

**VIRTUAL MEETING / RÉUNION VIRTUELLE**

**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 ..... **NIL**

**COMMITTEE OF THE WHOLE / COMITÉ PLÉNIER**

- D-1 General Government / Gouvernement général
- D-1(a) Summer Student Funding
- D-1(b) Clarification – Procedural Issues - Voting
- D-1(c) Staff Report re: Options for Filling Council Vacancy in Ward 7
- D-1(d) Changes in Municipal Act – Electronic Participation in Council Meetings
- D-1(e) Ombudsman Report re: Complaint
- D-1) Planning / Planification ..... **NIL**
- D-2) Emergency Measures and Public Safety / Mesures d'urgence et sécurité publique ..... **NIL**
- D-3) Economic Development / Développement économique
- D-3(a) Weyerhaeuser Property – Update (verbal)
- D-4) Social Services and Health / Services sociaux et santé ..... **NIL**
- D-5) Public Works / Travaux publics
- D-5(a) Update re: Repairs to Wolseley Bay Bridge (D. Sénécal)
- D-6) Community Services / Services communautaires
- D-6(a) Facility Re-opening Plan
- D-7) Sewer and Water / Les égouts et l'eau
- D-7(a) Request for Water and Sewer Relief (Royal Canadian Legion)
- D-8) Environmental / L'environnement ..... **NIL**

## REGULAR COUNCIL / SÉANCE RÉGULIÈRE

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### E) Planning / Planification

- E-1 Deeming By-Law **2020/47** to designate lots to not be on registered Plan of Subdivision (Verner)
- E-2 Extend Draft Approval of Subdivision Plan (SUBD 2017/02) for Yves & Diane Roy

### F) Correspondence and Accounts / Courier et comptes

- F-1 June 3, 2020 minutes of the SPECIAL meeting (*deferred from Jul-21<sup>st</sup> mtg*)
- F-2 July 14, 2020 minutes of the Council meeting
- F-3 July 21, 2020 minutes of the Council meeting
- F-4 Minutes of the Planning Advisory Committee ( Mar-9 and July-20-2020)
- F-5 Minutes of the Committee of Adjustment (June-23 and July-20-2020)
- F-6 Accept the **JUNE** Disbursement Report

### G) Unfinished business / Affaires en marche

### H) Notice of Motion / Avis de motion

### I) New Business / Affaires nouvelles

- I-1 Grant a Noise Exemption for a wedding celebration on Pierre Rd
- I-2 Pay legal invoices – Weaver Simmons ( Inv. #937846 & Inv. #939842 )
- I-3 Authorize By-Law **2020/48** to assume and name Industrial Park Road
- I-4 Issue a statement of concurrence for the construction of telecommunication tower (Point Rd)
- I-5 Receive the 2<sup>nd</sup> Quarter Financial Update for the Municipality
- I-6 Sign Connecting Links Agreement with MTO re: Design for Front St/Champlain Bridge Project.
- I-7 Award the quotation for Design and Administration of Belanger St. Reconstruction Project
- I-8 Resolution to determine process for filling Council vacancy in Ward 7

### J) Addendum / Addenda

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

- K-1 Mayor's Report

### L) Closed Meeting / Réunion à huis clos

- L-1 Proceed into closed meeting as authorized in Section 239 (2) of the Municipal Act, to discuss the following:
  - (C) a proposed or pending acquisition or disposition of land by the municipality or local board
    - (i) Villeneuve Court
- L-2 Adjourn the closed session

### M) Adjournment / Ajournement

- M-1 Resolution to adopt By-law **2020/49** confirming proceedings of meeting
- M-2 Resolution to adjourn the meeting

# MEMORANDUM

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**TO:** Mayor and Council

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

**DATE:** August 7, 2020

**RE:** **SUMMER STUDENT FUNDING**

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The Municipality received confirmation that it had been approved for 100% funding for seven summer student positions. The positions are each funded for 8 weeks. The students are deployed at the Municipal marina and within the Operations department. The total funding through Canada Summer Jobs is \$27,440.

**Joie de vivre**



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# MEMORANDUM

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**TO:** Mayor and Council  
**FROM:** Jay Barbeau, CAO  
**DATE:** August 27, 2020  
**RE:** **PROCEDURAL ISSUES – VOTING**

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Recently there has been some confusion as to “votes” both during the Committee of the Whole and Regular portions of the meeting and this memo will attempt to address both.

During a committee meeting, there is no official voting. Voting takes place at Council meetings approving or rejecting resolutions. Committees are to have more detailed discussions where subject matters are fully debated. Certain Chairs have been “polling” the committees positions by way of show of hands or in Covid times, verbal approval or rejection. This does not have the same weight as votes at Council. The rules of reconsideration for these straw polls does not apply.

With respect to voting in regular meeting and the Mayor’s ability to vote, as I indicated the Mayor has the ability to vote. The Mayor or presiding officer typically does not vote other than to break a tie but has the ability to do so, usually by recorded vote.

I trust that this clarifies issues going forward.

Jay

**Joie de vivre**



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# STAFF REPORT

**TO:** Mayor and Council

**FROM:** Melanie Ducharme, Clerk/Planner

**DATE:** August 7, 2020

**RE:** **OPTIONS FOR FILLING COUNCIL VACANCY IN WARD 7**



## **BACKGROUND:**

On Saturday, July 18, 2020, Jérémy Séguin, Councillor for Ward 7 tendered his resignation. The seat was declared vacant at the meeting of Council held on July 21, as is required by the Municipal Act, 2001 (the "Act"). At the meeting of July 21, 2020, a resolution to adopt a method of filling the vacant seat was deferred by Council pending receipt of the following analysis of the various options for filling the vacant seat.

## **RELEVANT LEGISLATION:**

When a vacancy on Council does occur, Council is faced with the decision on how to fill the vacant seat for the remainder of the term. The Act provides the following two options:

Sec. 263(1) Filling Vacancies – If a vacancy occurs in the office of a member of council, the municipality shall, subject to this section,

- (a) fill the vacancy by appointing a person who has consented to accept the office if appointed; or
- (b) require a by-election to be held to fill the vacancy in accordance with the Municipal Elections Act, 1996. 2001, c. 25, s. 263 (1).

Sec. 263(5) Rules applying to filling vacancies – the following rules apply to filling vacancies:

1. Within 60 days after the day a declaration of vacancy is made with respect to the vacancy under section 262, the municipality shall,
  - i) appoint a person to fill the vacancy under subsection (1) or (4), or
  - ii) pass a by-law requiring a by-election be held to fill the vacancy under subsection (1).

## **HISTORICAL EXPERIENCE IN WEST NIPISSING :**

Since Amalgamation in 1999, Council for the Municipality of West Nipissing has filled vacant seats on three (3) occasions:

YEAR	WARD	DEPARTING COUNCILLOR	NEW COUNCILLOR	METHOD USED
2009	8	John Dobbs	Gérald Miron	Appointment
2007	4	Marc Serré	Jamie Restoule	Appointment
2003	3	Marcel Noel	Don Fortin	By-Election

## **OPTIONS AVAILABLE TO FILL THE VACANCY**

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As noted above, Council has two options available under The Act to fill the vacancy, with varying alternatives for appointment options. Each option is analyzed for council consideration. A third option is also included for consideration.

- Option 1: Appointment (three appointment alternatives are outlined)  
Option 2: By-Election  
Option 3: \*defer decision under 'O.Reg. 73/20 (Limitations Periods)

**\*NOTE:** Option 3 only exists until remaining Provincial emergency order are lifted

### **Appointment Process – Discussion of Options**

The Act does not set out any specific requirements relating to the appointment of an individual to fill a council vacancy, other than those relating to qualifications. In order to be eligible for appointment, individuals must meet the following qualifications, as outlined in the MEA:

- reside in or be owner/tenant of land in the municipality, or spouse
- Canadian Citizen
- at least 18 years of age
- not be prohibited from voting under section 17(3) of MEA or otherwise by-law

## **OPTION #1(A) – APPOINTMENT FROM MUNICIPAL ELECTION CANDIDATES**

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Many municipalities opt to fill vacancies with candidates from the preceding election. In 2018 two (2) candidates were nominated for election in Ward 7, namely Jeremy Seguin and Normand Roberge. There were 963 eligible electors, of whom 602 cast accepted ballots resulting in a voter turnout of 63.6%. Mr. Séguin received 375 votes and Mr. Roberge received 227 votes. Mr. Roberge was the incumbent candidate and had served on Council for the Municipality of West Nipissing for the three (3) preceding Council terms.

<b><i>Option #1(A) Timeline :</i></b>	
July 21, 2020	Council declared Ward 7 Seat Vacant
August 11, 2020	Recommend to Fill Vacancy with Option 1(a) & Appointment of second place candidate
August 12, 2020	Contact second place Candidate; confirm eligibility; complete necessary paperwork
September 1, 2020	Presentation of By-law to Appoint New Councillor*
September 15, 2020	New Councillor Takes Oath of Office

**\*Note:** Council could opt to pass appointment by-law at any time following August 12 by Special Meeting called for that purpose.

## **OPTION #1(B) – APPOINTMENT BY CALL FOR APPLICATIONS:**

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Because The Act does not prescribe an appointment process to fill a council vacancy, Council may wish to proceed through an appointment process, which would require interested, eligible persons to submit an application for appointment to Council. This open call for applications would be placed through a newspaper advertisement, augmented by publication on the Municipality's municipal website. The

process would include an application, declaration of qualifications, and if the procedure is approved by Council, inclusion of a public meeting component to allow deputations from the applicants. This general format is based on practices adopted throughout Ontario and has been utilized by West Nipissing in the past.

<b>Option #1(B) Timeline :</b>	
July 21, 2020	Council declared Ward 7 Seat Vacant
August 11, 2020	Council passes resolution to fill vacancy by appointment using Application Process
August 12, 2020	Clerk initiates Notice for Application for Appointment
Newspaper Ad Date:	Next Tribune Publication Date (TBA)
August 28, 2020	Applications Due to Clerk
September 1, 2020	Applicant Presentations to Council
September 15, 2020	Presentation of By-law to Appoint New Ward 7 Councillor
September 15, 2020	New Councillor Takes Oath of Office

#### **OPTION #1(C) – DIRECT APPOINTMENT BY COUNCIL**

Because the Act does not prescribe any specific appointment process. Council could appoint an eligible individual without an application process and without having regard to recent election results. While this might achieve the fastest possible result, this would represent the least favourable option in terms of transparency and democracy. This method, although available, is seldom utilized.

➤➤➤ **Option #1(c) Timeline – Same as Option 1(a)**

#### **OPTION #2 - BY-ELECTION**

Council may decide to fill the vacancy by directing that a by-election be conducted. In accordance with Section 263(5) of the Municipal Act, a by-law must be enacted within sixty (60) days after the seat is declared vacant. Subsequent to the enactment of a by-election by-law, nomination day must be not less than 30 days and not more than 60 days thereafter. Voting day shall then be 45 days after nomination day.

The seat was declared vacant on July 21, 2020, so a by-law to declare a by-election would be required on or by September 15, 2020. Using a 30 day nomination period, a by-election could be held as soon as October 26, 2020.

<b>Option #2 Timeline :</b>	
July 21, 2020	Council declared Ward 7 seat vacant
August 11, 2020	Council passes resolution to proceed with By-Election
September 15, 2020	Last Date to Adopt By-Law for By-Election
30-60 days from September 15:	Nomination Period
45 following end of Nomination Period:	By-Election

**Note 1:** All dates following August 11, 2020 meeting are estimated and can be accelerated by Council through holding of Special Meetings.

**Note 2:** A 30 day nomination period is recommended

**Note 3:** All timelines could be affected by a second wave of the global pandemic and/or if lock-down/quarantine orders are re-instated by the Province.

Based on the 2018 election, the costs associated with a By-Election for Ward 7 are estimated to be approximately \$6,500 to \$8,500. This estimate, however does not take into account any special considerations relating to conducting an election during a worldwide pandemic.

Any extra measures required to protect the health and safety of staff, candidates and electors alike cannot be quantified in at this time due to evolving legislation concerning gatherings and distancing as well as the uncertainty of the timing of a second wave of the virus etc.

Section 65(3) of the Municipal Elections Act provides that a by-election shall be held using the same voting method as was authorized in the previous regular election. Since Vote-by-Mail was used in the 2018 election authorized by by-law, 2017/40, and the voting procedures therefor established by by-law No. 2018/27, Vote-by-Mail would be the procedure required to be used in a by-election.

While Vote-by-Mail is a safe method for electors as they are able to complete their ballots within their own homes, the logistics for conducting a by-election may present challenges for candidates who would need to collect the required nomination signatures and carry out a campaign during a time when gatherings are prohibited and door-to-door canvassing would not be welcome. In addition, staff handling ballots would have to establish procedures for safe handling of ballots and be provided with proper Personal Protective Equipment (PPE).

#### **OPTION #3 – DEFER DECISION ON WHETHER TO APPOINT OR ELECT VACANCY**

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As noted in the preamble, there is one other option of deferring the decision, which remains available at least until the remaining Emergency Orders issued by the Province lifted. While the provincial declaration of emergency has ended, some emergency orders that were previously in place under the *Emergency Management and Civil Protection Act*, have continued. These provisions are not specific to the *Municipal Act*, but apply to all provincial laws that have decision making timelines which may impair public safety.

These provisions provide Council with latitude regarding the statutory deadline to make a decision on whether to appoint or pass a by-law directing the Clerk to conduct a by-election within 60 days of the vacancy declaration. This legislation indicates the suspension of “any limitation period” in any statute, and also the suspension of “any period of time within which a step must be taken in any proceeding” in any statute for the duration of the emergency”, subject to the discretion of the decision-maker responsible for the proceeding”. In this case, the decision-maker is Council.

The provisions of this legislation are optional and no decision making body is required to defer a decision but may do so, if such a decision would compromise public safety.

#### **FINANCIAL CONSIDERATIONS:**

<b>OPTION</b>	<b>METHOD</b>	<b>FINANCIAL IMPLICATION</b>	<b>EFFICIENCY</b>
Option 1(a) or (c)	Appointment of second place candidate or direct appointment of other qualified Elector.	No direct election costs for this option; no advertising costs;	<ul style="list-style-type: none"><li>• Most time efficient method.</li><li>• No cost.</li></ul>

Option 1(b)	Appointment by application	Main expense will be advertising, estimated at \$500 maximum. No direct election costs other than advertising for applications.	<ul style="list-style-type: none"> <li>• Second fastest option.</li> <li>• Minimal cost.</li> </ul>
Option 2	By-election	By-election is estimated between \$6,500 and \$8,000; which includes the cost of administrative fee, ballot kits, postage and advertising,	<ul style="list-style-type: none"> <li>• Lengthiest Option.</li> <li>• Most expensive Option.</li> </ul>

#### **SUMMARY:**

Council can choose to appoint from the 2018 election candidate, appoint a qualified elector, appoint through application or direct the Clerk to conduct a By- Election. For the purposes of the recommendation, Council will need to adopt a resolution to fill the vacancy by selecting one of the options or defer making the decision for so long as the Provincial Orders remain in place.

# MEMORANDUM

**TO:** Mayor and Council

**FROM:** Melanie Ducharme, Clerk

**DATE:** August 27, 2020

**RE:** Changes to the Municipal Act, 2001 - Electronic Participation in Municipal Meetings

As a response to the COVID-19 emergency, the Province passed temporary legislation in March of 2020 to allow municipalities the flexibility to allow electronic participation in Council meetings. As a response to positive feedback received from municipalities, the province has, in the Re-Opening Ontario Act, included amendments to the Municipal Act, 2001 to permit municipalities to entrench electronic participation in their procedural by-laws, beyond the framework of an emergency situation.

As a result, a municipality MAY, if it so wishes, adopt permanent policies as to:

- whether the municipality will allow the use of electronic participation in meetings;
- whether such electronic participation will be allowed in both open and closed sessions;
- whether a member participating electronically counts toward quorum.

If the option of electronic participation is to be adopted permanently, Council must decide on the method(s) of electronic participation (phone, teleconference, etc.) and whether or not the extent of electronic participation will be full or partial.

As this topic has some recent relevancy, I am bringing this forward to determine whether or not Council wishes to avail itself of these new provisions and, if so, to obtain direction to prepare a report on the various options and cost of such permanent implementation.

Other amendments to the Act include options for Proxy voting, however, this can be a separate discussion later on.

## Joie de vivre



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

**Ministry of  
Municipal Affairs  
Ministry of Housing**

Municipal Services Office  
North (Sudbury)  
159 Cedar Street, Suite 401  
Sudbury ON P3E 6A5  
Telephone: 705 564-0120  
Toll-Free: 1 800 461-1193  
Facsimile: 705 564-6863

**Ministère des  
Affaires municipales  
Ministère du Logement**

Bureau des services aux municipalités  
du Nord (Sudbury)  
159, rue Cedar, bureau 401  
Sudbury ON P3E 6A5  
Téléphone : 705 564-0120  
Sans frais : 1 800 461-1193  
Télécopieur : 705 564-6863



July 22, 2020

Dear CAO and Clerk

I am writing to inform you of recent changes to the *Municipal Act, 2001* to provide municipalities with new permissive authority.

The Government has made changes to expand the authority for municipalities to amend their procedure by-law to provide that electronic participation in open and closed municipal meetings may count towards quorum beyond times when an emergency declaration is in place. Extending the ability for municipalities to hold electronic meetings responds to feedback we have heard from municipalities that the ability to participate electronically in municipal meetings during the past months has been beneficial to continue the important work that municipalities do and has led to increased engagement with members of the public.

In addition, the Government has also passed changes to the legislation to give municipalities the authority to amend their procedure by-law to allow members of council who are unable to attend a meeting to appoint a proxyholder to act on their behalf, subject to certain limitations.

For more information on these amendments, please see the attached information sheets.

Both initiatives are optional, and it is up to your municipality to decide whether to provide for electronic participation in meetings and/or proxy appointments and what arrangements are suitable for your municipality.

Kind Regards

Kathy Horgan  
Manager, Local Government and Housing



# Electronic Participation in Municipal Meetings

July 2020

This document is intended to give a summary of complex matters. It does not include all details and does not take into account local facts and circumstances. This document refers to or reflects laws and practices that are subject to change. Municipalities are responsible for making local decisions that are in compliance with the law such as applicable statutes and regulations. This document applies only to those municipalities whose meeting rules are governed by the Municipal Act, 2001.

This document replaces previous guidance released in March 2020 regarding electronic participation in municipal meetings during emergencies.

This document, as well as any links or information from other sources referred to in it, should not be relied upon, including as a substitute for specialized legal or other professional advice in connection with any particular matter. The user is solely responsible for any use or application of this document.

## Overview

The province has made changes to the *Municipal Act* to allow members of councils, committees and certain local boards who participate in open and closed meetings electronically to be counted for purposes of quorum (the minimum number of members needed to conduct business at a meeting).

These provisions are optional. Municipalities continue to have the flexibility to determine if they wish to use these provisions and incorporate them in their individual procedure bylaws.

Municipalities may wish to review their procedure bylaws to determine whether to allow members to participate in meetings electronically, and whether to take advantage of the new provisions based on their local needs and circumstances.

## What a municipality can do

A municipality can choose to hold a special meeting to amend their procedure bylaw to allow electronic participation. During this special meeting, members participating electronically can be counted for the purposes of quorum.

Municipal councils, committees and boards can choose to amend their procedure bylaws to:

- allow the use of electronic participation at meetings
- state whether members can participate in both open meeting and closed meetings
- state whether members participating electronically count towards quorum

It is up to municipalities to determine:

- whether to use these provisions
- the method of electronic participation
- the extent to which members can participate electronically (for example, it is up to municipalities to decide whether all council members participate electronically or whether some still participate when physically present in council chambers)

## Technology to use for electronic meetings

Municipalities, their boards and committees can choose the technology best suited to their local circumstances so:

- their members can participate electronically in decision-making
- meetings can be open and accessible to the public

Municipalities may want to engage with peers who have electronic participation in place to find out about best practices as they revise their procedure bylaws. Some municipalities may choose to use teleconferences while others may use video conferencing.

## Open meeting requirements

If a municipality chooses to amend their procedure bylaw to allow people to participate electronically, meetings would still be required to follow existing meeting rules, including that the municipality:

- provides notice of meetings to the public
- maintains meeting minutes
- continues to hold meetings open to the public ([subject to certain exceptions](#))

The *Municipal Act* [specifies requirements for open meetings](#) to ensure that municipal business is conducted transparently, and with access for and in view of the public. There are limited circumstances under the *Municipal Act* when municipal meetings can be conducted in closed session.

## Rules for local boards

Local boards subject to the meeting rules in the *Municipal Act* include:

- municipal service boards
- transportation commissions
- boards of health
- planning boards
- many other local boards and bodies

Some local boards may not be covered. For example, police services, library and school boards have different rules about their meetings, which are found in other legislation.

Municipalities are best positioned to determine whether a local entity is considered a local board. If in doubt whether a local entity is covered under these rules, municipalities can seek independent legal advice regarding the status of local entities and whether these new provisions would apply to them.

## Contact

If you have questions regarding how these new provisions might impact your municipality, contact your local Municipal Services Office.

- **Central Municipal Services Office**  
Telephone: 416-585-6226 or 1-800-668-0230
- **Eastern Municipal Services Office**  
Telephone: 613-545-2100 or 1-800-267-9438
- **Northern Municipal Services Office (Sudbury)**  
Telephone: 705-564-0120 or 1-800-461-1193
- **Northern Municipal Services Office (Thunder Bay)**  
Telephone: 807-475-1651 or 1-800-465-5027
- **Western Municipal Services Office**  
Telephone: 519-873-4020 or 1-800-265-4736

## Additional Resources

- Municipal Act, 2001: <https://www.ontario.ca/laws/statute/01m25>
- The Ontario Municipal Councillor's Guide: <https://www.ontario.ca/document/ontario-municipal-councillors-guide-2018>

# Electronic Meetings

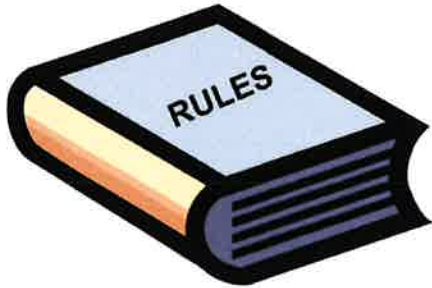
# Electronic Meetings Overview

- Amendments to the Municipal Act allow for electronic meetings at all times and permit electronic participation to count towards quorum
- Applies to councils, committees and certain local boards
- Provisions are optional
- Municipalities may wish to review their procedure by-laws to determine whether to take advantage of the new provisions



# Electronic Meetings

## What a Municipality Can Do



- Procedure by-laws can be amended to:
  - Allow the use of electronic participation at meetings
  - State whether members can participate in open and closed meetings electronically
  - State whether members participating electronically can be counted towards quorum
- Municipalities have the flexibility to determine:
  - Whether to use these provisions
  - The method of electronic participation
  - The extent to which members can participate electronically
- Municipalities can choose the technology best suited to their local circumstances
- Municipalities may choose to hold a special meeting electronically to amend their procedure by-law

# Electronic Meetings

## Open Meetings and Rules for Local Boards

- Meetings would still be required to follow existing meeting rules, including:
  - Notice provisions
  - Maintain meeting minutes
  - Continue to hold meetings open to the public (subject to certain exceptions)
- Examples of local boards subject to the meeting rules include:
  - Municipal services boards
  - Transportation committees
  - Boards of health
  - Planning boards
- Examples of local boards not covered include:
  - Police services boards
  - Library boards
  - School boards





August 13, 2020

Council for the Municipality of West Nipissing  
101-225 Holditch St.  
Sturgeon Falls, ON,  
P2B 1T1

Sent by email to [mducharme@municipality.westnipissing.on.ca](mailto:mducharme@municipality.westnipissing.on.ca)

Dear Members of Council for the Municipality of West Nipissing:

**Re: Ombudsman review of closed meeting complaint**

My Office received a complaint about closed meetings held by council for the Municipality of West Nipissing on April 20 and May 26, 2020. The complaint alleged that neither meeting was audio or video recorded, contrary to requirements in the municipality's procedure by-law.

**Ombudsman Jurisdiction**

Under the *Municipal Act, 2001*, all meetings of council, local boards, and committees of council must be open to the public, unless they fall within prescribed exceptions. As of January 1, 2008, the Act gives citizens the right to request an investigation into whether a municipality has complied with the Act in closing a meeting to the public. Municipalities may appoint their own investigator. The Act designates the Ombudsman as the default investigator for municipalities that have not appointed their own. The Ombudsman is the closed meeting investigator for the Municipality of West Nipissing. In investigating closed meeting complaints, we consider whether the open meeting requirements of the Act and the municipality's governing procedures have been observed.

To assist municipal councils, staff, and citizens, we have developed an online digest of open meeting decisions that contains summaries of the Ombudsman's open meeting cases. This searchable repository was created to provide easy access to the Ombudsman's past decisions

Office of the Ombudsman of Ontario | Bureau de l'Ombudsman de l'Ontario  
483 Bay Street / 483, rue Bay  
Toronto ON, M5G 2C9  
Tel./Tél. : 416-586-3300 / 1-800-263-1830 - Complaints Line | Ligne des plaintes  
Facsimile/Télécopieur : 416-586-3485 TTY/ATS: 1-866-411-4211  
Email/Courriel : [info@ombudsman.on.ca](mailto:info@ombudsman.on.ca)  
[www.ombudsman.on.ca](http://www.ombudsman.on.ca)

on, and interpretations of, the open meeting rules. Council members and staff can consult the digest to inform their discussions and decisions on whether a matter should or may be discussed in closed session, as well as issues related to open meeting procedure. Summaries of many of the Ombudsman's previous decisions can be found in the digest: [www.ombudsman.on.ca/digest](http://www.ombudsman.on.ca/digest).

## Our Review

In response to this complaint, we reviewed the relevant meeting documents, including minutes, and the municipality's procedure by-law. Section 28.3 of the procedure by-law provides that:

Closed Session Meetings shall be video and audio recorded, however such recordings will not be available to the public nor broadcast in any way.

We were told that council meetings are normally recorded using equipment located in council chambers.

On April 20, council met at 6:30pm for a special meeting held by teleconference. According to the municipality, this was its first meeting held remotely due to the COVID-19 pandemic. Council passed a resolution to close the meeting to discuss a "Human Resources Investigation Matter".

We were told that, due to inadvertence, no audio or video recording was taken of this closed meeting as no one participated in the meeting from council chambers where the recording equipment is located. We were also told that the in camera council meeting on May 26 was not recorded for the same reason.

It goes without saying that municipalities in Ontario are currently facing an unprecedented challenge with respect to adapting governance practices during the pandemic. I am satisfied that the regular practice for the Municipality of West Nipissing is to record its open and closed meetings, and that the two instances complained of were inadvertent occurrences. The municipality assured my Office that all closed meetings after May 26 have been recorded in accordance with the municipality's procedure by-law. We were also told that the municipality apologized for the recording oversight at a recent council meeting.

Thank you for your co-operation during our review. This letter should be provided to council and made available to the public no later than the next meeting of council.

Sincerely,

A handwritten signature in black ink, appearing to read 'Paul Dubé', written over a faint horizontal line.

Paul Dubé  
Ombudsman of Ontario

Cc: Joanne Savage, Mayor - [jsavage@municipality.westnipissing.on.ca](mailto:jsavage@municipality.westnipissing.on.ca)



Le 13 août 2020

Conseil de la Municipalité de Nipissing Ouest  
101-225, rue Holditch  
Sturgeon Falls, ON  
P2B 1T1

Envoyé par courriel à [mducharme@municipality.westnipissing.on.ca](mailto:mducharme@municipality.westnipissing.on.ca)

**Objet : Examen par l'Ombudsman d'une plainte concernant des réunions à huis clos**

Aux membres du Conseil de la Municipalité de Nipissing Ouest,

Mon Bureau a reçu une plainte concernant des réunions à huis clos tenues par le conseil de la Municipalité de Nipissing Ouest le 20 avril et le 26 mai 2020. Cette plainte alléguait qu'aucune de ces réunions n'avait été enregistrée sur support audio ou vidéo, contrairement à ce qu'exige le règlement de procédure de la Municipalité.

**Compétence de l'Ombudsman**

En vertu de la *Loi de 2001 sur les municipalités*, toutes les réunions d'un conseil municipal, d'un conseil local ou des comités de l'un ou de l'autre doivent se tenir en public, sauf exception prévue par la loi. Depuis le 1<sup>er</sup> janvier 2008, la Loi accorde aux citoyens le droit de demander une enquête visant à déterminer si une municipalité s'est conformée à la Loi en tenant une réunion à huis clos. Les municipalités peuvent nommer leur propre enquêteur. La Loi fait de l'Ombudsman l'enquêteur par défaut pour les municipalités qui n'ont pas nommé le leur. L'Ombudsman est l'enquêteur des réunions à huis clos pour la Municipalité de Nipissing Ouest. Quand nous examinons des plaintes sur des réunions à huis clos, nous cherchons à déterminer si les exigences de la Loi en matière de réunions publiques et les procédures de gouvernance de la municipalité ont été respectées.

Pour aider les conseils municipaux, le personnel municipal et les citoyens, nous avons créé un recueil en ligne des décisions de l'Ombudsman sur les réunions publiques, qui comprend des

Office of the Ombudsman of Ontario | Bureau de l'Ombudsman de l'Ontario  
483 Bay Street / 483, rue Bay  
Toronto ON, M5G 2C9  
Tel./Tél. : 416-586-3300 / 1-800-263-1830 - Complaints Line | Ligne des plaintes  
Facsimile/Télécopieur : 416-586-3485 TTY/ATS: 1-866-411-4211  
Email/Courriel : [info@ombudsman.on.ca](mailto:info@ombudsman.on.ca)  
[www.ombudsman.on.ca](http://www.ombudsman.on.ca)

sommaires de cas des réunions publiques examinées par lui. Nous avons créé ce recueil interrogeable en ligne pour permettre aux intéressés d'accéder facilement aux décisions antérieures de l'Ombudsman et à ses interprétations des règles des réunions publiques. Les membres du conseil et le personnel peuvent consulter ce recueil pour éclairer leurs discussions et leurs décisions afin de déterminer si une question devrait ou pourrait être discutée à huis clos, ainsi que pour étudier les questions liées aux procédures de réunions publiques. Des sommaires de nombreuses décisions antérieures de l'Ombudsman sont consultables dans ce recueil à : <https://www.ombudsman.on.ca/digest-fr/accueil>.

## **Notre examen**

En réponse à cette plainte, nous avons examiné les documents pertinents des réunions, y compris les procès-verbaux et le règlement de procédure de la municipalité. L'article 28.3 du règlement de procédure stipule ceci :

Les réunions à huis clos seront enregistrées sur support vidéo et audio, mais ces enregistrements ne seront ni communiqués au public, ni diffusés de quelque manière que ce soit.

Nous avons été informés que les réunions du conseil sont généralement enregistrées à l'aide d'un équipement situé dans la salle du conseil.

Le 20 avril, le conseil s'est réuni à 18 h 30 pour tenir une réunion extraordinaire par téléconférence. Selon la Municipalité, c'était la première fois qu'elle tenait une réunion à distance en raison de la pandémie de COVID-19. Le conseil a adopté une résolution pour tenir une réunion à huis clos afin de discuter d'une « affaire d'enquête en matière de ressources humaines ».

Nous avons été informés que, par inadvertance, aucun enregistrement audio ou vidéo n'avait été fait de cette réunion à huis clos, car personne n'avait participé à la réunion à partir de la salle du conseil, où se trouve l'équipement d'enregistrement. Nous avons aussi été informés que la réunion tenue à huis clos par le conseil le 26 mai n'avait pas été enregistrée pour cette même raison.

Il va sans dire que les municipalités de l'Ontario sont actuellement confrontées à un défi sans précédent pour adapter les pratiques de gouvernance durant la pandémie. Je sais que la Municipalité de Nipissing Ouest a pour habitude d'enregistrer ses réunions publiques et ses

réunions à huis clos, et que les deux cas dénoncés résultaient d'inadvertances. La Municipalité a déclaré à mon Bureau que toutes ses réunions à huis clos tenues après le 26 mai avaient été enregistrées conformément au règlement de procédure de la Municipalité. Nous avons aussi été informés que la Municipalité avait présenté des excuses quant à ce manque d'enregistrement, lors d'une récente réunion du conseil municipal.

Nous vous remercions de votre collaboration durant notre examen. Cette lettre devrait être remise au conseil et communiquée au public au plus tard lors de la prochaine réunion du conseil.


Cordialement,



Paul Dubé  
Ombudsman de l'Ontario

C.c. : Joanne Savage, mairesse - [jsavage@municipality.westnipissing.on.ca](mailto:jsavage@municipality.westnipissing.on.ca)

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

 <b>AGENDA ITEM REQUEST FORM</b>			
PLEASE PRINT CLEARLY:			
Requested Council Meeting Date:		august 11/2020	
Name of Requestor:	denis senecal	Date submitted: july22/2020	
Address:	Full mailing address:		
Phone:	Home: 7054714463	Business / Cell:	Fax:
E-Mail:	dsenecal@westnipissing.ca		
Requested Agenda Item/Subject:		nature trail bridge	
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>			
residents are requesting updated information on the repairs of the wolseley bay bridge follow up of may 2019 meeting with residents.			
ADMINISTRATIVE APPROVAL			
<b>STEP 1 →</b> Submit your completed form to the CAO or designate for required review and approval. Every effort will be made to accommodate requests however the complexity of subject may require the matter to be heard on another date other than the original date requested and the requestor will be notified.			
Signature of CAO or designate:		Date:	
MUNICIPAL OFFICE USE			
<b>STEP 2 →</b> This form must be returned to the Clerk's office no later than 12 noon on the Wednesday preceding the Council Meeting at which the item is to be considered, subject to CAO approval and scheduling.			
Date Received:	JULY 23, 2020	Received from:	Councillor D. Sénécal
Meeting Date Requested:	AUGUST or SEPT.	Mode of Notification:	<input type="checkbox"/> in person <input type="checkbox"/> by telephone <input checked="" type="checkbox"/> by e-mail <input type="checkbox"/> other: _____
Processing of request:	<input type="checkbox"/> Information only <input type="checkbox"/> Action Item <input checked="" type="checkbox"/> Discussion/Action Item <input type="checkbox"/> Report Required <input type="checkbox"/> Public Hearing <input type="checkbox"/> Closed Session		
APPROVED FOR AGENDA:			
Scheduled for (date):			<input type="checkbox"/> Regular meeting <input type="checkbox"/> Committee of Whole meeting
Requestor Notification:	The above requestor _____ was notified on _____ (date)		
Action Taken:			
Notes / Comments:			

# MEMORANDUM

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**TO:** Mayor and Council

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

**DATE:** August 28, 2020

**RE:** **COMMUNITY SERVICES FACILITY REOPENING**

---

Following consultation, research and planning, the following recommendations pertaining to the reopening of municipal facilities are provided for Council's consideration.

The following facilities are recommended for reopening as follows;

**Saturday, September 19<sup>th</sup> – Community Halls**

- Hall of Fame Room
- Cache Bay Hall (large hall only)
- Verner Arena Hall
- Sturgeon River House Museum

*\*\*Recommendation is to only allow bookings for funerals and weddings at this time. Requests for hall bookings for other types of events will be considered on a case by case basis taking into account logistics and the nature of the event. All events must adhere to Provincial and Health Unit guidelines.*

**Monday, October 5<sup>th</sup> - Complex Fitness Centre**

**Tuesday, October 13<sup>th</sup> – Sturgeon Falls Arena**

**Monday, October 19<sup>th</sup> – Complex Pool**

All facilities will reopen with stringent health and safety protocols as per Provincial and Health Unit guidelines. Staff will be trained accordingly and modifications will be completed at all facilities prior to reopening.

A communication plan will be implemented to ensure residents and user groups are kept informed of all relevant details pertaining to facility reopening and all related guidelines/protocols.

**Joie de vivre**



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

At this time, it is recommended that the following facilities remain closed;

**Sturgeon River House Museum** (with the exception of hall rentals)

- A reopening date and a revised operational plan for the museum will be completed in consultation with the Museum Advisory Committee. The recommendations will be brought back to council at a later date.

**Verner Arena and Fitness Centre**

- Recommendation will be provided to council regarding a timeline for reopening once all ice user groups have finalized their plans for the upcoming season. At this time, we anticipate that one arena will meet the demand for ice for all of our user groups. The situation will evolve as the season progresses and when ice rental demands increase we will recommend reopening Arena.
- We recommend that the fitness centre remain closed until such time as the arena is reopened. With the fitness centre not being staffed, it creates health and safety concerns to the users and too many logistical challenges to open this facility at this time.

**USER FEES**

The recommendation to Council is that all user fees for the aforementioned facilities remain the same as last year. A facility user fee review will be completed in the near future and recommendations will be brought to Council for consideration for the 2021 budget.

I look forward to the discussion and direction to be provided by Council at next week's meeting.

**Joie de vivre**



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**Janice Dupuis**

---

**Subject:** FW: Water and Sewer Rate Relief

Begin forwarded message:

**From:** lori richer [REDACTED] >  
**Date:** August 24, 2020 at 15:21:00 EDT  
**To:** Joanne Savage <[jsavage@westnipissing.ca](mailto:jsavage@westnipissing.ca)>  
**Cc:** Gary Goegan [REDACTED] >  
**Subject:** Water and Sewer Rate Relief

Dear Mayor:

**Re:** Water and Sewer Rates

---

We are in the process of economizing during this COVID-19 crisis to save on expenses so our Branch will survive a few months more.

A review of our bills indicates a significant expense to the Branch is our quarterly Water and Sewer Rates. This expense takes a significant amount of funds to pay and in this COVID crisis, our Branch is closed. There is no revenue stream from any events held at the Branch, and the participants involved in our sports are no longer visiting the Branch. There is no one at the Branch to consume water or any use of the sewer system since mid-March, 2020.

We are wondering if the Municipality would consider waiving our Water and Sewer Rates during this COVID epidemic. If the Municipality would consider our request, it would allow the Branch to survive a few months more until we can re-open our Legion.

Yours-in-Comradeship

ROYAL CANADIAN LEGION  
BRANCH 225



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

Resolution No.

2020 /

SEPTEMBER 1, 2020

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

**BE IT THEREFORE RESOLVED THAT** By-law **2020/47**, being a deeming bylaw to designate lots 41 to 45, Registered Plan 36M-598 not to be lots on a registered plan of subdivision, shall come into force and take effect on the date it is passed.

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

CARRIED: \_\_\_\_\_

DEFEATED: \_\_\_\_\_

DEFERRED OR TABLED: \_\_\_\_\_



THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

**BY-LAW 2020/47**

**BEING A DEEMING BYLAW TO DESIGNATE  
LOTS 41 TO 45, REGISTERED PLAN 36M-598  
NOT TO BE A LOT ON A REGISTERED PLAN OF SUBDIVISION**

---

**WHEREAS** the Owner of Lots 41 to 45 Registered Plan 36M-598, (the "Lands") has applied to the Municipality to have the Lands deemed not to be lots on a Registered Plan of Subdivision pursuant to Section 50(4) of the *Planning Act*, R.S.O., c. P. 13.

**THEREFORE BE IT RESOLVED** that the West Nipissing Planning Advisory Committee recommends that Council for the Municipality of West Nipissing pass a By-law deeming lots 41 to 45, Plan 36M-598 not to be lots on a plan of Subdivision.

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

1. DEEMING: Lots 41 to 45, Registered Plan 36M-598, Municipality of West Nipissing, is, pursuant to Section 50(4) of the *Planning Act*, R.S.O., 1990 C.P. 13, deemed not to be Lots on a Registered Plan of Subdivision for the purposes of Section 50(3) of the *Planning Act* (Ontario).

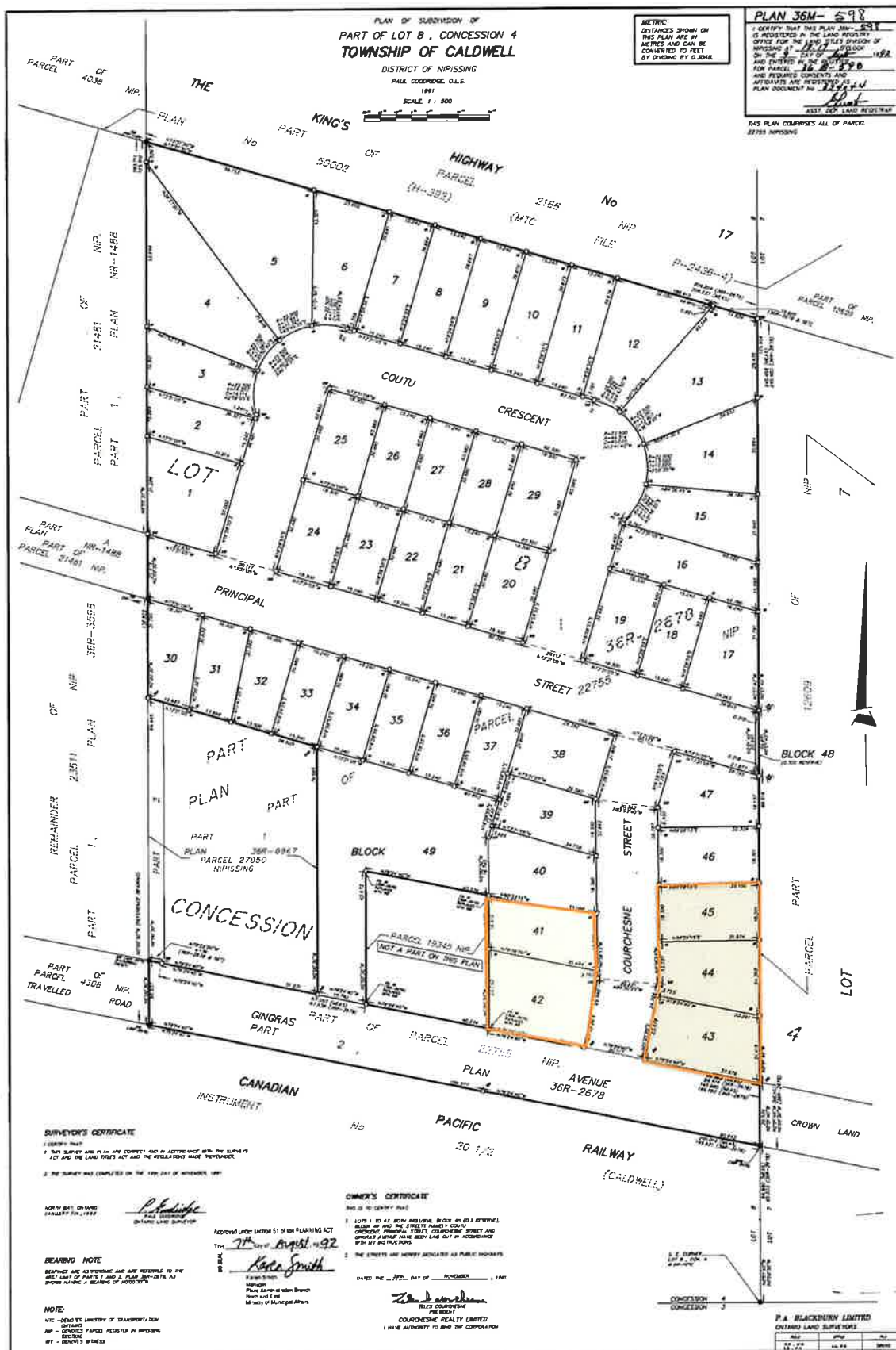
**ENACTED AND PASSED THIS 1<sup>st</sup> DAY OF SEPTEMBER, 2020 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.**

---

JOANNE SAVAGE, MAYOR

---

MELANIE DUCHARME, CLERK





## WEST NIPISSING PLANNING ADVISORY COMMITTEE

2020 / 14

July 20, 2020

Moved by / *Proposé par* :

« Joanne Savage »

Seconded by / *Appuyé par* :

« Christopher Fisher »

**WHEREAS** the Owner of Lots 43 to 45 Registered Plan 36M-598, (the “Lands”) has applied to the Municipality to have the Lands deemed not to be lots on a Registered Plan of Subdivision pursuant to Section 50(4) of the *Planning Act*, R.S.O., c. P. 13.

**THEREFORE BE IT RESOLVED** that the West Nipissing Planning Advisory Committee recommends that Council for the Municipality of West Nipissing pass a By-law deeming lots 43 to 45, Plan 36M-598 not to be a lot on a plan of Subdivision.

Defeated:

Deferred/Tabled:

“Denis Sénécal”

CHAIR

“Melanie Ducharme”

SECRETARY

	Yeas	Nays
Duhaime, Yvon		
Fisher, Christopher		
Pellerin, Fernand		
Roberge, Normand		
Savage, Joanne		
Sénécal, Denis		
Roveda, Dan		



# WEST NIPISSING PLANNING ADVISORY COMMITTEE

2020 / 018

AUGUST 24, 2020

Moved by / Proposé par :

Seconded by / Appuyé par :

**WHEREAS** the Owner of Lots 41 and 42 Registered Plan 36M-598, (the "Lands") has applied to the Municipality to have the Lands deemed not to be lots on a Registered Plan of Subdivision pursuant to Section 50(4) of the *Planning Act*, R.S.O., c. P. 13.

**THEREFORE BE IT RESOLVED** that the West Nipissing Planning Advisory Committee recommends that Council for the Municipality of West Nipissing pass a By-law deeming lots 41 and 42, Plan 36M-598 not to be a lot on a plan of Subdivision.

  
CHAIR  
SECRETARY

Defeated:

Deferred/Tabled:

	Yeas	Nays
Duhaime, Yvon		
Fisher, Christopher		
Pellerin, Fernand		
Roberge, Normand		
Savage, Joanne		
Sénécal, Denis		
Roveda, Dan		

**Janice Dupuis**

---

**Subject:** FW: Yves & Diane Roy Subdivision

**From:** Paul Goodridge <[paul.goodridge@ggpsltd.com](mailto:paul.goodridge@ggpsltd.com)>  
**Sent:** July 30, 2020 3:42 PM  
**To:** Melanie Ducharme <[mducharme@municipality.westnipissing.on.ca](mailto:mducharme@municipality.westnipissing.on.ca)>  
**Subject:** Yves & Diane Roy Subdivision

Hi Mel,

Please accept this email as a formal request to bring to Council the Roys' wish to obtain an extension to their Draft Approval of Plan of Subdivision granted under File SUBD2017-02. The original approval expired in May of this year during the middle of the COVID19 pandemic and they were unable to complete all conditions of draft approval due to this.

Thank you for your consideration.

Paul

**Paul Goodridge, BSc, OLIP, OLS**  
Goodridge Goulet Planning & Surveying Ltd.  
Suite 1 - 490 Main Street East  
North Bay, ON P1B 1B5  
[paul.goodridge@ggpsltd.com](mailto:paul.goodridge@ggpsltd.com)  
(705) 493-1770



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

Resolution No.

**2020 /**

**SEPTEMBER 1, 2020**

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

**WHEREAS** on May 16, 2017, the Council of the Municipality of West Nipissing granted approval for a Draft Subdivision Plan (SUBD 2017/02) of five (5) lots and two (2) Blocks on lands legally described as Part of Lot 12, Concession 4, Geographic Township of Hugel, now Municipality of West Nipissing, District of Nipissing to **YVES and DIANE ROY**;

**AND WHEREAS** the Applicant/Subdivider is seeking an extension of the Approved Draft Subdivision Plan;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Municipality of West Nipissing hereby approves the requested extension of the Approved Draft Subdivision Plan No. SUBD 2017/02 to **YVES and DIANE ROY**, until August 11, 2023, allowing the Applicant/Subdivider time to complete the required work in order to meet the previously set terms and conditions.

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

**CARRIED:** \_\_\_\_\_

**DEFEATED:** \_\_\_\_\_

**DEFERRED OR TABLED:** \_\_\_\_\_

# MEMORANDUM

---

**TO:** Mayor and Council

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

**DATE:** August 7, 2020

**RE:** **MINUTES – JUNE 3, 2020**

---

It has been determined that the June 3 Special Meeting minutes presented for adoption on July 21st, contained an error.

Amended minutes of the Special meeting of June 3, 2020 are attached.

**Joie de vivre**



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

**MINUTES OF THE SPECIAL VIRTUAL COUNCIL MEETING  
HELD IN COUNCIL CHAMBERS  
ON TUESDAY, JUNE 3, 2020 AT 3:45 PM**

**PRESENT:** COUNCILLOR CHRISTOPHER FISHER  
COUNCILLOR ROLAND LARABIE  
COUNCILLOR LÉO MALETTE  
COUNCILLOR DAN ROVEDA  
COUNCILLOR JEREMY SÉGUIN  
COUNCILLOR DENIS SÉNÉCAL  
COUNCILLOR LISE SÉNÉCAL

**ABSENT:** MAYOR JOANNE SAVAGE  
COUNCILLOR YVON DUHAIME

**VIRTUAL MEETING / RÉUNION VIRTUELLE**

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

There were no pecuniary interests declared.

**B) AGENDA / ORDRE DU JOUR**

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

**No. 2020/158** Moved by: Councillor Larabie  
Seconded by: Councillor Séguin

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

**CARRIED**

**C) CLOSED MEETING / RÉUNION À HUIS CLOS**

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

**No. 2020/159** Moved by: Councillor Roveda  
Seconded by: Councillor Larabie

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

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

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

**No. 2020/161** Moved by: Councillor Fisher  
Seconded by: Councillor L. SÉNÉCAL

**BE IT BE IT RESOLVED THAT** the Closed meeting of Council held on June 3, 2020 be adjourned at 4:12 PM in order to proceed with the regular meeting

**CARRIED**

**D) ADJOURNMENT / AJOURNEMENT**

**D-1** A resolution was passed to adopt By-law **2020/36** confirming the proceedings of a Council meeting.

**No. 2020/162** Moved by: Councillor Larabie  
Seconded by: Councillor Séguin

**BE IT RESOLVED THAT** By-Law No. 2020/36 being a By-law of the Municipality of West Nipissing to confirm the proceedings of Council at its meeting held on the 3<sup>rd</sup> day of June 2020, shall come into force and take effect on the date it is passed.

**CARRIED**

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

**No. 2020/163** Moved by: Councillor L. Sénécal

Seconded by: Councillor Séguin

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

**CARRIED**

---

LÉO MALETTE  
ACTING CHAIR

---

MELANIE DUCHARME  
CLERK

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

**MINUTES OF THE COUNCIL MEETING  
HELD IN COUNCIL CHAMBERS  
ON TUESDAY, JULY 14, 2020 AT 6:30 PM**

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

**ABSENT:**

**VIRTUAL MEETING / RÉUNION VIRTUELLE**

**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 approve the Addendum.

**No. 2020/196** Moved by: Councillor Malette  
Seconded by: Councillor Séguin

**BE IT RESOLVED THAT** the Addendum for the meeting of Council held on July 14, 2020 be adopted as  
☒ presented / ☐ amended.

**CARRIED**

**B-2** A resolution was passed to adopt the Agenda.

**No. 2020/197** Moved by: Councillor Malette  
Seconded by: Councillor Duhaime

Councillor Roveda requested that Item D-2(a) be removed from the Agenda based on the recent information provided by the North Bay Parry Sound District Health Unit. The Chair stated that the request would require support of 2/3 of the member of Council. All members supported the amendment.

**BE IT RESOLVED THAT** the Agenda for the meeting of Council held on July 14, 2020 be adopted as  
☐ presented / ☒ amended.

**CARRIED**

**C) DELEGATIONS & PETITIONS / DÉLÉGATIONS ET PÉTITIONS**

**C-1** Presentation of Municipal Financial Statements (Presenter: Dan Longlade)

Dan Longlade, of Baker Tilly, presented the 2019 audited financial statements for the Municipality to Council. Jessica Dionne presented the Comparative Analysis indicating the five areas determined to be reflective of the Municipality's risk levels.

**C-1(a)** A resolution was passed to receive/approve the 2019 audited financial statements for the Municipality.

**No. 2020/198** Moved by: Councillor Fisher  
Seconded by: Councillor Séguin

**WHEREAS** at the meeting of Council held on July 14<sup>th</sup>, 2020, Baker Tilly SNT LLP made a presentation to Council regarding the Audited Financial Statements for the Municipality of West Nipissing for the Fiscal Year ending on December 31, 2019;

**BE IT RESOLVED THAT** the Audited Financial Statements for the Municipality of West Nipissing for the Fiscal year 2019 be approved;

**BE IT FURTHER RESOLVED** that the Mayor and the Chair of General Government be authorized to sign the 2019 Audited Financial Report on behalf of the Municipality of West Nipissing.

**CARRIED**

## COMMITTEE OF THE WHOLE MEETING / COMITÉ PLÉNIER

### D-1) ECONOMIC DEVELOPMENT / DÉVELOPPEMENT ÉCONOMIQUE

#### D-1(a) Bill 197 – COVID-19 Economic Recovery Act

The Chair shared with Council correspondence received from the Ministry of Municipal Affairs and Housing detailing changes to many Acts which are intended to assist with the economic recovery from the COVID-19 crisis. Additional information will be forthcoming as the regulations are released and will be shared with Council.

\_\_\_\_\_  
Joanne Savage,  
Chair

\_\_\_\_\_  
Stephan Poulin,  
Director of Economic Development and  
Community Services

### D-2) SOCIAL SERVICES AND HEALTH / SERVICES SOCIAUX ET SANTÉ

#### D-2(a) Mandatory Face Coverings - Discussion

↳ *Removed from the Agenda*

### D-3) GENERAL GOVERNMENT / GOUVERNEMENT GÉNÉRAL

#### D-3(a) Offer of land purchase – Bay Street

Council considered an offer to purchase lands adjacent to residential property on Bay Street. Council was in agreement to dispose of the lands and staff was requested to move forward with declaring the lands surplus and to proceed to have the property appraised.

#### D-3(b) Offer of land purchase – Villeneuve Court

Council considered an offer to purchase lands on Villeneuve Court. The CAO provided information regarding potential economic development of the property. Following discussion, Council determined that they did not wish to dispose of the lands.

#### D-3(c) Offer of land purchase – Riverfront Drive

Council considered an offer to purchase lands located between Riverfront and Demers. A discussion ensued regarding future development of the lands and Council agreed that the lands be retained.

#### D-3(d) Procedure By-Law Section 4.4.17 Re: Letter to the Editor (C. Fisher)

Council discussed the recent letter to the editor by the Mayor. Council discussed the matter and several members stated their displeasure with actions of the Mayor and some requested that the Mayor apologise for the comments made or to qualify those comments as being personal opinions and not speaking on behalf of Council. The Mayor stated that her comments were statements of fact and indicated that she would not be apologising. The Mayor indicated that the ordinary process would be to contact the Integrity Commissioner. The Mayor also stated that she stood behind the statements made in the letter to the editor. A lengthy discussion ensued wherein many opinions were shared with

concerns raised by both parties. Discussions ended when it was suggested to move the subject to the next meeting. The Mayor finally agreed to speak to the media and qualify her comments but stated that Councillor Fisher should do likewise.

**D-3(e)** Request for Breakdown of Integrity Commission Billing by Complaint (C. Fisher)

↳ Carried to next meeting

**D-3(f)** Unauthorized Legal Expenditures (C. Fisher)

↳ Carried to next meeting

**D-3(g)** Parking of Commercial Vehicles on municipal Streets (J. Savage)

The Mayor brought forward a letter from a resident requesting that Council consider enacting a by-law to prohibit the parking of commercial vehicles in residential areas. The resident has cited safety concerns as well as aesthetic concerns. Staff provided information about parking regulations. Council requested that staff investigate the matter and bring a report back to Council.

**D-3(h)** Industrial Park Road Naming

The Municipal Clerk provided Council with information concerning a request to name the road leading to the industrial park lots in order to assist the property owner in installing services. Following discussion, Council agreed to name the road Industrial Park Road.

**D-3(i)** Land Purchase – Holditch Street (Encroachment)

The Clerk provided Council with an update on the appraisal for the Holditch Street property. Council directed staff to proceed with an agreement of purchase and sale based on the update appraisal.

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Lise Sénécal,  
Chair

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Melanie Ducharme,  
Clerk

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**D-4) PLANNING / PLANIFICATION ..... NIL**

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**D-5) EMERGENCY MEASURES AND PUBLIC SAFETY / MESURES D'URGENCE ET SÉCURITÉ PUBLIQUE**

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**D-5(a)** Recovery of Fire Department Costs – Use of Fire Marque

↳ Carried to next meeting

**D-6) PUBLIC WORKS / TRAVAUX PUBLICS**

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**D-6(a)** Quesnel Road – Concerns re: Speed Limit (J. Savage)

↳ Carried to next meeting

**D-6(b)** Request for advanced green light at intersection of Front and Coursol Streets (J. Savage)

↳ Carried to next meeting

**D-7) COMMUNITY SERVICES / SERVICES COMMUNAUTAIRES**

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**D-7(a)** Facilities Re-Opening Plan

The Director of Community Services provided Council with information concerning the reopening of the museum, pool and fitness centre. Since the directives are unclear and it will require time to figure out

how the facilities will work once the regulations have been implemented, staff requested permission to leave those facilities until at least September 1<sup>st</sup>. The Director also sought direction on refunding memberships until it is known exactly how the facilities will work. The Director also advised that playgrounds remain cordoned off as they not sanitized. The Director also advised that the arenas can re-open but subject to specific guidelines which need to be obtained from the health unit. The director will also be meeting with user groups to find out what their governing bodies are requiring in order that the feasibility of re-opening. Council was in agreement with the director's recommendations and supported a cautious approach to reopening.

Jeremy Séguin,  
Chair

Stephan Poulin,  
Director of Economic Development and  
Community Services

**MOTION FOR EXTENSION:** A motion was tabled to extend the meeting beyond the regular curfew time in order to proceed with time sensitive items.

Moved by: Councillor Fisher  
Seconded by: Councillor Séguin

**CARRIED**

**CALL FOR BREAK:** At approx. 9:18 PM, the Chair called a 5 minute break and Council resumed the meeting at 9:25 PM

**D-8) SEWER AND WATER / LES ÉGOUTS ET L'EAU**

**D-8(a) Update - Verner Water Conditions**

↳ Carried to next meeting

**D-9) ENVIRONMENTAL / L'ENVIRONNEMENT ..... NIL**

**REGULAR COUNCIL / SÉANCE RÉGULIÈRE**

**E) PLANNING / PLANIFICATION**

**E-1** A resolution was passed to approve By-Law 2020/21 amending the zoning of 611 Sandhill Road

**No. 2020/199** Moved by: Councillor Fisher  
Seconded by: Councillor L. Sénécal

**BE IT RESOLVED THAT** By-law 2020/21, being a by-law to amend Zoning By-law 2014/45, to rezone certain lands located at 611 Sandhill Road, Sturgeon Falls from Residential One (R1) Zone to Residential One Exception Zone Three (R1-3) Zone, shall come into force and take effect on the date it is passed

**CARRIED**

**E-2** A resolution was passed to approve By-Law 2020/21 amending the zoning of 524 Sabourin Road

**No. 2020/200** Moved by: Councillor Fisher  
Seconded by: Councillor L. Sénécal

**BE IT RESOLVED THAT** By-law 2020/22, being a by-law to amend Zoning By-law 2014/45, to rezone certain lands located at 524 Sabourin Road, Sturgeon Falls from Residential One (R1) Zone to Residential One Exception Zone Four (R1-4) Zone, shall come into force and take effect on the date it is passed

**CARRIED**

**F) CORRESPONDENCE AND ACCOUNTS / COMPTES ET COURRIER**

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- F-1** Minutes of a Council meeting held on March 2, 2020.  
↳ *Carried to next meeting*
- F-2** Minutes of a Council meeting held on April 20, 2020.  
↳ *Carried to next meeting*
- F-3** Minutes of a Council special meeting held on May 26, 2020.  
↳ *Carried to next meeting*
- F-4** Minutes of a Council special meeting held on June 1, 2020.  
↳ *Carried to next meeting*
- F-5** Minutes of a Council special meeting held on June 3, 2020  
↳ *Carried to next meeting*
- F-6** Minutes of a Council meeting held on June 16, 2020.  
↳ *Carried to next meeting*
- F-7** Minutes of a Council special meeting held on June 22, 2020.  
↳ *Carried to next meeting*
- F-8** Minutes of a Council special meeting held on June 29, 2020.  
↳ *Carried to next meeting*
- F-9** Minutes of various board and committee meetings.  
↳ *Carried to next meeting*
- F-10** Receive the disbursement sheets for the month MAY.  
↳ *Carried to next meeting*

**G) UNFINISHED BUSINESS / AFFAIRES EN MARCHE ..... NIL**

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**H) NOTICE OF MOTION / AVIS DE MOTIONS**

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**I) NEW BUSINESS / AFFAIRES NOUVELLES**

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- I-1** A resolution was passed to authorize By-Law **2020/45** to provide for the Naming of Roads and Streets.  
**No. 2020/201**    Moved by:    Councillor Fisher  
                         Seconded by:    Councillor L. Sénécal  
  
**BE IT RESOLVED THAT** By-Law **2020/45**, being a by-law to provide for the naming of roads and streets, shall come into force and take effect on the date it is passed.  
  
**CARRIED**
- I-2** By-Law **2020/38** to provide Tax Assistance for Elderly and Disabled Property Owners.  
↳ *Carried to next meeting*

- I-3 A resolution was passed to authorize By-Law **2020/43** for Actual Costs for the Cedar Grove Drain.

**No. 2020/202** Moved by: Councillor Fisher  
Seconded by: Councillor L. Sénécal

**BE IT RESOLVED THAT** By-law **2020/43**, being an Actual Cost By-law to amend By-law 2016/65 for the CEDAR GROVE DRAIN in the Municipality of West Nipissing shall come into force and take effect on the date it is passed.

**CARRIED**

- I-4 Declare certain equipment as surplus and for the disposition thereof.

↳ *Carried to next meeting*

- I-5 Authorization to transition to Full Producer Responsibility (Recycling) .

↳ *Carried to next meeting*

- I-6 Support a City of North Bay resolution requesting Emergency Operational Support Funding from the Federal Government.

↳ *Carried to next meeting*

- I-7 A resolution was passed to extend the current trapping permission on municipal lands. (G. Courchesne)

↳ *Carried to next meeting*

- I-8 A resolution was passed to award the quotation for the purchase of a new ¾ ton truck.

↳ **Refer to the Addendum Section**

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**J) ADDENDUM / ADDENDA**

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- I-8 A resolution was passed to award the quotation for the purchase of a new ¾ ton truck.

**No. 2020/203** Moved by: Councillor Fisher  
Seconded by: Councillor L. Sénécal

**WHEREAS** quotes for the purchase of a new ¾ ton pick up truck were requested by the Water and Sewer Department;

**AND WHEREAS** three (3) 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 ¾ ton pick up truck for the Water and Sewer Department be awarded to **SAVAGE FORD SALES**, having submitted the lowest quotation of \$61,503.34 meeting all the specifications.

**CARRIED**

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**K) INFORMATION & QUESTIONS / INFORMATION ET QUESTIONS**

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- K-1 The Mayor gave her report.

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**L) CLOSED MEETING / RÉUNION À HUIS CLOS**

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

**No. 2020/204** 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:

- (C) a proposed or pending acquisition or disposition of land by the municipality or local board;  
(i) Business Expansion/Development – proprietary information

**CARRIED**

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

**No. 2020/205** Moved by: Councillor L. Sénécal  
Seconded by: Councillor Duhaime

**BE IT BE IT RESOLVED THAT** the Closed meeting of Council held on July 14, 2020 be adjourned at 10:18 PM in order to proceed with the regular meeting

**CARRIED**

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**M) ADJOURNMENT / AJOURNEMENT**

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**M-1** A resolution was passed to adopt By-law **2020/44** confirming the proceedings of Council at its meeting held on July 14, 2020.

**No. 2020/206** Moved by: Councillor L. Sénécal  
Seconded by: Councillor Duhaime

**BE IT RESOLVED THAT** By-law No. **2020/44** being a By-law of the Municipality of West Nipissing to confirm the proceedings of Council at its meeting held on the 14<sup>th</sup> day of July 2020, shall come into force and take effect on the date it is passed.

**CARRIED**

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

**No. 2020/207** Moved by: Councillor L. Sénécal  
Seconded by: Councillor Duhaime

**BE IT RESOLVED THAT** the meeting of Council held on July 14, 2020 be adjourned.

**CARRIED**

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JOANNE SAVAGE  
MAYOR

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MELANIE DUCHARME  
CLERK

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

**MINUTES OF THE COUNCIL MEETING  
HELD IN COUNCIL CHAMBERS  
ON TUESDAY, JULY 21, 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 MEETING / RÉUNION VIRTUELLE**

**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 approve the Addendum.

**No. 2020/208** Moved by: Councillor Duhaime  
Seconded by: Councillor Fisher

**BE IT RESOLVED THAT** the Addendum for the meeting of Council held on July 21, 2020 be adopted as ☒ presented / ☐ amended.

**CARRIED**

**B-2** A resolution was passed to adopt the Agenda.

**No. 2020/209** Moved by: Councillor Duhaime  
Seconded by: Councillor Fisher

**BE IT RESOLVED THAT** the Agenda for the meeting of Council held on July 21, 2020 be adopted as ☒ presented / ☐ amended.

**CARRIED**

**B-3** A resolution was passed to declare the Ward 7 Council Seat Vacant.

↳ **Refer to Addendum Section**

**C) DELEGATIONS & PETITIONS / DÉLÉGATIONS ET PÉTITIONS ..... NIL**

**COMMITTEE OF THE WHOLE MEETING / COMITÉ PLÉNIER**

**D-1) GENERAL GOVERNMENT / GOUVERNEMENT GÉNÉRAL**

**D-1(a)** Request for Breakdown of Integrity Commission Billing by Complaint (C. Fisher)

Councillor Fisher asked for a breakdown of the IC's billings by complaint. Council discussed the matter as well as the matter of the IC's annual report. Staff indicated that they would be reaching out to the Integrity Commissioner to arrange a date for him to make his annual report. It was also suggested that

staff could provide a breakdown of the IC's billing. The matter of vexatious complaints was raised and it was agreed that a future discussion be held regarding this matter.

**D-1(b)** Unauthorized Legal Expenditures (C. Fisher)

The chair summarized the circumstances by which the council member contacted the municipal lawyer and raised concern about the member having incurred costs on behalf of the municipality without any authority of the rest of Council. Council discussed the matter and several indicated that members of Council should not be allowed to contact lawyers without direction and should be required to pay out of their own pocket. Council discussed the matter and there was disagreement concerning the actions taken by the council member in question.

**D-1(c)** Discussion regarding preferred method of filling vacancy in Ward 7

➤ Refer to Addendum Section

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Lise Sénécal,  
Chair

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Melanie Ducharme,  
Clerk

**CALL FOR BREAK:** At approx. 8:15 PM, the Chair called a 10 minute break and Council resumed at 8:25PM.

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**D-2) PLANNING / PLANIFICATION ..... NIL**

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**D-3) EMERGENCY MEASURES AND PUBLIC SAFETY / MESURES D'URGENCE ET SÉCURITÉ PUBLIQUE**

**D-3(a)** Recovery of Fire Department Costs – Use of Fire Marque

The Treasurer provide information concerning the use of Fire Marque and requested direction as to the continuation of the contract with the service provider. Council was agreeable to continue with the services of Fire Marque.

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Christopher Fisher,  
Chair

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Melanie Ducharme,  
Clerk

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**D-4) PUBLIC WORKS / TRAVAUX PUBLICS**

**D-4(a)** Quesnel Road – Concerns re: Speed Limit (J. Savage)

The Mayor raised concerns of residents concerning excessive speeds in the Quesnel Road area in the vicinity of the tourist lodges. Residents are seeking direction from staff as to potentially installing a calming device. The Chair indicated that meetings have been held with the Manager of Public works and a plan to change the signage to make it more visible. The Mayor requested additional information on temporary speed bumps. The issue of the road location was discussed as well and some councillors requested additional information concerning the possibility of moving the road. The Chair agreed to communicate council's concerns and suggestions to the Manager of Public Works.

**D-4(b)** Request for advanced green light at intersection of Front and Coursol Streets (J. Savage)

Council discussed the matter of the advance green light at the intersection of Front and Coursol Road. A local resident has raised concerns over a recent collision at the intersection. The resident is seeking a west-bound advance green light at the location. Council was in agreement with the advance green light and also requested that more information and a report be brought back to council with options and recommendations for the improvement of the intersection.

Yvon Duhaime,  
Chair

Jean-Pierre (Jay) Barbeau,  
Chief Administrative Officer

**D-5) COMMUNITY SERVICES / SERVICES COMMUNAUTAIRES .....NIL**

**D-6) SEWER AND WATER / LES ÉGOUTS ET L'EAU**

**D-6(a) Update - Verner Water Conditions**

The CAO provided a report from the Manager of Sewer and Water concerning the municipal water situation in Verner. The Manager has provided statistics on the levels of manganese in the water using the new chemical which have been successful in keeping the levels low. The levels are being monitored daily and the CAO is being kept apprised of the daily readings.

Dan Roveda,  
Chair

Jean-Pierre (Jay) Barbeau,  
Chief Administrative Officer

**D-7) ENVIRONMENTAL / L'ENVIRONNEMENT ..... NIL**

**D-8) ECONOMIC DEVELOPMENT / DÉVELOPPEMENT ÉCONOMIQUE .....NIL**

**D-9) SOCIAL SERVICES AND HEALTH / SERVICES SOCIAUX ET SANTÉ .....NIL**

**REGULAR COUNCIL / SÉANCE RÉGULIÈRE**

**E) PLANNING / PLANIFICATION ..... NIL**

**F) CORRESPONDENCE AND ACCOUNTS / COMPTES ET COURRIER**

**F-1** A resolution was passed to adopt the minutes of a Council meeting.

**No. 2020/211** Moved by: Councillor Duhaime  
Seconded by: Councillor Fisher

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

**F-2** A resolution was passed to adopt the minutes of a Council meeting.

**No. 2020/212** Moved by: Councillor Duhaime  
Seconded by: Councillor Fisher

There was request to move these minutes to a closed portion meeting. During discussion the majority of Council agreed to approve these minutes in open portion of the meeting.

**BE IT RESOLVED THAT** the minutes of the SPECIAL meeting of Council held on April 20, 2020 be adopted,  
as ☒ presented / ☐ amended. **CARRIED**

**F-3** A resolution was passed to adopt the minutes of a Council meeting.

**No. 2020/213** Moved by: Councillor Duhaime  
Seconded by: Councillor Fisher

**BE IT RESOLVED THAT** the minutes of the SPECIAL meeting of Council held on May 26, 2020 be adopted, as ☒ presented / ☐ amended. **CARRIED**

**F-4** A resolution was passed to adopt the minutes of a Council meeting.

**No. 2020/214** Moved by: Councillor Duhaime  
Seconded by: Councillor Fisher

**BE IT RESOLVED THAT** the minutes of the SPECIAL meeting of Council held on June 1, 2020 be adopted, as ☒ presented / ☐ amended. **CARRIED**

**F-5** The resolution to adopt the minutes of the June 3, 2020 Council meeting was deferred.

**No. 2020/215** Moved by: Councillor Duhaime  
Seconded by: Councillor Fisher

**BE IT RESOLVED THAT** the minutes of the SPECIAL meeting of Council held on June 3, 2020 be adopted, as ☒ presented / ☐ amended. **DEFERRED to August 11<sup>th</sup>**

**MOTION FOR EXTENSION:**

A motion was tabled to extend the meeting beyond the regular curfew time in order to proceed with time sensitive matters.

Moved by: Councillor Fisher  
Seconded by: Councillor Duhaime

**CARRIED**

**F-6** A resolution was passed to adopt the minutes of a Council meeting.

**No. 2020/216** Moved by: Councillor Duhaime  
Seconded by: Councillor Fisher

**BE IT RESOLVED THAT** the minutes of the meeting of Council held on June 16, 2020 be adopted, as ☒ presented / ☐ amended. **CARRIED**

**F-7** A resolution was passed to adopt the minutes of a Council meeting.

**No. 2020/217** Moved by: Councillor Duhaime  
Seconded by: Councillor Fisher

**BE IT RESOLVED THAT** the minutes of the SPECIAL meeting of Council held on June 22, 2020 be adopted, as ☒ presented / ☐ amended. **CARRIED**

**F-8** A resolution was passed to adopt the minutes of a Council meeting.

**No. 2020/218** Moved by: Councillor Duhaime  
Seconded by: Councillor Fisher

**BE IT RESOLVED THAT** the minutes of the SPECIAL meeting of Council held on June 29, 2020 be adopted, as ☒ presented / ☐ amended. **CARRIED**

**F-9** A resolution was passed to receive the minutes of various board and committee meetings.

**No. 2020/219** Moved by: Councillor Duhaime  
Seconded by: Councillor Fisher

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

BOARD / COMMITTEE NAME	MEETING DATES
West Nipissing Committee of Adjustment	• Mar-9-2020
Au Château Board of Management	• May-20-2020

West Nipissing Public Library Board	<ul style="list-style-type: none"> <li>• Feb-13-2020</li> <li>• May-4-2020</li> <li>• May-7-2020</li> <li>• May-19-2020</li> </ul>
District of Nipissing Social Services Administration Board	<ul style="list-style-type: none"> <li>• May-27-2020</li> </ul>

**CARRIED**

**F-10** A resolution was passed to receive the disbursement sheets.

**No. 2020/220** Moved by: Councillor Duhaime  
Seconded by: Councillor Fisher

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

**CARRIED**

**G) UNFINISHED BUSINESS / AFFAIRES EN MARCHÉ ..... NIL**

**H) NOTICE OF MOTION / AVIS DE MOTIONS**

**I) NEW BUSINESS / AFFAIRES NOUVELLES**

**I-1** A resolution was passed to authorize By-Law **2020/38** to provide Tax Assistance for Elderly and Disabled Property Owners.

**No. 2020/221** Moved by: Councillor L. Sénécal  
Seconded by: Councillor Fisher

**BE IT RESOLVED THAT** By-Law **2020/38**, being a by-law to provide tax assistance to certain elderly and disabled residents who are owners of real property, shall come into force and take effect on the date it is passed.

**CARRIED**

**I-2** A resolution was passed to declare certain equipment as surplus and for the disposition thereof.

**No. 2020/222** Moved by: Councillor Duhaime  
Seconded by: Councillor Fisher

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

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

(1)	2006	R-WAGON (SEARCH & RESCUE TRAILER)	VIN: 4WYS15N25617104
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**CARRIED**

**I-3** A resolution was passed to authorize the transition to Full Producer Responsibility (Recycling)

**No. 2020/223** Moved by: Councillor Fisher  
Seconded by: Councillor Malette

#### RESOLUTION ON TRANSITION TO FULL PRODUCER RESPONSIBILITY

**WHEREAS** the amount of single-use plastics leaking into our lakes, rivers, waterways is a growing area of public concern;

**WHEREAS** reducing the waste we generate and reincorporating valuable resources from our waste stream into new goods can reduce GHGs significantly;

**WHEREAS** the transition to full producer responsibility for packaging, paper and paper products is a critical to reducing waste, improving recycling and driving better economic and environmental outcomes;

**WHEREAS** the move to a circular economy is a global movement, and that the transition of Blue Box programs would go a long way toward this outcome;

**WHEREAS** the Municipality of West Nipissing is supportive of a timely, seamless, and successful transition of Blue Box programs to full financial and operational responsibility by producers of packaging, paper and paper products;

**WHEREAS** the Municipality of West Nipissing is concerned about a recent proposal by the Ministry of Environment, Conservation and Parks that could jeopardize over 135 small rural, remote, and Northern community Blue Box programs across the Province as well as servicing to schools and public spaces;

**AND WHEREAS** the Association of Municipalities of Ontario has requested municipal governments with Blue Box programs to provide an indication of the best date to transition our Blue Box program to full producer responsibility;

**THEREFORE BE IT RESOLVED:**

**THAT** the Municipality of West Nipissing strongly advocates for language to be included in the regulation that ensures municipalities under 5,000 continue to receive Blue Box servicing as was agreed as part of the Provincial government's Blue Box mediation as well as schools and public spaces.

**THAT** the Municipality of West Nipissing would like to transition their Blue Box program to full producer responsibility January 1, 2023.

**AND THAT** this decision is based on the following rationale:

1. The collection of blue box material is contracted to a non-arm's length government business enterprise that operates on a calendar year management agreement.
2. Current facility is reaching end of life. A longer term transition will impact our ability to handle and process materials within this facility.
3. Municipal systems, from sorting to marketing, are not well positioned to respond to the changing composition of products and packaging.

**AND THAT** the Municipality of West Nipissing would be interested in providing collection services to Producers should we be able to arrive at mutually agreeable commercial terms.

**AND FURTHER THAT** any questions regarding this resolution can be directed to Jay Barbeau, CAO at jbarbeau@westnipissing.ca

**AND FURTHER THAT** the resolution be forwarded to the Association of Municipalities of Ontario and the Ontario Ministry of the Environment, Conservation and Parks.

**CARRIED**

- I-4** A resolution was passed to support a City of North Bay resolution requesting Emergency Operational Support Funding from the Federal Government.

**No. 2020/224**    Moved by:    Councillor Duhaime  
                         Seconded by:    Councillor Fisher

**WHEREAS** the Municipality of West Nipissing received a resolution from The Corporation of the City of North Bay supporting the Federation of Canadian Municipalities' (FCM) request asking the Federal Government to support communities with a minimum of \$10-billion funding for emergency operational support;

**BE IT RESOLVED THAT** Council for the Municipality of West Nipissing supports The Corporation of the City of North Bay's resolution supporting the Federation of Canadian Municipalities' (FCM) request asking the Federal Government to support communities with a minimum of \$10-billion funding for emergency operational support;

**BE IT FURTHER RESOLVED THAT** a copy of this resolution be forwarded to the Federation of Northern Ontario Municipalities (FONOM), Association of Municipalities of Ontario (AMO), MP Marc Serré, MPP John Vanthof and neighbouring municipalities.

**CARRIED**

- I-5** A resolution was passed to extend the current trapping permission on municipal lands. (G. Courchesne)

**No. 2020/225**    Moved by:    Councillor Duhaime  
                         Seconded by:    Councillor Fisher

**WHEREAS** at the meeting held on July 21, 2020, Council for the Municipality of West Nipissing received a request from GASTON COURCHESNE seeking to renew his permission to trap on municipal lands for the next five (5) years/seasons;

**BE IT RESOLVED THAT** Council for the Municipality of West Nipissing grants permission to **GASTON COURCHESNE** to continue trapping operations on municipal lands for the requested 2020 to 2025 seasons, as long as the operations do not infringe on other trappers' lines.

**CARRIED**

**I-6** Discussion regarding preferred method of filling vacancy in Ward 7

➤ **Refer to Addendum Section**

**J) ADDENDUM / ADDENDA**

**B-3** A resolution was passed to declare the Ward 7 Council Seat Vacant.

**No. 2020/210** Moved by: Councillor Fisher  
Seconded by: Councillor Larabie

**WHEREAS** Councillor Jeremy Séguin representing Ward 7 in the Municipality of West Nipissing tendered his resignation effective July 19<sup>th</sup>, 2020;

**AND WHEREAS** pursuant to Section 262(1) of the *Municipal Act*, Council must declare the seat vacant at its next meeting;

**BE IT RESOLVED THAT** the Council seat for Ward 7 in the Municipality of West Nipissing be declared as vacant.

**CARRIED**

**D-1(c)** Discussion regarding preferred method of filling vacancy in Ward 7

Council discussed the information provided by the Clerk concerning the filling of the vacancy in Ward 7. Many members indicated that they would support the appointment of the runner up in Ward 7 from the 2018 elections. Following discussion, Council directed staff to prepare a report outlining the various options and cost implications and to bring the report back in August for discussion.

**I-6** A resolution was passed to determine the process for filling the Ward 7 vacancy.

**No. 2020/226** Moved by: Councillor Malette  
Seconded by: Councillor Fisher

**WHEREAS** Councillor Jeremy Séguin representing Ward 7 in the Municipality of West Nipissing tendered his resignation effective July 19<sup>th</sup>, 2020;

**AND WHEREAS** Council has declared the Council seat for Ward 7 vacant at its meeting of July 21, 2020, as is required under Section 262(1) of the *Municipal Act* (2001)

**AND WHEREAS**, pursuant to Section 263(1) of the *Municipal Act* (2001), council shall

- (a) fill the vacancy by appointing a person who has consented to accept the office if appointed; or
- (b) require a by-election to be held to fill the vacancy in accordance with the *Municipal Elections Act*, 1996;

**BE IT RESOLVED THAT** Council for the Municipality of West Nipissing shall fill the vacancy in Ward 7 by:

☐ appointing a person who has consented to accept the office, if appointed;

☐ require a by-election to be held in accordance with the *Municipal Elections Act*;

**DEFERRED to August 11<sup>th</sup>**

During discussion, certain Councillors abstained from voting.

**MOTION FOR DEFERRAL:** A motion was tabled to defer the matter until a report is received from staff outlining options and costs.

Moved by: Councillor Duhaime  
Seconded by: Councillor Fisher

**CARRIED**

**K) INFORMATION & QUESTIONS / INFORMATION ET QUESTIONS**

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

**L) CLOSED MEETING / RÉUNION À HUIS CLOS ..... NIL**

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**M) ADJOURNMENT / AJOURNEMENT**

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**M-1** A resolution was passed to adopt By-law **2020/46** confirming the proceedings of Council at its meeting held on July 21, 2020.

**No. 2020/227** Moved by: Councillor L. Sénécal

Seconded by: Councillor Fisher

**BE IT RESOLVED THAT** By-law No. **2020/46** being a By-law of the Municipality of West Nipissing to confirm the proceedings of Council at its meeting held on the 21<sup>th</sup> day of July 2020, shall come into force and take effect on the date it is passed.

**CARRIED**

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

**No. 2020/228** Moved by: Councillor L. Sénécal

Seconded by: Councillor Fisher

**BE IT RESOLVED THAT** the meeting of Council held on July 21, 2020 be adjourned.

**CARRIED**

---

JOANNE SAVAGE  
MAYOR

---

MELANIE DUCHARME  
CLERK

**MINUTES**

**Municipality of West Nipissing  
Meeting for the Planning Advisory Committee  
On March 9, 2020 at 06:00 PM  
Chair: Denis Sénécal**

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

**ABSENT:**

**1. CALL TO ORDER**

**2. DECLARATION OF PECUNIARY INTEREST**

**3. APPROVAL OF AGENDA**

**RESOLUTION #2020/006**

Moved by: Joanne Savage

Seconded by: Christopher Fisher

Member Fern Pellerin requested an amendment to the Agenda regarding ZBLA2019/01.

That the Agenda for the meeting of March 9, 2020, be approved, **as amended.**

**CARRIED**

**4. MINUTES**

**RESOLUTION #2020/005**

Moved by: Joanne Savage

Seconded by: Christopher Fisher

Member Dan Roveda noted an error in the spelling of his first name. Minutes were amended to note change.

That the Minutes of meeting held on February 10, 2020 be adopted, **as amended.**

**CARRIED**

**5. ZONING AMENDMENT APPLICATION ZBLA 2020-02- RANCOURT, YVES & JOANNE**

**RESOLUTION #2020/007**

Moved by: Joanne Savage

Seconded by: Christopher Fisher

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

**AND WHEREAS** written concerns and objections were received: ☐ Yes ☒ No

**BE IT RESOLVED** THE WEST NIPISSING PLANNING ADVISORY COMMITTEE



**RECOMMENDS**  
**DOES NOT RECOMMEND**

that the Council for the West Nipissing Municipality adopts the proposed zoning by-law to rezone the property located at 611 Sandhill Road, as follows:

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

**CARRIED**

**6. ZONING AMENDMENT APPLICATION ZBLA 2020-03- DEFORGE, PIERRE & PATRICIA**

**RESOLUTION #2020/008**

Moved by: Christopher Fisher

Seconded by: Joanne Savage

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

**AND WHEREAS** written concerns and objections were received: ☒ Yes ☐ No

**BE IT RESOLVED** THE WEST NIPISSING PLANNING ADVISORY COMMITTEE



**RECOMMENDS**  
**DOES NOT RECOMMEND**

that the Council for the West Nipissing Municipality adopts the proposed zoning by-law to rezone the property located at 11937 Highway 17, as follows:

Schedule **SF1 & SF4** of By-Law No. 2014/45 shall be amended by changing the zoning designation of the properties shown on Schedule 'A' attached hereto, which properties are more particularly described as Part of Lot 6, Concession 1, Part 1, 36R-10327, Parts 1 & 2, 36R-12965, Former Township of Springer, Municipality of West Nipissing, shown as hatched on Schedule 'A', attached hereto from C2 (Highway Commercial) to C2-3 (Highway Commercial) exception zone 3 to include a Towing Establishment as a permitted use.

At the request of the Ministry of Transportation the matter was deferred to April 20<sup>th</sup> in order to obtain additional information concerning the entrance permit to the property.

**DEFERRED**

**7. ZONING AMENDMENT APPLICATION ZBLA 2020-04- GIROUX, ROBIN & CARMEN**

**RESOLUTION #2020/009**

Moved by: Joanne Savage

Seconded by: Christopher Fisher

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

**AND WHEREAS** written concerns and objections were received: ☒ Yes ☐ No

**BE IT RESOLVED** THE WEST NIPISSING PLANNING ADVISORY COMMITTEE



**RECOMMENDS**

**DOES NOT RECOMMEND**

that the Council for the West Nipissing Municipality adopts the proposed zoning by-law to rezone the property located at 524 Sabourin Road, as follows:

Schedule **SF2** of By-Law No. 2014/45 shall be amended by changing the zoning designation of the properties shown on Schedule 'A' attached hereto, which properties are more particularly described as Part of Block 33, Plan 35, Part 2, 36R-11040, Former Township of Springer, Municipality of West Nipissing, shown as hatched on Schedule 'A', attached hereto from R1 (Residential, one) to R1-4 (Residential, one) exception zone 4 to allow a Home Industry as a permitted use.

**CARRIED**

## **8. OTHER MATTERS**

Member Fern Pellerin requested information concerning the status of File No. 2019/01. The conditions of the approval included Site Plan Control, including fencing, which he noted has not been installed despite having witnessed events taking place at the property. Staff informed the Committee that the matter is the subject of an enforcement file, which cannot be discussed. Staff are working with the owners to ensure that no further events be held until the conditions of the Site Plan control have been implemented.

## **9. ADJOURNMENT**

### **RESOLUTION #2020/010**

Moved by: Christopher Fisher

Seconded by: Joanne Savage

That the West Nipissing Planning Advisory Committee meeting be adjourned to April 20, 2020 in the Library Auditorium (Lower Level) of the West Nipissing Municipal Building.

**CARRIED**

\_\_\_\_\_  
"Denis Sénécal"

Chair

\_\_\_\_\_  
"Melanie Ducharme"

Secretary-Treasurer



## WEST NIPISSING PLANNING ADVISORY COMMITTEE

Resolution No.

2020 /12

July 20, 2020

Moved by / *Proposé par* :

"Dan Roveda"

Seconded by / *Appuyé par* :

« Christopher Fisher »

**BE IT RESOLVED** that that the Minutes of meeting held on March 9, 2020, be adopted, as presented.

"Denis Sénécal"

CHAIR

"Melanie Ducharme"

SECRETARY

	Yeas	Nays
Duhaime, Yvon		
Fisher, Christopher		
Pellerin, Fernand		
Roberge, Normand		
Savage, Joanne		
Sénécal, Denis		
Roveda, Dan		



## MINUTES

**Municipality of West Nipissing  
Meeting for the Planning Advisory Committee  
On July 20, 2020 at 06:00 PM  
Chair: Denis Sénécal**

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

**ABSENT:**

**1. CALL TO ORDER**

**2. DECLARATION OF PECUNIARY INTEREST**

**3. APPROVAL OF AGENDA**

**RESOLUTION #2020/011**

Moved by: Normand Roberge

Seconded by: Christopher Fisher

That the Agenda for the meeting of July 20, 2020, be approved, as presented.

**CARRIED**

**4. MINUTES**

**RESOLUTION #2020/012**

Moved by: Dan Roveda

Seconded by: Christopher Fisher

That the Minutes of meeting held on March 9, 2020 be adopted, as presented.

**CARRIED**

**5. ZONING AMENDMENT APPLICATION ZBLA 2020-03- DEFORGE, PIERRE & PATRICIA**

**RESOLUTION #2020/013**

Moved by: Normand Roberge

Seconded by: Yvon Duhaime

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

**AND WHEREAS** written concerns and objections were received:

☐ Yes ☒ No

**BE IT RESOLVED THE WEST NIPISSING PLANNING ADVISORY COMMITTEE**



**RECOMMENDS**  
**DOES NOT RECOMMEND**

that the Council for the West Nipissing Municipality adopts the proposed zoning by-law to rezone the property located at 11937 Highway 17, as follows:

Schedule **SF1 & SF4** of By-Law No. 2014/45 shall be amended by changing the zoning designation of the properties shown on Schedule 'A' attached hereto, which properties are more particularly described as Part of Lot 6, Concession 1, Part 1, 36R-10327, Parts 1 & 2, 36R-12965, Former Township of Springer, Municipality of West Nipissing, shown as hatched on Schedule 'A', attached hereto from C2 (Highway Commercial) to C2-3 (Highway Commercial) exception zone 3 to include a Towing Establishment as a permitted use subject to the obtaining of a traffic impact brief.

**CARRIED**

**6. DEEMING BY-LAW 2020-01- MICHEL HOLDINGS LIMITED**

**RESOLUTION #2020/014**

Moved by: Joanne Savage

Seconded by: Christopher Fisher

**WHEREAS** the Owner of Lots 43 to 45 Registered Plan 36M-598, (the "Lands") has applied to the Municipality to have the Lands deemed not to be lots on a Registered Plan of Subdivision pursuant to Section 50(4) of the *Planning Act*, R.S.O., c. P. 13.

**THEREFORE, BE IT RESOLVED** that the West Nipissing Planning Advisory Committee recommends that Council for the Municipality of West Nipissing pass a By-law deeming lots 43 to 45, Plan 36M-598 not to be a lot on a plan of Subdivision.

**CARRIED**

**7. ADJOURNMENT**

**RESOLUTION #2020/015**


Moved by: Fernand Pellerin

Seconded by: Dan Roveda

That the West Nipissing Planning Advisory Committee meeting be adjourned to August 24, 2020 in the Council Chambers (Lower Level) of the West Nipissing Municipal Building.

**CARRIED**

\_\_\_\_\_  
Chair

  
\_\_\_\_\_  
Secretary-Treasurer



## WEST NIPISSING PLANNING ADVISORY COMMITTEE

Resolution No.

2020 /017

August 24, 2020

Moved by / Proposé par :

Seconded by / Appuyé par :

**BE IT RESOLVED** that that the Minutes of meeting held on July 20, 2020, be adopted, as presented.

CHAIR

SECRETARY

	Yeas	Nays
Duhaime, Yvon		
Fisher, Christopher		
Pellerin, Fernand		
Roberge, Normand		
Savage, Joanne		
Sénécal, Denis		
Roveda, Dan		



## MINUTES

Municipality of West Nipissing  
Meeting of the Committee of Adjustment  
On June 23, 2020 at 6:00 PM  
Chair: Normand Roberge

**PRESENT:** Christopher Fisher  
Fernand Pellerin  
Normand Roberge  
Roger Gagnon

**ABSENT:** Denis Senecal

### CALL TO ORDER

#### RESOLUTION #2020/024

Moved by: Fernand Pellerin

Seconded by: Christopher Fisher

That the Agenda for the meeting of June 23, 2020 be approved, as presented.

**CARRIED**

### MINUTES

#### RESOLUTION #2020/025

Moved by: Christopher Fisher

Seconded by: Fernand Pellerin

That the Minutes of the Committee of Adjustment meeting held on March 9, 2020, be adopted, as presented.

**CARRIED**

### APPLICATIONS FOR MINOR VARIANCE AND CONSENT

#### **MV2020/08-Application for Minor Variance by Brian Lavoie and Shani Giroux-Owners**

A Minor Variance application made by Brian Lavoie and Shani Giroux to reduce minimum side yard set-back from 3m to 1.2m and to reduce front yard set-back from 7.5m to 6m, legally described as Part of Lot 4, Concession 1, Parts 1 to 4, 36R-14282, Township of Springer, Municipality of West Nipissing.

#### RESOLUTION #2020/026

Moved by: Fernand Pellerin

Seconded by: Christopher Fisher

**CARRIED**

#### **MV2020/09-Application for Minor Variance by Marc Lavallee and Julie Joseph-Owners**

A Minor Variance application made by Marc Lavallee and Julie Joseph to increase the maximum lot coverage from 10% to 12% in order to construct a garage, legally described as Part of Lot 6, Concession A, Part 1, 36R-6647, Township of Springer, Municipality of West Nipissing.

#### RESOLUTION #2020/027

Moved by: Christopher Fisher

Seconded by: Fernand Pellerin

**CARRIED**

**MV2020/10-Application for Minor Variance by Matthew Ojalammi and Renee Germain-Owners**  
A Minor Variance application made by Matthew Ojalammi and Renee Germain to reduce minimum rear yard set-back from 15m to 6m to construct greenhouses, legally described as Part of Lot 10, Concession 5, Township of Kirkpatrick, Municipality of West Nipissing.

**RESOLUTION #2020/028**

Moved by: Fernand Pellerin

Seconded by: Christopher Fisher

**CARRIED**

**MV2020/11-Application for Minor Variance by Adam and Tracy Clayson-Owners**

A Minor Variance application made by Adam and Tracy Clayson to increase permitted size of Bunkie from 50m<sup>2</sup> to 52m<sup>2</sup>, legally described as Lot 3, M-557, Township of Bertram, Municipality of West Nipissing.

**RESOLUTION #2020/029**

Moved by: Fernand Pellerin

Seconded by: Christopher Fisher

**CARRIED**

**C10/2020 Application for Consent by Yves and Brandei Bazinet-Owners**

A consent application made by Yves and Brandei Bazinet for an addition to a lot at 1701 Highway 575, Legally described as Pt of Lot 2, Concession 5E, Part 1, 36R-13729, Township of Badgerow, Municipality of West Nipissing.

**RESOLUTION #2020/030**

Moved by: Christopher Fisher

Seconded by: Fernand Pellerin

**CONDITIONS:**

1. That a Reference Plan be prepared and deposited in the Land Registry Office and a copy of the new survey be filed with the Municipality;
2. Confirmation that all property taxes are paid up to date;
3. That all conditions be met on or before June 24, 2021 being one year from the date of giving of notice or the consent shall be deemed not to have been given as per Section 53(20) of the Planning Act, R.S.O., as amended.
4. That a Transfer/Deed of Land be submitted to the Secretary-Treasurer for the issuance of a Certificate of Consent.
5. That a Pin Consolidation be filed in the Land Registry Office in order to consolidate the lot addition.

**CARRIED**

**C11/2020 Application for Consent by Richard and Danielle Lemieux-Owners**

A consent application made by Richard and Danielle Lemieux for the creation of new lots on Duck Creek Road, legally described as Part of Lot 5, Concession 5, Part 12, 36R-14362, Township of Loudon, Municipality of West Nipissing.

**RESOLUTION #2020/031**

Moved by: Fernand Pellerin

Seconded by: Christopher Fisher

**CONDITIONS:**

1. That a Reference Plan be prepared and deposited in the Land Registry Office and a copy of the new survey be filed with the Municipality;
2. Confirmation that all property taxes are paid up to date;

3. That all conditions be met on or before June 24, 2021 being one year from the date of giving of notice or the consent shall be deemed not to have been given as per Section 53(20) of the Planning Act, R.S.O., as amended.
4. That a Transfer/Deed of Land be submitted to the Secretary-Treasurer for the issuance of a Certificate of Consent.

**CARRIED**

**C12/2020 Application for Consent by Normand and Rolande Shank-Owners**

A consent application made by Normand and Rolande Shank for the creation of a new lot on Highway 64, legally described as Part of Lot 5, Concession 1, Part 1, 36R-6740, Township of Field, Municipality of West Nipissing.

**RESOLUTION #2020/032**

Moved by: Christopher Fisher

Seconded by: Fernand Pellerin

**CONDITIONS:**

1. That a Reference Plan be prepared and deposited in the Land Registry Office and a copy of the new survey be filed with the Municipality;
2. Confirmation that all property taxes are paid up to date;
3. That all conditions be met on or before June 24, 2021 being one year from the date of giving of notice or the consent shall be deemed not to have been given as per Section 53(20) of the Planning Act, R.S.O., as amended.
4. That a Transfer/Deed of Land be submitted to the Secretary-Treasurer for the issuance of a Certificate of Consent.
5. That an entrance permit be obtained from the Ministry of Transportation.

**CARRIED**

**C13/2020 Application for Consent by Rolande Carswell-Owner**

A consent application made by Rolande Carswell for the creation of a new lot on lands on 13031, legally described as Part of Lot 6, Concession 3, Township of Field, Municipality of West Nipissing.

**RESOLUTION #2020/033**

Moved by: Fernand Pellerin

Seconded by: Christopher Fisher

**CONDITIONS:**

1. That a Reference Plan be prepared and deposited in the Land Registry Office and a copy of the new survey be filed with the Municipality;
2. Confirmation that all property taxes are paid up to date;
3. That all conditions be met on or before June 24, 2021 being one year from the date of giving of notice or the consent shall be deemed not to have been given as per Section 53(20) of the Planning Act, R.S.O., as amended.
4. That a Transfer/Deed of Land be submitted to the Secretary-Treasurer for the issuance of a Certificate of Consent.

**CARRIED**

**C14/2020 Application for Consent by Wyman and Vickie Whitmell-Owners**

A consent application made by Wyman and Vickie Whitmell for an addition to a lot on lands at 388 Nipissing Street, legally described as Part of Lot 28, RCP 20, Part 2, Township of Springer, Municipality of West Nipissing.

**RESOLUTION #2020/020**

Moved by: Christopher Fisher

Seconded by: Denis Senecal

**CONDITIONS:**

1. That a Reference Plan be prepared and deposited in the Land Registry Office and a copy of the new survey be filed with the Municipality;
2. Confirmation that all property taxes are paid up to date;
3. That all conditions be met on or before June 24, 2021 being one year from the date of giving of notice or the consent shall be deemed not to have been given as per Section 53(20) of the Planning Act, R.S.O., as amended.
4. That a Transfer/Deed of Land be submitted to the Secretary-Treasurer for the issuance of a Certificate of Consent.

**CARRIED**

**C15/2020 Application for Consent by PRJ Electric Ltd.-Owner**

A consent application made by PRJ Electric Ltd. for an addition to a lot on lands on Du Fort Road, legally described as Part of Lot 8, Concession B, Township of Springer, Municipality of West Nipissing.

**RESOLUTION #2020/035**

Moved by: Fernand Pellerin

Seconded by: Christopher Fisher

**CONDITIONS:**

1. That a Reference Plan be prepared and deposited in the Land Registry Office and a copy of the new survey be filed with the Municipality;
2. Confirmation that all property taxes are paid up to date;
3. That all conditions be met on or before June 24, 2021 being one year from the date of giving of notice or the consent shall be deemed not to have been given as per Section 53(20) of the Planning Act, R.S.O., as amended.
4. That a Transfer/Deed of Land be submitted to the Secretary-Treasurer for the issuance of a Certificate of Consent.
5. That a Pin Consolidation be filed in the Land Registry Office in order to consolidate the lot addition.

**CARRIED**

**C16/2020 Application for Consent by Alain and Celine Plante-Owners**

A consent application made by Alain and Celine Plante for the creation of new lots on lands at 8 Lac Clair Road, legally described as Pt Lot 10, Concession 2, Township of Springer, Municipality of West Nipissing.

**RESOLUTION #2020/036**

Moved by: Christopher Fisher

Seconded by: Fernand Pellerin

**CONDITIONS:**

1. That a Reference Plan be prepared and deposited in the Land Registry Office and a copy of the new survey be filed with the Municipality;
2. Confirmation that all property taxes are paid up to date;
3. That all conditions be met on or before June 24, 2021 being one year from the date of giving of notice or the consent shall be deemed not to have been given as per Section 53(20) of the Planning Act, R.S.O., as amended.
4. That a Transfer/Deed of Land be submitted to the Secretary-Treasurer for the issuance of a Certificate of Consent.

5. That any portion municipally maintained and travelled road located on the subject land be conveyed to the Municipality of West Nipissing.

**DEFERRED**

## **ADJOURNMENT**

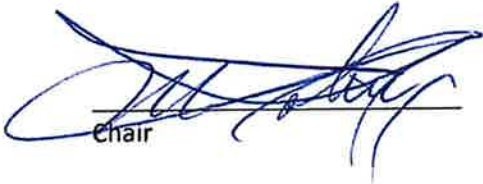
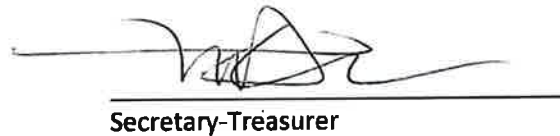
### **RESOLUTION #2020/037**

Moved By: Fernand Pellerin

Seconded by: Christopher Fisher

That the West Nipissing Committee of Adjustment meeting be adjourned to July 20, 2020 in the Library Auditorium of the West Nipissing Municipal Building.

**CARRIED**

  
Chair  
Secretary-Treasurer

## MINUTES

Municipality of West Nipissing  
Meeting of the Committee of Adjustment  
On July 20, 2020 at 7:00 PM  
Chair: Normand Roberge



**PRESENT:** Christopher Fisher  
Fernand Pellerin  
Normand Roberge  
Roger Gagnon  
Denis Senecal

**ABSENT:**

### CALL TO ORDER

#### RESOLUTION #2020/038

Moved by: Christopher Fisher

Seconded by: Roger Gagnon

That the Agenda for the meeting of July 20, 2020 be approved, as presented.

**CARRIED**

### MINUTES

#### RESOLUTION #2020/039

Moved by: Roger Gagnon

Seconded by: Christopher Fisher

That the Minutes of the Committee of Adjustment meeting held on June 23, 2020, be adopted, as presented.

**CARRIED**

### APPLICATIONS FOR MINOR VARIANCE AND CONSENT

#### **MV2020/12-Application for Minor Variance by Don Simoneau-Owner**

A Minor Variance application made by Don Simoneau to increase the maximum lot coverage from 10% to 16% and to reduce minimum side yard set-back on East side from 3m to 1.0m (existing situation), legally described as Lot 1, M-297, Township of Springer, Municipality of West Nipissing.

#### RESOLUTION #2020/040

Moved by: Christopher Fisher

Seconded by: Roger Gagnon

**CARRIED**

#### **C16/2020 Application for Consent by Alain and Celine Plante-Owners**

A consent application made by Alain and Celine Plante for the creation of new lots at 8 Lac Clair Road, Legally described as Pt of Lot 10, Concession 2, Township of Springer, Municipality of West Nipissing.

- Hubert Beaudry made oral submissions stating that the proposed severance, due to proximity to active farming operations was inconsistent with Provincial Policy Statement;
- Paul Goodridge, agent for applicant, made oral submissions stating that the proposed severance is consistent with municipal policy documents which are consistent with PPS;

- The committee also heard submissions from Mr. Beaudry and Mr. Goodridge about normal farm practice legislation;

**RESOLUTION #2020/041**

Moved by: Fernand Pellerin

Seconded by: Christopher Fisher

**CONDITIONS:**

1. That a Reference Plan be prepared and deposited in the Land Registry Office and a copy of the new survey be filed with the Municipality;
2. Confirmation that all property taxes are paid up to date;
3. That all conditions be met on or before July 22, 2021 being one year from the date of giving of notice or the consent shall be deemed not to have been given as per Section 53(20) of the Planning Act, R.S.O., as amended.
4. That a Transfer/Deed of Land be submitted to the Secretary-Treasurer for the issuance of a Certificate of Consent.
5. That any portion municipally maintained and travelled road located on the subject land be conveyed to the Municipality of West Nipissing.
6. The applicant shall undertake technical studies to verify that the water supply of the proposed lots will not be impacted and that there are no other problems such as leachate, methane gas, rodents or vermin.

**CARRIED**

**C17/2020 Application for Consent by Normand and Lise Martel-Owners**

A consent application made by Normand and Lise Martel for an addition to a lot on 342 Levesque Street, legally described as Part of Lots 2 and 7, Plan 32, RCP 9, Part 2, 36R-6398, Part 2, 36R-8094, Township of Springer, Municipality of West Nipissing.

**RESOLUTION #2020/043**

Moved by: Fernand Pellerin

Seconded by: Christopher Fisher

**CONDITIONS:**

1. That a Reference Plan be prepared and deposited in the Land Registry Office and a copy of the new survey be filed with the Municipality;
2. Confirmation that all property taxes are paid up to date;
3. That all conditions be met on or before July 22, 2021 being one year from the date of giving of notice or the consent shall be deemed not to have been given as per Section 53(20) of the Planning Act, R.S.O., as amended.
4. That a Transfer/Deed of Land be submitted to the Secretary-Treasurer for the issuance of a Certificate of Consent.
5. That a Pin Consolidation be filed in the Land Registry Office in order to consolidate the lot addition.

**CARRIED**

**C18/2020 Application for Consent by Jacques Lavergne-Owner**

A consent application made by Jacques Lavergne for an addition to a lot on 348 Levesque Street, legally described as Part of Lot 3, Plan 32, RCP 9, Township of Springer, Municipality of West Nipissing.

**RESOLUTION #2020/042**

Moved by: Christopher Fisher

Seconded by: Fernand Pellerin

**CONDITIONS:**

1. That a Reference Plan be prepared and deposited in the Land Registry Office and a copy of the new survey be filed with the Municipality;
2. Confirmation that all property taxes are paid up to date;
3. That all conditions be met on or before July 22, 2021 being one year from the date of giving of notice or the consent shall be deemed not to have been given as per Section 53(20) of the Planning Act, R.S.O., as amended.
4. That a Transfer/Deed of Land be submitted to the Secretary-Treasurer for the issuance of a Certificate of Consent.
5. That a Pin Consolidation be filed in the Land Registry Office in order to consolidate the lot addition.

**CARRIED**

**C19/2020 Application for Consent by Michel Holdings Limited-Owner**

A consent application made by Michel Holdings Limited for lot additions on lands on Telephone Street, legally described as Lot 44, Plan 36M-598, Township of Caldwell, Municipality of West Nipissing.

**RESOLUTION #2020/044**

Moved by: Fernand Pellerin

Seconded by: Christopher Fisher

**CONDITIONS:**

1. That a Reference Plan be prepared and deposited in the Land Registry Office and a copy of the new survey be filed with the Municipality;
2. Confirmation that all property taxes are paid up to date;
3. That all conditions be met on or before July 22, 2021 being one year from the date of giving of notice or the consent shall be deemed not to have been given as per Section 53(20) of the Planning Act, R.S.O., as amended.
4. That a Transfer/Deed of Land be submitted to the Secretary-Treasurer for the issuance of a Certificate of Consent.
5. That a Pin Consolidation be filed in the Land Registry office in order to consolidate the lot addition.

**CARRIED**

**MV2020/13-Application for Minor Variance by Gilbert and Nicole Dupras-Owners**

A Minor Variance application made by Gilbert and Nicole Dupras to reduce lot frontage from 60m to 33.22m, legally described as Part of Lot 2, Con. 4, Part 2, 36R-8769, Township of Crerar, Municipality of West Nipissing.

**RESOLUTION #2020/045**

Moved by: Roger Gagnon

Seconded by: Christopher Fisher

**CARRIED**

**C20/2020 Application for Consent by Gilbert and Nicole Dupras-Owners**

A consent application made by Gilbert and Nicole Dupras for an addition to a lot on lands at 121 Highway 539A, legally described as Part of Lot 2, Con. 4, Part 2, 36R-8769 Township of Crerar, Municipality of West Nipissing.

**RESOLUTION #2020/046**

Moved by: Fernand Pellerin

Seconded by: Christopher Fisher

**CONDITIONS:**

1. That a Reference Plan be prepared and deposited in the Land Registry Office and a copy of the new survey be filed with the Municipality;
2. Confirmation that all property taxes are paid up to date;
3. That all conditions be met on or before July 22, 2021 being one year from the date of giving of notice or the consent shall be deemed not to have been given as per Section 53(20) of the Planning Act, R.S.O., as amended.
4. That a Transfer/Deed of Land be submitted to the Secretary-Treasurer for the issuance of a Certificate of Consent.
5. That a Pin Consolidation be filed in the Land Registry Office in order to consolidate the lot addition.
6. That concurrent application for Minor Variance file No. MV2020/13 be approved.

**CARRIED**

**MV2020/14-Application for Minor Variance by Michel Savage-Owner**

A Minor Variance application made by Michel Savage to reduce the lot area from 1.0 Hac. to 0.50 Hac. (severed 1), to reduce the lot area from 1.0 Hac. to 0.50 Hac. (Severed 2), to reduce the minimum lot frontage from 60.96m to 57.5m legally described as Part of Lot 12, Con. 3, Township of Field, Municipality of West Nipissing.

**RESOLUTION #2020/048**

Moved by: Roger Gagnon

Seconded by: Christopher Fisher

**CARRIED**

**C21/2020 Application for Consent by Michel Savage-Owner**

A consent application made by Michel Savage for the creation of a new lot on lands at 46 Northshore Road, legally described as Part of Lot 12, Concession 3, Township of Field, Municipality of West Nipissing.

**RESOLUTION #2020/047**

Moved by: Christopher Fisher

Seconded by: Roger Gagnon

**CONDITIONS:**

1. That a Reference Plan be prepared and deposited in the Land Registry Office and a copy of the new survey be filed with the Municipality;
2. Confirmation that all property taxes are paid up to date;
3. That all conditions be met on or before July 22, 2021 being one year from the date of giving of notice or the consent shall be deemed not to have been given as per Section 53(20) of the Planning Act, R.S.O., as amended.
4. That a Transfer/Deed of Land be submitted to the Secretary-Treasurer for the issuance of a Certificate of Consent.
5. That any portion municipally maintained and travelled road located on the subject land be conveyed to the Municipality of West Nipissing.
6. That concurrent application for Minor Variance File No. MV2020/14 be approved.
7. That a letter be obtained from the North Bay Mattawa Conservation Authority confirming that the property can accommodate a well and septic bed.

**CARRIED**

**ADJOURNMENT**

**RESOLUTION #2020/049**

Moved By: Christopher Fisher


Seconded by: Roger Gagnon

That the West Nipissing Committee of Adjustment meeting be adjourned to August 24, 2020 in the Council Chambers of the West Nipissing Municipal Building.

**CARRIED**



Chair



Secretary-Treasurer



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

Resolution No.

**2020 /**

**SEPTEMBER 1, 2020**

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

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

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

**CARRIED:** \_\_\_\_\_

**DEFEATED:** \_\_\_\_\_

**DEFERRED OR TABLED:** \_\_\_\_\_

August 13, 2020

Jani Séguin & Nickolas Desormiers  
959 Betty Road, Verner ON, POH 2M0

Mayor and Council:

**Re: REQUEST FOR NOISE EXEMPTION**

I am seeking Council's approval for an exemption from the municipal Noise By-Law 1999/75.

We are planning a wedding celebration on Saturday, September 12<sup>th</sup> of this year, to be held at 280 Pierre Road in Sturgeon Falls from 4:00 PM to 1:00 AM.

I can be contacted by phone at 705-303-5264 or by email at [seguinj@gmail.com](mailto:seguinj@gmail.com) should there be any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Séguin', with a stylized flourish at the end.



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

Resolution No.

**2020 /**

**SEPTEMBER 1, 2020**

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

**WHEREAS** a request was received from Jani Séguin and Nickolas Desormiers seeking Council's authorization for an exemption of the municipal Noise By-Law in order to host a "Wedding Celebration";

**BE IT RESOLVED THAT** Council authorizes an exemption of the Municipality of West Nipissing Noise By-Law **1999/75**, for a "Wedding Celebration", as requested by Jani Séguin and Nickolas Desormiers, which will take place at 280 Pierre Road in Sturgeon Falls, on Saturday, September 12<sup>th</sup>, 2020 from 4:00 PM until 1:00 AM.

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

**CARRIED:** \_\_\_\_\_

**DEFEATED:** \_\_\_\_\_

**DEFERRED OR TABLED:** \_\_\_\_\_

2020 /

SEPTEMBER 1, 2020



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

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

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

**AND WHEREAS** there will be ongoing legal expenditures with respect to a Human Resources Investigation Matter;

**BE IT THEREFORE RESOLVED THAT** Council hereby authorizes the Head of Council to authorize and approve the following invoices, payable to Weaver Simmons LLP, relating to a Human Resources Investigation matter.

INVOICE NUMBER	PERIOD ENDING	AMOUNT
# 939842	May 20, 2020	\$72.32
# 937846	February 21, 2020	\$1,916.48

	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 Ouest

Resolution No.

2020 /

SEPTEMBER 1, 2020

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

**BE IT RESOLVED THAT** By-law **2020/48**, being a to accept and dedicate lands for public highway purposes and to name a roadway in the Township of Springer, shall come into force and take effect on the date it is passed.

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

**CARRIED:** \_\_\_\_\_

**DEFEATED:** \_\_\_\_\_

**DEFERRED OR TABLED:** \_\_\_\_\_



THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING

**BY-LAW 2020/48**

**BEING A BY-LAW TO ACCEPT, ASSUME AND DEDICATE LANDS  
FOR PUBLIC HIGHWAY PURPOSES AND  
TO NAME A ROADWAY IN THE TOWNSHIP OF SPRINGER, MUNICIPALITY OF WEST NIPISSING.**

---

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

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

**AND WHEREAS** the Municipality of West Nipissing has designated certain lands within the Municipality of West Nipissing for the development of an industrial park subdivision and has constructed a roadway therein;

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

**AND WHEREAS** by By-Law 2020-45, the Municipality has adopted a by-law to provide for the naming of roads and streets within the Municipality of West Nipissing;

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

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

Part of Lot 7, Concession 1  
Part 4 on Plan 36R-13294,  
Parts 7, 10 and 11 on Plan 36R-13688  
Geographic Township of Springer  
Municipality of West Nipissing  
District of Nipissing

2. That the said lands be designated as "Industrial Park Road";
3. That the within By-Law be registered in the Land Registry Office for the District of Nipissing in order to give effect to the said By-Law;

**ENACTED AND PASSED THIS 1<sup>st</sup> DAY OF SEPTEMBER, 2020 AS WITNESSED BY THE SEAL OF THE  
CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.**

---

JOANNE SAVAGE  
MAYOR

---

MELANIE DUCHARME  
CLERK

### Sketch for By-Law 2020/48



2020 /

SEPTEMBER 1, 2020



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

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

**WHEREAS** Northern Rigging & Tower Maintenance Ltd. wishes to erect a free standing 96 metre self-supporting telecommunications tower on a site located near Point Road, in the Township of Hugel, West Nipissing, District of Nipissing to meet the needs for high quality, high speed internet services in West Nipissing;

**AND WHEREAS** Northern Rigging & Tower Maintenance Ltd. has complied with the Municipality of West Nipissing's Policy No. 2012-407 for establishing Telecommunications Tower/Antennae Facilities in circulating notice with regard to the construction of the proposed tower and by holding the required public consultations;

**AND WHEREAS** Northern Rigging & Tower Maintenance Ltd. is required by Industry Canada to consult with land use authorities and to obtain a statement of concurrence therefrom;

**THEREFORE BE IT RESOLVED** that the Council of the Corporation of the Municipality of West Nipissing hereby approves that the Municipality issue a statement of concurrence to Northern Rigging & Tower Maintenance Ltd. for the proposed free standing Telecommunications Tower near Point Road, in the Township of Hugel, West Nipissing Municipality for the delivery of high-speed internet services in West Nipissing.

	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: \_\_\_\_\_

 **NORTHERN RIGGING  
& TOWER MAINTENANCE**

Date: Aug 4/2020

Municipality of West Nipissing  
101-225 Holditch Street  
Sturgeon Falls, ON P2B 1T1  
Attn: Melanie Ducharme

Subject: Letter of Concurrence for proposed 96-foot(27M) Communications Tower in Deer Lake

Northern Rigging & Tower Maintenance Limited O/A NRTM Wireless is requesting a Letter of Concurrence from the municipality of West Nipissing to conclude the tower sitting process and proceed to the construction phase of our project. Northern Rigging & Tower Maintenance Limited has concluded the 45-day public notice period for the proposed site on July 30/2020 11:59 PM Est. NRTM received no responses from the public regarding this notice or proposed tower.

Regards,  
Thomas Leslie  
President  
Northern Rigging & Tower Maintenance Limited

(P/N 4.95.0211.000)

TOP SECTION #2  
SECTION #3  
SECTION #4  
SECTION #5  
SECTION #6  
SECTION #7  
SECTION #8  
SECTION #9  
SECTION #10  
SECTION #11  
SECTION #12  
SECTION #13

MAXIMUM ALLOWABLE ANTENNA AREA		
SURVIVAL DESIGN NO ICE (ROUND/FLAT)		
70mph WIND	85mph WIND	100mph WIND
15/10 (sqft)	3/2 (sqft)	--/--

UPPER SECTION LEG  
FITS INSIDE LEGS OF  
LOWER SECTION LEG

4-1/2"

3/8" x 3/4" JS500 (Sect #2 - Sect #6)  
7/16" x 1" JS500 (Sect #7 - Sect #8)  
1/2" x 1" JS500 (Sect #9 - Sect #10)  
5/8" x 1-1/4" GR.5 (Sect #11 - Sect #13)

Diagram illustrating the components of a tower section:

- ACTUAL TOWER HEIGHT:  
ACHIEVED UTILIZING  
SUPPORT PIPE PROVIDED
- SUPPORT PIPE  
1.9" O.D. x 8'-0" LG.  
3.960.0013.101
- TOP MOUNTING ANGLE  
& TOP CROSS ANGLE
- 1/2" U-BOLT ASSEMBLY  
3.963.0001.006
- BOTTOM MOUNTING ANGLE  
& BOTTOM CROSS ANGLE

7.5'

5.5'

7.5'

5.5'

5.5'

1'-3"

UNDISTURBED SOIL

6"

5"

BOTTOM SECTION OF TOWER

GRADE

ANCHOR STUB LEGS

(6) 15M (#4) HORIZONTAL TIES @ 12" O.C.

(24) 20M (#6) VERTICAL BARS, BENT AT BOTTOM SPACE EVENLY AROUND PERIMETER OF CONCRETE

EQUALS 3FT - (b) DIVIDED BY TWO (2)

EQUALS 3FT - (b) DIVIDED BY TWO (2)

(b)

MAX. OVERTURNING MOMENT (K\*FT) = 105.00  
MAX. SHEAR (kips) = 3.0  
DESIGN UPLIFT PER  
INDIVIDUAL LEG (kips) = 32.0

7.0 CUBIC YARDS

CONFIDENTIAL: ALL INTELLECTUAL PROPERTY RIGHTS HEREIN ARE THE PROPERTY OF TRYLON MANUFACTURING COMPANY LTD. ALL DUPLICATION, RECORDING, DISCLOSURE OR USE IS PROHIBITED WITHOUT WRITTEN CONSENT OF TRYLON MANUFACTURING COMPANY LTD.

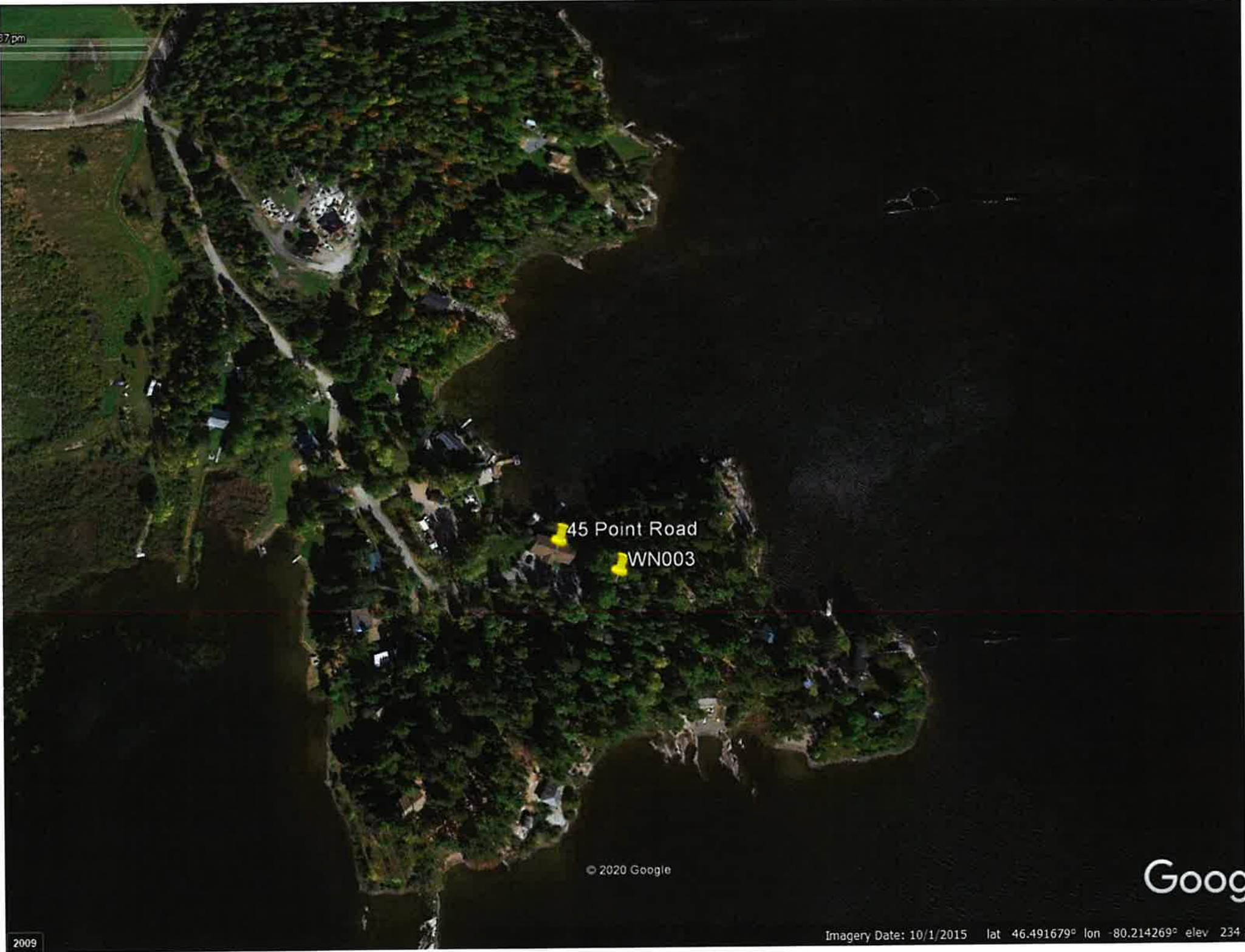
NOTES: 1) PRE-ASSEMBLED PART NUMBER 4.95.0211.000.  
2) MAX. ANTENNA LOADS ARE CENTRALLY LOCATED AND BALANCED, 3FT OR LESS ABOVE THE TOWER TOP.  
3) "SURVIVAL" DESIGN IN NOT THE SAME AS EIA-222. FOR EIA COMPLIANCE SEE OUR SUPERTITAN MODELS.  
4) MINIMUM 32ksi YIELD FOR ALL COMPONENTS.  
5) CONSTRUCTED FROM PASSIVATED G-90 COAT GALVANIZED STEEL SHEET.  
6) TOWERS COME ASSEMBLED IN 8FT SECTIONS.  
7) TOP SUPPORT PIPE IS INCLUDED.  
8) FOR OPTIONAL ROCK BOLT FOUNDATION SEE DWG 000001.610.0033 AND 000001.610.0021.

A	MRH	CR	ISSUED FOR DISTRIBUTION		5 APR 0
REV.	REV.	CHK.	DESCRIPTION		DATE



**TRYLON TSF**

CUSTOMER:		SITE:		SCALE: 145.000	
DATE: 08 MAR 07		BY: MRH		CHK: CR APP: JB	
TITLE: 96' T200 TITAN TOWER				DRAWING NO. 000001.610.0106	



27 pm

45 Point Road  
WN003

© 2020 Google

Goog

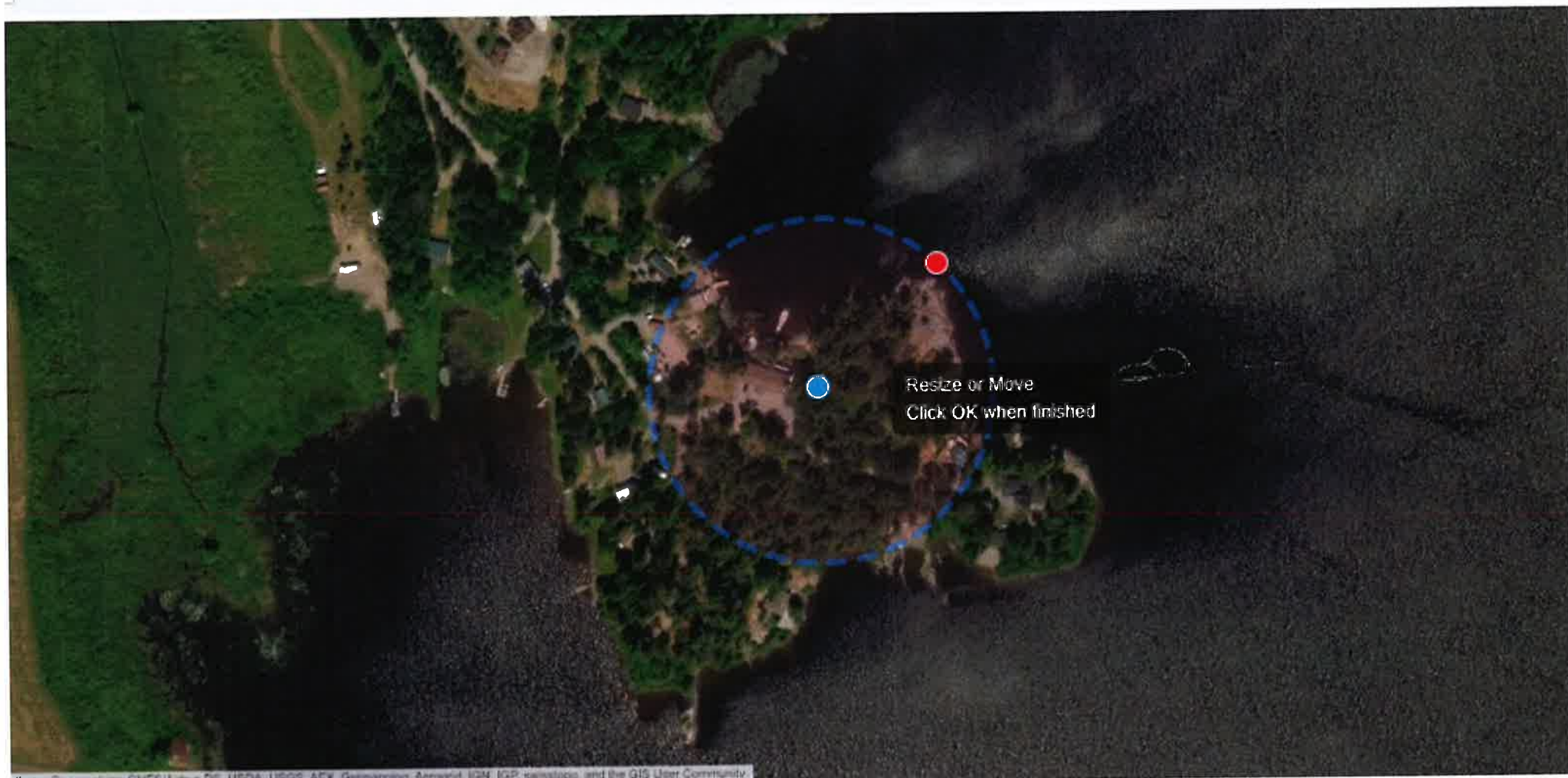
2009

Imagery Date: 10/1/2015 lat 46.491679° lon -80.214269° elev 234

Search

**Radius:** 91.77 Meters | 0.09 Km | 0.06 Miles | 301 Feet

**Circle Area:** 26456.56 Meters<sup>2</sup> | 0.026 Km<sup>2</sup> | 284776 Feet<sup>2</sup> | 0.01021 Miles<sup>2</sup>



**ribtronic** Geographics, CNES/Airbus DS, USDA, USGS, AEX, Geomapping, Aerogrid, IGN, IGP, swiss topo, and the GIS User Community



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

Resolution No.

**2020 /**

**SEPTEMBER 1, 2020**

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

**BE IT RESOLVED THAT** the 2020 – 2<sup>nd</sup> Quarter Variance Financial Report for the Municipality of West Nipissing be received, as presented.

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

**CARRIED:** \_\_\_\_\_

**DEFEATED:** \_\_\_\_\_

**DEFERRED OR TABLED:** \_\_\_\_\_

# 2020 — Second Quarter Variance Report

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**August 7, 2020**

**By Alisa Craddock CPA, CMA Director of Corporate Services/Treasurer**

This report provides a variance analysis of the Municipality's second quarter results (January 1 to June 30, 2020). The June variance report reflects expenditures and revenues for the first six months of 2020.

---

In May 2020, Council and staff revisited the proposed 2020 budget, prior to establishing final tax levies. Recognizing that we were suddenly operating in a very different economic and financial situation, a revised budget was established. The revised budget contained a reduction of \$465,000 of revenue that was anticipated to be lost due to COVID 19. To offset this anticipated lost revenue and to attempt to mitigate an increased tax burden on residents and businesses, \$820,000 in expenditures were cut or delayed. These changes are incorporated into the balanced budget for 2020.

The following explanations relate to areas where a potential variance may occur or areas that the Treasurer is monitoring closely with Departments.

## Building and Planning

Despite a delayed start, the building and planning department has had a busy early season. Building permit revenues are slightly lower than June 2019; however, revenue targets were adjusted down as a result of expected Covid impacts.



## Mayor and Council

The categories of Legal and Other Professionals have exceeded budget and this is going to put pressure on the overall Mayor and Council budget. Though I do not anticipate all of these costs to continue throughout 2020, the June 30, 2020 statements only reflect the Integrity Commissioner invoicing until the end of May. Projections, based on the January to June period, suggest that these categories could exceed budget by \$55,000. Though there may be some savings in other operational items, the majority of Mayor and Council budget is uncontrollable and will not be able to offset these expenses.

## COVID 19 Impact

The Covid situation has evolved and is continuing to evolve. There is still great uncertainty surrounding the future impacts of Covid on municipal operations. As the Municipality has progressed further through the pandemic and reopening phases, there is additional review that is at risk. The areas of concern are primarily within the Community Services department and General Government. There is \$220,000 of user fees within Community Services and \$240,000 of other revenue and supplemental tax within General Government that is at risk. As the Municipality refines its policies and outside agencies determine their way forward through Phase 3, I expect that we will be able to update projections and lower the at risk revenue.

When the budget was amended for projected lost revenue in May, it was also amended for the corresponding drop in expenses. Additionally, potential decreases in expenses due to delaying projects were incorporated into the budget, leaving very little on the table to offset any additional drops in revenue.

Municipal levies for agencies and boards are established for 2020. The one partner agency that is at risk in 2020 is the North Bay POA (Provincial Offences Act) working group. The budget includes \$30,000 in revenue as our proportionate distribution of POA surplus (included in the at-risk revenue). The 2020 North Bay POA is currently projecting a loss.

The Assessment Centre has cost the Municipality \$55,000 for the first three months of operations for staff hours and sanitation. It is anticipated that the Assessment Centre will continue to operate into the fourth quarter.



# Summary of All Categories

As of June 30, 2020

	Actual	Budget	Variance
<b>Revenues</b>			
Property Taxation	17,583,965	17,730,748	(146,783)
Payments in lieu	-	540,780	(540,780)
OMPF	3,264,300	6,528,600	(3,264,300)
Other Revenues	986,708	2,796,343	(1,809,635)
<b>Total Revenues</b>	<b>21,834,973</b>	<b>27,596,471</b>	<b>(5,761,498)</b>
<b>Expenditures</b>			
HR Costs	3,658,513	7,984,219	4,325,706
Operating Expenses	3,212,499	6,951,379	3,738,880
Policing	2,085,833	4,366,519	2,280,686
Social Programs	2,725,552	4,777,899	2,052,347
<b>Total Expenditures</b>	<b>11,682,397</b>	<b>24,080,016</b>	<b>12,397,619</b>



# Local Boards

Police	2,540	17,120	14,580
Library	207,460	414,920	207,460
Cemetery	6,735	41,185	34,450
<hr/>			
Total Board Expenditures	216,735	473,225	256,490
<b>Total Expenditures incl. Boards</b>	<b>11,899,132</b>	<b>24,553,241</b>	<b>12,654,109</b>
<b>Surplus (Deficit)-Operating</b>	<b>9,935,841</b>	<b>3,043,230</b>	<b>6,892,611</b>
Donations	-	-	-
Funding	(48,767)	(2,153,100)	(2,104,333)
<b>Total Revenues-Capital Fund</b>	<b>(48,767)</b>	<b>(2,153,100)</b>	<b>(2,104,333)</b>
Transfer to Reserve	1,810,000	1,810,000	-
Contribution from Reserve	(678,710)	(2,258,410)	(1,579,700)
Unexpended Revenue	-	-	-
<hr/>			
<b>Total Change in Reserves</b>	<b>1,131,290</b>	<b>(448,410)</b>	<b>(1,579,700)</b>



Long Term Debt Financing	-	-	-
Payments on Loans	149,973	338,230	188,257
<b>Total Change in Financing</b>	<b>149,973</b>	<b>338,230</b>	<b>188,257</b>
<b>Capital Assets</b>			
Capital expenditures-Infrastructure	54,065	3,250,000	3,195,935
Capital expenditures	726,873	2,056,510	1,329,637
<b>Total Capital Assets</b>	<b>780,938</b>	<b>5,306,510</b>	<b>4,525,572</b>
	2,013,434	3,043,230	(1,029,796)
<b>Surplus (Deficit)</b>	<b>7,922,407</b>	<b>0</b>	<b>7,922,407</b>

# Summary of Revenues and Expenses

	Actual	Budget	Variance
<b>Taxation</b>			
Revenues	17,583,965	17,730,748	(146,783)
<b>Payments in lieu</b>	-	540,780	(540,780)
<b>Provincial Grants-OMPF</b>	3,264,300	6,528,600	(3,264,300)
<b>General Government</b>			
Revenues	518,468	1,780,243	(1,261,775)
Expenses	1,730,545	3,545,042	1,814,497
<b>Surplus (Deficit)</b>	(1,212,077)	(1,764,799)	552,722
<b>Mayor &amp; Council</b>			
Expenses	129,494	191,943	62,449
<b>Public Works</b>			
Revenues	3,603	35,000	(31,397)
Expenses	2,949,164	6,428,657	3,479,493
<b>Surplus (Deficit)</b>	(2,945,561)	(6,393,657)	3,448,096
<b>Community Services</b>			
Revenues	336,659	734,500	(397,841)
Expenses	2,396,187	4,647,776	2,251,589
<b>Surplus (Deficit)</b>	(2,059,528)	(3,913,276)	1,853,748



**Fire Department**

Revenues	6,196	18,000	(11,804)
Expenses	1,266,685	2,362,460	1,095,775
<b>Surplus (Deficit)</b>	<b>(1,260,489)</b>	<b>(2,344,460)</b>	<b>1,083,971</b>

**Economic Development**

Revenues	12,428	62,100	(49,672)
Expenses	40,466	164,370	123,904
<b>Surplus (Deficit)</b>	<b>(28,038)</b>	<b>(102,270)</b>	<b>74,232</b>

**Planning & Development**

Revenues	109,354	166,500	(57,146)
Expenses	202,694	452,316	249,622
<b>Surplus (Deficit)</b>	<b>(93,340)</b>	<b>(285,816)</b>	<b>192,476</b>

**Emergency Management**

Expenses	50,936	3,500	(47,436)
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**Heritage Committee**

Expenses	-	2,500	2,500
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**Policing**

Revenues	77,503	197,698	(120,195)
Expenses	2,163,336	4,564,217	2,400,881
<b>Surplus (Deficit)</b>	<b>(2,085,833)</b>	<b>(4,366,519)</b>	<b>2,280,686</b>

**Police Board**

Expenses	2,540	17,120	14,580
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**Libraries**

Expenses	207,460	414,920	207,460
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<b>Cemetery</b>			
Expenses	6,735	41,185	34,450
<b>Municipal Drains</b>			
Expenses	64,367	87,500	23,133
<b>Animal Control</b>			
Expenses	53,908	92,764	38,856
<b>Health Services</b>			
Expenses	265,138	454,523	189,385
<b>DNSSAB</b>			
Expenses	1,565,593	3,131,948	1,566,355
<b>Home for the Aged-Au Chateau</b>			
Expenses	894,821	1,191,428	296,607
<b>Grand Total</b>			
<b>Revenues</b>	21,912,476	27,794,169	(5,881,693)
<b>Expenses</b>	13,990,069	27,794,169	13,804,100
<b>Net Surplus (Deficit)</b>	7,922,407	-	7,922,407





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

Resolution No.

**2020 /**

**SEPTEMBER 1, 2020**

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

**BE IT RESOLVED THAT** the Mayor and Chief Administrative Officer be authorized to sign an Agreement with Her Majesty the Queen in Right of Ontario, as represented by the Minister of Transportation, with regard to detailed design for Front Street / Champlain Bridge Rehabilitation in the Municipality of West Nipissing.

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

**CARRIED:** \_\_\_\_\_

**DEFEATED:** \_\_\_\_\_

**DEFERRED OR TABLED:** \_\_\_\_\_



Project	<b>DESIGN &amp; CONTRACT ADMINISTRATION BELANGER ST. RECONSTRUCTION PROJECT</b>		
Closing Information	August 19, 2020 @ 3:00 PM		
Opened By	Alisa Craddock	and	Peter Ming
	<b>Bid Submission</b>		
	<b>EXP</b>	<b>Tulloch</b>	<b>Tatham</b>
Final design	16,175.00	15,500.00	11,790.00
ECA application and bid process	11,370.00	8,500.00	5,510.00
Contract Administration	3.30% 16,500.00	2.20% 11,000.00	1.90% 9,500.00
Engineering Services	7.69% 38,450.00	5.20% 26,000.00	7.90% 39,500.00
<b>TOTAL SUBMISSION</b>	<b>\$82,495.00</b>	<b>\$61,000.00</b>	<b>\$66,300.00</b>

Construction Value \$ 500,000.00



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

Resolution No.

**2020 /**

**SEPTEMBER 1, 2020**

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

**WHEREAS** quotations were requested for the Construction Design and Contract Administration of the Bélanger Street Reconstruction;

**AND WHEREAS** three (3) quotations were received on August 19<sup>th</sup>, 2020;

**AND WHEREAS** the quotations have been reviewed by the municipal staff 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 Construction Design and Contract Administration of the Bélanger Street Reconstruction be awarded to **TULLOCH ENGINEERING**, having submitted the lowest quotation of \$61,000.00, plus H.S.T., meeting all the specifications.

	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 Ouest**

Resolution No.

**2020 /**

**AUGUST 11, 2020**

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

**WHEREAS** Councillor Jeremy Séguin representing Ward 7 in the Municipality of West Nipissing tendered his resignation effective July 19<sup>th</sup>, 2020;

**AND WHEREAS** Council has declared the Council seat for Ward 7 vacant at its meeting of July 21, 2020, as is required under Section 262(1) of the *Municipal Act* (2001)

**AND WHEREAS**, pursuant to Section 263(1) of the *Municipal Act* (2001), council shall

- (a) fill the vacancy by appointing a person who has consented to accept the office if appointed; or
- (b) require a by-election to be held to fill the vacancy in accordance with the *Municipal Elections Act*, 1996;

**BE IT RESOLVED THAT** Council for the Municipality of West Nipissing shall fill the vacancy in Ward 7 by:

- (a) ☐ appointing a person who has consented to accept the office, if appointed;
- (b) ☐ require a by-election to be held in accordance with the *Municipal Elections Act*;

	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 Ouest

Resolution No.

2020 /

SEPTEMBER 1, 2020

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

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

- (B) a proposed or pending acquisition or disposition of land by the municipality of local board;
  - (i) Villeneuve Court

	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 Ouest**

Resolution No.

**2020 /**

**SEPTEMBER 1, 2020**

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

**BE IT RESOLVED THAT** the CLOSED meeting of Council held on SEPTEMBER 1, 2020 be adjourned at \_\_\_\_\_ PM in order to proceed with the regular meeting.

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

**CARRIED:** \_\_\_\_\_

**DEFEATED:** \_\_\_\_\_

**DEFERRED OR TABLED:** \_\_\_\_\_



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

**M-1**

**BY-LAW 2020/49**

**BEING A BY-LAW OF THE MUNICIPALITY OF WEST NIPISSING  
TO CONFIRM THE PROCEEDINGS OF COUNCIL AT ITS MEETING  
HELD ON THE 1<sup>st</sup> DAY OF SEPTEMBER, 2020**

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**WHEREAS** the Municipality of West Nipissing deems it desirable to confirm the proceedings of Council at its meeting held on the 1<sup>st</sup> day of SEPTEMBER 2020, and each motion, resolution and other action passed and taken by the Council at its said meeting is hereby adopted, ratified and confirmed.

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

**ENACTED AND PASSED THIS 1<sup>st</sup> DAY OF SEPTEMBER 2020 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.**

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JOANNE SAVAGE  
MAYOR

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MELANIE DUCHARME  
CLERK

**2020 /****SEPTEMBER 1, 2020**

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

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

**BE IT RESOLVED THAT** the meeting of Council held on SEPTEMBER 1, 2020 be adjourned.

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

CARRIED: \_\_\_\_\_

DEFEATED: \_\_\_\_\_

DEFERRED OR TABLED: \_\_\_\_\_