

***** AGENDA *****

Amended March 28, 2024

Tuesday, April 2, 2024

****START TIME 6:30 p.m.****

1. Disclosure of pecuniary interest.
2. Committee Reports.
3. Resolution: Adopt the minutes of the meeting held March 19, 2023.
4. Presentation of the 2023 Audited Financial Statements – Oscar Poloni, KPMG.
5. Resolution: Adopt the 2023 Audited Financial Statements as presented.
6. Resolution: Authorize the capital re-line of Bear Creek Road, Culvert Number 1 for immediate work prior to 2024 Budget approval.
7. Resolution: Authorize a donation to the Powassan Maple Syrup Festival 2024.
8. Resolution: Authorize a donation to the Powassan Agricultural Society 2024 Powassan Fall Fair.
9. Resolution: Authorize a donation to the Trout Creek Agricultural Society 2024 Trout Creek Fall Fair.
- 9 Resolution: Consideration of a donation request received from the Commanda Museum.
- 10 Resolution: Consideration of a donation request received from the Commanda Community Centre.
- 11 Resolution: Approve the Township of Nipissing Communication Strategy policy.
- 12 Resolution: Appoint members to the Ontario Provincial Police Local Service Board.
- 13 Resolution: Confirm appointment of Firefighters to the Township of Nipissing Fire Department.
- 14 By-Law: Adopt an updated Human Resources Policies and Procedures manual for the Township of Nipissing.
- 15 Correspondence.
- 16 Accounts to pay.
- 17 By-Law: Confirming Proceedings of Council at its meeting held April 2, 2024.
- 18 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, March 19, 2024

A regular meeting of the Township of Nipissing Council was held on Tuesday, March 19, 2024 starting at 6:40 p.m. Late start due to a short break between Committee of Adjustment to Council meeting. 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, Stephen Kirkey, Shelly Foote and Dave Yemm.

Staff: Office Assistant-Intern Kim Turnbull; Fire Chief-MLEO-CEMC Will Bateman; Operations Superintendent Dan MacInnis; Land Planning & Technology Administrator-Deputy Treasurer John-Paul Negrinotti and Municipal Administrator-Clerk-Treasurer Kris Croskery-Hodgins.

Guests: Murray Byers, Patricia Byers and Garnet Hughes.

Disclosure of pecuniary interest: Councillor Shelly Foote.

Committee Reports:

Councillor Stephen Kirkey: Powassan District Union Public Library Board.

Mayor Tom Piper: Eastholme Home for the Aged Board of Management; Golden Sunshine Non-Profit Housing Corporation; Sturgeon, Nipissing, French River Advisory Board.

R2024-057 T. Butler, S. Kirkey:

That the minutes of the Council Meeting held March 5, 2024 be adopted as published. **Carried.**

Delegation: Murray and Patricia Byers

Council received information on Link's Beach uses that are non-conforming with current zoning.

Delegation: Garnet Hughes

Council received information on Link's Beach uses that are non-conforming with current zoning.

A request was accepted to place any further decisions on this matter to the April 16, 2024 Council meeting to allow for all parties to be present.

R2024-058 D. Yemm, S. Foote:

THAT we receive Staff Report – Proposed Town Hall Meeting;

AND THAT we accept recommendations:

- A. In keeping with Council scheduling, a Town Hall meeting to be held Wednesday, July 17, 2024 from 6:30 p.m. to 8:00 p.m.

Location:

2. Township of Nipissing Community Centre, 2381 Hwy 654. This location will allow for livestreaming, recording and accommodation for all.

- B. A Community Outreach Survey be circulated via electronic and paper methods, made available from the Township Office or the Township website. This will allow residents to share concerns, suggestions and insights into municipal operations and provide a basis of information to be shared at the Town Hall meeting in July. To be circulated after approval on March 19, 2024 until June 14, 2024. Results to be shared with residents at the Town Hall meeting on July 17 and provided on the Township website.

AND THAT Council approves the Community Outreach Survey for circulation, as presented. **Carried.**

R2024-059 T. Butler, S. Kirkey:

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

(e) Litigation or potential litigation, affecting the municipality.

Council to review a notice of legal proceedings.

Time: 7:09 p.m. **Carried.**

Staff members John-Paul Negrinotti, Kim Turnbull, Dan MacInnis and Will Bateman left the meeting for the Closed Session.

R2024-060 S. Kirkey, T. Butler:

That we resume to an open public meeting. Time: 7:26 p.m. **Carried.**

R2024-061 D. Yemm, S. Foote:

THAT we receive Staff Report – Parking Concerns along Birchgrove Drive;

AND THAT we accept recommendations:

1. Change the parking lot to Daytime Only parking with a time limit of 6:00 a.m. to 8:00 p.m., January 1 to March 15 annually, each day with penalties of ticketing or towing available for enforcement of those remaining in the lot outside of those hours.
2. Increase Social Media and website information on parking restrictions along the area roadways.
3. Improved signage for the municipal parking area designating the Day Time Parking regulation and possible penalties. **Carried.**

R2024-062 T. Butler, S. Kirkey:

THAT we approve the Spring 2024 Newsletter for circulation, as presented. **Carried.**

R2024-063 S. Foote, D. Yemm:

THAT we extend the time frame of By-Law Number 2023-47, being a By-Law to extend an agreement for the provision of fire communication (call taking, call alerting) services for the Township of Nipissing Fire Department for a period of April 1, 2024 to December 31, 2024. **Carried.**

R2024-064 S. Kirkey, T. Butler:

THAT we appoint Julie Mahoney to the Township of Nipissing Recreation Committee. **Carried.**

R2024-065 D. Yemm, T. Butler:

THAT we support Township of Perry's Resolution #2024-52, requesting the Province to amend Ontario Regulation 391/21 regarding Blue Box "Ineligible" source. **Carried.**

R2024-066 S. Kirkey, T. Butler:

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

Councillor Shelly Foote declared pecuniary interest as her personally owned business is listed in the accounts for supplies purchased. Councillor Foote left the Council table for the consideration of the Accounts Payable Resolution.

R2024-067 T. Butler, D. Yemm:

That the statement of accounts dated: March 4, 14, and 16, 2024; totaling \$88,725.16 be approved. **Carried.**

R2024-068 S. Kirkey, T. Butler:

That we pass By-Law No. 2024-16, being a by-law to confirm the proceedings of Council at its meeting held on March 19, 2024.

Read a first, second and third time and passed this 19th day of March. **Carried.**

R2024-069 D. Yemm, S. Foote:

That the meeting be adjourned. Time: 7:57 p.m. Next regular meeting to be held April 2, 2024. **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

RESOLUTION

DATE: April 2, 2024

NUMBER: R2024-

Moved by

Seconded by

WHEREAS evidence has been provided of an imminent failure of the Bear Creek Culvert, #1, which was identified within the Bridge Management Study Report from December 2022, from HP Engineering Inc. as being in good condition;

AND WHEREAS with low water levels, photographs were taken showing significant structure erosion and recent sink holes have developed on March 12th and March 28th, posing a danger to the travelling public;

NOW THEREFORE this Council approves the project to reline the culvert, including the required materials and labour for installation, prior to the adoption of the 2024 Operating and Capital Budgets in recognition of the emergent nature of the project;

AND that the Quotations from Armtec for the materials including a polymer coated pipe liner and from Provincial Underground Services Inc. for the installation of the liner, total costs provided \$201,130 before applicable taxes, be accepted and the project be approved to move forward.

For Against

PIPER
BUTLER
FOOTE
KIRKEY
YEMM

Carried

Mayor: Tom Piper



TOWNSHIP OF NIPISSING

STAFF REPORT

FROM: Dan MacInnis

DATE: March 28th, 2024

Bear Creek Culvert Failure

On March 12th 2024 a sink hole was discovered on Bear Creek Road. Sink hole was filled. Again on March 28th 2024, after a rain storm a sink hole redeveloped at the big culvert at the entrance to Bear Creek Road. The culvert size is 3.2 meters high by 5.5 meters wide x 29 meters long. (10.5 feet x 18 feet wide x 100 feet long.)

After the first failure, I called a culvert relining company to evaluate the existing pipe to see if it could be relined. Relining is an option as the pipe is still holding its original shape. If we choose to hold off on a reline, it may eventually not be an option as the pipe would become too distorted in shape. The cost will increase exponentially if we have to excavate the culvert. We would have to build detours for local traffic to enter and exit as there is only one way in and out.

The Township has 2 options;

Option 1 is a galvanized liner that would be much like what's in the creek now. The cost would be \$94,000 for the liner plus labour. (life expectancy is 50 years)

Option 2 is a polymer coated pipe liner that will give the pipe a much longer life expectancy. The cost would be \$133,000 for the liner plus labour. (life expectancy is 75 years).
These prices are just to purchase the liner only.

In order to save on cost, The Township will purchase the liner directly from supplier for a cost savings of approximately \$2,500.

Estimated costs to install either liner would be \$65,000.

My recommendation would be to go with Option 2: The polymer coated liner.


Dan MacInnis, Operations Superintendent



TOWNSHIP OF NIPISSING

"Life the way it should be"  ESTABLISHED 1888

RESOLUTION

DATE: April 2, 2024

NUMBER: R2024-

Moved by

Seconded by

THAT we donate \$100 to the Powassan Maple Syrup Festival 2024.

For Against

PIPER
BUTLER
FOOTE
KIRKEY
YEMM

Carried

Mayor: Tom Piper



P. O. Box 250
250 Clark St.

Powassan, Ontario P0H 1Z0

www.powassanmaplesyrupfestival.ca

March 11, 2024

Dear Local Business Owner / Service Organization:

Preparations for this year's annual **Powassan Maple Syrup Festival** being held on April 27, 2024 are in full swing. The Festival is very well known, both in our area, and beyond and is enthusiastically awaited every year by the thousands that attend. What better way to welcome Spring in Northern Ontario than by celebrating the age-old tradition of making maple syrup!

The Festival Committee is comprised of a dozen or more volunteers, along with a Municipality of Powassan Councilor and is assisted by municipal staff to ensure that the Festival is successful every year. This year's program consists of Musical entertainment, Sciences North's Natural Curiosity Exhibit, Glendale Farms Ponies and Petting Zoo, the Great Canadian Lumberjack Show and an Interactive Amateur Lumberjack Competition. Our local not for profits (the United Church, Powassan Lions, St. Joseph's Church and the Powassan Legion) will be providing a lunch and three pancake breakfasts. We will have offsite parking and buses running all day from there to the festival grounds and to Matthews' Maple Sugar Bush. There will be approximately 150+ vendors located both outside on Main Street and indoors in our Sportsplex.

Thanks to our 2023 Sponsors! * 2170641 Ontario Ltd o/a Evan Hughes Excavating * AM Paul Funeral Home * Asiri's Treasures * Aubrey Acres * Bella Hill Maple Syrup * Best Western – North Bay * Burns 5 Star Construction Ltd. * Century 21 * Dr. Harold Kreps * Dr. Scott D. Houghton * Eagle Tree Service Ltd. * Golden Treasure Maple Syrup Products * Gomoll's Tim-BR-Mart * J & J Equipment Repair Inc. * J.K. (Jim) Moore Petroleum * K & T Port-a-John Rentals * Kindred Roots Doula Service * Long's Maple Syrup * Lynn Blunt * Maple Hill Construction * Matthews Maple Syrup * Milltown Management Systems * Moore Propane Limited * Municipality of Powassan * NECO * Northern Comfort Modular Homes * Northern Ontario Heritage Fund Corporation * Penney & Company Inc. * Powassan Agricultural Society * Powassan Home Hardware Building Centre * Quality Hardwoods * Re/Max Legend Real Estate Brokerage - Monika Gibbings * Royal Canadian Legion Branch 453 * Scotiabank * Spire Advisors of Assante Capital Management * St. Joseph's Church * Sugarstone Farms * TLC Consulting * The Gibbings Family Band * Township of Chisholm * Township of Nipissing * Trout Creek Lions Club * VB Steel *



P. O. Box 250
250 Clark St.

Powassan, Ontario P0H 1Z0

www.powassanmaplesyrupfestival.ca

We are asking you to consider sponsoring one of the events, or providing a financial contribution to the festival as a whole (see attachment for options). Every Sponsor will be recognized on the Festival website (www.powassanmaplesyrupfestival.ca), and on signage located throughout the festival grounds.

Please contact Kim Bester at 705 724 2813, extension 238 if you have any questions, or would like to know about other ways to get involved in this wonderful community event.

Thank you for your continued assistance. We very much appreciate your help!

Your Truly,

Powassan Maple Syrup Festival Committee

Attach:

Thanks to our 2023 Sponsors! * 2170641 Ontario Ltd o/a Evan Hughes Excavating * AM Paul Funeral Home * Asiri's Treasures * Aubrey Acres * Bella Hill Maple Syrup * Best Western – North Bay * Burns 5 Star Construction Ltd. * Century 21 * Dr. Harold Kreps * Dr. Scott D. Houghton * Eagle Tree Service Ltd. * Golden Treasure Maple Syrup Products * Gomoll's Tim-BR-Mart * J & J Equipment Repair Inc. * J.K. (Jim) Moore Petroleum * K & T Porta-John Rentals * Kindred Roots Doula Service * Long's Maple Syrup * Lynn Blunt * Maple Hill Construction * Matthews Maple Syrup * Milltown Management Systems * Moore Propane Limited * Municipality of Powassan * NECO * Northern Comfort Modular Homes * Northern Ontario Heritage Fund Corporation * Penney & Company Inc. * Powassan Agricultural Society * Powassan Home Hardware Building Centre * Quality Hardwoods * Re/Max Legend Real Estate Brokerage - Monika Gibbings * Royal Canadian Legion Branch 453 * Scotiabank * Spire Advisors of Assante Capital Management * St. Joseph's Church * Sugarstone Farms * TLC Consulting * The Gibbings Family Band * Township of Chisholm * Township of Nipissing * Trout Creek Lions Club * VB Steel *



TOWNSHIP OF NIPISSING

RESOLUTION

DATE: April 2, 2024

NUMBER: R2024-

Moved by

Seconded by

THAT we donate \$100 to the Powassan Agricultural Society towards the 2024 Powassan Fall Fair.

For Against

PIPER
BUTLER
FOOTE
KIRKEY
YEMM

Carried

Mayor: Tom Piper

\$100

②



POWASSAN AGRICULTURAL SOCIETY

PO Box 147

Powassan, ON

P0H1Z0

powagsoc@gmail.com

powassanfallfair.ca

Township of Nipissing

45 Beatty St.

NIPISSING, ON

PoH1Wo

Greetings Councillors:

As the fundraising chair of the Powassan Agricultural Society, I am writing to request your support in our upcoming 2024 Powassan Fall Fair.

A cash donation is greatly appreciated. You may also direct your donation to a specific event such as an event for children, the Demolition Derby or Horse Pulls. You may also sponsor an item in our prize books.

On behalf of the Powassan Agricultural Society, I thank you for your unwavering support over the years.

Sincerely,
Isabel Topps
Director



TOWNSHIP OF NIPISSING

RESOLUTION

DATE: April 2, 2024

NUMBER: R2024-

Moved by

Seconded by

THAT we donate \$100 to the Trout Creek Agricultural Society towards the 2024 Trout Creek Fall Fair.

For Against

PIPER
BUTLER
FOOTE
KIRKEY
YEMM

Carried

Mayor: Tom Piper

TROUT CREEK AGRICULTURAL SOCIETY

P.O. BOX 52

Trout Creek, ONT.

POH 2L0

March 13, 2024

Township Of Nipissing
45 Beatty Street
Nipissing, Ontario
POH 1W0

TO WHOM IT MAY CONCERN:

Re: 2024 Trout Creek Fall Fair

The Trout Creek Agricultural Society is preparing for its 2024 Fall Fair to be held on August 23, 24, and 25th.

We plan to have many events and are asking for your help in making it a great success.

The Agricultural Society runs solely on a volunteer basis, and as such needs assistance from outside sources.

Any donation you can offer towards this will be greatly appreciated. A charitable donations receipt can be given if requested.

We invite you to attend the fair and enjoy what we have to offer. Thank you in advance for your generosity and support.

Sincerely,


Linda Pugh

Trout Creek Agricultural
Society Secretary



TOWNSHIP OF NIPISSING

RESOLUTION

DATE: April 2, 2024

NUMBER: R2024-

Moved by

Seconded by

THAT we donate \$_____ to the Commanda Museum for the 2024 season.

For Against

PIPER
BUTLER
FOOTE
KIRKEY
YEMM

Carried

Mayor: Tom Piper



December 4, 2023

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 - 2024

Further to your generous donation last year, we are pleased to advise you that the Commanda Museum had an absolutely stellar year as far as events, participation, major renovations and the creation of two new Exhibits - Indigenous and Genealogy.

In 2024, we are looking forward to collaborating with the Nipissing Museum to share ideas, plan events and promote each other's museums as well as to complete the tasks and Exhibits that were started at the Commanda Museum in 2023.

The Commanda Museum is once again asking for Nipissing Township's consideration to assist it with its operating costs with a grant in the amount of \$2,000.00.

Thank you from the Board of Directors for your consideration of this grant request and if it would be helpful, I would be pleased to meet with you at any time to discuss this further.

Yours truly,

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



TOWNSHIP OF NIPISSING

RESOLUTION

DATE: April 2, 2024

NUMBER: R2024-

Moved by

Seconded by

THAT we donate \$_____ to the Commanda Community Centre for the 2024 season.

For Against

PIPER
BUTLER
FOOTE
KIRKEY
YEMM

Carried

Mayor: Tom Piper

Commanda Community Centre

4009 Highway 522, Commanda, Ontario, POH 1J0



February 28, 2024

Mayor and Council
Township of Nipissing,
Nipissing, Ontario

Dear Mayor and Councilors

Further to our request for funding, dated October 12, 2023, we would like to submit a request to the Council for aid in funding the installation of a heat pump heating / cooling system and the upgrading our washrooms for ease of use by the disabled.

We are in the process of applying for an Ontario Trillium grant to help with the heating / cooling system in order to reduce our costs. The Trillium grant requires we pay the Harmonized Sales Tax on the installation and purchase of the equipment. The heat pump was quoted at \$7,728.58, HST is \$ 1,004.72 for a total of \$ 8,733.30.

The price to purchase one toilet is \$314.99 plus \$40.95 HST for a total of \$355.94. To do both washrooms would cost \$711.88. Grab bars would be \$95.11 tax included each. Four would be required for a cost of \$ 380.45. Total cost of the entire upgrade would be \$1,092.30. Volunteers would install the washroom equipment. We would provide the necessary plumbing and hardware. This would bring us up to date for the requirements.

What we are asking, is for the Township to help fund the washroom project and to consider paying the sales tax on the installation of a heat pump at the Commanda Community Centre, should we be successful in obtaining the grant. It will put a burden on our finances if we must pay the HST if we get the grant. We hope the installation will reduce our heating costs and provide cooling for the increasingly warmer summers. This would make our facility more attractive to rentals and programs in the summer.

We are very appreciative of you taking the time to review our request.

Sincerely,

Tom Marchant
President,

\$1,004.72
\$ 1,092.30

\$ 2,097.02



REPORT TO COUNCIL

Date: March 27, 2024
From: Kim Turnbull, Office Assistant-Intern, Deputy Clerk, Interim
Re: Final Draft - Communications Strategy Policy

BACKGROUND/OVERVIEW

Council identified in the 2023-2026 Strategic Plan a commitment to ensuring the Township provides effective and efficient communication to residents and visitors while delivering municipal services and meeting the needs of the community. The policy aims to engage the community and ensure ease of access to municipal information.

The policy was developed by investigating other communications policies and strategies being utilized in other municipalities.

STRATEGIC PLAN LINKAGE

The policy relates to the key area of focus of “**Effective and Efficient Municipal Services**” of the Strategic Plan.

SUMMARY

The policy shall apply to all municipal representatives. The policy applies to all forms of communication to and from the municipality with the public, including but not limited to business owners, vendors and all other stakeholders within the municipality. The policy applies to written, electronic and verbal communications.

The goal of the communications strategy is to ensure communication is provided in an open, effective, efficient and professional manner. Ensuring we are transparent and the Township is accountable for all communications. We endeavor to provide excellent customer service in all municipal interactions, providing accurate information in a timely manner. We value and are open to feedback from the public to engage with the community and gather public input.

Respectfully,

Kim Turnbull, Office Assistant-Intern, Deputy Clerk, Interim



TOWNSHIP OF NIPISSING

RESOLUTION

DATE: April 2, 2024

NUMBER: R2024-

Moved by

Seconded by

THAT we approve the Township of Nipissing Communications Strategy policy document, identified in the Strategic Plan 2023-2026, Effective and Efficient Municipal Services objective of Communication with Residents.

For Against

PIPER
BUTLER
FOOTE
KIRKEY
YEMM

Carried

Mayor: Tom Piper

TOWNSHIP OF NIPISSING POLICY			
Effective Date:		Number:	Revision: 1
Title: Communications Strategy			
Approved By: Resolution			Page: 1 of

Policy Statement and Strategic Plan Linkages:

The Township of Nipissing recognizes the importance of a Communications Strategy to support external and internal communication practices that are open, inclusive, transparent, effective and well managed (in accordance to the communications standards, accessibility policy and any other related policies and procedures) to meet the needs of the community and stakeholders.

This policy relates to the key area of focus of "Effective and Efficient Municipal Services" of the Strategic Plan.

While supporting the Townships Core Values of;

- Culture and excellent customer service
- Quality services for citizens and visitors
- Open and transparent governance
- Honesty and integrity
- Inclusion and diversity
- Fairness and equality
- Accountability to residents

Purpose:

The primary goal of the Communications Strategy is as follows:

- Communicate in an open, effective, efficient and professional manner;
- Be transparent and accountable;
- Provide excellent customer service;
- Share information proactively in an accurate and timely manner;
- Communicate in a variety of accessible formats using plain language;
- Value two-way communication to engage the community and gather public input.

Scope:

This policy shall apply to all municipal representatives.

This policy applies to all forms of communication to and from the municipality with the public, including but not limited to business owners, vendors and all other stakeholders within the municipality. The policy applies to electronic, printed and verbal communication.

Background:

The Township of Nipissing identified in the 2023-2026 Strategic Plan the need for a Communications Strategy to improve communications and access to municipal information within the community and all external stakeholders. The policy was developed by investigating other communication policies and communications strategies being utilized in other municipalities. The policies and plans were available on municipal websites and various AMCTO resources.

Desired Outcomes:

The main goal of the Communications Strategy Policy is to improve public communications, engage the community and access to municipal information. The policy aims to achieve several desired objectives:

- Provide the community and stakeholders with consistent, appropriate, relevant, efficient, effective, and timely information about its policies, programs, services, events and initiatives;
- Consistent approach to public engagement and utilize a variety of ways to communicate information;
- Enhance access to information;
- Strive to have proactive and planned communication;
- Encourage the community and stakeholders to attend and participate in public meetings and events; and
- Provide direction to staff and Council on how to share information of interest to the community and stakeholders, and how communications received from the public are handled.

Current Communication Tools and Initiatives:

Communication Method	Details
Letters	Sent as needed or requested by all departments to respond to various issues. Also used by Members of Council and the Municipal Administrator or designate to communicate with other levels of government and the public.
Emails	Issued as needed in response to information requests, complaints etc.

Newsletter	To be sent out 2-4 times a year. Newsletters are included in the interim and final tax bills and additional newsletters may be sent out throughout the year to provide updates on municipal events, projects, etc.
Municipal Website	The main source of information on municipal departments, services and programs. Including information on the Township's Museum, Community Partners and Cemeteries.
Social Media	Nipissing Township has 4 corporate Facebook pages (Township of Nipissing, Township of Nipissing Recreation Committee, Nipissing Township Fire Department, Nipissing Township Museum) and one Twitter X (Fire) account to communicate information in a timely manner to a wide population. Additional investigation into creating a corporate InstaGram account could further promote the Township, its events and engage the community. Developing a LinkedIn account for the Township to have a professional presence will promote the community to a broader population.
Contact at Municipal Office and Municipal Facilities	Daily in person contact by the public and other stakeholders.
Telephone Interactions	Daily interaction via mobile or office phone by all departments to provide information for a variety of purposes.
Onsite inspections, bylaw enforcement, meetings	The Chief Building Official, Operations Superintendent and Land Planning and Technology Administrator visit sites as requested/required to inspect and permit projects and/or for consultation and for the confirmation of information provided in applications. Public Works Department staff visit sites as request/required to perform work or maintenance or investigate a service request. Fire Chief, CEMC, Municipal Law Enforcement Officer (MLEO) visits residences and business to address complaints and complete inspections as authorized through legislation/bylaw. Meetings with the public, stakeholders, community groups and organizations by various staff members

	including but not limited to Municipal Administrator and Deputy Clerk.
Meetings of Council, Committees and Boards	All Council meetings and meetings of advisory committees and boards provide an opportunity for members of the public to speak with Council through delegation requests. Various committees involve staff and Council members. Committee/Board members engage with the public and staff. All meetings shall be open to the public and will be advertised on the municipal website and virtually utilizing the Zoom platform; and will be livestreamed to the Township of Nipissing YouTube channel.
Open houses (legislated public meetings excluding Council Meetings)	Open houses and other special meetings may be advertised on the municipal website and social media.
Public Notice Board at the Municipal Office and Public Notices Boards at Fire Station # 1 & 2	Township notices and local events posted on the bulletin board in the lobby of the municipal office. 2 mobile signs outside of the Fire Stations advising of upcoming events, public information and contact numbers.

External Communication Between Staff and the Public:

- Staff will strive to provide excellent customer service when interacting with internal and external customers;
- Staff will respond to telephone and email messages in a timely manner. Messages will be responded to within two (2) business days unless the staff member is away from the office due to illness, vacation or other leave. When there is a planned leave from the office staff will indicate their absence by a pre-recorded message on their voicemail and by setting automatic out of office replies through email. These messages should indicate who to contact during the staff's absence if immediate assistance is required and when the staff member will be returning to the office;
- Staff will respond to written inquiries from members of the public within five (5) business days unless otherwise indicated by legislation, a municipal by-law, or other extenuating circumstances indicates otherwise. Staff will contact the member of public indicating the reason for the delay and when they can anticipate a response and the timeframe;
- The Administrative Assistant – Deputy Clerk and Office Assistant will respond to in person inquiries from the public at the counter, process tax payments, fitness centre memberships and more;

- All other office staff will respond to in-person inquiries when available and time permits. If a staff member is not able to meet with a member of the public when requested, staff will follow up with the member of the public by phone or email within two (2) business days.

External Communication Between Council Members and the Public:

The following are guidelines for communications between Members of Council and the community, businesses, and all other stakeholders.

- The corporate email for all members of Council will be listed on the municipal website and the public is encouraged to utilize this method of communication should they wish to communicate with a member of Council. A member of the public can phone the Township office and leave a message for a member of Council which will be forwarded to the member of Council;
- Council members will respond to public communications when they deem it appropriate;
- Any member of the public communicating verbally with any single member of Council is considered to be general in nature and will not receive a formal response from the Council member unless specifically requested in writing;
- Any member of the public communicating with any single member of Council in writing is considered to be general in nature and will not receive a formal response from the member of Council unless specifically requested in writing or unless the member of Council puts the matter before Council on a Council meeting agenda. In the latter case, the member of Council will communicate to the member of the public that the matter has been referred to Council or a Committee;
- Any member of the public that wishes to communicate in writing and be addressed formally by all of Council should send their communication to the Municipal Clerk's office addressed to all of Council and the matter will be put forward to Council on a Council meeting agenda. In this case, Council will address the matter at a Council meeting and the Municipal Clerk will communicate the results of the discussion with the member of the public within three (3) business days following the date of the Council meeting; and
- All requests for service (day-to-day municipal operational issues) or inquiries for information by any member of the public that require municipal staff or municipal department action shall be directed to the municipal office. Any member of the public communicating requests for

service or inquiries for information that require municipal staff or municipal department action with any member of Council will be directed by the member of Council to contact the municipal office.

Requests for Service and Formal Complaints:

Requests for Services can be made in person, by phone or email to the Township office and will be dealt with according to priority by department.

Formal complaints will be treated in accordance with Township of Nipissing Complaint Policy.

[KT1] Plain [KT2] Language:

The Township of Nipissing will endeavor to use 'plain language' for its external communication wherever possible. 'Plain language' can be described as any writing designed to ensure the reader understands the message as quickly, easily and completely as possible. Plain language strives to be easy to read, understand and utilize. It avoids verbose, convoluted language, jargon and acronyms. It uses document structure and when required, visual aids (such as graphics, charts, and tables) to guide the reader.

Communication with the Media:

All request from the media shall be made to the Municipal Administrator or designate and the Head of Council.

Connections to Other Policies and By-laws:

Complaint Policy

Website and Social Media Policy

Accessibility Policy

Review:

The Communications Strategy will be reviewed once per term of Council or as requested by Council or the Municipal Administrator.



TOWNSHIP OF NIPISSING

"Life the way it should be"  ESTABLISHED 1888

RESOLUTION

DATE: April 2, 2024

NUMBER: R2024-

Moved by

Seconded by

THAT we confirm the appointment of Firefighters to the Township of Nipissing Fire Department as listed on the attached Roster.

For Against

PIPER
BUTLER
FOOTE
KIRKEY
YEMM

Carried

Mayor: Tom Piper

WSIB FIRE DEPARTMENT REPORTING - QUARTERLY
PERIOD: JANUARY TO MARCH 2024

ROSTER: MONTH:

	JANUARY	FEBRUARY	MARCH
Barry, Andrew			
Cangiano, Brandon			
Carmody-Chalapenko, Mya			
Chalapenko, Liam			
Chapman, Jennifer			
Chapman, Richard			
DeOliveira, Joe			
Duchesne, Derick			
Foote, Chris			
Gates, Dean	✓	✓	✓
Gauthier, Cody			
Jeschke, Stephan			
Klunder, John			
Lockhart, Randy			
McVeety, Zach			
Mitchell, Justin			
Perrin, Stuart			
Rice, Ryan			
Rounding, Bradley			
Rowe, Mike			
Scott, Denise			
Scott, James			
Southall, Maddy			
Tomlinson, John			
Vince, Ariawna			
	25	25	25

Fire Chief: Will Bateman
 Please place an x beside any
 Firefighter no longer on the
 current roster, in the applicable
 month.
 Please add any new Firefighter

~~March 07, 24~~
 March 07, 24

REPORT TO COUNCIL

Date: March 28, 2024

From: Kim Turnbull, Office Assistant-Intern, Deputy Clerk, Interim

Re: Final Draft – Human Resources Policy & Procedures Manual

BACKGROUND/OVERVIEW

In 2023 Council approved a review of the Human Resources Compensation, Pay Equity and Policy. An RFP was awarded to Pesce & Associates at the December 5, 2023 Council Meeting and will be incorporated in the 2024 Operating Budget. The HR Review commenced in 2024 with the kick-off meeting on January 5th, 2024 and weekly status meetings every Thursday. Within the scope of the HR Review, the employee Human Resources Policy and Procedures Manual was reviewed and updated to comply with the current legislation, Employment Standards Act and ensure all policies are relevant and efficient.

STRATEGIC PLAN LINKAGE

The HR Review relates to the key area of focus of “**Effective and Efficient Municipal Services**” of the Strategic Plan. To meet the objective of Operational Review.

SUMMARY

The Human Resources Policy and Procedure Manual has been completed and provided to staff for review and approval. Two policies have been updated in accordance to Provincial legislation and seven policies have been added to comply with Provincial legislation, a summary is provided below:

Updated Policies:

Section: Employment - Terms and Conditions of Employment B:2.03

- To include the type of personal information that is collected from employees and for what purpose, in accordance with legislation.

Section: Benefits – Personal Leaves of Absence: D 4.04

- To include job protected leaves under the Employment Standards Act; (Family/Compassionate Care Leave, Family Responsibility Leave, Family Caregiver Leave, Critical Illness Leave, Child Death Leave, Crime-related Child Disappearance Leave, Domestic or Sexual Violence Leave, Organ Donor Leave, Reservist Leave and Family Medical Leave)

Added Policies:

Section: Employment - Accessible Customer Services (AODA): B:2.13 – added to comply with Provincial legislation

Section: Employee Relations – Social Media: E 5.07 - added to comply with Provincial legislation

Section: Health and Safety –Workplace hazardous Material Information System (WHMIS): F 6.09 - added to comply with Provincial legislation

Section: Health and Safety – Workplace Hazard Identification and Reporting: F 6.10 - added to comply with Provincial legislation

Section: Health and Safety – Smoke Free Workplace: F 6.11 - added to comply with Provincial legislation

Section: Health and Safety – Work Refusal: F 6.12 - added to comply with Provincial legislation

Section: Health and Safety – Working Alone: F 6.13 - added to comply with Provincial legislation

The updated table of contents is attached for your reference and a copy of the updated Human Resources Policy and Procedure Manual is available in the Township Office for Council to review.

Respectfully,

Kim Turnbull, Office Assistant-Intern, Deputy Clerk, Interim

INDEX

	SUBJECT	POLICY No.
1.	INTRODUCTION	A 1.01
2.	EMPLOYMENT	
	• Employment Principles	B 2.01
	• Recruitment and Selection	B 2.02
	• Terms and Conditions of Employment	B 2.03
	• Probationary Period	B 2.04
	• Employment Classifications	B 2.05
	• Hours of Work	B 2.06
	• Employee Orientation	B 2.07
	• Termination of Employment	B 2.08
	• Third Party Reference Requests	B 2.09
	• Employment of Relatives	B 2.10
	• Gifts, Favours and Entertainment	B 2.11
	• Employee Code of Ethics	B 2.12
	• Accessible Customer Services (AODA)	B 2.13
3.	PAY ADMINISTRATION	
	• Pay Principles	C 3.01
	• Job Evaluation	C 3.02
	• Pay Administration	C 3.03
	• Performance Measurement	C 3.04
	• Overtime	C 3.05
	• Wage Garnishments	C 3.06
4.	BENEFITS	
	• Benefits Principles	D 4.01
	• Vacation and Vacation Pay	D 4.02
	• Holidays	D 4.03

4. **BENEFITS** (continued)

- **Personal Leaves of Absence** D 4.04
- Pregnancy Leave D 4.05
- Parental/Adoption Leave D 4.06
- Bereavement Leave D 4.07
- Education Assistance Program D 4.08
- Seminars and Conferences D 4.09
- Professional Association Membership D 4.10
- Sick Leave Plan D 4.11
- Unpaid Leaves D 4.12
- Other Benefits D 4.13

5. **EMPLOYEE RELATIONS**

- Employee Relations Policy E 5.01
- Workplace Accommodation E 5.02
- Conduct and Behaviour E 5.03
- Progressive Discipline E 5.04
- Confidentiality of Information E 5.05
- Personal Use of Municipal Electronic Equipment E 5.06
- **Social Media** E 5.07

6. **HEALTH AND SAFETY**

- Health and Safety Principles F 6.01
- Accident and Injury Reporting F 6.02
- Accident Investigation F 6.03
- Personal Protective Equipment F 6.04
- Workplace Harassment F 6.05
- Workplace Violence F 6.06
- Dispute Resolution F 6.07
- Substance Abuse F 6.08
- **Workplace Hazardous Materials Information System (WHMIS)** F6.09
- **Workplace Hazard Identification and Reporting** F6.10
- **Smoke Free Workplace** F 6.11
- **Work Refusal** F 6.12
- **Working Alone** F 6.13



TOWNSHIP OF NIPISSING CORRESPONDENCE

April 2, 2024

1. Resolution from the Township of Clearview regarding endorsement of Bill C-63 in the House of Commons.



CLEARVIEW
TOWNSHIP

Clerk's Department
Township of Clearview
Box 200, 217 Gideon Street
Stayner, Ontario L0M 1S0
clerks@clearview.ca | www.clearview.ca
Phone: 705-428-6230

March 27, 2024

Honourable Arif Virani
Minister of Justice & Attorney General
House of Commons
Ottawa, Ontario K1A 0A6

Sent by Email

RE: Township of Clearview Endorsement of Bill C-63 in the House of Commons

Please be advised that Council of the Township of Clearview at its meeting held on March 25, 2024, passed the following resolution in support of the endorsement of Bill C-63 in the House of Commons:

Moved by Councillor Dineen, Seconded by Councillor Broderick, Whereas The Canadian Federal Government has drafted Bill C-63, The Online Harms Act, currently in front of Parliament and has had its first reading; and,

Whereas Bill C-63 requires that online tech companies and social media platforms remove child pornography and other dangerous content within 24 hours once the operator identifies the content, while also mandating the following duties:

- Duty to protect children;
- Duty to act responsibly;
- Duty to remove egregious content; and,

Whereas The Canadian Federal Government proposes to establish a "Digital Safety Commission" and nominate an "independent" Ombudsperson to proactively circumvent potential harms on behalf of Canadians; and,

Whereas online tech companies and social media platforms need to adhere to existing Criminal Laws; and,

Whereas online tech companies and social media platforms need to be held accountable to keep platforms safe from predators targeting children and other vulnerable Canadians and to protect them from bullying, hate, extremism, violence, discrimination, self harm, exploitation and sexual extortion that can lead to the most dire of consequences; and,

Whereas Clearview Township, as all Canadians, endeavours to foster safe homes, communities, schools and public spaces;

Be It Resolved That the Mayor and Council of Clearview Township endorse the passing of Bill C-63 in the House of Commons and the establishment of a "digital safety commission" and nomination of an "independent" Ombudsperson; and,

That a copy of this resolution be circulated to all municipalities in Ontario; the Association of Municipalities of Ontario; Terry Dowdall, MP; The Right Honourable Justin Trudeau, Prime Minister of Canada and The Honourable Arif Virani, Minister of Justice & Attorney General of Canada. Motion Carried.

Sincerely,



Sasha HelmKay-Playter, B.A., Dipl. M.A., AOMC
Clerk/Director of Legislative Services

cc: Right Honourable Prime Minister Justin Trudeau
Simcoe Grey MP Terry Dowdall
Association of Municipalities of Ontario
Ontario Municipalities



TOWNSHIP OF NIPISSING

RESOLUTION

DATE: April 2, 2024

NUMBER: R2024-

Moved by

Seconded by

**That the statement of accounts dated:
March 19, 27, 28, and 30, 2024;**

Totaling \$279,090.50 be approved.

For Against

**PIPER
BUTLER
FOOTE
KIRKEY
YEMM**

Carried

Mayor: TOM PIPER