



## AVIS GÉNÉRAL

Les documents faisant partie de l'ordre du jour ci-joint, ont force de la loi, que s'ils ont été entérinés par le Conseil municipal.

Prière de vérifier auprès de l'administration si des modifications et/ou des retraits de sujets ont été effectués.

### DIFFUSION EN DIRECT SUR YOUTUBE

Nous encourageons les membres du public de visionner les délibérations du conseil en direct sur la chaîne YouTube de La Nation du confort de leur maison.

Vous pouvez visiter la [chaîne YouTube de La Nation](#) pour visionner les réunions.

En raison de l'espace limité, une inscription pour réserver une place est fortement recommandé afin d'assister à une réunion en présentiel. Si vous voulez réserver un siège, veuillez communiquer avec le bureau de la Greffe au 613-764-5444, ou par courriel à [admin@nationmun.ca](mailto:admin@nationmun.ca).

### QUESTIONS ET COMMENTAIRES

Vous pouvez soumettre vos questions ou commentaires portant sur l'un des sujets à l'ordre du jour en remplissant notre formulaire en ligne avant midi le jour de la réunion : <https://nationmun.ca/conseil-et-employes/conseil/proces-verbaux-et-ordres-du-jour#questions>.



## **Corporation de la municipalité de La Nation Ordre du jour**

### **Information de la réunion**

**Numéro de réunion** : 2024-06

**Type** : Ordinaire

**Date** : 25 mars 2024

**Heure** : 16h30

**Endroit** : Hôtel de ville, 958 Route 500 West, Casselman, Ontario

**Président** : Francis Brière, Maire

**Préparé par** : Julie Langlois-Caisse, Assistante administrative

**Révisé par** : Aimée Roy, Greffière adjointe

**Vidéo** : la réunion du Conseil sera diffusée en direct sur [YouTube](#)

### **Sujets à l'horaire précis :**

**16h30 : Huis clos**

**17h30 : Réunion publique de zonage**

### **Ordre du jour**

- 1. Ouverture de l'assemblée**
- 2. Modifications et additions à l'ordre du jour**
- 3. Adoption de l'ordre du jour**
- 4. Déclaration de conflit d'intérêt**
- 5. Session Huis clos**
  - 5.1 Nadia Knebel, Trésorière**
    - 5.1.1 Renouvellement de contrat**

**Section 239(2)** Une réunion ou une partie de celle-ci peut se tenir à huis clos si l'une des questions suivantes doit y être étudiée :

a) la sécurité des biens de la municipalité ou du conseil local;

## **5.2 Nicholas Pigeon, Directeur par intérim de l'eau et des égouts**

### **5.2.1 Rapport #WS-04-2024, litige potentiel avec un contracteur**

**Section 239(2)** Une réunion ou une partie de celle-ci peut se tenir à huis clos si l'une des questions suivantes doit y être étudiée :

e) les litiges actuels ou éventuels, y compris les questions dont les tribunaux administratifs sont saisis, ayant une incidence sur la municipalité ou le conseil local;

### **5.2.2 Rapport #WS-06-2024, Litige potentiel avec un contracteur**

**Section 239(2)** Une réunion ou une partie de celle-ci peut se tenir à huis clos si l'une des questions suivantes doit y être étudiée :

e) les litiges actuels ou éventuels, y compris les questions dont les tribunaux administratifs sont saisis, ayant une incidence sur la municipalité ou le conseil local;

f) les conseils qui sont protégés par le secret professionnel de l'avocat, y compris les communications nécessaires à cette fin;

## **5.3 Marc Legault, Directeur des travaux publics**

### **5.3.1 Rapport #TP-08-2024, Employé**

**Section 239(2)** Une réunion ou une partie de celle-ci peut se tenir à huis clos si l'une des questions suivantes doit y être étudiée :

b) des renseignements privés concernant une personne qui peut être identifiée, y compris des employés de la municipalité ou du conseil local;

d) les relations de travail ou les négociations avec les employés;

### **5.3.2 Rapport #WS-05-2024, Employé**

**Section 239(2)** Une réunion ou une partie de celle-ci peut se tenir à huis clos si l'une des questions suivantes doit y être étudiée :

b) des renseignements privés concernant une personne qui peut être identifiée, y compris des employés de la municipalité ou du conseil local;

d) les relations de travail ou les négociations avec les employés;

## **6. Items par consentement**

## **6.1 Procès-verbaux des réunions précédentes**

## **6.2 Procès-verbaux et recommandations pour les Comités du Conseil municipal**

**6.2.1** Procès-verbal de la réunion du Conseil d'administration de la bibliothèque tenue le 8 février 2024

## **6.3 Rapports des employés municipaux et de tierce parties**

**6.3.1** BSEO – Flambées en cours

## **6.4 Pièce justificative des comptes payables**

## **6.5 Correspondance**

**6.5.1** AMO Watchfile

**6.5.2** Un toit pour tous, Prévention de l'itinérance Prescott-Russell et les statistiques du refuge Halte-Chaleur à Hawkesbury

**6.5.3** Canton de Russell, Résolution au sujet d'élargir les options de transport rural en Ontario

**6.5.4** Canton de Puslinch, Résolution au sujet de la formation des superviseurs de routes de l'Ontario

**6.5.5** Canton de Puslinch, Résolution au sujet de Embridge Gas

**6.5.6** Canton de Loyalist, Résolution au sujet des solutions pour résoudre les pressions financières et budgétaires importantes liées au développement, à l'entretien et à la réparation des infrastructures

## **6.6 Événements à venir**

**6.6.1** 2 avril 2024, Réunion de Conseil extraordinaire pour examen du rapport de l'ingénieur pour le drain municipal Ranger

**6.6.2** 8 avril 2024, Réunion de Conseil ordinaire et réunion publique de zonage

**6.6.3** 13 avril 2024, Gala des bénévoles 2024 de la Municipalité de La Nation

**6.6.4** 29 avril 2024, Réunion de Conseil ordinaire

## **7. Réception des rapports mensuels des membres de l'administration**

### **7.1 Aimée Roy, Greffière adjointe**

**7.1.1** Rapport CL-07-2024 Règlement de délégation d'autorité et règlement sur les avis

## **8. Avis de motion proposées**



**9. Affaires découlant des réunions précédentes**

**10. Délégations**

**11. Règlements municipaux**

11.1 Règlement #16-2024, politique sur les avis publics

11.2 Règlement #18-2024, délégation d'autorité

11.3 Règlement #23-2024, modification au règlement de zonage #2-2006, Partie de lot 24, Concession 4, Ancien Cambridge, Montée Pommerville

**12. Autres**

12.1 Demande de don, Festival de la Curd

12.2 Demande de don, Groupe communautaire de St-Albert  
Revitalisation de la rue Principale pour le 150<sup>e</sup> anniversaire de St-Albert

12.3 Demande de don, Comité social de la Résidence Lajoie  
Activités pour l'année

**13. Règlement pour confirmer les procédures du Conseil**

**14. Ajournement**



**Conseil d'administration de la Bibliothèque Publique de la  
Municipalité de La Nation**

**Procès-verbal**

**Réunion ordinaire  
Le jeudi le 8 février 2024 à 19h  
Téléconférence**

**Présences :** France Lamoureux, présidente  
Suzanne Leblanc, membre  
Pierrette Lavergne, membre  
Yvon Quesnel, member  
Danik Forgues, conseiller municipal  
Jeanne Leroux, directrice générale

**Absences motivées :** Nathalie Gendron, member  
Chantal Normand, member

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**1. Mot de la présidente**

La présidente déclare la réunion ouverte à 18 heures

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**2. Modifications à l'ordre du jour**

Aucun

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**3. Adoption de l'ordre du jour**

*Proposé par : Suzanne Leblanc  
Secondé par : Pierrette Lavergne*

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**4. Conflits d'intérêts**

Il n'y avait aucun conflit.

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**5. Adoption du procès-verbal du 6 décembre, 2023**

*Proposé par : Pierrette Lavergne  
Secondé par : Yvon Quesnel*

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**6. Questions découlant du procès-verbal du 6 décembre, 2023**

Aucun

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**7. Affaires découlant des réunions précédentes :**

Aucun

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**8. Rapport de la directrice générale**

**Réalisations**

**Réunions importantes**

**Ateliers et congrès**

**Voir rapport en annexe**

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**10. Correspondance**

Aucun

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**11. Prochaine réunion**

**14 mars 2024 à 19h par téléconférence**

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**12. Levée de l'assemblée**

L'assemblée s'est terminée à 19h22

*Proposée par : Suzanne Leblanc*

*Appuyée par : Pierrette Lavergne*

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*Bibliothèque Publique de la Municipalité de La Nation*

*Rapport de la directrice générale*

**Decembre 2023/Janvier 2024**

*Réalisations*

**Budget 2024:** Le budget 2024 a été adopté le 15 janvier 2024 par le conseil municipal.

**Cantook :** Nous sommes à faire des changements à notre plateforme "Cantook" qui est utilisée pour l'accès aux livres numériques francophones sur notre page web. Des problèmes d'accès sont présents depuis quelques mois et ne semblent pas se régler. Après une demande par écrit très insistante, un résultat acceptable est finalement en vigueur. En collaboration directement avec De Marque, la compagnie qui gère cette plateforme, nous avons fait les changements nécessaires pour que le compte du client soit relié directement à leur compte de bibliothèque via notre système de bibliothèque. Maintenant il s'agit de refaire la brochure avec la description comment accéder à ces ressources gratuites. Nous avons accès à ces ressources via Ontario Library Service, raison pourquoi le problème ne s'est pas réglé plus tôt. Ensuite on fera une annonce générale sur multiple plateforme pour promouvoir ces ressources pour nos clients.

**Édition André Paquette :** Nous recevons le journal local Tribune/Carillon entre les deux portes à St Isidore. Il n'y a plus de livraison rurale alors les clients ont accès aux copies gratuites tous les mercredis.

**Élagage** : Nous sommes à faire un élagage des volumes sans aucune circulation qui sont datés. Ceci devrait nous donner plus d'espace sur nos étagères pour les nouveautés ce que nous avons besoin dans les trois (3) succursales.

**Octroi opérationnel** : Nous avons finalement reçu notre octroi opérationnel le 10 janvier 2024. Nous avons été avisés le 23 janvier, l'enquête annuelle pour 2024 était maintenant disponible.

**Bricolage** : Le bricolage de la St Valentin est prévu pour le 3 février à St Albert, le 9 février à St Isidore et le 10 février à Limoges. Une fois terminé, nous commencerons à planifier le bricolage de Pâques.

**Programme d'été** : Le thème du programme d'été est : 4, 3, 2, 1, on décolle! Les vérifications pour les livres recommandés en français et en anglais sont actuellement en cours. Une fois les vérifications faites, nous ferons d'achat des titres manquants dans notre collection. Nous avons aussi commandé le matériel promotionnel pour le programme via Ontario Library Service.

**Succursale St Isidore Branch:** Nos sessions avec « La maison de la famille d'Embrun » soit tous les jeudis de 10 à 11 heures, intitulé : « Apprendre par le jeu à la bibliothèque » sont recommencées depuis le 11 janvier, 2024 avec un très bon taux de participation.

**Succursale Limoges Branch:** Pour une période d'essai, nous allons faire les visites des classes le mardi et le mercredi matin entre 8h30 à 11h30 au lieu d'une journée complète. Nous allons réévaluer à la semaine de relâche (mars 2024) pour savoir ce qui fonctionne le mieux..

# Flambées en cours

Prenez note qu'une flambée est en cours dans les établissements suivants.

**Format de la date** : année-mois-jour

**DATE**: 2024-03-20

ÉTABLISSEMENT	LIEU	TYPE DE FLAMBÉE	ORGANISME IDENTIFIÉ	SIGNALÉ RAPPORTÉ	DATE DE LA FIN DE LA FLAMBÉE	DERNIÈRE MISE À JOUR
Residence Aquatria	Casselman	Respiratoire	COVID-19	2024-03-15		2024-03-15
Champlain Long Term Care	L'Orignal	Entérique	Inconnu	2024-03-14		2024-03-14
Maxville Manor	Maxville	Respiratoire	Influenza A	2024-03-13		2024-03-13
The Palace Retirement Home	Alexandria	Entérique	Inconnu	2024-03-11		2024-03-11
Community Living Glengarry - Roy Crescent Residence	Green Valley	Entérique	Inconnu	2024-03-10	2024-03-18	2024-03-18
Dundas Manor	Winchester	Respiratoire	COVID-19	2024-03-06	2024-03-13	2024-03-13
Russell Meadows	Casselman	Respiratoire	Influenza A/Metapneumovirus	2024-03-05	2024-03-18	2024-03-18
Glengarry Memorial Hospital	Alexandria	Respiratoire	COVID-19	2024-03-04	2024-03-12	2024-03-12
Cornwall Community Hospital 6 South	Cornwall	Respiratoire	COVID-19	2024-03-03	2024-03-11	2024-03-11
Chartwell McConnell	Cornwall	Entérique	Inconnu	2024-02-27	2024-03-19	2024-03-19
Lancaster Long Term Care	Lancaster	Respiratoire	Influenza A	2024-02-26	2024-03-13	2024-02-26
Maxville Manor	Maxville	Entérique	Inconnu	2024-02-21		2024-02-21
Southbridge Cornwall	Cornwall	Respiratoire	Human Coronavirus (not Covid-19)	2024-02-21	2024-03-18	2024-03-18
St Joseph Continuing Care Centre	Cornwall	Respiratoire	Human Coronavirus (not Covid-19)/Influenza A	2024-02-16	2024-03-13	2024-03-13

## Définition d'une écloison de COVID-19 dans un établissement

Depuis mai 2023, la définition d'une écloison de COVID-19 dans un établissement consiste de la présence d'au moins deux cas confirmés parmi les résidents/patients, reliés par un lien épidémiologique (ex. un même étage ou unité), chacun ayant un test PCR OU un test moléculaire rapide OU un test antigène rapide positif dans une période de 7 jours où il est raisonnable de croire que l'infection s'est développée dans le milieu.

## Activité grippale dans la région

Il y a des cas sporadiques d'influenza A et B signalé dans la région.

- [Cliquer ici pour connaître l'activité grippale dans la province](#)
- [Cliquer ici pour connaître l'activité grippale au pays.](#)

- [Cliquez ici pour retourner à la page précédente.](#)
- [Cliquez ici pour retourner à la page d'accueil.](#)

**The Nation Municipality/Municipalité de La Nation**  
**Accounts Payable Cheque Register Report - Caisse Populaire Nouvel-horizon Inc.-603910**  
For The Date Range From 02/28/2024 To 03/26/2024

**For All Vendors And For Outstanding, Cleared Cheques - Computer Generated, Hand Written, eCheque**

Cheque # / eCheque ID	Type	Date	Vendor	Name	Amount	Status
14244	C	03/08/2024	7	A.L. BLAIR CONSTRUCTION LTD	\$7,954.41	O
14245	C	03/08/2024	46	BELL CANADA	\$606.97	O
14246	C	03/08/2024	102	CITE DE CLARENCE-ROCKLAND	\$201,544.57	O
14247	C	03/08/2024	132	DUPUIS FORD LINCOLN	\$2,520.21	O
14248	C	03/08/2024	177	GAGNE & FILS EXCAVATION LTEE	\$60,731.56	O
14249	C	03/08/2024	227	LAFLECHE SALES AND SERVICE	\$285.96	O
14250	C	03/08/2024	240	LATREMOUILLE	\$146.90	O
14251	C	03/08/2024	253	LEO SARAULT & FILS INC EXCAVATION	\$10,311.25	O
14252	C	03/08/2024	268	BURELLE RENTOOLS	\$135.60	O
14253	C	03/08/2024	290	MINISTER OF FINANCE	\$138,049.00	O
14254	C	03/08/2024	294	MINISTRY OF TRANSPORTATION	\$16.50	O
14255	C	03/08/2024	430	WINDSOR SALT LTD.	\$11,246.83	O
14256	C	03/08/2024	435	THE PEPSI BOTTLING GROUP (CANADA) ULC	\$456.85	O
14257	C	03/08/2024	667	CLUB DU BONHEUR DE LIMOGES	\$300.00	O
14258	C	03/08/2024	747	DEMOISSAC DANIEL	\$1,500.00	O
14259	C	03/08/2024	816	CLUB OPTIMISTE DE CASSELMAN	\$250.00	O
14260	C	03/08/2024	825	CLUB OPTIMISTE DE ST-ALBERT	\$500.00	O
14261	C	03/08/2024	858	QUENNEVILLE SYLVAIN	\$300.00	O
14262	C	03/08/2024	1195	JULIEN SAVAGE ELECTRIC INC.	\$232.44	O
14263	C	03/08/2024	1200	LE COIN DU LIVRE	\$5,685.84	O
14264	C	03/08/2024	1335	CLUB RENAISSANCE ST ISIDORE	\$300.00	O
14265	C	03/08/2024	1428	NICOLAS BRABANT	\$497.20	O
14266	C	03/08/2024	1440	NATION AREA SENIORS' CLUB	\$300.00	O
14267	C	03/08/2024	1911	CENTRE DE SANTE COMMUNAUTAIRE DE L'ESTRIE	\$8,066.04	O
14268	C	03/08/2024	2040	CLUB OPTIMISTE ST-ISIDORE	\$500.00	O
14269	C	03/08/2024	2041	CLUB D'ÂGE D'OR DE CASSELMAN (CLUB 60)	\$150.00	O
14270	C	03/08/2024	2087	CERTIFIED LABORATORIES	\$851.62	O
14271	C	03/08/2024	2144	COMITE CONSULTATIF DE ST-BERNARDIN	\$300.00	O
14272	C	03/08/2024	2383	CLUB OPTIMISTE DE FOREST PARK	\$500.00	O
14273	C	03/08/2024	2657	DRUIDE INFORMATIQUE INC.	\$560.48	O
14274	C	03/08/2024	2691	THE INFORMATION PROFESSIONALS	\$423.75	O
14275	C	03/08/2024	2794	SANI GEAR INC.	\$602.48	O
14276	C	03/08/2024	3111	SHADE GROUP INC	\$7,697.56	O
14277	C	03/08/2024	3113	HAWKESBURY SERVICE TELECOM LTD.	\$970.54	O
14278	C	03/08/2024	3115	THIERRY BLUM	\$20,340.00	O

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14279	C	03/08/2024	3137	LAFRANCE OSCAR	\$50.00	O
14280	C	03/08/2024	3420	CANADIAN TIRE CASSELMAN #625	\$143.49	O
14281	C	03/08/2024	3436	QDI ENGINEERING	\$2,621.60	O
14282	C	03/08/2024	3505	UNIVERSAL WELDING (2846401 ONTARIO LTD.)	\$35,000.00	O
14283	C	03/08/2024	3529	SCOTT CAMPBELL	\$1,488.78	O
14284	C	03/08/2024	3530	SUSAN GALLINGER	\$100.00	O
14285	C	03/08/2024	3531	PROSOURCE SCIENTIFIC INC	\$417.86	O
14286	C	03/08/2024	3532	LAROCQUE GUY	\$495.00	O
14287	C	03/08/2024	3534	DUPONT, GILLES	\$750.00	O
14288	C	03/08/2024	3536	JEAN-LOUIS, JOSEE	\$200.00	O
14289	C	03/08/2024	3539	INTERSTATE ALL BATTERY CENTER	\$243.94	O
14291	C	03/26/2024	7	A.L. BLAIR CONSTRUCTION LTD	\$737.00	O
14292	C	03/26/2024	177	GAGNE & FILS EXCAVATION LTEE	\$709.08	O
14293	C	03/26/2024	227	LAFLECHE SALES AND SERVICE	\$786.41	O
14294	C	03/26/2024	290	MINISTER OF FINANCE	\$140,071.40	O
14295	C	03/26/2024	358	PUBLIC SERVICES HEALTH AND SAFETY ASSOCIATION	\$3,159.48	O
14296	C	03/26/2024	433	THE NATION MUNICIPALITY	\$2,517.12	O
14297	C	03/26/2024	435	THE PEPSI BOTTLING GROUP (CANADA) ULC	\$332.83	O
14298	C	03/26/2024	506	PETTY CASH - ST ISIDORE ARENA	\$454.80	O
14299	C	03/26/2024	759	GENREP LTD.	\$8,179.25	O
14300	C	03/26/2024	939	SSQ INSURANCE COMPANY INC.	\$124.26	O
14301	C	03/26/2024	1093	2255505 ONTARIO INC. COB ANDERSON FIRE PROTECTION	\$786.48	O
14302	C	03/26/2024	1133	1649313 ONTARIO INC	\$266.44	O
14303	C	03/26/2024	1195	JULIEN SAVAGE ELECTRIC INC.	\$1,520.36	O
14304	C	03/26/2024	1200	LE COIN DU LIVRE	\$554.63	O
14305	C	03/26/2024	1925	MAIN INDUSTRIAL SALES LTD	\$901.39	O
14306	C	03/26/2024	2119	MARIO LAMOUREUX	\$2,200.00	O
14307	C	03/26/2024	2933	PASCAL DUPUIS	\$1,100.00	O
14308	C	03/26/2024	2972	RCOMM RADIO INC	\$3,813.75	O
14309	C	03/26/2024	3125	ACCESSEQUIP INC.	\$1,339.19	O
14310	C	03/26/2024	3382	EASTROCK EQUIPMENT INC.	\$1,392.90	O
14311	C	03/26/2024	3426	JANICK MAINVILLE	\$350.00	O
14312	C	03/26/2024	3537	FIRE MARQUE	\$7,595.97	O
14313	C	03/26/2024	3540	LAPENSEE, ANNICK	\$1,500.00	O
14314	C	03/26/2024	3541	MAINVILLE, DANIEL	\$187.50	O



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**For All Vendors And For Outstanding, Cleared Cheques - Computer Generated, Hand Written, eCheque**

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14315	C	03/26/2024	3542	FIRST GENERAL SERVICES	\$93,135.81	O
14316	C	03/26/2024	3543	14586212 CANADA INC	\$1,000.00	O
14317	C	03/26/2024	3544	COUTURE, PIERRE	\$100.00	O
14318	C	03/26/2024	3545	LES AILES DE PATRICK	\$60.00	O
14319	C	03/26/2024	3546	NEVEUX, YVON	\$300.00	O
14320	C	03/26/2024	3548	TOITURES GALLI	\$474.60	O
66281	E	03/08/2024	9	AALTO TECHNOLOGIES	\$953.83	O
66282	E	03/08/2024	11	ABC DISPOSAL	\$645.26	O
66283	E	03/08/2024	12	A/C MECHANICAL REFRIGERATION LTD	\$2,576.22	O
66284	E	03/08/2024	30	BENSON AUTO PARTS EXTRA PIECES D'AUTO	\$3,453.55	O
66285	E	03/08/2024	35	BATTLESHIELD INDUSTRIES LTD	\$1,843.60	O
66286	E	03/08/2024	65	BRAZEAU SANITATION INC	\$158.20	O
66287	E	03/08/2024	71	BYTOWN LUMBER	\$108.49	O
66288	E	03/08/2024	75	CADUCEON ENTREPRISES INC	\$3,775.20	O
66289	E	03/08/2024	80	MAXIBURO LTEE	\$528.09	O
66290	E	03/08/2024	81	UNISYNC GROUP LIMITED	\$3,105.24	O
66291	E	03/08/2024	86	CASSEL BREWERY COMPANY LTD	\$374.36	O
66292	E	03/08/2024	91	CASSELMAN GAS BAR	\$414.93	O
66293	E	03/08/2024	101	LBEL INC	\$175.15	O
66294	E	03/08/2024	116	UNIAG COOPERATIVE	\$95.13	O
66295	E	03/08/2024	117	COOPERATIVE AGRICOLE D'EMBRUN	\$1,411.84	O
66296	E	03/08/2024	145	ELECTROTEK INC	\$299.48	O
66297	E	03/08/2024	147	ENTREPRISE BOURDEAU	\$175.30	O
66298	E	03/08/2024	171	FUTURE OFFICE PRODUCTS	\$1,244.94	O
66299	E	03/08/2024	175	G.D.S HYDRAULIC INC	\$89.21	O
66300	E	03/08/2024	202	J.B. MOBILE MECHANIC INC	\$10,252.43	O
66301	E	03/08/2024	237	LAPLANTE CHEVROLET BUICK GMC LIMITED	\$1,971.41	O
66302	E	03/08/2024	247	LEGAULT MARC	\$200.00	O
66303	E	03/08/2024	255	LEROUX JEANNE	\$258.54	O
66304	E	03/08/2024	256	LEROUX JOSEE	\$33.43	O
66305	E	03/08/2024	260	LES FINS BECS	\$192.10	O
66306	E	03/08/2024	262	EXP SERVICES INC	\$60,030.88	O
66307	E	03/08/2024	264	LEVAC PROPANE INC	\$14,077.31	O
66308	E	03/08/2024	276	MAJOR JACINTHE	\$200.00	O
66309	E	03/08/2024	289	MIKE'S WASTE DISPOSAL INC	\$63.24	O

**The Nation Municipality/Municipalite de La Nation**  
**Accounts Payable Cheque Register Report - Caisse Populaire Nouvel-horizon Inc.-603910**  
For The Date Range From 02/28/2024 To 03/26/2024

**For All Vendors And For Outstanding, Cleared Cheques - Computer Generated, Hand Written, eCheque**

Cheque # / eCheque ID	Type	Date	Vendor	Name	Amount	Status
66310	E	03/08/2024	323	PAPETERIE GERMAIN INC	\$1,198.32	O
66311	E	03/08/2024	359	PUROLATOR COURRIER LTD	\$242.35	O
66312	E	03/08/2024	367	RECEVEUR GENERAL DU CANADA	\$571.06	O
66313	E	03/08/2024	382	SANI-SOL INC	\$20.23	O
66314	E	03/08/2024	392	SERVICES PROMARC INC	\$590.99	O
66315	E	03/08/2024	400	SOLENO INC	\$1,675.33	O
66316	E	03/08/2024	405	SPROULE POWERLINE	\$5,609.33	O
66317	E	03/08/2024	437	THE REGIONAL NEWSPAPER	\$73.45	O
66318	E	03/08/2024	449	PRO-TECH AUTO SOLUTION	\$120.07	O
66319	E	03/08/2024	455	USTI CANADA INC	\$1,319.36	O
66320	E	03/08/2024	459	VICE & HUNTER LLP	\$1,313.63	O
66321	E	03/08/2024	467	VITRERIE GAUTHIER GLASS LTD	\$556.34	O
66322	E	03/08/2024	639	LE CLUB LE REVEIL DE FOURNIER	\$300.00	O
66323	E	03/08/2024	804	GAGNON WELDING & MACHINING INC	\$2,771.89	O
66324	E	03/08/2024	841	KB MEDIA CORP	\$372.90	O
66325	E	03/08/2024	857	HUNEAULT PORTES DE GARAGE DOORS INC	\$1,331.14	O
66326	E	03/08/2024	1049	M&L SUPPLY FIRE & SAFETY	\$288.34	O
66327	E	03/08/2024	1063	MALBEUF TECH SOLUTIONS	\$4,674.76	O
66328	E	03/08/2024	1114	DORE JONATHAN	\$19.49	O
66329	E	03/08/2024	1151	OTTAWA COMPRESSOR SERVICES	\$1,634.32	O
66330	E	03/08/2024	1276	CAPITAL CONTROLS	\$105,248.21	O
66331	E	03/08/2024	1308	AJ STONE COMPANY LTD	\$60.07	O
66332	E	03/08/2024	1329	HAUTCOEUR MARIO	\$1,109.56	O
66333	E	03/08/2024	1336	ON CALL CENTRE	\$240.45	O
66334	E	03/08/2024	1343	ONTARIO ONE CALL	\$104.74	O
66335	E	03/08/2024	1375	ALIMPLUS INC	\$1,253.65	O
66336	E	03/08/2024	1393	BEACON LITE (OTTAWA) LTD.	\$70.06	O
66337	E	03/08/2024	1656	GUY LARIVIERE	\$726.94	O
66338	E	03/08/2024	1773	A.D.R. DISTRIBUTION	\$140.63	O
66339	E	03/08/2024	1842	SELECTCOM INC	\$13.53	O
66340	E	03/08/2024	1868	ULINE CANADA CORPORATION	\$911.33	O
66341	E	03/08/2024	1902	MATERIAUX PONT-MASSON RONA	\$11.28	O
66342	E	03/08/2024	2031	HACH SALES & SERVICE CANADA LP	\$11,010.72	O
66343	E	03/08/2024	2083	LEROUX CONSULTANT	\$11,256.84	O
66344	E	03/08/2024	2423	W.O. STINSON & SON LTD.	\$14,459.72	O

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*For All Vendors And For Outstanding, Cleared Cheques - Computer Generated, Hand Written, eCheque*

Cheque # / eCheque ID	Type	Date	Vendor	Name	Amount	Status
66345	E	03/08/2024	2797	RALIK	\$330.27	O
66346	E	03/08/2024	2876	SCG PROCESS	\$1,210.23	O
66347	E	03/08/2024	3205	KNEBEL, NADIA	\$891.10	O
66348	E	03/08/2024	3218	AMAZON BUSINESS	\$714.16	O
66349	E	03/08/2024	3245	UNIVERUS SOFTWARE CANADA INC.	\$8,313.69	O
66350	E	03/08/2024	3445	ICO TECHNOLOGIES INC	\$1,087.62	O
66351	E	03/08/2024	3512	ALEXANDER JADOWSKI	\$1,100.00	O
66352	E	03/08/2024	3520	9425-5973 QUEBEC INC.	\$697,508.49	O
66353	E	03/08/2024	3528	CANADIAN TODS LTD	\$3,390.00	O
66354	E	03/26/2024	15	AFFUTAGE LEROUX H	\$156.62	O
66355	E	03/26/2024	30	BENSON AUTO PARTS EXTRA PIECES D'AUTO	\$1,639.46	O
66357	E	03/26/2024	52	BORRIS LOUISE	\$200.00	O
66358	E	03/26/2024	53	BOUGIE-NORMAND JOANNE	\$124.28	O
66359	E	03/26/2024	65	BRAZEAU SANITATION INC	\$158.20	O
66360	E	03/26/2024	66	BRENNTAG CANADA INC	\$3,562.46	O
66361	E	03/26/2024	71	BYTOWN LUMBER	\$144.43	O
66362	E	03/26/2024	75	CADUCEON ENTREPRISES INC	\$2,721.71	O
66363	E	03/26/2024	80	MAXIBURO LTEE	\$1,249.43	O
66364	E	03/26/2024	84	CARRIERE & POIRIER EQUIPMENT	\$1,340.16	O
66365	E	03/26/2024	93	CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARI	\$85,621.19	O
66366	E	03/26/2024	112	CONSEIL SCOLAIRE DISTRICT CATHOLIQUES EST ONTARIE	\$311,085.76	O
66367	E	03/26/2024	113	CONSEIL DES ECOLES PUBLIQUES	\$56,886.42	O
66368	E	03/26/2024	116	UNIAG COOPERATIVE	\$684.32	O
66369	E	03/26/2024	117	COOPERATIVE AGRICOLE D'EMBRUN	\$1,967.13	O
66370	E	03/26/2024	145	ELECTROTEK INC	\$641.79	O
66371	E	03/26/2024	152	EVANS UTILITY AND MUNICIPAL	\$43,223.63	O
66372	E	03/26/2024	169	LA FROMAGERIE COOPERATIVE ST-ALBERT INC.	\$201.00	O
66373	E	03/26/2024	171	FUTURE OFFICE PRODUCTS	\$21.19	O
66374	E	03/26/2024	175	G.D.S HYDRAULIC INC	\$399.34	O
66375	E	03/26/2024	202	J.B. MOBILE MECHANIC INC	\$9,461.10	O
66376	E	03/26/2024	204	J.R BRISSON EQUIP LTEE	\$425.16	O
66377	E	03/26/2024	206	JEAN-CLAUDE CAYER ENTREPRISES	\$58.23	O
66378	E	03/26/2024	216	KEMIRA WATER SOLUTIONS CANADA INC	\$13,749.46	O
66379	E	03/26/2024	225	GFL ENVIRONMENTAL INC	\$7,341.16	O
66380	E	03/26/2024	264	LEVAC PROPANE INC	\$5,821.71	O

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Cheque # / eCheque ID	Type	Date	Vendor	Name	Amount	Status
66381	E	03/26/2024	281	EGIS CANADA LTD	\$913.61	O
66382	E	03/26/2024	289	MIKE'S WASTE DISPOSAL INC	\$42,107.27	O
66383	E	03/26/2024	313	OMERS	\$89,655.88	O
66384	E	03/26/2024	323	PAPETERIE GERMAIN INC	\$209.25	O
66385	E	03/26/2024	351	PNEU LANDRIAULT TIRE	\$328.77	O
66386	E	03/26/2024	400	SOLENO INC	\$4,952.12	O
66387	E	03/26/2024	402	SOUTH NATION CONSERVATION DE LA NATION SUD	\$36,797.00	O
66388	E	03/26/2024	405	SPROULE POWERLINE	\$1,652.63	O
66389	E	03/26/2024	426	TECHNICAL STANDARDS & SAFETY AUTHORITY	\$135.60	O
66390	E	03/26/2024	443	TOWNSHIP OF ALFRED & PLANTAGENET	\$44,314.62	O
66391	E	03/26/2024	444	TRAITEMENT D'EAU DESFORGES	\$50.28	O
66392	E	03/26/2024	450	UNITED COUNTIES OF PRESCOTT &	\$1,987,978.57	O
66393	E	03/26/2024	452	UPPER CANADA DISTRICT SCHOOL	\$428,282.33	O
66394	E	03/26/2024	471	WATHIER WELDING PRODUCTS	\$330.05	O
66395	E	03/26/2024	523	INSIGHT CANADA INC	\$3,119.43	O
66396	E	03/26/2024	621	HAMEL YANNICK	\$260.99	O
66397	E	03/26/2024	821	S & L WASTETECH INC	\$2,260.00	O
66398	E	03/26/2024	841	KB MEDIA CORP	\$4,084.95	O
66399	E	03/26/2024	899	EMOND HARNDEN LLP/S.R.L.	\$1,289.90	O
66400	E	03/26/2024	954	CDW CANADA INC.	\$1,381.52	O
66401	E	03/26/2024	1063	MALBEUF TECH SOLUTIONS	\$1,755.11	O
66402	E	03/26/2024	1276	CAPITAL CONTROLS	\$14,987.79	O
66403	E	03/26/2024	1375	ALIMPLUS INC	\$2,386.36	O
66404	E	03/26/2024	1393	BEACON LITE (OTTAWA) LTD.	\$2,331.19	O
66405	E	03/26/2024	1405	ESI TECHNOLOGIES DE L'INFORMATION INC	\$1,777.42	O
66406	E	03/26/2024	1829	MAXI POWER ELECTRICAL SERVICES INC.	\$2,619.02	O
66407	E	03/26/2024	1842	SELECTCOM INC	\$82.89	O
66408	E	03/26/2024	2108	TELMATIK	\$437.88	O
66409	E	03/26/2024	2389	INNOVATIVE SURFACE SOLUTIONS CANADA	\$3,999.86	O
66410	E	03/26/2024	2423	W.O. STINSON & SON LTD.	\$10,840.68	O
66411	E	03/26/2024	2550	BRANDT TRACTOR LTD	\$2,904.96	O
66412	E	03/26/2024	3024	BOURDEAU METAL SHOP	\$435.11	O
66413	E	03/26/2024	3218	AMAZON BUSINESS	\$2,147.30	O
66415	E	03/26/2024	3439	ALEXANDRE RANGER	\$1,227.40	O
66416	E	03/26/2024	3444	CARRUTHERS JANICE	\$1,130.00	O

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For All Vendors And For Outstanding, Cleared Cheques - Computer Generated, Hand Written, eCheque

Cheque # / eCheque ID	Type	Date	Vendor	Name	Amount	Status
66417	E	03/26/2024	3512	ALEXANDER JADOWSKI	\$1,100.00	O
66418	E	03/26/2024	3538	PEASI	\$6,610.50	O
BELL CANADA	E	03/08/2024	46	BELL CANADA	\$968.43	O
BELL CANADA	E	03/26/2024	43	BELL CANADA	\$1,047.32	O
BELL MOBILITY INC.	E	03/26/2024	47	BELL MOBILITY INC.	\$3,367.06	O
DESJARDINS SÉCURITÉ FINANCIÈRE	E	03/26/2024	3017	DESJARDINS SÉCURITÉ FINANCIÈRE	\$44,713.70	O
ENBRIDGE CONSUMER GAS	E	03/26/2024	146	ENBRIDGE CONSUMER GAS	\$7,499.99	O
HYDRO ONE NETWORKS INC	E	03/08/2024	198	HYDRO ONE NETWORKS INC	\$29.89	O
HYDRO ONE NETWORKS INC	E	03/26/2024	198	HYDRO ONE NETWORKS INC	\$79,988.40	O
IMPERIAL OIL - ROAD-188890	E	03/08/2024	479	IMPERIAL OIL - ROAD-188890	\$59.00	O
JOHN DEERE FINANCIAL	E	03/26/2024	16	JOHN DEERE FINANCIAL	\$437.39	O
MINISTER OF FINANCE	E	03/08/2024	291	MINISTER OF FINANCE	\$9,480.57	O
PETRO-CANADA SUPERPASS	E	03/26/2024	3449	PETRO-CANADA SUPERPASS	\$853.44	O
RECEVEUR GENERAL DU CANADA	E	03/08/2024	366	RECEVEUR GENERAL DU CANADA	\$154,838.04	O
SHAW DIRECT	E	03/08/2024	1729	SHAW DIRECT	\$89.24	O
THE BEER STORE	E	03/26/2024	42	THE BEER STORE	\$4,426.04	O
ULTRAMAR-PARKLAND FUEL CORPORATION	E	03/26/2024	3120	ULTRAMAR-PARKLAND FUEL CORPORATION	\$92.67	O
VISA DESJARDINS	E	03/26/2024	465	VISA DESJARDINS	\$34,339.18	O
WORKPLACE SAFETY & INSURANCE	E	03/26/2024	474	WORKPLACE SAFETY & INSURANCE	\$13,705.97	O
WORKPLACE SAFETY INSURANCE	E	03/08/2024	475	WORKPLACE SAFETY INSURANCE	\$819.28	O
WORKPLACE SAFETY INSURANCE	E	03/26/2024	475	WORKPLACE SAFETY INSURANCE	\$1,147.07	O

**TOTAL \$5,410,216.09**

## Julie Langlois-Caisse

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**From:** AMO Communications <communicate@amo.on.ca>  
**Sent:** 14 mars 2024 10:01  
**To:** Julie Langlois-Caisse  
**Subject:** Externe-External: AMO Watchfile - March 14, 2024

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March, 14 2024

### In This Issue

- Application for the PJ Marshall Awards is open.
- Information to assist Municipalities in flood preparedness.
- Consultation on *Ontario Energy Board Act* changes
- Consultation on *Northern Services Boards Act*.
- Consultation on *Seniors Active Living Centres Act*.
- Nominations open for Lieutenant Governor's Award.
- Consultation: Rural Economic Development Strategy.
- Land use planning framework for energy project siting.
- Applications open: My Main Street Fund.
- Applications open: Rural Transit Solutions Fund.
- Consultation: 2025 National Construction Codes.
- AMO Conference - Early Bird Rate closes March 18.
- OSUM 2024 Conference - Program release.
- Cyber Security Education for Municipal Councilors - NEW registration rate.
- What is digital accessibility and why does it matter?
- Advanced Councillor Training Series to Revitalize Your Leadership.
- Managing Communications through Uncomfortable Times - Limited space.
- Anti-Semitism and Anti-Islamophobia: Spring workshops.
- Indigenous Community Awareness training.
- Land Use Planning - Foundations and Deeper Dive workshops.
- Strategies for Navigating Conflict Relationships for Strong Council Outcomes.
- LAS webinar: LiDAR, Imagery, and AI for a High-Tech Future.
- LAS consulting service for municipal energy reporting.
- City of Elliot Lake named finalist in Top 4 Community Kraft Hockeyville!
- Invasive Species Action Fund.
- Ontario Age-Friendly Communities 2024 Conference.
- Future of Aging Summit: May 15-17.
- Careers: City of Vaughan and Peel Regional Police.

## **AMO Matters**

The Peter J. Marshall Municipal Innovation Award celebrates municipal governments in Ontario that implement new and innovative ways to make public services, facilities, and infrastructure better for Ontarians. View full details [here](#).

## **Provincial Matters**

As Ontario flood season arrives, MNRF has circulated a [fact sheet](#) with [roles and responsibilities](#) to assist municipalities in flood preparedness (French versions [1](#) & [2](#)). Information is also available [online](#).

The Ministry of Energy is considering [changes to the Ontario Energy Board Act](#) that would require broader consultation by the OEB (including with municipalities) and increase the leave to consult threshold. Submissions due by April 7.

MNDM is exploring changes to the [Northern Services Boards Act](#) (NSBA) to modernize provisions across various governance areas of Local Service Boards. The deadline for comments is March 19, 2024.

MSAA is [proposing a new regulation](#) that would prescribe entities that could contribute towards a Seniors Active Living Centre program's operational cost. The deadline for comments is March 22, 2024.

Nominations are open for the Lieutenant Governor's Medal of Distinction in Public Administration, Ontario's highest honour for public service. [Nominate someone](#) from your municipality by April 30.

The province is conducting a [survey](#) to inform the creation of a Rural Economic Development Strategy. Share your ideas on how the province can support rural communities plan for economic success.

On February 22, the IESO hosted a webinar with MMAH and OMAFRA providing an overview of the current land use planning policies in place to guide the siting of energy projects in prime agricultural areas. A [recording of the session is available](#).

## **Federal Matters**

The Federal Economic Development Agency for Southern Ontario and the Canadian Urban Institute are offering [two streams of funding](#) for initiatives to support main streets in southern Ontario. Apply by March 31.

Infrastructure Canada is now accepting applications for the Planning and Design Projects Stream of the Rural Transit Solutions Fund (up to \$50,000). Visit their [website](#) for more information.

The Canadian Board for Harmonized Construction Codes is [consulting on proposed changes](#) for the 2025 national codes. Feedback collected will also serve as [consultation for Ontario's 2026/27 Building Code](#). Submissions due April 14.

## **Education Opportunities**

[Register for the AMO 2024 Conference](#) by March 18 to access the early bird registration rates.

Join your small urban colleagues in Orillia May 1 - 3 in discussion, examination and advocacy on matters unique to your communities and to hear provincial leaders. [View the full program](#) and [register today](#).

Designed for elected officials, this workshop will provide insight and information to better understand the landscape and critical decisions to preventing, preparing for, and responding to cybersecurity incidents. [Register for the March 20](#) workshop.

[Join our Barrier-free Website Builder service partner](#) for a 3-part webinar series that will introduce digital accessibility, the principles and standards governing accessibility, and more.

As an elected municipal official we know the pressure you deal with is real and we are here to support you. AMO has developed Advanced Councillor Training in 3 sessions focused on core elements of

leadership. Register for the [March 22 Session 1 workshop](#), [May 29 Session 2 workshop](#), and the [October 2 Session 3 workshop](#).

The Managing Communications through Uncomfortable Times interactive, one-day course will teach participants how to manage all aspects of crisis communications during an emergency or large-scale event. Claim your space for the [March 27 workshop](#).

The goal of achieving your council's priorities and strategic objectives require understanding, good communication and finding ways to compromise. AMO's Navigating Conflict for Elected Officials is an invaluable resource for AMO members and your councils. This series of two workshops are open for registration: [NCR 1.0 June 26 - 27](#) and for those who have completed NCR 1.0 [April 9 - 10 NCR 2.0](#) register today.

These informative workshops provide you invaluable insight on the historical and contemporary roots of anti-semitism and anti-islamophobia, how to address these and how to build relationships and allyships. Register for the [April 24 antisemitism](#) and [May 15 anti-islamophobia](#) workshop today.

OFIFC and AMO are offering training to build indigenous cultural competency in municipal government. Through a self-paced learning module and live virtual component, this training will provide knowledge and tools to utilize in moving improved and stronger Indigenous-municipal relations forward in Ontario. [Register today for the April 2](#) workshop.

AMO's planning training supports its members in two important ways: [April 17 Foundations in Planning](#) builds foundational knowledge and insight into planning legislation and municipal requirements and roles and the [April 18 Advanced Land Use Planning - A Deeper Dive](#) training works through case studies and lessons learned to build your strategic management and decision making on local planning issues.

#### **LAS**

Discover the potential of LiDAR, imagery, and AI in supercharging your asset management initiatives, regardless of community size. Join Streetscan on March 20 at 10am to learn new developments in the [LAS Road & Sidewalk Assessment Service](#). [Register here](#).

With the [July 1, 2024 energy reporting](#) deadline less than 5 months away, it's time to update your 5-year Conservation Plan. LAS is here to help with a limited time energy consulting service. Get started today - [contact us](#) for more information.

#### **Municipal Wire\***

Elliot Lake was named as a Top 4 Finalist for Kraft Hockeyville, the only Ontario community to be in this year's contest and they are looking for all of Ontario's support for votes! On March 29 and 30, please visit [Kraft Hockeyville](#) and vote for Elliot Lake. There is no limit to how many votes you can cast so don't miss your chance to vote!

The Invasive Species Centre with support from Ontario's Ministry of Natural Resources and Forestry opens the [Invasive Species Action Fund](#) intake. The fund assists municipalities in combating priority species. Apply by April 11.

[Register](#) for the "[Building Healthy Communities: Uniting Experience, Research, and Practice for Ontario's Age-Friendly Future](#)" virtual conference. The free conference is organized into three themed morning sessions on March 20-22.

The Future of Aging Summit in Toronto from May 15-17 will bring together policymakers and others focused on building age-friendly societies. See the speaker lineup and register at [agingsummit.ca](#).

#### **Careers**

[Specialist, Enterprise Data and Information Governance - City of Vaughan](#). Closing date: March 22.

[Executive Assistant - Peel Regional Police](#). Closing date: March 24.



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### About AMO

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow [@AMOPolicy](#) on Twitter!

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### AMO Contacts

[AMO Watchfile](#) Tel: 416.971.9856

[Conferences/Events](#)

[Policy and Funding Programs](#)

[LAS Local Authority Services](#)

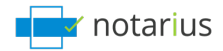
[MEPCO Municipal Employer Pension Centre of Ontario](#)

[ONE Investment](#)

[Media Inquiries](#)

[Municipal Wire, Career/Employment and Council Resolution Distributions](#)

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Association of Municipalities of Ontario

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This email was sent to [jlanglois-caisse@nationmun.ca](mailto:jlanglois-caisse@nationmun.ca).

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UN TOIT POUR  
TOUS-  
PRÉVENTION  
DE  
L'ITINÉRANCE  
PRESCOTT-  
RUSSELL

STATISTIQUES  
•  
MARS 2024

## Halte-chaleur

La halte-chaleur restera ouverte une semaine de plus, soit jusqu'au 24 mars 2024.

❖ Voir les statistiques de la halte-chaleur en attachement.

## Comité de la Prévention de l'itinérance

- Les membres présents à la rencontre ont fait un remue-méninge pour faire suite à la halte-chaleur.
  - À quel endroit les personnes sans-abris pourraient se rafraîchir lors de chaleur accablante?
  - Où pourraient-elles prendre une douche?
  - Parmi nos partenaires communautaires et les municipalités, qui a un emplacement pour recevoir les personnes sans-abris lors de chaleur accablante ou pour prendre une douche?
  - Comment pourrions-nous apporter notre aide en tant que comité?

Si vous avez des suggestions, des endroits à suggérer ainsi qu'un partenariat à proposer, n'hésitez pas à me contacter.



## Les statistiques sont basées sur 41 personnes sans-abri en date du 1<sup>er</sup> mars 2024

- 24 femmes et 17 hommes
- 5 Alfred-Plantagenet, 2 Casselman, 4 Champlain, 1 Clarence-Rockland, 18 Hawkesbury, 1 Hawkesbury-Est, 4 Russell, 1 La Nation, 5 Déménager hors P-R
- 24 adultes, 14 familles avec enfant(s) et 3 jeune de (16 à 25 ans) avec enfant (s).
- 23 « couch surfing », 10 à l'extérieur et 8 en résidence ou hébergement.
- 3 Régime de Pension Canada, 1 assurance-emploi, 3 emplois à temps plein, 6 aucun revenu, 15 Programme ontarien de soutien aux personnes handicapées, 11 Ontario au travail, 1 autre agence, 1 emploi à temps partiel.
- 4 problèmes correctionnels, 2 problèmes interpersonnels, 11 problèmes familiaux, 1 problèmes financiers et 23 de logements.

Pour nous joindre :

Manon Lalonde : 613-675-4661  
Nadia Séguin : 613-363-2954

[BNL.LPN@prescott-russell.on.ca](mailto:BNL.LPN@prescott-russell.on.ca)  
Télécopieur : 1-877-844-9797

# STATISTIQUES SUR L'UTILISATION DE LA HALTE-CHALEUR HAWKESBURY

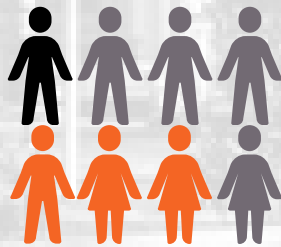


Ce rapport représente l'utilisation de la halte-chaueur lors des deux premiers mois du projet, soit de son ouverture le **18 décembre 2023, jusqu'au 17 février 2024.**

## NOMBRE DE VISITES



Sur **62** depuis son ouverture, la halte-chaueur a accueilli des personnes **54 soirs.**



**8 usagers** ont eu recours à la halte-chaueur, dont :  
**1 en situation d'itinérance temporaire,**  
**4 dont la situation est inconnue,** et  
**3 en situation d'itinérance chronique**

En moyenne, **2.5 usagers** ont visité la halte par soir en **janvier-février.**  
(1 usager en moyenne par soir en décembre-janvier)

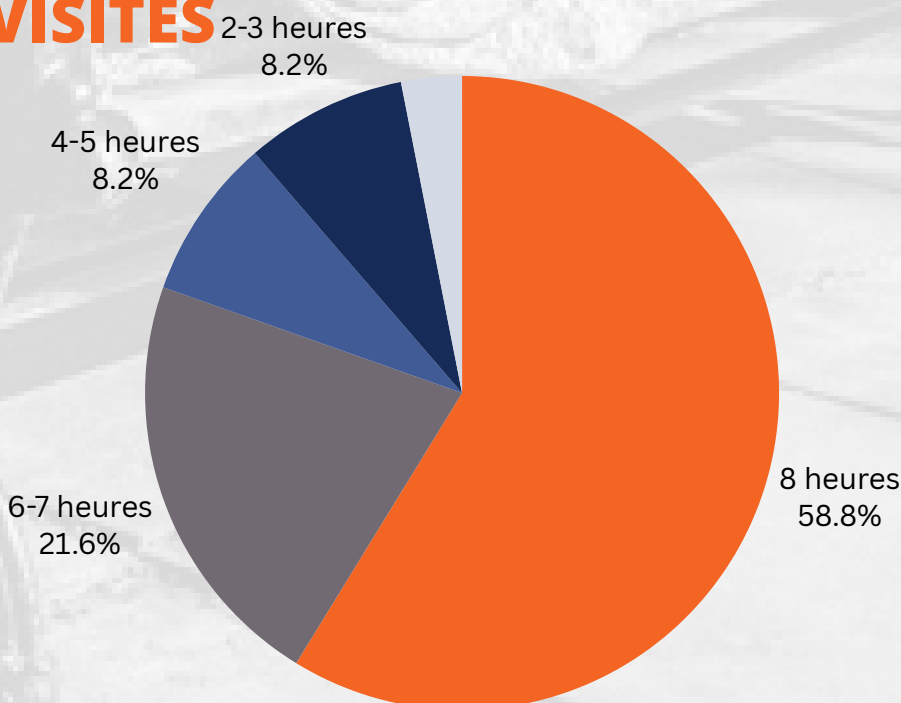
## CAPACITÉ



**0** aucun usager - 11% du temps  
**1 usager** - 45% du temps  
**2 usagers** - 21% du temps  
**3 usagers** - 11% du temps  
**4 ou + usagers** - 13% du temps

## DURÉE DES VISITES

■ 8 heures ■ 6-7 heures ■ 4-5 heures ■ 2-3 heures ■ moins de 2 heures



## BÉNÉVOLAT

à ce jour...

**7** bénévoles  
**178** heures de bénévolat





CANTON DE  
**RUSSELL**  
RÉSOLUTION CERTIFIÉE

**Date:** 11 mars 2024 **Article no.:** 18 a

**Objet:** Résolution - Élargir les options de transport rural en Ontario

**Proposé par :** Mike Tarnowski

**Appuyé par:** Jamie Laurin

ATTENDU QUE le Canton de Russell est confronté à des défis liés à l'accès limité aux transports, et qu'il existe un besoin pressant d'un service de covoiturage pour combler les lacunes en matière de transport au sein de notre communauté ;

ATTENDU QUE les services de covoiturage sont de plus en plus utilisés par les personnes âgées, les étudiants, les visiteurs et les touristes, ainsi que par les résidents qui recherchent des moyens de transport sûrs, abordables, pratiques et fiables ;

ATTENDU QUE la normalisation et la cohérence des règlements entre les municipalités, en particulier en Ontario, peuvent améliorer l'efficacité et l'efficacités du cadre réglementaire ;

ATTENDU QUE le transfert de la responsabilité de la réglementation et de l'octroi des licences de covoiturage au niveau provincial contribuerait à une structure de gouvernance plus rationnelle et plus uniforme, tout en éliminant la paperasserie et les coûts administratifs inutiles qui y sont associés ;


IL EST RÉSOLU QUE le conseil municipal de Russell exprime par la présente son soutien à la migration de la réglementation et de l'octroi des permis de covoiturage du niveau municipal au niveau provincial ;

IL EST EN OUTRE RÉSOLU que le conseil municipal de Russell demande officiellement au gouvernement de l'Ontario d'amorcer le transfert des responsabilités dans le but de créer un cadre réglementaire plus cohérent et normalisé pour les services de covoiturage dans l'ensemble de la province ;

IL EST EN OUTRE RÉSOLU que des copies de cette motion soient distribuées à l'honorable Doug Ford, premier ministre de l'Ontario ; à l'honorable Prabmeet Sarkaria, ministre des Transports ; à l'honorable Paul Calandra, ministre des Affaires municipales et du Logement ; l'honorable David Piccini, député provincial de Glengarry—Prescott—Russell; Stéphane Sarrazin, « Association of Municipalities of Ontario » (AMO) ; « Eastern Ontario Wardens Caucus » ; les Comtés unis de Prescott et Russell (CUPR); ainsi que toutes les huit municipalités de la CUPR.

**MOTION ADOPTÉE**

Je, Joanne Camiré Laflamme, greffière de la Corporation du Canton de Russell, atteste que la présente est une copie certifiée de la résolution adoptée par le conseil de la municipalité de Russell le 11<sup>e</sup> jour de mars 2024.

  
 \_\_\_\_\_  
 Joanne Camiré Laflamme  
 Greffière

Vote enregistré	En faveur		Contre	Adoptée	x	Défaite	
Marc Lalonde				Modifiée		Différée	
Jamie Laurin							
Pierre Leroux				Président			
Lisa Deacon							
Mike Tarnowski				Greffière			



Hon. David Piccini  
Minister of Labour,  
Immigration, Training and  
Skills Development  
117 Peter St.  
Port Hope, ON L1A 1C5  
VIA EMAIL:  
[David.Piccini@pc.ola.org](mailto:David.Piccini@pc.ola.org)

Hon. Vic Fedeli  
219 Main St. E  
North Bay, ON P1B 1B2  
VIA EMAIL:  
[Vic.Fedeli@pc.ola.org](mailto:Vic.Fedeli@pc.ola.org)

Township of Puslinch  
7404 Wellington Road 34  
Puslinch, ON N0B 2J0  
[www.puslinch.ca](http://www.puslinch.ca)

March 14, 2024

Association of Ontario Road  
Supervisors (AORS)  
VIA EMAIL:  
Email: [admin@aors.on.ca](mailto:admin@aors.on.ca)

Association of Municipalities  
of Ontario (AMO)  
VIA EMAIL:  
[amo@amo.on.ca](mailto:amo@amo.on.ca)

RE: 6.6 Municipality of Powassan resolution regarding Association of Ontario Roads Supervisors Training

Please be advised that Township of Puslinch Council, at its meeting held on February 28, 2024 considered the aforementioned topic and subsequent to discussion, the following was resolved:

**Resolution No. 2024-066:**

Moved by Councillor Bailey and  
Seconded by Councillor Sepulis

That the Consent Agenda item 6.1.6 and 6.6 listed for FEBRUARY 28, 2024 Council meeting be received for information; and

Whereas the Township recognizes that public works departments are responsible for a number of skilled tasks such as proper forestry techniques, welding and metal fabrication, heavy equipment mechanics, and general carpentry skills;

That The Township of Puslinch Council supports the resolution by the Municipality of Powassan resolution regarding the Association of Ontario Roads Supervisors Training and in addition, it would be ideal to consider all aspects of a public works department when advocating for government funded training opportunities.



**CARRIED**

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Sincerely,

Justine Brotherston  
Municipal Clerk

February 13, 2024

The Honourable David Piccini  
Minister of Labour, Immigration, Training and Skills Development  
[Minister.MLITSD@ontario.ca](mailto:Minister.MLITSD@ontario.ca)

DELIVERED VIA EMAIL

**RE: Municipal Equipment Operator Course**

Dear Minister Piccini,

Please be advised that at the Regular Council Meeting of February 6, 2024, the council of the Municipality of Powassan passed the following resolution:

**WHEREAS** municipal public works departments from across the Province of Ontario provide invaluable services to our communities ensuring the health and safety of all residents;

**AND WHEREAS**, if it was not for our municipal public works employees from across the Province of Ontario maintaining our public roads systems, our communities would not be able to function as emergency personnel could not respond to calls, school buses could not get our children to school, residents would not be able to get to work, school or appointments and many more basic functions would not be able to happen;

**AND WHEREAS**, municipal public works departments are already feeling the impacts of a labour shortage, which will only be exasperated over the next three to five years, which will cause levels of service municipalities are able to provide to ensure the health and safety of our residents to decrease;

**AND WHEREAS**, there is currently no provincial-wide course that properly trains potential municipal public works employees, specifically relating to municipal heavy equipment.

**THEREFORE, IT BE RESOLVED**, that the Municipality of Powassan supports the work of the Association of Ontario Road Supervisors to develop a Municipal Equipment Operator Course to address this issue;

**AND THAT**, the Council of the Municipality of Powassan calls on the Province of Ontario's Ministry of Labour, Training, Immigration and Skilled Trades to fully fund the Municipal Equipment Operator

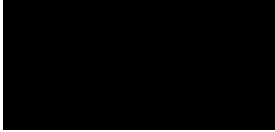


Course in 2024 through the Skills Development Fund;

**AND THAT**, a copy of this resolution be sent to the Minister of Labour, Training, Immigration and Skilled Trades David Piccini, Municipality of Powassan's Member of Provincial Parliament Honourable Vic Fedeli, and the Association of Ontario Road Supervisors.

If you have any questions regarding Resolution 2024-43, please feel free to contact me.

Sincerely,



Allison Quinn  
Clerk  
Municipality of Powassan

Cc: Municipality of Powassan's Member of Provincial Parliament Honourable Vic Fedeli  
Association of Ontario Road Supervisors  
AMO  
All Municipalities in Ontario



VIA EMAIL:  
All Ontario municipalities

Township of Puslinch  
7404 Wellington Road 34  
Puslinch, ON N0B 2J0  
[www.puslinch.ca](http://www.puslinch.ca)

March 14, 2024

RE: 9.3.1 Report ADM-2024-010 Enbridge Gas Follow-Up

Please be advised that Township of Puslinch Council, at its meeting held on February 28, 2024 considered the aforementioned topic and subsequent to discussion, the following was resolved:

**Resolution No. 2024-072:** Moved by Councillor Goyda and  
Seconded by Councillor Sepulis

That Council receives report ADM-2024-010 regarding the follow-up to the Enbridge Gas Presentation on February 7, 2024; and

Whereas access to natural gas is important to residents and businesses in our community for affordability and reliability; and

Whereas the Ontario Energy Board's (OEB) decision on Phase 1 of the Enbridge Gas 2024 rebasing application, issued on 21 December 2023, has concerning implications including putting into question the future access to natural gas that support of economic development, affordable housing growth, and energy reliability in communities such as the Township of Puslinch; and

Whereas Ontario is growing and access to affordable energy to support this growth for homes and businesses is crucial, and is a measured approach to energy transition as not having access to natural gas will stifle economic growth and put housing and energy affordability at risk; and

Whereas delivery rates for electricity in rural areas are significantly more costly than delivery rates in urban centres creating an inequity for those living in rural areas; and



Whereas Bill 165: Keeping Energy Costs Down Act, 2024, if passed, would reverse a December 2023 decision by the OEB that requires consumers to pay the cost of connecting a new home to natural gas infrastructure up front instead of over a period of 40 years; and

Whereas Bill 165: Keeping Energy Costs Down Act, 2024, if passed, would increase the OEB's Leave to Consult threshold from \$2 million to \$10 million, requiring that fewer energy projects would need OEB orders to construct a new pipeline resulting in project streamlining and focusing OEB approvals on larger, more complex projects;

Therefore be it resolved:

1. That the Township of Puslinch supports Bill 165: Keeping Energy Costs Down Act, 2024; and
2. That the Township of Puslinch supports a measured approach to Ontario's energy transition; and
3. That the Township of Puslinch recognizes that there may not be enough electricity available to replace the energy provided by natural gas and meet the increased demand from electrification; and
4. That Natural gas must continue to play an integral role in meeting the energy needs of Ontario; and
5. That the Township of Puslinch supports the need for equitable electricity delivery rates in rural areas and natural gas offers an affordable option for these rural areas at this time; and
6. That the Township of Puslinch supports the work the Government of Ontario has done to date, including the Natural Gas Expansion Program and Electrification and Energy Transition Panel's call for a clear policy on the role of natural gas to secure access to affordable energy; and
7. That this resolution be circulated to the President of AMO, Colin Best, Hon. Doug Ford, Premier of Ontario, Hon. Todd Smith, the Minister of Energy, Hon. MPP Arnott, Hon. MPP Rae, all Ontario municipalities as significant actors to ensuring the need for natural gas in



Ontario as part of a measured approach towards energy transition, and submitted to [municipalaffairs@enbridge.com](mailto:municipalaffairs@enbridge.com); and further

That Council direct staff to consult with Enbridge Gas on the next steps associated with commencing the Community Natural Gas Expansion Program in Puslinch subject to the passing of Bill 165: Keeping Energy Costs Down Act, 2024.

**CARRIED**

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Sincerely,

Justine Brotherston  
Municipal Clerk

CC:  
Premier of Ontario, Hon. Doug Ford,  
Minister of Energy, Hon. Todd Smith  
Hon. MPP Arnott,  
Hon. MPP Rae,  
All Ontario municipalities

March 18, 2024

The Honourable Doug Ford  
Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto ON M7A 1A1

DELIVERED VIA EMAIL

Dear Premier Ford:

**Re: Motion regarding solutions to resolve significant financial and budgetary pressures relating to infrastructure development, maintenance and repairs**

Please be advised that at its regular meeting of March 12, 2024, Loyalist Township Council passed the following resolution:

**Resolution 2024-49**

Moved by Councillor Budarick  
Seconded by Councillor Parks

**WHEREAS** the Province of Ontario has agreed to assume responsibility for the Gardiner Expressway and the Don Valley Parkway from the City of Toronto, which will be uploaded to the Province of Ontario;

**AND WHEREAS** like the City of Toronto, The Corporation of Loyalist Township and all municipalities in the Province of Ontario are experiencing significant financial and budgetary pressures including those related to infrastructure development, maintenance and repairs, and are seeking reasonable solutions to address the same while balancing their financial books;

**AND WHEREAS** the uploading of municipal highway infrastructure to the Province of Ontario or, alternatively, appropriately increasing the Ontario Community Infrastructure Fund to Ontario municipalities will assist municipalities in addressing such financial challenges;

**AND BE IT RESOLVED THAT:**

- a. The Province of Ontario:



- upload from local municipalities the responsibility of and costs associated with the continued construction, operation, and maintenance of major municipally-owned highways throughout the Province of Ontario to the Ontario Ministry of Transportation; or
  - alternatively, if uploading is not the preferred option of the Province and/or local municipality, to appropriately increase the Ontario Community Infrastructure Fund to municipalities so as to fairly and equitably allocate resources to Ontario municipalities.
- b. A copy of this resolution be circulated the Honourable Prabmeet Singh Sarkaria, the Ontario Minister of Transportation; MPP Ric Bresee, Hastings, Lennox & Addington; the Association of Municipalities of Ontario; all municipalities in Ontario.

Kind Regards,

A handwritten signature in blue ink that reads "Anne Kantharajah". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Anne Kantharajah  
Township Clerk

Cc: the Hon. Prabmeet Singh Sarkaria, the Ontario Minister of Transportation  
Ric Bresee, M.P.P., Hastings, Lennox & Addington  
Association of Municipalities  
All municipalities in Ontario  
Jim Hegadorn, Mayor, Loyalist Township  
Rebecca Murphy, CAO, Loyalist Township  
Councillor Budarick, Loyalist Township  
Councillor Parks, Loyalist Township



## Rapport au Conseil

**Numéro de rapport:** CL-07-2024

**Sujet:** Changements proposés au Règlement de délégation d'autorité et au Règlement sur les avis au public

**Préparé:** Aimée Roy, Greffière adjointe

**Révisé par:** Josée Brizard, DG-Greffière

**Date de la réunion:** 25 mars 2024

## Contexte

Le 10 décembre 2007, les membres du Conseil ont adopté le Règlement numéro 110-2007 pour développer une politique sur les avis, selon la *Loi de 2001 sur les municipalités, telle qu'amendée*.

Le membres du Conseil ont adopté le Règlement numéro 0-2020, pour adopter une politique concernant la délégation d'autorité aux différents officiers de La Municipalité de La Nation le 9 mars 2020, selon la *Loi de 2001 sur les municipalités, telle qu'amendée*.

## Rapport

### Règlement sur les avis au public

Le bureau de la Greffe, en collaboration avec la Trésorerie et les départements d'Urbanisme et de Communication ont révisé le Règlement sur les avis au public, étant donné qu'il est maintenant désuet.

Voici les changements proposés pour l'ébauche du Règlement 16-2024 :

- Afin de rendre l'information plus facile à comprendre, le règlement en entier a été restructuré et simplifié
- Les provisions du Règlement ont été mises à jour, selon la législation actuelle (par exemple la section 270 de la *Loi de 2001 sur les municipalités, telle qu'amendée*)
- Enfin, nous avons ajouté des moyens de communication actuels, nous donnant plus de flexibilité.

Le Règlement sur la politique sur les avis publics actuel est à l'Annexe A et le Règlement proposé est à l'Annexe B pour la considération du Conseil.

### Règlement sur la délégation d'autorité

Le Bureau de la Greffe a collaboré avec la Trésorerie et les départements d'Urbanisme, Loisirs et Travaux publics pour réviser le Règlement de délégation d'autorité numéro 6-2020.

Les changements suivants sont proposés selon l'ébauche de règlement #18-2024 :

\*Règlement en anglais seulement

By-law 6-2020 <b>Schedule B</b> (see Annex C)	By-law 18-2024 (see Annex D) <b>Schedule B</b>
<u>Chief Administrative Officer</u> The Chief Administrative Officer and Clerk shall exercise all powers and duties of the CAO as set out in the <i>Municipal Act, 2001</i> .	<u>Chief Administrative Officer</u> The <b>Chief Administrative Officer shall</b> exercise all powers and duties of the CAO as set out in the <i>Municipal Act, 2001</i> .



The CAO, senior official of the Corporation, provides organizational leadership of staff and is responsible for the efficient and effective delivery of services. The CAO is responsible for carrying out the direction of Municipal Council. The CAO is tasked with ensuring that all agreements and documents which are required to give effect to the direction of Municipal Council are properly reviewed if required, and completed in a timely manner.

The CAO is authorized to:

- enter into service agreements for operational matters
- approve corporate administrative and financial policies
- execute agreements for land sale and/or land purchase and all deeds, transfers and other documents required for the acquisition, purchase, sale or exchange of any interest in land which have been approved by Municipal' Council
- execute all leases or renewal of leases
- all authorisation and responsibilities in accordance with existing Procurement Policy F-2016-03 (and its subsequent revision as approved by council)
- approve payment to the Municipality Third Party Liability Insurer of any deductible limit provided under an insurance policy upon settlement of any claim in excess of the deductible limit
- execution of agreements or documents relating to matters or project which has been authorized by the municipal Council or specifically included in the annual budget
- recommends to Council the appointment, employment, suspension or dismissal of all departments heads
- authorise the appointment,

The CAO, senior official of the Corporation, provides organizational leadership of staff and is responsible for the efficient and effective delivery of services. The CAO is responsible for carrying out the direction of Municipal Council. The CAO is tasked with ensuring that all agreements and documents which are required to give effect to the direction of Municipal Council are properly reviewed if required, and completed in a timely manner.

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- all authorisation and responsibilities in accordance with existing Procurement Policy F-2016-03 (and its subsequent revision as approved by council)
- approve payment to the Municipality Third Party Liability Insurer of any deductible limit provided under an insurance policy upon settlement of any claim in excess of the deductible limit
- execution of agreements or documents relating to matters or project which has been authorized by the municipal Council or specifically included in the annual budget
- recommends to Council the appointment, employment, suspension or dismissal of all departments heads
- authorise the appointment,

<p>employment of all support staff and employees below the rank of department heads as stipulated in the budget</p> <p>No ongoing reporting to Council or Committees anticipated for agreements that are administrative in nature or which are related to a project which has otherwise been authorized by Municipal Council. However at least annually, the CAO shall ensure that reports to Municipal Council or the relevant Committee have been made on agreements that are not solely administrative in nature</p>	<p>employment of all support staff and employees below the rank of department heads as stipulated in the budget</p> <p>No ongoing reporting to Council or Committees anticipated for agreements that are administrative in nature or which are related to a project which has otherwise been authorized by Municipal Council. However at least annually, the CAO shall ensure that reports to Municipal Council or the relevant Committee have been made on agreements that are not solely administrative in nature.</p>
<p><u>Treasurer</u> The Treasurer shall exercise all powers and duties of the treasurer as set out in the <i>Municipal Act</i>.</p> <p>The Treasurer has authority to sign on financial matters and is authorized to:</p> <ul style="list-style-type: none"> <li>• sign agreements to accept grants</li> <li>• enter into service agreements for operational matters (i.e. contracted services)</li> <li>• execute documents pertaining to the financial activities of the Corporation such as invoices, cheques requisitions, banking documents, and financial agreements</li> <li>• complete applications to any ministry, agency, or fund for compensation, funding or other forms of subsidy related to any programs, operations or approved capital project, and subsequent submissions, declarations or representations required for processing the application of the receipt of funds.</li> <li>• execute agreements relating to the usual financial operations, subject to the restrictions set out by the procurement policy and/or other ministerial policies.</li> <li>• authorize the writing off of general accounts receivable which the</li> </ul>	<p><u>Treasurer</u> The Treasurer shall exercise all powers and duties of the treasurer as set out in the <i>Municipal Act</i>.</p> <p>The Treasurer has authority to sign on financial matters and is authorized to:</p> <ul style="list-style-type: none"> <li>• sign agreements to accept grants</li> <li>• enter into service agreements for operational matters (i.e. contracted services)</li> <li>• execute documents pertaining to the financial activities of the Corporation such as invoices, cheques requisitions, banking documents, and financial agreements</li> <li>• complete applications to any ministry, agency, or fund for compensation, funding or other forms of subsidy related to any programs, operations or approved capital project, and subsequent submissions, declarations or representations required for processing the application of the receipt of funds.</li> <li>• execute agreements relating to the usual financial operations, subject to the restrictions set out by the procurement policy and/or other ministerial policies.</li> <li>• authorize the writing off of general accounts receivable which the</li> </ul>

<p>Treasurer has determined to be uncollectible which shall be reported annually to the CAO.</p> <p>No ongoing reporting anticipated for the signing of financial reports and day to day activities.</p> <p>All such documents relating to the day to day work, in accordance with a list approved from time to time by the Chief Administrative Officer.</p>	<p>Treasurer has determined to be uncollectible which shall be reported annually to the CAO.</p> <ul style="list-style-type: none"> <li>• to negotiate and execute tax extension agreements on behalf of The Corporation of the Nation Municipality. The Deputy Treasurer and Tax Collection Officer are identified as designates for the purpose of this authority. The authority is subject to the following limitations: <ul style="list-style-type: none"> <li>a. The tax extension agreement must be requested by and entered into with any owner of the land, the spouse of any owner of the land, any mortgagee, any tenant in occupation of the land or any person the treasurer is satisfied has an interest in the land, in accordance with Section 378 of the Municipal Act, 2001; and</li> <li>b. The tax extension agreement must be compliant with the requirements of Section 378 of the Municipal Act, 2001 and in the form of Schedule A as negotiated by the Treasurer/designate;</li> <li>c. The tax extension agreement can only be entered into after a tax arrears certificate has been registered, and before the expiry of the one-year period</li> </ul> </li> </ul> <p>No ongoing reporting anticipated for the signing of financial reports and day to day activities.</p> <p>All such documents relating to the day-to-day work, in accordance with a list approved</p>
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	from time to time by the Chief Administrative Officer.
<p><u>Deputy Treasurer</u> The Deputy Treasurer shall exercise all powers and duties of the Treasurer as set out in the <i>Municipal Act</i> and any other Act.</p> <p>In the absence of the Treasurer – all matters relating to the Treasurer.</p> <p>All such documents relating to the day to day work in accordance with a list approved from time to time by the Treasurer.</p>	<p><u>Deputy Treasurer</u> The Deputy Treasurer shall exercise all powers and duties of the Treasurer as set out in the <i>Municipal Act</i> and any other Act.</p> <p>In the absence of the Treasurer – all matters can be delegated to the Deputy Treasurer.</p> <p>All such documents relating to the day-to-day work in accordance with a list approved from time to time by the Treasurer.</p>
<p><u>Planning Director</u> The Planning Director is authorized to approve, amend, extend and execute agreements relating to the usual operations of the Planning Department, provided that such agreements are within the approved department’s programs and objectives and are within approved budget limits or form part of a project which has otherwise been authorized by Council. Such agreements shall, where deemed appropriate by the CAO, be reviewed by legal counsel.</p> <p>These agreements and/or documents include, but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• Plans of Subdivision</li> <li>• Encroachment Agreement – (here no financial impact)</li> <li>• Letters of understanding</li> <li>• Development Charges Deferral</li> <li>• Land Severance Consent Conditions</li> <li>• Lease Agreements</li> <li>• Service Contracts</li> <li>• Site Pan and Site plan agreement</li> <li>• Wood burning Furnace Variance</li> </ul> <p>All such documents relating to the day to day work should be in accordance with a list approved from time to time by the CAO.</p> <p>No ongoing reporting anticipated for agreements that are administrative in nature or which are related to a project which has</p>	<p><u>Planning Director</u> The Planning Director is authorized to approve, amend, extend, execute, and sign agreements relating to the usual operations of the Planning Department, provided that such agreements are within the approved department’s programs and objectives and are within approved budget limits or form part of a project which has otherwise been authorized by Council. Such agreements shall, where deemed appropriate by the CAO, be reviewed by legal counsel.</p> <p>These agreements and/or documents include, but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• Plans of Subdivision and subdivision agreements</li> <li>• Encroachment Agreement – (here no financial impact)</li> <li>• Letters of understanding</li> <li>• Development Charges Deferral</li> <li>• Land Severance Consent Conditions</li> <li>• Lease Agreements</li> <li>• Service Contracts</li> <li>• Site Pan and Site plan agreement</li> <li>• Wood burning Furnace Variance</li> <li>• Land transfers for road widening, park land, one-foot-reserves, and municipal infrastructure</li> <li>• Pre-servicing agreement in relation with new subdivisions</li> </ul> <p>All such documents relating to the day-to-</p>

<p>otherwise been authorized by Council.</p>	<p>day work should be in accordance with a list approved from time to time by the CAO.</p> <p>No ongoing reporting anticipated for agreements that are administrative in nature or which are related to a project which has otherwise been authorized by Council.</p>
<p><u>Public Works Director</u> The Director of Public Works has been delegated administrative powers such as:</p> <ul style="list-style-type: none"> <li>• Authorize temporary road closure for the purposes of road work or parades, street parties, etc.</li> <li>• Speed limits in construction zones</li> <li>• Authority to issue oversized load permits</li> <li>• Authority to purchase (as per purchasing By-law)</li> <li>• Authority to issue entrance permits</li> <li>• Authority to reduce load limits on highways</li> <li>• Authority to issue front yard ditch filling permits</li> <li>• Authority to issue road cut permits</li> </ul> <p>The Director of Public Works is authorized to approve, amend, extend and execute agreements relating to the usual operations of the Public Works Department, provided that such agreements are related to approve departmental programs and objectives and are within approved budget limits or form part of a project which has otherwise been authorized by Council. Such agreements shall, where deemed appropriate by the CAO, be reviewed by legal counsel.</p> <p>These agreements may include, but are not limited to the following services:</p> <ul style="list-style-type: none"> <li>• Land acquisition through land severances and site plan applications and subdivision agreements</li> <li>• Temporary and short-term road closures for the purpose of conducting road work</li> <li>• Engineering services</li> <li>• Service agreements</li> </ul>	<p><u>Public Works Director</u> The Director of Public Works has been delegated administrative powers such as:</p> <ul style="list-style-type: none"> <li>• Authorize temporary road closure for the purposes of road work or parades, street parties, etc.</li> <li>• Speed limits in construction zones</li> <li>• Authority to issue oversized load permits</li> <li>• Authority to purchase (as per purchasing By-law)</li> <li>• Authority to issue entrance permits</li> <li>• Authority to reduce load limits on highways</li> <li>• Authority to issue front yard ditch filling permits</li> <li>• Authority to issue road cut permits</li> </ul> <p>The Director of Public Works is authorized to approve, amend, extend execute, and sign agreements relating to the usual operations of the Public Works Department, provided that such agreements are related to approve departmental programs and objectives and are within approved budget limits or form part of a project which has otherwise been authorized by Council. Such agreements shall, where deemed appropriate by the CAO, be reviewed by legal counsel.</p> <p>These agreements may include, but are not limited to the following services:</p> <ul style="list-style-type: none"> <li>• Land acquisition through land severances and site plan applications and subdivision agreements</li> <li>• Temporary and short-term road closures for the purpose of conducting road work</li> <li>• Engineering services</li> <li>• Service agreements</li> </ul>

<ul style="list-style-type: none"> <li>• Cleaning and clearing of ditches along municipal roads</li> <li>• Snow plowing and removal</li> <li>• Road grading</li> <li>• Machinery rental</li> <li>• Service contracts</li> <li>• Pipe crossing agreements with landowners</li> </ul> <p>All such documents relating to the day-to-day work should be in accordance with a list approved from time to time by the CAO.</p> <p>Upon executing agreements such as land acquisition through land severances and site plan applications, engineering services, service agreements, tender &amp; RFP contracts, the Director shall inform Council accordingly. However, no ongoing reporting is anticipated regarding temporary road closures, reducing load limits on highways, entrance permits, for issuing oversized load permits and day to day work regarding the usual operations of the Public Works Department or which are related to a project which has otherwise been authorized by Council</p>	<ul style="list-style-type: none"> <li>• Cleaning and clearing of ditches along municipal roads</li> <li>• Snow plowing and removal</li> <li>• Road grading</li> <li>• Machinery rental</li> <li>• Service contracts</li> <li>• Pipe crossing agreements with landowners</li> </ul> <p>All such documents relating to the day-to-day work should be in accordance with a list approved from time to time by the CAO.</p> <p>Upon executing agreements such as land acquisition through land severances and site plan applications, engineering services, service agreements, tender &amp; RFP contracts, the Director shall inform Council accordingly. However, no ongoing reporting is anticipated regarding temporary road closures, reducing load limits on highways, entrance permits, for issuing oversized load permits and day to day work regarding the usual operations of the Public Works Department or which are related to a project which has otherwise been authorized by Council.</p>
<p>No section</p>	<p><u>Public Works Deputy Director</u>  The Public Work's Director's delegate / designate is the Public Work Deputy Director for the purposes for this by-law.</p> <p>In the absence of the Public Works Director – all matters can be delegated to the Deputy Public Works Director.</p>
<p><u>Recreation Coordinator</u>  The Recreation Coordinator is authorized to approve, amend, extend and execute agreements relating to the usual operations of the Recreation Department, provided that such agreements are within the approved department's programs and objectives and are within approved budget limits or form part of a project which has otherwise been authorized by Council.</p> <ul style="list-style-type: none"> <li>• enter into service agreements for</li> </ul>	<p><u>Recreation Director</u>  The Recreation Director is authorized to approve, amend, extend and execute agreements relating to the usual operations of the Recreation Department, provided that such agreements are within the approved department's programs and objectives and are within approved budget limits or form part of a project which has otherwise been authorized by Council.</p> <ul style="list-style-type: none"> <li>• enter into service agreements for</li> </ul>

operational matters (i.e. contracted services)	operational matters (i.e. contracted services)
No section	<p><u>Recreation Deputy Director</u> The Recreation Director's delegate / designate is the Recreation Deputy Director for the purposes for this by-law.</p> <p>In the absence of the Recreation Director – all matters can be delegated to the Deputy Recreation Director.</p>
<p><u>Director of Water and Sewer</u> The Director of Water and Sewer is authorized to approve, amend, extend, and execute agreements relating to the usual operations of the Water and Sewer department, provided that such agreements are within the approved department's programs and objectives and are within approved budget limits or form part of a project which has otherwise been authorized by Council. enter into service agreements for operational matters (i.e. contracted services).</p>	<p><u>Director of Water and Sewer</u> The Director of Water and Sewer is authorized to approve, amend, extend, execute and sign agreements relating to the usual operations of the Water and Sewer department, provided that such agreements are within the approved department's programs and objectives and are within approved budget limits or form part of a project which has otherwise been authorized by Council.</p> <ul style="list-style-type: none"> <li>• enter into service agreements for operational matters (i.e. contracted services)</li> <li>• Authority to purchase (as per purchasing By-law)</li> <li>• Authority to issue road cut permits</li> <li>• Temporary and short-term road closures for the purpose of conducting road work</li> <li>• Engineering services</li> <li>• Service agreements</li> <li>• Machinery rental</li> <li>• Service contracts</li> <li>• Pipe crossing agreements with landowners</li> <li>• Follow the Water By-law 53-2021</li> <li>• Acting as Overall Responsible Operator (ORO)</li> <li>• Become the DWQMS representative</li> </ul>
No section	<p><u>Water and Wastewater Manager</u> The Water and Wastewater Director's delegate / designate is the Water and Wastewater Manager for the purposes for this by-law.</p>

	<p>In the absence of the Water and Wastewater Director – all matters can be delegated to the Water and Wastewater Manager.</p>
<p><u>Fire Chief</u> The Fire Chief or his designate is authorized to approve, amend, extend and execute agreements relating to the usual operations of the Fire department, provided that such agreements are within the approved department's programs and objectives and are within approved budget limits or form part of a project which has otherwise been authorized by Council.</p> <ul style="list-style-type: none"> <li>enter into service agreements for operational matters (i.e. contracted services)</li> </ul>	<p><u>Fire Chief</u> The Fire Chief or his designate is authorized to approve, amend, extend and execute agreements relating to the usual operations of the Fire department, provided that such agreements are within the approved department's programs and objectives and are within approved budget limits or form part of a project which has otherwise been authorized by Council.</p> <ul style="list-style-type: none"> <li>enter into service agreements for operational matters (i.e. contracted services)</li> </ul> <p>The Fire Chief or his designate is authorized to approve the firefighter's participation in community events such as parades.</p>

**Pertinence par rapport aux priorités**

N/A.

**Plan de communication**

Les règlements seront publiés sur le site web de la municipalité sous la section Règlements et politiques.

**Considérations financières**

N/A.

**Politique d'achat**

N/A.

**Recommandation**

Que le Conseil reçoive ce rapport et les adopte les règlements tels que présentés.

**Attachements**

Annexe A, Règlement 110-2007, Règlement sur la politique d'avis au public



Annexe B, Ébauche du règlement 16-2024, Règlement sur la politique d'avis au public

Annexe C, Règlement 6-2020, Délégation d'autorité

Annexe D, Ébauche du règlement 18-2024, Délégation d'autorité

**CORPORATION OF THE NATION MUNICIPALITY**

**BY-LAW NO. 110-2007**

**BEING** a By-Law to develop a notice policy for activities that are considered to be reasonably sufficient to make the public aware in a timely way of Council's intention to undertake certain activities and to repeal By-Law No. 1-2003.

**WHEREAS**, Section 251 of the Municipal Act, 2001 states that, where a municipality is required to give notice under a provision of this Act, the municipality shall, except as otherwise provided, give notice in a form and in the manner and at all the times that the Council considers adequate to give reasonable notice the provision;

**THEREFORE**, the Council of the Corporation of The Nation Municipality enacts as follows:

**1. DEFINITIONS**

- 1.1 **“Act”** means the Municipal Act, 2001 as amended and includes regulations there under.
- 1.2 **“Clerk”** means the Clerk of the Corporation of The Nation Municipality or her designate.
- 1.3 **“Newspaper”** means a printed publication in sheet form, intended for general circulation, publishes regularly at intervals of not longer than one week, consisting in great part of news of current events of general interest and sold to the public and to regular subscribers.
- 1.4 **“Notice”** means a written, printed, published or posted notification or announcement.

**2. GENERAL NOTICE PROVISIONS**

- 2.1 Where notice of intention to pass a by-law or notice of a public meeting is required to be given and the timeframe for such notice is not already prescribed in the Act or its Regulations or otherwise addressed in Schedule “A” of this By-Law, notice shall be given at least once, no less than 21 days prior to the proposed activity to be undertaken.

**3. HOW NOTICE TO BE GIVEN**

- 3.1 Notice shall be given in the manner and in the form as described in Schedule “A” attached to and forming part of this By-Law.

**4. WHEN NOTICE TO BE GIVEN**

- 4.1 The timeframe to be applied for the giving of notice to the public of Council's intention to pass a By-Law or for the holding of a public meeting shall be as stipulated in Schedule “A” attached to and forming part of this By-Law.

**5. CONTENT OF NOTICE**

5.1 The following shall be minimum requirements for the content of a notice of the intention to pass a By-Law or notice of a public meeting:

5.1.1 Identification of the authority under which the notice is given;

5.1.2 A description of the purpose for the meeting or the purpose and effect of the proposed By-Law;

5.1.3 The date, time and location of the meeting at which the matter will be considered;

5.1.4 A description of how and where comments and/or objections can be made;

5.1.5 Contact information for the purpose of submitting written comments prior to the meeting including any submission deadlines;

5.1.6 If applicable, a key map or other description of the lands affected by the matter being considered.

**6. EMERGENCY PROVISIONS**

6.1 If a matter, which in the opinion of the Clerk or her designate, in consultation with the Mayor, is considered to be of an urgent or time sensitive nature, or which could affect the health or well-being of the residents of the municipality, or is a State of Emergency is declared, or if so advised by a Provincial Ministry, the notice provisions of this By-Law may be waived and the Clerk shall make her best efforts to provide as much reasonable notice under the circumstances.

**7. EFFECTIVE DATE**

7.1 This By-Law shall come into full force and take effect upon third reading and final passing thereof.

7.2 This By-Law hereby replaces By-Law No. 1-2003 which is hereby repealed.

**READ A FIRST, SECOND AND THIRD TIME AND PASSED IN OPEN COUNCIL THIS 10<sup>TH</sup> DAY OF DECEMBER, 2007.**

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**Denis Pommainville, Mayor**

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**Mary J. McCuaig, Clerk**

**SEAL**

**SCHEDULE “A” TO BY-LAW #110-2007**

<b>SECTION</b>	<b>SUBJECT MATTER</b>	<b>WHEN NOTICE IS REQUIRED</b>	<b>TIME LIMIT</b>	<b>TYPE OF NOTICE REQUIRED</b>	<b>NOTICE OPTIONS</b>
Section 48	Change naming of private road	A local municipality may name or change the name of a private road after giving public notice		Public notice	#3
Section 81(3)	Shut off public utilities	When proposed shut-off by a municipality of a public utility	Reasonable notice	Prepaid mail or by posting the notice on the land in a conspicuous place	#1
Section 110(8)	By-law- tax exemption	Upon passing of a by-law under subsection (6), the Clerk shall give written notice of the contents of the by-law to: a) the Assessment Corporation; b) the Clerk of any other municipality that would, but for the by-law, have had authority to levy rates on the assessment for the land exempted by the by-law; c) the secretary of any school board if the area of jurisdiction of the board includes the land exempted by the by-law.		Written notice	#4
Section 173(3)	Restructuring proposal	Shall give notice before Council votes on support or opposition to the restructuring proposal, consult with the public by giving notice of any by holding at least one public meeting, consult with such persons or bodies as the Minister may prescribe.	Prior to Council voting	Consultation with public by holding one public meeting	#3 Also through Minister’s regulation
Section 174(12)	Commission on restructuring	Opportunity to make representations and advise where municipality can inspect written submissions received by Commission on restructuring	Set by the Commission	Shall give notice to the public in the prescribed geographic area advising of the opportunity to inspect the restructuring proposal.	#3 Set by the Commission
Section 206	Board of Management Business Improvement Areas (BIA)	Prior to holding a meeting to vote to appoint directors or to incur debt.	Date and time set by municipality	To general membership	#1
Section 210	BIA By-law	Prior to passing a by-law and prior to designating an area as an improvement area and establish a		Prepaid mail to the Board of management of the improvement area and every person	#1

		board of management and to set levy upon rateable property in the improvement area		assessed for rateable property within the improvement area	
Section 211	BIA Repealing By-Law	Council shall give notice to repeal a by-law if municipality received resolution or request	Before passing the by-law repealing	A municipality shall give notice before passing a by-law.	#1
Section 219 (1)	Upper Tier Council Composition	A municipality shall give notice of its intention to pass a By-Law to change the composition of the Upper Tier Council.	Before passing the By-Law. A majority of votes required Subsection 219(2). The By-Law does not come into force until the day the new Council is organized.	A municipality shall give notice before passing a By-Law and shall hold at least one public meeting.	#3
Section 222	Establishment of Wards	A municipality shall give notice of its intention to pass a By-Law to (re)divide or dissolve existing wards; notice shall be given specifying the last date for appealing.	Notice shall be given before the passing of the By-Law and within 15 days after passing the By-Law.	A municipality shall hold at least one public meeting.	#3 Minister may prescribe criteria
Section 251	Giving of Notice	Reasonable notice in a form and in the manner and at the times that the Council considers adequate to give reasonable notice under the provisions.	As approved by Council	Public notice as approved by Council.	#3
Section 295	Financial Statements Publication	Within 60 days after receiving the audited financial statements of the municipality for the previous year.	60 days after receiving the audited financial statements	Public notice	#3
Section 297	Auditor's right to Attend-Right of Access	Auditor's right to attend any meeting and receive all notices relating to the meeting and to make representation as required.	Auditor to be provided with a listing of Council dates for information purposes.	Reasonable notice	#1
Section 348	Determination of Tax Status	Upon making the determination of every tax account as of December 31 <sup>st</sup> of the preceding year.	By February 28 <sup>th</sup> in each year.	Notice of Tax Arrears and related late payment charges.	#1
Section 350	Obligations of Tenants-	Taxes owed in respect of any land occupied		To tenant in writing requiring tenant	#1

	taxes owed	by tenant		to pay rent in respect of the land	
Section 351	Seizure Personal Property- Public Auction	When Treasurer sells all or part of seized personal property to recover taxes and costs of seizure	At time set by Treasurer	Public Notice	# 1 and #3
Section 357 (5) (b)	Cancellation, reduction, refund of taxes as a result of "Change Event" in accordance with Subsection 34 (3.2) of the Assessment Act	Upon receiving an appeal from applicant	At least 14 days before the meeting on or before September 30 of the year following the year of application and other time frames as identified in the Act as appeal is being processed	Notice to applicant, Assessment Corporation, Assessment Review Board	# 1 and #4
Section 358	Overcharges caused by gross or manifest error	Treasurer to send a copy of application to the Assessment Corporation and Assessment Review Board; and notify applicant of invalid application	On or before September 30 <sup>th</sup> of the year following the year in which the application is made	Hold a meeting where applicant may make representation to the Council	#1 and #4
Section 359	Increase in taxes as a result of any undercharge caused by a gross or manifest error, but not an error in judgment in assessing land	Upon application made by the Treasurer	Within the year in which the application is made	In writing to the person in respect of whom the application is made	# 1 and #4
Section 364	Cancellation, reduction or refund of taxes	Upon lower tier municipality passing a by-law under Subsection (1) to provide the cancellation, reduction or refund of taxes levied	As soon as possible	Letter to upper tier municipality giving facts	# 1 and #4
Section 374(1)	Notice of Registration-after registration of tax arrears certificate in third year following that in which the real property taxes become owing	60 days after registration of tax arrears certificate to assessed owner; (Land Titles Act) persons appearing on parcel register; (Registry Act) persons appearing by the abstract index and by the index of writs received for execution by the sheriff	After third year of tax arrears	Notice of Registration certificate	#1

Section 379(1)	Final Notice	If the cancellation price remains unpaid 280 days after the day the tax arrears certificate is registered	Within 30 days after expiry of the 280 day period	Final Notice that land will be advertised for public sale unless cancellation price is paid before the end of the one year period following the date of registration of the tax arrears certificate	#1
Section 379 (5b) and (15)	Conduct of Public Sale	Within one year, a public sale is conducted at which there is not successful purchaser, the tax arrears certificate with respect to the land shall be deemed to be cancelled	One year after public sale is conducted	Notice of Vesting	#2
Section 380(3)	Payment into Court-proceeds of sale	After making a payment into Court under Subsection 380(2) following sale of land	Within 60 days	Copy of statement to the Public Guardian and Trustee and to the persons to whom the Treasurer sent notice under Subsection 379 (1)	#1
Section 388(2)	Notice of forfeiture registered	If, before January 1, 2004, a notice of forfeiture was registered with respect to any land under Section 23 of the Municipal Tax Sales Act, the land is vested in the municipality upon registration as it read on December 31, 2002.	Before January 1, 2004	Registration of Notice of Forfeiture	#1
Section 402(1)	Notice of Debt	Upon receipt of an application of a municipality to incur a debt	None provided	The Ontario Municipal Board (OMB) may direct the municipality to give Notice of Application to such persons and in such manner as the Board determines	# 1 and #3
Section 431	Where Power of Entry exercised	Except with respect to an entry to determine whether a By-Law order or condition to a permit has been complied with or an entry under Section 87, 97, 122 or 166 or Clause 430 (a), (b) or (c)	Must provide reasonable notice of the proposed entry	Inform occupier of the land by personal service or prepaid mail or by posting the notice on the land in a conspicuous place	#1
Section 433	Closing Premises, Public	Notice to the Attorney General.	15 days notice of its	Letter of application	#1

	Nuisance	Upon application of a municipality, where activities or circumstances constitute a public nuisance, the Superior Court of Justice may make an order, be closed to any use, not to exceed two years	intention to make application		
Section 440	Collection of Unpaid Licensing Fines	Whenever any part of a fine for a contravention of a licensing By-Law passed under the Municipal Act remains unpaid after the fine becomes due and payable under the Provincial Offences Act	No date specified	Written notice specifying the amount of the fine payable and final date to pay (no less than 21 days after date of Notice)	#1

**Notice Requirements Options**

- Notice #1-** Infers to the personal notice to an individual or a limited number of people. It targets a very select group. Recommended that this notice be sent by registered mail to the last known address or hand delivered.
- Notice #2-** Requires a notice be published in a newspaper which is sold to the public and which has regular subscribers, once a week for three consecutive weeks.
- Notice #3-** Requires a notice to be published in a newspaper which is sold to the public and which has regular subscribers, a minimum of one week prior to the passing of the by-law and/or declared at an open meeting of Council that the subject will be placed on the agenda of the next regularly scheduled meeting and/or post on the web-site.
- Notice #4-** Give notice of the passing of the by-law (i.e. County Council, School Boards, Assessment Office). As a courtesy, the local municipality may wish to post it on the web-site for further due diligence.



## CORPORATION OF THE NATION MUNICIPALITY

### BY-LAW NO. 16-2024

**BEING** a By-Law to establish a Notice to the Public Policy.

**WHEREAS**, Section 270 (4) of the Municipal Act, 2001, as amended, states that a municipality shall adopt and maintain policies with respect to the circumstances in which the municipality shall provide notice to the public and, if the notice is to be provided, the form, manner and times notice shall be given.

WHEREAS the Corporation of The Nation Municipality shall establish a Notice to the Public policy to provide the requirements and to implement procedures with respect to the giving of notice to the public from time to time under the Municipal Act and to establish the minimum requirements for those actions for which notice requirements are not prescribed under the provisions of the Municipal Act;

**THEREFORE**, the Council of the Corporation of The Nation Municipality enacts as follows:

1. That the Notice to the Public Policy attached as Schedule "A" and forming part of this by-law be approved and adopted.
2. That if a section of this by-law is found invalid (ultra vires) by a court of competent jurisdiction, such section shall be deemed severable, and all other sections of this by-law shall remain in force and effect.
3. That this By-law shall come into force and take effect upon the final reading and adopting thereof.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
ON the 25<sup>th</sup> day of MARCH 2024.

\_\_\_\_\_  
Francis Brière, Mayor

\_\_\_\_\_  
Aimée Roy, Deputy Clerk

## Schedule “A” of By-law 16-2024

### **Notice to the Public Policy**

#### **1. Purpose**

The purpose of this policy is to establish a policy with respect to the circumstances in which the municipality provides notices to the public, pursuant to Section 270 of the Municipal Act, 2001, as amended.

This policy will outline the form, manner and times of notices, the responsibilities thereof, and emergency provisions.

#### **2. Definitions**

- 2.1. “Act” means the Municipal Act, 2001, as amended and includes regulations thereunder.
- 2.2. “Clerk” means the Clerk of the Corporation of The Nation Municipality or their designate.
- 2.3. “Digital Newsletter” means an online publication that The Nation Municipality uses to communicate information.
- 2.4. “Digital notifications” means notices sent by SMS (text messaging), email, in-application, or telephone call sent via a digital messaging system.
- 2.5. “Municipality” refers to the Corporation of The Nation Municipality.
- 2.6. “Newspaper” means a printed publication intended for general circulation, published regularly, consisting in great part of news of current events of general interest.
- 2.7. “Notice” means a written, printed, published, or posted notification or announcement.
- 2.8. “Website” shall mean the official The Nation Municipality website.

#### **3. Responsibilities**

The Chief Administrative Officer, Clerk and Department Heads are integral in ensuring compliance and consistent application of this policy.

#### **4. Procedure**

##### 4.1. General Provisions

- 4.1.1. Notices that are published on the Website shall be the responsibility of the Department Head and the Coordinator of Communications and Marketing.
- 4.1.2. Notices shall be written in plain language and in an accessible manner.
- 4.1.3. If the matter is deferred or continued at a future meeting:
  - a) All statutory requirements for notice of the future meeting will be complied with, if required.

- b) For non-statutory matters, a public statement will be made at the meeting advising that the matter has been deferred or will be continued to a future meeting specified in the statement.

- 4.1.4. Where separate by-laws have been enacted in accordance with provisions contained in the Act, the notice provisions set out in such by-laws shall prevail.
- 4.1.5. No notice shall be required under this by-law where the provision of notice will interfere with the ability of Council to conduct business with respect to a matter permitted for a closed session under Section 239 of the Act.
- 4.1.6. Nothing in this by-law shall prevent the Clerk from using more comprehensive methods of notice or providing for a longer notice period.

#### 4.2. Manner of Notice

The Clerk shall cause such notice to be given in the manner prescribed in the Act, its regulations, or the Municipality's Procedural By-law, and if not prescribed, a notice shall be published in a newspaper and/or published on the Municipality's website.

#### 4.3. Time of Notice

Where a notice of intention to pass a by-law or a notice of a public meeting is required to be given, such notice shall be provided in the time frame prescribed in the Act or its regulations, and if not so prescribed, notice shall be given at least once 5 prior to the proposed action being taken.

##### a) Council Meetings (Regular and Special)

Legislative requirements per the Municipal Act, 2001, s. 238 (2.1): The Procedural By-law of The Nation Municipality provides for the public notice of meetings.

Municipal Notice Standard: the Procedural By-law will provide the form, manner, and time for notice of public meetings.

##### b) Planning Act Notices

Legislative requirements per the Planning Act: there are various requirements under the Planning Act for public notices depending on the manner.

Municipal Notice Standard: Notice will be provided in the form prescribed by the Planning Act. If it is required to be published in a newspaper, notice will be given as per the definition in this policy.

##### c) Change in composition of Council and changes to ward boundaries

Legislative requirements per the Municipal Act, 2001, s. 222(3): notice must be provided of the passing of a by-law within 15 days of adoption specifying the last date for filing an appeal.

Municipal Notice Standard: notice will be provided in writing on the Municipal Website and via Digital Notices within 15 days of adoption of a by-law to change the composition of Council or to the Ward Boundaries.

d) Financial Statements

Legislative requirements per the Municipal Act, 2001, s. 295 (1) (a) (ii): within 60 days after receiving the audited financial statements for the previous year, the Treasurer of the municipality shall publish a notice in the newspaper having general circulation in the municipality that the audited financial statements for the previous year are available.

Municipal Notice Standard: notice will be provided in writing, on the Municipal website within 60 days of receiving them.

e) Tax Sales

Legislative requirements per the Municipal Act, 2001, s.351 (8): public notice must be given by the treasurer or their agent of the time and place of the auction, and the name of the person whose personal property is to be sold.

Municipal Notice Standard: notice will be provided in writing on the Municipal Website and in any other manner as appropriate within 30 days.

f) Changing of the name of a private road

Legislative requirements per the Municipal Act, 2001, s.48: public notice must be given of the intention to pass a by-law changing the name of a private road.

Municipal Notice Standard: notice will be provided when a written agenda, containing the change in private road name, is published on the Municipal Website and within the timeframe as established by the Municipal Procedural By-law.

g) Intent to designate property as having cultural heritage value or interest

Legislative requirements per the Ontario Heritage Act, s.26 (4): where the municipality is required by this Part to publish a notice in a newspaper having general circulation in the municipality, notice given in accordance with a policy adopted by the municipality under section 270 of the Municipal Act, 2001, is deemed to satisfy the requirement of this Part to publish notice in a newspaper.

Municipal Notice Standard: a notice required under the Ontario Heritage Act will be provided in writing on the Municipal Website for a period of 30 days. The notice will comply in all other respects with the requirement of the Ontario Heritage Act including a description of the property, statement of heritage value, and timeline for a notice of objection.

#### 4.4. Form of Notice

Unless otherwise prescribed in the Act or its regulations, where notice of intention to pass a by-law is required, the notice shall contain the following information:

- a) Description of the proposed action or the purpose and effect of the proposed by-law.
- b) The date, time and location of the meeting (if required).
- c) Instruction on obtaining additional information, submitting comments, or attending a public meeting.
- d) If related to specific lands within the Municipality, a key map or other description showing the affected lands (if available).
- e) The name and coordinates of the person who will receive written comments on the issue and the deadline for receiving such comments, if applicable.
- f) Staff may provide additional or more comprehensive methods of notice at their discretion.

## **5. Emergency Provisions**

If a matter arises which in the opinion of the Chief Administrative Officer or Clerk in consultation with the Mayor is considered to be of an urgent or time sensitive nature, the notice requirements of this policy shall be waived and the appropriate staff shall make best efforts to provide as much notice as in the manner that is reasonable under the circumstances.

## **6. Notices on Municipal Website**

6.1. Notices published on our website shall be posted under the “Announcements and Notices” section of the website.

6.2. If a meeting is involved, the notice will also be published on the municipal website’s calendar.

## **7. Optional Forms of Notices**

If deemed expedient by the CAO, Clerk or Department Head, in collaboration with the Coordinator of Communication and Marketing:

7.1. Notices may be sent via a digital notification system, so that the notices may be sent to those registered to the free service may receive notices via SMS, email, in-application, or telephone.

7.2. Notices may be sent in the municipal newsletter.

7.3. Notices may be published on Social Media platforms, such as Facebook and X (previously known as Twitter), if deemed necessary.

## **8. Cross References**

The Nation Procedural By-law

**THE CORPORATION OF THE NATION MUNICIPALITY**

**BY-LAW NO. 06-2020**

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**BEING A BY-LAW TO ADOPT A POLICY REGARDING DELEGATION OF AUTHORITY TO VARIOUS OFFICERS OF THE NATION MUNICIPALITY**

**WHEREAS** Section 23.1 (1) of the *Municipal Act, 2001*, as amended authorizes a municipality to delegate some of those powers and duties to a person or body subject to the restrictions of the Act; and

**WHEREAS** section 23.3 (1) of the *Municipal Act, 2001* as amended do not authorize to delegate any of the following powers and duties:

1. The power to appoint or remove from office an officer of the municipality whose appointment is required by this Act.
2. The power to pass a by-law under section 400.1 and Parts VIII, IX, IX.1 and X.
3. The power to incorporate corporations in accordance with section 203.
4. The power to adopt an official plan or an amendment to an official plan under the *Planning Act*.
5. The power to pass a zoning by-law under the *Planning Act*.
6. The powers to pass a by-law under subsections 108 (1) and (2) and 110 (3), (6) and (7).
7. The power to adopt a community improvement plan under section 28 of the *Planning Act*, if the plan includes provisions that authorize the exercise of any power under subsection 28 (6) or (7) of that Act or under section 365.1 of this Act.
8. The power to adopt or amend the budget of the municipality.
9. Any other power or duty that may be prescribed. 2006, c. 32, Sched. A, s. 15; 2017, c. 8, Sched. 19, s. 2.

**AND WHEREAS** Section 270 (1) of the *Municipal Act, 2001*, as amended requires that municipalities adopt and maintain policies with respect to the delegation of municipal powers and duties; and

**AND WHEREAS** the Council of The Nation Municipality deems it appropriate to determine measures to enhance the efficiency of its decision making and administrative processes.

**NOW THEREFORE BE IT RESOLVED** that the Council of The Nation Municipality enacts as follows:

1. That the delegation of powers and duties shall be governed by the provisions and regulations contained in this By-law and Schedule 'A' (Delegation of Powers and Duties Policy), attached hereto and forming part of this By-law;
2. That Council hereby delegates the powers and duties and restrictions thereto as set out in Schedule 'B' (Delegation of Powers and Duties), to those officers, employees or committees identified on the said schedule and hereby confirms that such powers and duties are minor in nature, within the meaning of subsection 23.1 of the *Municipal Act, 2001*, as amended;
3. This By-law shall come into force and effect upon the date of final passing thereof.

**DONE AND PASSED** in open Council this 9th day of March, 2020.

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Francois St- Amour, Mayor

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Josée Brizard, CAO/Clerk

## Schedule “A” to By-law Number 06-2020

### **SUBJECT**

Delegation of Powers and Duties of Council

### **PURPOSE**

This policy provides guidance regarding the scope of powers and duties that Council may delegate under its legislative and administrative authority and establishes principles governing such delegation.

Section 270 (6) of the *Municipal Act, 2001*, requires that The Nation Municipality adopt and maintain a policy with respect to the delegation of powers and duties.

### **DEFINITIONS**

*Legislative Powers* – Includes all matters where Council acts in a legislative or quasi-judicial function including enacting by-laws, setting policies, and exercising decision-making authority.

*Administrative Powers* – Includes all matters required for the management of the corporation that do not involve discretionary decision-making.

### **POLICY STATEMENT**

The Nation Municipality’s Council will delegate its powers and duties in order to support efficient management of the municipal operations and ensuring that appropriate accountability and reporting is assigned to each delegation.

### **POLICY REQUIREMENTS**

The Nation municipality’s Council supports the delegation of powers and duties to provide efficient management of municipal operations and respond to matters in a timely fashion according to the following principles:

1. All delegation of powers and duties shall be exercised by by-law.
2. Unless a power, duty or function of Council has been expressly delegated by by-law, all of the powers, duties and functions of Council remain with Council.
3. All delegation of powers and duties may be revoked at any time without notice.
4. A delegation of a power or duty under any by-law to any member of staff is also a delegation to a staff member who has been selected from time to time by the delegate to act in the capacity of the delegate in the delegate’s absence.
5. Subject to Section 4, a person to whom a power, duty or function has been delegated by By-law has no authority to further delegate to another person any power, duty or function that has been delegated, unless such delegation is expressly permitted.
6. In exercising any delegated authority, the delegate shall ensure the following:
  - Any expenditure related to the matter shall have been provided for in the current year’s budget (or authorized by the Purchasing by-law);-
  - The scope of the delegated authority shall not be exceeded by the delegate;
  - The consistent and equitable application of Council policies and procedures;
  - Where required by the specific delegated authority, reports shall be submitted to Council advising of the exercise of a delegated authority and confirming compliance with the delegated authority and this policy;

### **EFFECTIVE DATE**

This Policy took effect on March 9<sup>th</sup> 2020.

**LIST OF DELEGATED POWERS AND DUTIES**

<b>Person or body delegated</b>	<b>Description Powers/Duties Delegated</b>
Mayor and Clerk	All matters pertaining to Municipal Council such as the execution of all by-laws adopted by Municipal's Council, execution of all committee reports and council minutes, leases and agreements authorized by Municipal Council.
Chief Administrative Officer	<p>The Chief Administrative Officer and Clerk shall exercise all powers and duties of the CAO as set out in the <i>Municipal Act, 2001</i>.</p> <p>The CAO, senior official of the Corporation, provides organizational leadership of staff and is responsible for the efficient and effective delivery of services. The CAO is responsible for carrying out the direction of Municipal Council. The CAO is tasked with ensuring that all agreements and documents which are required to give effect to the direction of Municipal Council are properly reviewed if required, and completed in a timely manner.</p> <p>The CAO is authorized to:</p> <ul style="list-style-type: none"> <li>• enter into service agreements for operational matters</li> <li>• approve corporate administrative and financial policies</li> <li>• execute agreements for land sale and/or land purchase and all deeds, transfers and other documents required for the acquisition, purchase, sale or exchange of any interest in land which have been approved by Municipal' Council</li> <li>• execute all leases or renewal of leases</li> <li>• all authorisation and responsibilities in accordance with existing Procurement Policy F-2016-03 (and its subsequent revision as approved by council)</li> <li>• approve payment to the Municipality Third Party Liability Insurer of any deductible limit provided under an insurance policy upon settlement of any claim in excess of the deductible limit</li> <li>• execution of agreements or documents relating to matters or project which has been authorized by the municipal Council or specifically included in the annual budget</li> <li>• recommends to Council the appointment, employment, suspension or dismissal of all departments heads</li> <li>• authorise the appointment, employment of all support staff and employees below the rank of department heads as stipulated in the budget</li> </ul> <p>No ongoing reporting to Council or Committees anticipated for agreements that are administrative in nature or which are related to a project which has otherwise been authorized by Municipal Council. However at least annually, the CAO shall ensure that reports to Municipal Council or the relevant Committee have been made on agreements that are not solely administrative in nature.</p>
Clerk and Deputy Clerk	<p>The Deputy Clerk shall exercise all powers and duties of the Clerk as set out in the <i>Municipal Act</i> and all other Act.</p> <p>In the absence of the Clerk – all matters pertaining to Council, such as the execution of by-laws, council minutes, or all matters relating to the Clerk's Department.</p> <p>All such documents relating to the day to day work should be in accordance with a list approved from time to time by the Chief Administrative Officer.</p>



<p>Treasurer</p>	<p>The Treasurer shall exercise all powers and duties of the treasurer as set out in the <i>Municipal Act</i>.</p> <p>The Treasurer has authority to sign on financial matters and is authorized to:</p> <ul style="list-style-type: none"> <li>• sign agreements to accept grants</li> <li>• enter into service agreements for operational matters (i.e. contracted services)</li> <li>• execute documents pertaining to the financial activities of the Corporation such as invoices, cheques requisitions, banking documents, and financial agreements</li> <li>• complete applications to any ministry, agency, or fund for compensation, funding or other forms of subsidy related to any programs, operations or approved capital project, and subsequent submissions, declarations or representations required for processing the application of the receipt of funds.</li> <li>• execute agreements relating to the usual financial operations, subject to the restrictions set out by the procurement policy and/or other ministerial policies.</li> <li>• authorize the writing off of general accounts receivable which the Treasurer has determined to be uncollectible which shall be reported annually to the CAO.</li> </ul> <p>No ongoing reporting anticipated for the signing of financial reports and day to day activities.</p> <p>All such documents relating to the day to day work, in accordance with a list approved from time to time by the Chief Administrative Officer.</p>
<p>Deputy Treasurer</p>	<p>The Deputy Treasurer shall exercise all powers and duties of the Treasurer as set out in the <i>Municipal Act</i> and any other Act.</p> <p>In the absence of the Treasurer – all matters relating to the Treasurer.</p> <p>All such documents relating to the day to day work in accordance with a list approved from time to time by the Treasurer.</p>
<p>Human Resources Director</p>	<p>The Human Resources Director is authorized to approve, amend, extend and execute agreements relating to the usual operations of the Human Resources Department, provided that such agreements are within the approved programs and objectives and are within approved budget limits or form part of a project which has otherwise been authorized by Council. Such agreements shall, where deemed appropriate by the CAO, be reviewed by legal counsel.</p> <p>These agreements and/or documents include, but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• Grievances</li> <li>• Pay equity</li> <li>• Labour – letters of understanding</li> <li>• Arbitration settlements</li> <li>• Human Resources issues within budget and policy</li> </ul> <p>All such documents relating to the day to day work in accordance with a list approved from time to time by the CAO.</p> <p>No ongoing reporting to Committee or Council anticipated.</p>
<p>Planning Director</p>	<p>The Planning Director is authorized to approve, amend, extend and execute agreements relating to the usual operations of the Planning Department, provided that such agreements are within the approved department's programs and objectives and are within approved budget limits or form part</p>

	<p>of a project which has otherwise been authorized by Council. Such agreements shall, where deemed appropriate by the CAO, be reviewed by legal counsel.</p> <p>These agreements and/or documents include, but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• Plans of Subdivision</li> <li>• Encroachment Agreement – (here no financial impact)</li> <li>• Letters of understanding</li> <li>• Development Charges Deferral</li> <li>• Land Severance Consent Conditions</li> <li>• Lease Agreements</li> <li>• Service Contracts</li> <li>• Site Plan and Site plan agreement</li> <li>• Wood burning Furnace Variance</li> </ul> <p>All such documents relating to the day to day work should be in accordance with a list approved from time to time by the CAO.</p> <p>No ongoing reporting anticipated for agreements that are administrative in nature or which are related to a project which has otherwise been authorized by Council.</p>
<p>Public Works Director</p>	<p>The Director of Public Works has been delegated administrative powers such as:</p> <ul style="list-style-type: none"> <li>• Authorize temporary road closure for the purposes of road work or parades, street parties, etc.</li> <li>• Speed limits in construction zones</li> <li>• Authority to issue oversized load permits</li> <li>• Authority to purchase (as per purchasing By-law)</li> <li>• Authority to issue entrance permits</li> <li>• Authority to reduce load limits on highways</li> <li>• Authority to issue front yard ditch filling permits</li> <li>• Authority to issue road cut permits</li> </ul> <p>The Director of Public Works is authorized to approve, amend, extend and execute agreements relating to the usual operations of the Public Works Department, provided that such agreements are related to approve departmental programs and objectives and are within approved budget limits or form part of a project which has otherwise been authorized by Council. Such agreements shall, where deemed appropriate by the CAO, be reviewed by legal counsel.</p> <p>These agreements may include, but are not limited to the following services:</p> <ul style="list-style-type: none"> <li>• Land acquisition through land severances and site plan applications and subdivision agreements</li> <li>• Temporary and short-term road closures for the purpose of conducting road work</li> <li>• Engineering services</li> <li>• Service agreements</li> <li>• Cleaning and clearing of ditches along municipal roads</li> <li>• Snow plowing and removal</li> <li>• Road grading</li> <li>• Machinery rental</li> <li>• Service contracts</li> <li>• Pipe crossing agreements with landowners</li> </ul> <p>All such documents relating to the day to day work should be in accordance with a list approved from time to time by the CAO.</p>

	<p>Upon executing agreements such as land acquisition through land severances and site plan applications, engineering services, service agreements, tender &amp; RFP contracts, the Director shall inform Council accordingly. However, no ongoing reporting is anticipated regarding temporary road closures, reducing load limits on highways, entrance permits, for issuing oversized load permits and day to day work regarding the usual operations of the Public Works Department or which are related to a project which has otherwise been authorized by Council.</p>
<p>Recreation Coordinator</p>	<p>The Recreation Coordinator is authorized to approve, amend, extend and execute agreements relating to the usual operations of the Recreation Department, provided that such agreements are within the approved department's programs and objectives and are within approved budget limits or form part of a project which has otherwise been authorized by Council.</p> <ul style="list-style-type: none"> <li>• enter into service agreements for operational matters (i.e. contracted services)</li> </ul>
<p>Director of Water and Sewer</p>	<p>The Director of Water and Sewer is authorized to approve, amend, extend and execute agreements relating to the usual operations of the Water and Sewer department, provided that such agreements are within the approved department's programs and objectives and are within approved budget limits or form part of a project which has otherwise been authorized by Council.</p> <ul style="list-style-type: none"> <li>• enter into service agreements for operational matters (i.e. contracted services)</li> </ul>
<p>Fire Chief</p>	<p>The Fire Chief is authorized to approve, amend, extend and execute agreements relating to the usual operations of the Fire department, provided that such agreements are within the approved department's programs and objectives and are within approved budget limits or form part of a project which has otherwise been authorized by Council.</p> <ul style="list-style-type: none"> <li>• enter into service agreements for operational matters (i.e. contracted services)</li> </ul>

THE CORPORATION OF THE NATION MUNICIPALITY

BY-LAW NO. 18-2024

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**BEING A BY-LAW TO ADOPT A POLICY REGARDING DELEGATION OF AUTHORITY TO VARIOUS OFFICERS OF THE NATION MUNICIPALITY AND TO REPEAL 06-2020.**

**WHEREAS** Section 23.1 (1) of the *Municipal Act, 2001*, as amended authorizes a municipality to delegate some of those powers and duties to a person or body subject to the restrictions of the Act; and

**WHEREAS** section 23.3 (1) of the *Municipal Act, 2001* as amended do not authorize to delegate any of the following powers and duties:

1. The power to appoint or remove from office an officer of the municipality whose appointment is required by this Act.
2. The power to pass a by-law under section 400.1 and Parts VIII, IX, IX.1 and X.
3. The power to incorporate corporations in accordance with section 203.
4. The power to adopt an official plan or an amendment to an official plan under the *Planning Act*.
5. The power to pass a zoning by-law under the *Planning Act*.
6. The powers to pass a by-law under subsections 108 (1) and (2) and 110 (3), (6) and (7).
7. The power to adopt a community improvement plan under section 28 of the *Planning Act*, if the plan includes provisions that authorize the exercise of any power under subsection 28 (6) or (7) of that Act or under section 365.1 of this Act.
8. The power to adopt or amend the budget of the municipality.
9. Any other power or duty that may be prescribed. 2006, c. 32, Sched. A, s. 15; 2017, c. 8, Sched. 19, s. 2.

**AND WHEREAS** Section 270 (1) of the *Municipal Act, 2001*, as amended requires that municipalities adopt and maintain policies with respect to the delegation of municipal powers and duties; and

**AND WHEREAS** the Council of The Nation Municipality deems it appropriate to determine measures to enhance the efficiency of its decision making and administrative processes.

**NOW THEREFORE BE IT RESOLVED** that the Council of The Nation Municipality enacts as follows:

1. That the delegation of powers and duties shall be governed by the provisions and regulations contained in this By-law and Schedule 'A' (Delegation of Powers and Duties Policy), attached hereto and forming part of this By-law;
2. That Council hereby delegates the powers and duties and restrictions thereto as set out in Schedule 'B' (Delegation of Powers and Duties), to those officers, employees or committees identified on the said schedule and hereby confirms that such powers and duties are minor in nature, within the meaning of subsection 23.1 of the *Municipal Act, 2001*, as amended;
3. This By-law shall come into force and effect upon the date of final passing thereof.
4. **That By-law 06-2020 be repealed.**

**DONE AND PASSED** in open Council this 18th day of March 2024.

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Francis Brière, Mayor

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Aimée Roy, Deputy Clerk

## Schedule “A” to By-law Number 18-2024

### SUBJECT

Delegation of Powers and Duties of Council

### PURPOSE

This policy provides guidance regarding the scope of powers and duties that Council may delegate under its legislative and administrative authority and establishes principles governing such delegation.

Section 270 (6) of the *Municipal Act, 2001*, requires that The Nation Municipality adopt and maintain a policy with respect to the delegation of powers and duties.

### DEFINITIONS

*Legislative Powers* – Includes all matters where Council acts in a legislative or quasi-judicial function including enacting by-laws, setting policies, and exercising decision-making authority.

*Administrative Powers* – Includes all matters required for the management of the corporation that do not involve discretionary decision-making.

### POLICY STATEMENT

The Nation Municipality’s Council will delegate its powers and duties in order to support efficient management of the municipal operations and ensuring that appropriate accountability and reporting is assigned to each delegation.

### POLICY REQUIREMENTS

The Nation municipality’s Council supports the delegation of powers and duties to provide efficient management of municipal operations and respond to matters in a timely fashion according to the following principles:

1. All delegation of powers and duties shall be exercised by by-law.
2. Unless a power, duty or function of Council has been expressly delegated by by-law, all of the powers, duties and functions of Council remain with Council.
3. All delegation of powers and duties may be revoked at any time without notice.
4. A delegation of a power or duty under any by-law to any member of staff is also a delegation to a staff member who has been selected from time to time by the delegate to act in the capacity of the delegate in the delegate’s absence.
5. Subject to Section 4, a person to whom a power, duty or function has been delegated by By-law has no authority to further delegate to another person any power, duty or function that has been delegated, unless such delegation is expressly permitted.
6. In exercising any delegated authority, the delegate shall ensure the following:
  - Any expenditure related to the matter shall have been provided for in the current year’s budget (or authorized by the Purchasing by-law);
  - The scope of the delegated authority shall not be exceeded by the delegate;
  - The consistent and equitable application of Council policies and procedures;
  - Where required by the specific delegated authority, reports shall be submitted to Council advising of the exercise of a delegated authority and confirming compliance with the delegated authority and this policy;

### EFFECTIVE DATE

This Policy took effect on March 18<sup>th</sup>, 2024.

**Schedule B to By-law Number 18-2024**

**LIST OF DELEGATED POWERS AND DUTIES**

<b><i>Person or body delegated</i></b>	<b><i>Description Powers/Duties Delegated</i></b>
Mayor and Clerk	All matters pertaining to Municipal Council such as the execution of all by-laws adopted by Municipal's Council, execution of all committee reports and council minutes, leases and agreements authorized by Municipal Council.
Chief Administrative Officer	<p>The Chief Administrative Officer shall exercise all powers and duties of the CAO as set out in the <i>Municipal Act, 2001</i>.</p> <p>The CAO, senior official of the Corporation, provides organizational leadership of staff and is responsible for the efficient and effective delivery of services. The CAO is responsible for carrying out the direction of Municipal Council. The CAO is tasked with ensuring that all agreements and documents which are required to give effect to the direction of Municipal Council are properly reviewed if required, and completed in a timely manner.</p> <p>The CAO is authorized to:</p> <ul style="list-style-type: none"> <li>• enter into service agreements for operational matters</li> <li>• approve corporate administrative and financial policies</li> <li>• execute agreements for land sale and/or land purchase and all deeds, transfers and other documents required for the acquisition, purchase, sale or exchange of any interest in land which have been approved by Municipal' Council</li> <li>• execute all leases or renewal of leases</li> <li>• all authorisation and responsibilities in accordance with existing Procurement Policy F-2016-03 (and its subsequent revision as approved by council)</li> <li>• approve payment to the Municipality Third Party Liability Insurer of any deductible limit provided under an insurance policy upon settlement of any claim in excess of the deductible limit</li> <li>• execution of agreements or documents relating to matters or project which has been authorized by the municipal Council or specifically included in the annual budget</li> <li>• recommends to Council the appointment, employment, suspension or dismissal of all departments heads</li> <li>• authorise the appointment, employment of all support staff and employees below the rank of department heads as stipulated in the budget</li> </ul> <p>No ongoing reporting to Council or Committees anticipated for agreements that are administrative in nature or which are related to a project which has otherwise been authorized by Municipal Council. However at least annually, the CAO shall ensure that reports to Municipal Council or the relevant Committee have been made on agreements that are not solely administrative in nature.</p>
Clerk and Deputy Clerk	<p>The Deputy Clerk shall exercise all powers and duties of the Clerk as set out in the <i>Municipal Act</i> and all other Act.</p> <p>In the absence of the Clerk – all matters pertaining to Council, such as the execution of by-laws, council minutes, or all matters relating to the Clerk's Department.</p>

	<p>All such documents relating to the day to day work should be in accordance with a list approved from time to time by the Chief Administrative Officer.</p>
<p>Treasurer</p>	<p>The Treasurer shall exercise all powers and duties of the treasurer as set out in the <i>Municipal Act</i>.</p> <p>The Treasurer has authority to sign on financial matters and is authorized to:</p> <ul style="list-style-type: none"> <li>• sign agreements to accept grants</li> <li>• enter into service agreements for operational matters (i.e. contracted services)</li> <li>• execute documents pertaining to the financial activities of the Corporation such as invoices, cheques requisitions, banking documents, and financial agreements</li> <li>• complete applications to any ministry, agency, or fund for compensation, funding or other forms of subsidy related to any programs, operations or approved capital project, and subsequent submissions, declarations or representations required for processing the application of the receipt of funds.</li> <li>• execute agreements relating to the usual financial operations, subject to the restrictions set out by the procurement policy and/or other ministerial policies.</li> <li>• authorize the writing off of general accounts receivable which the Treasurer has determined to be uncollectible which shall be reported annually to the CAO.</li> <li>• to negotiate and execute tax extension agreements on behalf of The Corporation of the Nation Municipality. The Deputy Treasurer and Tax Collection Officer are identified as designates for the purpose of this authority. The authority is subject to the following limitations: <ul style="list-style-type: none"> <li>a. The tax extension agreement must be requested by and entered into with any owner of the land, the spouse of any owner of the land, any mortgagee, any tenant in occupation of the land or any person the treasurer is satisfied has an interest in the land, in accordance with Section 378 of the Municipal Act, 2001; and</li> <li>b. The tax extension agreement must be compliant with the requirements of Section 378 of the Municipal Act, 2001 and in the form of Schedule A as negotiated by the Treasurer/designate;</li> <li>c. The tax extension agreement can only be entered into after a tax arrears certificate has been registered, and before the expiry of the one-year period</li> </ul> </li> </ul> <p>No ongoing reporting anticipated for the signing of financial reports and day to day activities.</p> <p>All such documents relating to the day-to-day work, in accordance with a list approved from time to time by the Chief Administrative Officer.</p>
<p>Deputy Treasurer</p>	<p>The Deputy Treasurer shall exercise all powers and duties of the Treasurer as set out in the <i>Municipal Act</i> and any other Act.</p> <p>In the absence of the Treasurer – all matters can be delegated to the Deputy Treasurer.</p> <p>All such documents relating to the day-to-day work in accordance with a list approved from time to time by the Treasurer.</p>

<p>Human Resources Director</p>	<p>The Human Resources Director is authorized to approve, amend, extend and execute agreements relating to the usual operations of the Human Resources Department, provided that such agreements are within the approved programs and objectives and are within approved budget limits or form part of a project which has otherwise been authorized by Council. Such agreements shall, where deemed appropriate by the CAO, be reviewed by legal counsel.</p> <p>These agreements and/or documents include, but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• Grievances</li> <li>• Pay equity</li> <li>• Labour – letters of understanding</li> <li>• Arbitration settlements</li> <li>• Human Resources issues within budget and policy</li> </ul> <p>All such documents relating to the day-to-day work in accordance with a list approved from time to time by the CAO.</p> <p>No ongoing reporting to Committee or Council anticipated.</p>
<p>Planning Director</p>	<p>The Planning Director is authorized to approve, amend, extend, execute, and sign agreements relating to the usual operations of the Planning Department, provided that such agreements are within the approved department's programs and objectives and are within approved budget limits or form part of a project which has otherwise been authorized by Council. Such agreements shall, where deemed appropriate by the CAO, be reviewed by legal counsel.</p> <p>These agreements and/or documents include, but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• Plans of Subdivision and subdivision agreements</li> <li>• Encroachment Agreement – (here no financial impact)</li> <li>• Letters of understanding</li> <li>• Development Charges Deferral</li> <li>• Land Severance Consent Conditions</li> <li>• Lease Agreements</li> <li>• Service Contracts</li> <li>• Site Plan and Site plan agreement</li> <li>• Wood burning Furnace Variance</li> <li>• Land transfers for road widening, park land, one-foot-reserves, and municipal infrastructure</li> <li>• Pre-servicing agreement in relation with new subdivisions</li> </ul> <p>All such documents relating to the day-to-day work should be in accordance with a list approved from time to time by the CAO.</p> <p>No ongoing reporting anticipated for agreements that are administrative in nature or which are related to a project which has otherwise been authorized by Council.</p>
<p>Public Works Director</p>	<p>The Director of Public Works has been delegated administrative powers such as:</p> <ul style="list-style-type: none"> <li>• Authorize temporary road closure for the purposes of road work or parades, street parties, etc.</li> <li>• Speed limits in construction zones</li> <li>• Authority to issue oversized load permits</li> <li>• Authority to purchase (as per purchasing By-law)</li> <li>• Authority to issue entrance permits</li> <li>• Authority to reduce load limits on highways</li> <li>• Authority to issue front yard ditch filling permits</li> <li>• Authority to issue road cut permits</li> </ul>



	<p>The Director of Public Works is authorized to approve, amend, extend execute, and <b>sign</b> agreements relating to the usual operations of the Public Works Department, provided that such agreements are related to approve departmental programs and objectives and are within approved budget limits or form part of a project which has otherwise been authorized by Council. Such agreements shall, where deemed appropriate by the CAO, be reviewed by legal counsel.</p> <p>These agreements may include, but are not limited to the following services:</p> <ul style="list-style-type: none"> <li>• <b>Land acquisition through land severances and site plan applications and subdivision agreements</b></li> <li>• Temporary and short-term road closures for the purpose of conducting road work</li> <li>• Engineering services</li> <li>• Service agreements</li> <li>• Cleaning and clearing of ditches along municipal roads</li> <li>• Snow plowing and removal</li> <li>• Road grading</li> <li>• Machinery rental</li> <li>• Service contracts</li> <li>• Pipe crossing agreements with landowners</li> </ul> <p>All such documents relating to the day-to-day work should be in accordance with a list approved from time to time by the CAO.</p> <p><b>Upon executing agreements such as land acquisition through land severances and site plan applications</b>, engineering services, service agreements, tender &amp; RFP contracts, the Director shall inform Council accordingly. However, no ongoing reporting is anticipated regarding temporary road closures, reducing load limits on highways, entrance permits, for issuing oversized load permits and day to day work regarding the usual operations of the Public Works Department or which are related to a project which has otherwise been authorized by Council.</p>
<p><b>Public Works Deputy Director</b></p>	<p>The Public Work's Director's delegate / designate is the Public Work Deputy Director for the purposes for this by-law.</p> <p><b>In the absence of the Public Works Director – all matters can be delegated to the Deputy Public Works Director.</b></p>
<p><b>Recreation Director</b></p>	<p>The <b>Recreation Director</b> is authorized to approve, amend, extend and execute agreements relating to the usual operations of the Recreation Department, provided that such agreements are within the approved department's programs and objectives and are within approved budget limits or form part of a project which has otherwise been authorized by Council.</p> <ul style="list-style-type: none"> <li>• enter into service agreements for operational matters (i.e. contracted services)</li> </ul>
<p><b>Recreation Deputy Director</b></p>	<p>The Recreation Director's delegate / designate is the Recreation Deputy Director for the purposes for this by-law.</p> <p><b>In the absence of the Recreation Director – all matters can be delegated to the Deputy Recreation Director.</b></p>
<p><b>Director of Water and Sewer</b></p>	<p>The Director of Water and Sewer is authorized to approve, amend, extend, execute and <b>sign</b> agreements relating to the usual operations of the Water and Sewer department, provided that such agreements are within the approved department's programs and objectives and are within approved budget limits or form part of a project which has otherwise been authorized by Council.</p>

	<ul style="list-style-type: none"> <li>• enter into service agreements for operational matters (i.e. contracted services)</li> <li>• Authority to purchase (as per purchasing By-law)</li> <li>• Authority to issue road cut permits</li> <li>• Temporary and short-term road closures for the purpose of conducting road work</li> <li>• Engineering services</li> <li>• Service agreements</li> <li>• Machinery rental</li> <li>• Service contracts</li> <li>• Pipe crossing agreements with landowners</li> <li>• Follow the Water By-law 53-2021</li> <li>• Acting as Overall Responsible Operator (ORO)</li> <li>• Become the DWQMS representative</li> </ul>
Water and Wastewater Manager	<p>The Water and Wastewater Director's delegate / designate is the Water and Wastewater Manager for the purposes for this by-law.</p> <p>In the absence of the Water and Wastewater Director – all matters can be delegated to the Water and Wastewater Manager.</p>
Fire Chief	<p>The Fire Chief or his designate is authorized to approve, amend, extend and execute agreements relating to the usual operations of the Fire department, provided that such agreements are within the approved department's programs and objectives and are within approved budget limits or form part of a project which has otherwise been authorized by Council.</p> <ul style="list-style-type: none"> <li>• enter into service agreements for operational matters (i.e. contracted services)</li> </ul> <p>The Fire Chief or his designate is authorized to approve the firefighter's participation in community events such as parades.</p>

**CORPORATION OF THE NATION MUNICIPALITY**

**BY-LAW NO. 16-2024**

**BEING** a By-Law to establish a Notice to the Public Policy.

**WHEREAS**, Section 270 (4) of the Municipal Act, 2001, as amended, states that a municipality shall adopt and maintain policies with respect to the circumstances in which the municipality shall provide notice to the public and, if the notice is to be provided, the form, manner and times notice shall be given.

WHEREAS the Corporation of The Nation Municipality shall establish a Notice to the Public policy to provide the requirements and to implement procedures with respect to the giving of notice to the public from time to time under the Municipal Act and to establish the minimum requirements for those actions for which notice requirements are not prescribed under the provisions of the Municipal Act;

**THEREFORE**, the Council of the Corporation of The Nation Municipality enacts as follows:

1. That the Notice to the Public Policy attached as Schedule "A" and forming part of this by-law be approved and adopted.
2. That if a section of this by-law is found invalid (ultra vires) by a court of competent jurisdiction, such section shall be deemed severable, and all other sections of this by-law shall remain in force and effect.
3. That this By-law shall come into force and take effect upon the final reading and adopting thereof.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
ON the 25<sup>th</sup> day of MARCH 2024.

\_\_\_\_\_  
Francis Brière, Mayor

\_\_\_\_\_  
Aimée Roy, Deputy Clerk

## Schedule “A” of By-law 16-2024

### **Notice to the Public Policy**

#### **1. Purpose**

The purpose of this policy is to establish a policy with respect to the circumstances in which the municipality provides notices to the public, pursuant to Section 270 of the Municipal Act, 2001, as amended.

This policy will outline the form, manner and times of notices, the responsibilities thereof, and emergency provisions.

#### **2. Definitions**

- 2.1. “Act” means the Municipal Act, 2001, as amended and includes regulations thereunder.
- 2.2. “Clerk” means the Clerk of the Corporation of The Nation Municipality or their designate.
- 2.3. “Digital Newsletter” means an online publication that The Nation Municipality uses to communicate information.
- 2.4. “Digital notifications” means notices sent by SMS (text messaging), email, in-application, or telephone call sent via a digital messaging system.
- 2.5. “Municipality” refers to the Corporation of The Nation Municipality.
- 2.6. “Newspaper” means a printed publication intended for general circulation, published regularly, consisting in great part of news of current events of general interest.
- 2.7. “Notice” means a written, printed, published, or posted notification or announcement.
- 2.8. “Website” shall mean the official The Nation Municipality website.

#### **3. Responsibilities**

The Chief Administrative Officer, Clerk and Department Heads are integral in ensuring compliance and consistent application of this policy.

#### **4. Procedure**

##### 4.1. General Provisions

- 4.1.1. Notices that are published on the Website shall be the responsibility of the Department Head and the Coordinator of Communications and Marketing.
- 4.1.2. Notices shall be written in plain language and in an accessible manner.
- 4.1.3. If the matter is deferred or continued at a future meeting:
  - a) All statutory requirements for notice of the future meeting will be complied with, if required.

- b) For non-statutory matters, a public statement will be made at the meeting advising that the matter has been deferred or will be continued to a future meeting specified in the statement.

- 4.1.4. Where separate by-laws have been enacted in accordance with provisions contained in the Act, the notice provisions set out in such by-laws shall prevail.
- 4.1.5. No notice shall be required under this by-law where the provision of notice will interfere with the ability of Council to conduct business with respect to a matter permitted for a closed session under Section 239 of the Act.
- 4.1.6. Nothing in this by-law shall prevent the Clerk from using more comprehensive methods of notice or providing for a longer notice period.

#### 4.2. Manner of Notice

The Clerk shall cause such notice to be given in the manner prescribed in the Act, its regulations, or the Municipality's Procedural By-law, and if not prescribed, a notice shall be published in a newspaper and/or published on the Municipality's website.

#### 4.3. Time of Notice

Where a notice of intention to pass a by-law or a notice of a public meeting is required to be given, such notice shall be provided in the time frame prescribed in the Act or its regulations, and if not so prescribed, notice shall be given at least once 5 prior to the proposed action being taken.

##### a) Council Meetings (Regular and Special)

Legislative requirements per the Municipal Act, 2001, s. 238 (2.1): The Procedural By-law of The Nation Municipality provides for the public notice of meetings.

Municipal Notice Standard: the Procedural By-law will provide the form, manner, and time for notice of public meetings.

##### b) Planning Act Notices

Legislative requirements per the Planning Act: there are various requirements under the Planning Act for public notices depending on the manner.

Municipal Notice Standard: Notice will be provided in the form prescribed by the Planning Act. If it is required to be published in a newspaper, notice will be given as per the definition in this policy.

##### c) Change in composition of Council and changes to ward boundaries

Legislative requirements per the Municipal Act, 2001, s. 222(3): notice must be provided of the passing of a by-law within 15 days of adoption specifying the last date for filing an appeal.

Municipal Notice Standard: notice will be provided in writing on the Municipal Website and via Digital Notices within 15 days of adoption of a by-law to change the composition of Council or to the Ward Boundaries.

d) Financial Statements

Legislative requirements per the Municipal Act, 2001, s. 295 (1) (a) (ii): within 60 days after receiving the audited financial statements for the previous year, the Treasurer of the municipality shall publish a notice in the newspaper having general circulation in the municipality that the audited financial statements for the previous year are available.

Municipal Notice Standard: notice will be provided in writing, on the Municipal website within 60 days of receiving them.

e) Tax Sales

Legislative requirements per the Municipal Act, 2001, s.351 (8): public notice must be given by the treasurer or their agent of the time and place of the auction, and the name of the person whose personal property is to be sold.

Municipal Notice Standard: notice will be provided in writing on the Municipal Website and in any other manner as appropriate within 30 days.

f) Changing of the name of a municipal road

Legislative requirements per the Municipal Act, 2001, s.48: public notice must be given of the intention to pass a by-law changing the name of a road.

Municipal Notice Standard: notice will be provided when a written agenda, containing the change in road name, is published on the Municipal Website and within the timeframe as established by the Municipal Procedural By-law.

g) Intent to designate property as having cultural heritage value or interest

Legislative requirements per the Ontario Heritage Act, s.26 (4): where the municipality is required by this Part to publish a notice in a newspaper having general circulation in the municipality, notice given in accordance with a policy adopted by the municipality under section 270 of the Municipal Act, 2001, is deemed to satisfy the requirement of this Part to publish notice in a newspaper.

Municipal Notice Standard: a notice required under the Ontario Heritage Act will be provided in writing on the Municipal Website for a period of 30 days. The notice will comply in all other respects with the requirement of the Ontario Heritage Act including a description of the property, statement of heritage value, and timeline for a notice of objection.

#### 4.4. Form of Notice

Unless otherwise prescribed in the Act or its regulations, where notice of intention to pass a by-law is required, the notice shall contain the following information:

- a) Description of the proposed action or the purpose and effect of the proposed by-law.
- b) The date, time and location of the meeting (if required).
- c) Instruction on obtaining additional information, submitting comments, or attending a public meeting.
- d) If related to specific lands within the Municipality, a key map or other description showing the affected lands (if available).
- e) The name and coordinates of the person who will receive written comments on the issue and the deadline for receiving such comments, if applicable.
- f) Staff may provide additional or more comprehensive methods of notice at their discretion.

## **5. Emergency Provisions**

If a matter arises which in the opinion of the Chief Administrative Officer or Clerk in consultation with the Mayor is considered to be of an urgent or time sensitive nature, the notice requirements of this policy shall be waived and the appropriate staff shall make best efforts to provide as much notice as in the manner that is reasonable under the circumstances.

## **6. Notices on Municipal Website**

6.1. Notices published on our website shall be posted under the “Announcements and Notices” section of the website.

6.2. If a meeting is involved, the notice will also be published on the municipal website’s calendar.

## **7. Optional Forms of Notices**

If deemed expedient by the CAO, Clerk or Department Head, in collaboration with the Coordinator of Communication and Marketing:

7.1. Notices may be sent via a digital notification system, so that the notices may be sent to those registered to the free service may receive notices via SMS, email, in-application, or telephone.

7.2. Notices may be sent in the municipal newsletter.

7.3. Notices may be published on Social Media platforms, such as Facebook and X (previously known as Twitter), if deemed necessary.

## **8. Cross References**

The Nation Procedural By-law

**THE CORPORATION OF THE NATION MUNICIPALITY**

**BY-LAW NO. 18-2024**

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**BEING A BY-LAW TO ADOPT A POLICY REGARDING DELEGATION OF AUTHORITY TO VARIOUS OFFICERS OF THE NATION MUNICIPALITY AND TO REPEAL 06-2020.**

**WHEREAS** Section 23.1 (1) of the *Municipal Act, 2001*, as amended authorizes a municipality to delegate some of those powers and duties to a person or body subject to the restrictions of the Act; and

**WHEREAS** section 23.3 (1) of the *Municipal Act, 2001* as amended do not authorize to delegate any of the following powers and duties:

1. The power to appoint or remove from office an officer of the municipality whose appointment is required by this Act.
2. The power to pass a by-law under section 400.1 and Parts VIII, IX, IX.1 and X.
3. The power to incorporate corporations in accordance with section 203.
4. The power to adopt an official plan or an amendment to an official plan under the *Planning Act*.
5. The power to pass a zoning by-law under the *Planning Act*.
6. The powers to pass a by-law under subsections 108 (1) and (2) and 110 (3), (6) and (7).
7. The power to adopt a community improvement plan under section 28 of the *Planning Act*, if the plan includes provisions that authorize the exercise of any power under subsection 28 (6) or (7) of that Act or under section 365.1 of this Act.
8. The power to adopt or amend the budget of the municipality.
9. Any other power or duty that may be prescribed. 2006, c. 32, Sched. A, s. 15; 2017, c. 8, Sched. 19, s. 2.

**AND WHEREAS** Section 270 (1) of the *Municipal Act, 2001*, as amended requires that municipalities adopt and maintain policies with respect to the delegation of municipal powers and duties; and

**AND WHEREAS** the Council of The Nation Municipality deems it appropriate to determine measures to enhance the efficiency of its decision making and administrative processes.

**NOW THEREFORE BE IT RESOLVED** that the Council of The Nation Municipality enacts as follows:

1. That the delegation of powers and duties shall be governed by the provisions and regulations contained in this By-law and Schedule 'A' (Delegation of Powers and Duties Policy), attached hereto and forming part of this By-law;
2. That Council hereby delegates the powers and duties and restrictions thereto as set out in Schedule 'B' (Delegation of Powers and Duties), to those officers, employees or committees identified on the said schedule and hereby confirms that such powers and duties are minor in nature, within the meaning of subsection 23.1 of the *Municipal Act, 2001*, as amended;
3. This By-law shall come into force and effect upon the date of final passing thereof.
4. That By-law 06-2020 be repealed.

**DONE AND PASSED** in open Council this 18th day of March 2024.

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Francis Brière, Mayor

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Aimée Roy, Deputy Clerk



## Schedule “A” to By-law Number 18-2024

### SUBJECT

Delegation of Powers and Duties of Council

### PURPOSE

This policy provides guidance regarding the scope of powers and duties that Council may delegate under its legislative and administrative authority and establishes principles governing such delegation.

Section 270 (6) of the *Municipal Act, 2001*, requires that The Nation Municipality adopt and maintain a policy with respect to the delegation of powers and duties.

### DEFINITIONS

*Legislative Powers* – Includes all matters where Council acts in a legislative or quasi-judicial function including enacting by-laws, setting policies, and exercising decision-making authority.

*Administrative Powers* – Includes all matters required for the management of the corporation that do not involve discretionary decision-making.

### POLICY STATEMENT

The Nation Municipality’s Council will delegate its powers and duties in order to support efficient management of the municipal operations and ensuring that appropriate accountability and reporting is assigned to each delegation.

### POLICY REQUIREMENTS

The Nation municipality’s Council supports the delegation of powers and duties to provide efficient management of municipal operations and respond to matters in a timely fashion according to the following principles:

1. All delegation of powers and duties shall be exercised by by-law.
2. Unless a power, duty or function of Council has been expressly delegated by by-law, all of the powers, duties and functions of Council remain with Council.
3. All delegation of powers and duties may be revoked at any time without notice.
4. A delegation of a power or duty under any by-law to any member of staff is also a delegation to a staff member who has been selected from time to time by the delegate to act in the capacity of the delegate in the delegate’s absence.
5. Subject to Section 4, a person to whom a power, duty or function has been delegated by By-law has no authority to further delegate to another person any power, duty or function that has been delegated, unless such delegation is expressly permitted.
6. In exercising any delegated authority, the delegate shall ensure the following:
  - Any expenditure related to the matter shall have been provided for in the current year’s budget (or authorized by the Purchasing by-law);
  - The scope of the delegated authority shall not be exceeded by the delegate;
  - The consistent and equitable application of Council policies and procedures;
  - Where required by the specific delegated authority, reports shall be submitted to Council advising of the exercise of a delegated authority and confirming compliance with the delegated authority and this policy;

### EFFECTIVE DATE

This Policy took effect on March 18<sup>th</sup>, 2024.

**Schedule B to By-law Number 18-2024**

**LIST OF DELEGATED POWERS AND DUTIES**

<b><i>Person or body delegated</i></b>	<b><i>Description Powers/Duties Delegated</i></b>
Mayor and Clerk	All matters pertaining to Municipal Council such as the execution of all by-laws adopted by Municipal’s Council, execution of all committee reports and council minutes, leases and agreements authorized by Municipal Council.
Chief Administrative Officer	<p>The Chief Administrative Officer shall exercise all powers and duties of the CAO as set out in the <i>Municipal Act, 2001</i>.</p> <p>The CAO, senior official of the Corporation, provides organizational leadership of staff and is responsible for the efficient and effective delivery of services. The CAO is responsible for carrying out the direction of Municipal Council. The CAO is tasked with ensuring that all agreements and documents which are required to give effect to the direction of Municipal Council are properly reviewed if required, and completed in a timely manner.</p> <p>The CAO is authorized to:</p> <ul style="list-style-type: none"> <li>• enter into service agreements for operational matters</li> <li>• approve corporate administrative and financial policies</li> <li>• execute agreements for land sale and/or land purchase and all deeds, transfers and other documents required for the acquisition, purchase, sale or exchange of any interest in land which have been approved by Municipal’ Council</li> <li>• execute all leases or renewal of leases</li> <li>• all authorisation and responsibilities in accordance with existing Procurement Policy F-2016-03 (and its subsequent revision as approved by council)</li> <li>• approve payment to the Municipality Third Party Liability Insurer of any deductible limit provided under an insurance policy upon settlement of any claim in excess of the deductible limit</li> <li>• execution of agreements or documents relating to matters or project which has been authorized by the municipal Council or specifically included in the annual budget</li> <li>• recommends to Council the appointment, employment, suspension or dismissal of all departments heads</li> <li>• authorise the appointment, employment of all support staff and employees below the rank of department heads as stipulated in the budget</li> </ul> <p>No ongoing reporting to Council or Committees anticipated for agreements that are administrative in nature or which are related to a project which has otherwise been authorized by Municipal Council. However at least annually, the CAO shall ensure that reports to Municipal Council or the relevant Committee have been made on agreements that are not solely administrative in nature.</p>
Clerk and Deputy Clerk	<p>The Deputy Clerk shall exercise all powers and duties of the Clerk as set out in the <i>Municipal Act</i> and all other Act.</p> <p>In the absence of the Clerk – all matters pertaining to Council, such as the execution of by-laws, council minutes, or all matters relating to the Clerk’s Department.</p>

	<p>All such documents relating to the day to day work should be in accordance with a list approved from time to time by the Chief Administrative Officer.</p>
<p>Treasurer</p>	<p>The Treasurer shall exercise all powers and duties of the treasurer as set out in the <i>Municipal Act</i>.</p> <p>The Treasurer has authority to sign on financial matters and is authorized to:</p> <ul style="list-style-type: none"> <li>• sign agreements to accept grants</li> <li>• enter into service agreements for operational matters (i.e. contracted services)</li> <li>• execute documents pertaining to the financial activities of the Corporation such as invoices, cheques requisitions, banking documents, and financial agreements</li> <li>• complete applications to any ministry, agency, or fund for compensation, funding or other forms of subsidy related to any programs, operations or approved capital project, and subsequent submissions, declarations or representations required for processing the application of the receipt of funds.</li> <li>• execute agreements relating to the usual financial operations, subject to the restrictions set out by the procurement policy and/or other ministerial policies.</li> <li>• authorize the writing off of general accounts receivable which the Treasurer has determined to be uncollectible which shall be reported annually to the CAO.</li> <li>• to negotiate and execute tax extension agreements on behalf of The Corporation of the Nation Municipality. The Deputy Treasurer and Tax Collection Officer are identified as designates for the purpose of this authority. The authority is subject to the following limitations: <ul style="list-style-type: none"> <li>a. The tax extension agreement must be requested by and entered into with any owner of the land, the spouse of any owner of the land, any mortgagee, any tenant in occupation of the land or any person the treasurer is satisfied has an interest in the land, in accordance with Section 378 of the Municipal Act, 2001; and</li> <li>b. The tax extension agreement must be compliant with the requirements of Section 378 of the Municipal Act, 2001 and in the form of Schedule A as negotiated by the Treasurer/designate;</li> <li>c. The tax extension agreement can only be entered into after a tax arrears certificate has been registered, and before the expiry of the one-year period</li> </ul> </li> </ul> <p>No ongoing reporting anticipated for the signing of financial reports and day to day activities.</p> <p>All such documents relating to the day-to-day work, in accordance with a list approved from time to time by the Chief Administrative Officer.</p>
<p>Deputy Treasurer</p>	<p>The Deputy Treasurer shall exercise all powers and duties of the Treasurer as set out in the <i>Municipal Act</i> and any other Act.</p> <p>In the absence of the Treasurer – all matters can be delegated to the Deputy Treasurer.</p> <p>All such documents relating to the day-to-day work in accordance with a list approved from time to time by the Treasurer.</p>

<p>Human Resources Director</p>	<p>The Human Resources Director is authorized to approve, amend, extend and execute agreements relating to the usual operations of the Human Resources Department, provided that such agreements are within the approved programs and objectives and are within approved budget limits or form part of a project which has otherwise been authorized by Council. Such agreements shall, where deemed appropriate by the CAO, be reviewed by legal counsel.</p> <p>These agreements and/or documents include, but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• Grievances</li> <li>• Pay equity</li> <li>• Labour – letters of understanding</li> <li>• Arbitration settlements</li> <li>• Human Resources issues within budget and policy</li> </ul> <p>All such documents relating to the day-to-day work in accordance with a list approved from time to time by the CAO.</p> <p>No ongoing reporting to Committee or Council anticipated.</p>
<p>Planning Director</p>	<p>The Planning Director is authorized to approve, amend, extend, execute, and sign agreements relating to the usual operations of the Planning Department, provided that such agreements are within the approved department's programs and objectives and are within approved budget limits or form part of a project which has otherwise been authorized by Council. Such agreements shall, where deemed appropriate by the CAO, be reviewed by legal counsel.</p> <p>These agreements and/or documents include, but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• Plans of Subdivision and subdivision agreements</li> <li>• Encroachment Agreement – (here no financial impact)</li> <li>• Letters of understanding</li> <li>• Development Charges Deferral</li> <li>• Land Severance Consent Conditions</li> <li>• Lease Agreements</li> <li>• Service Contracts</li> <li>• Site Pan and Site plan agreement</li> <li>• Wood burning Furnace Variance</li> <li>• Land transfers for road widening, park land, one-foot-reserves, and municipal infrastructure</li> <li>• Pre-servicing agreement in relation with new subdivisions</li> </ul> <p>All such documents relating to the day-to-day work should be in accordance with a list approved from time to time by the CAO.</p> <p>No ongoing reporting anticipated for agreements that are administrative in nature or which are related to a project which has otherwise been authorized by Council.</p>
<p>Public Works Director</p>	<p>The Director of Public Works has been delegated administrative powers such as:</p> <ul style="list-style-type: none"> <li>• Authorize temporary road closure for the purposes of road work or parades, street parties, etc.</li> <li>• Speed limits in construction zones</li> <li>• Authority to issue oversized load permits</li> <li>• Authority to purchase (as per purchasing By-law)</li> <li>• Authority to issue entrance permits</li> <li>• Authority to reduce load limits on highways</li> <li>• Authority to issue front yard ditch filling permits</li> <li>• Authority to issue road cut permits</li> </ul>

	<p>The Director of Public Works is authorized to approve, amend, extend execute, and sign agreements relating to the usual operations of the Public Works Department, provided that such agreements are related to approve departmental programs and objectives and are within approved budget limits or form part of a project which has otherwise been authorized by Council. Such agreements shall, where deemed appropriate by the CAO, be reviewed by legal counsel.</p> <p>These agreements may include, but are not limited to the following services:</p> <ul style="list-style-type: none"> <li>• Land acquisition through land severances and site plan applications and subdivision agreements</li> <li>• Temporary and short-term road closures for the purpose of conducting road work</li> <li>• Engineering services</li> <li>• Service agreements</li> <li>• Cleaning and clearing of ditches along municipal roads</li> <li>• Snow plowing and removal</li> <li>• Road grading</li> <li>• Machinery rental</li> <li>• Service contracts</li> <li>• Pipe crossing agreements with landowners</li> </ul> <p>All such documents relating to the day-to-day work should be in accordance with a list approved from time to time by the CAO.</p> <p>Upon executing agreements such as land acquisition through land severances and site plan applications, engineering services, service agreements, tender &amp; RFP contracts, the Director shall inform Council accordingly. However, no ongoing reporting is anticipated regarding temporary road closures, reducing load limits on highways, entrance permits, for issuing oversized load permits and day to day work regarding the usual operations of the Public Works Department or which are related to a project which has otherwise been authorized by Council.</p>
Public Works Deputy Director	<p>The Public Work's Director's delegate / designate is the Public Work Deputy Director for the purposes for this by-law.</p> <p>In the absence of the Public Works Director – all matters can be delegated to the Deputy Public Works Director.</p>
Recreation Director	<p>The Recreation Director is authorized to approve, amend, extend and execute agreements relating to the usual operations of the Recreation Department, provided that such agreements are within the approved department's programs and objectives and are within approved budget limits or form part of a project which has otherwise been authorized by Council.</p> <ul style="list-style-type: none"> <li>• enter into service agreements for operational matters (i.e. contracted services)</li> </ul>
Recreation Deputy Director	<p>The Recreation Director's delegate / designate is the Recreation Deputy Director for the purposes for this by-law.</p> <p>In the absence of the Recreation Director – all matters can be delegated to the Deputy Recreation Director.</p>
Director of Water and Sewer	<p>The Director of Water and Sewer is authorized to approve, amend, extend, execute and sign agreements relating to the usual operations of the Water and Sewer department, provided that such agreements are within the approved department's programs and objectives and are within approved budget limits or form part of a project which has otherwise been authorized by Council.</p>

	<ul style="list-style-type: none"> <li>• enter into service agreements for operational matters (i.e. contracted services)</li> <li>• Authority to purchase (as per purchasing By-law)</li> <li>• Authority to issue road cut permits</li> <li>• Temporary and short-term road closures for the purpose of conducting road work</li> <li>• Engineering services</li> <li>• Service agreements</li> <li>• Machinery rental</li> <li>• Service contracts</li> <li>• Pipe crossing agreements with landowners</li> <li>• Follow the Water By-law 53-2021</li> <li>• Acting as Overall Responsible Operator (ORO)</li> <li>• Become the DWQMS representative</li> </ul>
Water and Wastewater Manager	<p>The Water and Wastewater Director's delegate / designate is the Water and Wastewater Manager for the purposes for this by-law.</p> <p>In the absence of the Water and Wastewater Director – all matters can be delegated to the Water and Wastewater Manager.</p>
Fire Chief	<p>The Fire Chief or his designate is authorized to approve, amend, extend and execute agreements relating to the usual operations of the Fire department, provided that such agreements are within the approved department's programs and objectives and are within approved budget limits or form part of a project which has otherwise been authorized by Council.</p> <ul style="list-style-type: none"> <li>• enter into service agreements for operational matters (i.e. contracted services)</li> </ul> <p>The Fire Chief or his designate is authorized to approve the firefighter's participation in community events such as parades.</p>

# ZONING BY-LAW NO. 23-2024

Amending Comprehensive Zoning By-Law 2-2006

## **Corporation of The Nation Municipality**

Part of Lot 24, Concession 4, former Township of Cambridge  
Pommainville Sideroad, Limoges

prepared by

The Nation Municipality  
958, Route 500 west  
Casselman ON. K0A 1M0

# CORPORATION OF THE NATION MUNICIPALITY

## BY-LAW NO. 23-2024

**BEING A BY-LAW TO AMEND THE COMPREHENSIVE ZONING BY-LAW 2-2006, AS AMENDED;**

**WHEREAS** By-Law 2-2006, the Comprehensive Zoning By-Law, regulates the use and erection of buildings and structures in The Nation Municipality;

**WHEREAS** an application has been received to change the zoning of a certain parcel of land in The Nation Municipality;

**AND WHEREAS** the Council of the Corporation of The Nation Municipality considers it appropriate to amend the Zoning By-Law 2-2006, as described;

**NOW THEREFORE**, the Council of the Corporation of The Nation Municipality enacts as follows:

**Section 1:** The property located on part of Lot 24, Concession 4 in the former Township of Cambridge, now in The Nation Municipality, County of Russell, shown on Schedule "A", attached to and forming part of this By-Law, shall be the properties affected by this By-Law.

**Section 2:** Schedule "A" of Zoning By-Law 2-2006 is hereby amended by changing from "Rural Zone (RU)" to "Commercial Highway - Exception (CH-X12)" the symbol of the parcel of land indicated on the attached Schedule "A" hereto made fully part of this by-law.

**Section 3:** Subsection 5.9.4 of Zoning By-Law 2-2006 entitled "Exception Zones", is hereby amended by adding the following new paragraphs:

5.9.4.12 CH-X12, Part of Lot 24, Concession 4  
in the former Township of Cambridge (Pommainville Sideroad)

Notwithstanding Section 5.9, "Commercial Highway Zone" of Zoning By-Law 2-2006, hereof to the contrary, on the lands zoned CH-X12 the following uses shall be permitted exclusively and a maximum building height of 14 metres shall be permitted:

- Agricultural Machinery Sales and Services
- Agricultural Related Commercial Use
- Auto Repair Garage
- Automotive Sales Establishment
- Custom Workshop
- Public Service Use
- Public Utility
- Recreational Vehicle Sales
- Welding Shop

**Section 4:** All other provisions of By-Law 2-2006 shall continue to apply.



**Section 5:**

Subject to the giving of notice of passing of this By-Law, in accordance with Section 34(18) of the Planning Act, R.S.O. 1990 as amended, this By-Law shall come into force on the date of passing by the Council of the Corporation of The Nation Municipality where no notice of appeal or objection is received, pursuant to Section 34(21) of the Planning Act, R.S.O. 1990 as amended.

**READ FIRST AND SECOND TIME  
READ A THIRD TIME AND PASSED**

this 25<sup>th</sup> day of March 2024  
this 25<sup>th</sup> day of March 2024

\_\_\_\_\_  
**Francis Briere  
Mayor**

\_\_\_\_\_  
**Aimée Roy  
Deputy Clerk**

## NOTE EXPLICATIVE

### **But et effet du Règlement # 23-2024**

La propriété concernée par cette modification au règlement de zonage 2-2006 est localisée sur une partie du lot 24, concession 4 de l'ancien canton de Cambridge.

La modification a pour but de modifier la catégorie de zonage du terrain pour permettre un atelier de produits faits sur mesure.

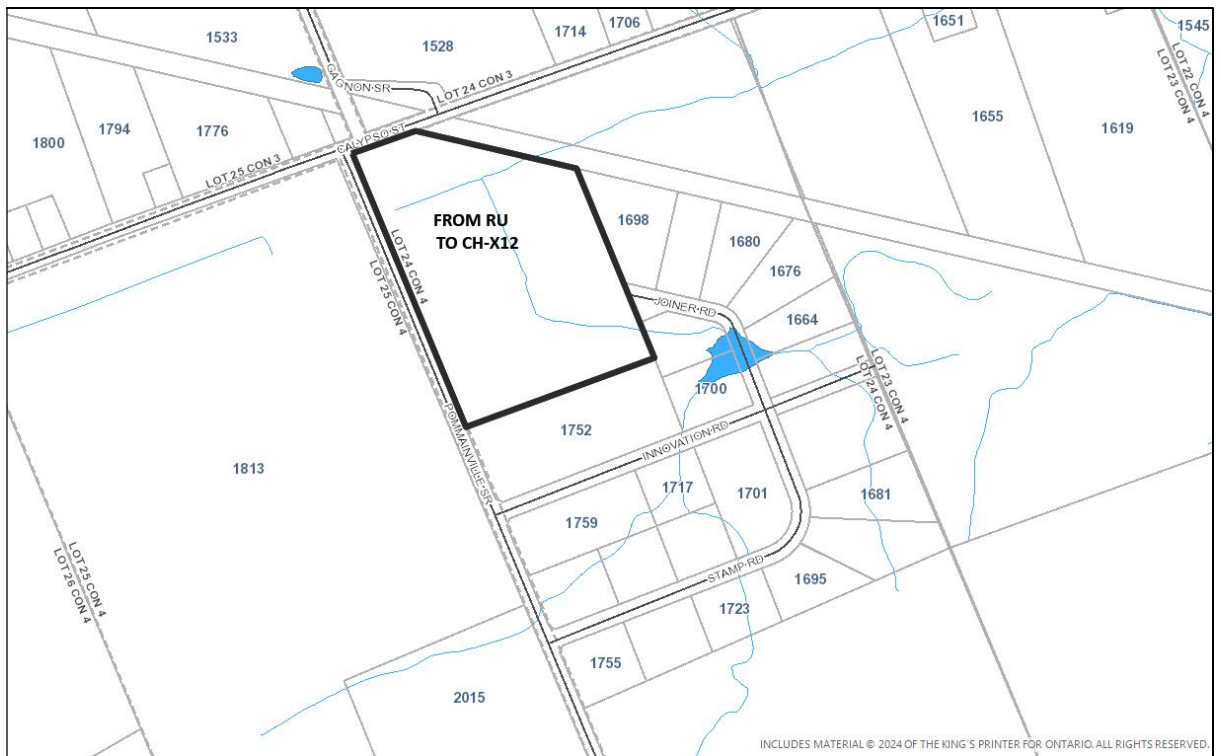
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## EXPLANATORY NOTE

### **Purpose and Effects of By-Law # 23-2024**

The property affected by this amendment to Zoning By-Law 2-2006 is located on part of Lot 24, Concession 4 of the former Township of Cambridge.

The purpose of the amendment is to modify the zoning category of the property to allow a custom workshop.



Area(s) affected by this by-law.

Part of Lot 24, Concession 4 in the former Township of Cambridge, now The Nation Municipality.

Certificate of Authenticity

Schedule "A" to By-Law No. 23-2024

\_\_\_\_\_  
Francis Briere  
Mayor

This plan is Schedule "A" to Zoning By-Law 23-2024 passed the 18<sup>th</sup> day of March 2024.

Prepared by:

The Nation Municipality  
958, Route 500 west  
Casselton ON. K0A 1M0

\_\_\_\_\_  
Josée Brizard  
CAO/Clerk

## Formulaire de demande de don

### Nom de l'organisation

Festival de la Curd

### Adresse postale

150, rue St-Paul, St-Albert (Ontario) K0A 3C0  
150, rue St-Paul  
St-Albert, Ontario K0A 3C0  
Canada  
[Map It](#)

### Téléphone

(613) 321-0102

### Nom de la personne ressource

Sophie Bernier

### Téléphone

(819) 968-9858

### Adresse courriel

[sophie@simoncc.ca](mailto:sophie@simoncc.ca)

## Section B - Sommaire de la demande

### Votre demande est pour:

- Une activité / événement

### Montant demandé

1000,00

### Cas échéant: si le montant demandé est plus que l'année précédente, veuillez justifier

n/a

### Nom de l'activité ou liste des activités

Festival de la Curd

### Description de l'activité ou liste des activités

Le festival de la Curd se déroulera en 2 parties en 2024. Il y aura une première partie en janvier 2024, au cours de laquelle 4 spectacles de musique et une démonstration de motoneiges auront lieu et une deuxième partie, au mois de septembre 2024, pendant laquelle sera présenté des spectacles de musique et différentes activités communautaires

### Date de début de l'activité

01/26/2024

### Endroit(s) de l'activité / des activités

26 et 27 janvier 2024: Centre communautaire de St-Albert  
septembre 2024: terrain de la Fromagerie de St-Albert (dates à confirmer)

**Est-ce que vous chargez un frais d'admission?**

- Oui

**Décrire comment la contribution de La Nation sera-t-elle reconnue**

Pour la portion se déroulant en septembre: logo de La Nation sur affiches et panneaux de remerciement installés sur le site, message de remerciement sur les réseaux sociaux du festival (Facebook, Twitter et Instagram), logo de La Nation dans la section partenaires du site internet du festival, remerciement au micro avant chaque activité et reconnaissance du financement sur les communiqués de presse envoyés aux médias francophones et anglophones

**Si la somme demandée est plus de 1 000 \$, veuillez décrire comment les fonds seront utilisés pour votre événement ou vos événements. Il est possible que le Conseil vous demande de remettre un rapport financier.**

n/a

**Le cas échéant, l'organisme consent à remettre un rapport au Conseil de La Nation**

Oui

## Julie Langlois-Caisse

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**From:** Le groupe communautaire St-Albert <info@cinnamontoast.ca>  
**Sent:** 20 mars 2024 09:49  
**To:** Josée Brizard; Admin  
**Subject:** Externe-External: New submission from Demande de don

**ATTENTION:** Ce courriel provient de sources externes à l'organisation. Ne cliquez pas sur les liens ou n'ouvrez pas les pièces jointes à moins de reconnaître l'expéditeur et de savoir que le contenu est sûr.

**CAUTION:** This email comes from external sources of the organization. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

### Formulaire de demande de don

#### Nom de l'organisation

Le groupe communautaire St-Albert

#### Adresse postale

[REDACTED]

[REDACTED]

Canada

[Map It](#)

#### Téléphone

[REDACTED]

#### Nom de la personne ressource

Julie Keravel

#### Téléphone

[REDACTED]

#### Adresse courriel

[gcstalbert@gmail.com](mailto:gcstalbert@gmail.com)

### Section B - Sommaire de la demande

#### Votre demande est pour:

- Activité pour l'année

#### Montant demandé

2500

#### Nom de l'activité ou liste des activités

Revitalisation de la rue principale de St-Albert dans le cadre des festivités du 150e.

#### Description de l'activité ou liste des activités

(bac de fleurs sur le pont, bannières et réparation de banc.)

**Date de début de l'activité**

04/01/2024

**Endroit(s) de l'activité / des activités**

St-Albert Ontario

**Est-ce que vous chargez un frais d'admission?**

- Non

**Décrire comment la contribution de La Nation sera-t-elle reconnue**

Sur la page Facebook et sur le panneau électrique.

**Si la somme demandée est plus de 1 000 \$, veuillez décrire comment les fonds seront utilisés pour votre événement ou vos événements. Il est possible que le Conseil vous demande de remettre un rapport financier.**

1080\$ les bacs de fleurs  
1200\$ bannières de rue  
220\$ réparation d'un banc

**Le cas échéant, l'organisme consent à remettre un rapport au Conseil de La Nation**

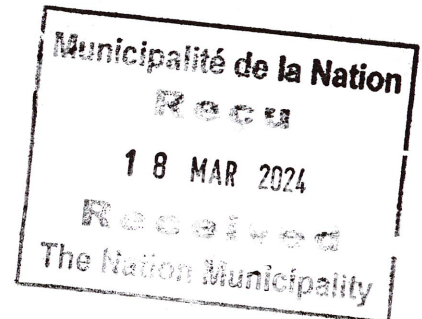
Oui

# Comité social Résidence Lajoie

St-Albert Ontario

Le 12 mars 2024

M. Danik Forgues  
Conseiller  
Municipalité de La Nation  
958, route 500 ouest  
Casselman On K0A1M0



Monsieur,

Le comité social de la Résidence Lajoie de St-Albert demande la participation financière de la municipalité pour aider le nouveau comité dans l'organisation. Avec la pandémie et la nouvelle construction, tout est à refaire. Votre contribution nous sera très utile pour mettre sur pied des activités, des rencontres et aider à l'achat de matériel pour nos activités.

Nous vous remercions à l'avance pour votre support.

*Rolande Richer*

Rolande Richer  
Présidente du comité

Rolande Richer

