

**\*\*\* AGENDA \*\*\***  
**Tuesday, February 21, 2023**  
**\*\*START TIME 6:30 p.m.\*\***

1. Disclosure of pecuniary interest.
2. Committee Reports.
3. Resolution: Adopt the minutes of the meeting held February 7, 2023.
4. Resolution: Authorize the Small Business Program – Lighting project for municipal facilities with Good Energy Solutions.
5. Resolution: Authorize the financing and delivery of a 2023 Tandem Axle Diesel Truck, previously approved in the 2022 Budget and by Resolution R2022-35.
6. Resolution: Authorize the Municipal Administrator and the Administrative Assistant-Deputy Clerk to attend professional development workshop, AMCTO Zone 7.
7. Resolution: Approve a donation to the Powassan Agricultural Society 2023 Fall Fair.
8. Resolution: Receive the 2022 Mayor and Councillors Remuneration and Expense Summary.
9. Resolution: Donation request from the Commanda Museum Board of Directors.
10. Preliminary 2023 Draft Budget review.
11. Discussion: Review the Township of Nipissing Complaint Policy.
12. By-Law: Establish and Regulate a Fire Department.
13. By-Law: Authorize Participation in the Nipissing East Parry Sound Mutual Aid Association.
14. Correspondence.
15. Accounts to pay.
16. By-Law: Confirming Proceedings of Council at its meeting held February 21, 2023.
17. 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, February 7, 2023

A regular meeting of the Township of Nipissing Council was held on Tuesday, February 7, 2023 starting at 6:30 p.m.

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 Butler, Shelly Foote, Stephen Kirkey and Dave Yemm.

**Staff:** Fire Chief-MLEO-CEMC Will Bateman; Operations Superintendent Dan MacInnis; Land Planning and Technology Administrator-Deputy Treasurer John-Paul Negrinotti; Administrative Assistant-Deputy Clerk Kristin Linklater and Municipal Administrator-Clerk-Treasurer Kris Croskery-Hodgins.

*NOTE: The video camera feed of the meeting had technical issues. Audio was functional and the meeting was livestreamed with audio in real time to the Township of Nipissing YouTube channel.*

Disclosure of pecuniary interest: None.

### **Committee Reports:**

**Councillor Dave Yemm:** Nipissing Township Museum Board of Management

**Councillor Shelly Foote:** Township of Nipissing Recreation Committee

**Councillor Stephen Kirkey:** Powassan and District Union Public Library Board; North Bay Mattawa Source Water Protection Committee

**Mayor Tom Piper:** Eastholme Home for the Aged Board of Management

### **R2023-030 D. Yemm, S. Foote:**

That the minutes of the Council meeting held January 17, 2023, be adopted as published. **Carried.**

### **R2023-031 S. Kirkey, T. Butler:**

THAT the Council of The Corporation of the Township of Nipissing receives the Final Report from the Ombudsman of Ontario regarding an investigation into Closed Meetings held February 17; March 9; April 6; May 18; June 8; July 13; and August 3, 2021.

AND THAT Council confirms its intentions to remain transparent and consistent when performing its duties including undertaking Council training on procedure with the Township appointed Integrity Commissioner and a review and revision of municipal by-Laws providing direction on procedures and policies. **Carried.**

### **R2023-032 D. Yemm, S. Kirkey:**

WHEREAS Council has received a request for a refund of Consent Application Fees provided for a matter that is no longer legally viable due to unforeseen circumstances on the part of the applicant; NOW THEREFORE Council approves the refund of the application fee, less any expenses incurred on the file to date, to the applicant Susan Baribeau. **Carried.**

### **R2023-033 S. Foote, T. Butler:**

WHEREAS there are currently advertised vacancies on the Township of Nipissing Recreation Committee and Cemetery Committee, Council has received a letter of interest for the Recreation Committee from TerriLynn Paynter.

NOW THEREFORE Council appoints TerriLynn Paynter to the Township of Nipissing Recreation Committee for this term of Council. **Carried.**

**R2023-034 T. Butler, D. Yemm:**

THAT we pass By-Law Number 2023-13, being a By-Law to deem part of Registered Plan 42M592 in the Township of Nipissing not to be a part of a Registered Plan of Subdivision for the Purposes of Section 50(4) of the Planning Act.

Read a first, second and third time and passed this 7<sup>th</sup> day of February, 2023. **Carried.**

Council reviewed By-Law Number 2020-35, Establishing and Regulating a Fire Department. Some minor changes are required. The By-Law will be amended and placed on the February 21, 2023 Agenda for approval.

**R2023-035 D. Yemm, T. Butler:**

That we accept the correspondence as presented. **Carried.**

**R2023-036 S. Foote, S. Kirkey:**

That the statement of accounts dated: January 19 and February 2 and 6, 2023; totaling \$180,885.56 be approved. **Carried.**

**R2023-037 T. Butler, S. Foote:**

That this part of our meeting will be closed to the public as authorized by Section 239(2)(b)(e) and (k) of the Municipal Act, 2001, c. 25, for consideration of the following subject matter:

1. (k) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

Council will receive a professional opinion regarding the management of a municipal asset and past performance of reporting of contracted consultants.

Council will receive a professional opinion on the disposal of a municipal asset.

2. (b) Personal matters about an identifiable individual, including municipal or local board employees.

(e) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

Council will receive a complaint submitted with a request for legal involvement by the Township.

Time: 7:08 p.m. **Carried.**

**R2023-038 S. Foote, D. Yemm:**

That we resume to an open public meeting. Time: 8:29 p.m. **Carried.**

**R2023-039 S. Kirkey, T. Butler:**

That we pass By-Law No. 2023-14, being a by-law to confirm the proceedings of Council at its meeting held on February 7, 2023.

Read a first, second and third time and passed this 7<sup>th</sup> day of February, 2023. **Carried.**

**R2023-040 D. Yemm, S. Foote:**

That the meeting be adjourned. Time: 8:30 p.m. Next regular meeting to be held February 21, 2023. **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.



TOWNSHIP OF NIPISSING

**DRAFT**

RESOLUTION

DATE: February 21, 2023

NUMBER: R2023-

Moved by

Seconded by

That we authorize the Municipal Administrator to sign Work Orders for the Small Business Lighting Program for lighting upgrades to the Community Centre, Public Works Garage, Township Office, Fire Station #1 and Fire Station #2.

Total cost to the Township of Nipissing will be \$1,419.84 for the Community Centre project and \$1,559.40 for the Fire Station #2 project. All other costs to be covered by the Incentive Program by IESO (Independent Electricity System Operator).

For      Against

PIPER  
BUTLER  
FOOTE  
KIRKEY  
YEMM

Carried

Mayor: Tom Piper



TOWNSHIP OF NIPISSING

**DRAFT**

RESOLUTION

DATE: February 21, 2023

NUMBER: R2023-

Moved by

Seconded by

WHEREAS Council approved the purchase of a Tandem Axle Diesel Truck, Resolution R2022-35;

AND WHEREAS Council approved the method of purchasing to be via financing, Resolution R2022-58 approving the Capital Budget and Asset Management Forecast 2022-2023;

AND WHEREAS the purchase price of the Tandem Truck was included in the 2022 Approved Budget, By-Law Number 2022-20 but delivery was not possible due to supply issued out of the Township's control;

NOW THEREFORE we authorize the Delivery of the 2023 Tandem Axle Diesel Truck per Resolution R2022-35 and the financing of the purchase in accordance with By-Law 2022-60 (2).

For      Against

PIPER  
BUTLER  
FOOTE  
KIRKEY  
YEMM

Carried

Mayor: Tom Piper

TOWNSHIP OF NIPISSING

RESOLUTION

DATE: February 11, 2022

NUMBER: R2022- 35

Moved by *Kirkey*

Seconded by *Moore*

WHEREAS the replacement of the 2005 Tandem Truck with Snow Plow equipment has been designated for replacement in the 2024 approved Capital Forecast;

AND WHEREAS significant repair requirements have been identified for the safe continued use of the 2005 Tandem Truck;

AND WHEREAS the estimates for ongoing repairs to the 2005 Tandem Truck are not fiscally responsible where a new tandem truck purchase would be an option;

AND WHEREAS there are identified supply issues for the supply of a new Tandem Truck with Snow Plow equipment and staff have been investigating wait list opportunities on vehicles;

AND WHEREAS the Procurement By-Law, 2020-51, Part 10.1 provides Council the authority to proceed with the purchase of the truck and equipment outside of the normal procurement procedures;

NOW THEREFORE Council accepts the offer of sale from Freightliner North Bay for the supply of one (1) Tandem Axle Diesel Truck Complete with Snowplow/Sanding Equipment; 2023 Freightliner 114SD with Gin-cor installed Viking Equipment for a total price of \$332,989.53, including applicable taxes;

AND THAT we also accept the Extended Warranty EW4 at a cost of \$6,919.59 plus applicable taxes.

For      Against

PIPER  
KIRKEY  
MARCHANT  
MOORE  
SCOTT

Carried ✓

Mayor: Tom Piper

*Tom Piper*

**TOWNSHIP OF NIPISSING  
2022  
MAYOR & COUNCILLORS  
REMUNERATION & EXPENSES SUMMARY**

	REMUNERATION	EXPENSES OTHER MEETINGS	TOTAL
Mayor Tom Piper	\$14,401		\$14,401
Deputy Mayor Liz Moore	\$9,601	\$416.68 Mileage to AMO Conf.	\$10,017.68
Councillor Stephen Kirkey	\$9,601	174.90 Mileage to FONOM Conf.	\$9,775.90
Councillor Tom Marchant	\$9,601		\$9,601
Councillor James Scott	\$9,601	\$445.76 Mileage to OGRA Conf.	\$10,046.76
<b>TOTALS</b>	<b>\$52,805</b>	<b>\$1,037.34</b>	<b>\$53,842.34</b>

**This statement is in accordance with the  
Municipal Act 2001, Section 284(1)**

December 16, 2022

Mr. Tom Piper, Mayor  
The Corporation of the Township of Nipissing  
45 Beatty Street  
Nipissing, Ontario  
POH 1W0

Dear Mr. Piper:

**Re: Commanda Museum – Grant Request - 2023**

To enhance both the community and tourist experience, the Commanda Museum has planned two major additions to the Museum displays next year. The Museum has applied for a grant through NOHFC to help with some of the capital costs necessary for the new displays but additional funding will be required to complete some aspects of the projects that are not covered by the NOHFC grant.

One of the new displays will be a gathering of genealogical data of the early settlers to the area. The Museum has already begun an initiative to capture the stories of early pioneer families through document collection, genealogical research and by conducting and filming personal interviews of descendants of those early settlers. There are some robust private genealogical collections, in the surrounding areas, that we hope to be able to access also for this display.

In order to make this data accessible at the Museum, a computer will be required and we are asking for consideration of the sum of \$2,000 in order to purchase the required computer.

Attached are copies of the current financial statements of The Commanda Museum to support this application.

Thank you from the Board of Directors for your consideration of this donation request.

Yours truly,

Deb Leeming,  
On Behalf of the Commanda Museum Board of Directors



**Gurd & Area Historical Corporation**  
**Balance Sheet**  
**(Statement of Financial Position)**  
**As of Dec 09, 2022**

	2022		2021	
ASSETS				
Current Assets				
Home Depot Gift Card	15.90		15.90	
Petty Cash				
Scotiabank - Chequing	9,011.68	9,027.58	8,459.55	8,475.45
Other Current Assets				
Finished Goods For Resale	1,034.44		1,034.44	
Prepaid Expenses		1,034.44		1,034.44
Total Current Assets		10,062.02		9,509.89
Fixed Assets				
Building & Land		95,297.15		95,297.15
Lutheran Church				
Museum Artifacts		4,088.13		4,088.13
Restaurant Fixtures	3,084.05		2,689.68	
Accumulated Depreciation	(2,689.68)	394.37	(2,671.61)	18.07
Total Fixed Assets		99,403.35		99,403.35
TOTAL ASSETS		109,841.67		108,913.24
LIABILITIES & EQUITY				
Accounts Payable				
Revenue Canada		74.48		0.00
Bell Canada		0.00		0.00
Country Tanks		0.00		0.00
Lakeview Builders		0.00		0.00
Moore Propane		0.00		0.00
Total Liabilities		74.48		0.00
Equity				
Opening Bal Equity	65,731.40		63,598.59	
Retained Earnings	42,344.82		43,335.28	
Net Income	1,765.45	109,841.67	1,979.37	108,913.24
TOTAL LIABILITIES & EQUITY		109,841.67		108,913.24

**Gurd & Area Historical Corporation**  
**Statement of Operations (Income Statement)**  
January through Dec 09 2022

	<u>2022</u>		<u>2021</u>	
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Admissions &amp; Donations</b>				
Received	0.00		67.25	
Not – Received	914.20		1,223.25	
Memorials – Received	0.00		0.00	
Municipal Grant	0.00		0.00	
Federal: Special Projects	9,000.00	9,914.20	0.00	1,290.50
 <b>Contributions Income</b>				
Hodge - Operating	0.00	0.00	2,937.00	2,937.00
Service Canada - Students				
 <b>Gift Shop / Tea Room Sales - Income</b>	686.55		676.45	
Commissions Paid				
Gift Shop/Tea Room Supplies & Expenses	(280.55)		(331.12)	
Gift Shop/Goods Purchased for Resale	0.00	406.00	0.00	345.33
 <b>Grants</b>				
Trillium Foundation			7,000.00	7,000.00
<b>Membership Dues</b>	30.00	30.00	175.00	175.00
<u><b>Other Events</b></u>				
<b>Fundraising/Outreach/Income</b>	0.00		0.00	
Auction Auction - Income (From Previous Year)			5.00	5.00
BBQ Income & Donations	1,147.45		1,609.60	
BBQ Supplies	(617.88)	529.57	(414.02)	1,195.58
<b>Total Income</b>		<u>10,879.77</u>		<u>12,948.41</u>
 <b>Advertising/Outreach</b>	0.00		22.59	
<b>Artifact Expenses</b>			50.74	
<b>Bank Charges</b>	27.50		43.90	
<b>Dues &amp; Membership</b>	165.00		160.00	
<b>Late Payment Fees</b>	36.17		5.43	
<b>Furnace Purchase</b>				
<b>General Maintenance/Repairs</b>	392.10		1,967.81	
Consultants			132.18	
Structural	0.00		45.19	
Water Maintenance	596.00		727.71	
<b>Insurance</b>	1,810.08		0.00	
<b>Office Supplies</b>	0.00		127.48	
<b>Travel</b>	0.00		40.00	
<b>Utilities</b>				
Hot Water Tank Rental	213.49		153.82	
Hydro	1,132.13		991.37	
Propane	2,363.01		1,911.18	
<b>Telephone &amp; Internet</b>			388.72	
		6,735.48		6,768.12
 <b>Salaries &amp; Employers Costs</b>				
WSIB Fees	88.99		111.01	
Service Canada - Student Grant	0.00		0.00	
Student Salaries & Costs	2,289.85	2,378.84	4,089.91	4,200.92
<b>HST Recoverable - Museum not registered for HST payable/recoverable</b>				
<b>Total Expense</b>		<u>9,114.32</u>		<u>10,969.04</u>
<b>Net Income</b>		<u>1,765.45</u>		<u>1,979.37</u>

TOWNSHIP OF NIPISSING POLICY			
Effective Date: January 1, 2019		Number: 2019-02	Revision: 1
Title: <b>Complaint Policy</b>			
Approved By: Resolution R2019-15 <b>R2023-XX</b>			Page: 1 of 1

### **Purpose:**

The Township recognizes the importance of public feedback and welcomes complaints as a valuable form of feedback regarding the Township's services, operations and facilities.

This policy provides a consistent and uniform process to respond to complaints. The information gained from complaints helps improve the quality of services provided by the Township.

### **Legislative Authority:**

Section 11(1) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a municipality may provide any service or thing that the municipality considers necessary or desirable for the public. This policy is also intended to satisfy Bill 8 – *Public Sector and MPP Accountability and Transparency Act, 2014*.

### **Scope:**

This policy applies to an expression of dissatisfaction related to municipal facilities, operational procedures, programs, services or staff.

Anyone who uses or is affected by Township services **may** make a complaint, including residents, people **working in or visiting** the Township, local businesses or community groups.

This policy does not address or apply to:

- Compliments
- Feedback
- Inquiries
- Requests for service
- Requests for accommodation
- Criticisms or anonymous complaints

This policy does not address or apply to (continued):

- Issues addressed by legislation, or an existing municipal by-law, policy or procedure
- A decision of Council
- Internal employee complaints
- Matters that are handled by tribunals, courts of law, quasi-judicial boards, etc.
- Outside boards and agencies

These items are handled through other mechanisms and processes.

### **Definitions:**

*Complainant* – the person who is dissatisfied and filing the complaint.

*Department Head* – shall include the Municipal Administrator, Operations Superintendent and Fire Chief.

*Head of Council* – shall mean the Mayor of the Township.

*Municipal Administrator* – shall mean the most senior staff member with the designated tasks of a Chief Administrative Officer (CAO) as prescribed in Section 229 of the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended.

*Township* – shall mean the Corporation of the Township of Nipissing.

### ***Types of Complaints***

#### **Informal Complaints:**

It is encouraged that individuals and municipal staff work to resolve issues or concerns before they become formal complaints. Informal complaints may be made in person, by phone, letter, email or fax.

It is the responsibility of municipal staff to attempt to resolve issues or concerns before they become formal complaints and identify opportunities to improve municipal services.

#### **Formal Complaints:**

A formal complaint is generated when an informal resolution cannot be successfully achieved. This will result in a file generated, an investigation undertaken and a decision made.

All complaints will remain confidential.

All complaints should be filed in a timely manner.

## ***Formal Complaint Procedure***

### **Filing a Complaint**

The Complainant must submit a complaint in print form, which shall include the following information:

- Contact details for the Complainant, including name, address and telephone number
- Type of Complaint
- Details of the complaint (location, employee involved, resolution requested, enclosures, date complaint submitted)
- Signature and date, electronic signatures are accepted

Anonymous complaints will not be accepted.

### **Acknowledgement**

Formal complaints shall be submitted to the Township Office. Upon receipt, the complaint will be acknowledged in writing within 7 (seven) calendar days.

The Clerk's Office will assess if the complaint falls within this policy as per the scope of this policy.

### **Investigation**

All complaints are investigated by the appropriate Department Head. Complaints made against Department Heads shall be investigated by the **Municipal Administrator**. If a complaint is made against the **Municipal Administrator**, the Head of Council will investigate and may consult with Council or designate the Municipal solicitor to investigate.

The designated investigator shall review the issues identified and any relevant legislation, policies or procedures. As part of the investigation, all involved parties (Complainant, employee, etc.) may be interviewed by the investigator.

A complaint may be considered vexatious or frivolous if it is pursued in a manner that is reasonably perceived by municipal staff to be malicious, intended to embarrass or harass the recipient, or intended to be a nuisance. Where the complaint is considered frivolous and/or vexatious, the Department Head and **Municipal Administrator** may deem the file closed.

### **Decision**

A decision will be made within 30 (thirty) calendar days upon acknowledgment of the complaint. The designated investigator shall provide a written response outlining the results of the investigation into the complaint.

The response shall note whether the complaint was substantiated and include any actions the Township may take as a result of the complaint.

If the designated investigator is unable to provide a response within 30 (thirty) calendar days, they shall notify the Complainant of the delay and provide an estimate of when a response will be provided.

### **Appeal**

Once the Township has communicated the decision, there is no appeal process at the municipal level.

In the event complaints cannot be resolved through the Municipality's complaint process, they may be submitted to the Provincial Ombudsman's office in accordance with the provisions of Bill 8, Public Sector and MPP Accountability and Transparency Act, 2014.

### **Records Management and Privacy**

All records relating to the complaint shall be maintained in accordance with the Township's record retention policy and schedule.

During the complaints process, all Township employees shall adhere to all applicable legislation regarding privacy in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Complainants should be aware that certain circumstances may indirectly identify them during an investigation.

### **Accountability Framework**

The **Municipal Administrator** is responsible for ensuring compliance with this policy.

### **Policy Review**

This Policy shall be reviewed at least once per term of Council.

# THE CORPORATION OF THE TOWNSHIP OF NIPISSING

**DRAFT**

## By-Law Number 2023-15

Being a By-law to establish and/or continue a Fire Department.

WHEREAS Section 8.(1) of the Municipal Act, S.O. 2001, Part II, provides that the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on a municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS Section 9 of the Municipal Act, S.O. 2001, Part II, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Act;

AND WHEREAS the Fire Protection and Prevention Act, 1997, Part II, section 5(0.1), as amended, permits the Council of a municipality to establish, maintain and operate a fire department for all or any part of the municipality;

BE IT THEREFORE ENACTED by the Municipal Council of the Corporation of the Township of Nipissing as follows:

1. In this By-law, unless the context otherwise requires,
  - a) "Approved" means approved by the municipal council.
  - b) "Automatic Aid" means any agreement which the Corporation has entered into with a neighbouring municipality to provide or receive an initial response to fires, rescues and emergencies which may occur in an area more quickly accessed by the other fire department which is capable of responding to the incident.
  - c) "Company" means a complement of fire department personnel operating one or more pieces of apparatus or equipment.
  - d) "Corporation" means the Corporation of the Township of Nipissing.
  - e) "Council" means the Council of the Township of Nipissing.
  - f) "Department" means the Township of Nipissing Fire Department.
  - g) "Deputy Fire Chief" means the person(s) appointed by the Council of the Township to act in the place of the Fire Chief in the Fire Chief's absence.
  - h) "Fire Chief" means a Fire Chief appointed under subsection 6(1), (2), or (4) of the *Fire Protection and Prevention Act*.
  - i) "Fire Department" means a group of firefighters authorized to provide fire protection services by a municipality, and/or group of municipalities, and/or by agreement under Section 3 of the *Fire Protection and Prevention Act*.
  - j) "Fire Protection" means a range of programs designed to protect the lives and property of the inhabitants of the fire department response area from the adverse effects of fire, sudden medical emergency or exposure to dangerous conditions created by man or nature and includes fire suppression, fire prevention, fire safety education, communication, training of persons involved in the provision of the fire protection services, rescue and emergency services and the delivery of all of those services.
  - k) "Firefighter" means a Fire Chief and any other person employed in, or appointed to, a fire department and assigned to undertake fire protection services, and includes a volunteer firefighter.

- l) “Limited Service” means a variation of service significantly differentiating from the norm as a result of extenuating circumstances, such as deployment of Volunteer Firefighters in insufficient numbers to safely carry out the delivery of Fire Protection Services, environmental factors, remote properties, impeded access, private roadways, lanes and drives, obstructions, or extraordinary hazards or unsafe conditions.
  - m) “Medical Response” means responding to emergent or urgent medical requirements at a fire scene or a motor vehicle accident in the course of responding to the emergency or call.
  - n) “Member” means any defined firefighter or employee of the department.
  - o) “Municipal Administrator” means the duly appointed Municipal Administrator for The Corporation of the Township of Nipissing.
  - p) “Mutual Aid” means a program to provide/receive assistance in the case of a major emergency in a municipality, community or area where resources in a municipality, community or area have been depleted, but does not include “Automatic Aid”.
  - q) “Mutual Aid Plan” means the Province of Ontario Mutual Aid Plan, which incorporates the county, regional and district mutual aid plans developed under the authority of the *Fire Protection and Prevention Act, 1997*, and under the direction of the Fire Marshal, facilitate the provision of fire protection services to the residents of counties, regions and districts under a coordinated and cooperative provincial plan.
  - r) “NPPA” means the *Fire Protection and Prevention Act, 1997*, S.O., c 4, as may be amended from time to time, or any successor legislation, and any regulation made thereunder.
  - s) “Officer” means Fire Chief, Deputy Fire Chief, Captain, Lieutenant, Fire Prevention Officer, or any person designated by the fire Chief to supervise Firefighters.
  - t) “Private Roads” means any private road, lane, ramp, un-assumed and unmaintained Municipal road allowance, or other means of vehicle access to or from a building or structure and may include part of a parking lot.
  - u) “Property” means any real property located within the geographical boundaries of the Township of Nipissing, including buildings, structures and erections of any nature and kind in or upon such lands, but excludes real property owned by the Crown either Federally or Provincially.
  - v) “Volunteer Firefighter” means a firefighter who provides fire protection services either voluntarily or for a nominal consideration, honorarium, training or activity allowance.
- 2.
- a) A department for the Township of Nipissing to be known as the Township of Nipissing Fire Department is hereby continued and the head of the department shall be known as the Fire Chief.
  - b) The (goals/mission statement) of the department shall be as those contained in Appendix “A” of this by-law.
  - c) The department shall be organized as per Appendix “B” forming part of this by-law.
  - d) The core services provided by the Township of Nipissing Fire Department shall be those contained in Appendix “C” of this by-law.
  - e) Fire Prevention and Public Education shall be performed as contained in Appendix “D” of this by-law.
  - f) Private Road Standards required for fire and emergency response shall be detailed in Appendix “E” of this by-law.



3. In addition to the Fire Chief, the department personnel may consist of a Deputy Fire Chief (s) and such number of officers and members as from time to time be deemed necessary by the Council.
4.
  - a) The Fire Chief may recommend to Council the appointment of any qualified person as a member of the department subject to the approved hiring policies of the Township and the Promotional Policy stated in 4(c) of this By-Law.
  - b) A person appointed as member of the department shall be on probation for a period of one year, during which period the probationary member shall take such special training and examinations as may be required to acquire competencies of an active firefighter.
  - c) The method of Promotion within the Township of Nipissing Fire Department shall be as follows:
    - i) Following the probationary year and completion of required competencies, the title of Firefighter shall be earned;
    - ii) Following three (3) consecutive, active years as a Firefighter, and completion of all required competencies of an officer to level of Lieutenant, any posted openings for the position of Lieutenant may be applied for and the Firefighter may be considered for the competition;
    - iii) Following the completion of competencies of an officer to level of Captain, which will include competencies of Firefighter and Lieutenant, any posted openings for the position of Captain may be applied for and the Firefighter may be considered for the competition.
5.
  - a) The Fire Chief may reprimand, suspend or recommend dismissal of any member for non-compliance with any of the provisions of this by-law or general orders and departmental rules that in the opinion of the Fire Chief, would be detrimental to the discipline, health, safety and efficiency of the department.
  - b) Following the suspension of any member the Fire Chief shall immediately report, in writing, the suspension and recommendations to the **Municipal Administrator**.
  - c) A member shall not be dismissed without being afforded the opportunity for a hearing before Council, if the member makes a written request for such hearing within seven working days after receiving the proposed dismissal.
6. The remuneration of all members of the department shall be as determined by Council.
7. The Fire Chief is responsible to Council for the proper administration and operation of the department and is under the general direction of the **Municipal Administrator**. The Fire Chief shall provide the following administrative and operational items:
  - a) Develop, review and publish policies, operational guidelines, general orders and departmental rules as may be necessary for the care and protection of the personnel, department, department equipment and for the efficient operation of the department, provided that such policies, orders and rules do not conflict with the provisions of any by-laws of the municipality. The Fire Chief shall be responsible for the enforcement of this by-law, general orders and departmental rules.
  - b) Establish a review schedule and adhere to that schedule for periodical review of all department policies and procedures. The Fire Chief may establish an advisory committee consisting of such members of the department as may be determined to assist in these duties.
  - c) Establish a comprehensive Fire Prevention and Education Program which will encompass proper measures for the prevention, control and extinguishment of fires and for the protection of life and property. The department, under direction of the Fire Chief, will enforce all provincial legislation and municipal by-laws respecting fire prevention and shall adhere to the provisions of the Fire Protection and Prevention Act.

- d) Review and update the Municipal Fire Risk Assessment annually.

## 8. RECOVERY OF COSTS – ADDITIONAL EXPENSES

- a) The Fire Chief may require property owners or persons within or outside the municipality to pay costs or fees for fire and emergency response or other administrative services provided to them. Invoicing for response services or recovery of fees will be conducted in accordance with the Township of Nipissing User Fees By-Law in-force.
- b) If as a result of a Fire Department response to a fire or emergency incident, the Fire Chief or his/her designate determines that it is necessary to incur additional expenses, retain a private contractor, rent special equipment not normally carried on a fire apparatus or use more materials than are carried on a fire apparatus (the “Additional Service”) in order to suppress or extinguish a fire, preserve property, prevent a fire from spreading, control and eliminate an emergency, carry out or prevent damage to equipment owned by or contracted to the Corporation, assist in or otherwise conduct fire cause investigation or determination or otherwise carry out the duties and functions of the Fire Department and/or to generally make “safe” an incident or property, the owner of the property requiring or causing the need for the Additional Service or expense shall be charged the full costs to provide the Additional Service including all applicable taxes. Property shall mean personal and real property.

- 9. The Deputy Fire Chief(s) is/are responsible to the Fire Chief for the functions that are supervised by the Deputy Fire Chief(s) and shall have the same authority and responsibilities as the Fire Chief and shall perform all the duties of the Fire Chief in the Fire Chief’s absence.

## FIRE CHIEF DUTIES:

The Fire Chief is responsible for ensuring the following duties are carried out:

### Administration

- a) Provide administration facilities and provide for the completion of all general administration duties for the department.
- b) Prepare and monitor the departmental budget.
- c) Prepare the points calculations semi-annually of the department and maintain all personnel records in accordance with the policy of the Township, certify all accounts and initiate requisitions for materials and services of the department.
- d) Maintain and ensure that the Promotional Procedure in effect is followed.
- e) Prepare the monthly and annual report of the department.
- f) Provide liaison with the local firefighters’ association(s) and Mutual Aid Coordinator.
- g) Assist the District Fire Coordinator in the preparation of a Mutual Aid Plan and Program.

### Apparatus and Equipment

- a) Maintain and keep in good repair all existing buildings, apparatus and equipment of the department.
- b) Prepare specifications for the purchase of apparatus and equipment when required and approved.
- c) Prepare the annual budget and forecast capital requirements for apparatus and equipment.

### Fire Suppression

- a) Prevent, control and extinguish fires,
- b) Conduct investigations of fire scenes in order to determine cause and origin, and where required, to request appropriate agencies to assist with the investigation,
- c) Respond and assist at such emergencies as may be deemed necessary by the Fire Chief,

- d) Perform pre-emergency planning,
- e) Perform apparatus and equipment maintenance and cleaning duties,
- f) Captains or designates are in command of the company to which they are assigned and are responsible to the Fire Chief and Deputy Fire Chief.
- g) Where the Fire Chief designates a member to act in the position of an officer, such member when so acting, has all the authority and responsibility of such officer and shall perform all the duties of the officer replaced.

#### Fire Prevention

- a) Develop approved fire prevention and public fire safety education policies and procedures.
- b) Ensure compliance with the Fire Protection and Prevention Act.
- c) Maintain fire loss records.

#### Training

- a) Establish a fire department training program and conduct training for all members in accordance with the approved training program.
- b) Administer training programs and maintain records.
- c) Prepare and conduct examinations of members as required.

The department shall not respond to a call with respect to a fire or other emergency outside the approved response areas of the municipality with the following exceptions:

- a) That in the opinion of the Fire Chief, or designate, threatens property in the municipality or property situated outside the municipality that is owned or occupied by the municipality,
- b) In a municipality with which an Automatic Aid Agreement has been entered into to provide fire protection when required,
- c) On property with respect to which an agreement has been entered into with any person or corporation to provide fire protection therefore,
- d) At the discretion of the Fire Chief, to a municipality authorized to participate in the Mutual Aid Plan and Program on a reciprocal basis, or
- e) On property beyond the municipal boundary where the Fire Chief, or designate, determines that immediate action is necessary to preserve and protect life and/or property and the correct department is notified and/or assumes command. The Fire Chief shall subsequently inform the head of Council of such response.

#### LIMITED SERVICE

In consideration of the reliance by the Fire Department on the response of Volunteer Firefighters, whose deployment to emergencies in sufficient numbers cannot in all instances be guaranteed, adverse climate conditions, delays or unavailability of specialized equipment required by the Fire Department, or other extraordinary circumstances which may impede the delivery of Fire Protection Services, any Approved Service set out in Schedule “B” may from time to time be provided as a Limited Service as defined in this by-law, as determined by the Fire Chief, his or her designate, or the highest ranking Officer in charge of a response.

This By-Law comes into effect the day it is passed by Council.

That By-law 2020-35 is hereby repealed.

Read a first, second and third time and passed this 21<sup>st</sup> day of February, 2023.

THE CORPORATION OF THE  
TOWNSHIP OF NIPISSING

---

Tom Piper, Mayor

---

Kris Croskery-Hodgins,  
Municipal Administrator-Clerk-Treasurer

**TOWNSHIP OF NIPISSING FIRE DEPARTMENT  
ESTABLISHING AND REGULATING BY-LAW NO. 2023-15**

**APPENDIX “A”**

**PRIMARY GOALS OF THE TOWNSHIP OF NIPISSING FIRE DEPARTMENT**

The goal of the Township of Nipissing Fire Department is to provide fire protection services through a range of programs designed to protect the lives and property of the inhabitants from adverse effects of fires, sudden medical emergencies or exposure to dangerous conditions created by man or nature; first to the municipality; second, to those municipalities requiring assistance through authorized mutual fire aid plan and program activities; and third, to those municipalities which are provided fire protection by the fire department via authorized agreement.

In order to achieve the goals of the fire department, an accurate budget and capital forecast method must be incorporated to adequately review and identify the fire protection service requirements of the municipality on an annual basis.

Provide an administrative process consistent with the needs of the fire department,

Ensure that fire suppression apparatus, equipment and personnel are available within the municipality to provide adequate response to a fire/emergency call within a reasonable length of time.

Provide departmental training to an accepted standard which will ensure the continuous education of all personnel in the latest techniques of fire prevention, fire suppression and control of emergency situations and to work with other departments of the Corporation with respect to training and other programs.

Provide a maintenance program to ensure fire protection apparatus and equipment, is ready to respond to emergency calls.

Provide an effective fire prevention program to reduce or eliminate fire hazards.

Develop and maintain an effective public education system and educational program with particular emphasis on children and seniors fire safety and fire prevention practices for water access properties.

Ensure in the event of a major incident in the municipality, assistance to cope with the situation is available from outside departments and other agencies.

Develop and maintain a good working relationship with all federal, provincial and municipal departments, utilities and agencies, related to the protection of life and property.

Interact with other departments of the Corporation respecting the aspects of fire on any given program,

Ensure these objectives are not in conflict with any other department of the Corporation.

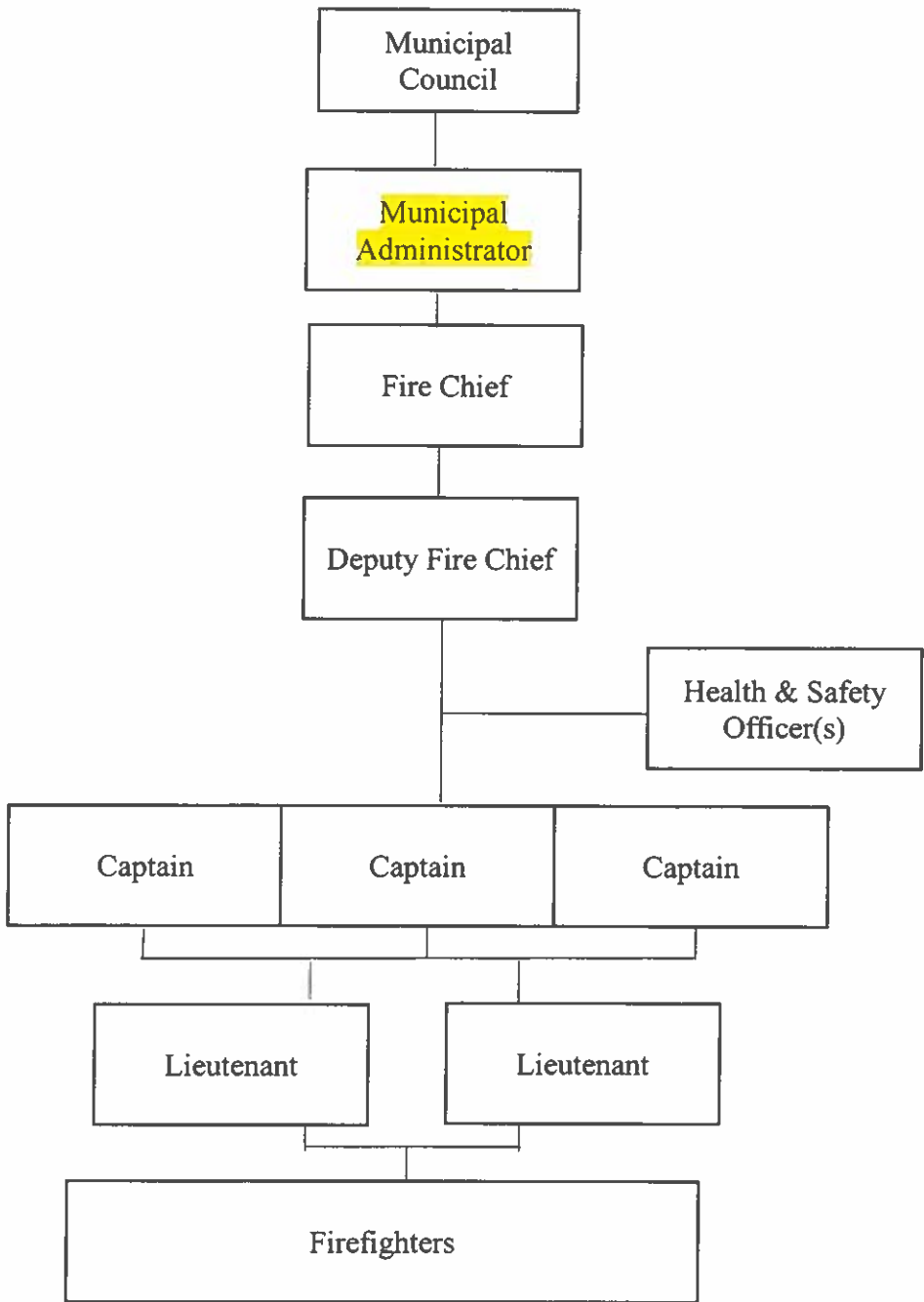
**Township of Nipissing Fire Department Mission Statement:**

The primary mission of the Township of Nipissing Fire Department is to provide a range of programs to protect the lives and property of the inhabitants of the Township of Nipissing from the adverse effects of fires, sudden medical emergencies or exposure to dangerous conditions created by humankind or nature.

TOWNSHIP OF NIPISSING FIRE DEPARTMENT  
ESTABLISHING AND REGULATING BY-LAW NO. 2023-15

APPENDIX “B”

TOWNSHIP OF NIPISSING FIRE DEPARTMENT ORGANIZATIONAL CHART





**TOWNSHIP OF NIPISSING FIRE DEPARTMENT  
ESTABLISHING AND REGULATING BY-LAW NO. 2023-15**

**APPENDIX “C”**

**TOWNSHIP OF NIPISSING FIRE DEPARTMENT  
CORE SERVICES PROVIDED**

**EMERGENCY RESPONSE**

**1. Basic firefighting**

The Fire Department shall respond to fires, alarms of fire, and pre-fire conditions to provide fire suppression services, and shall exercise best efforts to conform to the most recent edition of National Fire Protection Association (NFPA) 1720, Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments as revised from time to time.

**2. Structural firefighting including rescue**

For the purpose of this Schedule, “Structural Firefighting” shall have the same meaning as Structural Firefighting as defined by NFPA 1720, Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments.

Emergency responses to water access properties including islands and to those properties accessed via waterways subject to the following limitations. Water access properties will be limited to public education, there will be no fire suppression or rescue.

A) *Interior Search and Rescue* – Shall be provided when possible and as appropriate in accordance with the following:

- Service shall be provided to search for and rescue endangered, trapped or potentially trapped persons within the structure.
- Service shall be provided only when, in the opinion of the Fire Chief or most senior Officer in charge, all of the following are true:
  - i. A scene risk assessment has been completed, and the level of risk reasonably justifies entry into the structure;
  - ii. Building integrity permits entry into the structure;
  - iii. Sufficient Trained Firefighter staffing is deployed at the fireground;
  - iv. Reliable water supply with adequate flow can be sustained;
  - v. Adequate fireground supervision and support is provided.

B) *Interior Fire Suppression (Offensive Operations)* – Shall be provided when possible and as appropriate in accordance with the following:

- Service shall be provided to contain the fire and prevent further loss of property.
- Service shall be provided only when, in the opinion of the Fire Chief and or Deputy Chief in charge, all of the following are true:
  - i. A scene risk assessment has been completed, and level of risk reasonably justifies Firefighter entry into the structure;
  - ii. Building integrity permits entry into the structure;
  - iii. Sufficient Trained Firefighter staffing is deployed at the fireground;
  - iv. Reliable water supply with adequate flow can be sustained;
  - v. Adequate fireground supervision and support is provided.

C) *Exterior Fire Suppression (Defensive Operations)* – Shall be provided when possible and as appropriate, in the opinion of the Fire Chief or most senior Officer in charge, in accordance with the following:

- There shall be no expected rescue component with this service.
- Service shall be provided to prevent fire spread to adjacent areas.

- Service shall be provided when Interior Fire Suppression is not possible or appropriate.
- Service shall be provided as water supply permits.

### **3. Vehicle firefighting**

Service shall be provided to control and extinguish vehicle fires and prevent the spread of fire to adjacent areas.

### **4. Grass, brush, forestry firefighting**

Service shall be provided and best efforts shall be exercised to conform to NFPA 1143, Standard for Wildland Fire Management

### **5. Automatic Aid Response Services**

Service shall be provided in accordance with any Automatic Aid agreements in place and duly approved by Council

### **6. Mutual Aid Response Services:**

Service shall be provided in accordance with the Mutual Aid Plan established in respect to the municipalities within the County/District/Region pursuant to clause 7(2)(a) of the Fire Protection and Prevention Act.

### **7. Awareness level hazardous materials**

The most appropriate agency shall be contacted to address the concern with the Township of Nipissing Fire Department providing support and containment of the area and retaining command of the incident.

### **8. Vehicle accidents**

The Fire Department shall respond to vehicle accidents to provide the following services:

- i. Stabilizing the scene of the accident;
- ii. Stabilizing the vehicles involved in the accident;
- iii. Providing aid to injured or trapped persons;
- iv. Mitigating adverse effects to the natural environment.

### **9. Vehicle extrication**

Auto Extrication can include performing automobile and/or equipment extrication using hand tools, and/or hydraulic tools, as required.

### **10. Transportation incidents involving vehicles, aircraft**

Response shall be provided to large-scale transportation incidents that may involve large numbers of casualties, widespread damage to property, and/or significant environmental impact.

### **11. Remote Extraction**

Remote Extrication shall be provided when possible and as appropriate in accordance with the following:

Service for Remote Extrication may occur on land or on a frozen body of water;

Service shall be provided only when the following criteria have been met AND the Fire Chief or Deputy Fire Chief have considered and approved of the safety of Fire Personnel, weather conditions and terrain:

- i. A scene risk assessment has been completed and the level of risk reasonably justifies the extrication.
- ii. Extrication applies to human life only.
- iii. Extrication may involve an MVC and/or Medical Emergency.
- iv. A frozen body of water shall have at least 20.32cm (8 inches) of approved ice, consulting with local tourism operators and Fire Department evaluations, see Operating Guideline for appropriate procedure for evaluation.
- v. Extrication operations will be limited to a traveled portion of the frozen body of water or if ice is evaluated to be safe as per line (iv).
- vi. Remote Extrication response shall require an initial minimal response of (2) sufficiently trained personnel. Personnel will be trained as per the corresponding Operating Guideline, which will be reviewed annually.
- vii. Remote Extrication shall be limited to Fire Service equipment only.

- viii. Remote Extrication on a frozen body of water shall be limited to the dates of January 1<sup>st</sup> to March 31 of any given year. These dates may be reduced or extended as indicated in line (iv) AND approved by the Fire Chief.

**12. Water, (swift, surface, through the ice)**

Rescue of persons from water by reaching or throwing from a shore-based location or from a location assessed as per 11 criteria.

**13. Public assistance**

Carbon monoxide Incidents – Response shall be provided to carbon monoxide alarms and emergencies.

**14. Ambulance assistance – first response**

Service shall be provided to assist Emergency Medical Services with emergency and non-emergency situations with respect to providing access and/or the provision of care to patients

**15. Police assistance**

Service shall be provided to assist Police with emergency and non-emergency situations for which the Fire Department has equipment and/or specialized skills to assist in the mitigation.

**16. Public utilities assistance**

Service shall be provided to assist the public with emergency and non-emergency situations for which the Fire Department has the equipment and/or specialized skills to mitigate the incident. Costs associated with Fire Department response may apply.

**17. Community emergency plan participation**

Service shall be provided in accordance with the Approved Emergency Management Program.

**18. Assistant to Fire Marshal re: suppression**

Duties of Assistant to the Fire Marshal shall be carried out as prescribed by the *Fire Protection and Prevention Act*.

**19. Marine firefighting**

Marine firefighting service shall be limited to shore-based, defensive firefighting operations only.

**20. Highway Incident Services**

Fire Protection Services shall be provided to the provincial highways. Costs associated with Fire Department response to provincial highways shall be recovered in accordance with applicable provincial fire service agreements and municipal User Fee By-Laws.

**21. Tiered Medical Assistance Services**

Service shall be provided in accordance with the Emergency Medical Tiered Response Agreement between the Parry Sound, Emergency Medical Services and the Township of Nipissing.

**22. Emergency Pre-Hospital Care Response**

Emergency pre-hospital care responses and medical acts or other first aid/CPR /AED services shall be maintained as per local protocol as appropriate and instituted as per the latest Emergency Services Agreement (nee tiered response agreement) and appropriate to the needs of the municipality as recommended by the Fire Chief and as agreed

**23. Other Specialized Rescue**

Other specialized rescues such as Surface Water Rescue, HUSAR (Heavy Urban Search and Rescue), Rope Rescue, Confined Space rescue, Trench Rescue, Cave, Mine, and Tunnel Rescue Hazardous Materials Response (Technical Level), and Swiftwater Rescue, Industrial and Machinery Rescue, Farm and Silo Rescue will not be provided by the Township of Nipissing beyond the awareness level.

Notwithstanding, the Township of Nipissing may contract other agencies to provide this service in an emergency incident and will provide assistance as appropriate to the level of skills and training afforded at the awareness level or its current capability.



FIRE PREVENTION AND PUBLIC EDUCATION

1. inspection practices, including:
  - a. complaint inspections
  - b. conducting routine inspections per Fire Prevention Policy
  - c. dealing with code compliance issues (mandated)
  - d. enforcing municipal by-laws
  - e. conducting inspections, preparing reports and issuing written responses to requests
2. public education practices, including
  - a. providing routine education programs as per Fire Prevention Policy, Schedule “D”
  - b. facilitating smoke and carbon monoxide alarm initiatives
  - c. providing access for media
  - d. delivery of specialized programs
3. fire investigation practices, including
  - a. determining cause and origin
  - b. assessing code compliance
  - c. assessing fire suppression effectiveness
  - d. interacting with OFMEM investigator
  - e. supporting legal proceedings, as required
  - f. consulting with police and other agencies

The Nipissing Fire Department will follow the recommended staffing levels provided by the Office of the Fire Marshal and Emergency Management.

The minimum number of firefighters shall be twenty (20) and the maximum number shall be thirty (30) for the Township of Nipissing Fire Department.

Any additional applicants after maximum levels have been reached will be placed on a waiting list and will be contacted as required.

TOWNSHIP OF NIPISSING FIRE DEPARTMENT  
ESTABLISHING AND REGULATING BY-LAW NO. 2023-15

APPENDIX “D”

FIRE PREVENTION AND PUBLIC SAFETY PROGRAMS POLICY

**Purpose:**

To develop a policy and establish programs which include public education with respect to fire safety and certain components of fire prevention. 2(1) Fire Protection and Prevention Act states that every municipality shall establish a program in the municipality which must include public education with respect to fire safety and certain components of fire prevention.

*It is the policy of the Township of Nipissing Fire Department:*

- That the Fire Chief and/or designated firefighters will conduct inspections of the properties specified, at the frequencies indicated.

**Inspection Schedule**

ASSEMBLY OCCUPANCIES	FREQUENCY
<b>General</b>	
Churches	Request or Complaint
Community Halls	Annually
Museum	Annually
School	Annually
Municipal Office	Annually
Township Garage	Annually
<b>Residential</b>	
Detached & Semi-detached houses	Request or Complaint
Houses with two dwelling units	Request or Complaint
Residence with attached business	Request or Complaint
Hotels/Motels	Request or Complaint
Bed & Breakfast	Request or Complaint
Recreational Camp	Request or Complaint
Recreational Trailer Facilities	Request or Complaint
<b>Commercial</b>	
Stores/Businesses	Request or Complaint
Restaurants/Food Service	Request or Complaint
<b>Industrial</b>	
Spray Painting Operations	Request or Complaint
Repair Garages	Request or Complaint
Woodworking Factories	Request or Complaint
Marinas	Request or Complaint

## **Township of Nipissing Fire Department Public Education Program**

The Public Education Program will be an ongoing program, operating 12 months of the year and will be conducted in accordance with the FPPA and the Establishing and Regulating By-Law.

- Public Education events will be scheduled as per the Simplified Risk Assessment.
- Public Education materials will be distributed during each event.
- Public Education will focus on youth, schools and senior's groups with added attention to fire prevention methods for water access properties.
- South Shore Education Centre will be contacted to become a working partner in Fire Safety. An annual fire safety event will be held at South Shore Education Center.
- The Township of Nipissing website will be utilized to distribute Public Fire Safety Material. This will be done monthly and at pre-scheduled events.
- Signs located at fire stations 1 & 2 will be utilized to delivery Fire Safety Messages as per an annual schedule, with the topic changing monthly and corresponding to the messages used on the municipal website and social media.
- The Fire Department will be distributing Fire Safety Material after each fire related incident to the affected parties. An education package focused to this purpose will be prepared, reviewed regularly and available on all apparatus for distribution by fire personnel.
- Individual Fire Prevention Education Packages will be developed, reviewed and circulated regularly to the following:
  - Water Access Properties
  - Trailers
  - Cottages/Seasonal Dwellings/Hunt Camps

**Township of Nipissing Fire Department  
Smoke and Carbon Monoxide Alarm Program**

The Smoke and Carbon Monoxide (CO) Alarm Program will be an ongoing program, operating 12 months of the year and will be conducted in accordance with the FPPA and the Establishing and Regulating By-Law.

- The Fire Department will actively work on circulating information on this programming, concentrating on the period between April 1 to November 1 each year.
- In accordance with the Simplified Risk Assessment, a goal of 100 property visits annually will be set. This goal will be re-evaluated each year for attainability.
- All firefighters shall receive an education package and in-class training regarding facts about smoke and CO alarms, legislation and by-laws prior to conducting home inspections.
- A Smoke and Carbon Monoxide Alarm Inspection form shall be completed for each home inspection. As part of each inspection a Pre-Incident information form will be completed. All completed forms shall be kept in secure files within the Fire Chief's control.
- Outreach will be done to all Trailer Parks and Resorts to provide ongoing education to owners and guests.
- An Alarm Loaner Program shall be developed and maintained by the Fire Department to ensure that all properties are in compliance with the Smoke and CO Alarm legislation, *Fire Protection and Prevention Act, 1997 (FPPA)*. An Alarm Loaner form shall be completed for all properties found to be not in compliance.

Following clearance of each occurrence the Township of Nipissing Fire Department is called to, a Property Release Form shall be completed and an information package shall be provided to the property owner and/or resident. Completed forms shall be kept in care and control of the Fire Chief.

SMOKE & CARBON MONOXIDE ALARM INSPECTION

Date of Inspection:  

Month day year

Time of Inspection:

Address:

Visible from Road:  
Yes ☐ No ☐

Person Contacted:

Owner ☐ Occupant ☐

Signature:

Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

ALARMS HAVE BEEN TESTED AS A RESULT OF:

☐ Fire Related Incident☐ Transfer of Property Ownership☐ Fire Inspection

☐ Request by the Occupant or Property Owner☐ Other: \_\_\_\_\_

ALARM INSPECTION:

Smoke and CO alarms shall be installed between each sleeping area and the remainder of the dwelling unit, and where the sleeping areas are served by hallways, the smoke and CO alarms shall be installed in the hallways.

In addition to the requirements above, at least one smoke alarm and CO alarm shall be installed on each storey that does not contain a sleeping area in a dwelling unit.

Smoke Alarms present and installed where required:

Yes ☐ No ☐

*\*If no Alarm present, an Alarm Loaner Form must be completed.*

If battery operated, was the battery working:

Yes ☐ No ☐

If FD supply a new battery, was it installed and tested:

Yes ☐

Carbon Monoxide Alarms present and installed where required:

Yes ☐ No ☐

*\*If no Alarm present, an Alarm Loaner Form must be completed.*

If battery operated, was the battery working:

Yes ☐ No ☐

If FD supply a new battery, was it installed and tested:

Yes ☐

Did the required alarm(s) operate normally:

Yes ☐ No ☐

*\*If "No", an Alarm Loaner Form must be completed.*

Are the alarms expired:

Yes ☐ No ☐

*\*If "Yes", an Alarm Loaner Form must be completed.*

Is a follow-up inspection required:

Yes ☐ No ☐

ALL ALARMS ARE TO BE INSTALLED AS PER MANUFACTURER SPECIFICATIONS.

ESCAPE PLANNING:

Does The occupancy have a Home Escape Plan:

Yes ☐ No ☐

Home Escape Planning Information has been provided:

Yes ☐

Inspection Completed by: \_\_\_\_\_

PRE-INCIDENT PLANNING NOTES:

Viable water source close by? Yes No

Possible Winter water source? Yes No

If yes, approximate depth of water: \_\_\_\_\_

Propane tank(s) located on property? Yes No

If yes, where and what type? \_\_\_\_\_

Solar Panels onsite? Yes No

If yes, where are they located and how many? \_\_\_\_\_

\_\_\_\_\_

Outbuildings located on property? Yes No

If yes, any dangerous chemicals/hazards identified within? \_\_\_\_\_

\_\_\_\_\_

Driveway (note any dangerous areas/line of sight difficulties):

\_\_\_\_\_

\_\_\_\_\_

Other information:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ALARM LOANER PROGRAM

Smoke Alarm <input type="checkbox"/>	CO Alarm <input type="checkbox"/>	Call Number:
Date:	Time:	Alarm Expiration Date:
Building Owner: <div>Print</div>		Occupant: <div>Print</div>
Address:		
Number of alarms left:		Basement: <input type="checkbox"/> First Floor: <input type="checkbox"/> Second Floor: <input type="checkbox"/> Other:
This alarm was received in good condition by: <div>Signature</div>		
Station Officer:		

A loaner alarm was provided to the owner/occupant for your immediate protection. A new battery was provided with the alarm. Township of Nipissing FD staff demonstrated the operation of the alarm and ensured it was functional before departing the scene. You are required by law to ensure the required alarm is maintained in working condition. Failure to do so may result in a fine.

The loaned alarm MUST be returned to the Township of Nipissing Office (45 Beatty Street, Nipissing, 705-724-2144) during regular business hours (Monday to Friday 8:30 a.m. to 4:30 p.m. excluding lunch 12:00 to 12:30 pm). The alarm must be returned in operable condition within one week of being loaned or an invoice will be issued to the property owner as outlined in the current User Fee By-Law. The alarm will not be accepted at any other location.

Refused Alarm

The owner/occupant refused the provision of an alarm. Both provincial legislation and municipal by-law require the installation of a working Smoke Alarm and CO alarm. Failure to do so may result in prosecution. It is the owner/occupant's responsibility to ensure a working smoke and CO alarm is properly installed and maintained. The undersigned will ensure an alarm is put into place immediately and will ensure the property remains safe until an alarm can be installed.

Date	Owner/Occupant Signature	Station Officer Signature

Returned Alarm

Date:	Returned by:	
Alarm Condition:	Battery Replaced:	
Alarm Expiration Date:		
The alarm was received in good condition by:		

***This form is issued per the Establishing and Regulating By-Law, Appendix "D". When completed, this form will be maintained in Fire Prevention Records.***

**PROPERTY RELEASE FORM**

The Nipissing Township Fire Department has responded to the address below and has taken every reasonable precaution to prevent further damage other than that caused by the incident or by NTFD taking necessary remedial action to stabilize the incident and/or eliminate obvious hazards.

Date: \_\_\_\_\_ Time of incident occurrence: \_\_\_\_\_:\_\_\_\_\_:\_\_\_\_\_

Owner/Occupant Name: \_\_\_\_\_

Incident Address: \_\_\_\_\_

Scene Description and/or Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Services Disconnected/Shut Off/Leaking:

Electric ☐ Oil ☐ Propane ☐ Other \_\_\_\_\_

Nipissing Township FD Incident Commander: \_\_\_\_\_ Print \_\_\_\_\_

Signature \_\_\_\_\_

The above noted scene is hereby released to the undersigned owner/occupant/officer/agent who accepts responsibility for the site. The undersigned will endure that the site is made safe by taking whatever lawful action is necessary to do so.

Recipient's Name: \_\_\_\_\_ Owner ☐ Occupant ☐ Police ☐ Agent ☐

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Recipient's

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Time Incident

Released: \_\_\_\_\_:\_\_\_\_\_:\_\_\_\_\_

Fire Safety Material package distributed to Owner/Occupant: ☐

*This form is issued per the Establishing and Regulating By-Law, Appendix “D”.*



**TOWNSHIP OF NIPISSING FIRE DEPARTMENT  
ESTABLISHING AND REGULATING BY-LAW NO. 2023-15**

**APPENDIX “E”  
PRIVATE ROAD STANDARDS FOR FIRE AND EMERGENCY RESPONSE**

**Purpose:**

The purpose of this policy is to provide information to property owners on private roads, private lanes and/or private driveways as to the standard that private roads, private lanes and private driveways shall be maintained in order to receive Municipal Fire Services to their property.

Private roads, private lanes and/or private driveways not maintained to the standards established herein may have emergency response services withdrawn or receive a significantly delayed and diminished level of response.

**Definitions:**

***Private Road*** means any private road, lane, ramp, un-assumed and unmaintained Municipal road allowance, or other means of vehicle access to or from a building or structure and may include part of a parking lot.

***Dead-end driveway*** means a dead-end road over 150 feet in length serving a single residence.

Private Road Standards:

The private road standard must meet the following requirements:

- a) Have a clear width of not less than 6m (19'8").
- b) Have an overhead clearance of not less than 4m (13'6").
- c) Have a minimum curve radius of 14m (45') on all curves in the roadway.
- d) Have a turnaround facility for any dead-end road that allows for the parking and turning around of fire apparatus. Turnarounds must not exceed 5% in slope.
- e) Dead-end driveways exceeding 90m (295') from a public road shall provide a turn around facility sufficient to allow for turning around of fire department vehicles and apparatus.
- f) Driveways and Single lane roads that are in excess of 120m (400') shall provide 6m (20') wide by 12m (40') long turnouts at a maximum spacing of ½ the driveway length or 150m (500'), whichever is less. Wherever visibility is limited, these distances should be reduced appropriately.
- g) Have a change in gradient of not more than 1 in 12.5 over a minimum distance of fifteen (15) meters.
- h) The average road grade shall not exceed 12% and no grade shall exceed 15% gradient.
- i) Have an unobstructed path of travel for the firefighter from the vehicle to the principal entrance or entrances which shall not exceed sixty (60) meters.
- j) Be designed to support the expected loads imposed by firefighting apparatus and be surfaced with material designed to permit accessibility under all climate conditions. The structural section of the road shall be designed to support 50,000 pounds of vehicle weight.
- k) Bridges on private roads must be engineered to withstand the weight of the aforementioned apparatus and must be inspected by an engineer every ten years to certify the weight allowance.
- l) Private roads are to be maintained free of pot holes, snow, ice and foreign debris. Appropriate cross-drainage shall be provided to prevent ponding on the road.

- m) Private roads that provide access to more than one property cannot be obstructed by a fence or other mechanism that may impede through traffic.
- n) Damage to emergency service vehicles resulting from the lack of adherence to this policy will result in the property owner being liable for all vehicle towing and/or repair costs. Notwithstanding, if the property owner does not pay forthwith, the associated costs may be incorporated with their property tax roll.
- o) Have the Civic Address prominently displayed in accordance with the Municipal By-Law.

**THE CORPORATION OF THE TOWNSHIP OF NIPISSING**

**BY-LAW NUMBER 2023-**

Being a By-Law to provide for participation of the Township of Nipissing Fire Department in the Nipissing East Parry Sound Mutual Aid Association.

WHEREAS the Municipal Act, 2001, S.O. 2001, Chapter 25, 8 and 11(2)6., authorizes a municipality to provide any service that the municipality considers necessary and to pass by-laws respecting the health, safety and well-being of persons and for the protection of persons and property;

AND WHEREAS the Municipal Act, 2001, S.O. 2001, Chapter 25, 20(1) provides that a municipality may enter into an agreement with one or more municipalities or local bodies, or a combination of both to jointly provide, for their joint benefit, any matter which all of them have the power to provide within their own boundaries;

AND WHEREAS the Fire Protection and Prevention Act, 1997, S.O. 1997, Part II, 2(5) states that a municipality may, under such conditions as may be specified in the agreement, enter into an agreement to,

- (a) provide such fire protection services as may be specified in the agreement to lands or premises that are situated outside the territorial limits of the municipality; and
- (b) receive such fire protection services as may be specified in the agreement from a fire department situated outside the territorial limits of the municipality;

AND WHEREAS By-Law Number 2023-15 Establishes and Regulates a Fire Department for the Township of Nipissing;

AND WHEREAS the Council of the Corporation of the Township of Nipissing deems it expedient that the Township of Nipissing Fire Department participates in the Nipissing East Parry Sound Mutual Aid Association;

NOW THEREFORE the Council of the Corporation of the Township of Nipissing ENACTS AS FOLLOWS:

- 1) That the Council of the Corporation of the Township of Nipissing does hereby authorize the Township of Nipissing Fire Department to leave the limits of the municipality, at the discretion of the Fire Chief or designate, to respond to calls for assistance from other fire departments authorized to participate in the Nipissing East Parry Sound Mutual Aid Association plan, established and maintained by a fire coordinator appointed by the Fire Marshal.
- 2) This By-Law shall come into force effective February 21, 2023 and By-Law Number 2018-45 shall be repealed at that time.

READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS 21<sup>ST</sup> DAY OF FEBRUARY, 2023.

THE CORPORATION OF THE TOWNSHIP  
OF NIPISSING

---

Tom Piper, Mayor

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Kris Croskery-Hodgins,  
Municipal Administrator-Clerk-Treasurer



# TOWNSHIP OF NIPISSING CORRESPONDENCE

**February 21, 2023**

1. Letter from the East Nipissing-North Parry Sound Veterinary Services Committee.
2. Request for sponsorship from the Powassan Maple Syrup Festival.
3. Minutes of the Nipissing Township Museum Board of Management's Meeting held February 1, 2023.

# EAST NIPISSING-NORTH PARRY SOUND VETERINARY SERVICES COMMITTEE

C/O Pauline Carmichael  
470 Galston Rd.  
R.R. #2 Mattawa, Ont. POH 1V0  
Phone # 705-776-2580

[paulinejcar michael@gmail.com](mailto:paulinejcar michael@gmail.com)

Feb.08,2023

Mayor and Councilors  
Township of Nipissing

Dear Mayor and Council members,

As the Secretary-Treasurer for the **East Nipissing-North Parry Sound Veterinary Services Committee**, I am collecting annual funds for the contract fees for the large animal veterinary clinics that service our area.

Our veterinary services committee collect the funds from the Townships in the geographic region from North Bay east to Papineau/Cameron and south to Trout Creek. Our area is serviced by the Springer Animal Hospital (in Sturgeon Falls) with four large animal vets, and Dr.Fritz Verzijlenberg from Sundridge. The vet from Sundridge serve the areas in the North Parry Sound region. Dr. Norma DeRose of Sundridge has a few clients in our area even though she has semi-retired.

After collecting the township funds, we then send the contract fee to the **Northern Producer Animal Health Network** that represents all the vet services committees throughout the North, from Kenora to Renfrew from Hearst to Muskoka and the Bruce Peninsula. **NPAHN** is the go between for the **Veterinary Service Committees (producers)**, the **Designated Area Veterinarians Association (DAVA)** and the **MNDM**. **NPAHN** helps the vet committees with problem issues and will assist with the cost of looking for new vets, when needed. **NPAHN** also help vet clinics to bring in summer externship vet students. There are up to ten students per summer. **NPAHN** also has helped fund a training program for first responders going to livestock transport accidents.

The "Veterinary Assistance Program" is administered through the Ministry of Northern Development and Mines. The total budget is \$830,000.00. There are twenty-four vet contracts across Northern Ontario. Each contract is worth \$40,000.00. This budget covers conditional grants to the vets to offset the cost of driving to the clients, locum assistance for vacation coverage and continuing education costs incurred by participating vet practices. At present, the travel grant is \$1.20 per k.m. for the contracted vets to visit the livestock for up to 70k.m.one way (on a return basis). The vets may charge an extra charge to a client that is further that 70k.m. from their base. In Southern Ont. where this program is not available the vets are charging \$4.00(plus) per k.m. return to their clients, this is the fee sanctioned by the OVC.

Once the vet arrives at the farm, the livestock owner pays the call fee and medicine charges, and procedure charges.

This program covers anyone who owns at least one large animal, such as horses, cattle, sheep, pigs, goats, bison, (25) rabbits, deer, flock of poultry, or animals maintained in the production of fur, velvet, or meat.

In the North, there are not enough large animals in any area to sustain a large animal vet that does not have to travel a great distance. With the public's concern on animal welfare and healthy food, the vets are the front-line professionals that can teach bio security and the proper care and treatment of animals. This guards against tragic outcomes. It is by Ontario Provincial law that large animal owners purchase any Anti- microbials and vaccines from a licensed large animal vet. To do this a vet-client relationship must be established. This program is particularly important to keep vets in the North.

The **East Nipissing North-Parry Sound Vet Services Committee** needs a representative from each contributing township. The person can be a council member or a person from the community, preferably someone that would have an interest in the program.

Please inform me if there is any change to your representative's name, address, phone #, e-mail, so I may contact them for our annual meeting.

Your municipality's contribution for **April 1, 2022, to April 1, 2023, is \$400.00** and **April 1, 2023 to April 1, 2024, is \$400.00**. This goes towards the **\$4000.00** vet contract fee that enables producers in your township to benefit from the Veterinary Assistance Program.

Please make the check payable to the **East Nipissing- North Parry Sound Vet Committee** and send it to **Pauline Carmichael, 470 Galston Rd. Mattawa, Ont., P0H 1V0**.

If you do not want to contribute to the program, please inform me in writing. Animal owners in your Township will not be covered by the program and they will be charged extra by the vets while attending their animals.

If you wish for more information, please do not hesitate to call me. I would be willing to come out to a council meeting to answer any questions.

**Thank you for your support.**

Pauline Carmichael  
Secretary-Treasurer  
East Nipissing-North Parry Sound Veterinary Services Committee  
705-776-2580  
Fax # 705-776-7318  
paulinecarmichael@gmail.com



P. O. Box 250

Powassan, Ontario P0H 1Z0

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

2

Dear Local Business Owner/Service Organization:

**WE ARE BACK!!** The Powassan Maple Syrup Festival is a non-profit community festival that is well known in Northern Ontario and attracts visitors from near and far. What better way to celebrate the coming of Spring! This year our **23<sup>th</sup> Annual Powassan Maple Syrup Festival** takes place on Saturday, April 29<sup>th</sup>, 2023 after a 3 year hiatus. The festival is a **free**, family-oriented event, hosted by the Municipality of Powassan and organized by volunteers. We rely on the generosity of your sponsorship to help us make the festival the success that it is each year.

We have several events every year including: a live music venue, food vendors, crafters and businesses located on the main Street, side streets and at 250 Clark Street, the Community Hub. The Pancake Breakfasts, United Church Baked Bean Lunch, and Tours to the Sugar Bush, where wagon rides are available, are always popular draws.

This years' special events include the Great Canadian Lumberjack Competition and the KIDZ ZONE with Pony rides.

We are requesting your sponsorship for these events, as well as our regular events. A list of the events requiring sponsorship can be found on the attached sheet. **Every sponsor, big or small, is recognized on the Festival website, on the Electric Sign in front of 250 Clark Street and at the Festival!**

Please contact Kim Bester 705-724-2813 with any questions you may have about our festival or **other ways you might be able to get involved**. We look forward to hearing from you!

Thank you for your continued support of this community event – we appreciate your help!

Yours truly,

Roger Glabb, Chair Powassan Maple Syrup Festival

*Thanks to our 2019 Sponsors!* 100.5 KISS FM \* AM Paul Funeral Home \* Assante Wealth Management/Jamie Geisler \* Bella Hill Maple Syrup \* Century 21 -The Bergs\* Dr. Scott D. Houghton \* East Side Arborist \* *Evan Hughes Excavating*\* Gibbings Family Band\*GF Preston Sales & Service Ltd. \* Gomoll's Tim-BR-Mart \* J & J Equipment Repair Inc. \* Jim Moore Petroleum \*K'Tigaaning Midwives \* Kreps Chiropractic Centre \* Kudos Cantina \* Long's Maple Syrup \* Maple Hill Construction \* Matthews Maple Syrup \* Moore Propane Limited \* Municipality of Powassan \* Nipissing Forest Resource Management Inc. \* Nipissing Township\*Northeastern Ontario Tourism\* Northern Axperts\*Odrowski Maple Syrup \* Oshell's Valu Mart \* Penney & Company Inc. \* Pioneer Canadian Inc.\* Powassan Home Hardware \*Purdon's Heating & Plumbing\* Quality Hardwoods \* Ray Ford\* Re/Max Legend Real Estate-Monika Gibbings \* Robert Van der Wijst Law Office\* Scotiabank \* Steelridge Metal Inc. \* Sugarstone Farms \* The Nugget\* TLC Consulting \*Whispering Pines Funeral Home & Crematorium \* Wood Mizer Canada

## DONATIONS & SPONSORSHIPS

We appreciate your generosity and would like you to know where your funds are used. If you would like to sponsor part or all of a specific event, please indicate the dollar amount of your donation on the applicable line in the 'Donation Amount' column. Please indicate at the left of the Events your 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choices for sponsorship. If you are sponsoring an event that we already have enough funds for, we will allocate your donation to your second and then third choices. If you do not have a preference as to how your donation will be applied, please indicate the donation amount on the "General Funds" line.

Your business will be recognized on the Powassan Maple Syrup Festival website:

[www.powassanmaplesyrupfestival.ca](http://www.powassanmaplesyrupfestival.ca). If you have an **electronic copy of your business logo** available, we can display this on the website, as well as a **link to your website**. In addition, your business sponsorship will be acknowledged on the **Electronic Sign** in front of 250 Clark Street.

If you have a business sign available to display adjacent to the event you are sponsoring, it should be available for placement by 8am on the day of the festival and should be picked up at the end of the day (about 3:30pm – 4pm).

Choices	Event	Approximate Cost	Donation Amount
	Great Canadian Lumberjack Show	\$ 3,500.00	
	Pony Rides	\$ 2,000.00	
	Magic by Christophe	\$ 1,000.00	
	Live Music	\$ 1,500.00	
	General Funds	\$	

**PLEASE RESPOND BY MARCH 31, 2023 TO ENSURE YOUR SPONSORSHIP IS RECOGNIZED AT THE FESTIVAL AND ON THE PROGRAM!**

**Business/Organization Name:**

**Contact Person:**

**Address:**

**Email:**

Please return this form and your donation to:

**Municipality of Powassan**

**250 Clark Street**

**PO Box 250**

**Powassan, Ontario P0H 1Z0    Att'n: Treasurer**



## MINUTES

Nipissing Township Museum Board of Management  
February 1, 2023

A meeting of the Nipissing Township Museum Board of Management was held on Wednesday, February 1, 2023 starting at 7:00 p.m.

The meeting was held in person at the Township of Nipissing Community Centre, and livestreamed to the Township of Nipissing YouTube Channel.

**Present:** Councillor Steve Kirkey; Councillor Dave Yemm; Liz Moore; Brenda Lennon; Chris Johnston; Mary Heasman and Gladys Bateman.

**Staff:** Municipal Administrator-Clerk-Treasurer Kris Croskery-Hodgins, Secretary to the Board.

Disclosure of pecuniary interest: None.

### MOTION NUMBER 2023-01

**Moved by: Dave Yemm**                      **Seconded by: Liz Moore**

That we appoint Steve Kirkey as Chairperson of the Township of Museum Board for 2023. **Carried.**

### MOTION NUMBER 2023-02

**Moved by: Liz Moore**                      **Seconded by: Chris Johnston**

That the Minutes of the October 5, 2022 Board meeting are approved as circulated. **Carried.**

### MOTION NUMBER 2023-03

**Moved by: Chris Johnston**                      **Seconded by: Brenda Lennon**

That the Board meeting schedule for 2023 will be as follows:

March 1, 2023

April 5, 2023

May 3, 2023

June 7, 2023

July 5, 2023

August 2, 2023

September 6, 2023

October 4, 2023. **Carried.**

The 2023 Draft Operating and Capital Budget was discussed by the Board. Figures were provided for a draft submission to Council. A grant application has been submitted to the Trillium Foundation for assistance with foundation repairs.

Dave Yemm put forward that heating of the crawlspace and foundation be a priority for 2023 and going forward.

2023 Museum Manager Position was discussed. The current position description was circulated to members for review. Direction was provided to the Secretary to amend the description to better articulate the duties expected by the Board members for this position. The draft to be provided to the Board at the March 1, 2023 meeting for review. Advertising for the position will begin once the description is approved by Council.

Museum Manager starting date will be Monday, May 1, 2023.

Museum Manager ending date will be Friday, September 29, 2023.

2023 Student positions were discussed. The Federal and Provincial student grant applications have been submitted but no decisions have been received. Advertising for the positions will take place in Spring.

2023 Event Schedule was discussed.

The following events have been planned:

Heritage Day – Sunday, August 13, 2023

Fall Festival – Sunday, September 10, 2023

The Museum will remain open later on July 1, 2023 in conjunction with the Township of Nipissing Recreation Committee's Canada Day Celebrations. A table will be set up in Heritage Park offering candy from the Museum for sale.

Museum Opening Day: Wednesday, May 24, 2023

Museum Closing Day: Sunday, September 10, 2023

Discussion of the Area Museums and Rosseau Road Collaboration will be moved to the March 1, 2023 meeting.

Discussion of the Artifacts/Inventory Priorities will be moved to the March 1, 2023 meeting.

**MOTION NUMBER 2023-04**

**Moved by: Dave Yemm**

**Seconded by: Brenda Lennon**

That the Board meeting is hereby adjourned at 8:32 p.m. Next meeting will be held March 1, 2023.

**Carried.**

Chairperson:

Secretary:

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 the Board at the next scheduled Board Meeting.