

***** AGENDA *****
Tuesday, May 24, 2022
****START TIME 6:30 p.m.****

1. Disclosure of pecuniary interest.
2. Staff Reports.
3. Committee Reports.
4. Resolution: Adopt the minutes of the meeting held May 10, 2022.
5. By-Law: Regulate Installation of Culverts placed on Municipal Road Allowances, Entrance Permits.
6. By-Law: Trailer Licencing.
7. By-Law: Website and Social Media Policy.
8. Discussion: Council Meeting Procedures – meeting space, broadcasting to YouTube.
9. Correspondence.
10. Accounts to pay.
11. By-Law: Confirming Proceedings of Council.
12. Adjournment.

Council meetings will be held in person at 2381 Highway 654, Township of Nipissing Community Centre and virtually utilizing the Zoom platform; and will be livestreamed to the Township of Nipissing YouTube channel.

<https://www.youtube.com/channel/UC2XSMZqRNHbwVppelfKcEXw>

MINUTES

TOWNSHIP OF NIPISSING

Tuesday, May 10, 2022

A regular meeting of the Township of Nipissing Council was held on Tuesday, May 10, 2022. The meeting was held in person at the Township of Nipissing Community Centre, and livestreamed to the Township of Nipissing YouTube Channel.

Present: Mayor Tom Piper and Councillors Tom Marchant, Liz Moore and James Scott.

Staff: Fire Chief Will Bateman, Administrative Assistant-Deputy Clerk Kristin Linklater, Land Planning & Technology Administrator – Deputy Treasurer John-Paul Negrinotti and Municipal Administrator Kris Croskery-Hodgins.

Regrets: Councillor Steve Kirkey

Guests: Paul Goodridge, Roy Sommerville and Andrew Sommerville.

Disclosure of pecuniary interest: None.

Staff Reports:

John-Paul Negrinotti, Land Planning and Technology Administrator – Deputy Treasurer – written report.

Dan MacInnis, Operations Superintendent – written report April 2 and May 10.

Will Bateman, Fire Chief-MLEO-CEMC – verbal report.

Committee Reports:

Liz Moore: Nipissing Township Museum Board, FONOM Conference

Tom Marchant: Source Water Protection Committee

James Scott: Township of Nipissing Recreation Committee

Tom Piper: Sturgeon Nipissing French River Water System Advisory Board, Eastholme Home for the Aged Board of Management.

R2022-101 L. Moore, J. Scott: That the minutes of the Council Meeting held April 26, 2022 be adopted as published. **Carried.**

This part of our meeting is declared a public meeting pursuant to the provisions of Section 34 (12) of the *Planning Act*, R.S.O., 1990, to discuss an application for a change to Zoning By-Law 2020-20 by the Township of Nipissing.

R2022-102 J. Scott, L. Moore: That we pass By-Law Number 2022-26, being a By-law to Amend Zoning By-Law 2020-20, as amended.

Read a first, second and third time and passed this 10th day of May, 2022. **Carried.**

R2022-103 T. Marchant, J. Scott: That we pass By-Law Number 2022-27, being a By-Law to enter into an agreement for Next Generation 9-1-1 Service.

Read a first, second and third time and passed this 10th day of May, 2022. **Carried.**

R2022-104 L. Moore, J. Scott: That we donate \$100 to the Almaguin Highlands Secondary School Graduation Awards Program. **Carried.**

R2022-105 T. Marchant, L. Moore: WHEREAS Spectrum Telecom Group Ltd. (Spectrum Group) wishes to erect a 96-foot (29.3 metre) telecommunications antenna support tower structure on municipal lands located at 3878 Highway 522, in the Township of Nipissing, District of Parry Sound for the delivery of radio communication services to the Township of Nipissing Fire Department and Public Works Department;

AND WHEREAS Spectrum Group is required by Industry Canada to consult with the local land-use authority and to obtain a statement of concurrence from the Municipality;

THEREFORE BE IT RESOLVED that the Council of the Corporation of the Township of Nipissing hereby gives approval to the Municipal Administrator to issue a statement of concurrence to Spectrum Group for the proposed telecommunications tower on municipal lands located at 3878 Highway 522, in the Township of Nipissing, for the delivery of radio communication services to the Township of Nipissing Fire Department and Public Works Department. **Carried.**

R2022-106 J. Scott, L. Moore: THAT we award Tender NIP-PW-2022-1 for the supply, crush, deliver and stockpile of:

Approximately 2,500 Tonnes of 7/8" crushed quarry granite with an excavator; AND

Approximately 1,000 Tonnes of Quarry B with an excavator; to:

Evan Hughes Excavating

Total Tender Price 7/8" crushed granite: \$42,940.00

Total Tender Price Quarry B: \$17,176.00, including applicable taxes. **Carried.**

R2022-107 T. Marchant, J. Scott: THAT we award Tender NIP-PW-2022-2 for the supply, delivery and stockpile with a conveyor in the dome, approximately 3,000 tonnes of screened sand to:

A. Miron Topsoil Ltd. Total Tender Price: \$42,307.20, including applicable taxes. **Carried.**

R2022-108 J. Scott, L. Moore: THAT we award Tender NIP-PW-2022-3 for the crushing of approximately 6,000 Tonnes of Quarried B Granite to be picked up by Municipality to:

Evan Hughes Excavating Ltd. Total Tender Price: \$81,360.00 including applicable taxes. **Carried.**

R2022-109 J. Scott, L. Moore: THAT we award Tender NIP-PW-2022-4 for the crushing of approximately 3,000 Tonnes of 7/8" Crushed Quarry Granite to be picked up by Municipality to:

Evan Hughes Excavating Ltd. Total Tender Price: \$40,680.00 including applicable taxes. **Carried.**

R2022-110 T. Marchant, L. Moore: THAT we award Tender NIP-PW-2022-5 for the supply, crush and apply approximately 3,500 Tonnes of 7/8" Crushed Quarry Granite to:

Evan Hughes Excavating Ltd. Total Tender Price: \$69,014.75 including applicable taxes. **Carried.**

R2022-111 T. Marchant, J. Scott: THAT we cancel Tender NIP-PW-2022-6 for the supply, crush and apply approximately 11,700 Tonnes of 7/8" Crushed Quarry Granite to various roads as it does not fall within the approved 2022 Budget amounts;

AND that we will include this project in the 2023 Construction schedule and budgeting process.

Carried.

R2022-112 L. Moore, J. Scott: THAT we award Tender NIP-PW-2022-7 for provision of Road Side Grass Cutting to: Derrick Johnstone Construction. Total Tender Price: \$8,983.50 including applicable taxes. **Carried.**

R2022-113 T. Marchant, J. Scott: THAT we award Tender NIP-PW-2022-9 for provision of Engineering Services for O.S.I.M. Roadway Bridge Inspections to: HP Engineering. Total tender price \$4,407.00 including applicable taxes. **Carried.**

R2022-114 T. Marchant, L. Moore: THAT we award Tender NIP-PW-2022-10 for Surface Treatment to: Duncor Enterprises Inc. Total Tender Price: \$99,211.31 including applicable taxes. **Carried.**

R2022-115 J. Scott, L. Moore: WHEREAS the owner of Part Lot 5, Concession 11, has offered to convey part of Hazel Glen Road which crosses the property, to the Township of Nipissing for road purposes;
AND WHEREAS the Township of Nipissing Official Plan policy is to acquire title to roads that have historically been used and maintained as public roads in the Township but have not been dedicated as public highways;
NOW THEREFORE the Township is willing to accept the portion of Hazel Glen Road to the Municipality for road purposes, as shown as Part 4 on Plan 42R-6589. **Carried.**

R2022-116 J. Scott, L. Moore: That we accept the correspondence as presented. **Carried.**

R2022-117 J. Scott, T. Marchant: That the statement of accounts dated April 27 and May 5 and 10, 2022; totaling \$161,320.44 be approved. **Carried.**

R2022-118 T. Marchant, L. Moore: That we pass By-Law No. 2022-28, being a by-law to confirm the proceedings of Council at its meeting held on May 10, 2022.
Read the first, second and third time and passed this 10th day of May, 2022. **Carried.**

R2022-119 L. Moore, J. Scott: That the meeting be adjourned. Time: 7:37 p.m. Next regular meeting to be held May 24, 2022. **Carried.**

Mayor:

Municipal Administrator:

Minutes prepared as per Section 228 (1)(a) of the Municipal Act, S.O. 2001, c. 25.

Clerk to record, without note or comment, all resolutions, decisions and other proceedings of the council.

Minutes to be approved by Council at the next regular Council Meeting.

THE CORPORATION OF THE TOWNSHIP OF NIPISSING

BY-LAW NUMBER 2022-29

Being a By-Law to regulate the installation of culverts placed on Municipal Road Allowances to provide access to private abutting lands.

WHEREAS Section 8 of the Municipal Act, 2001 states a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS Section 11 of the Municipal Act, 2001 states a single-tier municipality may pass by-laws respecting matters within the following spheres of jurisdiction 1.) Highways, and 6.) Drainage and flood control;

AND WHEREAS it is deemed expedient for the purpose of uniform installation of all such culverts that certain regulations be established by the Municipality.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF NIPISSING ENACTS AS FOLLOWS:

1. That land owners requiring an entrance must have approval of the Township of Nipissing Operations Superintendent prior to installation. The entrance location must be approved by the Operations Superintendent.

Where a land owner's request is not approved by the Operations Superintendent, the land owner may, at their own expense, provide a Traffic Impact Study prepared by a certified Traffic Engineer, to support their proposal and submit it with the Entrance Permit Application for review.

2. The Operations Superintendent will determine the need for a culvert. Should a culvert be deemed necessary, it shall conform to a Municipal standard as follows:
 - a. The culvert must be new.
 - b. Culverts must have a minimum diameter of 400 mm unless otherwise agreed upon.
 - c. Culvert length must be a minimum of nine (9) metres.
 - d. The Operations Superintendent may require a larger and or longer culvert if they feel it is warranted.
 - e. The culvert must be new corrugated steel construction and conform to OPSS 1801 specifications OR new Polyethylene smooth walled pipe, OPSS 1840. The type of pipe to be determined by the Operations Superintendent.
 - f. The land owner shall purchase and install their own culvert in accordance with the attached "Schedule A". Please note that driveway entrances must have a crown with 2% slope to allow for drainage to municipal ditches. Driveway entrances must not be higher than the grade of the road where they intersect.
 - g. The Township of Nipissing will no longer restore driveways beyond a granular "A" surface with in the municipal right of way due to culvert replacement or maintenance of entrance. The Township reserves the right to change or alter any entrance at any time. Any finished work, i.e. interlocking brick, paving, clear stone will be the responsibility of the land owner.
 - h. Should the Township request the culvert be replaced due to damage caused by the Owner or parties acting on behalf of the Owner at the expense of the Owner, a time frame will be provided for the work to occur to ensure the safety of the attached roadway. If the replacement is not installed by that specified date, the work shall be performed and the Owner shall be responsible for the costs. Invoices not paid within thirty (30) days shall be placed upon the Property Tax Account.

- i. The required form for an Entrance Permit must be properly filled out and submitted to the Township Office along with the prescribed Fee as set out in the current User Fee By-Law in effect. Copy of the Entrance Permit Application is attached as "Schedule B".
 - j. There will be no municipally issued entrance permit required for an entrance onto a provincial highway. A copy of the Ministry of Transportation permit must be submitted to the Township Office in order for a 911 service address number and sign can be issued. The fee required for a 911 sign will be as per the User Fee By-Law in effect.
 - k. One entrance per residential dwelling is allowed and is to be approved by the Operations Superintendent as indicated on the entrance permit application.
 - l. Upon completion of the entrance installation, please notify the Township Office for the final inspection to be completed. This may take up to one (1) week for final approval.
Note: Entrance applications and final inspection requests submitted in the winter months may require a spring inspection.
3. It is the applicant's responsibility to assure compliance with this policy. Failure to comply within fifteen (15) days after written notification of the problem has been sent will result in the Township hiring a contractor to do the work at the expense of the applicant.
 4. Driveways requesting entrance to a municipal roadway from an elevated property above roadway grade must have adequate ditching and drainage down both sides of the driveway to municipal ditching in order ensure the integrity of the municipal roadway will not be affected during drainage.

Continued maintenance of driveway ditches is the responsibility of the Owner. Any damage to municipal roadways as a result of unmaintained drainage from an elevated driveway may be the responsibility of the property owner and repair costs may be charged.

5. If damage is done to the municipal road during installation of an entrance, the property owner shall make repairs to the satisfaction of the Township within fifteen (15) days, or the Township will make the repairs and all costs will be the responsibility of the property owner. Failure to provide payment for damages as invoiced from the Township within thirty (30) days of invoice date will result in the costs being added to the property tax account.
6. Work must start within six (6) months of issuance of the entrance permit or the permit shall be void and cancelled by the Township. The entrance is to be completed within two (2) years from date of issue of entrance approval. A six (6) month extension may be granted by the Operations Superintendent.
7. That the effective date of this By-law shall be May 24, 2022.

By-law 2010-44 is hereby repealed.

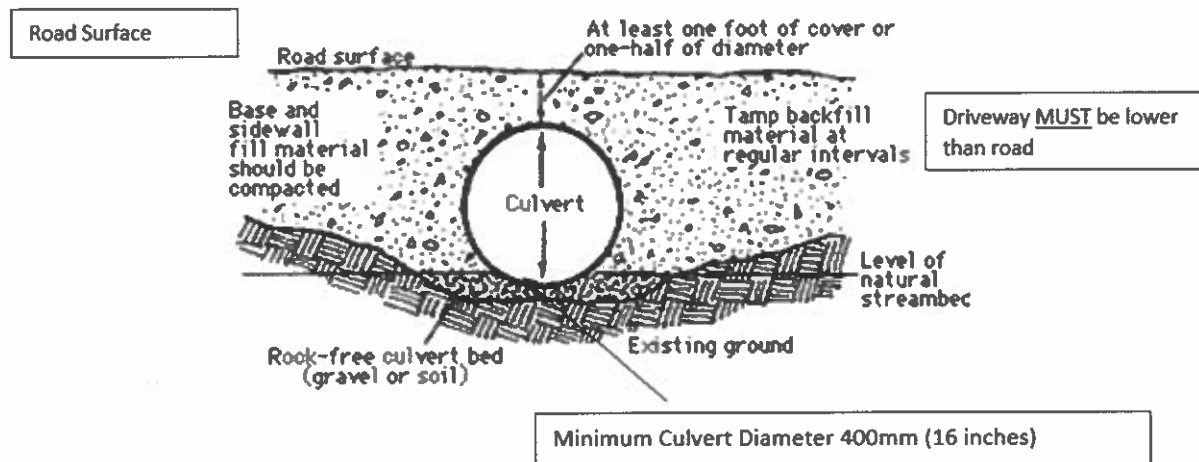
READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS 24TH DAY OF MAY, 2022.

THE CORPORATION OF THE TOWNSHIP
OF NIPISSING

Tom Piper, Mayor

Kris Croskery-Hodgins, Municipal Administrator

CULVERT INSTALLATION



Must be Granular "A" (Minimum 600mm around pipe)

1. NO cement is allowed at the ends of culverts. The culvert must be exposed a minimum of 300mm (1 foot) at both ends.
2. Driveway entrances must have a crown with 2% slope to allow for drainage to municipal ditches. Driveway entrances must not be higher than the grade of the road where they intersect as this will result in damage to driveway during grading operations. The Township will NOT assume responsibility for damage caused as a result of this.
3. All new or altered entrances must have signed installations acceptance before acceptance will be issued by the Municipality.
4. All lengthening of existing culverts must be installed at same standards as a new entrance.



APPENDIX "B" TO BY-LAW 2022-29

**THE TOWNSHIP OF NIPISSING
ENTRANCE PERMIT**

705-724-2144 Office
705-724-2194 Garage
705-724-5385 Fax
roads@nipissingtownship.com

DESCRIPTION AND LOCATION OF PROPERTY: ROLL NO: 4971-

OWNER NAME: _____ PHONE #: _____
NAME AND ADDRESS OF OWNER(S)

OWNER SIGNATURE: _____ CELL #: _____

PROPERTY INFORMATION: LOT: _____ CONCESSION: _____

PLAN NUMBER (IF APPLICABLE) _____

ROAD INFORMATION: ROAD NAME: _____

LOCATION: NORTH ☐ SOUTH ☐ EAST ☐ WEST ☐ (of roadway)

HAS THE REQUESTED LOCATION BEEN MARKED? YES ☐ NO ☐

IF YES, DESCRIBE MARKINGS: _____

CLASSIFICATION, USE, PURPOSE AND DETAIL OF ENTRANCE:

ACCESS REQUIRED FOR: _____
(DESCRIPTION OF TYPE OF ESTABLISHMENT SERVED BY ENTRANCE)

WIDTH OF ENTRANCE _____ METRES LENGTH OF CULVERT: _____

SIZE OF CULVERT _____ CULVERT CONSTRUCTION MATERIAL: _____

APPROXIMATE DISTANCE APPROACHING TRAFFIC IS VISIBLE FROM THE POINT OF ENTRANCE TO THE ROADWAY:

FROM THE RIGHT: _____ METRES FROM THE LEFT: _____ METRES

Elevated properties accessing municipal roadways for entrance MUST provide adequate ditching and drainage to ensure the integrity of the Municipal Roadway during spring runoff and rain.

DITCHING DOWN BOTH SIDES OF DRIVEWAY IS REQUIRED FOR PROPERTIES ELEVATED ABOVE MUNICIPAL ROADWAYS FOR ACCESS.

OWNER INITIAL TO ACKNOWLEDGE

FOR OFFICE USE ONLY

ACTION ON APPLICATION: _____ DATE RECEIVED: _____

FEE RECEIVED: YES ☐ NO ☐

INDICATE WHICH, IF ANY, OF THE FOLLOWING WILL BE AFFECTED:

☐ ROADWAY DRAINAGE ☐ TREES, SHRUBS, PLANTING ☐ SIGNS ☐ GUARD RAIL ☐ NIL

☐ APPROVED ☐ NOT APPROVED ☐ REFERRED ENGINEERED TRAFFIC STUDY

DATE _____ AUTHORIZED: _____
(SIGNATURE OPERATIONS SUPERINTENDENT)

911 NUMBER ASSIGNED: _____ SIGN ORDERED: _____
(DATE SIGN ORDERED)

FINAL INSPECTION:

☐ APPROVED - COMPLETE WITH SIGN INSTALLED ☐ NOT APPROVED - INCOMPLETE WITH NOTES

DATE: _____ SIGNATURE: _____

THE CORPORATION OF THE TOWNSHIP OF NIPISSING

BY-LAW NUMBER 2022-30

Being a by-Law to licence trailers within the Township of Nipissing

WHEREAS the *Municipal Act*, S.O. 2001, Section 164 authorizes a municipality to pass by-laws to licence trailers;

AND WHEREAS it is desirable to regulate the use of trailers within the Township;

NOW THEREFORE the Council of The Corporation of the Township of Nipissing enacts as follows:

TITLE AND APPLICATION – SECTION 1

- 1.1 This By-law shall be cited as the “Trailer Licence By-law”.
- 1.2 This By-law does not apply to:
 - a) Assessed Trailers as defined in Section 2.1.
 - b) Trailers located in Camping Establishments as defined in Section 2.2.
 - c) A Stored Trailer as defined in Section 2.4.
- 1.3 This By-law applies to any trailer, even if the trailer was placed on the property prior to date of enactment of this By-law.

DEFINITIONS – SECTION 2

- 2.1 **ASSESSED TRAILER** – means any trailer legally located on a property and that is assessed under the *Assessment Act*
- 2.2 **CAMPING ESTABLISHMENT** – means the use of land, managed as a unit, for the provision of short-term accommodation for tent trailers, travel trailers, recreation vehicles and campers and includes accessory facilities which support the use, such as administration offices, retail uses, laundry facilities, game rooms or other similar facilities but does not include a mobile home park.
- 2.3 **DWELLING** – means a building, occupied or capable of being occupied as a home, residence or sleeping place by one or more persons, but shall not include hotels, boarding and rooming houses, motels, institutions, or hunt camps.
- 2.4 **PERMANENT BASIS** – means either year-round occupancy or occupancy by persons who do not maintain elsewhere a usual or normal place of residence.
- 2.5 **STORED TRAILER** – means any trailer located on a property only for the purpose of storing such trailer for use at any location other than the property upon which it is stored.
- 2.6 **TOWNSHIP** – means the Corporation of the Township of Nipissing and shall be defined as the lands and premises within the corporate limits.
- 2.7 **TRAILER, TRAVEL OR TENT** – means any trailer which is designed to be temporarily utilized for living, shelter and sleeping accommodation, with or without cooking facilities and which has running gear and towing equipment that is permanently attached and is not permanently affixed to the ground.

LICENCE AND REGULATIONS – SECTION 3

- 3.1 No person shall keep or permit to be kept a trailer, on any property within the Township for more than 21 consecutive days in any given year, unless such trailer meets all requirements stated in Section 3.44 of the Township of Nipissing Zoning By-Law 2020-20. For clarity, pursuant to Section 1.3 of this By-law, this requirement to obtain a licence applies to trailers which were located on property prior to the date of passage of this By-law.
- 3.2 A licence issued pursuant to this By-law authorizes the use and maintenance of a trailer for recreational purposes only. The issuance of a licence does not grant the licensee the authority to occupy the trailer on a permanent basis. In furtherance of the foregoing, no person shall occupy or permit to be occupied a trailer during the period commencing December 1st of a calendar year and ending April 30th of the following calendar year.
- 3.3 The issuance of a licence is not intended and shall not be construed as permission or consent by the Township for the holder of the licence to contravene or to fail to observe or comply with any law of Canada, Ontario or any By-law of the Township.
- 3.4 An uncovered deck not exceeding 15 square metres in area and not attached to the trailer and access stairs to the trailer are allowed.
- 3.5 A maximum of one trailer is permitted on a single conveyable parcel of land.
- 3.6 The owner of the property upon which the trailer is to be located shall consent to its placement on the property.
- 3.7 Trailers are not permitted to be parked on Township property for the purpose of storage or placement for recreational purposes.
- 3.8 An accessory building shall not be permitted when there is a trailer use on a lot. Accessory buildings shall not be permitted prior to the erection of a permitted dwelling. 3.3(b) of By-Law 2020-20.
- 3.9 Trailers must demonstrate an appropriate method of sewage and grey water management. A trailer shall be connected to an approved septic system or an appropriate outhouse and approved grey water pit, approved with the appropriate certification from the North Bay Mattawa Conservation Authority for use in order to be considered for a licence.

LICENCE EXEMPTIONS – SECTION 4

- 4.1 Where the owner of land has obtained a building permit for the construction of a single detached dwelling, and that owner wishes to use a trailer for temporary accommodation while constructing such dwelling, the Owner may apply for permission to do so and be exempted from the requirement to obtain a licence under this By-law. The Township may grant such exemption on the condition that the Owner enter into an agreement with the Township which, among other things, provides for the removal of the trailer, as detailed in By-Law Number 2012-53, Temporary Residence During Construction of a Permanent Residence.

LICENCE APPLICATION AND FEES – SECTION 5

- 5.1 All applications for such licence shall be made to the Township upon the prescribed form attached to this By-law as Schedule “A” and shall include the submissions referenced therein, including payment of the Licence Fee required in Schedule “B”.

- 5.2 No licence shall be issued unless the trailer for which such licence is issued is located in compliance with the setback requirements for a dwelling unit as prescribed by the Corporation of the Township of Nipissing Zoning By-law 2020-20, for the zone in which the lands are located.
Schedule B, By-Law 2020-20, setback requirements.
- 5.3 The Township may issue the following class of licences:
- a. Annual licence – this licence authorizes the placement of the trailer upon a property for a complete calendar year or any portion thereof, and its occupancy between May 1st and November 30th in the calendar year.
 - b. Short Term Licence – this licence authorizes the placement of the trailer upon the property for a minimum period of one month up to a maximum of three months, between May 1st and November 30th in the calendar year.
- 5.4 Licences shall be displayed in or upon the trailer in a place that can be seen easily from outside of the trailer. Attached to and forming part of this By-law as Appendix “A”.
- 5.5 All Annual Licences expire on December 31st and all Short-Term Licences expire on the date specified on the licence.
- 5.6 A refund may be obtained by surrendering the issued licence and submitting a request in writing to the Township, indicating a trailer was not located on a property and specifying the date on which it was removed. The refund will be calculated from the first day of the month following relocation. The onus is on the applicant for a refund to provide supporting documentation of the date of such removal. No refund shall be made after the expiry date.

ADMINISTRATION AND ENFORCEMENT – SECTION 6

- 6.1 The administration and enforcement of this By-law is delegated to the Municipal Administrator, Chief Building Official, Fire Chief and Municipal Law Enforcement Officer for the Township of Nipissing. The Municipal Administrator shall have the authority to issue permits under this By-law; and may delegate the authority to issue licences under this By-law as required.
- 6.2 Any Person who contravenes any provision(s) of this By-law is guilty of an offence and upon conviction is liable to a fine as provided for in the Provincial Offences Act.
- 6.3 Each day that a contravention of this By-law continues shall constitute a separate offence.
- 6.4 Every person who provides false information in any application for a licence under this By-law or in an application for a renewal of licence is guilty of an offence.
- 6.5 Where a conviction is entered under this section, in addition to any other remedy or any penalty provided by law, the court in which the conviction was entered, and any court of competent jurisdiction thereafter, may make an order prohibiting the continuation or repetition of the offence by the person convicted.
- 6.6 If the Township is satisfied that a contravention of this by-law has occurred, the Township may make an order requiring the person who contravened this by-law or who caused or permitted the contravention or the owner or occupier of the trailer to discontinue the contravening activity.
- 6.7 Any person who contravenes an order made under subsection 6.6 is guilty of an offence.

- 6.8 Every contravention of this By-law may be restrained by application at the instance of a taxpayer or of the Municipality in accordance with the provisions of the *Municipal Act*, 2001.
- 6.9 A Township employee, staff person, agent or contractor hired by the Township, accompanied by any person under their direction, may enter onto any land that is used or believed to be used in contravention of this By-law for the purposes set out in subsection 436(1) of the *Municipal Act*, 2001 and shall have all powers of inspection set out in subsection 436(2) of the Act.
- 6.10 Any trailers used, maintained or located in contravention of this By-law shall be removed from the lot, at the expense of the Owner of the lot. Failure to remove any trailers from a lot within the time prescribed by the Municipal Law Enforcement Officer may result in the removal of said trailer by the Township, at the expense of the Owner of the lot.

VALIDITY AND EFFECTIVE DATE – SECTION 7

- 7.1 If any section, clause or provision of this By-law is for any reason declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the By-law as a whole or any part thereof other than that section, clause or provision so declared to be invalid and it is hereby declared to be the intention that all remaining sections, clauses or provisions of the By-law shall remain in full force and effect until repealed, notwithstanding that one or more provisions thereof shall have been declared to be invalid.
- 7.2 This By-law shall come into effect on the date of the third reading and it being passed, subject to the provision in section 5.2(a) as it relates thereto.

BY-LAW READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS 24TH DAY OF MAY, 2022.

THE CORPORATION OF THE TOWNSHIP OF NIPISSING

Mayor Tom Piper

Municipal Administrator Kris Croskery-Hodgins

SCHEDULE "A" TO BY-LAW 2022-30

APPLICATION FOR TRAILER LICENCE

(Complete and attach all information prior to submitting)

1. Applicant Information

Name: _____

Mailing Address: _____

Phone Number: _____

Email: _____

Note: If Applicant is not the registered owner of the property, the Applicant must have the owner's consent to apply for such licence.

2. Property Information

Property Owner: _____

Civic Address: _____

Roll Number: _____

Proof of Ownership: Attach a copy of parcel register or deed.

Note: If no civic address has been assigned for this property, one must be applied for and approved, using the Entrance Permit process prior to submitting this application.

3. Trailer Information

Make & Model: _____ **Licence Plate #** _____

Serial Number or VIN: _____

Please attach four (4) pictures of trailer if already located on the property. (One of each side of the trailer.)

4. Licence Requested

Place a check mark beside applicable class of licence requested

Annual _____

Short Term _____

Number of months 1 2 3 (Circle Number of Applicable Months)

5. Services Information

What type of septic management system will the trailer be connected to?

Class 4 System (septic tank and field bed) _____

Class 1 (outhouse) AND Class 2 (grey water pit) _____

Is a copy of the approved system permit from the North Bay Mattawa Conservation Authority attached to this application? _____ **Yes** _____ **No**

If No, when will a copy be supplied? _____

5. Services Information (continued)

NOTE: If the trailer is not connected to an approved sewage disposal system, or is not serviced by an approved grey water pit and outhouse, a trailer licence will not be issued until the Municipality is satisfied that the septic/grey water management strategy is approved by the North Bay Mattawa Conservation Authority.

Will the trailer be directly connected to electrical services?

No _____ **Yes** _____

If yes, please provide the Electrical Safety Authority approval for connection. This requirement only applies if the trailer will have a direct connection to the electricity distribution system (i.e. not an extension cord plugged into an outlet.)

FIRE PREVENTION

Are there working smoke and Co (Carbon Monoxide) alarms installed, maintained and tested in the trailer?

No _____ **Yes** _____

6. Required Submissions

Site Plan – a drawing showing the location or proposed location of the trailer in relation to the boundaries of the property and including all existing buildings, sewage systems, wells, and watercourses/waterbodies. Such drawing shall be scaled or, where the property is large, measurements shall be included indicating the distance of the trailer from property boundaries, existing buildings, wells and watercourses/waterbodies.

Proof of Property Ownership – as required under Section 2.

Pictures – as required under Section 3.

Permits/Approvals referenced in Section 5, if applicable.

Applicable Fee:

Annual Licence **\$600.00**

Short Term Licence **\$150 for 1 month, \$300 for 2 months or \$450 for 3 months.**

Applicant Signature _____ **Date:** _____

Property Owner Signature _____ **Date:** _____

***If property owner and applicant are the same, please sign in both locations.**

Township of Nipissing Administrative Use only:

Date Application Received: _____

Complete Application: Yes _____ No _____

If No, action taken: _____

Approved By: _____ **Date:** _____

Licence Number Assigned: _____

Effective Dates: _____

SCHEDULE “B” TO BY-LAW 2022-30

Licence Fees:

Annual Fee:	\$600.00 per year
Short Term Fee:	\$150.00 for one month
	\$300.00 for two months
	\$450.00 for three months

DRAFT

Part 1 Provincial Offences Act – Set Fine Schedule

THE CORPORATION OF THE TOWNSHIP OF NIPISSING

By-Law No. 2022-30, Trailer By-Law

Item	Column 1 Short Word Form Wording	Column 2 Provision Creating or Defining Offence	Column 3 Set Fine
1	Fail to obtain a licence for trailer over 21 day limit.	3.1	\$300.00
2	Fail to vacate trailer from the months of December 1 st to April 30 th	3.2	\$300.00
3	Allow additions to be built to a trailer other than an uncovered, unattached deck not exceeding 15 sq. m. and access stairs	3.4	\$300.00
4	Having more than 1 trailer per property	3.5	\$300.00
5	Allow person to locate trailer on his/her property without licence	3.6	\$300.00
6	Trailers are not permitted on Township property for the purpose of storage or placement for recreational purposes	3.7	\$300.00
7	Fail to display licence so it can easily be seen from the outside of the trailer	5.4	\$300.00
8	Providing false information on a licence application	6.4	\$300.00
9	Obstruct person designated to enforce this By-Law	6.9	\$300.00

Note: The Penalty provision for the offences indicated above is Section 61 of the Provincial Offences Act, R.S.O. 1990, Chapter P. 33.

APPENDIX "A" TO BY-LAW 2022-30

Approved Licence Notice

TRAILER LICENCE



Approved Trailer Licence issued to:

Property Address:

Licence Number:

This licence is issued under the authority of Township of Nipissing
By-Law Number 2022-30.

Licence Issued by:

*Notice to be printed and laminated upon issuance. Original document
to be posted at the site of the trailer. Copies will not be accepted.

WEBSITE AND SOCIAL MEDIA POLICY

Township of Nipissing Corporate Policy passed May 24, 2022

POLICY STATEMENT:

The Corporation of the Township of Nipissing supports the use of a Website and Social Media platforms as a method of providing information to the public. Information and communication shared through these channels have a significant and lasting impact on the reputation of the Township Council and Staff, it is therefore vital that clear expectations are in place regarding Website and Social Media use.

PURPOSE:

The purpose of this Policy is to:

- a) Assign responsibility for maintaining the Township Website and Social Media page;
- b) Clearly outline the protocol for communicating Township information;
- c) Clarify how and if the Township will reply to the comments and posts;
- d) Establish parameters for deleting posts.

SCOPE:

This Policy applies to all Township employees, including but not limited to regular, temporary and contract employees (collectively called "Employees"), in addition to Council members, volunteers, students and interns and appointed committee and/or board representatives.

DEFINITIONS:

"Standard Business Hours" – means the standard business hours of the Township of Nipissing Township Office which are Monday to Friday, 8:30 am to 4:30 pm, closed each day from 12:00 to 12:30 p.m. and closed statutory holidays and Remembrance Day.

"Social Media Administrators" – means Township of Nipissing Staff authorized by the Municipal Administrator to operate and manage the Township Website and Social Media Accounts.

"Township" – means The Corporation of the Township of Nipissing.

POLICY DETAILS:

Website and Social Media Purpose

The primary purpose of the Township Website and Social Media pages is to convey information to members of the public, including but not limited to:

- a) Publishing Council meetings, agendas, minutes and applicable by-laws/documents to ensure accountability and transparency.
- b) Information about municipal programs, services, activities, amenities, and events;
- c) To promote the Township of Nipissing economic, social, and cultural quality of life;

The primary purpose of the Township Website and Social Media platforms is to convey information to users; not to provide free and open dialogue between users. Communications made through Website and Social Media messaging systems shall, in no way, be deemed to constitute legal notice to the Township or any of its agencies, officers, employees, agents or representatives, with any respect to existing or potential claims or cause of action against the Township or any of its agencies, officers, employees, agents or representatives, where notice to the Township is required by any federal, provincial, or local laws, rules, or regulations.

All content posted to the Website and/or Social Media is to be approved by the Municipal Administrator or designate.

Complaints and/or By-Law enforcement matters will not be managed or responded to from Social Media but will be directed to correct reporting methods within the Township administration policies.

Website and Social Media Platforms

The Township of Nipissing operates and maintains the following:

Website: www.nipissingtownship.com

Facebook Page(s): Township of Nipissing page
Township of Nipissing Fire Department page
Nipissing Township Museum page

YouTube Channel: <https://www.youtube.com/channel/UC2XSMZqRNHbwVppelfKcEXw>

Twitter: Township of Nipissing Fire Department

Hyperlink Policy

The purpose of the Township Website and Social Media platforms is to provide information about its government, services and attractions. The Township Website may contain hyperlinks to other websites. The Township is not responsible for, and does not endorse, the information on any hyperlinked website unless specifically stated.

The following criteria will be used by the Township to decide whether to grant requests for hyperlinks from its Website and/or Social Media platforms.

The Township Website will provide hyperlinks to websites for:

- a) Government Ministries and educational institutions;
- b) Organizations related to the Township's tourism industry or registered to be listed in the Township's Business Directory;
- c) Generally recognized community or civic organizations;
- d) Organizations providing information about art, cultural, and sporting activities in the Township.

The Township Website will not provide hyperlinks to websites for:

- a) Candidates for elected office, including municipal, provincial or federal offices;
- b) Political organizations or other organizations advocating a position on a local, provincial or federal issue;
- c) Corporate or other for-profit organizations unless they fit the criteria stated above;
- d) Individual or personal home pages.

Hyperlinks will not be considered or approved by the Township if the exhibition of the content within the browser would also exhibit one or more of the following categories:

- a) Content which graphically depicts or describes violence, nudity and/or sexual activities in a way designed to evoke prurient interest;
- b) Content which facilitates or incites crime or is racist;
- c) A hyperlink that directly links to other content that when perceived within a browser is in violation of any of the prohibited content stated above;
- d) Discussion groups, chat rooms, bulletin boards, and other largely unedited content created by individuals who are not owners, operators, or agents of the Township Website;
- e) Websites containing information that violates any of the Township's equal opportunity policies;
- f) Any other content that the Municipal Administrator or designate deems inappropriate.

Websites that have been approved and linked from the Township's Website, but subsequently demonstrate any of the above categories of content, will be unlinked from the Township's Website without notice.

All other community events that are open to the public, can be submitted through the website contact portal for review and approval on the Township of Nipissing Notice and Events page.

Privacy Policy

The protection of individual privacy is a concern to the Township, and is governed by local and provincial laws. The Township has created this privacy statement in order to demonstrate its commitment to privacy. The following discloses the Township's information gathering and dissemination practices for its website.

No personally identifiable information is automatically collected about visitors who simply browse the Township's Website or who download information from it.

The Township web servers maintain logs of user activity in order to help manage the Website. Information stored in these logs does not identify the user personally. The logs store such things as the domain name and IP address from which a user accessed the Township's Website; the type of browser and operating system they used; the date and time they accessed the website; the pages they visited; and the country or region of the world from which they accessed the website.

The Township uses this information to learn how many visitors the website has, where they are coming from, which parts of the Township's Website are of the most interest to visitors, and other facts that will help improve the website and the services offered.

While no Website can protect itself against all eventualities, every effort is made to protect any sensitive personal information provided by users. The Township will not rent, sell or give away any information identifying users individually (name, address, email address, phone number, etc.) to third parties for marketing or mailing list purposes.

As a governmental agency, the Township is governed by Ontario's *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA).

Disclaimer of Liability

The Township of Nipissing shall not be held liable for any improper or incorrect use of the materials or information contained on the Website and/or Social Media platforms and assumes no responsibility for any user's use of them. In no event shall the Township of Nipissing be liable for any damages, whether direct, indirect, incidental, special, exemplary or consequential (including, but not limited to, business interruption or loss of use, data, or profits) regardless of cause, on any theory of liability, whether in contract, statute, strict liability, or tort (including negligence or otherwise) arising in any way out of the use of this Website, Social Media accounts or the materials and information contained on this Website, even if advised of the possibility of such damage. This disclaimer of liability applies to any damages or injury, including but not limited to those caused by any failure of performance, error, omission, interruption, deletion, defect, delay, computer virus, communication line failure, theft, or destruction of data, whether for breach of contract, tortious behaviour, statutory liability negligence, or under any other cause of action.

Users are encouraged to consult with appropriate and accredited professional advisors for advice concerning specific matters before making any decision, and the Township of Nipissing disclaims any responsibility for positions taken by individuals or corporations in their individual cases or for any misunderstanding and losses, directly or indirectly, on the part of any user.

Disclaimer of Warranties/Accuracy and Use of Information

The materials posted on the Township Website and/or Social Media platforms are provided "as is" and without warranties of any kind expressed or implied. To the fullest extent permissible under applicable law, the Township disclaims all warranties, expressed or implied, including but not limited to, implied warranties of merchantability, fitness for a particular purpose and title to any of the materials provided on this Website. The Township does not represent or warrant that the functions contained in the materials will be uninterrupted or error-free, that defects will be corrected, or that this Website or the server that makes it are free of viruses or other harmful components. The Township does not warrant or make any representations regarding the use or the results of the use of the materials, or through links to other websites, in terms of their correctness, accuracy, reliability or otherwise. The user (and not the Township of Nipissing) assumes the entire cost of all necessary servicing, repair, or correction.

Changes are made periodically to many municipal documents, including municipal bylaws, regulations, guidelines, and schedules, and these changes may or may not be reflected in the materials or information present on the Township of Nipissing Website. Additionally, because the Website is frequently under development, materials and information may be deleted, modified or moved to a different part of the Website and/or Social Media accounts by the Township without advance notice.

Administration and Permission

Approval authority for all changes to the Township Website and/or Social Media will rest with the Municipal Administrator or designate.

The Website and Social Media accounts are monitored only during business hours.

Staff shall not participate in conversations or respond to questions in group comments.

Questions received through private/direct messages will be responded to during regular business hours.

Social Media Policy

Social Media Introductory Statement

The information included on the Township's Social Media pages/platforms is for the purpose of sharing municipal-related information only. The Township of Nipissing is not responsible for the comments made by followers or members of this page and reserves the right to remove any content that is inappropriate, as outlined in our rules of conduct. Posts that are abusive, hateful, threatening, discriminatory, defamatory, profane or otherwise offensive will be deleted or hidden, and users who make such posts may be blocked or banned.

Social Media Rules of Conduct

Content, posts, photographs, and comments containing any of the following content will not be allowed and will be removed at the discretion of the Municipal Administrator or designate(s):

- a) Comments unrelated to the Township of Nipissing;
- b) Profane language or content;
- c) Content that promotes, fosters, or perpetuates discrimination (including but not limited to race, creed, colour, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation);
- d) Sexual content or links to sexual content;
- e) Commercial advertising;
- f) Content encouraging illegal activity;
- g) Information that may compromise the safety or security of the public or public systems;
- h) Violation of legal ownership interest of any other party (copyright and intellectual property infringement);
- i) Content for the purposes of promoting a candidate for municipal, provincial, or federal election;
- j) Content that is believed to be inappropriate or without merit in the opinion of the Township of Nipissing Municipal Administrator or Designate.

Guiding Principles for Online Social Media for Employees and Members of Council

Members of Council should refrain from making comments on Township accounts.

These online Social Media principles are intended to outline how Township values should be demonstrated in the Social Media space and to guide staff participation in this area, both when staff are acting on behalf of the Township or participating personally.

Principles and Values Specific to the Online Social Media Community.

Transparency in social media engagement: The Township does not condone manipulating the social media conversation by creating “fake” posts designed to mislead followers and control a conversation. Every Website, “fan page”, or other online destination that is ultimately controlled by the Township must make that fact known to users and must be authorized according to applicable internal protocols in order to track and monitor the Township’s online presence.

Protection of our citizens’ privacy: We shall be conscientious regarding any personally identifiable information that we collect, including how we collect, store, use or share that information, all of which should be done pursuant to applicable municipal freedom of information acts and privacy policies.

Respect of copyrights, trademarks, rights of publicity, and other third-party rights in the online social media space, including user-generated content: In this situation, the Township will control this area by defining the Township’s online Social Media contributors whose responsibility will be speaking/responding on the Township’s behalf. They will work with other departments to make informed and sound responses.

Utilization of best practices: The Township will listen to the online community, and comply with applicable regulations to ensure that the Online Social Media Policy remains current and reflects the most up-to-date and appropriate standards of behaviour.

The following principles guide how the Township must be represented in an online, official capacity when speaking “on behalf” of the Township:

- a) **Be recognized as an official social media contributor:** All employees who wish to officially represent the Township must be recognized by the Municipal Administrator prior to beginning or continuing these activities.
- b) **Follow the Township’s policies:** As a representative of the Township, they must act with honesty and integrity in all matters. This commitment is true for all forms of Social Media.
- c) **Be mindful that you are representing the Corporation:** As a Township representative, it is important that all posts convey the same positive, informative spirit and tone that the

Township instills in all of its communications. Be respectful of all individuals, races, religions and cultures; how you conduct yourself in the online Social Media space not only reflects on the individual – it is a reflection of the Corporation of the Township of Nipissing.

- d) **Fully disclose any affiliation with the Township:** All employees who are communicating on behalf of the Township should always disclose their name and affiliation. It is never acceptable to use aliases or otherwise deceive people. An individual's relationship with the Township must be stated from the outset.
- e) **Keep records:** It is critical that records of interactions in the online Social Media space are kept and the activities of those engaging in the platform are monitored. Because online conversations are often fleeting and immediate, it is important to keep track of them when officially representing the Township. Remember that online statements can be held to the same legal standards as traditional media communications. Keep records of any online dialogue pertaining to the Township.
- f) **When in doubt, do not post:** Employees are personally responsible for their words and actions, wherever they are. As an online contributor, they must ensure that their posts are completely accurate and not misleading, and that they do not reveal non-public information about the Township. Exercise sound judgment and common sense, and if there is any doubt, DO NOT POST IT. In any circumstance in which they are uncertain about how to respond to a post, discuss it with the Municipal Administrator or Designate.
- g) **Give credit where credit is due and don't violate others' rights:** Do not claim authorship of something that is not written by you. If using another party's content, make certain that they are credited for it in the post and that they approve of the utilization of their content. Do not use the copyrights, trademarks, publicity rights, or other rights of others without the necessary permissions of the rights-holder.
- h) **Remember that even the smallest posts can have large ramifications:** The way that an online questions is answered might be accurate but can be misinterpreted or misconstrued. Keep that "comprehensive view" in mind when participating in online conversations.
- i) **Know that the Internet is permanent:** Once information is published online, it is essentially part of a permanent record, even if you "remove/delete" it later or attempt to make it anonymous. If a complete thought, along with the context, cannot be squeezed into a character-restricted space (such as Twitter), provide a link to an online space where the message can be expressed completely and accurately.

About the Township

The following principles guide how Township employees (including the Mayor and Council) must represent the Township in an online, official capacity when speaking about the Township including private and personal Social Media accounts:

- a) **Follow the Corporation's policies:** As an employee and a representative of the Township, conduct must reflect honesty and integrity in all matters. This commitment is

true for all forms of Social Media. These principles are to guide actions at work and are also applicable to personal activities online.

- b) **You are responsible for your actions:** Anything posted that may potentially tarnish the Township's image will ultimately be your responsibility. We encourage you to participate in the online Social Media space, but urge you to do so properly, exercising sound judgment and common sense.
- c) **Be conscious when mixing work and personal lives:** Online, personal and business personas are likely to intersect. The Township respects the free speech rights of all of its employees, and ask that employees keep in mind that citizens, colleagues, and supervisors often have access to the online content that is posted. When publishing information online that can be seen by more than friends and family, be aware that information originally intended for just friends and family can be forwarded on. Remember to never disclose non-public information about the Township (including confidential information), and be aware that taking public positions online that are counter to the Township or political interests may cause conflict.
- d) **Refrain from responding to negative posts or reacting to negative or disparaging remarks about the Township, Council, Staff or the operations as a whole:** Forward the information to the Municipal Administrator for further action.
- e) For individuals who hold elected positions or who work in politically sensitive areas, a policy of this nature does not by itself exempt them from special responsibility when posting online. By virtue of their position, these individuals should consider whether personal thoughts they publish may be misunderstood as expressing the positions or opinions of the Township, and/or its staff. For individuals in positions like this, caution is advisable and when in doubt it is recommended to check with the Municipal Administrator.

Monitoring of Policy

The Municipal Administrator in consultation with the Township Council will maintain this policy.

Designated Communicators and Social Media Administrators for the Township of Nipissing

Website	Municipal Administrator or Designate
Twitter	Municipal Administrator or Designate; Fire Chief or Designate
Facebook:	Township of Nipissing Page – Municipal Administrator or Designate Fire Department Page – Fire Chief or Designate Nipissing Township Museum – Museum Manager or Designate



TOWNSHIP OF NIPISSING CORRESPONDENCE

May 24, 2022

1. Minutes of The Golden Sunshine Municipal Non-Profit Housing Corporation Board of Directors Meeting held April 12, 2022.
2. Minutes of the Nipissing Township Museum Board meeting held May 4, 2022.
3. Minutes of the Township of Nipissing Recreation Committee meeting held May 2, 2022.
4. Meeting Agenda Packages for the North Bay-Mattawa Source Protection Authority meetings held January 26, 2022 and April 27, 2022.
5. Notice of an Open House and Public Meeting for the Official Plan for the Village of Sundridge.
6. Resolution from the Town of Rainy River regarding the Ministry of Transportation Connecting Link Program.

**The Golden Sunshine Municipal Non-Profit Housing Corporation
Minutes of the Board of Directors Meeting
2022-4**

Tuesday April 12, 2022

A regular meeting of the Golden Sunshine Municipal Non-Profit Housing Corporation board was held on Tuesday April 12, 2022

Present: Dave Britton, Doug Walli, Bernadette Kerr, Debbie Plekarski, Zigmas Ryblj, Mieke Krause, Amber McIsaac, Property Manager

1. Call to order

Resolution No. 2022-23– Moved by Doug, seconded by Zigmas that the meeting was called to order at 9:25 a.m. Carried

2. Additions to Agenda - None

3. Approval of the Agenda

Resolution No. 2022-24– Moved by Bernadette, seconded by Doug that the agenda be adopted as presented.

4. Conflict of Interest Disclosure – No conflict of interest

5. Approval of the Minutes from March 22, 2022 board meeting

Resolution No. 2022-25– Moved by Debbie seconded by Zigmas that the minutes from the Board meeting on March 22, 2022 are adopted as presented. Carried

6. Business arising

a) Review of Audited Financial Statements

Mr. Claude Daigle, CPA, CA from Kendall, Sinclair, Cowper, Daigle & Houlden LLP joined the meeting to present a Draft Copy of the year end financial statements for the GSMNP.

Resolution No. 2022-26 – Moved by Debbie, Seconded by Zigmas that the GSMNP accepts the package of the 2021-year end audited financial statements as presented. Carried

b) Vaccine Policy

Amber asked for direction in regards to the internal vaccine policy and a discussion took place among all the board members.

Resolution No. 2022-27 – Moved by Debbie, seconded by Bernadette that the GSMNP vaccine mandate for use of the common room be lifted as of May 1, 2022. Carried

c) Property Manager Contract

Amber presented a draft template for the Property Manager Contract from 2019. Some changes needed to be made before the contract could be finalized. Board members made some minimal suggestions. Amber will update the contract and bring to the next meeting.

7. New Business

A) Administrative Handbook

The following draft policies were submitted to the board for approval; Guest Policy, Smoke Free Policy, Pet Policy, Privacy Policy, Dispute Resolution Policy. A discussion took place with all the board members in regards to each policy.

Changes need to be made to the Guest Policy and the Pet Policy and will be re-evaluated at the next board meeting.

Resolution No. 2022-28 – Moved by Zigmas, seconded by Doug that the GSMNP accepts the Dispute Resolution Policy #2022-05, Privacy of Personal Information Policy #2022-06 and the Smoke Free Policy #2022-07 as presented for implementation as of April 12, 2022. Carried

B) Banking Authorization

Resolution No. 2022-29 – Moved by Zigmas, seconded by Doug, that the Golden Sunshine Non-Profit Board of directors approves the following changes to its daily banking account with Scotia Bank:

- Remove Shelley Nickerson from all Golden Sunshine banking accounts
- Authorize Amber McIsaac to the account with signing authority
- Debbie Plekarski and Dave Britton to remain on the account and do not require daily banking cards

**-Amber McIsaac to be primary card holder of visa and daily banking card, with financial banking limits and restrictions the same as the previous card holder
Carried**

A discussion took place in regards to the Capital Account. Dave and Amber met with Stephen Chartier from Encasa virtually and have been added as authorized signatures for the account. Dave confirmed that any money withdrawn from the account can only be deposited into the GSMNP bank account or as a cheque made payable to the GSMNP.

C) Balcony Repairs

Derek Young from Mephs Masonry joined the meeting. Advised the board that the repairs for the balcony project is expected to increase by \$8, 800 from the original quote to \$38, 780 plus HST. Cost increase is due to the price of steel has doubled since the original quote was provided on December 1, 2022. The board thanked Mr. Young for his time and he left the meeting.

The board discussed the increase of the costs. Monies for this project is coming from the DSSAB, Amber will contact them about more funding. The board members spoke to the fact that Mephs Masonry is a great company and they are grateful to have them for this project.

Resolution No. 2022-30 – Moved by Zlmmas, seconded by Doug, that the Golden Sunshine Non-Profit Board of directors approves the new quote as presented by Derek Young from Mephs Masonry in the amount of \$38, 780 plus HST for balcony repairs. Carried.

8. Correspondents

a) Managers Report

Tenant moving out on May 31st and a new tenant is expected for June 1st. The new move in and move out procedures are working well. Plowing contract ended in March, Mike Wagner will be submitting a new contract for approval from the board. Amber has reached out to Community living and they will be coming to the building to provide an information session to all the tenants of services offered in the area, date TBD. Zlmmas has requested to pull a fire permit, some clarification still needed in regards to who is signing off on the permit. Amber and Zlmmas to contact the municipality for more information. Garden committee member will be asked to join the next board meeting to discuss the gardens.

Work has started on the MUA Unit Capital Project and a resolution is needed to withdraw funds from the capital account to pay for the first invoice.

Resolution No. 2022-31 – Moved by Debbie, seconded by Doug that the board approves Amber McIsaac to withdraw \$57,278.71 from the capital account to pay Ainsworth Invoice

number 1431782-RI, for the Capital project titled Make Up Air Replacement. Under the expectation that \$28, 639.35 will be transferred into the capital account once funding is received from the District of Parry Sound Social Services Administration Board Capital Repairs Program after project completion. Carried.

b) Financial Report –

Resolution No. 2022-32– Moved by Debbie, seconded by Zigmas that the board approves the March 2022 financials that were presented. Carried

9. Next Board Meeting - Tuesday May 17, 2022 In the Common Room @ 9:30am

10. Adjournment

Resolution No. 2022-33– Moved by Debbie, seconded by Mleke that the board meeting be adjourned at 11:10. Carried



President, Dave Britton



Property Manager, Amber McIsaac

Nipissing Township Museum

Board Meeting Minutes

Wednesday May 4, 2022

7pm, Nipissing Township Community Centre

Present: Chris Johnson, Steve Kirkey, Liz Moore, Kris Croskery-Hodgins, Gillian Bernas.

Regrets: Brenda Lennon, Mary Heasman, Gladys Bateman.

1. Call to Order – Chris Johnston called the meeting to order at 7:05pm, seconded by Steve Kirkey.
2. Declaration of Pecuniary Interest – there were no declarations of pecuniary interest.
3. Acceptance of Agenda – the agenda was accepted as presented by Chris Johnston and seconded by Steve Kirkey.
4. Acceptance of Previous Minutes – the minutes of the April 6, 2022 meeting were accepted as presented by Chris Johnston and seconded by Steve Kirkey.
5. Standing Agenda Items
 - 5.1. Finance:
 - 5.1.1. Budget: the approved budget can't be changed (estimated candy sales should have been 10 000 not 5 000).
 - 5.1.2. Reviewed Structural/Other budget as related to the documents emailed to board prior to meeting: this is meant to cover the costs for Harland's Hut Roof repairs (materials have already been ordered), new fixtures for the hardware store if necessary (Gillian will check to see if the lights stored in the Church alter still work and we will use those if they do), running electricity from the Church to the Gazebo (for events and rentals), and security cameras and monitor which are to be installed.
 - 5.1.3. Museum's new Laptop: \$600 was budgeted and spent, but did not include the Microsoft Office Suite, which will cost an additional \$319 for Microsoft Office Home & Business 2021, which includes Word, Excel, Outlook, but not Access (used for the artifact catalogue). Kris was able to export the data from the museum's artifact catalogue into Excel. IF the computer experts can transfer the Microsoft office suite from the old laptop, the museum will not need to purchase a new licence.
 - 5.2. Manager's Report
 - 5.2.1. Electrical Panels – the items blocking access have been moved, and the space now meets the legal requirements.
 - 5.2.2. A list of supplies needed for retail store has been passed to the office and they will purchase them for the museum.
 - 5.2.3. Details were needed to complete the Health Unit Applications for the Season opening and for the Season Opening Celebration on Saturday.
 - 5.2.3.1. Museum is officially open Friday May 20
 - 5.2.3.2. For Saturday Event, volunteers will bake cupcakes in their homes and donate them to the museum. Gillian will record names and contact information for anyone who donates cupcakes.
 - 5.2.3.3. Liz will purchase, on behalf of the museum, Lemonade for event as well as Frozen yogurt and drinks for sale in Candy store.
 - 5.2.3.4. Cupcakes and lemonade will be served for free while supplies last.
 - 5.2.4. Garden – we have had 2 new volunteers enquire about the garden. Steve Kirkey has offered to rototill the garden again this year, time yet to be determined as cleaning

interior of buildings is being given priority. The garlic donated last year by Brenda is growing well! A list of seeds and tools required for the garden has been sent to the township office to purchase.

5.3. Candy Store/Office Foundation Damage

5.3.1. Waiting on date for Structural Engineer to check building and make recommendations.

Thus far it is NOT considered a safety hazard for staff, but it may have public occupancy restrictions depending on the engineer's report. If we are unable to open this building to the public, we will still be able to open the other buildings and sell candy and merchandise from the Church.'

5.3.2. Porch is a floating deck, and not attached, every year the whole porch roof comes up and then down again this is normal. There may be danger is that the post goes up too far and damage the roof or it could float down too low and damage the porch, this depends on the footings below being up to code. Cameron will know whether porch is up to code. We will wait for the structural engineering recommendations for direction.

6. Business Arising

6.1. Candy suppliers – New Candy suppliers have been found, though none to adequately replace the items the museum had been purchasing from sweets galore, and will be reviewed by Liz on Thursday May 5, and the orders sent to the Township office by the end of this week.

6.2. Summer Student Update – the Township office has had 6 applicants, all from high school (one in grade 12) so far 4 have responded and have scheduled interviews for Friday May 13th. Kris Croskery-Hodgins, Liz Moore, and Gillian Bernas will conduct the student interviews. The Museum received the Federal grant for 1 position, no provincial grants available at this time as a result of the coming election.

6.3. Summer Activities

6.3.1. The Recreation Committee would like to collaborate for several events

6.3.1.1. They would like to host a drive in Movie in the Heritage Park on Heritage Day in the evening. The museum will change the even hours so that our activities & BBQ are occurring in the late afternoon/dinnertime. The Candy Store will remain open until the Movies starts.

6.3.1.2. Would also like to collaborate on a car boot sale, date yet to be determined, likely starting at 8:30 in the morning. Museum is interested in participating Details to be determined.

6.3.1.3. Canada Day Celebrations, tentative date is Saturday July 2. The Museum could set up a Candy booth in the park, along with the Candy floss machine. Will Bateman is currently looking into the parts required to operate the machine indoors, but it can be operated outdoors without additional cover. Hours yet to be determined, likely 5 or 6pm until after dusk.

6.3.2. Heritage Day will be on Saturday August 20th Tentative time 4-7:00 pm

6.3.2.1. Gillian will contact blacksmith Bob Bartlett to do demo for heritage day.

6.3.2.2. Gillian will contact Jeff Fournier a local expert (runs Bit of the Bay, North Bay nostalgia and History Facebook Page) on the Dam at McNabb Chutes, to set up an exhibit and share some stories (not a lecture).

6.3.2.3. Will have sundaes available as a special item just for this event (instead of all the time)

6.3.2.4. Will wait to finalize details with Recreation Committee before submitting Health Unit Application for event.

6.3.3. Fall festival & Farmer's Market, September Saturday September 10th

7. New business – electric review of hardware store determined that contacts in the light fixtures are just worn out and are recommending that we replace them.
 - 7.1. Gillian will check if the light fixtures currently stored in the Church altar will work, if these are approved by the electrician, they will be used instead of purchasing new.
8. Next Meeting – The next meeting of the Nipissing Township Museum Board will be held on Wednesday June 1, 2022, at the Community Centre at 7pm.
9. Adjournment – The meeting was adjourned by Steve Kirkey and seconded by Chris Johnston at 7:55pm.

Township of Nipissing Recreation Committee Meeting
Minutes
14 Blake St. Heritage Park – Livestream Township YouTube Channel

Date: May 02, 2022

Start Time: 7:00

Present: James Scott, Shelly Foote, Shawn Hughes, Steph Duchesne, Kathy Shaw
Chris Johnson, Liz Moore, Ron Phillips, Andrew Barry

Regrets:

Absent:

Meeting Called to Order James Scott

1. Declaration of Pecuniary Interest: None
2. Acceptance of Agenda: Andrew Barry, Liz Moore
3. Acceptance of Previous Minutes: Steph Duchesne, Shelly Foote All in Favour
4. Business Items from Previous Meeting:
5. Business Items from previous meeting
 - I. **Easter Egg / Scavenger Hunt Follow Up**
 - Many happy faces—parents enjoyed the Scavenger Hunt – Thank you Shelly for the Clues & help – Steph Duchesne, Kathy Shaw, Denise Scott & Shelly Foote for organizing
 - II. **Kids Soccer Discussion**
 - All Parents have been contacted except 2 (Steph is working on following up) 165 Kids Registered – Only 3 families not on Facebook; alternate arrangements have been made with Steph to ensure they receive updates – all updates will be posted on the Fire Department Facebook Page
 - Cleats & Shin guards have been suggested as a best practice but not required
 - Parents have been informed that someone must be present throughout the event
 - Volunteer night scheduled for May 26th Currently we have 8 coaches & 4 Refs
 - A few volunteers were recruited from phone calls. Thank you Steph for all your hard work.
 - Canteen items will be available (freezes, frozen yogurt tubes, water – everything .50 each
 - Museum has volunteer shirts that are available.
 - Year End Party on the agenda for next meeting –
 - Soccer volunteers will be included in Volunteer Appreciation Event.
 - III. **Trunk Sale**
 - Suggestions for date for sale needed
 - Possibly looking at the same time Commanda has theirs or Heritage Day
 - IV. **Canada Day (Tentative Date Saturday July 2nd)**
 - Will Bateman to enquire about applying for grant (or has it already been done)
 - James to make enquiries for live entertainment for the next meeting
 - Cake will be looked after by the township & possible Candy Floss
 - Dignitaries need to be invited as soon as possible (we will reach out the township office)
 - Playground grand opening celebrations that day to be discussed.

V. Movie Night Discussion

- Discussion about possible dates ensuring it is dusk early enough
- Movie titles will be discussed once date has been finalized
- 3 Dates put forward Aug 20, Aug 26, Sept 9th Weekend

6. New Business

I. Cleaning Fitness Center

- Deferred for future meeting

II. Others Ideas

- To be sent forward to Will Bateman and added to next agenda

7. Next Meeting June 6th 7 pm

8. Adjournment Kathy Shaw Andrew Barry



**NORTH BAY-MATTAWA
CONSERVATION
AUTHORITY**



**North Bay-Mattawa Source Protection Authority
ANNUAL GENERAL MEETING
January 26, 2022
6:30pm or immediately after the NBMCA Annual General Meeting
Electronic Meeting Via Zoom**

A G E N D A

Procedural Matters

1. Acknowledgement of Indigenous Traditional and Treaty Lands
2. Welcome
3. Approval of the Agenda
4. Delegation(s)
5. Declaration of Pecuniary Interest
6. Appointment of CAO, Secretary Treasurer as Chair
7. Election of Officers:
 - Chair of the Board
 - Vice Chair of the Board
8. Adoption of Previous Minutes of April 28, 2021

Written Reports

9. Project Manager's Report (**Appendix #1**)
10. SPA Meeting Schedule for 2022 (**Appendix #2**)

Other Business

11. New Business
12. Adjournment

NORTH BAY-MATTAWA SOURCE PROTECTION AUTHORITY MINUTES

of the

**Annual General Meeting of the North Bay-Mattawa Source Protection Authority held at 6:30 p.m.
on January 26, 2022 electronically via Zoom.**

MEMBERS PRESENT:

Bonfield, Township of	-	Jane Lagassie	(6:50pm – 7:07pm)
Callander, Municipality of	-	Irene Smit	(6:50pm – 7:07pm)
Calvin, Township of	-	Sandy Cross	(6:50pm – 7:07pm)
Chisholm, Township of	-	Nunzio Scarfone	(6:50pm – 7:07pm)
East Ferris, Municipality of	-	Rick Champagne	(6:50pm – 7:07pm)
Mattawan, Municipality of	-	Michelle Lahaye	(6:50pm – 7:07pm)
Nipissing, Township of	-	Tom Marchant	(6:50pm – 7:07pm)
North Bay, City of	-	Dave Mendicino	(6:50pm – 7:07pm)
North Bay, City of	-	Ed Valenti	(6:50pm – 7:07pm)
North Bay, City of	-	Chris Mayne	(6:50pm – 7:07pm)
Papineau –Cameron, Township of	-	Shelley Beleanger	(6:50pm – 7:07pm)
Powassan, Municipality of	-	Dave Britton	(6:50pm – 7:07pm)
South River, Village of	-	Teri Brandt	(6:50pm – 7:07pm)
Strong, Township of	-	Marrienne Strickland	(6:50pm – 7:07pm)

MEMBER(S) ABSENT:

Mattawa, Town of	-	Loren Mick
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ALSO PRESENT:

Ann Convery, Accounts Clerk
Brian Tayler, CAO, Secretary-Treasurer
David Ellingwood, Manager, Source Water Protection
Helen Cunningham, Manager, Finance & Human Resources
Paula Scott, Director, Planning & Development/Deputy CAO
Paula Loranger, Community Relations coordinator
Rebecca Morrow, Administrative Assistant
Sue Buckle, Manager, Communications and Outreach
Valerie Murphy, Regulations Officer

1. Acknowledgement of Indigenous Traditional and Treaty Lands

The Chair read a statement acknowledging Indigenous and Treaty Lands.

2. Welcome

The Chair welcomed everyone to the meeting.

3. Approval of the Agenda

After discussion, the following resolution was presented:

Resolution No. SPA01-22, Champagne-Valenti

THAT the agenda is approved as presented.

Carried Unanimously

4. Delegation(s)

No delegations.

5. Declaration of Pecuniary Interest

None declared.

6. Appointment of Chief Administrative Officer as Chair

After discussion the following resolutions were presented:

Resolution No. SPA02-22, Belanger-Britton

THAT the Chief Administrative Officer be appointed as Chair for the purpose of conducting the election of Source Protection Authority Chair and Vice Chair.

Carried Unanimously

Resolution No. SPA03-22, Champagne-Cross

THAT Sue Buckle and Paula Scott be appointed as Scrutineers for the election of Officers.

Carried Unanimously

7. Election of Officers

The Acting Chair called for nominations for the position of Chair.

Dave Mendicino nominated Dave Britton

After a second and third call for nominations with no response the acting Chair asked Dave Britton if he was willing to accept the nomination. Dave accepted the position, and the following resolution

was presented:

Resolution No. SPA04-22, Mendicino-Lahaye

THAT nominations for the position of Chair are closed.

Carried Unanimously

The Acting Chair then called for nominations for the position of Vice Chair.

Michelle Lahaye nominated Dave Mendicino

Jane Lagassie nominated Chris Mayne

After a second and third call for nominations and with no response, the acting Chair asked Dave Mendicino and Chris Mayne if they were willing to accept the nomination. Dave accepted the nomination, and Chris declined the nomination. As a result Dave Mendicino was appointed as Vice Chair.

8. Adoption of Previous Minutes of April 28, 2021

After discussion the following resolution was presented:

Resolution No. SPA05-22, Lagassie-Belanger

THAT the minutes of the meeting held on April 28, 2021 are adopted as written.

Carried Unanimously

9. Project Managers Report

David Ellingwood presented his report. After discussion the members thanked David and the following resolution was presented:

Resolution No. SPA 06-22, Smit-Mayne

THAT the Project Manager's report dated January 20, 2022 be received and appended to the minutes of this meeting.

Carried Unanimously

10. SPA Meeting Schedule

David Ellingwood presented proposed meeting dates for 2022. After discussion the members thanked David and the following resolution was presented:

Resolution No.SPA 07-22, Marchant-Lahaye

THAT the following regular meeting dates of the Source Protection Authority Board of Directors be approved:

- Wednesday April 27, 2022
- Wednesday June 22, 2022
- Wednesday October 26, 2022

AND FURTHER THAT this report dated January 20, 2022 be received and appended to the minutes of this meeting.

Carried Unanimously

11. New Business

None declared.

12. Adjournment (7:07p.m.)

As there was no new business, the following resolution was presented:

Resolution No. 08-22, Valenti-Champagne

THAT the meeting be adjourned, and the next meeting will be held at 5:30pm on Wednesday April 27, 2022 in a format to be determined, immediately after the NBMCA Board of Directors meeting (scheduled for 5:30 pm) or at the call of the Chair.

Carried Unanimously



Dave Britton, Chair



Brian Tayler, Chief Administrative Officer, Secretary Treasurer

TO: The Chairman and Members of the
North Bay-Mattawa Source Protection Authority (SPA)

ORIGIN: David Ellingwood, Supervisor, Source Water Protection

DATE: January 20, 2022 (for AGM meeting January 26, 2022ry 24, 2021)

SUBJECT: Project Manager's Report

RECOMMENDATION: That this report of the Project Manager be received for information
and appended to the minutes of this meeting.

1. DWSP Funding Request for 2022-2023 and 2023-2024
2. SPA Annual Report on Progress of Implementation of Source Protection Plan
3. Section 36 Update to the Source Protection Plan

BACKGROUND:

The North Bay-Mattawa Source Protection Authority (SPA) works to ensure that local source protection activities are conducted in accordance with the *Clean Water Act*, 2006, associated regulations and the administrative directions of the Ministry of the Environment, Conservation and Parks. The SPA is tasked with overseeing the development and implementation of a local Source Protection Plan (SP Plan) developed by the Source Protection Committee (SPC). The North Bay-Mattawa Conservation Authority (NBMCA) administers the program and provides necessary resources according to an agreement with the SPA. The NBMCA also has a role in watershed management mandated by legislation other than the *Clean Water Act*.

ANALYSIS:

1. DWSP Funding Request for fiscal 2022-2023 and fiscal 2023-2024

The Source Protection program has been funded since its inception by the Provincial Government. Annually a request is made by the Source Protection Authority and a transfer payment agreement is signed. The fiscal year for this program runs from April 1st to March 1st.

In late November 2022, the MECP issued a call for funding applications for the Drinking Water Source Protection Program. Unlike recent years, the application was open for requests for a two-year funding window covering the 2022-2023 fiscal year and 2023-2024 fiscal year. NBMCA staff prepared a submission with FTE (full-time equivalent) staff level, overhead and total budget amounts similar to the 2021-2022 fiscal. Further discussions with Ministry staff regarding the request are anticipated over the next month or so as part of the review and approval process. A transfer payment agreement is expected to be signed on or around the end of March. The requested amount for 2022-2023 is \$196,685 and for 2023-2024 is \$197,894.

2. Annual Report to MECP on Source Protection Plan Implementation due May 1, 2022

On May 1, 2022 the fifth annual report on the progress of Source Protection Plan implementation is due to MECP. Reports from municipalities and other implementing bodies for activities during the 2021 calendar year are being compiled by SPA staff into the Draft Annual Report. The Source Protection Committee will consider the draft report prior to the report being brought to the SPA for review and approval on April 27, 2022. The findings will be posted online on our local source protection website www.actforcleanwater.ca.

3. Section 36 Update to the Source Protection Plan

The Source Protection Committee and the SPA staff have continued through the process of updating the approved Assessment Report and the Source Protection Plan. The current Source Protection Plan has been in effect since July 1, 2015.

The updates to the Source Protection Plan will include: modifications to delineated areas for surface water systems; incorporating threat activities and changes made to the provincial tables of drinking water threats; review of policy wording and additions to policy sets for certain activities, such as pipelines; making editorial corrections; and updating text and tables to reflect current information.

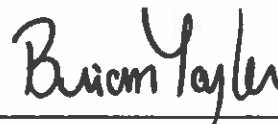
The Source Protection Committee will review comments from the staff at the Ministry of Environment, Conservation and Parks. Rounds of consultation will then occur with municipalities and implementing agencies, followed by a public consultation phase. These consultations are expected to occur in March and into the spring months. Following the municipal and public consultation phases the Source Protection Committee will review the comments and make any modifications to the documents. The proposed updated Assessment Report and Source Protection Plan will then be forwarded to the MECP for approval.

RECOMMENDED RESOLUTION:

1. That this report be received and appended to the minutes of this meeting.



David Ellingwood
Supervisor, Source Water Protection



Brian Tayler
CAO, Secretary-Treasurer

SPA January 26, 2022

TO: The Chairman and Members of the
North Bay-Mattawa Source Protection Authority (SPA)

ORIGIN: David Ellingwood, Supervisor, Source Water Protection

DATE: January 20, 2022 (for AGM meeting January 26, 2022)

SUBJECT: SPA Meeting Schedule for 2022

RECOMMENDATION: That this report of the Project Manager be received for information
and appended to the minutes of this meeting.

DISCUSSION:

The North Bay-Mattawa Source Protection Authority (SPA) will need to meet three further times during the 2022 calendar year to conduct business related to: the section 36 update of the Source Protection Plan; endorsement of Annual Report; and other administrative functions.

The following schedule for 2022 is recommended by staff:

Wednesday, April 27, 2022 at 5:30 pm (prior to NBMCA Board Meeting)

Wednesday, June 22, 2022 at 5:30 pm (prior to NBMCA Board Meeting)

Wednesday, October 26, 2022 at 5:30 (prior to NBMCA Board Meeting)

RECOMMENDED RESOLUTION:

1. That this report be received and appended to the minutes of this meeting.



David Ellingwood
Supervisor, Source Water Protection



Brian Tayler
CAO, Secretary-Treasurer



North Bay-Mattawa Source Protection Authority

April 27, 2022

5:30pm

Electronic Meeting Via Zoom

A G E N D A

Procedural Matters

1. Acknowledgement of Indigenous Traditional and Treaty Lands
2. Approval of the Agenda
3. Delegation(s)
4. Declaration of Pecuniary Interest
5. Adoption of Previous Minutes of January 26, 2022

Written Reports

6. Project Manager's Report (Appendix #1)

Other Business

7. New Business
8. Adjournment

TO: The Chairman and Members of the
North Bay-Mattawa Source Protection Authority (SPA)

ORIGIN: David Ellingwood, Supervisor, Source Water Protection

DATE: April 21, 2022 for meeting April 27 2022

SUBJECT: Project Manager's Report

RECOMMENDATION: That this report of the Project Manager be received for information and
appended to the minutes of this meeting; and further

That the proposed 2021 Annual Report required under s. 46 of the *Clean Water Act* be endorsed; and further

That the North Bay-Mattawa Source Protection Authority directs staff to submit the 2021 Annual Report to the Ministry of Environment, Conservation and Parks by May 1, 2022.

The 2022 Annual Report is presented for review and endorsement by the SPA. The following four topics are included for information:

- Work to Amend the Assessment Report and Source Protection Plan
- Fiscal Report
- Recent meetings attended

ANALYSIS:

1. 2022 DWSP Annual Report

The Source Protection Authority (SPA) is required under s. 46 of the *Clean Water Act* to annually provide a progress report to the Minister of the Environment, Conservation and Parks. The annual report summarizes progress being made by implementing bodies toward full implementation of all Source Protection Plan policies, as well as any challenges or reasons for shortcomings.

The province provides their information through an online reporting database for several Ministries. SPA staff also include information about local municipal and conservation Authority implementation efforts into a similar database. A standardized report template for the annual report uses information in the database to generate a report.

Appended to the agenda is a draft copy of the 2021 Annual Report for the North Bay-Mattawa Source Protection Area. The 2021 Annual Report must be submitted to the MECP by May 1, 2022. Following the submission to the Ministry, the 2021 Annual Report will be made available to the public through the local source protection website and promoted on social media.

2. Work to Amend the Current Source Protection Plan and Assessment Report

The Source Protection Committee will meet on April 29, 2022 to continue discussions about revising the current Source Protection Plan and related Assessment Report. The Committee will review comments received from the Ministry of Environment, Conservation and Parks as part of pre-consultation on draft documents and will provide direction to NBMCA staff on how to respond to the Ministry comments. The modified draft documents will then be circulated to local municipalities and implementing bodies as the next phase of consultation during May and early June. Any comments from municipalities will be considered in any further changes to the updated Source Protection Plan prior to a general public consultation.

3. Fiscal Report

The 2021-2022 fiscal year for source water protection ended on March 31, 2022. A final report is due to the province by April 29, 2022. NBMCA staff are working through the financial records and reconciling these to the transfer payment agreement budget. There will be unspent funds primarily in two areas:

- lower SPC costs due to no mileage costs for Zoom meetings as well as less spent on SPC member per diems for half-day meetings and members being absent; and
- less staff travel due to COVID-19 constraints.

The next funding period for source water protection covers two fiscal years and runs from April 1, 2022 to March 31, 2024. Staff are awaiting a draft of the transfer payment agreement for final signing.

4. Recent Meetings

The Project Manager has attended the following meetings: Source Water Protection Communications teleconference (Mar. 2, 2022); Road Salt Threats working group (Mar. 4, 2022); Onshore Pipelines Regulation Review virtual session (Mar. 7, 2022); Road Salt Use in Ontario workshop (Mar. 15, 2022); Road Salt provincial working group (March 29, 2022); Pipeline Policies Working Group teleconference (Apr. 4, 2022); Environmental Assessment of consolidated linear infrastructure (Apr. 21, 2022); SPC Chairs and Project Managers teleconference (Apr. 27, 2022)



David Ellingwood
Supervisor, Source Water Protection



Brian Tayler
CAO/Secretary-Treasurer

NORTH BAY-MATTAWA SOURCE PROTECTION AREA

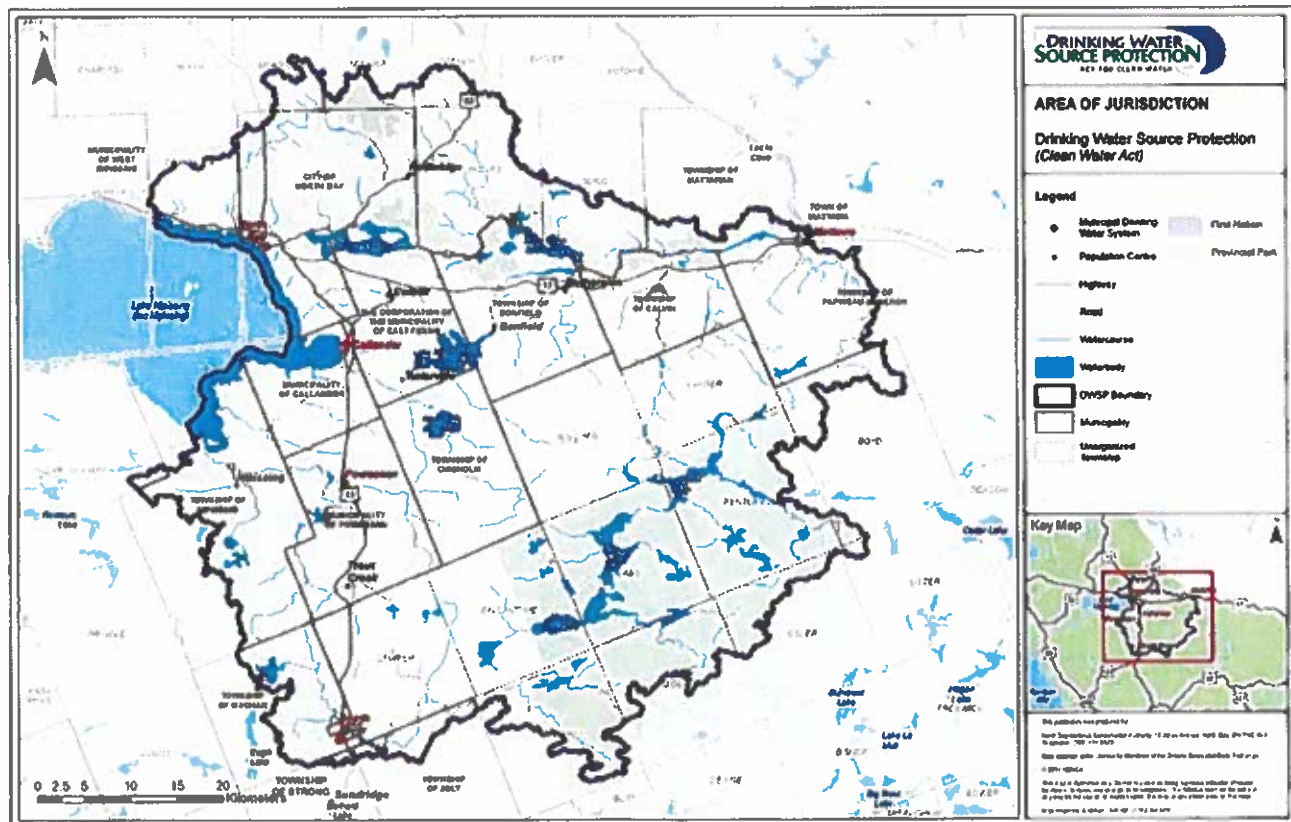
Source Protection Annual Progress Report |

DRAFT
April 2022

I. Introduction

This annual progress report outlines the progress made in implementing the source protection plan for the North Bay-Mattawa Source Protection Area (effective date of July 1, 2015), as required by the Clean Water Act and regulations. The report rates progress on implementation of policies by all affected municipalities, ministries and agencies as specified in the source protection plan. It also flags challenges experienced with certain policies, local threats and a pre-existing issue.

As required by the Minister's revised order under section 36 of the Clean Water Act, the Source Protection Committee has been working on updates and improvements to the Source Protection Plan and Assessment Report. The proposed revised Source Protection Plan is expected to undergo agency and public consultation, and be submitted in 2022.



II. A message from your local Source Protection Committee

P : Progressing Well/On Target – The majority of the source protection plan policies have been implemented and/or are progressing.

All of the source protection plan policies (30 out of 30) have been implemented.

The provincial Ministries have reviewed existing permit approvals near vulnerable areas to determine if adequate measures are in place to manage activities so that they do not pose a significant threat to municipal drinking water sources. The Ministries have also established protocols, procedures, training, and guidelines to screen applications, undertake detailed reviews and impose conditions on permits if deemed appropriate to ensure compliance with source protection plan policies.

All eight municipalities have implemented all significant threat policies. However, the education and outreach approach used for the implementation of Policy SMF1, related to land application of nutrients, does not technically meet the policy intent of prohibiting this activity. A full explanation is provided later in section 7.

Policies to address the microcystin issue (cyanobacteria blooms) in Callander Bay through research and monitoring, as well as education and outreach efforts to spur action by residents, require ongoing commitment and resources.

The North Bay-Mattawa Source Protection Committee wishes to express their thanks to municipalities for the long-standing cooperation in Source Protection Plan implementation.

III. Our Watershed

To learn more, please read our assessment report and source protection plan.

The North Bay-Mattawa Source Protection Area (SP Area) covers 4,000 km² and is home to about 80,000 residents. It is located 350 km north of Toronto and 360 km west of Ottawa. The SP Area includes the North Bay-Mattawa Conservation Authority (NBMCA) administrative area (2,800 km²) with its ten member municipalities, as well as the South River watershed. Extending the Source Protection Area to include the latter watershed brought the Municipality of Powassan and the Village of South River into the program and added portions of five more municipalities, giving each the opportunity to participate in the project.

In total the Source Protection Authority includes fifteen (15) municipalities, namely: Township of Bonfield, Municipality of Callander, Township of Calvin, Township of Chisholm, Municipality of East Ferris, Township of Joly, Machar Township, Town of Mattawa, Mattawan Township, Papineau- Cameron Township, Municipality of Powassan, Township of Nipissing, City of North Bay, Village of South River, and Strong Township. Not all municipalities in the South River watershed currently have sitting members on the Source Protection Authority board. The Source Protection Area crosses a major watershed divide in Ontario with 85% of the territory draining to the Ottawa River basin via the Mattawa River and the remaining 15% draining to Lake Nipissing, which is part of the Great Lakes basin.

Five (5) municipal drinking water systems are included in the SP Plan: Callander, Mattawa, North Bay, Powassan and the Village of South River. The City of North Bay draws drinking water from Trout Lake at the headwaters of the Mattawa River. The Municipality of Callander takes water from Callander Bay, which is a confined bay of Lake Nipissing that is fed by the Wasi River. The Village of South River obtains drinking water from the South River. Both the Town of Mattawa and the Municipality of Powassan get their water from wells. Many residents who live outside these five communities rely on their own private wells or intakes.

IV. At a Glance: Progress on Source Protection Plan

Implementation

1. Source Protection Plan Policies

Of the 27 legally binding policies addressing significant threats, a total of 27 have been implemented (100%).

2. Municipal Progress: Addressing Risks on the Ground

Eight (8) municipalities in our source protection area have vulnerable areas where significant drinking water threat policies apply.

P : Progressing Well/On Target

All municipalities (100%) in our source protection area have fully implemented the Land Use Planning policies in the SP Plan through either Official Plan Amendments or Zoning By-Laws, and have processes in place to ensure that their day-to-day planning decisions conform with the source protection plan.

All municipalities have also fully implemented education and outreach policies as required.

3. Septic Inspections

P : Progressing Well/On Target

The Ontario Building Code requires periodic inspections of all septic systems located in areas where treatment or disposal of sewage could pose a significant threat to a source of municipal drinking water. The NBMCA is the principal authority within the North Bay-Mattawa SP Area. Inspections are required for:

- two (2) septic systems within municipal Wellhead Protection Areas where there would be a concern about pathogens; and
- 545 septic systems within the Callander Issue Contributing Area where the concern is the potential to release phosphorus, which might increase the growth of cyanobacteria (blue-green algae).

The number of systems is divided into roughly five parts so that all systems are inspected over a five-year cycle. In 2021, a total of 202 properties were inspected, of which more than half were inspections delayed from 2020 due in part to Covid protocols. During these inspections only 3 systems were determined to need minor maintenance work. The second five-year cycle has now been completed in this SP Area and a new five-year cycle will commence in 2022.

4. Risk Management Plans

Not applicable to the North Bay-Mattawa SP Area.

5. Provincial Progress: Addressing Risks on the Ground

P: Progressing Well/On Target

A total of six SP Plan policies require Ontario ministries to review previously issued provincial approvals, prescribed instruments (PIs), and have processes in place to review new applications for activities that could pose a significant threat to source water.

The Ministries have completed the review of existing prescribed instruments (100%). In 2021, one (1) existing prescribed instrument (nutrient management strategy) underwent a detailed review and was found to be subject to significant drinking water threat policies. The nutrient management strategy was replaced in 2021.

Ministries have instituted processes to ensure screening of new applications in areas affected by SP Plan policies and applying appropriate conditions. These processes include: staff training; guidance documents; resource library; protocols; mapping tools; and standard operating policies.

For 2021, the Ontario ministries have reported that the following number of applications within the North Bay-Mattawa SP Area were reviewed: one (1) pesticide permit where a significant threat was managed through conditions on the permit; one (1) application for a nutrient management strategy where a significant threat was managed through conditions.

6. Source Protection Awareness and Change in Behaviour

The SP Plan includes a number of policies directed toward increasing public awareness of what people should be doing to help protect source water. Information has been posted online by the North Bay-Mattawa SP Authority at actforcleanwater.ca regarding: safe use of fuel oil tanks and heating systems; awareness of the threats posed by organic solvents and dense non-aqueous phase liquids (DNAPLs); application of pesticides; proper disposal of hazardous waste; and the potential risk from pathogens in uncomposted manure. Municipalities have installed links from their websites to this information.

Although the signage policy SVA1 is voluntary, all five municipalities with drinking water systems have installed road signs at the boundaries of vulnerable areas. The objective is twofold: to alert emergency responders if a spill occurs in a vulnerable area, and to increase public awareness of these areas. Twelve (12) Drinking Water Protection Zone signs have been installed by municipalities on roads within North Bay, Callander, Mattawa, South River, and Machar, and three (3) signs have been installed by the Ministry of Transportation on Highway 11 in Powassan and on Highway 63 east of North Bay.

The most substantive efforts to change behaviour are related to addressing the microcystin issue in the source water for the Municipality of Callander. Policy ICA1 specifies that a community-based social marketing approach be used to identify changes in behaviour that would be effective, identify barriers to adoption of desired behaviors, and then reduce or remove those barriers.

7. Source Protection Plan Policies: Summary of Delays

Implementation of all policies appears to be on schedule except for policy SMF1.

Policy SMF1, Municipal Action to Prohibit Land Application of Nutrients, requires municipalities to prohibit the application of agricultural source material (ASM), nonagricultural source material (NASM), and commercial fertilizer, where such applications could pose a significant threat to drinking water. However, once threat circumstances are considered, the only significant threat from existing or future activities would be potential pathogens from the application of uncomposted ASM. Therefore, an education and outreach approach has been used to-date, which does not actually constitute a prohibition as specified by the policy.

Drafting a by-law to implement policy SMF1 was found to be complicated for the public to interpret and a by-law officer to enforce. When balanced against the unlikelihood of a threat occurring, an education and outreach was chosen as the appropriate tool to implement SMF1. In that regard, information has been posted on the Source Protection website actforcleanwater.ca to inform residents of the potential risk of applying uncomposted manure and other forms of ASM near sources of drinking water. The affected municipalities have installed links from their websites.

The Source Protection Committee considers significant threats from the application of nutrients to be sufficiently addressed through this Education and Outreach approach. During the Section 36 review of the SP Plan, the SPC will bring forward policy revisions to policy SMF1.

Note that this SP Plan does not provide for a Risk Management approach under Part IV of the Clean Water Act.

8. Source Water Quality: Monitoring and Actions

Callander Bay Phosphorous Issue

The only identified drinking water issue is the risk of the toxin microcystin-LR in the source water for Callander due to the periodic incidence of cyanobacteria blooms (blue-green algae) in Callander Bay. When the risk was identified the Municipality upgraded its water treatment plant to include charcoal filtration on all treated water. However, the SP Plan still needs to address the issue in the source. Problematic growth of cyanobacteria is generally attributed to levels of phosphorus in excess of Provincial Water Quality Objectives. The SP Plan includes four policies directed specifically to addressing the issue and also requires consideration of the issue through several other policies such as approvals for sewage treatment facilities and waste disposal sites.

The area in which activities could contribute to the issue is called the Issue Contributing Area (ICA). The contributing watershed is 300 sq km and includes territories of five municipalities.

The four specific ICA policies are:

ICA1: Education - Issue Contributing Area,

ICA2: Nutrient Management Act Tools to Implement Phosphorous Best Management in Issue Contributing Area,

ICA3: Governing Research in the Issue Contributing Area, and

ICA4: Monitor Issue in Callander ICA - Phosphorous Contribution Related to Microcystin LR.

Phosphorus is a fundamental nutrient for most organisms. The intent of these policies takes a multi-prong approach: improve understanding of the factors contributing to the issue; inform residents; and encourage positive action to both reduce inputs of phosphorus and to enhance attenuation mechanisms.

Local research since 2008 has provided a wealth of data on water quality parameters, including phosphorus. Phosphorus loading in watercourses has been found to be associated with high turbidity following storm events and during high flows. Stream bank erosion is a major contributor of phosphorus to the Wasi River watershed. The Wasi River provides 70% of the inflow to Callander Bay. An Erosion and Runoff Mitigation Study completed in 2016 identified specific practices with respect to ditching, bridge design and culvert installation as contributing to the erosion problem. Education and outreach activities with municipal public works staff is being undertaken to improve practices and lessen erosion.

Internal loading of phosphorus from organic deposits in Callander Bay appears to be a significant contributor. The phosphorus is cycled back into the water column when anoxic conditions occur near the sediment.

An education and outreach initiative encourages property owners to plant shorelines with trees, shrubs and perennials to intercept overland flows and help stabilize banks. The NBMCA conducted the Restore Your Shore program (RYS) over a five-year period through 2019 with funding provided by grants from various organizations. RYS provided shoreline assessments, planting plans, planting stock, and planting assistance to eligible shoreline and stream bank property owners.

9. Science-based Assessment Reports: Work Plans

The Assessment Report (AR) identifies two areas of additional work:

- the delineation of the Callander Issue Contributing Area (ICA), and
- assessment of the pipeline threat in the North Bay IPZ.

During the Section 36 updates to the Source Protection Plan, mapping for the Callander IPZ will be revised with new data for watercourses, wetlands, regulated areas, elevations, and subwatershed boundaries.

New policies for hydrocarbon pipelines will be included as part of the Section 36 updates to address any future changes to pipelines that cross the Source Protection Area.

10. More from the Watershed

To learn more about the North Bay-Mattawa Source Protection Area, visit actforcleanwater.ca.

NORTH BAY-MATTAWA SOURCE PROTECTION AUTHORITY MINUTES

of the

**Annual General Meeting of the North Bay-Mattawa Source Protection Authority held at 6:30 p.m.
on January 26, 2022 electronically via Zoom.**

MEMBERS PRESENT:

Bonfield, Township of	-	Jane Lagassie	(6:50pm – 7:07pm)
Callander, Municipality of	-	Irene Smit	(6:50pm – 7:07pm)
Calvin, Township of	-	Sandy Cross	(6:50pm – 7:07pm)
Chisholm, Township of	-	Nunzio Scarfone	(6:50pm – 7:07pm)
East Ferris, Municipality of	-	Rick Champagne	(6:50pm – 7:07pm)
Mattawan, Municipality of	-	Michelle Lahaye	(6:50pm – 7:07pm)
Nipissing, Township of	-	Tom Marchant	(6:50pm – 7:07pm)
North Bay, City of	-	Dave Mendicino	(6:50pm – 7:07pm)
North Bay, City of	-	Ed Valenti	(6:50pm – 7:07pm)
North Bay, City of	-	Chris Mayne	(6:50pm – 7:07pm)
Papineau –Cameron, Township of	-	Shelley Beleanger	(6:50pm – 7:07pm)
Powassan, Municipality of	-	Dave Britton	(6:50pm – 7:07pm)
South River, Village of	-	Teri Brandt	(6:50pm – 7:07pm)
Strong, Township of	-	Marrienne Strickland	(6:50pm – 7:07pm)

MEMBER(S) ABSENT:

Mattawa, Town of	-	Loren Mink
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ALSO PRESENT:

Ann Convery, Accounts Clerk
Brian Tayler, CAO, Secretary-Treasurer
David Ellingwood, Manager, Source Water Protection
Helen Cunningham, Manager, Finance & Human Resources
Paula Scott, Director, Planning & Development/Deputy CAO
Paula Loranger, Community Relations coordinator
Rebecca Morrow, Administrative Assistant
Sue Buckle, Manager, Communications and Outreach
Valerie Murphy, Regulations Officer

1. Acknowledgement of Indigenous Traditional and Treaty Lands

The Chair read a statement acknowledging Indigenous and Treaty Lands.

2. Welcome

The Chair welcomed everyone to the meeting.

3. Approval of the Agenda

After discussion, the following resolution was presented:

Resolution No. SPA01-22, Champagne-Valenti

THAT the agenda is approved as presented.

Carried Unanimously

4. Delegation(s)

No delegations.

5. Declaration of Pecuniary Interest

None declared.

6. Appointment of Chief Administrative Officer as Chair

After discussion the following resolutions were presented:

Resolution No. SPA02-22, Belanger-Button

THAT the Chief Administrative Officer be appointed as Chair for the purpose of conducting the election of Source Protection Authority Chair and Vice Chair.

Carried Unanimously

Resolution No. SPA03-22, Champagne-Cross

THAT Sue Buckle and Paula Scott be appointed as Scrutineers for the election of Officers.

Carried Unanimously

7. Election of Officers

The Acting Chair called for nominations for the position of Chair.

Dave Mendicino nominated Dave Britton

After a second and third call for nominations with no response the acting Chair asked Dave Britton if he was willing to accept the nomination. Dave accepted the position, and the following resolution

was presented:

Resolution No. SPA04-22, Mendicino-Lahaye

THAT nominations for the position of Chair are closed.

Carried Unanimously

The Acting Chair then called for nominations for the position of Vice Chair.

Michelle Lahaye nominated Dave Mendicino

Jane Lagassie nominated Chris Mayne

After a second and third call for nominations and with no response, the acting Chair asked Dave Mendicino and Chris Mayne if they were willing to accept the nomination. Dave accepted the nomination, and Chris declined the nomination. As a result Dave Mendicino was appointed as Vice Chair.

8. Adoption of Previous Minutes of April 28, 2021

After discussion the following resolution was presented:

Resolution No.SPA05-22, Lagassie-Belanger

THAT the minutes of the meeting held on April 28, 2021 are adopted as written.

Carried Unanimously

9. Project Managers Report

David Ellingwood presented his report. After discussion the members thanked David and the following resolution was presented:

Resolution No.SPA 06-22, Smit-Mayne

THAT the Project Manager's report dated January 20, 2022 be received and appended to the minutes of this meeting.

Carried Unanimously

10. SPA Meeting Schedule

David Ellingwood presented proposed meeting dates for 2022. After discussion the members thanked David and the following resolution was presented:

Resolution No.SPA 07-22, Marchant-Lahaye

THAT the following regular meeting dates of the Source Protection Authority Board of Directors be approved:

- Wednesday April 27, 2022
- Wednesday June 22, 2022
- Wednesday October 26, 2022

AND FURTHER THAT this report dated January 20, 2022 be received and appended to the minutes of this meeting.

Carried Unanimously

11. New Business

None declared.

12. Adjournment (7:07p.m.)

As there was no new business, the following resolution was presented:

Resolution No. 08-22, Valenti-Champagne

THAT the meeting be adjourned, and the next meeting will be held at 5:30pm on Wednesday April 27, 2022 in a format to be determined, immediately after the NBMCA Board of Directors meeting (scheduled for 5:30 pm) or at the call of the Chair.

Carried Unanimously

Dave Britton, Chair

Brian Tayler, Chief Administrative Officer, Secretary Treasurer

NOTICE OF AN OPEN HOUSE AND PUBLIC MEETING FOR THE OFFICIAL PLAN FOR THE VILLAGE OF SUNDRIDGE

PLEASE TAKE NOTICE that the Council for The Corporation of the Village of Sundridge will be holding a public meeting under Section 17 of the Planning Act, R.S.O. 1990, C.P. 13 as amended, to allow the public to learn more about the Village's Official Plan.

THE OPEN HOUSE

An informal drop-in public open house will be held on Wednesday, June 8 from 2 pm to 5 pm in the Sundridge Council Chamber located at 110 Main Street. The draft official plan and mapping will be available for review and the land use planner will be available to discuss the draft official plan. If you cannot attend the open house but would like to arrange a telephone discussion with the planner, please make arrangements with the Clerk at the Village office.

THE PUBLIC MEETING

Date: Wednesday, June 22, 2022
Time: 6:00 pm
Location: Village of Sundridge Municipal Office, 110 Main Street

DETAILS OF THE PROPOSED OFFICIAL PLAN

The following is a brief summary of the proposed Official Plan:

- To establish a community vision and goals that form the basis for land use policy;
- To create land use designations that reflect the existing pattern of land use in the Village;
- To create a housing policy that encourages a broad range of housing types to address need and affordability;
- To establish development policy that reflects servicing capacities and capabilities in the Village; and
- To identify the importance of Lake Bernard as an environmental, cultural and economic resource.

Comments provided at this meeting will be considered by Council before the document is finalized for adoption. If Council for the Village of Sundridge adopts the new Official Plan, the document will be forwarded to the Ministry of Municipal Affairs and Housing (Sudbury) for review and approval.

ADDITIONAL INFORMATION

There is no key map provided as the Official Plan is applicable to all land within the corporate boundaries of the Village of Sundridge. The draft Official Plan and its related mapping can be found on the Village's website at www.sundridge.ca.

The purpose of this meeting is to ensure that sufficient information is made available to enable the public to generally understand the mapping and policies that have been recommended for consideration by Council. Any person who attends the meeting shall be afforded an opportunity to be heard by Council. If you cannot attend this meeting, written submissions will be accepted by Council provided they are dated and signed.

If you wish to be notified of the decision of the Council for the Corporation of the Village of Sundridge in respect to the proposed Official Plan you must submit a written request (with forwarding addresses) to the Clerk of the Village of Sundridge.

If a person or public body does not make oral submissions at a public meeting or make written submissions to Council before the proposed Official Plan is adopted, the person or public body is not entitled to appeal the decision of Council to the Ontario Land Tribunal.

If a person or public body does not make oral submissions at a public meeting or make written submissions to Council before the proposed Official Plan is adopted, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

The draft Official Plan and a Background Report is available to the public for review at the Village of Sundridge website at www.sundridge.ca and at the Municipal Office located at 110 Main Street.

Mailing Date of this Notice: May 16, 2022

Nancy Austin – Clerk
Village of Sundridge

PO Box 488
201 Atwood Avenue
Rainy River, ON
P0W 1L0



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Clerk Phone: (807) 852-3978
Fax: (807) 852-3553
Email: rainyriver@tbaytel.net
Website: www.rainyriver.ca

Town of Rainy River

RESOLUTION

MOVED BY  DATE: May 9, 2022

SECONDED BY  RESOLUTION: 20-009

"WHEREAS Section 21 of the *Public Transportation and Highway Improvement Act* allows the Minister of Transportation to designate a highway or part of a highway as a connecting link between parts of the King's Highway or as an extension of the King's Highway, to be constructed and maintained by the road authority having jurisdiction over the highway or part of the highway;

AND WHEREAS the Ministry of Transportation (MTO) Connecting Link Program does not provide sufficient funding to adequately provide for the high cost of maintaining these Connecting Links;

AND WHEREAS this may lead to hazardous road conditions;

AND WHEREAS these Connecting Links were once maintained by the Province of Ontario;

NOW THEREFORE BE IT RESOLVED THAT care and maintenance of these Connecting Links in small or rural municipalities, such as the 2.70 km of Atwood Avenue (Highway 11) in Rainy River, be returned to the MTO.

AND FURTHER THAT this resolution be sent to the Minister of Transportation, the MPP for Kenora-Rainy River and to all Ontario Municipalities."

ABSTAIN _____
AYES _____
NAYES _____

CARRIED ✓
DEFEATED _____

L. ARMSTRONG _____
D. EWALD _____
B. HELGESON _____
N. IVALL _____
M. KREGER _____
G. PASLOSKI _____
P. WHITE _____


MAYOR OR ACTING MAYOR



in the heart of Ontario's Sunset Country