sex, sexual orientation, gender identity and expression, family status, marital status, disability, race, ancestry, place of origin, ethnic origin, citizenship, colour, record of offences, association or relationship with a person identified by a protected ground, and perception that a protected ground applies.

Workplace harassment involves unwelcome words or actions that are known or should be known to be offensive, embarrassing, humiliating or demeaning to a worker or group of workers in a workplace.

The comments or conduct typically happen more than once and can occur over a relatively short period of time (for example, over the course of a day) or over a longer period of time (weeks, months or years). However, there may be situations where the conduct happens only once.

EXAMPLES:

Workplace Harassment may include, **but is not limited to:**

1. Making remarks, jokes or innuendos that demean, ridicule, intimidate or offend
2. Displaying or circulating offensive pictures or materials in print or electronic form
3. Bullying
4. Repeated offensive or intimidating phone calls or emails

Workplace harassment does not include:

- Reasonable action taken by the employer or a supervisor relating to the management and direction of workers or the workplace, including changes in work assignments, scheduling, job assessment and evaluation, workplace inspections, implementation of dress codes, and disciplinary action
- Differences of opinion or minor disagreements between co-workers

WORKPLACE VIOLENCE

“Workplace violence” means,

- (a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker
- (b) an attempt to exercise physical force against a worker in a workplace that could cause physical injury to the worker
- (c) a worker statement or behaviour that a worker could reasonably interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker

For workplace violence to occur, a person must apply, attempt to apply, or threaten to apply physical force against a worker. Intent to hurt the worker is not required. Workplace violence can still occur even if the aggressor does not have the capacity to appreciate that the actions could cause physical harm.

Workplace violence may include:

- Verbally threatening to attack a worker
- Leaving threatening notes or sending threatening emails to a worker
- Shaking a fist in a worker's face
- Wielding a weapon at work
- Hitting or trying to hit a worker
- Sexual violence against a worker
- Trying to run down a worker using a vehicle or equipment
- Domestic violence against a worker that occurs at work
- Situations where a worker intervenes in an altercation between non-workers

Workplace violence does not include accidental situations, such as a worker tripping over an object and pushing a co-worker as a result.

ROLES AND RESPONSIBILITIES:

Municipality of West Nipissing

The Municipality of West Nipissing is responsible for taking every reasonable precaution to ensure the workplace is safe. These responsibilities include:

- Ensure this Policy and Program are implemented and maintained in consultation with the Joint Health and Safety Committee
- Consider feedback provided by the Joint Health and Safety Committee on the Policy and Program
- Ensure all workers receive appropriate information and instruction on this Policy and Program
- Investigate and address all incidents and complaints of workplace violence and harassment in a timely manner, respecting the privacy of all concerned as much as possible

Management/Supervisors

Management is responsible for adhering to and supporting this Policy and Program. They are also responsible for ensuring measures and procedures are followed by workers and workers have information required to protect themselves. Those who have authority to prevent or discourage harassment may be held accountable by law for failing to do so. Managers shall:

- Ensure all employees receive training on this Policy
- Post a copy of this Policy in accordance with the posting requirements
- Ensure all employees are treated in a fair and equitable manner
- Follow all Procedures under this Policy
- Maintain confidentiality

Joint Health and Safety Committee

The Joint Health and Safety Committee must participate in consultations with the Municipality of West Nipissing on developing, implementing and maintaining this Policy and Program. They should also be able to recognize risks of workplace violence in carrying out their regular functions such as inspecting the workplace.

Workers

Workers are responsible for working in compliance with this Policy and Program and fostering a workplace free from violence and harassment.

POLICY AND PROCEDURES:

Posting and review requirements

This Policy and Program must be posted on the Health and Safety Bulletin Board.

The Policy and Program will be reviewed as often as necessary but at minimum on an annual basis. The review will be initiated by the Corporate Services department and conducted in conjunction with the Joint Health and Safety Committee. The updated document must be posted.

Risk assessment

Each department must conduct a workplace violence risk assessment on an annual basis to ensure this Policy and Program continue to protect workers from workplace violence. The assessment may be conducted more often if needed. The assessment must consider the risk of workplace violence that may arise from the nature of the workplace, type of work or conditions of work. The assessment must consider the circumstances of the workplace and circumstances common to similar workplaces.

A designated manager in each department must conduct the risk assessment and develop measures and procedures to control any identified risks. The manager must complete the written Workplace Violence Risk Assessment form (attached) and provide a copy to the Joint Health and Safety Committee.

Training

All workers will be trained on this Policy and Program at the time of hire. Training will be repeated whenever deemed necessary, including when there are substantial changes to this Policy and Program. Workers may receive more frequent or intensive instruction or specialized training as deemed necessary.

All managers and supervisors will receive additional training to the extent that they are required to respond to reported incidents and conduct risk assessments and investigations.

Records of completed training will be kept for each worker.

PROCEDURES FOR REPORTING WORKPLACE VIOLENCE

1. Workers that require immediate assistance to address a threat or occurrence of workplace violence must call 9-1-1. Workers must not jeopardize the safety of any person in dealing with a perceived or real threat of violence.
2. Any incidents requiring immediate assistance must be reported to the Supervisor as soon as practical. If the incident involves the Supervisor, the incident must be reported to the Director of Corporate Services or, if unavailable, other management personnel. The employee receiving the report must ensure workers are in a safe location and receive proper medical attention.
3. All incidents of workplace violence must be documented in writing using the Complaint Form (attached) where possible, and be submitted to the Supervisor or, if applicable, Director of Corporate Services or other management personnel.
4. If the risk of workplace violence persists, the employee receiving the report must develop a safety plan to eliminate or minimize the risk.
5. The Director of Corporate Services (or designate) will ensure incidents or complaints of workplace violence are appropriately dealt with, including conducting an investigation appropriate in the circumstances as required.

PROCEDURES FOR REPORTING WORKPLACE HARASSMENT

1. Workers may report incidents of workplace harassment verbally or in writing to their Supervisor. The report should be completed in writing using the Complaint Form (attached).
2. The Supervisor shall notify the Director of Corporate Services (or designate) of the complaint.
3. If the incident involves the Supervisor, the incident may be reported directly to the Director of Corporate Services (or designate). If the incident involves the Director of Corporate Services, the incident may be reported to the Chief Administrative Officer (or designate).
4. The Director of Corporate Services (or designate) will ensure an investigation appropriate in the circumstances is conducted when a complaint is received, or where the Municipality of West Nipissing is otherwise aware of an incident.
5. The Director of Corporate Services (or designate) will determine if any interim measures need to be implemented pending the conclusion of the investigation.

PROCEDURES FOR INVESTIGATING WORKPLACE VIOLENCE AND HARASSMENT COMPLAINTS

Investigation

1. The Director of Corporate Services (or designate) is responsible for ensuring an investigation appropriate in the circumstances is conducted when a complaint is raised either in writing or verbally, or when the Municipality of West Nipissing becomes aware of an incident of workplace harassment.

2. The investigation must be completed in a timely manner and generally within 90 days or less. Extenuating circumstances (i.e. illness, complex investigation) may warrant a longer investigation.
3. The Director of Corporate Services (or designate) will determine who will conduct the investigation. The investigator must not be directly involved in the incident or complaint and must not be under the direct control of the respondent. The investigator should have knowledge of how to conduct an investigation appropriate in the circumstances. The investigation will be referred to an external investigator to conduct an impartial investigation where necessary, such as when the respondent is a high-level management employee, or when the employees normally responsible for conducting internal investigations are involved in the incident.
4. The person conducting the investigation, whether internal or external to the workplace will:
 - (a) Ensure that the investigation is kept confidential and that identifying information is not disclosed unless necessary to conduct the investigation
 - (b) Thoroughly interview the complainant and respondent, or, if the respondent is not an employee of the Municipality of West Nipissing, make all reasonable efforts to interview the respondent
 - (c) Give the respondent the opportunity to respond to the specific allegations raised by the complainant and, where appropriate, give the complainant a reasonable opportunity to reply
 - (d) Separately interview any relevant witnesses employed by the Municipality of West Nipissing who may be identified by either the complainant or respondent or as necessary to conduct a thorough investigation, and make reasonable efforts to interview any relevant witnesses who are not employees if there are any identified
 - (e) Instruct all parties that while the investigation is ongoing, they are not to discuss with anyone the complaint, incident or investigation unless necessary to obtain advice about their rights
 - (f) Collect and review any relevant documents or other evidence
 - (g) Take appropriate notes and statements during interviews
5. The investigator must prepare a written report summarizing the steps taking during the investigation, the complaint, the response, the evidence of any witnesses, and the evidence gathered. The report must set out findings of fact and come to a conclusion about whether workplace harassment was found or not. The report must be provided to the Director of Corporate Services or designated person to take appropriate action.
6. The Director of Corporate Services (or designate) will inform the complainant and respondent in writing of the results of the investigation and any corrective action that has been taken or that will be taken. The results of the investigation are not the same as the investigation report. The results of the investigation are a summary of the findings of the investigation.
7. If the investigator finds that harassment occurred, the respondent may be disciplined up to and including termination.
8. The Director of Corporate Services (or designate) may consult relevant management personnel to implement further corrective action, separate from discipline, such as training sessions or mediation.

Confidentiality

Information about a complaint or incident will not be disclosed except to the extent necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law.

RECORD KEEPING AND RETENTION:

The Municipality of West Nipissing will retain records of all complaints or incidents of workplace violence and harassment and investigations for at least one year from the conclusion of the investigation. The records will be held in a locked cabinet in the Corporate Services department. The records may include a copy of the complaint, record of the investigation including notes, copy of witness statements, copy of the investigation report, copy of the results of the investigation provided to the complainant and respondent, and copy of any corrective action taken.

WORKPLACE VIOLENCE RISK ASSESSMENT

Date of assessment:			
Completed by:			
Date submitted to Joint Health and Safety Committee:			

PART 1: PHYSICAL ENVIRONMENT

Assess the workplace's physical environment and its security measures.

Physical Environment	Assessment Completed (Y/N)	Existing Controls	Recommended Controls
Outside building and parking lot			
Entry control and security system			
Reception and waiting areas			
Public counters			
Interior design, hidden areas (utility rooms, etc.) and lighting			
Stairwells and exits			
Elevators and washrooms			

Physical Environment	Assessment Completed (Y/N)	Existing Controls	Recommended Controls
Public meetings rooms			
Isolated areas			
Location of cash, goods			
Individual security devices (i.e. cell phones, GPS tracking)			
Designated safe area during workplace violence incident			
Other:			
Other:			
Other:			

PART 2: SPECIFIC RISKS

Identify risks specific to your workplace and assess the level of risk and any existing and recommended controls to eliminate or minimize the risk.

Level of Risk

High (H): one or more potential risks regularly place the employee at risk and/or the risk is severe (i.e. potential for significant physical harm)

Moderate (M): one or more potential risks occasionally place the employee at risk and/or there is moderate risk (i.e. potential for lost time or medical aid)

Low (L): one or more potential risks rarely place the employee at risk and/or the risk is minimal (i.e. potential for first aid required)

Work includes:	Risk exists? (Y/N)	Level of Risk (H/M/L)	Existing Controls	Recommended Controls
Direct contact with clients				
Handling cash				
Working with unstable or volatile clients				
Working alone or in small numbers				
Working in a community-based setting				
Mobile workplace				

Work includes:	Risk exists? (Y/N)	Level of Risk (H/M/L)	Existing Controls	Recommended Controls
Working in high-crime areas				
Securing or protecting valuable goods				
Other:				
Other:				
Other:				

WORKPLACE VIOLENCE AND HARASSMENT COMPLAINT FORM

Nature of Complaint:	<input type="checkbox"/> Harassment <input type="checkbox"/> Violence	
COMPLAINANT INFORMATION:		
Name:		Job Title:
Phone:		Email:
RESPONDENT(S) INFORMATION: Complete to the extent information is known or applicable		
<input type="checkbox"/> Employee <input type="checkbox"/> Volunteer <input type="checkbox"/> Student <input type="checkbox"/> Member of public <input type="checkbox"/> Other: _____		
Name:		Job Title:
Phone:		Email:
Other information:		
WITNESS INFORMATION		
Name:	Job Title:	Employee? <input type="checkbox"/> Y <input type="checkbox"/> N
Name:	Job Title:	Employee? <input type="checkbox"/> Y <input type="checkbox"/> N
Name:	Job Title:	Employee? <input type="checkbox"/> Y <input type="checkbox"/> N
Name:	Job Title:	Employee? <input type="checkbox"/> Y <input type="checkbox"/> N

DETAILS OF INCIDENT:	
<i>Date of incident:</i>	<i>Date reported:</i>
<i>Reported to:</i>	<i>Phone:</i>
DESCRIBE THE INCIDENT IN DETAIL (INCLUDING DATES, TIMES, FREQUENCY, LOCATION):	
LIST SUPPORTING DOCUMENTS (INCLUDE IF DOCUMENT IS IN POSSESSION OF COMPLAINANT, RESPONDENT, WITNESS OR OTHER PERSON):	
<i>Report completed by (if different from Complainant):</i>	
<i>Signature of Complainant:</i>	<i>Date:</i>

MEMORANDUM

TO: Mayor and Council

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

DATE: October 30, 2020

RE: **2021 OPP BILLING PROJECTIONS AND 2019 RECONCILIATION**

Attached is the 2021 billing estimate for the OPP and the reconciliation of the 2019 OPP billings. The 2019 reconciliation reflects adjustments for the mid-year transition. 2020 was the first full year of the 3 year FTE billing model that is required prior to transitioning to the calls for service billing model.

Joie de vivre



www.westnipissingouest.ca

OPP 2021 Annual Billing Statement**West Nipissing M**

Estimated cost for the period January 1 to December 31, 2021

*Costs in accordance with the 2020 OPP Cost Schedule for Amalgamating Police Services***Salaries and Benefits**

		Positions	\$/FTE	Total \$
Uniform Members				
	Note 1			
Inspector		0.30	163,514	49,054
Staff Sergeant		1.00	136,731	136,731
Sergeant		4.00	122,479	489,917
Constable		17.00	104,552	1,777,382
Total Uniform Salaries	Note 2	22.30		2,453,083
Overtime	Note 3			135,366
Statutory Holiday Payout			3,873	86,378
Shift Premiums	Note 4		1,033	21,690
Uniform Benefits - Inspector	Note 5		25.86%	12,685
Uniform Benefits - Full-Time Salaries	Note 5		30.37%	730,104
Total Uniform Salaries & Benefits				3,439,306
Detachment Civilian Members				
	Note 1			
Detachment Administrative Clerk	Full-time	2.00	66,104	132,208
Court Officer - Administration	Full-time	1.00	67,187	67,187
Court Officer - Court Security	Part-time	1.25	67,187	83,984
Total Detachment Civilian Salaries	Note 2	4.25		283,380
Civilian Benefits - Full-Time Salaries	Note 5		29.53%	58,882
Civilian Benefits - Part-Time Salaries	Note 5		20.90%	17,553
Total Detachment Civilian Salaries & Benefits				359,814
Support Costs - Salaries and Benefits				
Communication Operators			6,940	154,762
Prisoner Guards			1,853	41,322
Operational Support			5,129	114,377
RHQ Municipal Support			2,647	59,028
Telephone Support			120	2,676
Office Automation Support			673	15,008
Mobile and Portable Radio Support			264	5,887
Total Support Staff Salaries and Benefits Costs				393,060
Total Salaries & Benefits				4,192,180
Other Direct Operating Expenses				
Communication Centre			165	3,680
Operational Support			742	16,547
RHQ Municipal Support			148	3,300
Telephone			1,456	32,469
Mobile Radio Equipment Repairs & Maintenance			39	870
Office Automation - Uniform			2,603	58,047
Office Automation - Civilian	Note 6		1,803	5,409
Vehicle Usage			5,551	123,794
Detachment Supplies & Equipment			502	11,195
Accommodation & Cleaning Contract	Note 7		1,231	-
Uniform & Equipment	Note 8		2,102	46,408
Uniform & Equipment - Court Officer	Note 9		925	2,775
Additional Municipally Leased Computers	Note 10			1,415
Total Other Direct Operating Expenses				305,908
Total 2021 Estimated Policing Cost			\$	4,498,087
2019 Year-End Reconciliation Amount				(10,587)
GRAND TOTAL BILLING			\$	4,487,501
2021 Monthly Billing Amount			\$	373,958

OPP 2021 Annual Billing Statement
West Nipissing M
Estimated cost for the period January 1 to December 31, 2021

Notes:

- 1) Salary rates are based on weighted average rates for municipal detachment staffing by rank, level and classification. The 2021 salaries incorporate the January 1, 2021 general salary rate increases set in the 2019 to 2022 OPPA Uniform and Civilian Collective Agreements, (2.15% for uniform staff and 1.25% for civilian staff). The benefit rates are based on the most recent rates set by the Treasury Board Secretariat, (2020-21). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation.
- 2) As per contract terms this estimate includes the cost of 26.55 FTEs (22.30 uniform and 4.25 civilian). The contracted FTEs were at full strength, as of February 1, 2020.
- 3) Overtime includes the 2% benefit rate for overtime payments. The benefit rates are based on the rates set by the Treasury Board Secretariat, (2020-21).
- 4) Shift Premium is calculated at \$1,033 per Sergeant/Constable and reconciled to actuals.
- 5) These benefit rates are based on the most recent rates set by the Treasury Board Secretariat, (2020-21).
- 6) Office Automation- Civilian is calculated at \$1,803 per detachment administrative member, including the one Court Officer - Administration.
- 7) Accommodation & Cleaning Contract costs are excluded as the municipality is providing detachment facilities.
- 8) There is no Uniform and Equipment per officer cost for one full year for officers. The cost-recovery rate of \$2,102 per Uniform FTE is applied to the prorated FTEs as follows:

Start Dates	# of days applied	Uniform FTEs	Proration for Uniform & Equipment*
Non-amalgamating	365	0.30	0.30
June 6, 2019	365	18.00	18.00
November 18, 2019	365	1.00	1.00
January 20, 2020	346	1.00	0.95
February 1, 2020	334	2.00	1.83
Totals		22.30	22.08

* rounded to two decimals for display purposes.

- 9) Uniform & Equipment - Civilian Court Officer cost is calculated at \$925, based on headcount. The 1.25 Part-time Civilian Court Officer FTEs represents two (2) officers. The final cost estimate is calculated for three (3) officers in total.
- 10) Additional Municipally Leased Computers includes one notebook computer, at the current Cost-Recovery formula rate of \$1,415 used for court security.

OPP 2021 Court Security Cost Summary**West Nipissing M****Estimated cost for the period January 1 to December 31, 2021***Costs in accordance with the 2020 OPP Cost Schedule for Amalgamating Police Services***Salaries and Benefits**

		Positions	\$/FTE	Total \$
Detachment Civilian Members	Note 1			
Court Officer - Court Security	Part-time	1.25	67,187	83,984
Total Detachment Civilian Salaries		1.25		83,984
Civilian Benefits - Full-Time Salaries			29.53%	-
Civilian Benefits - Part-Time Salaries			20.90%	17,553
Total Detachment Civilian Salaries & Benefits				101,537
Total Salaries & Benefits				101,537
Total Estimated Court Security Cost	Note 2			\$ 101,537
Total OPP-Policed Properties				8,292
Cost Per Property				\$ 12.25

Notes:

- 1) Full-time equivalents (FTEs) are based on staffing required to provide court security based on the 2019 activity levels and requirements determined by servicing detachment staff. Salary rates are based on weighted average rates for municipal detachment staff by rank, level and classification. The 2021 salaries incorporate the 2021 general salary rate increases set in the 2020 to 2022 OPPA Uniform and Civilian Collective Agreements, (uniform staff - 1.00% January 1 and 0.97% July 1, civilian staff (one 2021 increase) 1.0% January 1). The benefit rates are based on the most recent rates set by the Treasury Board Secretariat, (2020-21). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation.
- 2) Costs detailed in this summary are included in the OPP 2021 Annual Billing Statement.
- 3) There was no information available about the status of 2021 Court Security Prisoner Transportation Grant Program at the time of the Annual Billing Statement preparation.

OPP 2019 Reconciled Cost Summary
West Nipissing M
Reconciled cost for the period June 6 to December 31, 2019

2018 Cost Recovery Formula

Salaries and Benefits

		Positions	\$/FTE	Total \$
Uniform Members				
	Note 1			
Inspector		0.17	158,515	26,948
Staff Sergeant		0.57	132,514	75,533
Sergeant		2.29	118,801	272,054
Constable		7.56	100,954	763,212
Total Uniform Salaries		10.59		1,137,747
Overtime	Note 2			92,238
Statutory Holiday Payout			3,736	39,567
Shift Premiums			824	8,117
Uniform Benefits - Inspector	Note 3		25.68%	6,920
Uniform Benefits - Full-Time Salaries	Note 3		29.25%	324,909
Total Uniform Salaries & Benefits				1,609,498
Detachment Civilian Members				
	Note 1			
Detachment Administrative Clerk	FT (Note 1)	1.15	64,280	73,922
Court Officer - Administration	FT (Note 1)	0.57	65,230	37,181
Court Officer - Court Security	PT (Note 1)	0.17	65,230	11,089
Total Detachment Civilian Salaries		1.89		122,192
Civilian Benefits - Full-Time Salaries	Note 3		27.08%	30,087
Civilian Benefits - Part-Time Salaries	Note 3		20.22%	2,242
Total Detachment Civilian Salaries & Benefits				154,521
Support Costs - Salaries and Benefits				
Communication Operators			6,564	69,513
Prisoner Guards			1,715	18,162
Operational Support			4,642	49,159
RHQ Municipal Support			2,477	26,231
Telephone Support			122	1,292
Office Automation Support			644	6,820
Mobile and Portable Radio Support			188	1,991
Total Support Staff Salaries and Benefits Costs				173,168
Total Salaries & Benefits				1,937,187
Other Direct Operating Expenses				
Communication Centre			182	1,927
Operational Support			811	8,588
RHQ Municipal Support			232	2,457
Telephone			1,373	14,540
Mobile Radio Equipment Repairs & Maintenance			163	1,726
Office Automation - Uniform			2,140	22,663
Office Automation - Civilian			1,685	2,898
Vehicle Usage			5,198	55,047
Detachment Supplies & Equipment			539	5,708
Accommodation & Cleaning Contract	Note 4		1,204	-
Uniform & Equipment	Note 5		1,944	330
Uniform & Equipment - Court Officer	Note 5		929	-
Total Other Direct Operating Expenses				115,885
Sub-total Reconciled Gross Policing Costs				2,053,072
Reduction for Hours Below Minimum	Note 6			-
FINAL RECONCILED 2019 COSTS				2,053,072
Less TOTAL AMOUNT BILLED				(2,063,659)
FINAL YEAR-END RECONCILIATION AMOUNT				\$ (10,587)

OPP 2019 Reconciled Cost Summary
West Nipissing M
Reconciled cost for the period January 1 to December 31, 2019

Notes:

- 1) Salary rates are based on weighted average rates for municipal detachment staffing by rank, level and classification. The 2019 salaries incorporate the January 1, 2019 general salary rate increases set in the 2019 to 2022 OPPA Uniform and Civilian Collective Agreements, (2.15% for uniform staff and 1.25% for civilian staff). The benefit rates are based on the most recent rates set by the Treasury Board Secretariat, (2019-20). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation.

FTEs have been pro-rated based on their effective date, please refer to table below.

Rank Classification	FTE	Effective Date	# of Days Applied	Pro-Rated FTE*
Inspector	0.30	6-Jun-19	209	0.17
Staff Sergeant	1.00	6-Jun-19	209	0.57
Sergeant	4.00	6-Jun-19	209	2.29
Constable.	13.00	6-Jun-19	209	7.44
Constable.	1.00	18-Nov-19	44	0.12
Total Uniform	19.30			10.60
Detachment Administrative Clerk	2.00	6-Jun-19	209	1.15
Administrative Court Officer - Full Time.	1.00	6-Jun-19	209	0.57
Court Security Officer - Part-Time**	0.625	11-Nov-19	51	0.11
Court Security Officer - Part-Time**	0.625	2-Dec-19	30	0.06
Total Civilian	4.25			1.89

* rounded to two decimals for display purposes.

** final pro-rated FTEs for court officers (administrative vs court security) were based on court security activities.

- 2) Overtime includes the 2% benefit rate for overtime payments. The benefit rates are based on the rates set by the Treasury Board Secretariat, (2019-20).
- 3) The benefit rates are based on the rates set by the Treasury Board Secretariat, (2019-20).
- 4) Accommodation & Cleaning Contract costs are excluded as the municipality is providing detachment facilities.
- 5) Uniform and Equipment cost are calculated for the prorated Inspector FTE only. There is no charge for one full year for new Uniform officers and Civilian Court Officers.
- 6) The contractual hours (based on hours required per FTE) were met for this period.

Contractual Hours Calculation

Billable Uniform Contract Enhancement Hours Worked			20,008
Minimum Hours Required in Contract	10.59	FTEs x 1417	15,006
Total Hours Above Minimum Hours Required			5,002

OPP 2019 Reconciled Court Security Cost Summary
West Nipissing M
Reconciled cost for the period June 6 to December 31, 2019

2018 Cost Recovery Formula

Salaries and Benefits

		Positions	\$/FTE	Total \$
Uniform Members	Note 1			
Constable.		0.09	100,954	8,781
Total Uniform Salaries		0.09		8,781
Statutory Holiday Payout			3,736	325
Shift Premiums			824	72
Uniform Benefits - Full-Time Salaries.			29.25%	2,568
Total Uniform Salaries & Benefits				11,746
Support Costs - Salaries and Benefits	Note 2			
Communication Operators			6,564	571
Prisoner Guards			1,715	149
Operational Support			4,642	404
RHQ Municipal Support			2,477	215
Telephone Support			122	11
Office Automation Support			644	56
Mobile and Portable Radio Support			188	16
Total Support Staff Salaries and Benefits Costs				1,422
Total Salaries & Benefits				13,168
Other Direct Operating Expenses	Note 2			
Communication Centre			182	16
Operational Support			811	71
RHQ Municipal Support			232	20
Telephone			1,373	119
Mobile Radio Equipment Repairs & Maintenance			163	14
Office Automation - Uniform			2,140	186
Vehicle Usage			5,198	452
Detachment Supplies & Equipment			539	47
Uniform & Equipment			1,944	169
Total Other Direct Operating Expenses				1,094
Total 2019 Reconciled Court Security Cost	Note 3			\$ 14,263
Total OPP-Policed Properties				4,715
Cost Per Property				\$ 3.03

OPP 2019 Reconciled Court Security Cost Summary
West Nipissing M
Reconciled cost for the period January 1 to December 31, 2019

Notes:

- 1) Full-time equivalents (FTEs) are based on staffing required to provide court security based on the 2019 activity levels and requirements determined by servicing detachment staff. Salary rates are based on weighted average rates for municipal detachment staff by rank, level and classification. The 2019 salaries incorporate the January 1, 2019 general salary rate increases set in the 2019 to 2022 OPPA Uniform and Civilian Collective Agreements, (2.15% for uniform staff and 1.25% for civilian staff). The benefit rates are based on the rates set by the Treasury Board Secretariat, (2019-20).
- 2) Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2018 Municipal Policing Cost-Recovery Formula.
- 3) Costs detailed in this summary are included in the OPP 2019 Reconciled Cost Summary.

MEMORANDUM

TO: Mayor and Council

FROM: Melanie Ducharme, Municipal Clerk/Planner
Janice Dupuis, Deputy Clerk

DATE: October 30, 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



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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> •no limit on neutered dogs •2 unaltered dogs	<u>Item 16(1)</u> •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.

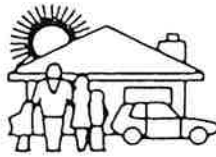
When I lived in Sudbury there was no limit on the amount of cats a person could own so long as they we're spayed or neutered. North Bay I believe was 6 or 4 cats and 2 dogs or 3 cats and 3 dogs same rules applied so when I moved here I did call North Bay Humane Society and thought I was ok with the amount 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

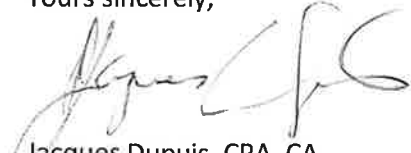
other tenants especially for those who don't have any pets, children at play, will damage our lawn/property and lawn maintenance equipment to name a few issues.

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,



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	
Current By-Laws, states that 2 dogs and 2 cats are permitted	RESIDENTIAL ZONES				
	Residential One (R1)				
	Residential Two (R2)				
	Residential Three (R3)				
	Residential Four (R4)				
	Shoreline Residential (SR)				
	Rural Residential (RR)				
	Mobile Home Residential (MHR)				

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.

MEMORANDUM

TO: Mayor and Council

FROM: Melanie Ducharme, Municipal Clerk/Planner

DATE: October 30, 2020

RE: **Offer to Purchase Municipal Land – Simcoe Street & vacant lands north**

In 2019 Council entered into an Encroachment Agreement with the owner of the property at 178 Craig Street. In the course of a re-zoning application, it came to light that portions of the building were encroaching on the municipal road allowance to the north, known as Simcoe Street.

The owner is now seeking to purchase the encroachment lands plus some additional property from the Municipality of West Nipissing in order to add to the Craig Street property and I am seeking direction from Council as to whether they would be willing to dispose of the encroachment lands shown on the attached sketch. This would involve the closing of a small portion of the Simcoe Street road allowance.

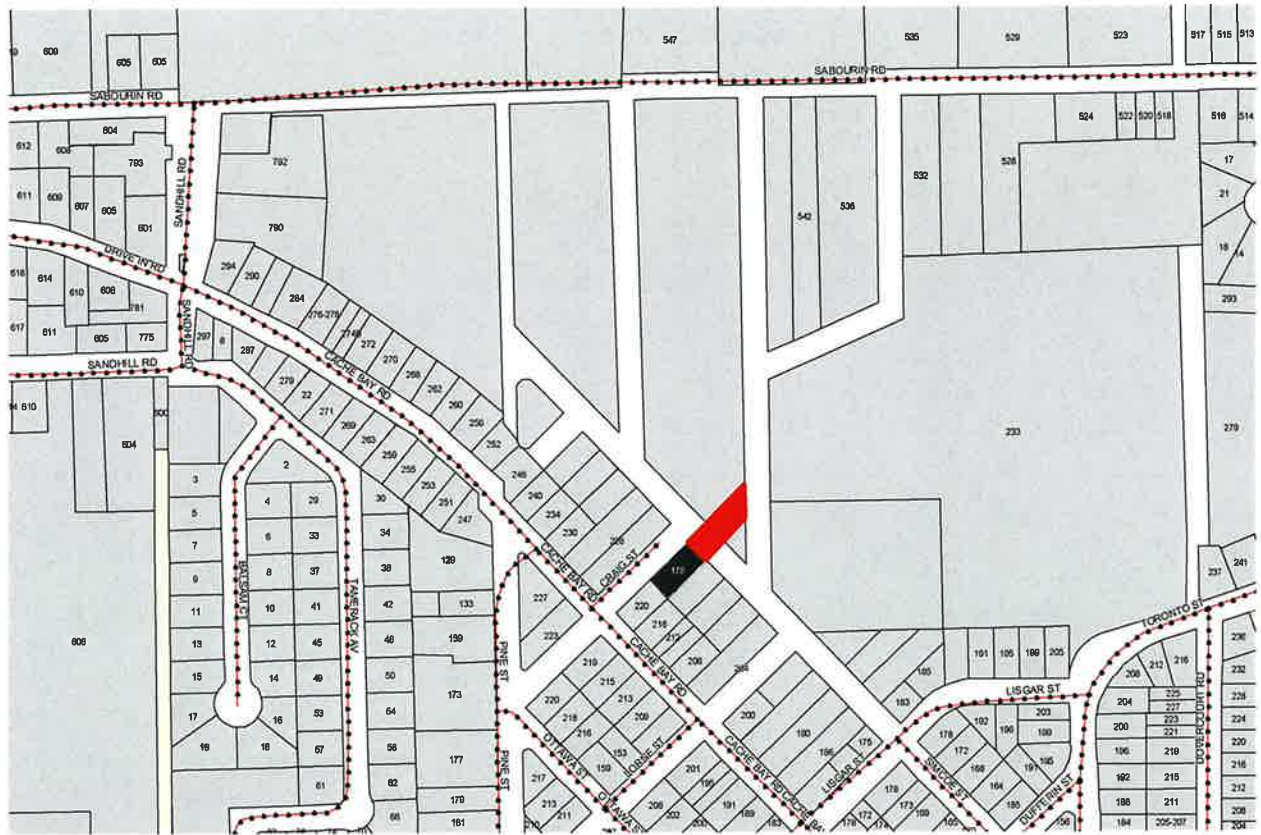
Melanie

Joie de vivre



www.westnipissingouest.ca





MEMORANDUM

TO: Mayor and Council

FROM: Melanie Ducharme, Municipal Clerk/Planner

DATE: October 30, 2020

RE: Offer to Purchase Municipal Land (Unopened Cholette Street, Sturgeon Falls)

In July, 2019, Council entertained an Offer to purchase municipal property located at the dead end of Cholette Street. The proposed purchaser intended to use the lands for access to a vacant landlocked property. Council agreed to the request and such agreement was communicated to the owner.

The proposed purchaser was informed of council's decision, however did not proceed with the acquisition and has subsequently sold the landlocked property. The new owner is requesting to purchase the same property. I am bringing this back to Council as it appears that the northerly portion of the strip of land being sought is part of the dead end of Cholette Street, which provides access to one other owner on the easterly side of the dead end.

I wish to confirm Council's direction given in 2019 to proceed with the disposition of this land, however I am recommending that the municipality retain the portion of the land shown in blue on the attached sketch to ensure that no other landowner is disadvantaged.

Melanie

Joie de vivre



www.westnipissingouest.ca



From:
To: [Melanie Ducharme](#)
Subject: Terrain boisé humide par rue Cholette
Date: October 30, 2020 11:00:39 AM

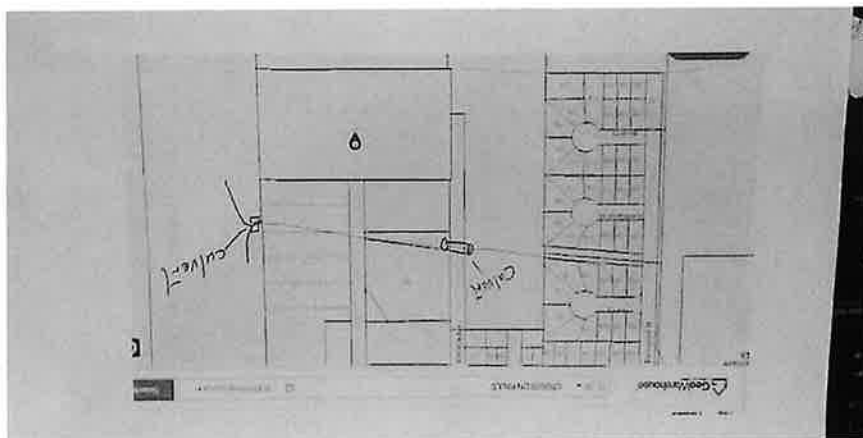
CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

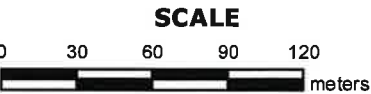
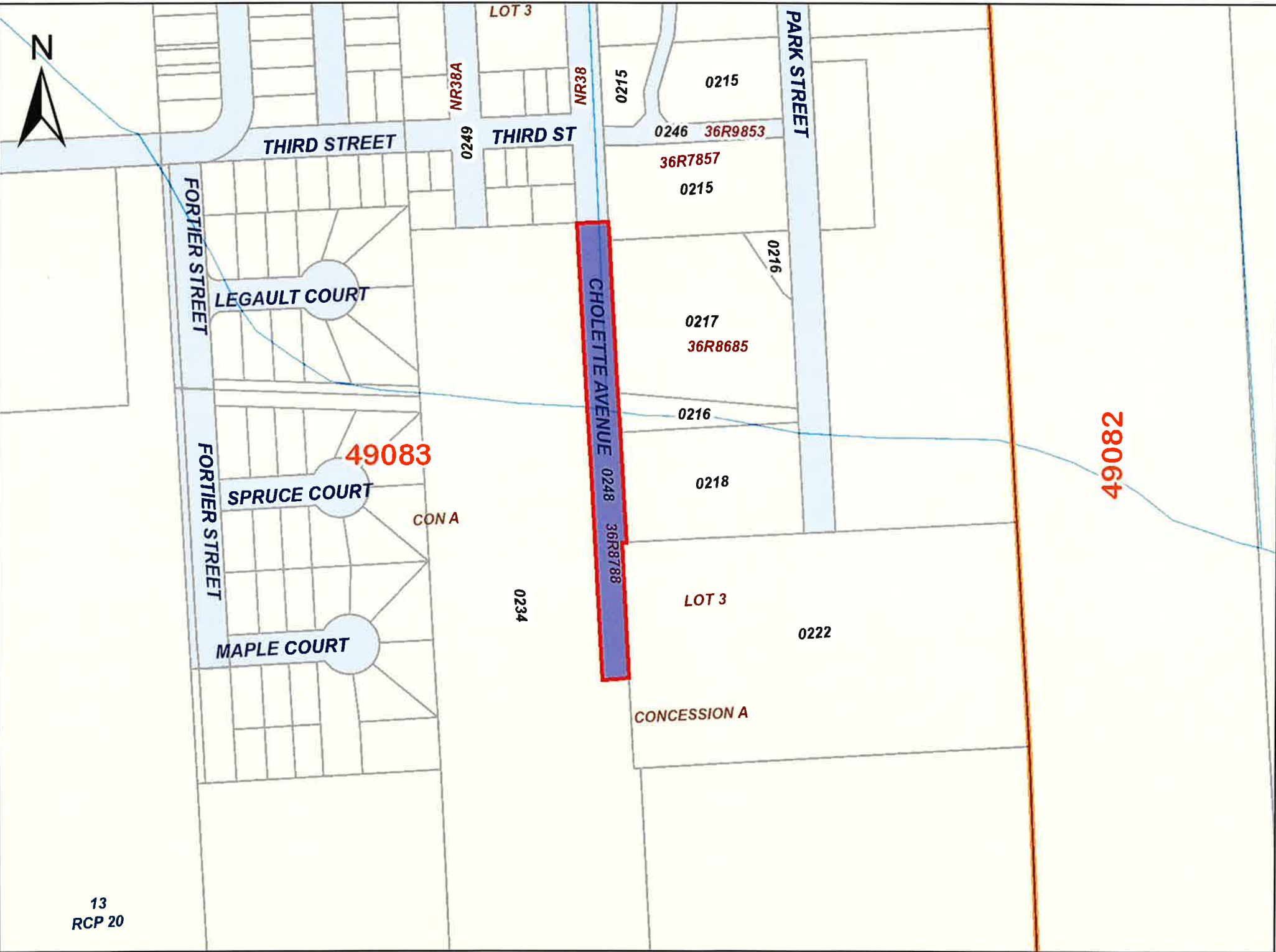
Bonjour Madame Ducharme,

Pour faire suite à notre conversation téléphonique, je vous fais parvenir ma demande officielle pour l'obtention du terrain du bout de la rue Cholette.

Lot 3 Con A Park 1
plan 36R8788

ici-inclus une photo du lot pour votre information





PROPERTY INDEX MAP
NIPISSING(No. 36)

LEGEND

FREEHOLD PROPERTY	
LEASEHOLD PROPERTY	
LIMITED INTEREST PROPERTY	
CONDOMINIUM PROPERTY	
RETIRED PIN (MAP UPDATE PENDING)	
PROPERTY NUMBER	0449
BLOCK NUMBER	08050
GEOGRAPHIC FABRIC	
EASEMENT	

THIS IS NOT A PLAN OF SURVEY

NOTES

REVIEW THE TITLE RECORDS FOR COMPLETE
PROPERTY INFORMATION AS THIS MAP MAY
NOT REFLECT RECENT REGISTRATIONS

THIS MAP WAS COMPILED FROM PLANS AND
DOCUMENTS RECORDED IN THE LAND
REGISTRATION SYSTEM AND HAS BEEN PREPARED
FOR PROPERTY INDEXING PURPOSES ONLY

FOR DIMENSIONS OF PROPERTIES BOUNDARIES SEE
RECORDED PLANS AND DOCUMENTS

ONLY MAJOR EASEMENTS ARE SHOWN

REFERENCE PLANS UNDERLYING MORE RECENT
REFERENCE PLANS ARE NOT ILLUSTRATED



PLAN OF SURVEY OF
PART OF LOT 3, CONCESSION A
TOWNSHIP OF SPRINGER
NOW IN THE
TOWN OF STURGEON FALLS
DISTRICT OF NIPISSING
R. D. MILLER, O.L.S.
SCALE 1" = 500'

REGISTERED

PLAN

M-117

PLAN 36R-8788

I APPROVE THIS PLAN TO BE
APPROVED UNDER THE LAND
TRUST ACT.

0411 - MAY 21, 1964
F. J. Miller
F. J. MILLER
CHIEF, LABOR INSPECTION

RECEIVED AND DEPOSITED

DATE May 10/91
E. L. L. L.
DEPT. LAND REGISTRATION FOR THE
LAND TITLE DIVISION OF MINNESOTA

CAUTION

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

PART 1 - PART OF THE REMAINDER OF PARCEL
18888 R131316

METRIC
DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED
TO FEET BY DIVIDING BY 0.3048.

- PARCEL 18961 NIPISING

PART 1

SURVEYOR'S CERTIFICATE

1. THIS SURVEY AND PLAN ARE CORRECT
AND IN ACCORDANCE WITH THE SURVEY
ACT AND THE LAND-TITLE ACT AND THE
REGULATIONS MADE THEREUNDER;

2. THE SURVEY WAS COMPLETED ON THE 22nd
DAY OF APRIL, 1871.

NORTH BAY, ONTARIO
MAY 9th, 1961.

B. D. MILLER
ONTARIO LAND SURVEYOR
101 CLARK DOWLAND & MILLER LIMITED

BEARING . . . **TE**

BEARINGS AND ARE REFERRED TO
THE WEST, AS SHOWN ON PLAN
A SECTION OF NO. 1511

NOTE

NOTE: The above information is for informational purposes only and does not constitute an offer of insurance. For more information, please contact your agent.

CLARKE DORLAND & MILLER LIMITED
ONTARIO LAND SURVEYORS
UNIT 1, 343 AIRPORT ROAD
BOX 642 NORTH BAY, ONTARIO

100-100000 100-100000 100-100000	100-100000 100-100000 100-100000	100-100000 100-100000 100-100000
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STAFF REPORT

TO: Mayor and Council

FROM: Melanie Ducharme, Clerk/Planner

DATE: October 30, 2020

RE: **PARKING OF COMMERCIAL VEHICLES IN RESIDENTIAL ZONE**



At the July 21, 2020 meeting, Council directed staff to seek out additional information pertaining to restrictions or limitations regarding parking commercial vehicles in a residential zones.

Changes to parking restrictions on lands owned by the municipality (street parking) may be carried out through amendments to Schedule “A - Parking Prohibited at any time” or Schedule “B - Parking Prohibited/Restricted at Specified Places at Stated Times or Where Signs are on Display” of the Traffic and Parking By-law No. **2019/60**. These schedules set out the restrictions and regulations for parking on municipally owned property.

If Council wishes to move forward with the implementation or change to any parking regulations on lands not owned by the municipality, a modification under Section 34 of the *Planning Act* is required. Changes to the Zoning By-Law will require public notice, public consultation and adherence to the statutory timelines set out in the *Planning Act*. Housekeeping updates to our zoning by-law are typically carried out every two (2) years. The update due for 2020 has not been implemented due to the previous constraints placed on *Planning Act* applications by the global pandemic as well as the finalization of the proposed restrictions/regulation of travel trailers. New parking provisions, if council so wishes, could be rolled into the same amendment process as will be required for trailers and other house-keeping items.

Staff have reviewed the Zoning By-Law of other municipalities in our region as illustrated in the table below:

MUNICIPALITY OF WEST NIPISSING - Zoning By-Law 2014-45	
Sec. 4.22 - Prohibited Uses/Activities:	
4.22.1	Except as otherwise specifically permitted in this By-law, the following uses are prohibited in any zone: f) The parking or storage of boats, trailers or commercial and non-commercial motor vehicles on a vacant lot, unless the motor vehicle, boat, tourist trailer or other similar vehicle is located behind the minimum front yard setback for the zone in which it is located.
Sec. 5.5 - Parking of Special Vehicles	
No specific regulation for commercial vehicles	

SURROUNDING MUNICIPALITIES:

CITY OF GREATER SUDBURY - Zoning By-Law 2010-100z

Sec. 5.4.5 - Parking of Commercial Vehicles on Residential Lots

- a) The parking or storage *outdoors* of one *commercial vehicle* per *dwelling unit* is permitted on any *residential lot*, provided that such *vehicle*:
 - i) Has a registered gross *vehicle* weight of 4,500 kilograms or less and a height of 2.2 metres or less; and,
 - ii) Is owned or operated by the owner or occupant of the *dwelling unit*.
- b) Notwithstanding Section 5.4.5(a) above:
 - i) In all Residential (R) *Zones*, Rural Shoreline (RS) and Seasonal Limited Service (SLS) *Zones*, the parking of a *commercial vehicle* that is used for the primary purpose of transporting more than 12 *persons* for remuneration shall not be permitted.
 - ii) If the *commercial vehicle* is a school bus, it may exceed a registered gross *vehicle* weight of 4,500 kilograms and may exceed the height of 2.2 metres within the Agricultural (A) and Rural (RU) *Zones*. (By-law 2011-49Z)

CITY OF NORTH BAY - Zoning By-Law 2015-030

Sec. 4.9 - Residential Zone Commercial Motor Vehicle Parking

- 4.9.1 No person shall park or store, in any residential zone, any commercial motor vehicle or trailer which:
 - 4.9.1.1 Has a length greater than 6m; or
 - 4.9.1.2 Has a height greater than 2.2m.
- 4.9.2 Where a commercial motor vehicle or trailer does not exceed the size regulations established by Section 4.9.1, a maximum of one commercial motor vehicle or trailer may be parked within the front yard and an additional commercial motor vehicle or trailer may be parked within a fully enclosed building, side yard or rear yard of a lot, provided that:
 - 4.9.2.1 Any commercial motor vehicle being parked does not interfere with visibility of traffic, public safety, or with the residential amenities of the neighbourhood, or diminish the residential character of the neighbourhood; and
 - 4.9.2.2 The commercial motor vehicle is operated by an occupant of the dwelling unit.
- 4.9.4 This subsection shall not prevent the standing of any vehicle for the purpose of normal business operations, such as actively loading or unloading merchandise or passengers.

CITY OF SAULT STE MARIE - Zoning By-Law 2005-150

Sec. 9.3.2 - Prohibition of Commercial Vehicle Parking in All Residential Zones

No bus, or commercial vehicle exceeding 3200kg {2006-76} curb weight shall be parked or stored upon any residentially zoned lot.

CITY OF ELLIOT LAKE - Zoning By-Law 2018-36

Sec. 6.8 - Supplementary Regulations for Parking in Residential Areas

The following regulations shall apply to all parking in residential areas:

- i) No lands in a Residential "R1", "R1M", "R2", "R2M", or "RMP" Zone shall be used for the purpose of off-street parking of commercial vehicles.
- ii) Nothing in this section shall affect or restrict the temporary parking of a commercial vehicle for the purpose of permitting delivery of goods, wares, and merchandise when delivery is being carried out in the ordinary course of business.
- iii) For the purpose of this section, "commercial vehicle" shall mean a commercial vehicle in excess of 3,178 kg gross weight (weight of the vehicle plus load) and without limiting the foregoing shall include buses seating more than fifteen (15) persons, tractors, frontend loaders, backhoes, but shall not include public utility vehicles.
- iv) In an "RS" Zone the parking of not more than (1) one commercial vehicle as defined above, will be permitted.

CITY OF TIMMINS - Zoning By-Law 2011-7100

Sec. 4 – General Provisions - Item 8 - Commercial Motor Vehicle Parking Standards

- i) Maximum vehicle capacity $\leq 9,072$ kg GVWR (Gross Vehicle Weight Ratio) [20, 000 lbs.]
- ii) Maximum of two (2) vehicles shall be permitted provided one vehicle is parked in a private garage and the other vehicle is located behind the front building line and screened by a fence from the adjacent property and front building line
- iii) Vehicle shall be operated by the owner or occupant
- iv) Commercial vehicle trailer not permitted
- v) Provisions for home based business apply (see Section 4. 17 — Home Based Businesses)

MUNICIPALITY OF KIRKLAND LAND - Zoning By-Law 12-019

No specific regulations for commercial vehicles

CITY OF ESPANOLA - Zoning By-Law 2368/2011

No specific regulations for commercial vehicles

Municipality of West Nipissing
TRAFFIC and PARKING BY-LAW
SCHEDULE "A" TO BY-LAW 2019/60

➔ **PARKING PROHIBITED AT ANY TIME (Section 4.2 (c))**

HIGHWAY	SIDE	BETWEEN	Town/(ship)
Clark	East	Front & John	Sturgeon Falls
Clark	West	Front & John	Sturgeon Falls
Dovercourt	East & West	Lisgar & Domina Crescent	Sturgeon Falls
Ethel	North & South	Michaud & Coursol	Sturgeon Falls
Front (Hwy 17)	North & South	Easterly & Westerly boundaries	Sturgeon Falls
Holditch	East & West	170 meters north from intersection of Front Street (Hwy 17) and Holditch Street	Sturgeon Falls
Holditch	East	John & Mackie	Sturgeon Falls
Holditch	East	William & Front Street (Hwy 17)	Sturgeon Falls
Imperial	North & South	Ottawa & Cache Bay Road	Sturgeon Falls
King	West	Market & Mackie	Sturgeon Falls
Main	West	Entire portion Market to Ethel	Sturgeon Falls
Michaud	West	92 meters south of Ethel	Sturgeon Falls
106 Michaud	Main entrance	Area as posted by 'No Parking' Fire Routes	Sturgeon Falls
Ottawa	East & West	Front & Imperial	Sturgeon Falls
Third	South	* West of Resurrection School	Sturgeon Falls
		* 46 meters East of same	
William	South	6 meters in front of 64 William Street	Sturgeon Falls
Clear Lake Road	½ mi. each side	from entrance of Park Voyageur	Field
Queen	North & South	Holditch and River	Sturgeon Falls

TRAFFIC and PARKING BY-LAW
SCHEDULE "B" to BY-LAW 2019/60

➔ (i) **PARKING PROHIBITED/RESTRICTED AT SPECIFIED PLACES AT STATED TIMES OR WHERE SIGNS ARE ON DISPLAY** (Sections 4.3 and 5.1)

HIGHWAY	SIDE	FROM	TO	DAYS OR TIME OR BOTH	PERIOD
John	North	Arthur	Church	8 AM – 4:30 PM	Monday-Friday
Levesque	East	Market	101 meters North of Market	8 AM – 4:30 PM	Monday-Friday
Levesque	West	Market	101 meters North of Market	8 AM – 4:30 PM	Monday-Friday
Main	East	Ethel	202 meters South of Ethel	8 AM – 4:30 PM	Monday-Friday
Ethel	North	Main	Nipissing	9 AM – 3 PM	Nov. 1- Mar. 31
Holditch	East	William	Queen	8 AM – 6 PM	1 hour
Holditch	East	Hwy. 17	For 30 meters North	8 AM – 5 PM	30 min.
Holditch	East	South boundary of property abutting LCBO	6 parking spaces	8 AM – 4:30 PM	Monday-Friday 30 min.
Holditch	East	End of no parking zone (north of 170 m from Front St.)	21.5 meter northerly	8 AM – 6 PM	Monday-Friday
King	East	Mackie	Market	8 AM – 5 PM	1 hr.
King	East	John	Front	8 AM – 6 PM	2 hrs.
King	West	John	Front	8 AM – 6 PM	2 hrs.
Main	East	John	Front	8 AM – 6 PM	2 hrs.
Main	West	15 meters in front of Main Entrance	École Secondaire Franco-Cité	9 AM – 3 PM	2 hrs.
Main	West	John	Front	8 AM – 6 PM	2 hrs.
Queen	South	Holditch	Levesque	8 AM – 6 PM	2 hrs.
Queen	North	Holditch	Levesque	8 AM – 6 PM	2 hrs.
William	North	Holditch	Levesque	8 AM – 6 PM	2 hrs.
William	South	Holditch	Levesque	8 AM – 6 PM	2 hrs.
HIGHWAY	SIDE	FROM	TO	BETWEEN	
Nil		Nil		Nil	

➔ (ii) **RESTRICTED PARKING 9:00 P.M. to 7:00 A.M. – COMMERCIAL MOTOR VEHICLES AND TRAILERS** (Sec. 5.3)

HIGHWAY	SIDE	BETWEEN
Nil	Nil	Nil

➔ (iii) **ANGLE PARKING AT ANY TIME** (Section 6.1)

HIGHWAY	SIDE	BETWEEN
Russell Street	South	South side of Russell at Main
Main	West	West side from Market St. (100 m. north)
180 Nipissing St.	East	William Street and John Street

➔ (iv) **RESTRICTED PARKING AT ANY TIME** (Section 7.1)

HIGHWAY	SIDE	FROM	TO
Front	South	Coursol	Floral
Front	North	Coursol	Floral

➔ (v) **EXCESS LOADS – PARTS OF HIGHWAYS EXCEPTED** (Sections 8.1 and 21.3)

HIGHWAY	FROM	TO
Front (Hwy 17)	Bridge	Coursol

TRAFFIC and PARKING BY-LAW
SCHEDULE "B" to BY-LAW 2019/60

Hwy 64	Front	Sabourin	
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➔ **(vi) U-TURNS PROHIBITED (Sec. 23.2)**

Intersection John and King			
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➔ **(vii) RESRICTED MOVEMENT (Section 23.3)**

HIGHWAY	DIRECTION OF TRAVEL	RESTRICTION	TIMES	
Main at Front	South	No left turn	Any time	

➔ **(viii) SPECIAL CIRCUMSTANCES PARKING**

HIGHWAY		SIDE	FROM	TO	PERIOD
Holditch		East	John	Mackie	Parking permitted on paved boulevard from May to November

- (p) Private property owners wishing enforcement from the By-Law Enforcement Officer for an area deemed to be an 'emergency exit' or 'emergency vehicle parking area' shall apply in writing to the Municipality on the form attached hereto as Schedule "L".

Upon receipt of the prescribed form, the By-Law Enforcement Officer will inspect the area requiring enforcement to determine if it conforms to the requirements of this by-law.

If the property conforms to the requirements of this by-law, the request will be presented to Council to amend Schedule 'H' of this by-law by adding thereto the description of the private property requiring enforcement.

- 4.2. In Specified Places Where Signs on Display: Where authorized signs to that effect are displayed, no person shall at any time park any vehicle:

- (a) On any highway within twenty three (23) meters of any intersection or on any hill;
- (b) On any highway adjacent or opposite to any school property, municipal playground, municipal park, municipal ballfield or municipal recreation area;
- (c) On any of the parts of the highways named and described in Schedule "A" to this by-law;
- (d) On any highway within seven (7) meters of any point designated as a bus stop measured in the direction of travel of buses on that side of the highway or within nineteen (19) meters of such point measured in the opposite direction;
- (e) On, in or upon any public lane.

- 4.3. In Specified Places where Signs on display at Stated Times - Where authorized signs to that effect are displayed, no person shall park a vehicle on any of the parts of the highways named and described in Columns 1, 2, 3 and 4 of Schedule "B" to this by-law during the hours and periods set out in Columns 5 and 6 of the said Schedule.

5.0 PARKING RESTRICTED

- 5.1. In Specified Places Where Signs on Display at Stated Times: Where authorized signs to that effect are displayed, no person shall park a vehicle on any of the parts of the highways and municipality owned property named and described in Columns 1, 2, 3 and 4 of Schedule "B i)" to this by-law during hours set out in Column 3 for a longer period than as set out in Column 3 of the said Schedule.

- 5.2. During Night Hours in Winter Months: No person shall park a vehicle on any highway under the jurisdiction of the municipality, between the hours of twelve o'clock midnight and seven o'clock in the morning, during the period from the first day of November in one year, until the last day of March in the next year, except physicians on emergency calls, operators of authorized emergency vehicles and taxi cabs while on duty and waiting for fares.

- 5.3. Commercial Motor Vehicles except Buses:

- (a) Notwithstanding subsection 5.2 and excepting motor buses, where authorized signs to that effect are displayed, no commercial motor vehicle or commercial trailer whether attached to a tractor or not, having a capacity in excess of two tons in rating as prescribed by relevant Provincial Statutes, shall be parked on any of the parts of the highways named and described in Schedule "B iii)" to this by-law between the hours of 9:00 p.m. one day and 7:00 a.m. of the next following day.
- (b) no commercial motor vehicle or commercial trailer whether attached to a tractor or not, having a capacity in excess of two tons in rating as prescribed by relevant Provincial Statutes, shall be parked, at any time, on any municipally owned property where authorizes signs to that effect are displayed.

6.0 ANGLE PARKING

- 6.1. Angle parking in accordance with the provisions in Section 3.1.3 and 3.1.4 hereof is permitted on the parts of the highways named and described in Columns 1, 2, 3 and 4 of Schedule "B iii)" to this by-law at the angle to the roadway set out in Section 3.1.4 of this by-law.



AGENDA ITEM REQUEST FORM

PLEASE PRINT CLEARLY:

Requested Council Meeting Date:		Nov 3 , 2020 (General Government)	
Name of Requestor:	Mayor Joanne Savage	Date submitted: October 27, 2020	
Address:	Full mailing address:		
Phone:	Home:	Business / Cell:	Fax:
E-Mail:			
Requested Agenda Item/Subject:		Lighting our Communities for the Holiday Season	
Additional details / background information:		<input checked="" type="checkbox"/> see below <input type="checkbox"/> Supporting documents attached separately	
<i>Please attach/include pertinent information to support this item. This will assist staff in conducting any research or obtaining background information; which may be required to make an informed decision in the best interest of the municipality.</i>			
2020 has been a difficult year Many events and gatherings cancelled due to COVID-19 A committee is undertaking a Christmas initiative to light up communities for the holiday season Recommending municipality participates and encourage all to partake in Lighting our Communities Light up and decorate municipal bldgs, ie Town Hall Community contest : consideration of prizes by municipality for each Ward, example free ice time for household			
ADMINISTRATIVE APPROVAL			
STEP 1 → Submit your completed form to the CAO or designate for required review and approval. Every effort will be made to accommodate requests however the complexity of subject may require the matter to be heard on another date other than the original date requested and the requestor will be notified.			
Signature of CAO or designate:		Date:	
MUNICIPAL OFFICE USE			
STEP 2 → This form must be returned to the Clerk's office no later than 12 noon on the Wednesday preceding the Council Meeting at which the item is to be considered, subject to CAO approval and scheduling.			
Date Received:		Received from:	
Meeting Date Requested:		Mode of Notification:	<input type="checkbox"/> in person <input type="checkbox"/> by telephone <input type="checkbox"/> by e-mail <input type="checkbox"/> other: _____
Processing of request:	<input type="checkbox"/> Information only <input type="checkbox"/> Action Item <input type="checkbox"/> Discussion/Action Item <input type="checkbox"/> Report Required <input type="checkbox"/> Public Hearing <input type="checkbox"/> Closed Session		
APPROVED FOR AGENDA:			
Scheduled for (date):		<input type="checkbox"/> Regular meeting <input type="checkbox"/> Committee of Whole meeting	
Requestor Notification:	The above requestor _____ was notified on _____ (date)		
Action Taken:			
Notes / Comments:			



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

**MINUTES OF THE COUNCIL MEETING
HELD ON TUESDAY, OCTOBER 20, 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 DENIS SÉNÉCAL
COUNCILLOR LISE SÉNÉCAL

ABSENT:

VIRTUAL ZOOM MEETING / RÉUNION VIRTUELLE PAR ZOOM

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. 2020/267 Moved by: Councillor Malette
Seconded by: Councillor Fisher

BE IT RESOLVED THAT the Agenda for the meeting of Council held on October 20, 2020 be adopted as
☒ presented / ☐ amended.

CARRIED

C) DELEGATIONS & PETITIONS / DÉLÉGATIONS ET PÉTITIONS NIL

COMMITTEE OF THE WHOLE / COMITÉ PLÉNIER

D-1 EMERGENCY MEASURES AND PUBLIC SAFETY / MESURES D'URGENCE ET SÉCURITÉ PUBLIQUE

D-1(a) COVID-19 Update (carried – Oct-6 mtg.)

The Director of Community Services provided an update on municipal facility re-openings and sought direction from Council with respect to the Verner arena and fitness centre re-openings and the Christmas Parade. Following discussion, the majority of members were in agreement that the Christmas parade be suspended for 2020 given the current health crisis. Mr. Poulin outlined the current ice rental/usage requests to date and outlined the pros and cons of opening both arenas in light of the reduced demand. Council supported the re-opening of the Verner arena. Mr. Poulin explained the logistics of opening the Verner fitness centre as it requires staffing levels not previously required which will result in a significant human resource cost increase. Following a lengthy discussion, it was agreed that if some other group was willing to partner with the municipality that such an option be explored by staff and a report brought back to Council. Lastly, the Director sought direction regarding fees as the current "pass" cost exceeds the previous membership costs. The Director sought direction from Council to lower the daily pass cost in order to make the cost commensurate with previous fees paid under the membership scenario. Council supported the recommendation.

D-1(b) School Crossings / Student Safety (J. Savage) (carried from Oct-6 mtg.)

Council discussed correspondence received from the North Bay Parry Sound Transportation Commission regarding student safety concerns at specific locations in Sturgeon Falls. Following discussion, Council agreed that the matter needs to be addressed and staff was requested to proceed with the installation of crossing guards.

Christopher Fisher,
Chair

Melanie Ducharme,
Clerk

MOTION FOR RECESS: at approx. 8:05 PM, a motion was tabled for a short recess and then continue with discussions.

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

CARRIED

D-2 COMMUNITY SERVICES / SERVICES COMMUNAUTAIRES

D-2(a) WN Snowmobile Club Trails – Concerns from adjacent landowner

Council discussed a request by the snowmobile club to renew its arrangements with the Municipality along with concerns which have been raised by a private landowner along the trail. The CAO indicated that he is working with the Manager of Public Works to find a resolution which is acceptable to all parties.

Léo Malette
Acting Chair

Stephan Poulin,
Director of Economic Development and
Community Services

D-3 SOCIAL SERVICES AND HEALTH / SERVICES SOCIAUX ET SANTÉ

D-3(a) Centre Alliance – Request for assistance re: Sharps Buyback Program

Council considered a request from the Centre Alliance for assistance with the Sharps buy-back program. The program has been successful in the past and the municipality's assistance is being sought to provide promotion of the program along with a small financial donation in the amount of \$200. Council was in agreement with the request.

Léo Malette,
Chair

Stephan Poulin,
Director of Economic Development and
Community Services

REGULAR COUNCIL / SÉANCE RÉGULIÈRE

E) PLANNING / PLANIFICATION

E-1 By-Law 2020/50 passed to assume lands for highway purposes (Poirier Rd – Verner)
(carried from Sept-15 & Oct-6 mtgs.)

No. 2020/268 Moved by: Councillor L. Sénécal
Seconded by: Councillor Roveda

BE IT RESOLVED THAT By-law **2020/50**, 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 E ½ of E ½ Lot 9, Concession B
Part 3, Plan 36R-14423
Geographic Township of Caldwell
Municipality of West Nipissing
District of Nipissing

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

CARRIED

E-2 By-Law **2020/53** passed to assume lands for highway purposes (Laurin Rd, Verner) *(carried from Oct-6 mtg.)*

No. 2020/269 Moved by: Councillor Roveda
Seconded by: Councillor L. Sénécal

BE IT RESOLVED THAT By-law **2020/53**, 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 W ½ Lot 7, Concession 2,
Part 2, 36R-14440
Geographic Township of Badgerow
Municipality of West Nipissing
District of Nipissing

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

CARRIED

E-3 By-Law **2020/54** passed to amend the Zoning By-Law at 37 Tomiko Road (from RU to C1-3) *(carried from Oct-6 mtg.)*

No. 2020/270 Moved by: Councillor L. Sénécal
Seconded by: Councillor Roveda

BE IT RESOLVED THAT By-law **2020/54**, being a by-law to amend Zoning By-law 2014/45, to rezone certain lands located at 37 Tomiko Road, Crystal Falls from Rural (RU) Zone to General Commercial – Exception Zone 3 (C1-3) Zone, shall come into force and take effect on the date it is passed

CARRIED

E-4 By-Law **2020/55** passed to amend the Zoning By-Law at 12127 Hwy 17 (from R4 to C2) *(carried from Oct-6 mtg.)*

No. 2020/271 Moved by: Councillor Roveda
Seconded by: Councillor L. Sénécal

BE IT RESOLVED THAT By-law **2020/55**, being a by-law to amend Zoning By-law 2014/45, to rezone certain lands located at 12127 Highway 17, Sturgeon Falls from Residential Four (R4) Zone to Highway Commercial (C2) Zone, shall come into force and take effect on the date it is passed

CARRIED

E-5 By-Law **2020/56** passed to amend the Zoning By-Law on Bay St. (from M2 to M1) *(carried from Oct-6 mtg.)*

No. 2020/272 Moved by: Councillor L. Sénécal
Seconded by: Councillor Roveda

BE IT RESOLVED THAT By-law **2020/56**, being a by-law to amend Zoning By-law 2014/45, to rezone certain lands located on Bay Street, Sturgeon Falls from Heavy Industrial (M2) Zone to Light Industrial (M1) Zone, shall come into force and take effect on the date it is passed

CARRIED

E-6 By-Law **2020/57** passed to deem lots 170 and 171 to not be registered on subdivision plan (Cache Bay) *(carried from Oct-6 mtg.)*

No. 2020/273 Moved by: Councillor L. Sénécal
Seconded by: Councillor Roveda

BE IT RESOLVED THAT By-law **2020/57**, being a deeming bylaw to designate lots 170 and 171, Registered Plan 40 not to be lots on a registered plan of subdivision, shall come into force and take effect on the date it is passed.

CARRIED

E-7 By-Law **2020/61** passed to amend the Zoning By-Law at Old Hwy 17, Verner (from RR to RR-3)

No. 2020/274 Moved by: Councillor L. Sénécal
Seconded by: Councillor Roveda

Council acknowledged receipt of a petition from local residents opposing and raising concerns about the project.

BE IT RESOLVED THAT By-law **2020/61**, being a by-law to amend Zoning By-law 2014/45, to rezone certain lands located on Old Highway 17, Verner from Rural Residential (RR) Zone to Rural Residential Exception Zone 3 (RR-3), shall come into force and take effect on the date it is passed.

MOTION : A motion to defer this matter was tabled

Moved by: Councillor Larabie
Seconded by: Councillor Roveda

DEFERRED TO NOVEMBER 17, 2020

F) CORRESPONDENCE AND ACCOUNTS / COMPTES ET COURRIER

F-1 Resolution passed to adopt the minutes of a Council meeting (carried – Oct-6 mtg.)

No. 2020/275 Moved by: Councillor Malette
Seconded by: Councillor Fisher

BE IT RESOLVED THAT the minutes of the meeting of Council held on October 6, 2020 be adopted, as
☐ presented / ☒ amended. **CARRIED**

F-2 Resolution passed to adopt the minutes of a Council meeting (carried – Oct-6 mtg.)

No. 2020/276 Moved by: Councillor Malette
Seconded by: Councillor Fisher

BE IT RESOLVED THAT the minutes of the meeting of Council held on September 15, 2020 be adopted, as
☐ presented / ☒ amended. **CARRIED**

F-3 Resolution passed to adopt the minutes of the Planning Advisory Committee meeting (carried – Oct-6 mtg.)

No. 2020/277 Moved by: Councillor Fisher
Seconded by: Councillor Malette

BE IT RESOLVED THAT the minutes of the meeting of the Planning Advisory Committee held on August 24, 2020 be adopted, as ☒ presented / ☐ amended. **CARRIED**

F-4 Resolution passed to receive the minutes of the following boards/committees: (carried – Oct-6 mtg.)

No. 2020/278 Moved by: Councillor Malette
Seconded by: Councillor Roveda

BE IT RESOLVED THAT the minutes of the following Boards / Committees be received :

BOARD / COMMITTEE NAME	MEETING DATES
West Nipissing Committee of Adjustment	• August-24-2020
Au Château Board of Management	• June-17-2020
West Nipissing Police Services Board	• March-11-2020
West Nipissing Public Library Board	• June-11-2020
District of Nipissing Social Services Administration Board (DNSSAB)	• June-24-2020

CARRIED

F-5 Resolution passed to receive the disbursement sheets *(carried from Oct-6 mtg.)*

No. 2020/279 Moved by: Councillor Malette
Seconded by: Councillor Roveda

BE IT RESOLVED THAT the account payables disbursement sheets for JULY and AUGUST 2020 be received, as presented.

CARRIED

F-6 CORRESPONDENCE: Message from the Minister of Infrastructure

Council briefly discussed correspondence received from the Minister of Infrastructure. It was agreed that the options raised in the correspondence be further explored as potential means of moving forward with the Nature's Trail Bridge project.

G) UNFINISHED BUSINESS / AFFAIRES EN MARCHE

H) NOTICE OF MOTION / AVIS DE MOTIONS

A 'Notice of Motion' was submitted by Councillor Lise Sénécal pertaining to amendments to the Procedural By-Law. The motion which reads as follows will be brought forward to the December 1st, 2020 meeting:

« WHEREAS on November 2019, as per a request made by Councillor C. Fisher to amend our Procedural By-Law which included to "move from 3 meetings a month to 2 meetings a month".

WHEREAS in November 2019, as per directive by Council to staff, we received a memo from our CAO providing the information requested and his recommendation which was "to have two combined meetings from 3 to 2 meetings per month."

WHEREAS in November 2019, Council amended its Procedural By-Law to decrease the monthly meetings from 3 to 2 meetings per month.

WHEREAS since November 2019, Council has frequently required to adopt a resolution to extend its curfew beyond 9:30PM.

WHEREAS special meetings were cancelled due to lack of quorum.

THEREFORE, I am requesting to reinstate three (3) meetings per month »

I) NEW BUSINESS / AFFAIRES NOUVELLES

I-1 By-Law **2020/51** passed to amend Procedural By-Law re: Electronic Participation.
(carried from Sept-15 & Oct-6 mtgs.)

No. 2020/280 Moved by: Councillor Malette
Seconded by: Councillor L. Sénécal

BE IT RESOLVED THAT By-law **2020/51**, being a by-law to amend By-Law 2019/94, as amended, to include provisions for electronic participation for Council, Local Boards and Other Committees, shall come into force and take effect on the date it is passed.

DEFEATED

I-2 Resolution passed to sign the Solid Waste Collection and Landfill Site Management Agreement
(carried from Sept-15 & Oct-6 mtgs.)

No. 2020/281 Moved by: Councillor L. Sénécal
Seconded by: Councillor Malette

BE IT RESOLVED THAT the Mayor and Chief Administrative Officer be authorized to sign the 2020 Solid Waste Collection and Landfill Site Management Agreement with West Nipissing Environmental Services for the Municipality of West Nipissing.

CARRIED

MOTION FOR EXTENSION:

At approx. 9:25 PM, a motion was tabled to extend the meeting beyond the regular curfew in order to proceed with time sensitive items.

Moved by: Councillor Roveda
Seconded by: Councillor Duhaime

CARRIED

- I-3 Award tender for exterior improvements to the Recreation Center *(carried from Oct-6 mtg.)*

No. 2020/282 Moved by: Councillor Malette
Seconded by: Councillor L. Sénécal

WHEREAS tenders were requested for exterior improvements to the West Nipissing Recreation Centre;

AND WHEREAS four (4) tenders were received;

AND WHEREAS the tenders have been reviewed by the Perry & Perry Architects Inc. 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 tender for exterior improvements to the West Nipissing Recreation Centre be awarded to **VENASSE BUILDING GRP. INC.**, having submitted the lowest quotation of \$295,000.00, plus H.S.T., meeting all the specifications.

CARRIED

- I-4 Award quotation for the supply of a Tandem Diesel Snowplow-Dump-Spreader Truck *(carried from Oct-6 mtg.)*

No. 2020/283 Moved by: Councillor L. Sénécal
Seconded by: Councillor Malette

WHEREAS quotes for the purchase of a Tandem Diesel "one way" Snow Plow and Combination Dump Body/Spreader Truck were requested by the Public Works Department;

AND WHEREAS two (2) quotations were received;

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

AND WHEREAS Council concurs with the recommendation received;

BE IT THEREFORE RESOLVED THAT the quotation for the of a new Tandem Diesel "one way" Snow Plow and Combination Dump Body/Spreader Truck for the Public Works Department be awarded to **FREIGHTLINER NORTH BAY**, having submitted the lowest quotation of \$291,420.00 meeting all the specifications.

CARRIED

- I-5 By-Law 2020/58 passed to amend the Traffic and Parking By-Law *(carried – Oct-6 mtg.)*

No. 2020/284 Moved by: Councillor Malette
Seconded by: Councillor L. Sénécal

BE IT RESOLVED THAT By-law 2020/58, being a by-law to amend By-Law 2019/60, being a by-law to regulate traffic and parking in the Municipality of West Nipissing, shall come into force and take effect on the date it is passed.

CARRIED

- I-6 Resolution passed to declare vacant land on Villeneuve Court as surplus *(carried – Oct-6 mtg.)*

No. 2020/285 Moved by: Councillor L. Sénécal
Seconded by: Councillor Malette

WHEREAS at a meeting held on October 20, 2020, the Council for the Municipality of West Nipissing recommended the disposition of certain municipally owned lands located on the west side of Villeneuve Court Street, Sturgeon Falls;

AND WHEREAS the lands described as Part of Lot 5, Con. A, being Part of Parts 1 and 2, 36R-10926, Township Springer, now the Municipality of West Nipissing, District of Nipissing and as more particularly shown in blue hatch marks on the attached Schedule "A" must first be declared surplus by the Corporation of the Municipality;

BE IT RESOLVED THAT Part of Lot 5, Con. A, Being Part of Parts 1 and 2, 36R-10926, Township of Springer, now the Municipality of West Nipissing, District of Nipissing, is hereby declared as surplus.

CARRIED

I-7 By-Law 2020/59 passed to transfer land on Villeneuve Court *(carried – Oct-6 mtg.)*

No. 2020/286 Moved by: Councillor L. Sénécal
Seconded by: Councillor Malette

WHEREAS the Council for the Municipality of West Nipissing has recommended the transfer of certain municipally owned lands located described herein and more particularly shown on Schedule "A" to By-Law No. 2020/59;

AND WHEREAS the property must first be declared surplus by the Corporation of the Municipality;

BE IT RESOLVED THAT the easterly 30m extending from Bay Street to the Sturgeon River of the property described as Part of PIN No. 49085-0207(LT), Part of Lot 5, Concession A, being Part 3 & 4, 36R-_____, as in NB103122, except Pt1, 36R-12073 former Twp. Springer, now Municipality of West Nipissing, District of Nipissing (the "Lands"), is hereby declared as surplus.

BE IT FURTHER RESOLVED THAT By-law 2020/59, being a by-law to authorize the transfer of the Lands for the consideration of \$75,000.00 plus HST, in the Township of Springer, Municipality of West Nipissing, District of Nipissing; which shall come into force and take effect on the date it is passed.

CARRIED

I-8 Tax Write Off passed for the elderly and disabled home owners

No. 2020/287 Moved by: Councillor Malette
Seconded by: Councillor L. Sénécal

WHEREAS section 319 (1) of the *Municipal Act, S.O. 2001, Chapter 25 as amended* provides that the Council of a Municipality shall, for the purpose of relieving financial hardship, pass a by-law for deferral or cancellation of, or other relief in respect of, tax increases on property in the residential property class for owners who are, or whose spouses or same-sex partners, are low-income seniors or low-income persons with disabilities as are both defined in the said by-law;

AND WHEREAS the Municipality of West Nipissing passed by-law 2020/38 for this purpose;

BE IT RESOLVED THAT the taxes be written off in the aggregate amount of \$2,367.61 for 14 properties.

WRITE OFF BILLING 2020 ELDERLY/ DISABLED TAX RELIEF BY-LAW 2020/38								
	ROLL #	Variance	Deductible	Amount	Refund	Municipal	Education	TOTAL
1	030-015-00369	73.48	30.00	43.48	43.48	38.06	5.42	43.48
2	040-001-15600	104.17	30.00	74.17	74.17	64.92	9.25	74.17
3	040-001-38210	286.51	30.00	256.51	256.51	224.53	31.98	256.51
4	040-002-06800	955.85	30.00	925.85	300.00	262.60	37.40	300.00
5	040-002-18600	195.95	30.00	165.95	165.95	145.26	20.69	165.95
6	040-002-37400	77.54	30.00	47.54	47.54	41.61	5.93	47.54
7	060-001-42900	183.81	30.00	153.81	153.81	134.63	19.18	153.81
8	060-001-34250	181.24	30.00	151.24	151.24	132.38	18.86	151.24
9	060-002-01900	464.89	30.00	434.89	300.00	262.60	37.40	300.00
10	070-00231305	133.61	30.00	103.61	103.61	90.69	12.92	103.61
11	090-001-10820	469.16	30.00	439.16	300.00	262.60	37.40	300.00
12	110-001-15940	316.88	30.00	286.88	286.88	251.11	35.77	286.88
13	120-001-04100	100.86	30.00	70.86	70.86	62.03	8.83	70.86
14	180-001-01600	143.56	30.00	113.56	113.56	99.40	14.16	113.56
TOTALS:					2,367.61	2,072.42	295.19	2,367.61

CARRIED

I-9 Proclamation passed to recognize National Francophone immigration week.

No. 2020/288 Moved by: Councillor L. Sénécal
Seconded by: Councillor Malette

BE IT RESOLVED THAT the Mayor be authorized to proclaim November 1st to November 7th, 2020 as « **NATIONAL FRANCOPHONE IMMIGRATION WEEK / SEMAINE NATIONALE DE L'IMMIGRATION FRANCOPHONE** » in the Municipality of West Nipissing.

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 Resolution passed to proceed into closed meeting:

No. 2020/289 Moved by: Councillor Duhaime

Seconded by: Councillor Fisher

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) Public Works/Drain/Cemetery Position

(C) a proposed or pending acquisition or disposition of land by the municipality or local board
(ii) Weyerhaeuser property

CARRIED

L-2 Resolution passed to adjourn the closed session

No. 2020/290 Moved by: Councillor Fisher

Seconded by: Councillor Duhaime

BE IT BE IT RESOLVED THAT the Closed meeting of Council held on October 20, 2020 be adjourned at 10:07 PM in order to proceed with the regular meeting

CARRIED

M) ADJOURNMENT / AJOURNEMENT

M-1 By-law **2020/62** passed confirming the proceedings of Council.

No. 2020/291 Moved by: Councillor L. Sénécal

Seconded by: Councillor Malette

BE IT RESOLVED THAT By-law No. **2020/62** being a By-law of the Municipality of West Nipissing to confirm the proceedings of Council at its meeting held on the 20th day of October, 2020, shall come into force and take effect on the date it is passed.

CARRIED

M-2 Resolution passed to adjourn the meeting of Council.

No. 2020/292 Moved by: Councillor Malette

Seconded by: Councillor L. Sénécal

BE IT RESOLVED THAT the meeting of Council held on October 20, 2020 be adjourned.

CARRIED

JOANNE SAVAGE
MAYOR

MELANIE DUCHARME
CLERK

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

Regular Board Meeting Minutes

Thursday, September 10, 2020 at 5 p.m., Library Auditorium/ZOOM

Present: S. Friedrich, S. Pilon, A. Langevin, D. Venne

Staff: É. Keenan

1. Call to order

Meeting called to order by chair at 5:03 p.m.

2. Approval of the agenda for regular Board Meeting of September 10, 2020

MOTION #20-50

MOVED BY S. Pilon

SECONDED BY S. Friedrich that the agenda ~~be agenda~~ for the meeting of September 10, 2020 be approved as presented

CARRIED

3. Declaration of any conflicts of interest

None

4. Approval of the minutes of the previous meeting:

MOTION #20-51

MOVED BY D. Venne

SECONDED BY S. Friedrich that the minutes of the regular board meeting of June 11 2020, be approved as presented

CARRIED

5. Business arising from the minutes

None

6. Correspondence

a) Notice of Renewal – Ordinary Term Savings

The CEO presented the notice of renewal to the Board, showing the details of the renewed investment expiring in March of 2022.

7. Treasurer's Report

a) Approval of disbursements for the month of June 2020

MOTION #20-52

MOVED BY S. Pilon

SECONDED BY D. Venne that the expenditures for the month of June 2020 in the amount of \$14,790.32 for cheques #6400 to #6415 inclusive be approved and that fees and fines in the amount of \$0.00 be acknowledged **CARRIED**

b) Approval of disbursements for the month of July 2020

MOTION #20-53

MOVED BY S. Friedrich

SECONDED BY D. Venne that the expenditures for the month of July 2020 in the amount of \$8,585.07 for cheques #6416 to #6430 inclusive be approved and that fees and fines in the amount of \$233.45 be acknowledged **CARRIED**

c) Approval of disbursements for the month of August 2020

MOTION #20-54

MOVED BY S. Pilon

SECONDED BY S. Friedrich that the expenditures for the month of August 2020 in the amount of \$15,227.79 for cheques #6431 to #6442 inclusive be approved and that fees and fines in the amount of \$164.15 be acknowledged **CARRIED**

d) Financial Report

i) 2020 YTD Financial report

ii) 2020 reserve expenditures report

iii) Library reserve history

iv) Library expenditures – reserve

v) History of Municipal contribution

vi) Missed pay increase for employees

The CEO explained to the Board that she missed a scheduled pay increase for two employees due to a miscommunication in the CEO transition process. This increase should have taken place at the beginning of 2020. The employees' wages will be adjusted for future pay periods and the CEO will ensure a retro pay for these employees.

MOTION #20-55

MOVED BY S. Pilon

SECONDED BY D. Venne that the CEO's financial report be approved as presented **CARRIED**

8. Report of Board Members' Advocacy Activities

None

9. Branch Reports

None

10. Report of the CEO:

a) Summer Update

The CEO discussed how the Library is dealing with the current COVID-19 issues, potential or current problems related to the pandemic, and past/upcoming programming opportunities.

MOTION #20-56

MOVED BY D. Venne

SECONDED BY S. Friedrich that the CEO's report be received

CARRIED

11. Report of the Standing Committees

Policy & Personnel:

Finance & Property

12. Policy Review & Updates

None

13. Review of Plans (i.e. Action Plan, Strategic Plan, etc)

a) Strategic Plan

A first draft was submitted to the Board for review. S. Pilon suggests that her and the CEO work on the document and bring it back for the next meeting.

14. New Business

a) LGBTQ+ Collection

D. Venne inquired on behalf of the West Nipissing Pride Committee if it would be possible to expand our current LGBTQ+ collection and to perhaps form a partnership between the committee and the Library to deliver a Pride theme virtual story reading.

The CEO provided the total number of items held in the Library. She mentioned that the Library has recently changed the cataloguing information of books in the collection to be searchable using "LGBT" as a keyword in the online catalogue. The CEO agreed to look into further expanding this collection in the Library for all ages, languages and categories, and that we can look into a partnership with the Pride committee.

15. Date & Time of Next Meeting

October 8th, 2020 at 4 p.m., location TBD/platform

16. Adjournment

MOTION # 20-57

MOVED BY S. Friedrich that the meeting be adjourned at 5:47 p.m.

Alice Langwin
Chair

Erin Khan
Secretary

October 8, 2020
Date

October 8, 2020
Date

MEMORANDUM

TO: MAYOR and COUNCIL

FROM: Jean-Pierre (Jay) Barbeau, CAO

DATE: October 30, 2020

SUBJECT: **NECESSITY FOR ELECTRONIC MEETINGS**

At our last meeting, a resolution was put forth to formalize and legitimize the ability to meet virtually. There were procedural issues last week, which necessitate the issue being brought back to the table. The decision to move to the next item seemed to take certain individuals aback as a proper vote did not appear to take place. As well, I am not certain that those members of Council who spoke against the matter appreciated the implications of their position(s).

This amendment is necessary to legitimize our present method of meeting by video conferencing. It is unclear to me whether the comments against video conferencing were in general, once COVID passes, or not wishing to continue to meet virtually during COVID.

This resolution to amend to procedural by-law needs to be approved to legitimize Council's present method of meeting. If it is not passed in the affirmative, you are basically stating that all must meet in person now. In my opinion, not only would that be contrary to most if not all jurisdiction in the province and beyond, but would likely also create a situation where quorum under that format would never be attained. This would bring Council AND all boards and committees to a standstill.

I certainly hope that Council simply misunderstood the implications and not that they wished to meet in person at this time.

Regards,

Jay Barbeau, CAO

from the desk of :
Jean-Pierre (Jay) Barbeau
C.A.O.



Joie de vivre

www.westnipissingouest.ca

BY-LAW 2020/51

BEING A BY-LAW TO AMEND PROCEDURAL BY-LAW 2019-94 TO INCLUDE PROVISIONS FOR ELECTRONIC PARTICIPATION FOR COUNCIL, LOCAL BOARDS AND OTHER COMMITTEES

WHEREAS the Council of the Municipality of West Nipissing enacted and passed By-law No. 2019-94, a by-law to govern the proceedings of Council, Standing Committees, and Other Committees and Boards of Council;

AND WHEREAS Council enacted and passed By-law No. 2020/25 to amend the Procedural By-law to include provisions to permit electronic participation of members, including in-camera sessions for emergency during a declared emergency;

AND WHEREAS Bill 197, an Act to amend various statutes in response to COVID-19 and to enact, amend and repeal various statutes, was passed by the legislature on July 21, 2020, which grants the ability to provide for electronic participation in meetings after the declared emergency has been lifted, pending an amendment to the Procedural By-law;

AND WHEREAS Council of the Municipality of West Nipissing wishes to exercise this discretionary authority, to implement measures to allow for electronic participation by members under certain circumstances, providing for transparency and accountability to the public while ensuring the health and safety of its members, staff and the public;

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

1. THAT subsection 2.6 of Procedural By-law No. 2019/94, as amended, entitled Electronic Meeting Participation during Emergency be hereby deleted and replaced with the following:

2.6 Electronic Meeting Participation (Council, Local Boards and Other Committees)

- 2.6.1** That while every effort shall be made by Members to attend meetings physically in person, during the following circumstances members of Council, Local Boards and Other Committees may participate by electronic video teleconferencing or by telephone means in a meeting to the extent and in the manner set out in this By-law:

- a) It is not safe or possible to attend an in-person meeting due to a natural weather event;
- b) Health and safety restrictions as determined the CAO or the West Nipissing Emergency Control Group;
- c) Restrictions or guidelines set out by the North Bay Parry Sound District Health Unit, the Ontario Provincial Police or the Province of Ontario; or
- d) The activation of the Emergency Control Group or a declared emergency by any level of government or health unit.
- e) unforeseen circumstances (family emergency, etc.,) where a member is unable to attend, in person, however wishes to participate;

- 2.6.2** Members participating electronically are required to use their municipally issued equipment. Should any member use their own personal equipment (i.e. phone and/or computer), they shall do so at their own expense.

- 2.6.3** Members participating electronically shall use their best efforts to participate using the video conferencing platform being used by the Municipality; however it is acknowledged that internet service may be interrupted during a meeting or inadequate to sustain participation and such member may be required to participate by telephone.

- 2.6.4** Members shall advise the Clerk, or designate, as soon as practicable prior to the scheduled meeting of his/her intent to participate electronically. In all cases, staff will accommodate electronic participation on a best effort basis and subject to available resources that may be required for the delivery of competing essential municipal services. All efforts will be made to ensure meetings are live streamed and recorded as provided for in Section 28 hereof.
- 2.6.5** Members participating electronically will count towards quorum and have the ability for full participation including ability to vote in both public and closed session (in-camera) meetings. Voting may take place by way of roll call, or in an alternate method authorized by the Chair, ensuring that Members and the public are aware of how each member votes.
- 2.6.6** In the event of a technical failure during the meeting, a recess of not more than 10 minutes can be taken to allow staff to reinstate the electronic participation. If a member can no longer participate by electronic means, it will not affect the validity or continuation of the meeting or decisions. If a quorum is lost, the meeting will be deemed to be adjourned.
- 2.6.7** Electronic participants are permitted to participate in Closed Session (In-Camera) session meetings. In the case that Members participate electronically in closed sessions, all Members must attest to the fact that they recognize they will be in a closed session and are able to ensure confidentiality.
- 3.** THAT By-law No. 2020/25 be hereby repealed.
- 4.** THAT this By-law shall come into full force and effect on the date of final passage hereof at which time all By-laws and/or resolutions that are inconsistent with the provisions of this By-law and the same are hereby repealed or rescinded insofar as it is necessary to give effect to the provisions of this By-law.

ENACTED AND PASSED THIS 3rd DAY OF NOVEMBER 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

Resolution No.

2020 /

NOVEMBER 3, 2020

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

WHEREAS at a meeting held on July 14th, 2020, the Council for the Municipality of West Nipissing recommended the transfer of certain municipally owned lands located on Bay Street, Sturgeon Falls; in order to proceed with the disposition thereof;

AND WHEREAS the lands described as PIN No. 49078-0308. Lots 3, 4 and 5, East Side Montreal Street and Part Lot 5, West Side Ottawa Street, being Part 4, 36R-7374, Plan 14, former Township of Springer, now the Municipality of West Nipissing, District of Nipissing must first be declared surplus by the Corporation of the Municipality;

BE IT RESOLVED THAT PIN No. 49078-0308, being Lots 3, 4 and 5, East Side Montreal Street, and Part Lot 5, West Side Ottawa Street, Part 4, 36R-7374, Plan 14, Springer Township, now the Municipality of West Nipissing, District of Nipissing, is hereby declared as surplus.

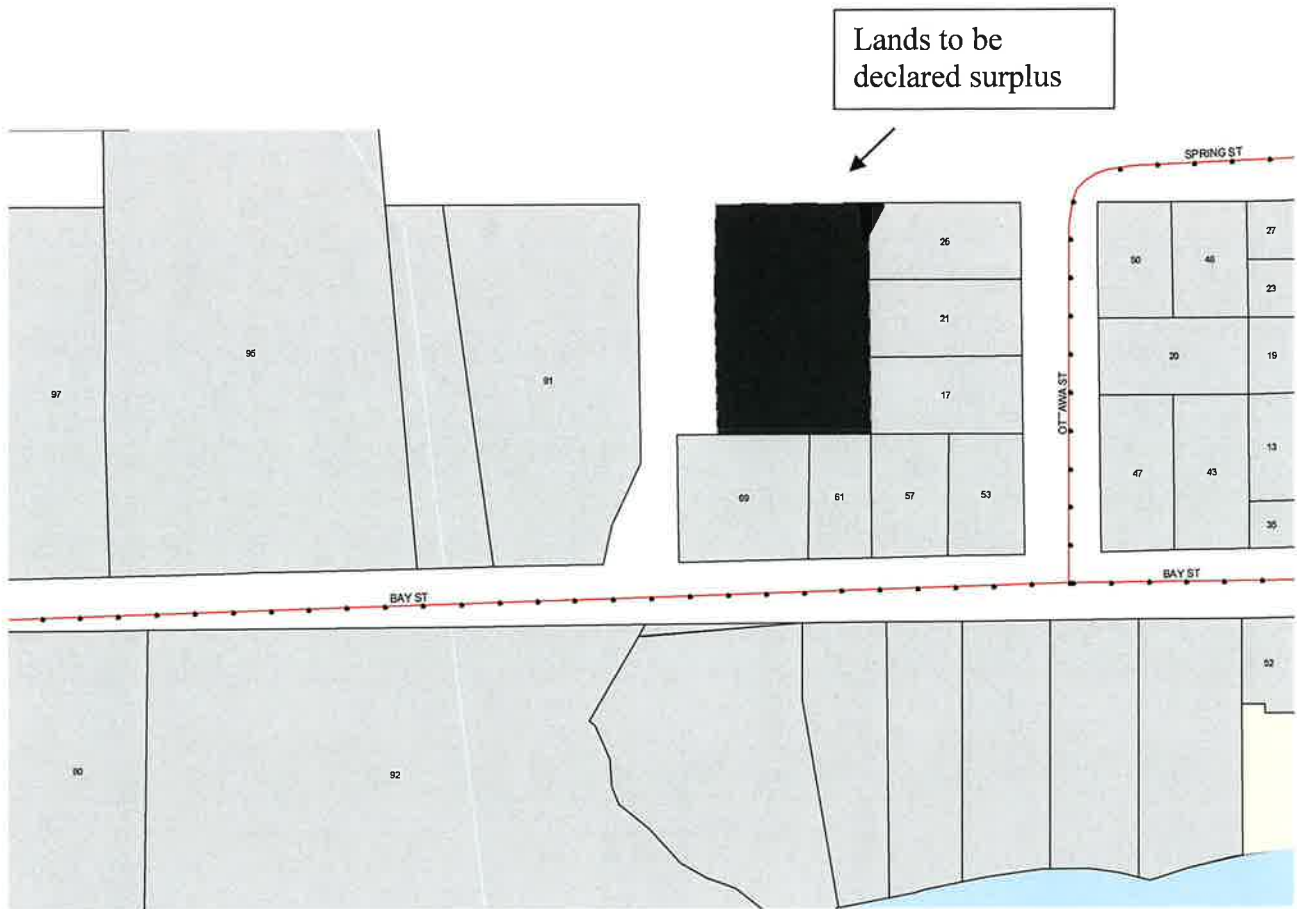
	YEAS	NAYS
DUHAIME, Yvon		
FISHER, Christopher		
LARABIE, Roland		
MALETTE, Léo		
ROVEDA, Dan		
Ward 7 (vacant)		
SÉNÉCAL, Denis		
SÉNÉCAL, Lise		
SAVAGE, Joanne (MAYOR)		

CARRIED: _____

DEFEATED: _____

DEFERRED OR TABLED: _____

MAP FOR REFERENCE PURPOSES



MEMORANDUM

TO: Mayor and Council

FROM: Janice Dupuis, Deputy Clerk

DATE: October 30, 2020

RE: PRIVATE ROAD – WINTER MAINTENANCE AGREEMENTS

On an annual basis, The Municipality enters into agreements with owners/residents of private roads for the purpose of providing winter maintenance. Every year each road must undergo road inspection(s) to ensure that each one meets our municipal safety and standards.

This year, we have two roads which require additional work and follow-up inspections and for that reason the attached resolution clearly stipulates that the two (2) roads will be approved conditional that the owners/residents of Argo Road and Point Road comply with the standards as stipulated by the municipal Public Works Department.

Joie de vivre



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

Resolution No.

2020 /

NOVEMBER 3, 2020

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

WHEREAS the Municipality of West Nipissing has received Private Road Winter Maintenance Agreements for certain roads within the municipality;

AND WHEREAS the roads in question have been duly inspected and identified as meeting the municipality's standards for maintenance;

BE IT RESOLVED THAT the Mayor and Chief Administrative Officer be authorized to sign the 2020-2021 Private Road Winter Maintenance Agreements with the residents of each of the following roads:

ROAD	STATUS
ALFRED ROAD	Inspections successfully completed
ARGO ROAD	<i>conditional that the required brushing be completed to the standard and satisfaction of the Municipality (Public Works Dept.)</i>
PELLERIN ROAD	Inspections successfully completed
POINT ROAD	<i>conditional that the required granular "A" work be completed to the standard and satisfaction of the Municipality (Public Works Dept.)</i>
PRANG'S LANE	Inspections successfully completed
ST-JEAN ROAD	Inspections successfully completed

	YEAS	NAYS
DUHAIME, Yvon		
FISHER, Christopher		
LARABIE, Roland		
MALETTE, Léo		
ROVEDA, Dan		
Ward 7 (vacant)		
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 Ovest

Resolution No.

2020 /

NOVEMBER 3, 2020

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

BE IT RESOLVED THAT the Application for a Tile Loan made under the *Tile Drainage Act RSO 1998*, by STEVEN GUILMETTE for the property described below in the amount of \$32,000.00 be accepted, pending financing by the Ministry of Agriculture, Food and Rural Affairs:

21B Trottier Road, Lavigne, ON
Part Lot 2, Concession 2,
Township of Macpherson,
Municipality of West Nipissing

Roll No.: 48-52-100-001-04500

	YEAS	NAYS
DUHAIME, Yvon		
FISHER, Christopher		
LARABIE, Roland		
MALETTE, Léo		
ROVEDA, Dan		
Ward 7 (vacant)		
SÉNÉCAL, Denis		
SÉNÉCAL, Lise		
SAVAGE, Joanne (MAYOR)		

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To the council of the Municipality of West Nipissing
Property Ownership

If property is owned in partnership, all partners must be listed. If property is owned by a corporation, list the corporation's name and the name and corporate position of the authorized officer. Only the owner(s) of the property may apply for the loan.

Ownership Type Sole Ownership

Applicant Mailing Address and Primary Contact Information

Last Name GUILLEMETTE		First Name STEVEN	Middle Initial
Unit Number	Street/Road Number 21B	Street/Road Name TROTIER ROAD	PO Box
City/Town LAVIGNE		Province ONTARIO	Postal Code P0H 1R0
Telephone Number ext.	Cellphone Number (optional) 705 492-6582	Email Address (optional)	

Location of Land to be Drained

Lot or Part Lot Part Lot 2	Concession Concession 2	Geographic Township Macpherson
Parcel Roll Number 48-52-100-001-04500		

Civic Address

Unit Number	Street/Road Number 21B	Street/Road Name Trottier Road	PO Box
City/Town Lavigne		Province Ontario	Postal Code P0H 2R0

Description of Drainage System

Please attach a sketch of the location of the land you are planning to drain.

A mapping tool is available at: www.ontario.ca/drainage

Approximate Length of Pipe Material 41,000 Feet	Area to be Drained 38 Acres
Proposed Outlet Hafeli Drain	Anticipated Date of Commencement September 1, 2020
	Anticipated Date of Completion September 20, 2020

Estimated Total Cost of Drainage System

Material	\$29,964.00
Installation	\$13,385.00
Inspection Fee	\$500.00
Other	
Total Cost	\$43,849.00

Amount of Loan Requested* \$32,000.00

* Must be a multiple of \$100 not exceeding 75% of total cost of drainage work.


Terms of Agreement

In making this application for a loan, I understand and agree to the following:

- a) The granting of the loan is conditional upon all work being conducted in accordance with the *Agricultural Tile Drainage Installation Act*;
- b) The approval or refusal of the application is at the discretion of council whose decision is final;
- c) I will be advised in writing of council's decision regarding the application;
- d) Should the loan application be approved, an inspector of drainage will complete an Inspection and Completion Certificate and submit it to council;
- e) Council shall levy and collect for the term of ten years, over and above all other rates upon the land in respect of which the loan is made, a special equal annual rate sufficient to discharge the principal and interest of the loan;
- f) The *Tile Drainage Act* sets out procedural matters which pertain to this application for a loan; and
- g) The sum of all loans issued to me, as an individual, or in my role in a partnership or corporation in this and any other municipality does not exceed \$50,000 for the period of April 1st to March 31st.

Signature of Owner(s)/Primary Contact

Date (yyyy/mm/dd)



2020/10/27

Signature of Owner(s)/Primary Contact

Date (yyyy/mm/dd)

Notice of Collection of Personal Information

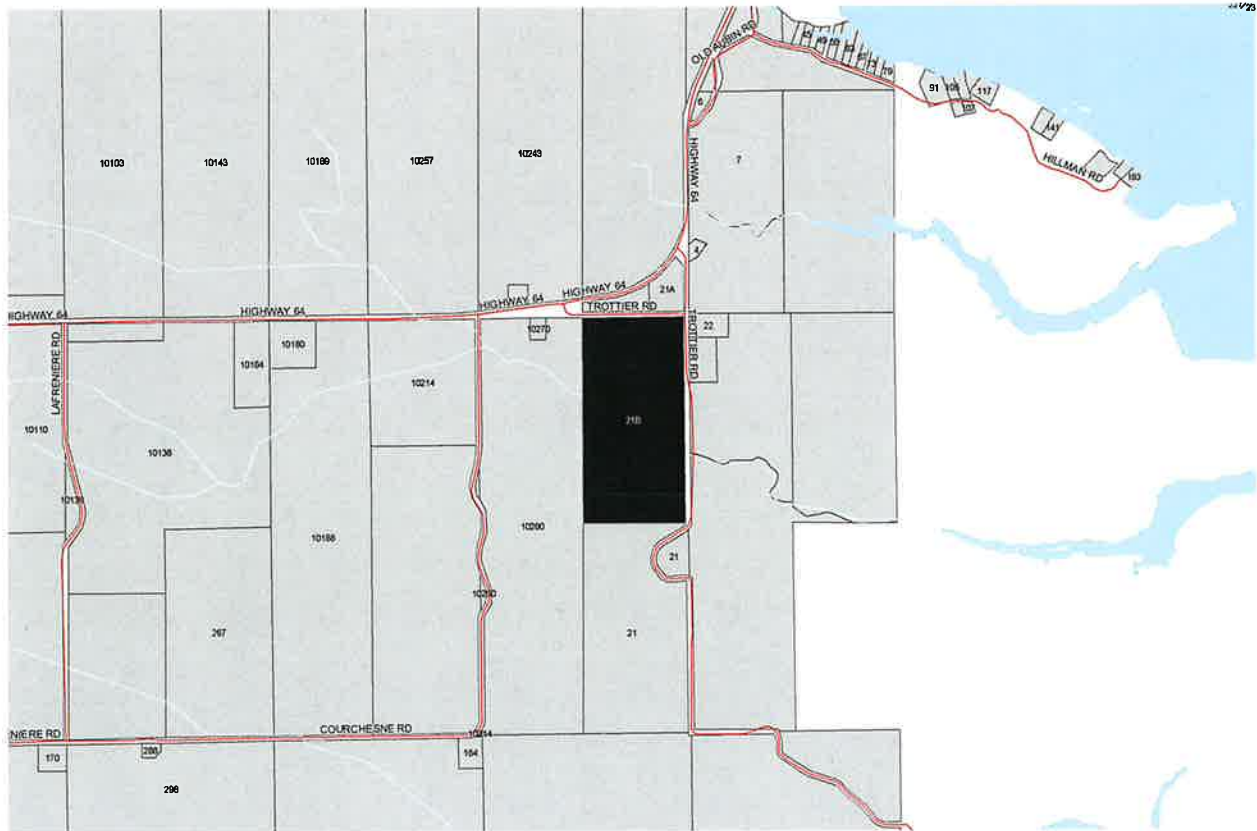
Any personal information collected on this form is collected under the authority of the *Tile Drainage Act*, R.S.O. 1990, c. T.8 and will be used for the purposes of administering the Act. Questions concerning the collection of personal information should be directed to:

where the form is addressed to a municipality (*municipality to complete*)

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

and where the form is addressed to a territory without municipal organization, the Drainage Coordinator, Ministry of Agriculture, Food and Rural Affairs, 1 Stone Rd W, Guelph ON N1G 4Y2, 519 826-3552.

**SKETCH TO ACCOMPANY TILE LOAN APPLICATION
BY STEVEN GUILLETTE
21B TROTTIER ROAD, TWP MACPHERSON**



MEMORANDUM

TO: Mayor and Council

FROM: Melanie Ducharme, Municipal Clerk/Planner

DATE: October 30, 2020

RE: Tile Drainage Act

The Municipality of West Nipissing, on behalf of the Ontario Ministry of Agriculture, Food and Rural Affairs, authorizes loans from time to time to individuals and corporations to assist with the installation of systematic tile in farm fields for drainage.

The funds advanced by the municipality for the tile loans are borrowed from OMAFRA and the municipality must, from time to time, replenish the available funds to be advanced.

Accordingly, a Borrowing By-Law is attached, which will be forwarded to OMAFRA following its passing, to enable the Municipality to continue to advance loans under the *Tile Drainage Act*.

Joie de vivre



www.westnipissingouest.ca



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

BY-LAW 2020/63

BEING A BORROWING BY-LAW TO AID IN THE CONSTRUCTION OF DRAINAGE WORKS UNDER THE *TILE DRAINAGE ACT*

WHEREAS pursuant to Section 2(1) of the *Tile Drainage Act* (Ontario), the council of a local municipality may pass by-laws in the prescribed form authorizing,

- (a) the borrowing of money from the Minister for the purpose of lending the money for the construction of drainage works; and
- (b) the issuance of debentures in the prescribed form by the local municipality or by an upper-tier municipality on its behalf.

AND WHEREAS on August 14, 2012, the Council for the Municipality of West Nipissing enacted a borrowing by-law under the *Tile Drainage Act* in the aggregate amount of \$300,000.00;

AND WHEREAS the funds authorized under By-Law No. 2012/44 have been substantially exhausted;

AND WHEREAS the anticipated requirement for future tile loans to be advanced by The Municipality of West Nipissing is Three Hundred Thousand Dollars (\$300,000.00);

NOW THEREFORE, be it enacted by the Council of the Corporation of the Municipality of West Nipissing as follows:

1. The Corporation may from time to time, subject to the provisions of this by-law, borrow on the credit of the Corporation such sums not exceeding in the whole \$300,000.00, as may be determined by the Council, and may in manner hereinafter provided, issue debentures of the Corporation for the amount so borrowed as provided in the *Tile Drainage Act* payable to the Minister of Finance at the Parliament Buildings, Toronto, which debentures shall reserve the right to prepay the whole or any part of principal and interest owing at the time of such prepayment.
2. Where an application for a loan under the Act is approved by the Council and an Inspector of drainage has filed with the Clerk an Inspection and Completion Certificate, the Council may include a sum, not exceeding the amount applied for or 75 percent of the total cost of the drainage work with respect to which the loan is made, in a debenture payable to the Minister of Finance, in accordance with the Act, and may approve of the Corporation lending the said sum to the applicant.
3. A special annual rate shall be imposed, levied and collected over and above all other rates upon the land in respect of which the money is borrowed, sufficient for the payment of the principal and interest as provided by the Act.

ENACTED AND PASSED THIS 3rd DAY OF NOVEMBER 2020 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.

JOANNE SAVAGE
MAYOR

MELANIE DUCHARME
CLERK

MEMORANDUM

TO: Mayor and Council
FROM: Melanie Ducharme, Clerk
DATE: October 30, 2020
RE: **VOLUNTEER APPLICATION FOR LIBRARY BOARD**

For Council's consideration, attached hereto, is an application seeking appointment to the West Nipissing Library Board.

Thank you,

Joie de vivre



www.westnipissingouest.ca



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

Resolution No.

2020 /

NOVEMBER 3, 2020

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

BE IT RESOLVED THAT the following individual be appointed to the West Nipissing Public Library Board for the remainder of the 2018 - 2022 term:

	YEAS	NAYS
DUHAIME, Yvon		
FISHER, Christopher		
LARABIE, Roland		
MALETTE, Léo		
ROVEDA, Dan		
Ward 7 (vacant)		
SÉNÉCAL, Denis		
SÉNÉCAL, Lise		
SAVAGE, Joanne (MAYOR)		

CARRIED: _____

DEFEATED: _____

DEFERRED OR TABLED: _____



The Corporation of the Municipality of West Nipissing
101 – 225 Holditch Street
Sturgeon Falls, ON P2B 1T1

VOLUNTEER PROFILE APPLICATION FORM FOR COMMITTEE or BOARD

CONTACT INFORMATION: (PLEASE PRINT)			
Name:	<div style="display: flex; justify-content: space-between;"> (Last Name) Michaud (First Name) Susie </div>		
Address:	(Street Address) [REDACTED]		
	(Apartment/Unit #) Unit 1	(P.O. Box)	(Rural Route)
	(City/Town) Sturgeon Falls		(Postal Code) P2B 3A9
Telephone:	<div style="display: flex; justify-content: space-between;"> (Home) (Work) (Cell) </div> <div style="display: flex; justify-content: space-between;"> [REDACTED] [REDACTED] [REDACTED] </div>		
E-mail address:	[REDACTED]		
Occupation:	Retired		
Employer:			

ELIGIBILITY and REQUIREMENTS:
<p><u>Application Criteria:</u></p> <ul style="list-style-type: none"> Applicants must not be employees of the Municipality of West Nipissing Applicants must live in the Municipality of West Nipissing Applicants should be able to serve for the full term of the appointment <p><u>Time Commitment:</u></p> <p>Time requirements vary among the Committees and Boards. Some Committees meet once a month in the day or evening for two to three hours while other Committees/Boards may meet less frequently.</p> <p><u>Remuneration:</u></p> <p>As these are volunteer positions, successful candidates serve without remuneration.</p>

SELECT COMMITTEE(S) / BOARD(S) OF INTEREST:
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> Accessibility Advisory Committee <input type="checkbox"/> Agricultural Advisory Committee <input type="checkbox"/> Cemetery Board <input type="checkbox"/> Court of Revision (Municipal Drains) <input type="checkbox"/> Environmental Services Board <input type="checkbox"/> </div> <div style="width: 50%;"> <input type="checkbox"/> Property Standards Committee <input type="checkbox"/> Police Services Board <input checked="" type="checkbox"/> Public Library Board <input type="checkbox"/> Planning Advisory Committee <input type="checkbox"/> Committee of Adjustment <input type="checkbox"/> </div> </div>

PLEASE IDENTIFY YOUR AREA OF EXPERTISE/EXPERIENCE:
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> Volunteer Management <input type="checkbox"/> Arts Education <input type="checkbox"/> Fundraising Experience </div> <div style="width: 50%;"> <input type="checkbox"/> Program Development <input type="checkbox"/> Marketing and Promotion <input type="checkbox"/> Business </div> </div> <div style="margin-top: 10px;"> <input checked="" type="checkbox"/> Other (please describe): </div>

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

I think that my 35 years working at the library gave me the experience needed to be a good board member of the library board. As a board member of the West Nipissing Community Health Centre I have the knowledge of what is expected of a board member. I already know the policies governing the library and I have experience in writing policies.

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

I obtained my Diploma of Bilingual Library Technician from Cambrian College in 1979. I started working at the West Nipissing Public Library in October 1983 till December 2018. Six years ago I started a home business sewing my own creations and selling them at craft shows, online and at home.

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

I joined the West Nipissing Community Health Centre Board in May 2018.

ADDITIONAL INFORMATION:

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

Please indicate any accessibility requirements, limitations, etc.

Availability and willingness to attend meetings? ☒ Yes ☐ No

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

October 29, 2020

Date completed:

Signature:

Please return your completed application to the attention of:

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

**OR
OR**

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

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

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