

**\*\*\* AGENDA \*\*\***  
**Tuesday, December 17, 2024**  
**\*\*START TIME 6:30 p.m.\*\***

1. Disclosure of pecuniary interest.
2. Committee Reports.
3. Resolution: Adopt the Minutes of the December 3, 2024 Council Meeting.
4. Resolution: Transfer to reserve for Road Machinery, Building Department, Landfill Equipment and Fire Department.
5. Resolution: Appoint Firefighters to the Township of Nipissing Fire Department.
6. Resolution: Appoint the Mayor as the Chairperson of the Emergency Management Program Committee.
7. Resolution: Amend Members of the Township of Nipissing Recreation Committee.
8. Resolution: Request for Support from the Powassan Lion's Club for the Christmas Basket program.
9. By-Law: Amend the Remuneration Schedule – Mayor and Council for 2025.
10. Correspondence.
11. Accounts to pay.
12. By-Law: Confirming Proceedings of Council at its meeting held December 17, 2024.
13. 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, December 3, 2024

A regular meeting of the Township of Nipissing Council was held on Tuesday, December 3, 2024 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 Dave Yemm and Councillors Shelly Foote, Stephen Kirkey, and James Scott.

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

**Disclosure of pecuniary interest:** None.

The Clerk read Mayor Tom Piper's letter of resignation.

**R2024-228 S. Foote, J. Scott:**

THAT we pass By-Law Number 2024-52, being a By-Law to appoint a Mayor. Dave Yemm is appointed the Mayor of the Township of Nipissing effective immediately.

Read a first, second, and third time and passed this 3<sup>rd</sup> day of December, 2024. **Carried.**

**R2024-229 S. Kirkey, J. Scott:**

THAT we pass By-Law Number 2024-53, being a By-Law to appoint a Deputy Mayor. Shelly Foote is appointed the Deputy Mayor of the Township of Nipissing effective immediately.

Read a first, second, and third time and passed this 3<sup>rd</sup> day of December, 2024. **Carried.**

**R2024-230 S. Kirkey, J. Scott:**

BE IT RESOLVED THAT as per Section 262(1) of the Municipal Act, 2001, as amended, the Council of the Corporation of the Township of Nipissing hereby declares the seat of one (1) Councillor to be vacant.

AND THAT the position will be filled following the Appointment Procedure for Filling Vacancy on Council.

Council Vacancy Application Packages will be accepted in person at the Township of Nipissing Office, 45 Beatty Street, Nipissing, between 8:30 a.m. to 4:30 p.m. beginning Wednesday, December 4, 2024 at 8:30 a.m. and will close at 4:30 on Tuesday, December 17, 2024. Packages will be available for download from the Township website or for printed copies, available at the Township Office.

Candidates will be certified by the Clerk following the closing of nominations.

A Special Council Meeting is hereby scheduled for Thursday, December 19, 2024 beginning at 6:30 p.m. at the Community Centre, 2381 Highway 654, to hear Candidate presentations and for Council selection. The selected Candidate will be sworn in at this meeting. **Carried.**

**Committee Reports:**

Councillor Shelly Foote: Township of Nipissing Recreation Committee.

Councillor Steve Kirkey: Powassan and District Union Public Library Board of Management, Police Services Board

Mayor Dave Yemm: Nipissing Township Museum Board

Tom Piper: Eastholme Home for the Aged Board of Management (written).

**R2024-231 S. Foote, S. Kirkey:**

That the minutes of the regular Council Meeting held November 12, 2024, be adopted as published.  
**Carried.**

**R2024-232 S. Foote, S. Kirkey:**

WHEREAS Tom Piper has been a long-standing representative on the Eastholme Home for the Aged Board of Management for the Township of Nipissing:

AND WHEREAS Council believes the continued representative by Tom Piper is in the best interest of the Township and the Board;

NOW THEREFORE the Council of the Township of Nipissing appoints Tom Piper as the Township of Nipissing representative to the Eastholme Home for the Aged Board of Management for the remainder of the term. **Carried.**

**R2024-233 S. Foote, J. Scott:**

BE IT RESOLVED THAT:

1. Royal Bank of Canada ("Royal Bank") is appointed banker for the Township of Nipissing.
2. Any one of Mayor or Deputy Mayor with any one of Land Planning Administrator or Fire Chief are authorized on behalf of the Customer from time to time:
  - a. To withdraw or order transfers of funds from the Township' accounts by any means including the making, drawing, accepting, endorsing or signing of cheques, promissory notes, bills of exchange, other orders for the payment of money or other instruments or the giving of other instructions;
  - b. To sign any agreements or other documents or instruments with or in favour of Royal Bank, including agreements and contracts relating to products or services provided by Royal Bank to the Customer; and
  - c. To do, or to authorize any person or persons to do, any one or more of the following:
    - i. To receive from Royal Bank any cash or any securities, instruments or other property of the Township held by Royal Bank, whether for safekeeping or as security, or to give instructions to Royal Bank for the delivery or other transfer of any such cash, securities, instruments or other property to any person named in those instructions;
    - ii. To deposit with or negotiate or transfer to Royal Bank, for the credit of the Township, cash or any security, instrument or other property, and for those purposes to endorse (by rubber stamp or otherwise) the name of the Township, or any other name under which the Township carries on business, on any security or instrument;
    - iii. To instruct Royal Bank, by any means, to debit the accounts of third parties for deposit to the credit of the Township; and
    - iv. To receive statements, instruments and other items (including paid cheques) and documents relating to the Customer's accounts with or any service of Royal Bank, and to settle and certify the Township's accounts with Royal Bank.
3. That all instruments, instructions, agreements (including contracts relating to products or services provided by Royal Bank) and documents made, drawn, accepted, endorsed or signed (under the corporate seal or otherwise) as provided in this Resolution and delivered to Royal Bank by any person, shall be valid and binding on the Township, and Royal Bank is hereby authorized to act on them and give effect to them.

4. That Royal Bank be furnished with:
  - a. A copy of this Resolution; and
  - b. A list of the names of the persons authorized by this Resolution to act on behalf of the Township, and with written notice of any changes which may take place in such list from time to time, and with specimens of the signatures of all such persons; each certified by the (1) Mayor and (2) Land Planning Administrator of the Township; and
  - c. In writing, any authorization made under paragraph 2(c) of this Resolution.
5. That any document furnished to Royal Bank as provided for in paragraph 4 of this Resolution shall be binding upon the Township until a new document repealing or replacing the previous one has been received and duly acknowledged in writing by the branch or agency of Royal Bank where the Township has its account. **Carried.**

**R2024-234 S. Kirkey, J. Scott:**

That we appoint Dave Yemm to the Golden Sunshine Non-Profit Housing Corporation (The Pines) Board of Management as a Township of Nipissing representative. **Carried.**

**R2024-235 S. Foote, J. Scott:**

That the 2024 Christmas Holiday Hours for the Township of Nipissing Administrative Office and Landfill Sites will be as follows:

Township Office:

Tuesday December 24, 2024	Closed at Noon
Wednesday December 25, 2024	Closed
Thursday December 26, 2024	Closed
Friday December 27, 2024	Closed
Tuesday December 31, 2024	Closed at Noon
Wednesday January 1, 2025	Closed

Landfill Sites:

Tuesday December 24, 2024	Closed – Both Sites
Wednesday December 25, 2024	Closed – Both Sites
Thursday December 26, 2024	Closed – Both Sites
Tuesday December 31, 2024	Closed – Both Sites
Wednesday January 1, 2025	Closed – Both Sites. <b>Carried.</b>

**R2024-236 J. Scott, S. Kirkey:**

THAT the Township of Nipissing Administrative Office will be closed to the public on Wednesday, December 18, 2024 for training purposes. **Carried.**

**R2024-237 S. Foote, J. Scott:**

THAT we pass By-Law Number 2024, 54, being a By-Law to establish the remuneration and payment of expenses to members of Council. **Deferred.**

**R2024-238 S. Kirkey, J. Scott:**

THAT we pass By-Law Number 2024-55 being a By-Law to amend the Remuneration Schedule in the Township of Nipissing Pay Equity Plan.

Read a first, second and third time and passed this 3<sup>rd</sup> day of December. **Carried.**

**R2024-239 S. Foote, J. Scott:**

THAT we pass By-Law Number 2024-56, being a By-Law to enter into an Agreement for a Municipal Facilities Maintenance Contract for the Township of Nipissing.

Read a first, second and third time and passed this 3<sup>rd</sup> day of December, 2024. **Carried.**

**R2024-240 S. Kirkey, J. Scott:**

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

**R2024-241 J. Scott, S. Foote:**

That the statement of accounts dated: November 4, 9, 12, 13, 18, 21, 23, 25 and 26, 2024 totaling \$263,468.68 be approved. **Carried.**

**R2024-242 J. Scott, S. Foote;**

That we pass By-Law 2024-57, being a By-Law to confirm the proceedings of Council at its meeting held on November 12, 2024.

Read the first, second and third time and passed this 3<sup>rd</sup> day of December, 2024. **Carried.**

**R2024-243 S. Kirkey, J. Scott:**

That the meeting be adjourned. Time: 7:17 p.m. Next regular meeting to be held December 17, 2024. **Carried.**

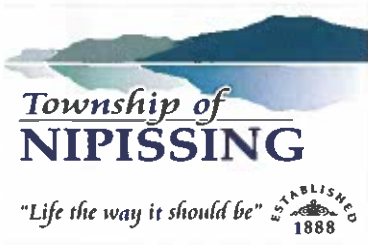
Mayor:

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: December 17, 2024

NUMBER: R2024-

Moved by

Seconded by

That we transfer the machine credit for the Road Equipment, Landfill Equipment and Fire Apparatus to reserve at the end of 2024;

That we transfer the remaining software funding to reserve pending the finalization of the project in 2025, amount \$68,885.07;

That we transfer the NORDS Grant funds received, \$97,679.54, to a designated reserve fund, as required;

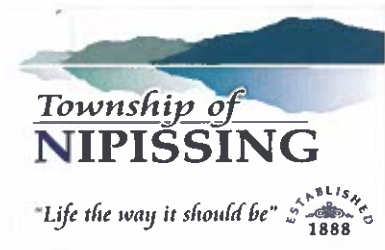
That we transfer the revenue collected from the Bottle Drive, into a designated Recreation Department reserve;

For      Against

FOOTE  
KIRKEY  
SCOTT  
YEMM

Carried

Mayor: Dave Yemm



TOWNSHIP OF NIPISSING

RESOLUTION

DATE: December 17, 2024

NUMBER: R2024-

Moved by

Seconded by

THAT we appoint Firefighters to the Township of Nipissing Fire Department as provided on Appendix A to this Resolution.

For      Against

FOOTE  
KIRKEY  
SCOTT  
YEMM

Carried

Mayor: Dave Yemm

**Township of Nipissing Fire Department**

**Appendix A**

**To Resolution R2024-**

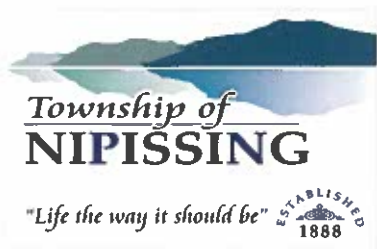
**December 17, 2024**

**Roster as of December 31, 2024**

**ROSTER:**

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
Serson, Robby
Southall, Maddy
Tomlinson, John
Vandermeulen, Jamie
Vince, Ariawna





TOWNSHIP OF NIPISSING

RESOLUTION

DATE: December 17, 2024

NUMBER: R2024-

Moved by

Seconded by

WHEREAS By-Law Number 2021-05 provides the positions required to compose the Township of Nipissing Emergency Management Program Committee;

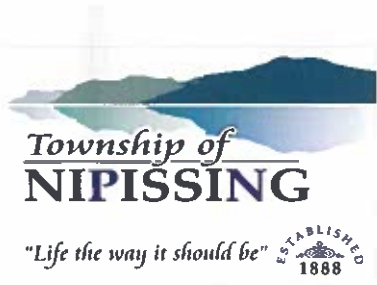
NOW THEREFORE the Council of the Township of Nipissing appoints Mayor Dave Yemm as the Chairperson of the Emergency Management Program Committee.

For      Against

FOOTE  
KIRKEY  
SCOTT  
YEMM

Carried

Mayor: Dave Yemm



TOWNSHIP OF NIPISSING

RESOLUTION

DATE: December 17, 2024

NUMBER: R2024-

Moved by

Seconded by

THAT we donate \$100 to the Powassan Lion's Christmas Basket campaign.

For      Against

FOOTE  
KIRKEY  
SCOTT  
YEMM

Carried

Mayor: Dave Yemm



Dear Business Owner

Once again, I am writing to you on behalf of the Powassan Lions Club. Every year the Powassan Lions Club distributes Christmas Baskets to needy families in the Powassan, Nipissing and Chisholm area.

These hampers consist of a turkey, a Grocery Gift Card to purchase additional items for Christmas dinner and a gift/toy for any children in the household.

Our Lions Club holds several fundraisers (Pancake Breakfasts, Fish Fry, 50/50 Raffles, etc) throughout the year to assist with this and many other projects within our community. In the current economic times, the need for assistance is greater than ever. This year the number of families requesting assistance has risen to over 50 which is a 25% increase over last year.

We are looking for assistance from the community for the funds to help these needy families. Any monetary donation you may be willing to give, be it \$10 or \$100, would be greatly appreciated.

You can make your donation via E-transfer to [powassanlionsclub@live.ca](mailto:powassanlionsclub@live.ca) or by cheque made out to the Powassan Lions Club. With the postal strike we can make arrangements to pick up your cheque.

If you have any questions, please feel free to contact me at 705-724-5642

Thank you for your consideration

Paul Oshell  
Powassan Lions Club

**TOWNSHIP OF NIPISSING  
MAYOR & COUNCILLORS  
REMUNERATION**

	Jan 1, 2021	Jan 1, 2022	Jan 1, 2023	Jan 1, 2024	Jan 1, 2025
<b>Mayor</b>	\$14,050	\$14,401	\$14,401	\$14,689	
<b>Councillor</b>	\$9,367	\$9,601	\$9,601	\$9,793	
<i>(x 4 positions)</i>	\$37,468	\$38,404	\$38,404	\$39,172	
<b>Total per year</b>	<b>\$51,518</b>	<b>\$52,805</b>	<b>\$52,805</b>	<b>\$53,861</b>	

	.5%	1%	1.5%	2%
<b>Mayor</b>	\$73.45	\$146.89	\$220.34	\$293.78
<b>Councillor</b>	\$48.97	\$97.93	\$146.90	\$195.86
<i>(x 4 positions)</i>	\$195.88	\$391.72	\$587.60	\$783.44
<b>Total per year</b>	<b>\$269.33</b>	<b>\$538.61</b>	<b>\$807.94</b>	<b>\$1,077.22</b>



# TOWNSHIP OF NIPISSING

## CORRESPONDENCE

**December 17, 2024**

- 1.** Proposed billing changes to the OPP Municipal Policing for 2025 for the Township of Nipissing.
- 2.** AMO Policy Update – OPP Billing, Bills.
- 3.** Minutes of the Township of Nipissing Recreation Committee, held December 2, 2024.
- 4.** Minutes of the North Bay Parry Sound District Health Unit – Finance and Property Committee of the Board of Health held, June 26, 2024 and the Board of Health held of November 27, 2024.

**Solicitor General**

Office of the Solicitor General

25 Grosvenor Street, 18<sup>th</sup> Floor  
Toronto ON M7A 1Y6  
Tel: 416 326-5000  
Toll Free: 1 866 517-0571  
Minister.SOLGEN@ontario.ca

**Solliciteur général**

Bureau du solliciteur général

25, rue Grosvenor, 18<sup>e</sup> étage  
Toronto ON M7A 1Y6  
Tél. : 416 326-5000  
Sans frais : 1 866 517-0571  
Minister.SOLGEN@ontario.ca



November 29, 2024

His Worship Tom Piper  
Mayor  
Township of Township of Nipissing  
piper@nipissingtownship.com

Dear Mayor Piper:

Our government is proud to have a strong working relationship with both our municipal partners and the police services that keep our communities safe. The collective agreement that was reached between the province and the Ontario Provincial Police Association (OPPA) earlier this year reflects this strong relationship and will support our brave women and men in uniform across Ontario.

At the same time, we understand the impact these changes are having on the budgets of municipalities that are served by the OPP, including your own, which is why we are stepping up with additional provincial support. With that in mind, I am pleased to share with you the following proposed billing changes:

- A 3.75 per cent reduction of the total 2023 reconciled costs to all communities to approximate the full (100 per cent) impact of the Ontario Provincial Police Association (OPPA) salary increases, excluding the 1 per cent increase that was built into the 2023 estimates; and
- A 44 per cent reduction on overtime 2023 reconciled costs to all communities;
- A 10 per cent reduction of 2025 invoice amounts to all communities to approximate the full (100 per cent) impact of the OPPA salary increases excluding the 1 per cent increase that was already built into the 2023 estimate.

These changes would provide over \$77 million in relief to OPP-policed municipalities.

The total billing statement that was initially provided to you for 2025, inclusive of the increases resulting from the new collective agreement, was \$383,286. Today's proposed billing changes will provide an estimated \$55,139 in financial relief for your municipality, bringing the new total for OPP services being billed to your municipality in 2025 to \$328,147.

In addition to these changes, the Government of Ontario is continuing its annual \$125 million Court Security & Prisoner Transportation Transfer Payment Program for the 2025 calendar year.

The province will also be examining options for reviewing the OPP billing model to ensure that it meets the needs of communities across the province.

If you have any questions, please contact Ryan Whealy, Deputy Director of Issues and Legislative Affairs, at [Ryan.Whealy@ontario.ca](mailto:Ryan.Whealy@ontario.ca).

Thank you for your continued collaboration, valuable relationship, input and dedication to ensuring the safety and well-being of your community.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael Kerzner".

Michael Kerzner  
Solicitor General

**From:** AMO Policy <policy@amo.on.ca>  
**Sent:** Friday, November 29, 2024 4:15 PM  
**To:** info@nipissingtownship.com  
**Subject:** AMO Policy Update – OPP Billing, Bills



## AMO Policy Update – OPP Billing, Bills

AMO and municipalities across Ontario have loudly advocated for provincial action to address the unmanageable increase in Ontario Provincial Police (OPP) costs for next year. AMO is proud to have worked closely with the government to address these concerns raised by municipalities. Today, the provincial government proposed more than \$77 million in 2025 to provide municipal budget relief and invest in Ontario’s communities.

The majority of Ontario's municipalities proudly partner with the Ontario Provincial Police to keep their communities safe. Ontarians already pay the highest policing costs in the country, and these additional costs were beyond municipal fiscal capacity to absorb. While AMO appreciates the provincial action to address this specific issue, a broader solution to the weakening foundations of municipal fiscal sustainability is critically needed. AMO continues to call on the province for a comprehensive review of the municipal-provincial fiscal framework that helps provide the services that Ontarians rely on every day, including policing.

AMO looks forward to continuing to work closely with the provincial government as they look forward to reviewing the OPP billing model to ensure it continues to meet the needs of communities across the province.

\*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.

Association of Municipalities of Ontario

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155 University Ave Suite 800 | Toronto, ON M5H 3B7 CA



## MINUTES

### Township of Nipissing Recreation Committee December 2, 2024

A meeting of the Township of Nipissing Recreation Committee was held on Monday, December 2, 2024 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:** Chair Kathy Shaw, Councillor Shelly Foote, Councillor James Scott, Andrew Barry, Calista Bateman, Lisa Chalapenko-Carmody, Margaret Hughes, and Julie Mahoney

**Staff:** Will Bateman, Fire Chief, CEMC, Municipal By-law Officer and Kim Turnbull, Deputy Treasurer, Interim Deputy Clerk, Interim Secretary

**Absent:** Leanne MacKenzie and Terri-Lynn Paynter

Disclosure of pecuniary interest: None.

#### **MOTION NUMBER 2024-35**

**Moved by: Shelly Foote**

**Seconded by: James Scott**

THAT the Minutes of the November 4, 2024 Recreation Committee Meeting are approved as circulated. **Carried.**

#### **Discussion:**

- a) Bottle Drive: collection was postponed this month; we will monitor this month and resume collection next month.
  
- b) Roast Beef Dinner – November 23<sup>rd</sup>, Wrap- Up
  - Thank you to all of the volunteers that assisted to prep for the event and during the event.
  - Many positive comments were received about the event.
  - 2 Powassan Voodoo Players assisted with serving along with Rec Committee volunteers.
  - 80 Adult tickets, sold at \$25.00 each for a total of \$2000.00
  - 6 Children tickets sold at \$15.00 each for a total of \$90.00
  - Total revenue for the event \$2090.00, expenses approximately, \$1800-\$1900.
  - A tally of diners collected over the evening to provide information for future event planning.
  
- c) Winter Cards - Planning
  - Winter Cards, drop-in cards beginning January 9<sup>th</sup> to March 20<sup>th</sup> every second Thursday from 2:00 p.m. – 4:00 p.m. at the Township of Nipissing Community Centre.
  - Coffee, tea and water to be provided.
  - Coverage is needed for the first 2 drop in dates of the program.

#### **MOTION NUMBER 2024-36**

**Moved by: Andrew Barry**

**Seconded by: Shelly Foote**

Motion to approve the Township of Nipissing Recreation Committee Strategic Plan and to submit to Council for approval. **Carried.**

**Motion Number 2024-37**

**Moved by: Julie Mahoney**

**Seconded by: Shelly Foote**

Motion to approve the Township of Nipissing Recreation Committee 2025 Budget request and forward to Council for inclusion in the 2025 Municipal Budget. **Carried.**

**Proposed Budget for 2025**

Event	Budget
Winter Cards	\$ 100.00
Family Skate	\$ 1,700.00
Spaghetti Dinner*	\$ 850.00
Trivia Night*	\$ 500.00
Easter Scavenger Hunt	\$ 500.00
Baking Event*	\$ 300.00
Youth Soccer*	\$ 4,000.00
Teen Dance - 2	\$ 1,000.00
Music Market	\$ 600.00
Drop-In Sports Night	\$ 250.00
Movie in the Park	\$ 3,500.00
Fall Community Celebration	\$ 1,200.00
Cooking Class*	\$ 500.00
Christmas Baking/Crafts*	\$ 300.00
Chair Yoga	\$ 1,000.00
<b>*Cost Neutral Events- participation cost to cover expenses.</b>	
<b>Total 2025 Estimated Budget</b>	<b>\$ 16,300.00</b>
Recreation Programming	
Canada Day**	\$ 5,000.00
<b>** Taxation Supported Event</b>	

**Bottle Drive Fund Supports for: 2025**

Family Day Skate	\$ 1,700.00	DJ, Fireworks, S'mores
Winter Cards	\$ 100.00	Refreshments - 6 weeks
Trivia	\$ 500.00	Prizes, refreshments, DJ
Easter Scavenger Hunt	\$ 500.00	Crafts, cookies, eggs
Teen Dance x2	\$ 1,000.00	DJ - 4 hrs, Canteen supplies
Music Market	\$ 600.00	Live Band
Drop in Sports	\$ 250.00	Sport supplies, Sport Instructors
Movie in the Park	\$ 3,500.00	Movie, Fireworks
Fall Community Celebration	\$ 1,200.00	Reptile Camp, Balloon Art, Facepainting
Chair Yoga	\$ 1,000.00	2 - 10 week sessions
<b>Total :</b>	<b>\$ 10,350.00</b>	
<b>From Bottle Drive Reserve \$10,000 for 2025 Programs</b>		

**Motion Number 2024-38**

**Moved by: Lisa Chalapenko-Carmody**

**Seconded by: Julie Mahoney**

THAT the 2025 Recreation Meeting Schedule will be as follows:

January 6, 2025	February 3, 2025
March 3, 2025	April 7, 2025
May 12, 2025	June 9, 2025
July 14, 2025	August 11, 2025
September 15, 2025	October 6, 2025
November 17, 2025	December 15, 2025

**Commanda Community Update:**

- December 8<sup>th</sup>, Pot luck Christmas Dinner, RVSP in advance
- A New Year's Eve Dance is taking place with a live band, January 8<sup>th</sup> at the Trout Creek Community Centre.

**MOTION NUMBER 2024-39**

**Moved by: James Scott**

**Seconded by: Shelly Foote**

That the Meeting is hereby adjourned at 6:45 p.m. Next Meeting to be held January 6, 2025

**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.

**NORTH BAY PARRY SOUND DISTRICT HEALTH UNIT  
FINANCE AND PROPERTY COMMITTEE OF THE BOARD OF HEALTH  
MINUTES – FINANCE AND PROPERTY COMMITTEE, June 26, 2024  
345 Oak Street West, Nipissing Room, North Bay, Ontario**

**PRESENT:**

**Nipissing District:**

Central Appointee	Karen Cook
Central Appointee	Sara Inch
Central Appointee	Maurice Switzer
Central Appointee	Dave Wolfe
Eastern Appointee	Rick Champagne ( <i>Chairperson</i> )

**Parry Sound District:**

Southeastern Appointee	Marianne Stickland
<b>Public Appointees:</b>	Tim Sheppard

**REGRETS:**

Central Appointee	Jamie Lowery ( <i>Vice-Chairperson</i> )
Western Appointee – Nipissing District	Jamie Restoule
Northeastern Appointee	Blair Flowers
Western Appointee – Parry Sound District	Jamie McGarvey
Public Appointee	Catherine Still

**ALSO IN ATTENDANCE:**

Medical Officer of Health/Executive Officer	Dr. Carol Zimbalatti
Executive Director, Finance	Isabel Churcher
Executive Assistant, Office of the Medical Officer of Health	Ashley Lecappelain
Executive Assistant, Executive Director’s Office	Christine Neily

**RECORDER:**

Executive Assistant, Office of the MOH/EO	Sheri Beaulieu
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**1.0 CALL TO ORDER**

The Finance and Property Committee members joined the meeting in person from the Nipissing Room at 345 Oak Street West, North Bay, Ontario, and virtually via Teams video conference. The meeting was open to the public and live streaming of the meeting was available to the media and public through a link provided on the Health Unit’s website.

Marianne Stickland, Finance and Property Committee Chairperson, called the June 26, 2024, Finance and Property Committee meeting to order at 5:01 p.m.

Traditional territory land acknowledgement was provided by Karen Cook.

## 2.0 APPROVAL OF AGENDA

The following motion regarding the June 26, 2024, Finance and Property Committee agenda was read:

### **Finance and Property Recommendation #FP/2024/06/01 \*Wolfe/Cook**

*Be It Resolved, that the Finance and Property Committee agenda, dated June 26, 2024, be approved.*

The recorded vote was as follows:

**RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)**

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie Restoule	A		
Karen Cook	X			Tim Sheppard	X		
Blair Flowers	A			Marianne Stickland	X		
Sara Inch	X			Catherine Still	R		
Jamie Lowery	R			Maurice Switzer	X		
Jamie McGarvey	R			Dave Wolfe	X		

*“Carried”*

## 3.0 CONFLICT OF INTEREST

There were no conflicts of interest declared.

## 4.0 APPROVAL OF PREVIOUS MINUTES

### 4.1 Finance and Property Committee Minutes – April 24, 2024

The minutes from the April 24, 2024, Finance and Property Committee meeting were presented.

The following motion was read:

### **Finance and Property Recommendation #FP/2024/06/02 \*Champagne/Sheppard**

*Be It Resolved, that the minutes from the Finance and Property Committee meeting held on April 24, 2024, be approved as presented.*

The recorded vote was as follows:

**RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)**

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie Restoule	A		

Karen Cook	X	Tim Sheppard	X
Blair Flowers	A	Marianne Stickland	X
Sara Inch	X	Catherine Still	R
Jamie Lowery	R	Maurice Switzer	X
Jamie McGarvey	R	Dave Wolfe	X

"Carried"

## 5.0 DATE OF NEXT MEETING

Date: September 25, 2024

Time: To be determined

Location: To be determined

## 6.0 BUSINESS ARISING

There was nothing brought forward under Business Arising.

## 7.0 NEW BUSINESS

### 7.1 Insurance Program Annual Report

An annual review of the General Insurance Program is required by the Board of Health.

A written report was provided in the agenda package and the floor was opened for questions or comments. There was no further discussion.

The following motion was read:

#### **Finance and Property Recommendation #FP/2024/06/03 \*Inch/Switzer**

***Whereas, the North Bay Parry Sound District Health Unit (Health Unit) has held a contract with the Healthcare Insurance Reciprocal of Canada (HIROC) since 2013, and***

***Whereas, the service provider and costs related to the service have been very satisfactory to management and the Board of Health.***

***Therefore Be It Resolved, that the Finance and Property Committee recommends that the Board of Health for the North Bay Parry Sound District Health Unit approve continuation of the contract for the general insurance program with the Healthcare Insurance Reciprocal of Canada until notified of any changes, and***

***Furthermore Be It Resolved, that the Finance and Property Committee be updated annually, at a minimum, on insurance matters.***

The recorded vote was as follows:

**RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)**

<b>Name:</b>	<b>For:</b>	<b>Against:</b>	<b>Abstain:</b>	<b>Name:</b>	<b>For:</b>	<b>Against:</b>	<b>Abstain:</b>
Rick Champagne	X			Jamie Restoule	A		
Karen Cook	X			Tim Sheppard	X		
Blair Flowers	A			Marianne Stickland	X		
Sara Inch	X			Catherine Still	R		
Jamie Lowery	R			Maurice Switzer	X		
Jamie McGarvey	R			Dave Wolfe	X		

*“Carried”*

**7.2 Risk Management Assessment Report**

A report on the risk management assessment activities is required annually. A written report was provided as part of the agenda package.

The report provided a breakdown of the active risks and an update on the number of risk assessment sessions conducted since the previous year’s report. It was noted that the work required to investigate the potential for merging with neighbouring health units has impacted on the number of sessions conducted, however, the current activity is related to the risks associated with the position of not merging.

Comments and questions were received and addressed.

**7.3 First Quarter Financial Statements – January 1 to May 31, 2024**

The first quarter financial statements were extended to the end of May 2024 and are provided to the Finance and Property Committee for information purposes.

Questions and comments were received and addressed.

**7.4 First Quarter Medical Officer of Health Expenses – January 1 to May 31, 2024**

The first quarter expenses of the Medical Officer of Health/Executive Officer were extended to the end of May 2024 and are provided to the Finance and Property Committee for information purposes.

**8.0 IN CAMERA**

There was nothing brought forward requiring a closed session.

## 9.0 ADJOURNMENT

Having no further business, the Chairperson adjourned the Finance and Property Committee meeting at 5:20 p.m.

Original Signed by Marianne Stickland	2024/12/04
Chairperson/Vice-Chairperson	Date (yyyy/mm/dd)
Original Signed by Ashley Lecappelain	2024/12/04
Sheri Beaulieu, Recorder	Date (yyyy/mm/dd)



A meeting of the Board of Health for the North Bay Parry Sound District Health Unit was held on Wednesday, November 27, 2024, via teleconference. The meeting was open to the public and live streaming of the proceedings was provided for the media and public through a link on the Health Unit’s website.

**PRESENT:**

**Nipissing District:**

- Central Appointee Karen Cook
- Central Appointee Sara Inch
- Central Appointee Jamie Lowery (*Vice-Chairperson*)
- Central Appointee Maurice Switzer
- Central Appointee Dave Wolfe
- Eastern Appointee Rick Champagne (*Chairperson*)
- Western Appointee – Nipissing District Jamie Restoule

**Parry Sound District:**

- Northeastern Appointee Blair Flowers
  - Southeastern Appointee Marianne Stickland
  - Western Appointee Jamie McGarvey
- Public Appointees:**
- Tim Sheppard
  - Catherine Still

**REGRETS:**

**ALSO IN ATTENDANCE:**

- Medical Officer of Health/Executive Officer Dr. Carol Zimbalatti
- Executive Assistant, Executive Director’s Office Christine Neily

**Recorder**

- Executive Assistant, Office of the Medical Officer of Health Ashley Lecappelain
- 

**1.0 CALL TO ORDER**

The Board of Health members joined the meeting in person from the Nipissing Room at 345 Oak Street West, North Bay, Ontario, and virtually via Teams video conference.

Rick Champagne, Board of Health Chairperson called the meeting to order at 5:58 p.m.

**2.0 APPROVAL OF THE AGENDA**

The agenda for the November 27, 2024, Board of Health meeting was reviewed, and the following motion was read:

**Board of Health Resolution #BOH/2024/11/01 \*Still/Stickland**

*Be It Resolved, that the Board of Health Agenda, dated November 27, 2024, be approved.*

The recorded vote was as follows:

**RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)**

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	x			Jamie Restoule	x		
Karen Cook	x			Tim Sheppard	x		
Blair Flowers	x			Marianne Stickland	x		
Sara Inch	x			Catherine Still	x		
Jamie Lowery	x			Maurice Switzer	x		
Jamie McGarvey	x			Dave Wolfe	x		

*"Carried"*

**3.0 CONFLICT OF INTEREST DECLARATION**

There were no conflicts of interest declared.

**4.0 APPROVAL OF PREVIOUS MINUTES**

**4.1 Board of Health Minutes – October 16, 2024**

The minutes from the special Board of Health meeting held on October 16, 2024, were reviewed and the following motion was read:

**Board of Health Resolution #BOH/2024/11/02 \*Sheppard/Cook**

*Be It Resolved, that the minutes from the special Board of Health meeting held on October 16, 2024, be approved as presented.*

The recorded vote was as follows:

**RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)**

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	x			Jamie Restoule	x		
Karen Cook	x			Tim Sheppard	x		
Blair Flowers	x			Marianne Stickland	x		

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Sara Inch	x	Catherine Still	x
Jamie Lowery	x	Maurice Switzer	x
Jamie McGarvey	x	Dave Wolfe	x

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“Carried”

#### 4.2 Board of Health In-Camera Minutes – October 16, 2024

The in-camera minutes from the special Board of Health meeting held on October 16, 2024, were reviewed and the following motion was read:

#### **Board of Health Resolution #BOH/2024/11/03 \*Wolfe/Restoule**

*Be It Resolved, that the in-camera minutes from the special Board of Health meeting held on October 16, 2024, be approved as presented.*

The recorded vote was as follows:

#### RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	x			Jamie Restoule	x		
Karen Cook	x			Tim Sheppard	x		
Blair Flowers	x			Marianne Stickland	x		
Sara Inch	x			Catherine Still	x		
Jamie Lowery	x			Maurice Switzer	x		
Jamie McGarvey	x			Dave Wolfe	x		

“Carried”

#### 5.0 DATE OF THE NEXT MEETING

**Date:** December 4, 2024

**Time:** to be determined

**Place:** to be determined

#### 6.0 BUSINESS ARISING

There was no discussion under Business Arising.

#### 7.0 REPORT OF MEDICAL OFFICER OF HEALTH

The Report of the Medical Officer of Health for the November 27, 2024, meeting was presented to the Board of Health for information purposes.

Questions and comments were received and addressed.

**8.0 BOARD COMMITTEE REPORTS**

**8.1 Personnel Policy, Employee/Labour Relations Committee**

A Personnel Policy, Employee/Labour Relations Committee meeting was held prior to the Board of Health meeting. The following motion was read:

**Board of Health Resolution #BOH/2024/11/04 \*Sheppard/McGarvey**

*Whereas, the performance appraisal of the Medical Officer of Health/Executive Officer is required as per Board of Health Bylaw Section IV, #54; and*

*Whereas, an Ad Hoc Performance Appraisal Committee was created in 2024 to conduct the performance appraisal process; and*

*Whereas, a performance appraisal survey was sent to 26 individuals, including all Board of Health members, Executive Team members, selected managers and staff, with responses and comments summarized into themes;*

*Now Therefore Be It Resolved, that on the recommendation of the Personnel Policy, Labour/Employee Relations Committee that the Board of Health for the North Bay Parry Sound District Health Unit approve the performance appraisal survey results completed by the Medical Officer of Health performance Appraisal Committee for Dr. Carol Zimbalatti, Medical Officer of Health/Executive Officer; and*

*Furthermore Be It Resolved, on the recommendation of the Personnel Policy, Labour/Employee Relations Committee that the Board of Health for the North Bay Parry Sound District Health Unit approves remuneration for this activity in accordance with the Board of Health Bylaw Section VI, #79.*

The recorded vote was as follows:

**RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)**

<b>Name:</b>	<b>For:</b>	<b>Against:</b>	<b>Abstain:</b>	<b>Name:</b>	<b>For:</b>	<b>Against:</b>	<b>Abstain:</b>
Rick Champagne	x			Jamie Restoule	x		
Karen Cook	x			Tim Sheppard	x		
Blair Flowers	x			Marianne Stickland	x		
Sara Inch	x			Catherine Still	x		
Jamie Lowery	x			Maurice Switzer	x		
Jamie McGarvey	x			Dave Wolfe	x		

“Carried”

**9.0 CORRESPONDENCE**

Board of Health correspondence listed for the November 27, 2024, meeting is made available for review by Board members in the Board of Health online portal.

**10.0 NEW BUSINESS**

**10.1 Association of Local Public Health Agencies (alPHa) 2024 Fall Symposium Summary**

A written summary of the course of events from the November 6-8, 2024, alPHa Fall Symposium was provided in the package, along with verbal update by the two attendees.

Additional questions were discussed and addressed.

**10.2 Restructuring of Executive Director Positions**

The following motion was read:

**Board of Health Resolution #BOH/2024/11/05 \* Lowery/Flowers**

*Whereas, the Board of Health for the North Bay Parry Sound District Health Unit was presented, on October 16, 2024, with recommendations from the organizational review confidential presentation report for informational purposes;*

*Therefore be it Resolved, that the Board of Health for the North Bay Parry Sound District Health Unit hereby declares the following position redundant as of January 1, 2025:*

- *Executive Director, Human Resources*

*Be it Further Resolved, that the following new position shall be created:*

- *Executive Director, Organizational Effectiveness*

*Be it Further Resolved, that the hiring process for this position will be done expeditiously.*

The recorded vote was as follows:

**RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)**

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	x			Jamie Restoule	x		
Karen Cook	x			Tim Sheppard	x		
Blair Flowers	x			Marianne Stickland	x		

Sara Inch	x	Catherine Still	x
Jamie Lowery	x	Maurice Switzer	x
Jamie McGarvey	x	Dave Wolfe	x

*“Carried”*

### 10.3 Board of Health Bylaws – Revisions

Revisions to the Board of Health Bylaws were presented to the Board for their review and approval.

Having no discussion related to the proposed revisions to the Board of Health Bylaws, the following motion was read:

#### **Board of Health Resolution #BOH/2024/11/06 \*Restoule/Inch**

*Whereas, the Board of Health received and reviewed written notice in the November 27, 2024, agenda package of proposed revisions to the Board of Health Bylaws as follows:*

#### **Section I – Agenda**

12. The Medical Officer of Health/Executive Officer shall have prepared for the use of members at the regular Board of Health meetings an agenda of the following items:
  - a) Call to Order
  - b) Land Acknowledgement \*
  - c) Approval of Agenda
  - d) Conflict of Interest Declaration
  - e) Approval of Previous Minutes
  - f) Date of Next Meeting
  - g) Business Arising
  - h) Report of Medical Officer of Health/Executive Officer
  - i) Board Committee Reports
  - j) Correspondence
  - k) New Business
  - l) In Camera
  - m) Adjournment

**\*A land Acknowledgement is required to be read provided after the call to order of the first meeting on the schedule.**

***Now Therefore Be It Resolved, that the Board of Health approves the proposed revisions to the Board of Health Bylaws Regulating the Board of Health, as presented.***

The recorded vote was as follows:

**RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)**

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	x			Jamie Restoule	x		
Karen Cook	x			Tim Sheppard	x		
Blair Flowers	x			Marianne Stickland	x		
Sara Inch	x			Catherine Still	x		
Jamie Lowery	x			Maurice Switzer	x		
Jamie McGarvey	x			Dave Wolfe	x		

*“Carried”*

**10.4 Third Quarter Medical Officer of Health Expenses – July 1 to September 30, 2024**

The third quarter expenses for the Medical Officer of Health/Executive Officer were provided to the Board of Health for information purposes.

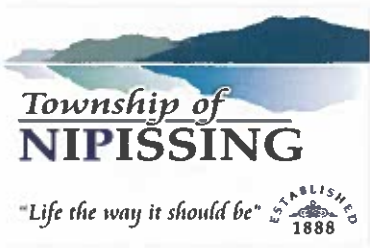
**11.0 IN CAMERA**

There was no in camera.

**12.0 ADJOURNMENT**

Having no further business, Rick Champagne the Board of Health Chairperson adjourned the Board of Health meeting at 6:25 p.m.

Original Signed by Rick Champagne	2024/12/04
Chairperson/Vice-Chairperson	Date (yyyy/mm/dd)
Original Signed by Ashley Lecappelain	2024/12/04
Ashley Lecappelain, Recorder	Date (yyyy/mm/dd)



**TOWNSHIP OF NIPISSING**

**RESOLUTION**

**DATE: December 17, 2024**

**NUMBER: R2024-**

**Moved by**

**Seconded by**

**That the statement of accounts dated:  
November 27, December 3, 5, 7, and 10, 2024**

**Totaling \$86,739.11 be approved.**

**For      Against**

**FOOTE  
KIRKEY  
SCOTT  
YEMM**

**Carried**

**Mayor:**