

The Corporation of The Nation Municipality Regular Council Agenda

Date: April 28, 2025

Time: 4:30 p.m.

Location: Town Hall, 958 Route 500 West, Casselman

Chair: Francis Brière, Mayor

Prepared by: Julie Langlois-Caisse, Deputy Clerk

Reviewed by: Aimée Roy, Clerk

Video: Council meetings are streamed live on The Nation's YouTube channel.

			Pages
1.	Roll	Call	
2.	Addi	tions and Modifications	
3.	Adop	otion of Agenda	
4.	Disc	osure of Pecuniary Interest	
5.	Adop	otion of Council Minutes	
6.	Pres	entations, Delegations, and Petitions	
	6.1	Presentation regarding the future management of the St-Albert community centre (5:00 p.m.)	7
7.	Consent Items All items listed under the Consent Items will be enacted by one motion. A majority vote is required for the adoption of consent items. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion that a consent item is to be separated from the motion. The separated item(s) shall be considered immediately thereafter.		18
	7.1	REP-REC-06-2025 Pickleball User fees for 2025 Motion to approve the user fees for the new Pickleball courts at the Nation Sports Complex for the summer 2025 pilot project	21
	7.2	REP-FIN-07-2025 Building Annual Report for 2024	28

	Motion to receive the building annual report for the 2024 fiscal year.	
7.3	REP-FIN-08-2025 Development charges 2024 Motion to receive and approve report REP-FIN-08-2025 regarding the 2024 development charges, as presented.	34
7.4	REP-FIN-09-2025 Reserves, Reserve funds and Deferred Revenue 2024 Motion to receive and approve report REP-FIN-09-2025	47
	regarding the reserves, reserve funds and deferred revenue for 2024, as presented.	
7.5	REP-AD-09-2025 Confirmation of Operational policies now under CAO oversight Proposed resolution:	58
	Be it resolved that Council acknowledges receipt of the following policies: the updated hiring policy #POL-HR-03-2025, the updated Professional image and attire policy #POL-HR-04-2025 and the new Electronic employee monitoring policy #POL-AD-01-2025.	
	Be it further resolved that the Hiring and Professional image and attire policy, already approved by Council, will henceforth be recognized as operational documents under the management of the CAO.	
	Be it further resolved that the new Electronic surveillance policy will also be managed administratively.	
	Be it further resolved that Council retains the right to request a review or update of these documents at any time.	
7.6	REP-AD-10-2025 Update to Workplace Harassment, Discrimination and Violence Policy Motion to approve policy #POL-HR-05-2025 titled Workplace Harassment, Discrimination and Violence Policy, as presented.	105
7.7	Accounts payable voucher Motion to approve accounts payable from April 16, 2025 to April 30, 2025, voucher 6, for the total amount of \$1,618,275.73	145
7.8	Minutes of South Nation Conservation General Annual Meeting held on March 20th, 2025	149
7.9	REP-WS-05-2025 Limoges booster pumps	162
7.10	REP-WS-06-2025 Drinking Water System inspections 2024	168

	7.11	REP-FD-01-2025 Ontario Fire Marshal Grant Update	255		
8.	Repo	orts from Departments and Council Committees			
	8.1	REP-AD-11-2025 Winter parking update	261		
	8.2	REP-COM-01-2025 Website	314		
9.	Repo	orts from an Investigator or the Ombudsman			
10.	Notic	Notices of Motion			
11.	Resc	lutions			
	11.1	Sponsorship request - 2025 Sgt Eric Mueller Charity Golf Tournament	384		
12.	By-la	ws			
	12.1	By-law #44-2025 Parking restrictions	385		
	12.2	By-laws from 29-2025 to 43-2025 and from 45-2025 to 70-2025 to levy sums for the 2024 drain maintenance	389		
	12.3	By-law #71-2025 restructuring proposal agreement with Casselman and the United Counites of Prescott and Russell	390		
13.	New	Business Reports			
14.	Other Business presented by Council Members				
15.	Public Consultations & Hearings				
16.	Anno	Announcements			
17.	Strategic Discussion				
18.	Closed session				
19.	Confirming By-law				
20.	Notice of public meeting				
21.	Adjournment				



Corporation de la municipalité de La Nation Ordre du jour

Date: le 28 avril 2025

Heure: 16 h 30

Endroit: Hôtel de ville, 958 route 500 ouest, Casselman

Président: Francis Brière, Maire

Préparé par : Julie Langlois-Caisse, Greffière adjointe

Révisé par: Aimée Roy, Greffière

7.1

Vidéo : la réunion du Conseil sera diffusée en direct sur YouTube

Pages 1. Appel de présences 2. Additions et modifications 3. Adoption de l'ordre du jour Déclaration d'intérêt pécunier 4. Adoptions de procès-verbaux du Conseil 5. 6. Présentations, délégations et pétitions 7 Présentation au sujet de la gestion future du centre communautaire de St-Albert (17h00) 18 7. Items par consentement Tous les articles énumérés sous la rubrique Articles faisant l'objet d'un consentement seront adoptés par une résolution. Ces articles requièrent un vote majoritaire et ne doivent pas faire l'objet d'une discussion séparée, à moins qu'une demande à cet effet soit faite avant que le conseil vote sur la résolution. Les articles séparés doivent être examinés immédiatement par la suite.

REP-REC-06-2025 Frais d'utilisation 2025 pour le Pickleball

Motion pour approuver les frais d'utilisation pour le nouveau

21

	terrain de Pickleball au Complexe sportif de La Nation pour le projet pilote de l'été 2025.	
7.2	REP-FIN-07-2025 Rapport annuel de 2024 pour le service du bâtiment	28
	Motion pour recevoir le rapport annuel du service du bâtiment pour l'année fiscale 2024.	
7.3	REP-FIN-08-2025 Redevances d'aménagement 2024 Motion pour recevoir le rapport REP-FIN-08-2025 au sujet des redevances d'aménagement de 2024, tel que présenté.	34
7.4	REP-FIN-09-2025 Réserves, Fonds de réserve et revenus reportés 2024	47
	Motion pour recevoir le rapport REP-FIN-09-2025 au sujet des réserves, les fonds de réserve et les revenus reportés, tel que présenté.	
7.5	REP-AD-09-2025 Confirmation des politiques opérationnelles désormais sous la responsabilités du Directeur général Résolution proposée:	58
	Qu'il soit résolu que le Conseil accuse réception des politiques suivantes : la politique de recrutement #POL-HR-03-2025 mise à jour, la politique d'image professionnelle et tenue vestimentaire #POL-HR-04-2025 mise à jour et la nouvelle politique de surveillance électronique des employés #POL-AD-01-2025.	
	Qu'il soit également résolu que les politiques sur le recrutement et la tenue vestimentaire, déjà approuvées par le Conseil, seront désormais reconnues comme des documents opérationnels sous la gestion du directeur général.	
	Qu'il soit aussi résolu que la politique de surveillance électronique soit également gérée de façon administrative.	
	Qu'il soit résolu que le Conseil conserve le droit de demander une révision ou une mise à jour de ces documents en tout temps.	
7.6	REP-AD-10-2025 Mise à jour de la Politique sur le harcèlement, la discrimination et la violence en milieu de travail Motion pour approuver la politique #POL-HR-05-2025 sur le Harcèlement, la discrimination et la violence en milieu de travail, tel que présentée.	105
7.7	Motion pour approuver les comptes payables Motion pour approuver les comptes payables du 16 avril 2025 Page 5 of 398	145

		au 30 avril 2025, pièce justificative 6, pour le montant total de 1 618 275,73 \$		
	7.8	Procès-verbal de l'assemblée générale annuelle de la Conservation de la Nation Sud tenue le 20 mars 2025	149	
	7.9	REP-WS-05-2025 mise à niveau des pompes de supression de Limoges	162	
	7.10	REP-WS-06-2025 Inspection du système d'eau potable 2024	168	
	7.11	REP-FD-01-2025 Mise à jour au sujet de la subvention "Ontario Fire Marshall"	255	
8.	Rapp	orts des départements et des comités du Conseil		
	8.1	REP-AD-11-2025 Mise à jour au sujet du stationnement d'hiver	261	
	8.2	REP-COM-01-2025 Site web	314	
9.	Rapp	orts d'un enquêteur ou de l'Ombudsman		
10.	Avis	de motion		
11.	Réso	lutions		
	11.1	Demande de commandite - Tournoi de golf de charité Eric Mueller 2025	384	
12.	Règle	ements		
	12.1	Règlement #44-2025 Restrictions sur le stationnement	385	
	12.2	Règlements numéros 29-2025 à 43-2025 et de 45-2025 à 70- 2025 pour charger des sommes pour la maintenance de drains 2024	389	
	12.3	Règlement #71-2025 entente de proposition de restructuration avec Casselman et les Comtés Unis de Prescott et Russell	390	
13.	Rapp	orts concernant des nouveaux dossiers		
14.	Autre	s dossiers présentés par les membres du Conseil		
15.	Cons	ultations publiques et audiences		
16.	Annonces			
17.	Discussions stratégiques			
18.	Huis clos			
19.	Règlement pour confirmer les procédures du Conseil			
20.	Avis	de réunion publique		
21.	Ajournement			



Groupe communautaire St-Albert

Présentation au conseil municipal de La Nation

Le 28 avril 2025

Le groupe Communautaire de St-Albert en quelques faits:

- Organisme à but non lucratif actif depuis plus de 10 ans.
- En 2015, face à la menace de fermeture de l'école de St-Albert, un groupe de citoyens engagés a uni ses forces pour créer une garderie communautaire, assurant ainsi sa pérennité et son rôle au sein du village. Victime de son propre succès, la garderie a été réintégrée à l'école, une victoire collective pour la communauté.
- Fort de cet accomplissement, le groupe communautaire a poursuivi son engagement à travers divers projets.

Notre mission et vision

- Promouvoir nos valeurs francophones;
- Mettre en valeur l'importance de l'agriculture;
- Encourager et inciter les relations intergénérationnelles tel que le transfert d'expériences et le partage du vécu
- Être rassembleur entre les différents groupes sociaux du village de St-Albert.
- Préserver le patrimoine communautaire

Quelques réalisations

- Projets réalisés :
 - Gestion de la garderie communautaire
 - Revitalisation de la rue principale
 - Organisation du 150e anniversaire de St-Albert en 2024
 - Collaboration accrue avec la municipalité pour la réalisation de divers projets dans le parc.

Dirigé par un conseil d'administration élu et soutenu par des membres engagés. Capacité démontrée à mobiliser les citoyens, lever des fonds, rédiger des demandes de subvention et concrétiser des projets locaux.

Consultation et engagement des membres à l'AGA 2025

 Pour donné suite, à la présentation faite par le maire et le conseiller du quartier en février dernier, le groupe communautaire de St-Albert avec l'appuis de ces membres ont modifier certains statuts et règlements lors de son Assemblée générale annuelle.

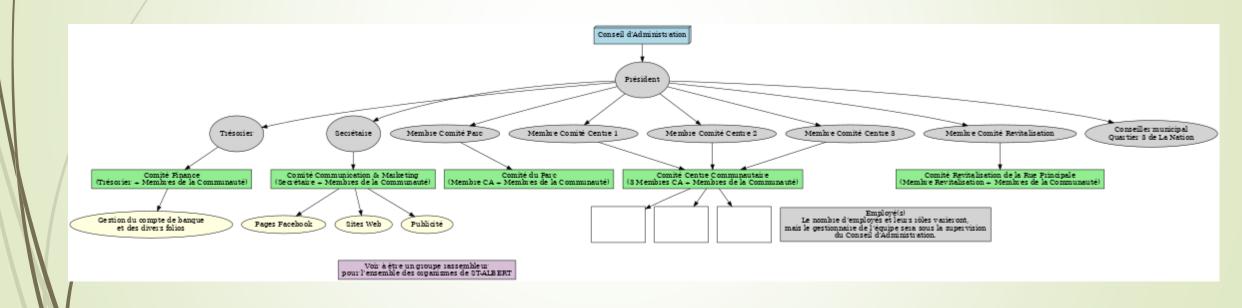
- Membres résidents du Quartier 3 → L'adhésion de toute personne de 18 ans et plus résidant dans le Quartier 3 de la Municipalité de La Nation est pré-approuvé, mais nécessite une confirmation unique via un formulaire d'inscription. Ce formulaire permet de :
- Confirmer leur intérêt et consentement à être membre.
- Assurer la conformité avec la Loi sur les OBNL de l'Ontario.
- **Membres à vie** → Toujours une cotisation unique de 300 \$, accessible à toute personne, peu importe son lieu de résidence

- Comité des finances (sous la responsabilité du trésorier)
- Comité communication & marketing (gestion des réseaux sociaux et de la promotion, sous la responsabilité de la secrétaire)
- Comité du parc (gestion et entretien du Parc Jean-Maurice Lavergne)
- Comité du centre communautaire (opérations, événements et entretien des installations)
- Comité de revitalisations de la rue Principale

Les comités sont composés de membres bénévoles responsables de projets concrets sur le terrain.

Structure organisationnelle

Fonctionne avec un **CA élu parmi les membres à l'AGA**, de plus le conseiller municipal du quartier 3 est **membre ex officio** du CA c'est-à-dire qu'il en fait partie en vertu de l'exercice de ses fonctions d'élu municipal. Il a le droit de vote.



Le conseil d'administration est composé de plusieurs professionnels de

divers domaines.

Finance

Construction

Évènementielle

Communication

Marketing

Affaire



Avec ces experts locaux nous possédons diverses expertises et connaissances qui pourrons être mise à contribution.

Volonté de collaboration avec la municipalité de La Nation

- Le groupe communautaire de St-Albert veut travailler en partenariat avec la municipalité pour négocier:
 - Le transfert de propriété du centre communautaire et du parc Jean-Maurice-Lavergne
 - La prise en charge de la gestion quotidienne des installations par le groupe
 - Une subvention annuelle de la municipalité, à déterminer ensemble

Objectif : conclure une entente d'ici la fin 2025. Assurer une transition efficace, une gestion locale durable, et la pérennité des services pour la communauté de St-

Albert.







Rapport pour le Conseil

Numéro du rapport: REP-AD-09-2025

Sujet : Confirmation des politiques opérationnelles désormais sous la responsabilité du

directeur général

Date de la réunion : 24 mars 2025

Préparé par : Pierre Leroux, directeur général

Diffusé et/ou collaboré avec : Chantal Lauzon, gérante des ressources humaines, et

l'équipe administrative

Approbation: N/A

En accord avec la recommandation basée sur le contenu de ce rapport.

^{*}En cas de divergence entre les versions anglaise et française d'un texte, la version anglaise prévaut.

Recommandation

[Qu'il soit résolu que le Conseil accuse réception des politiques suivantes : la politique de recrutement #POL-HR-03-2025 mise à jour, la politique d'image professionnelle et tenue vestimentaire #POL-HR-04-2025 mise à jour et la nouvelle politique de surveillance électronique des employés #POL-AD-01-2025.

Qu'il soit également résolu que les politiques sur le recrutement et la tenue vestimentaire, déjà approuvées par le Conseil, seront désormais reconnues comme des documents opérationnels sous la gestion du directeur général.

Qu'il soit aussi résolu que la politique de surveillance électronique soit également gérée de façon administrative.

Qu'il soit résolu que le Conseil conserve le droit de demander une révision ou une mise à jour de ces documents en tout temps.]

Considérations financières

Les implications financières ont été vérifiées avec le budget annuel et/ou la politique ou le règlement applicable approuvé : NON APPLICABLE

Contexte

Historiquement, certaines politiques administratives internes étaient présentées au Conseil pour approbation. Bien que cette pratique favorisait la transparence, la structure évolutive de la gouvernance municipale requiert aujourd'hui une distinction plus claire entre le rôle stratégique du Conseil et les responsabilités opérationnelles du personnel.

Deux des politiques présentées dans ce rapport — la politique de recrutement et la politique d'image professionnelle et de tenue vestimentaire — ont été approuvées antérieurement par le Conseil (résolutions 561-2017 et 2003-258, respectivement). Elles ont été mises à jour afin de respecter les pratiques modernes en gestion des ressources humaines et les lois en vigueur.

La troisième politique — surveillance électronique des employés — est une exigence introduite par la *Loi visant à aider les travailleurs (2022)*, qui modifie la *Loi sur les normes d'emploi (2000)*. Cette législation n'exige pas l'approbation du Conseil, mais impose à l'employeur de maintenir une politique écrite à ce sujet et d'en informer ses employés. Cette politique est donc soumise à titre informatif.

Rapport

À l'avenir, les politiques opérationnelles liées à la conduite interne, à la dotation ou à la surveillance seront gérées sous l'autorité du directeur général. Cette approche s'aligne sur l'intention législative et les meilleures pratiques municipales, permettant des mises à jour rapides et une administration réactive. Le Conseil conserve néanmoins le droit de demander une révision de toute politique, au besoin.

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*En cas de divergence entre les versions anglaise et française d'un texte, la version anglaise prévaut.

Ce changement vise une gestion plus efficiente des affaires opérationnelles sans compromettre la reddition de comptes ou la capacité du Conseil à examiner le contenu lorsqu'il le juge nécessaire.

Liens aux priorités

Favorise une saine gouvernance et un environnement de contrôle interne efficace, en cohérence avec les priorités organisationnelles et les normes législatives évolutives.

Plan de communication

La communication interne sera coordonnée par le service des ressources humaines. Tout le personnel sera informé via les plateformes internes. Aucune communication publique n'est requise.

Autre(s) option(s) à la recommandation

n/a

Pièces jointes

- A. Attachment A: Updated Hiring Policy POL-HR-03-2025
- B. Attachment B: Original Recruitment and Succession Planning Policy (Resolution No. 561-2017)
- C. Attachment C: Updated Professional Image and Attire Policy POL-HR-04-2025 Attachment
- D: Original Professional Image and Attire Policy (Resolution No. 2003-258)
- E: New Electronic Monitoring of Employees Policy POL-AD-01-2025

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Report to Council

Report Number: REP-REC-06-2025

Subject: 2025 Pickleball User Fees

Date of the meeting: April 28th, 2025

Prepared by: Justin Lafrance, Recreation Director

Approval: Pierre Leroux, CAO

In agreement with the recommendation based on the contents of this report.

Recommendation

[That Council approves the user fees for the new Pickleball courts at The Nation Sports Complex for the Summer 2025 pilot project.]

Financial Considerations

This initiative involves minimal costs for the Recreation team, as it utilizes existing infrastructure. The pilot project aims to assess the feasibility and revenue potential of converting a portion of the indoor turf into Pickleball courts during the summer months.

Financial implications have been verified with annual budget and / or approved applicable policy or by-law: YES

Context

As one of the fastest-growing sports in Canada, Pickleball appeals to a wide range of age groups. Given the limited availability of courts in the West End, this pilot project proposes temporarily removing a section of the indoor turf to install three Pickleball courts for the summer season.

The attached fee structure outlines the proposed rates for both drop-in sessions and private court rentals.

Report

Currently, The Nation offers Pickleball drop-in sessions in various community halls during the winter months when outdoor options are limited. These sessions are priced at \$5 per participant, and full court rentals are not available unless the entire facility is booked.

Under this new pilot, two options will be available:

- Drop-in sessions at scheduled times, allowing individuals to join without prior booking.
- Court rentals by the hour for exclusive group use.

Relevance to priorities

This project encourages active living across all age groups and aims to increase utilization of municipal recreation facilities during the summer.

Communication Plan

Promotional efforts will be coordinated with the Communications and Marketing Coordinator, including social media posts, flyers within the Complex, and updates on the website to raise awareness of the new courts and available programs.

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*In the event of a discrepancy between the English and French versions of a text, the English version prevails.

Other Option/Options to the Recommendation

N/A

Attachments

Pickleball User Fees 2025



Rapport pour le Conseil

Numéro du rapport: REP-REC-06-2025

Sujet: Tarifs d'utilisation du Pickleball 2025

Date de la réunion : 28 avril, 2025

Préparé par : Justin Lafrance, Directeur des loisirs

Approbation: Pierre Leroux, CAO

En accord avec la recommandation basée sur le contenu de ce rapport.

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^{*}En cas de divergence entre les versions anglaise et française d'un texte, la version anglaise prévaut.

Recommandation

[Que le Conseil approuve les frais d'utilisation pour les nouveaux terrains de pickleball au Complexe sportif de La Nation dans le cadre du projet pilote de l'été 2025.]

Considérations financières

Cette initiative entraîne des coûts minimes pour l'équipe des loisirs, car elle utilise les infrastructures existantes. Le projet pilote vise à évaluer la faisabilité et le potentiel de revenus liés à la conversion d'une partie du gazon intérieur en terrains de pickleball pendant les mois d'été.

Les implications financières ont été vérifiées avec le budget annuel et/ou la politique ou le règlement applicable approuvé : OUI

Contexte

En tant que l'un des sports connaissant la croissance la plus rapide au Canada, le pickleball attire un large éventail de groupes d'âge. Face à la disponibilité limitée de terrains dans l'ouest de la municipalité, ce projet pilote propose de retirer temporairement une section du gazon intérieur afin d'installer trois terrains de pickleball pour la saison estivale.

Rapport

Actuellement, lorsque les installations extérieures ne sont pas utilisables, la municipalité de La Nation propose des séances de pickleball libre dans différentes salles communautaires pendant les mois d'hiver. Ces séances sont offertes au tarif de 5 \$ par participant, et la location de terrain complet n'est possible que si l'utilisateur réserve l'ensemble de l'installation.

Dans le cadre de ce nouveau projet pilote, deux options seront disponibles :

- Séances libres à des heures prédéterminées, permettant aux individus de participer sans réservation préalable.
- Location de terrain à l'heure pour une utilisation exclusive par des groupes.

Liens aux priorités

Ce projet favorise un mode de vie actif pour tous les groupes d'âge et vise à accroître l'utilisation des installations récréatives municipales pendant la saison estivale.

Plan de communication

Les efforts de promotion seront coordonnés avec la coordonnatrice des communications et du marketing, et comprendront des publications sur les réseaux sociaux, des affiches à l'intérieur du Complexe ainsi que des mises à jour sur le site Web afin de sensibiliser le public aux nouveaux terrains et aux programmes offerts.

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Autre(s) option(s) à la recommandation N/A Pièces jointes

Tarification pickleball 2025

Page 3 de 3 *En cas de divergence entre les versions anglaise et française d'un texte, la version anglaise prévaut.



NATION SPORTS COMPLEX RESIDENT PRICING – PICKLEBALL (PER HOUR)			
ACTIVITY 2025			
Holidays	25% Surcharge		
1 Court	\$17.70 + HST		
Drop-In Fee	\$4.42 + HST		

NATION SPORTS COMPLEX NON-RESIDENT PRICING - PICKLEBALL (PER HOUR)			
ACTIVITY 2025			
Holidays	25% Surcharge		
1 Court	\$22.12 + HST		
Drop-In Fee	\$6.19 + HST		

*Pickleball courts only available in the Summer – Dates to be determined.

TARIFICATION RÉSIDENTS – COMPLEXE SPORTIF DE LA NATION – PICKLEBALL (PAR HEURE)		
ACTIVIT É	2025	
Jours fériés	Supplément de 25%	
1 terrain	17,70 \$ + TVH	
Frais d'accès libre	4,42 \$ + TVH	

TARIFICATION NON-RÉSIDENTS – COMPLEXE SPORTIF DE LA NATION – PICKLEBALL (PAR HEURE)			
ACTIVIT É	2025		
Jours fériés	Supplément de 25%		
1 terrain	22,12 \$ + TVH		
Frais d'accès libre	6,19 \$ + TVH		

^{*} Les terrains de pickleball sont disponibles uniquement durant l'été – Dates à déterminer.



Report to Council

Report Number: REP-FIN-07-2025

Subject: Building Annual Report

Date of the meeting: April 28, 2025

Prepared by: Nadia Knebel, Treasurer

Circulated to and/or collaborated with: n/a

Approval: Pierre Leroux, CEO

In agreement with the recommendation based on the contents of this report.

Recommendation

That Council receives the building annual report for the 2024 fiscal year.

Financial Considerations

Financial implications have been verified with annual budget and / or approved applicable policy or by-law: NOT APPLICABLE

Context

In accordance with subsection 7(4) of the *Building Code Act S.O. 1992, c23* as amended, the municipality is required to prepare a report on the permit fees received and the direct and indirect costs to administer and enforce the *Building Code Act* in its area of jurisdiction.

Report

INCOME STATEMENT

Net of expenses over revenue	\$ 390.703.73
Grand Total Indirect and Direct Costs	\$ 396,801.92
Indirect Costs (see Note 2)	\$ 158,531.34
Direct Costs (see Note 1)	\$ 238,270.58
Costs of Delivering Services:	
Revenues Total fees received for the Building Department	\$ 787,505.65
Devenues	

Note 1: Direct Costs are deemed to include the costs of the Building Department of The Nation Municipality for the processing of building permit applications, the review of building plans conducting inspections and building-related enforcement duties.

Note 2: Indirect Costs are deemed to include the costs for support and overhead services to the Building Department of The Nation Municipality.

STATEMENT OF RESERVES

Total Reserves as of December 31, 2024	\$	546.490.91
Amount transferred to/(from) Reserve to administer and enforce the Building Code Act	! _\$_	390,703.73
Opening balance as of January 1, 2024	\$	155,787.18

Relevance to priorities

n/a

Communication Plan

n/a

Other Option/Options to the Recommendation

n/a

Attachments

n/a



Rapport pour le Conseil

Numéro du rapport: REP-FIN-07-2025

Sujet : Rapport annuel de 2024 – Service du bâtiment

Date de la réunion : Le 28 avril 2025

Préparé par : Nadia Knebel, Trésorière

Diffusé et/ou collaboré avec : n/a

Approbation: Pierre Leroux, DG

En accord avec la recommandation basée sur le contenu de ce rapport.

Recommandation

Que le conseil reçoive ce rapport annuel pour 2024 pour le service du bâtiment.

Considérations financières

Les implications financières ont été vérifiées avec le budget annuel et/ou la politique ou le règlement applicable approuvé : NON APPLICABLE

Contexte

Conformément au paragraphe 7 (4) de la *Loi sur le code du bâtiment, S.O.1992,c23*, tel qu'amendé, la municipalité est tenue de préparer un rapport sur les frais de permis reçus et les coûts directs et indirects d'administration et d'application de la *Loi sur le code du bâtiment* dans sa région.

Rapport

ÉTAT DES RÉSULTATS

Net des dépenses et des revenus	\$	390,703.73
Grand Total Indirect and Direct Costs	\$	396,801.92
Coûts indirects (voir Note 2)	_\$	158,531.34
Coûts directs (voir Note 1)	\$	238,270.58
Coût de la prestation des services:		
Total des honoraires reçus pour le service du bâtiment	\$	787,505.65
Revenus		

Note 1: Les coûts directs sont réputés inclure les coûts du service du bâtiment de la municipalité de la Nation pour le traitement des demandes de permis de construction, l'examen des plans de construction , les inspections et les tâches d'application liées aux bâtiments.

Note 2: Les coûts indirects sont réputés inclure les coûts de soutien et les frais généraux du département du bâtiment de la municipalité de La Nation.

ÉTAT DE LA RÉSERVE

Total de la réserve au 31 décembre 2024	\$ 546,490.91
Montant transféré à/(de) la réserve à administrer et appliquer la Loi sur le code du bâtiment	\$ 390,703.73
Solde d'ouverture, 1 janvier 2024	\$ 155,787.18

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Liens aux priorités
n/a
Plan de communication
n/a
Autre(s) option(s) à la recommandation
n/a
Pièces jointes

n/a



Report to Council

Report Number: REP-FIN-08-2025

Subject: Development Charges 2024

Date of the meeting: April 28, 2025

Prepared by: Nadia Knebel, Treasurer

Circulated to and/or collaborated with: n/a

Approval: Pierre Leroux, CAO

In agreement with the recommendation based on the contents of this report.

Recommendation

That Council receives and approves this report as presented.

Financial Considerations

Financial implications have been verified with annual budget and / or approved applicable policy or by-law: YES

Context

The purpose of this report is to present information regarding development charges (hereafter "DC") to Council as required by Section 43 of the *Development Charges Act,* 1997, S.O. 1997and O. Reg 82/98 Section 12.

Report

Key information:

- The Development Charges Act, 1997, S.O. 1997, c. 27 provides that the Council of a municipality may impose DC against land to pay for increased capital cost required because of increased need for services.
- The general purpose for which the municipality imposes DC is to assist in providing the infrastructure required by future development in the municipality.
- DC funds may only be used for the purpose for which they are collected.
- The intended purpose is determined by the background study which is based on future projects on which the growth factor is applied to determine the eligible portion for DC contributions.
- DC are based on the idea that existing taxpayers should not be liable for capital costs due to new growth.
 - Also, new taxpayers should not have to contribute more than the net capital cost attributable to growth to maintain current levels of municipal services.
- DCs provide a non-tax source of revenue to finance growth-related municipal land and infrastructure.

Reporting requirements:

- The Development Charges Act, 1997, S.O. 1997 requires the treasurer to report the following to Council annually:
 - Opening balances, activity in the development charge reserve funds during the year and closing balances.
 - Assets whose capital costs were funded with DC in the year and how remaining asset cost will be funded.

- The treasurer is further required to make a copy of these documents available to the public and if requested, the Ministry of Municipal Affairs & Housing.
- O.Reg 82/98 Section 12(3) requires the treasurer to report the following to Council annually:
 - Amounts from DC allocated to projects.
 - For each service for which DC is collected in the year, whether, as of the end of the year, the municipality expects to incur the amount of capital costs that were estimated, in the relevant DC background study, to be incurred during the term of the applicated DC by-law and if not, the amount now expected to be incurred and why this amount is expected.

Projects on which DC were spent in the year as well as the summary of fund activity and balances is presented below.

Development charges were used on the following projects in the following amounts:

		TOTAL	PROJECT FUNDING (\$)		
DEPARTMENT	DESCRIPTION	PROJECT COST (\$)	DC	GRANTS	TAXES
Public Works	Gagnon Rd	157,751	1,964	150,787	-
Public Works	Savage Rd	55,872	1,997	1	53,875
Library	Collection	5,862	2,340	ı	2,505

Annual reserve activity by department:

DEPARTMENT	OPENING BALANCE (\$)	CURRENT YEAR REVENUE (\$)	CURRENT YEAR CONTRIBUTIONS (\$)	ENDING BALANCE (\$)
Administration	86,684	10,189	-	96,874
Public Works	348,511	305,680	3,961	650,231
Fire	406,945	305,680	-	712,625
Recreation	376,206	356,627	-	732,833
Library	103,927	40,757	2,341	142,344
Totals	1,322,273	1,018,935	6,301	2,334,907

As at the end of 2024, the municipality expects to incur the estimated capital costs estimated in the DC background study.

Relevance to priorities

n/a

Communication Plan

n/a

Other Option/Options to the Recommendation

n/a

Attachments

Schedule A – Statement of Compliance - Development Charges

Schedule B – Development Charges Detailed Report



Rapport pour le Conseil

Numéro du rapport: REP-FIN-08-2025

Sujet : Redevances d'aménagement 2024

Date de la réunion : Le 28 avril 2025

Préparé par : Nadia Knebel, Trésorière

Diffusé et/ou collaboré avec : n/a

Approbation: Pierre Leroux, DG

En accord avec la recommandation basée sur le contenu de ce rapport.

Recommandation

Que le Conseil reçoive et approuve ce rapport tel que présenté.

Considérations financières

Les implications financières ont été vérifiées avec le budget annuel et/ou la politique ou le règlement applicable approuvé : OUI

Contexte

L'objectif de ce rapport est de présenter au conseil les informations relatives aux redevances d'aménagement (ci-après « RA »), conformément à l'article 43 de la *Loi de 1997 sur les redevances d'aménagement, L.O. 1997 (Development Charges Act, 1997)* et au *règlement de l'Ontario 82/98, article 12.*

Rapport

Information clé:

- La Loi de 1997 sur les redevances d'aménagement, L.O. 1997 (Development Charges Act), S.O. 1997, c. 27, prévoit que le conseil d'une municipalité peut imposer des RA sur les terrains pour financer l'augmentation des coûts d'investissement requis en raison de la croissance des besoins en services.
- L'objectif général pour lequel la municipalité impose des RA est d'aider à fournir l'infrastructure nécessaire au développement futur de la municipalité.
- Les fonds des RA ne peuvent être utilisés que dans le but pour lequel ils ont été collectés.
- L'objectif visé est déterminé par l'étude de base qui se fonde sur les projets futurs auxquels le facteur de croissance est appliqué pour déterminer la partie éligible aux contributions des RA.
- Les RA reposent sur l'idée que les contribuables existants ne devraient pas être responsables des coûts d'investissement dus à la nouvelle croissance.
 - De même, les nouveaux contribuables ne devraient pas avoir à contribuer plus que les coûts d'investissement nets attribuables à la croissance pour maintenir les niveaux actuels de services municipaux.
- Les RA constituent une source de revenus non fiscaux pour financer les terrains et les infrastructures municipales liés à la croissance.

Exigences en matière de rapports :

 La Loi de 1997 sur les redevances d'aménagement, L.O. 1997, exige du trésorier qu'il présente chaque année au Conseil les rapports suivants :

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- Les soldes d'ouverture, l'activité des fonds de réserve pour les redevances de développement au cours de l'année et les soldes de clôture.
- Les actifs dont les coûts d'investissement ont été financés par la DC au cours de l'année et la manière dont les coûts restants de l'actif seront financés.
- Le trésorier est également tenu de mettre une copie de ces documents à la disposition du public et, sur demande, du ministère des affaires municipales et du logement.
- L'article 12(3) du *règlement de l'Ontario 82/98* exige que le trésorier présente chaque année au Conseil un rapport sur les points suivants :
 - Les montants de la DC alloués aux projets.
 - O Pour chaque service pour lequel des RA sont perçues au cours de l'année, si, à la fin de l'année, la municipalité s'attend à engager le montant des coûts en capital qui ont été estimés, dans l'étude de base des RA pertinente, à être engagés pendant la durée du règlement sur les RA en vigueur et, si ce n'est pas le cas, le montant que l'on s'attend maintenant à engager et la raison pour laquelle on s'attend à ce que ce montant soit engagé dans le cadre du règlement sur les RA.

Les projets pour lesquels des RA ont été dépensés au cours de l'année ainsi que le résumé de l'activité et des soldes des fonds sont présentés dans la section Considérations financières ci-dessous.

Les redevances d'aménagement ont été utilisées pour les projets suivants dans les montants suivants :

		COÛT	FINANCE	MENT DU PRO	OJET (\$)
DÉPARTMENT	DESCRIPTION	TOTAL DU PROJET (\$)	RA	OCTROIS	TAXES
Voirie	Gagnon	157 751	1 964	150 787	
Voirie	Savage	55 872	1 997	1	53 875
Bibliothèques	Collection	5 862	2 340	•	2 505

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Activité annuelle de la réserve par département:

DÉPARTEMENT	SOLDE D'OUVERTURE (\$)	REVENUES DE L'ANNÉE (\$)	CONTRIBUTIONS DE L'ANNÉE (\$)	SOLDE DE CLÔTURE (\$)
Administration	86 684	10 189	-	96 874
Voirie	348 511	305 680	3 961	650 231
Feu	406 945	305 680	-	712 625
Récréation	376 206	356 627	-	732 833
Bibliothèques	103 927	40 757	2 341	142 344
Totaux	1 322 273	1 018 935	6 301	2 334 907

À la fin de l'année 2024, la municipalité prévoit d'engager les coûts d'investissement estimés dans l'étude de base des RA.

Liens aux priorités

n/a

Plan de communication

n/a

Autre(s) option(s) à la recommandation

n/a

Pièces jointes

Annexe A – Déclaration de conformité – redevances d'aménagement

Annexe B – Rapport détaillé des redevances d'aménagement (en anglais)

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SCHEDULE A

STATEMENT OF COMPLIANCE

The information prescribed in the 2024 Development Charges Reserve Fund Statement is in compliance with Section 59.1 (1) of the *Development Charges Act, 1997*, as amended which states:

"A municipality shall not impose, directly or indirectly, a charge related to a development or a requirement to construct a service related to development, except as permitted by this Act or another Act. 2015, c.26, s.8."

Nadia Lockhart-Knebel, Treasurer

The Corporation of the Nation Mun

Development Charges Detailed Report At December 31, 2024

SUMMARY TABLE

A

B

C

Axb=D

E

C-E

E

A-B+E

	Book value of dev charge Carry fwd from	Development Charge Portion	Book value of dev charge Carry fwd from	Max amt of expenditures	Project exp	penses	Total Net Cost	Balance available of Net Cost	Development Charge Portion	t Eligible Amount of Net Cost Without DC Collected	Opening book value of development charge	Proportion of net cost balance available (before expenses)	DC eligible e	expenditures, llated	2023 to 2030 Total Nation Expenditures	Balance of Eligible Expenditures	Revenues (pro including i		Total Revenue	Ending book value of development charge
Service	2015-2020 study	Eligible %	2015-2020 study	Based on new study	2023	2024	2023-2030		Eligible %			2015-2022	2023	2024			2023	2024	2023-2030	
Administration	83,653	-	112,599	-	-	-	-	112,599	-	83,653	83,869	0%	-	-	-	83,653	2,815	10,190	13,005	96,875
Public Works	292,518	-	396,504	22,504,086	379,485	28,183	407,233	22,493,357	-	3,978,855	292,518	52%	28,461	3,961	32,422	3,946,433	84,455	305,701	390,156	650,252
Fire	322,490	-	269,438	10,394,331	-	-	-	10,663,769	-	3,173,390	322,490	26%	-	-	-	3,173,390	84,455	305,701	390,156	712,646
Recreation	277,676	-	412,490	8,040,918	-	-	-	8,453,408	-	945,224	277,676	20%	-	-	-	945,224	98,530	356,652	455,182	732,858
Library	94,894	-	325,925	516,000	5,585	5,862	11,447	830,478	-	503,126	94,894	2%	2,228	2,340	4,569	498,557	11,261	40,760	52,021	142,346
TOTALS	1,071,231	-	1,516,957	41,455,335	385,070	34,045	418,680	43,384,089		8,684,249	1,071,447	100%	30,690	6,301	36,991	8,647,258	281,516	1,019,005	1,300,520	2,334,977

DETAILED TABLE					A				В	С			A x B = D		E	C-E			E	A - B + E
	Book value of dev	Development Charge Portion	Book value of dev charge	Max amt of expenditures	Project expo	enses	Total Net Cost	Balance available of Net Cost	Development Charge Portion	Eligible Amount of Net Cost Without DC Collected	Opening book value of development charge	Proportion of net cost balance available (before expenses)	DC eligible e calcu	xpenditures, lated	2023 to 2030 Total Nation Expenditures	Balance of Eligible Expenditures	Revenues (prop	-	Total Revenue	Ending book value of development charge
Conde	Carry fwd from 2015-2020 study	Eligible %	Carry fwd from 2015-2020 study	Based on now study	2023	2024	2023-2030		Eligible %			2015-2022	2023	2024			2023	2024	2023-2030	
Service ADMINISTRATION	2015-2020 Study	Eligible %	2015-2020 Study	based on new study	2023	2024	2023-2030		Eligible %			2015-2022	2023	2024			2023	2024	2023-2030	
Municipal Administation Building Expan	75,825	80.0%	94,781					94,781	80.0%	75,825	76,041	0.22%	_		_	75,824.62	1,844	6,673	8,517	84,558
Office furniture & equipment	10,155	80.0%						12,694	80.0%	10,155	10,155	0.22%				10,155.38	247	894	1,141	11,296
Vehicles (3)	17,093	80.0%						21,367	80.0%	17,093	17,093	0.05%				17,093.41	416	1,504	1,920	19,013
Development Charge studies	(32,131)	100.0%						(32,131)	100.0%	(32,131)	(32,131)					(32,130.61)	- 410	1,304	1,920	(32,131)
Waste management land acquisition (2	12,710	80.0%	1-,-,					15,888	80.0%	12,710	12,710	0.04%				12,710.48	309	1,119	1,428	14,138
Administration	83,653	80.076	112,599	-	-	-	-	112,599	80.076	83,653	83,869	0.34%		-	-	83,653.28	2,815	10,190	13,005	96,875
PUBLIC WORKS																				
Vehicles & Equipment (old study)	214,992	80.0%	268,740				_	268,740	80.0%	214,992	214,992	0.63%	-	_	_	214,992.19	1,010	3,656	4,666	219,658
Small vehicles	,,,,,	7.5%		985,512			=	985,512	7.5%	73,913	,	2.29%		-	-	73,913.43	3,704	13,407	17,111	17,111
Heavy vehicles		7.5%		3,815,489			-	3,815,489	7.5%	286,162		7.88%	-	-	-	286,161.70	12,725	46,061	58,786	58,786
Small equipment		7.5%		284,725			-	284,725	7.5%	21,354		0.66%		-	-	21,354.34	1,070	3,873	4,944	4,944
Heavy equipment		7.5%		887,561			-	887,561	7.5%	66,567		2.07%	-	_	_	66,567,06	3,336	12,075	15,410	
Excavator		100.0%		243,799			-	243,799	100.0%	243,799		0.57%	-	-	-	243,798.88	916	3,317	4,233	4,233
Innovation garage (5 to 8 bays, add 3 ba	69,297	80.0%	86,621	1,500,000			-	1,586,621	80.0%	1,269,297	69,297	3.69%	-	-	-	1,269,296.92	5,963	21,585	27,548	96,845
Fournier Garage	8,229	20.0%	41,143	200,000			-	241,143	20.0%	48,229	8,229	0.56%	-	-	-	48,228.60	906	3,281	4,187	12,415
Arena St - paving & storm sewer		7.5%		155,000			-	155,000	7.5%	11,625		0.36%	-	-	-	11,625.00	583	2,109	2,691	2,691
Baker Rd - 1000m - reconstruct & pavin		7.5%		106,457	54,855.00		54,800	51,657	7.5%	3,874		0.25%	4,114.13	-	4,114	(239.87)	400	1,448	1,848	(2,266)
Baker Rd - 1000m - reconstruct & pavin		100.0%		43,543			-	43,543	100.0%	43,543		0.10%	-	-	-	43,543.20	164	592	756	756
Burelle rd - 1300m - paving		7.5%		170,000			-	170,000	7.5%	12,750		0.40%	-	-	-	12,750.00	639	2,313	2,952	2,952
Caledonia rd - 1500m - resurfacing		7.5%		670,000			-	670,000	7.5%	50,250		1.56%	-	-	-	50,250.00	2,518	9,115	11,633	11,633
Calypso Rd - 2000m - 5/8 & paving		25.0%		557,427			-	557,427	25.0%	139,357		1.30%	-	-	-	139,356.70	2,095	7,583	9,678	9,678
Calypso Rd - 2000m - 5/8 & paving		100.0%		117,573			-	117,573	100.0%	117,573		0.27%	-	-	-	117,573.20	442	1,600	2,041	2,041
Ch Latour (Rte 800 Est) by-pass reconsti		50.0%		355,000			-	355,000	50.0%	177,500		0.83%	-	-	-	177,500.00	1,334	4,830	6,164	6,164
Ch Mainville - 2580m - resurfacing		7.5%		220,000			-	220,000	7.5%	16,500		0.51%	-	-	-	16,500.00	827	2,993	3,820	3,820
Clemens rd - 850m - reconstruct & pavi		7.5%		120,000			-	120,000	7.5%	9,000		0.28%	-	-	-	9,000.00	451	1,633	2,084	2,084
Concession 10 - 1500m - reconstruct &		7.5%		155,000			=	155,000	7.5%	11,625		0.36%	-	-	-	11,625.00	583	2,109	2,691	2,691
Concession 11 - 1000m - reconstruct &		7.5%		465,000			-	465,000	7.5%	34,875		1.08%	-	-	-	34,875.00	1,748	6,326	8,074	8,074
Concession 16 - 1500m - reconstruct &		7.5%		396,000			-	396,000	7.5%	29,700		0.92%	-	-	-	29,700.00	1,488	5,387	6,876	6,876
Concession 17 Est - 1700m - repave		7.5%		125,000			-	125,000	7.5%	9,375		0.29%		-	-	9,375.00	470	1,701	2,170	2,170
Concession 17 West - 2000m - 5/8 & pa		7.5%		930,000			-	930,000	7.5%	69,750		2.16%		-	-	69,750.00	3,495	12,652	16,147	16,147
Concession 19 - reconstruct & paving		7.5%		500,000			-	500,000	7.5%	37,500		1.16%		-	-	37,500.00	1,879	6,802	8,681	8,681
Concession 20 - reconstruct & paving		7.5%		470,000			-	470,000	7.5%	35,250		1.09%		-	-	35,250.00	1,766	6,394	8,160	8,160
Concession 21 - 1250m - reconstruct &		7.5%		145,000			=	145,000	7.5%	10,875		0.34%		-	-	10,875.00	545	1,973	2,518	2,518
Concession 3 - 1800m - paving		7.5%		186,000			=	186,000	7.5%	13,950		0.43%		-	-	13,950.00	699	2,530	3,229	3,229
Concession 4 - 2800m - 5/8 & paving		7.5%		330,000	170,045.00		169,850		7.5%	12,011		0.77%	,	-	12,753	(742.13)	1,240	4,489	5,730	(7,024)
Concession 5 - 1000m - reconstruct & p		7.5%		465,000			-	465,000	7.5%	34,875		1.08%		-	-	34,875.00	1,748	6,326	8,074	8,074
Concession 6 Est - resurface 400m, reco		7.5%		275,000			-	275,000	7.5%	20,625		0.64%		-	-	20,625.00	1,034	3,741	4,775	4,775
Concession 6 West - 1000m - reconstruc		7.5%		465,000			-	465,000	7.5%	34,875		1.08%		-	-	34,875.00	1,748	6,326	8,074	8,074
Concession 7 - resurfacing - 1500m		7.5%		510,000			-	510,000	7.5%	38,250		1.19%		-	-	38,250.00	1,917	6,938	8,855	8,855
Concession 8 - 2000m - resurfacing		7.5%		200,000			-	200,000	7.5%	15,000		0.47%		-	-	15,000.00	752	2,721	3,473	3,473
Des Pins - paving & curb		7.5%		134,465			-	134,465	7.5%	10,085		0.31%		-	-	10,084.89	505	1,829	2,335	2,335
Des Pins - paving & curb		100.0%		50,535			-	50,535	100.0%	50,535		0.12%		-	-	50,534.79	190	687	877	877
Desnoyers siderd - 1400m - reconstruct		7.5%		170,000		25.40=	-	170,000	7.5%	12,750		0.40%			-	12,750.00	639	2,313	2,952	2,952
Gagnon Rd - 1000m - reconstruct & pav		7.5%		113,130		26,187	26,187	Page /	13 of 3	6,521		0.26%		1,964.00	1,964	4,556.76	425	1,539	1,964	0

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Development Charges Detailed Report At December 31, 2024

SUMMARY TABLE

A
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C-E
E
A-B+E

	Book value of dev charge Carry fwd from	Development Charge Portion	: Book value of dev charge Carry fwd from	Max amt of expenditures	Project exp	penses	Total Net Cost	Balance available of Net Cost	Development Charge Portion	t Eligible Amount of Net Cost Without DC Collected	Opening book value of development charge	Proportion of net cost balance available (before expenses)	DC eligible e	expenditures, lated	2023 to 2030 Total Nation Expenditures	Balance of Eligible Expenditures	Revenues (pro including in		Total Revenue	Ending book value of development charge
Service	2015-2020 study	Eligible %	•	Based on new study	2023	2024	2023-2030		Eligible %			2015-2022	2023	2024			2023	2024	2023-2030	1
Administration	83,653	-	112,599	-	-	-	-	112,599	-	83,653	83,869	0%	-	-	-	83,653	2,815	10,190	13,005	96,875
Public Works	292,518	-	396,504	22,504,086	379,485	28,183	407,233	22,493,357	-	3,978,855	292,518	52%	28,461	3,961	32,422	3,946,433	84,455	305,701	390,156	650,252
Fire	322,490	-	269,438	10,394,331	-	-	-	10,663,769	-	3,173,390	322,490	26%	-	-	-	3,173,390	84,455	305,701	390,156	712,646
Recreation	277,676	-	412,490	8,040,918	-	-	-	8,453,408	-	945,224	277,676	20%	-	-	-	945,224	98,530	356,652	455,182	732,858
Library	94,894	-	325,925	516,000	5,585	5,862	11,447	830,478	-	503,126	94,894	2%	2,228	2,340	4,569	498,557	11,261	40,760	52,021	142,346
TOTALS	1,071,231	-	1,516,957	41,455,335	385,070	34,045	418,680	43,384,089		8,684,249	1,071,447	100%	30,690	6,301	36,991	8,647,258	281,516	1,019,005	1,300,520	2,334,977

DETAILED TABLE					Α			В	С			A x B = D		E	C-E			E	A - B + E
										Opening book	Proportion of net								Ending book
		Development		_				•	Eligible Amount of	value of	cost balance			2023 to 2030	Balance of				value of
	Book value of dev	Charge	Book value of dev	Max amt of			Balance available		Net Cost Without	development	available	DC eligible ex		Total Nation	Eligible	Revenues (pro	-	Total	development
	charge	Portion	charge	expenditures	Project expense	es Total Net Co	of Net Cost	Portion	DC Collected	charge	(before expenses)	calcula	ated	Expenditures	Expenditures	including in	terest)	Revenue	charge
	Carry fwd from		Carry fwd from																
Service	2015-2020 study	Eligible %	2015-2020 study	Based on new study	2023	2024 2023-2030		Eligible %	44.070		2015-2022	2023	2024		44.050.04	2023	2024	2023-2030	
Gagnon Rd - 1000m - reconstruct & pav		100.0%		41,870			41,870		41,870		0.10%	-	-	-	41,869.84	157	570	727	
Gauthier - paving 220m		7.5%		40,000			40,000		3,000		0.09%	-	-	-	3,000.00	150	544	695	
Guerin rd - 1000m - reconstruct & pavir		7.5%		150,000			150,000		11,250		0.35%	-		-	11,250.00	564	2,041	2,604	
Guy St, St-Isidore - repaving		7.5% 7.5%		120,000			,		9,000		0.28% 0.35%	-	-	-	9,000.00	451 564	1,633	2,084	,
Lemieux Rd - 1500m - resurfacing		7.5%		150,000			150,000		11,250		0.35%	-	-	-	11,250.00	568	2,041	2,604 2,622	
Linda St - paving 1300m				151,000					11,325		0.35%	-	-	-	11,325.00	568	2,054	2,622	
Parent St - 1200m - reconstruct & pavin		7.5%		150,000					11,250					-	11,250.00		2,041	, , , ,	
Pommainville Rd - construction & pavin		25.0%		592,000			- 592,000		148,000		1.38%	-	-	-	148,000.00	2,225	8,054	10,279	
Ridge Rd - 2000m - resurfacing		7.5%		310,000			,		23,250		0.72%	-	-	-	23,250.00	1,165	4,217	5,382	
Route 200 West (rue Pins) - 2300m - res		7.5% 7.5%		330,000			350,000		24,750		0.77% 0.44%				24,750.00	1,240 703	4,489 2,544	5,730 3,247	
Route 300 Est - 1500m - reconstruct & p				187,000			107,000		14,025		0.44%				14,025.00		2,544	2,604	
Route 400 Est - 1000m - reconstruct & p		7.5%		150,000			,		11,250			-	-	-	11,250.00	564			
Route 400 West - resurfacing		7.5% 7.5%		190,000			130,000		14,250		0.44% 0.85%	-	-	-	14,250.00	714	2,585	3,299 6,320	
Route 500 Est - 3.4km - resurface		7.5%		364,000					27,300			-	-	-	27,300.00	1,368	4,952		
Route 600 West - resurface 1500m per				495,000	45450500		155,000		37,125		1.15%	-	-	-	37,125.00	1,860	6,734	8,595	
Route 700 Est - 1000m - resurfacing		7.5%		300,000	154,585.00	154,			10,920		0.70%	11,593.88	-	11,594	- ' '	1,128	4,081	5,209	
Route 700 Est - 1000m - resurfacing		7.5% 7.5%		200,000			200,000		15,000		0.47%	-	-	-	15,000.00	752	2,721 2,544	3,473 3,247	
Route 700 West - reconstruct & paving		7.5%		187,000			107,000		14,025		0.44%		-		14,025.00 15,375.00	703	2,544	3,559	
Route 700 West - reconstruct & paving		7.5%		205,000 150.000			203,000		15,375		0.48%				· ·	770 564	2,789	2,604	
Route 800 Est - 1000m east of Cty Rd 7		7.5%		,			,		11,250 9.000			-	-	-	11,250.00			,	,
Rte 500 Est, west of Lemieux rd - 1000n		100.0%		120,000 115,000		1,997 1,9	120,000		113,003		0.28% 0.27%		1,996.72	1,997	9,000.00 111,006.56	451 432	1,633 1,564	2,084 1,997	
Savage - new construction Scotch River rd - 250m - resurface		7.5%		230,000		1,997 1,			17,250		0.54%		1,990.72	1,997	17,250.00	864	3,129	3,993	
Scott rd - reconstruct & paving		7.5%		85,000					6,375		0.34%				6,375.00	319	1,156	1.476	
Seguin rd - 1000m - reconstruct & paving		7.5%		155,000					11,625		0.20%				11,625.00	583	2,109	2,691	
Skye Rd - 1900m - reconstruct & paving		7.5%		180,000					13,500		0.42%				13,500.00	677	2,109	3,125	
Ste-Rose South Siderd - 2700m - recons		7.5%		330,000					24,750		0.42%				24,750.00	1,240	4,489	5,730	
Villeneuve - reconstruct & paving		7.5%		309,000			- 309.000		24,730		0.77%	-	-		23,175.00	1,240	4,469	5,750	
Public Works	292,518	7.5%	396,504	22,504,086	379,485.00	28,183 407,2	,		3,978,855	292,518		28,461.38	3,961		-,	84,455	305,701	390,156	-,
Public Works	292,318		390,304	22,304,086	379,463.00	20,103 407,	.33 22,493,337		3,976,633	292,510	32.23%	20,401.30	3,901	32,422	3,940,433.20	64,455	303,701	390,130	050,25
FIRE																			
Limoges Fire Hall	189,393	80.0%							189,393	189,393		-	-	-	189,393.16	1,800	6,517	8,317	
St Isidore Fire Hall	(65,678)	20.0%		,			(520,500	,	(65,678)	(65,678	,	-	-	-	(65,677.63)	817	2,957	3,774	
St Albert Fire Hall	25,209	20.0%					126,043		25,209	25,209		=	-	=	25,208.58	959	3,470	4,428	
Pumper Truck	41,649	80.0%	- ,	610,000			002,001		529,649	41,649		=	-	=	529,648.96	5,035	18,224	23,259	
Tanker Truck	31,346	80.0%	,	300,000					271,346	31,346		-	-	-	271,346.32	2,579	9,336	11,916	
Rescue truck	(120,388)	80.0%		,			- 74,515		59,612	(120,388		-	-	-	59,612.25	567	2,051	2,618	
Ladder truck (Nation)	44,279	80.0%							1,004,279	44,279		-	-	-	1,004,279.42	9,546	34,555	44,102	
Fire fighting equipment	63,131	80.0%		35,000			,		91,131	63,133		-	-	-	91,131.05	866	3,136	4,002	
Breathing apparatus	34,634	80.0%	43,293	75,000			- 118,293	80.0%	94,634	34,634		-	-	-	94,634.40	900	3,256	4,156	
Communications equipment	63,131	80.0%							63,131	63,133		-	-	-	63,131.05	600	2,172	2,772	
Light rescue		7.5%		154,907			131,307		11,618		0.36%	-	-	-	11,618.03	1,178	4,264	5,442	
New dry hydrant Seguinbourg, corner R		20.0%		7,000			- 7,000		1,400		0.02%	-	-	-	1,400.00	53	193	246	
Pumper Truck St-Isidore (replace)		7.5%		636,725			050,725		47,754		1.48%	-	-	-	47,754.38	4,842	17,527	22,369	
Pick up truck (for fire chief)		7.5%		63,672				7.5%	4,775		0.15%	-	-	-	4,775.40	484	1,753	2,237	
Replace Station 400 (Limoges)		10.0%		3,500,000			3,500,000	44 of 3	350,000		8.16%	-	-	-	350,000.00	26,666	96,522	123,188	123,18

The Corporation of the Nation Mun

Development Charges Detailed Report At December 31, 2024

SUMMARY TABLE					Α				В	С			A x B = D		E	C - E			E	A - B + E
	Book value of dev charge	Development Charge Portion	Book value of dev charge	Max amt of expenditures	Project exp	penses	Total Net Cost	Balance available of Net Cost	Development Charge Portion	t Eligible Amount of Net Cost Without DC Collected	Opening book value of development charge	Proportion of net cost balance available (before expenses)	DC eligible e calcu		2023 to 2030 Total Nation Expenditures	Balance of Eligible Expenditures	Revenues (pro including in		Total Revenue	Ending book value of development charge
Service	Carry fwd from 2015-2020 study	Eligible %	Carry fwd from 2015-2020 study	Based on new study	2023	2024	2023-2030		Eligible %			2015-2022	2023	2024			2023	2024	2023-2030	
Administration	83,653	-	112,599	- '	-	-	-	112,599	-	83,653	83,869	0%	-	-	-	83,653	2,815	10,190	13,005	96,875
Public Works	292,518	-	396,504	22,504,086	379,485	28,183	407,233	22,493,357	-	3,978,855	292,518	52%	28,461	3,961	32,422	3,946,433	84,455	305,701	390,156	650,252
Fire	322,490	-	269,438	10,394,331	-	-	-	10,663,769	-	3,173,390	322,490	26%	-	-	-	3,173,390	84,455	305,701	390,156	712,646
Recreation	277,676	-	412,490	8,040,918	-	-	-	8,453,408	-	945,224	277,676	20%	-	-	-	945,224	98,530	356,652	455,182	732,858
Library	94,894	-	325,925	516,000	5,585	5,862	11,447	830,478	-	503,126	94,894	2%	2,228	2,340	4,569	498,557	11,261	40,760	52,021	142,346
TOTALS	1,071,231	-	1,516,957	41,455,335	385,070	34,045	418,680	43,384,089		8,684,249	1,071,447	100%	30,690	6,301	36,991	8,647,258	281,516	1,019,005	1,300,520	2,334,977

DETAILED TABLE					A			В		С			A x B = D		E	C - E			E	A - B + E
		Development							•	Eligible Amount of	Opening book value of	Proportion of net cost balance			2023 to 2030	Balance of				Ending book value of
I	Book value of dev	Charge	Book value of dev	Max amt of			Balan	ice available	Charge	Net Cost Without	development	available	DC eligible e	xpenditures,	Total Nation	Eligible	Revenues (pro	portioned,	Total	development
	charge	Portion	charge	expenditures	Project exper	nses Total N	et Cost of	Net Cost	Portion	DC Collected	charge	(before expenses)	calcul	lated	Expenditures	Expenditures	including in	terest)	Revenue	charge
	Carry fwd from		Carry fwd from																	4
	2015-2020 study	Eligible %	2015-2020 study	Based on new study	2023	2024 2023-	2030		Eligible %			2015-2022	2023	2024			2023	2024	2023-2030	
Firefighting equipment for fire trucks (g		20.0%		100,000			-	100,000	20.0%	20,000		0.23%	-	-	-	20,000.00	760	2,753	3,513	
New dry hydrant - Limoges area		20.0%		20,000			-	20,000	20.0%	4,000		0.05%	-	-	-	4,000.00	152	551	703	
Replace rehab vehicle		7.5%		247,756			-	247,756	7.5%	18,582		0.58%	-	-	-	18,581.70	1,884	6,820	8,704	
New dry hydrant - expand service for In		50.0%		29,000			-	29,000	50.0%	14,500		0.07%	-	-	-	14,500.00	221	798	1,019	
Replace Tanker Truck - Limoges		7.5%		354,803			-	354,803	7.5%	26,610		0.83%	-	-	-	26,610.23	2,698	9,766	12,465	
Replace St-Albert Fire Hall		20.0%		1,000,000			-	1,000,000	20.0%	200,000		2.33%	-	-	-	200,000.00	7,605	27,526	35,131	
Replace pumper Fournier		7.5%		717,056			-	717,056	7.5%	53,779		1.67%	-	-	-	53,779.20	5,453	19,738	25,191	· ·
Replace pumper St-Albert		7.5%		717,056			-	717,056	7.5%	53,779		1.67%	-	-	-	53,779.20	5,453	19,738	25,191	
New pick up trucks (2)		80.0%		80,000			-	80,000	80.0%	64,000		0.19%	-	-	-	64,000.00	608	2,202	2,810	
Replace (2001) tanker - Fournier		7.5%		321,356			-	321,356	7.5%	24,102		0.75%	-	-	-	24,101.70	2,444	8,846	11,290	
St Albert pump house	4,823	20.0%	24,113				-	24,113	20.0%	4,823	4,823	0.06%	-	-	-	4,822.51	182	657	839	
Water tanks	10,960	80.0%	13,700				-	13,700	80.0%	10,960	10,960	0.03%	-	-	-	10,960.25	103	374	477	11,43
Fire	322,490		269,438	10,394,331	-	-	-	10,663,769		3,173,390	322,490	25.84%	-	-	-	3,173,390.15	84,455	305,701	390,156	712,646
RECREATION																				
St Isidore Arena Expansion and upgrade	137,330	80.0%	171,663				-	171,663	80.0%	137,330	137,330	0.40%	-	-	-	137,330.02	2,001	7,242	9,243	146,573
Limoges outdoor recreation facilities	66,450	80.0%	83,063	438,000			-	521,063	80.0%	416,850	66,450	1.21%	-	-	-	416,850.34	6,073	21,984	28,057	94,50
Existing community centers upgrades a	17,439	20.0%	87,194				-	87,194	20.0%	17,439	17,439	0.20%	-	-	-	17,438.73	1,016	3,679	4,695	22,134
Existing parkland development	56,457	80.0%	70,571				-	70,571	80.0%	56,457	56,457	0.16%			-	56,456.64	823	2,977	3,800	60,25
St-Albert community centre (2022-2026		5.0%		1,391,760			-	1,391,760	5.0%	69,588		3.24%	-	-	-	69,588.00	16,222	58,719	74,941	74,94
St-Albert community centre (2027-2031		2.0%		308,640			-	308,640	2.0%	6,173		0.72%	-	-	-	6,172.80	3,597	13,022	16,619	16,619
St-isidore Recreation centre (2022-2026		3.0%		1,522,340			-	1,522,340	3.0%	45,670		3.54%	-	-	-	45,670.20	17,744	64,228	81,972	81,972
St-isidore Recreation centre (2027-2031		2.0%		2,212,170			-	2,212,170	2.0%	44,243		5.15%	-	-	-	44,243.40	25,784	93,332	119,116	119,116
Fournier community centre		1.0%		355,440			-	355,440	1.0%	3,554		0.83%	-	-	-	3,554.40	4,143	14,996	19,139	19,139
Caledonia community centre		1.0%		942,658			-	942,658	1.0%	9,427		2.19%	-	-	-	9,426.58	10,987	39,771	50,758	50,758
St-Albert park new walkway		20.0%		6,000			-	6,000	20.0%	1,200		0.01%	-	-	-	1,200.00	70	253	323	323
Convert bowling alley (St-Isidore arena)		7.5%		500,000			-	500,000	7.5%	37,500		1.16%	-	-	-	37,500.00	5,828	21,095	26,923	26,923
Seguinourg park - phase 1 of construction		80.0%		100,000			-	100,000	80.0%	80,000		0.23%	-	-	-	80,000.00	1,166	4,219	5,385	5,385
St-Isidore Arena - replace zamboni		7.5%		100,000			-	100,000	7.5%	7,500		0.23%	-	-	-	7,500.00	1,166	4,219	5,385	5,38
Recreation dept pick up truck replacem		7.5%		43,910			-	43,910	7.5%	3,293		0.10%	-	-	-	3,293.25	512	1,853	2,364	2,364
St-Isidore park - relocate outdoor rink		7.5%		120,000			-	120,000	7.5%	9,000		0.28%	-	-	-	9,000.00	1,399	5,063	6,462	6,462
Recreation	277,676		412,490	8,040,918	-	-	-	8,453,408		945,224	277,676	19.67%	-	-	-	945,224.36	98,530	356,652	455,182	732,858
LIBRARY																				
St Albert - Relocation	53,833	20.0%	269,167				-	269,167	20.0%	53,833	53,833	0.63%	-	-	-	53,833.49	3,572	12,928	16,500	70,334
Expand St-Albert branch		80.0%		10,000			-	10,000	80.0%	8,000		0.02%	-	-	-	8,000.00	133	480	613	613
St Isidore - Expansion	(1,339)	20.0%	(6,697))			-	(6,697)	20.0%	(1,339)	(1,339)	0.00%	-	-	-	(1,339.44)	-	-	-	(1,339
Limoges - (relocatie branch or new libra	22,602	80.0%	28,253	400,000			-	428,253	80.0%	342,602	22,602	1.00%	-	-	-	342,602.46	5,683	20,569	26,252	
Equipment furniture & collection -Limo	17,010	80.0%	21,262	100,000	1,852.14	1,946.48	3,799	117,464	80.0%	93,971	17,010	0.28%	1,481.71	1,557.18	3,039	90,932.09	1,609	5,824	7,433	
Equipment furniture & collection -other	2,788	20.0%	13,939		3,733.11	3,915.36	7,648	6,291	20.0%	1,258	2,788	0.03%	746.62	783.07	1,530	(271.56)	185	670	854	
Furniture & shelving		80.0%		6,000			-	6,000	80.0%	4,800		0.01%	-	-	-	4,800.00	80	288	368	36
runnture & shelving																				+
Library	94,894		325,925	516,000	5,585.25	5,862	11,447	830,478		503,126	94,894	1.97%	2,228.33	2,340.26	4,569	498,557.04	11,261	40,760	52,021	142,346

ANNEXE A

DÉCLARATION DE CONFORMITÉ

Les renseignements prescrits dans l'état du Fonds de réserve pour les redevances d'aménagement 2024 sont conformes à l'article 59.1 (1) de la *Loi de 1997 sur les redevances d'aménagement*, telle que modifiée, qui stipule ce qui suit:

"Une municipalité ne doit pas imposer, directement ou indirectement, une redevance liée à un aménagement ou une obligation de construire un service lié à un aménagement, sauf dans la mesure permise par la présente loi ou une autre loi. 2015, c.26, art.8"

Nadia Lockhart-Knebel, Trésorière



Report to Council

Report Number: REP-FIN-09-2025

Subject: Reserves, Reserve Funds, and Deferred Revenue 2024

Date of the meeting: April 28, 2025]

Prepared by: Nadia Knebel, Treasurer

Circulated to and/or collaborated with: n/a

Approval: Pierre Leroux, CAO

In agreement with the recommendation based on the contents of this report.

Recommendation

That Council receives and approves this report as presented.

Financial Considerations

Financial implications have been verified with annual budget and / or approved applicable policy or by-law: YES

Context

The purpose of this report is to present the annual transactions affecting reserves, reserve funds, and deferred revenue in 2024.

Report

Reserves

The full list of reserves as well as opening and closing balances and annual transfers is presented in Schedule A of this report.

Definition:

A reserve means an allocation from net revenue at the discretion of council, after the provision for all known expenditures, as part of an overall strategy for funding programs or projects and is authorized under the provisions set out in the *Municipal Act*.

A summary of transfers for capital projects are shown below:

DEPARTMENT	AMOUNT TRANSFERRED	PROJECT
Fire	\$192,892	Extrication tools, bunker gear, pick up truck, fire hall repairs (St-Isidore)
By-Law	\$52,131	Pick up truck
Public Works	\$34,903	Latour bridge
Public Works	\$275,000	Innovation II
Recreation	\$65,125	Jackposts (St-Bernardin Community Centre), roof repairs (St-Albert Community Centre)
Recreation	\$4,894	Janitor sink (Fournier Community Centre)

Transfers to and from revenue fund amounts are as proposed in the 2024 operating budget. Additional transfers are \$3,459 for ward donations carried forward, and \$50,000 each added to employee and public works reserves from annual surplus, and \$346,949 from sale of Innovation lot added to reserve for the development of Innovation II.

Page 2 of 4

^{*}In the event of a discrepancy between the English and French versions of a text, the English version prevails.

Transfers from capital are unspent amounts for projects budgeted in 2024 that were deferred to 2025.

Reserve Funds

The full list of reserve funds as well as opening and closing balances and annual transfers is presented in Schedule B of this report.

Definition:

Reserve fund means a fund with assets which are segregated and restricted to meet the purpose of the reserve fund. It is based on a statutory requirement or defined liability payable in the future and is usually prescriptive as to the basis for collection and use of monies in the fund.

Summary of transfers:

- 1) Transfer between funds, as per the 2024 budget.
- 2) General fund pays interest to the reserve fund at the rate of 3.5% annually.
- 3) Transfer from revenue is the excess from operations.
- 4) Transfer to Capital as per 2024 proposed budget and actual costs.

Deferred Revenue

The full list of deferred revenues as well as opening and closing balances and annual transfers is presented in Schedule C of this report.

Definition:

Deferred revenue means revenue that is considered a liability for the municipality's financial statement until, over time, it becomes relevant to current operations, such as a prepayment received for something that has not yet been provided. Deferred revenue is set aside in an obligatory reserve fund for a specific purpose by legislation, regulation, or agreement.

Summary of transfers:

- 1) Interest: paid at a rate of 3.5% annually on Park Land and Development Charges.
- 2) Transfer from client:
 - Water & Sewer are repayments of debentures that can not be applied to loan right away.

- Recreation are amounts for contributions for future projects or 2025 facility reservations.
- Parkland & Development Charges represent amounts received from developers.
- 3) Transfer to Capital:
 - Development charge transfer was allocated to Gagnon Rd, Savage Rd and library collection enhancement. Development charges are applied to these projects with portion pertaining to growth.
 - Parkland transfer is as per budget to St-Albert Park for the new skating rink boards.
- 4) Transfer to revenue as per proposed 2024 budget.

Relevance to priorities

n/a

Communication Plan

n/a

Other Option/Options to the Recommendation

n/a

Attachments

Schedule A – Reserves as of Dec. 31, 2024

Schedule B – Reserve Funds as of Dec. 31, 2024

Schedule C – Deferred Revenue as of Dec. 31, 2024



Rapport pour le Conseil

Numéro du rapport: REP-FIN-09-2025

Sujet : Réserves, Fonds de réserve et revenus reportés

Date de la réunion : Le 28 avril 2025

Préparé par : Nadia Knebel, Trésorière

Diffusé et/ou collaboré avec : n/a

Approbation: Pierre Leroux, DG

En accord avec la recommandation basée sur le contenu de ce rapport.

Recommandation

Que le Conseil reçoive et approuve ce rapport tel que présenté.

Considérations financières

Les implications financières ont été vérifiées avec le budget annuel et/ou la politique ou le règlement applicable approuvé : OUI

Contexte

L'objectif de ce rapport est de présenter les transactions annuelles affectant les réserves, les fonds de réserve et les recettes différées en 2024.

Rapport

<u>Réserves</u>

La liste complète des réserves ainsi que les soldes d'ouverture et de clôture et les transferts annuels sont présentés à l'annexe A du présent rapport.

Définition:

Une réserve est une affectation des recettes nettes à la discrétion du conseil, après provisionnement de toutes les dépenses connues, dans le cadre d'une stratégie globale de financement de programmes ou de projets, et est autorisée en vertu des dispositions de la loi sur les municipalités.

Le sommaire des transferts pour les projets en capital est présenté ci-dessous:

DÉPARTMENT	MONTANT TRANSFÉRÉ	PROJET
Feu	192 892 \$	Outils de désincarcération, "bunker gear", camionnette, réparations caserne (St-Isidore)
Règlementation	52 131 \$	Camionnette
Travaux Publics	34 903 \$	Pont Latour
Travaux Publics	275 000\$	Innovation II
Récréation	65 125 \$	Poteau de soutien (Salle Communautaire St- Bernardin), réparations au toit (Salle Communautaire St-Albert)
Récréation	4 894 \$	Évier de conciergerie (Salle Communautaire Fournier)

Les montants des transferts à partir des fonds de recettes sont ceux proposés dans le budget de fonctionnement de 2024. Les transferts supplémentaires sont les suivants : 3 459 \$ pour les dons du conseil reportés à 2025, 50 000 \$ chacun ajoutés aux

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^{*}En cas de divergence entre les versions anglaise et française d'un texte, la version anglaise prévaut.

réserves des employés et des travaux publics à partir de l'excédent annuel, et 346 949 \$ provenant de la vente du terrain d'Innovation ajoutés à la réserve pour le développement d'Innovation II

Les transferts de capitaux sont des montants non dépensés pour des projets budgétisés en 2024 qui ont été reportés à 2025.

Fonds de réserve

La liste complète des fonds de réserve ainsi que les soldes d'ouverture et de clôture et les transferts annuels sont présentés dans l'annexe B du présent rapport.

Définition:

Le fonds de réserve est un fonds dont les actifs sont séparés et affectés à la réalisation de l'objectif du fonds de réserve. Il est basé sur une exigence statutaire ou un passif défini payable à l'avenir et est généralement prescriptif quant à la base de collecte et d'utilisation des fonds du fonds.

Sommaire des transferts:

- 1) Transfert entre fonds, conformément au budget 2024.
- 2) Le fonds général verse des intérêts au fonds de réserve au taux de 3,5 % par an.
- 3) Le transfert de recettes est l'excédent des opérations.
- 4) Transfert vers le capital conformément au budget proposé pour 2024 et aux coûts réels.

Revenus reportés

La liste complète des produits reportés ainsi que les soldes d'ouverture et de clôture et les transferts annuels sont présentés à l'annexe C du présent rapport.

Définition:

Le fonds de réserve est un fonds dont les actifs sont séparés et affectés à la réalisation de l'objectif du fonds de réserve. Il est basé sur une exigence statutaire ou un passif défini payable à l'avenir et est généralement prescriptif quant à la base de collecte et d'utilisation des fonds du fonds.

Sommaire des transferts:

- 1) Intérêts : payés à un taux de 3,5 % par an sur les redevances d'aménagement et d'aménagement des parcs.
- 2) Transferts du client:

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^{*}En cas de divergence entre les versions anglaise et française d'un texte, la version anglaise prévaut.

- Les loisirs sont des montants pour des contributions à des projets futurs ou des réservations d'installations pour 2025.
- Les redevances pour l'aménagement des parcs et le développement représentent les montants reçus des promoteurs.

3) Transfert au capital:

- Le transfert des redevances d'aménagement a été affecté au Ch Gagnon, au Ch Savage et à l'amélioration de la collection de la bibliothèque. Les redevances d'aménagement sont appliquées à ces projets avec une partie liée à la croissance.
- Le transfert au parc St-Albert pour la nouvelle patinoire est conforme au budget.
- 4) Transfert vers les recettes conformément à la proposition de budget pour 2024.

Liens aux priorités

n/a

Plan de communication

n/a

Autre(s) option(s) à la recommandation

n/a

Pièces jointes

Annexe A - Réserves au 31 décembre 2024

Annexe B – Fonds de réserves au 31 décembre 2024

Annexe C – Revenus reportés au 31 décembre 2024

SCHEDULE A / ANNEXE A

THE CORPORATION OF THE NATION MUNCIPALITY Working Reserves At December 31, 2024

Department / Service Description		ening Balance / de d'ouverture 2024	Transfer from Revenue Fund / Transfert du fond de revenue	Transfer to Capital / Transfert au Capital	Transfer to Revenue	Transfer from Capital	Closing balance / Solde fin 2024
Working Capital / Fond de roulement	-	1,530,193	-	-	-		1,530,193
Ward donation funds carried forward	-	2,318	- 3,459	-	2,318		3,459
Administration							
Building Reno / Amélioration batiment	-	272,109	-	-		- 50,000 -	322,109
Innovation	-	736,619	- 346,949	275,000	-		808,568
Employee / Employé	-	47,499	- 50,000	-	-		97,499
IT Computer / Ordinateur	-	113,548	-	-	-		113,548
Land sale / Vente de terrain Manitou	-	125,310	-	-	-	-	125,310
Fleet Management / Flotte équipement	-	757,197	- 75,000	52,131	-		780,066
Storm Management / Égout Pluviaux	-	202,000	- 44,945	-	-		246,945
Solar Panel / Panneau solaire	-	266,300	- 54,675	-	-		320,975
Election / Élections	-	32,322	- 11,000	-	-		43,322
Fire Department / Service d'incendie	-	632,668	- 583,383	192,892	30,323		992,835
Quarry Rehabilitation / Réhabilitation de la carrière	-	194,490	- 79,885	-	-		274,375
Public Works / Voirie		-	- 50,000	-	-		50,000
Pont Latour	-	34,903	-	34,903	-	-	-
Recreation / Loisirs							
Artifical Ice / Glace artificielle	-	538,543	- 100,000	-	-		638,543
Arena autres / Aréna autres	-	186,214	-	-	-		186,214
Recreation capital after Master Plan / Plan directeur pour récréation	-	570,962	-	65,125	-	- 5,000 -	510,837
St Bernardin Hall	-	26,485	-	-	-		26,485
Fournier Hall	-	14,905	-	4,894	-	-	10,012
St Albert Hall Plans	-	72,000	-	-	-		72,000
Limoges Hall	-	36,500	-	-	_		36,500
Complexe	-	247,088	- 10,000	-	_	- 25,000 -	282,088
Planning							
Official Plan Limoges & St Isidore	-	51,910	-	-	-	- 60,000 -	111,910
Heritage Committee		-	- 10,000	-	-	·	
Economic Development / Development Economique	-	74,000	-	-	-		74,000
Libraries / Bibliothèques	-	356,300	- 33,226	-	-		389,525
Total	-	7,122,382.66	- 1,452,520.87	624,944.59	32,641.40	- 140,000.00 -	8,057,317.54

SCHEDULE B / ANNEXE B

THE CORPORATION OF THE NATION MUNCIPALITY Reserve Funds / Fonds de réserve

At December 31, 2024

Name of Account / Nom du compte	0	pening Balance / Solde d'ouverture	Transfer betweer Funds / Transfer entre fonds		Interest/ Intérêts		Transfer from revenue / Transfert du revenue	Transfer to Revenue / Transfert au revenue	Transfer to Capital / Transfer au capital	С	losing balance / Solde de fin 12.31.24
Garbage Collection / Collecte des ordures	-	1,960,586	- 106,645	-	78,008	-	262,136	138,857	61,005	-	2,207,514
General Sewer / Égout général	-	3,165,965	-	-	112,604	-	528,032	-	19,516	-	3,787,085
Sewers / Égout St Albert	-	278,492	-	-	9,905	-	60,890	-	7,801	-	341,486
Sewers / Égout St Isidore	-	22,681	-	-	807	-	11,473	-	7,801	-	27,160
Sewers Growth / Égout croissance Limoges	-	199,330	-	-	7,090	-	315,664	-	-	-	522,084
Sewers / Égout Fournier	-	7,221	-	-	257	-	9,098	-	-	-	16,575
Water / Eau Projet Brisson	-	1,401	-	-	50		-	-	-	-	1,451
Water / Eau Castor Rd	-	6,470	-	-	230		-	-	-	-	6,701
Water / Eau St Isidore	-	375,586	-	-	13,358	-	237,129	-	152,374	-	473,700
Water Growth / Eau Croissance Limoges		16,191	-		-	-	183,173	-	276,222		109,239
Water / Eau Limoges	-	550,859	-	-	19,592	-	290,266	-	126,685	-	734,033
Ponceau CFE	-	8,069	-	-	267		-	-	-	-	8,336
Total	-	6,560,471	- 106,645	-	242,167	-	1,897,860	138,857	651,404	-	8,016,883

SCHEDULE C / ANNEXE C

THE CORPORATION OF THE NATION MUNICIPALITY

Deferred Revenue / Revenus reportés At December 31, 2024 / Au 31 décembre 2024

	Ор	ening Balance		Transfer from	Transfer to	Transfer to	Closing balance
		Solde		client /	capital /	revenue in /	/ Solde de fin
	C	l'ouverture	Interest /	Transfert des	Transfert au	Transfert du	
		2024	Intérêt	clients	capital	revenue	2024
Transfer Bank recreation / Transfe	rt						
banque récréation			-	-	-		-
Administration		-	-	-	-	-	-
Fire Department	-	25,570	-	-	-	-	- 25,570
Building / Construction	-	155,787	-	- 390,704	-	-	- 546,491
Water & Sewer / Eau & Égout	-	32,365	-	- 14,313	-	14,987	- 31,691
St Albert Park / Parc St Albert	-	2,000	-	-	-	-	- 2,000
Limoges Park / Parc Limoges	-	140	-	-	-	-	- 140
Recreation / Récréation	-	222,554	-	- 104,068	-	-	- 326,621
Dev Charge Nation / Frais							
développement	-	1,322,273	- 62,095	- 956,840	3,961	2,340	- 2,334,907
Parkland Nation / Fin de parc	-	247,409	- 9,462	- 58,164	10,000	-	- 305,035
TOTAL	-	2,008,097	- 71,556	- 1,524,088	13,961	17,327	- 3,572,454



Report to Council

Report Number: REP-AD-09-2025

Subject: Confirmation of Operational Policies Now Under CAO Oversight

Date of the meeting: March 24th, 2025

Prepared by: Pierre Leroux, CAO

Circulated to and/or collaborated with: Chantal Lauzon HR Manager and

Administrative Team

Approval: N/A

In agreement with the recommendation based on the contents of this report.

Recommendation

[Be it resolved that Council acknowledges receipt of the following policies: the updated hiring policy #POL-HR-03-2025, the updated Professional image and attire policy #POL-HR-04-2025 and the new Electronic employee monitoring policy #POL-AD-01-2025. Be it further resolved that the Hiring and Professional image and attire policy, already approved by Council, will henceforth be recognized as operational documents under the management of the CAO.

Be it further resolved that the new Electronic surveillance policy will also be managed administratively.

Be it further resolved that Council retains the right to request a review or update of these documents at any time.]

Financial Considerations

[Including the budget code for projects if applicable.]

Financial implications have been verified with annual budget and / or approved applicable policy or by-law: NOT APPLICABLE

Context

Historically, certain internal administrative policies have been presented to Council for approval. While this practice ensured transparency, the evolving structure of municipal governance calls for a clearer distinction between Council's strategic role and staff's operational responsibilities.

Two of the policies presented in this report — the Hiring Policy and the Professional Image and Attire Policy — were previously approved by Council (Resolutions 561-2017 and 2003-258, respectively). These policies have been updated for compliance with modern HR practices and relevant legislation.

The third policy — Electronic Monitoring of Employees — is a new requirement introduced by the Working for Workers Act, 2022, which amended the Employment Standards Act, 2000. This legislation does not require Council approval, but mandates that employers maintain and communicate a written policy on electronic monitoring. This new policy is presented for information only.

Report

Moving forward, operational policies such as those related to internal conduct, staffing, or monitoring will be maintained under the CAO's authority. This approach aligns with legislative intent and municipal best practices, allowing for timely updates and responsive administration. Council maintains the right to request a review of any such policy when needed.

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*In the event of a discrepancy between the English and French versions of a text, the English version prevails.

This shift ensures operational matters are efficiently managed without sacrificing accountability or Council's ability to review content when necessary.

Relevance to priorities

Supports good governance and an effective internal control environment, consistent with organizational priorities and evolving legislative standards.

Communication Plan

Internal communication will be coordinated through the Human Resources department. All staff will receive notifications through internal platforms. No public communication is required.

Other Option/Options to the Recommendation

[When applicable, provide alternative options to the recommendation for Council's consideration.]

Attachments

- a. Attachment A: Updated Hiring Policy POL-HR-03-2025
- b. **Attachment B:** Original Recruitment and Succession Planning Policy (Resolution No. 561-2017)
- c. **Attachment C:** Updated Professional Image and Attire Policy POL-HR-04-2025
- d. Attachment D: Original Professional Image and Attire Policy (Resolution No. 2003-258)
- e. **Attachment E:** New Electronic Monitoring of Employees Policy POL-AD-01-2025



Rapport pour le Conseil

Numéro du rapport: REP-AD-09-2025

Sujet : Confirmation des politiques opérationnelles désormais sous la responsabilité du

directeur général

Date de la réunion : 24 mars 2025

Préparé par : Pierre Leroux, directeur général

Diffusé et/ou collaboré avec : Chantal Lauzon, gérante des ressources humaines, et

l'équipe administrative

Approbation: N/A

En accord avec la recommandation basée sur le contenu de ce rapport.

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^{*}En cas de divergence entre les versions anglaise et française d'un texte, la version anglaise prévaut.

Recommandation

[Qu'il soit résolu que le Conseil accuse réception des politiques suivantes : la politique de recrutement #POL-HR-03-2025 mise à jour, la politique d'image professionnelle et tenue vestimentaire #POL-HR-04-2025 mise à jour et la nouvelle politique de surveillance électronique des employés #POL-AD-01-2025.

Qu'il soit également résolu que les politiques sur le recrutement et la tenue vestimentaire, déjà approuvées par le Conseil, seront désormais reconnues comme des documents opérationnels sous la gestion du directeur général.

Qu'il soit aussi résolu que la politique de surveillance électronique soit également gérée de façon administrative.

Qu'il soit résolu que le Conseil conserve le droit de demander une révision ou une mise à jour de ces documents en tout temps.]

Considérations financières

Les implications financières ont été vérifiées avec le budget annuel et/ou la politique ou le règlement applicable approuvé : NON APPLICABLE

Contexte

Historiquement, certaines politiques administratives internes étaient présentées au Conseil pour approbation. Bien que cette pratique favorisait la transparence, la structure évolutive de la gouvernance municipale requiert aujourd'hui une distinction plus claire entre le rôle stratégique du Conseil et les responsabilités opérationnelles du personnel.

Deux des politiques présentées dans ce rapport — la politique de recrutement et la politique d'image professionnelle et de tenue vestimentaire — ont été approuvées antérieurement par le Conseil (résolutions 561-2017 et 2003-258, respectivement). Elles ont été mises à jour afin de respecter les pratiques modernes en gestion des ressources humaines et les lois en vigueur.

La troisième politique — surveillance électronique des employés — est une exigence introduite par la *Loi visant à aider les travailleurs (2022)*, qui modifie la *Loi sur les normes d'emploi (2000)*. Cette législation n'exige pas l'approbation du Conseil, mais impose à l'employeur de maintenir une politique écrite à ce sujet et d'en informer ses employés. Cette politique est donc soumise à titre informatif.

Rapport

À l'avenir, les politiques opérationnelles liées à la conduite interne, à la dotation ou à la surveillance seront gérées sous l'autorité du directeur général. Cette approche s'aligne sur l'intention législative et les meilleures pratiques municipales, permettant des mises à jour rapides et une administration réactive. Le Conseil conserve néanmoins le droit de demander une révision de toute politique, au besoin.

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*En cas de divergence entre les versions anglaise et française d'un texte, la version anglaise prévaut.

Ce changement vise une gestion plus efficiente des affaires opérationnelles sans compromettre la reddition de comptes ou la capacité du Conseil à examiner le contenu lorsqu'il le juge nécessaire.

Liens aux priorités

Favorise une saine gouvernance et un environnement de contrôle interne efficace, en cohérence avec les priorités organisationnelles et les normes législatives évolutives.

Plan de communication

La communication interne sera coordonnée par le service des ressources humaines. Tout le personnel sera informé via les plateformes internes. Aucune communication publique n'est requise.

Autre(s) option(s) à la recommandation

n/a

Pièces jointes

- A. Attachment A: Updated Hiring Policy POL-HR-03-2025
- B. Attachment B: Original Recruitment and Succession Planning Policy (Resolution No. 561-2017)
- C. Attachment C: Updated Professional Image and Attire Policy POL-HR-04-2025 Attachment
- D: Original Professional Image and Attire Policy (Resolution No. 2003-258)
- E: New Electronic Monitoring of Employees Policy POL-AD-01-2025

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CORPORATION OF THE NATION MUNICIPALITY POLICY

Policy Number: POL-HR-03-2025

Version Number: V1

Policy Title: Hiring Policy

Effective Date: 2025-xx-xx

Approval Authority: [CAO]

Resolution / By-law Number: N/A

Scheduled Review Date: 2028

Policy Contact: Pierre Leroux, CAO

Initiating Department: Administration (Human Resources)

Abstract: This policy outlines the hiring process, ensuring fair and equitable recruitment

practices at The Nation Municipality.

Note: This policy replaces the Recruitment and Succession Planning Policy approved by

Council in 2017 (Resolution No. 561-2017).

Revision History:

Date (YYYY-MM-DD)	Nature of Change	Approved by	Comments
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1. Policy Statement

The Nation Municipality is committed to recruiting the best available human resources without discrimination. This policy guides all employees involved in the recruitment process to ensure fair and equitable hiring practices.

2. Purpose

This policy establishes a clear and structured process for the recruitment, selection, and hiring of employees, ensuring transparency and consistency.

3. Scope

This policy applies to all hiring activities for permanent, part-time, casual, and contract employee positions within The Nation Municipality. It is applicable to all employees involved in the recruitment and selection process.

4. Legislative Authority

The Municipal Act, 2001, Section 270 (2), as amended, mandates that municipalities adopt policies regarding the hiring of employees.

5. Definitions

- a. **Selection Committee:** A group responsible for screening and selecting candidates for a vacant position.
- b. **HR Representative:** The individual responsible for ensuring hiring practices comply with policies and legal standards.
- c. **CAO:** Chief Administrative Officer, responsible for resolving disputes in the hiring process.

6. Policy

All hiring decisions and positions must fall within the yearly Council-approved budget.



7. Responsibilities

Chief Administrative Officer (CAO):

- a. Provides oversight of recruitment policies to ensure alignment with organizational priorities.
- b. Resolves disputes in job description preparation or hiring processes.

Department Heads:

- a. Assists HR Department with job descriptions and hiring strategies.
- b. Collaborate with HR Representatives to draft and finalize job descriptions.

HR Representative:

- a. Ensures compliance with hiring policies and pay equity standards.
- b. Manage recruitment processes within their departments.

8. Administration

- a. Once approved, this policy becomes an internal operational document managed by the CAO.
- b. Council may request a review or update at any time.

9. Job Description Preparation

- a. Department Heads and HR Representatives collaborate to ensure job descriptions align with organizational needs.
- b. The CAO has the final say in case of disputes.

10. Publication of Job Offers

- All vacancies will be posted internally and externally for a minimum of 10 business days.
- b. In extenuating circumstances, and with justification to and approval from the CAO, postings may be reduced to 5 business days.
- c. HR and Department Heads approve advertising costs.
- d. Job postings include title, responsibilities, qualifications, deadlines, salary range, and diversity statement.
- e. Job postings may be published through the municipal website, newspapers, job boards, or other platforms as determined by the HR Representative and Department Head to be most effective.



11. Receiving of Applications

- a. Deadlines are set at 12:00 noon, two weeks after the last publication unless shortened with CAO and Department Head approval.
- b. Applications shall be electronic.
- c. HR receives the applications at hr@nationmun.ca and files them in the appropriate folders, labeled according to the job title.
- d. Late applications considered only under exceptional circumstances.

12. Eligibility List for Future Hiring

- a. Qualified, non-selected candidates may be kept on file for up to 12 months.
- b. May be considered for similar roles within that period.
- c. No guarantee of offer.

13. Testing and Interviews

- a. HR and Department Heads prepare tests and questions.
- b. Candidates will receive the interview questions five minutes prior to the start of their interview. A practical test may also be administered following the interview, if deemed appropriate for the position.
- c. Each committee member scores candidates individually. Following the interview, members compare and discuss results to reach a consensus on the most suitable candidate.
- d. Should the committee be unable to come to a consensus, the CAO will be brought in to help facilitate a discussion in order to determine which candidate will best suit the operational needs of the Corporation.
- e. At least three members are required for all interviews, except the CAO.
- f. CAO Selection Committee appointed by Council (see Section 19).

14. Verification of References

- a. References provided only after job offer is extended.
- b. Employment conditional on satisfactory references and current criminal record checks, and a current driving record (if applicable).
- c. HR verifies credentials and history.
- d. The employee is hired once all requirements outlined in a) and b) are met.

15. Recruitment of Relatives

- a. Permitted if not in same department or direct reporting line.
- b. Does not apply to temporary roles.



16. Employment Contracts

- a. HR prepares all employment contracts.
- b. Mayor signs CAO contract after Council approval.
- c. CAO signs for Directors.
- d. Directors sign for all others.

17. Hiring Process for CAO

- a. Council appoints Selection Committee.
- b. Posting made to professional networks and job boards.
- c. Third-party recruitment firms may be used.
- d. Structured interviews may include case assessments (e.g., scenario-based problem solving or presentation tasks).
- e. Committee recommends to Council.
- f. Appointment by bylaw.
- g. Mayor signs employment contract.

18. Succession Planning and Employee Development

Succession planning is a process for identifying and developing internal candidates with the potential to fill key leadership positions in the Municipality. It ensures continuity of leadership and minimizes the impact of staff turnover.

The following tools may be used to support succession planning and employee development:

- a. Mentoring Programs Experienced employees act as mentors to those with potential.
- b. **Job Shadowing** Candidates spend time with incumbents to better understand the role.
- c. **Cross-Training** Candidates are temporarily assigned to roles outside of their current function to develop new skills and insights.
- d. **Classroom Training** Participation in workshops and courses to enhance knowledge and leadership capacity.

Participation in these activities does not guarantee advancement but serves to prepare employees for future opportunities.

19. Exemptions

a. Minor edits (grammar, formatting) may be made with CAO approval.



20. Errors or Omissions

a. Addressed by HR in consultation with CAO.

21. Policy Review

- a. Reviewed every three years.
- b. Council may request review at any time.

22. Effective Date

a. 2025-XX-XX



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RECRUITMENT AND SUCCESSION PLANNING F	POLICY No. TR-G-2017-05
APPROVED BY RESOLUTION NO	DATE:
REPLACES POLICY NO. TR-G-2004-04	

1. PREAMBLE

Legislative Authority:

The Municipal Act, 2001, Section 270 (2), as amended, states that a municipality and a local board shall adopt policies with respect to the hiring of its employees.

This Policy has been prepared so that all employees, supervisors and department heads be acquainted with the method The Nation Municipality wishes to implement for the temporary and/or permanent hiring of all new employees recruited from outside and within the Corporation. This policy shall be used as a management tool explaining the role and responsibilities to every person having to form and/or sit on a Selection Committee or approve a selected candidate.

- 1.1 The Nation Municipality formally expresses its intention to take all necessary measures to recruit the best human resources available, free of all discrimination and believes that the establishment of a written policy will guide all employees of the Corporation involved in the recruitment process.
- 1.2 The Director of Public Works is responsible for the Roads Department Staff, Water and Sewer Staff and Environmental Staff and, where applicable, shall be the main point of contact for said staff at all times. The reference to Department Head in this document shall include the Director of Public Works who shall also be considered the Personnel Manager for the above mentioned staff.
- 1.3 The C.E.O. of the Library is responsible for the Library Staff and where applicable, shall be the main point of contact for said staff at all times. The reference to Department Head in this document shall include the C.E.O. of the Library who shall be considered the Personnel Manager for the Library Staff.
- 1.4 The Clerk of the Municipality is responsible for the following Departments and related staff:
 - By-Law Enforcement
 - Information Technology
 - Administrative Assistant
 - Recreation
 - Health and Safety
 - Fire Department



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and, where applicable, shall be the main point of contact for said staff at all times. The reference to Department Head in this document shall include the Clerk who shall be considered the Personnel Manager for the said staff.

- 1.5 The Manager of Building, Planning and Economic Development shall be responsible for the following Departments and related staff:
 - Chief Building Official
 - Building Inspector
 - Administrative Assistant
 - Economic Development Officer

and, where applicable, shall be the main point of contact for said staff at all times. The reference to Department Head in this document shall include the Manager of Building, Planning and Economic Development who shall be considered the Personnel Manager for the said staff.

- 1.6 The Treasurer/Director of Human Resources shall be responsible for the following staff:
 - Deputy-Treasurer
 - Accounts Payable, Payroll Clerk
 - Accounts Receivable, Water and Sewer
 - Accounts Receivable, Taxes
 - Client Services Clerk
 - Administrative Assistant
 - Part Time Staff- Treasury

and, where applicable, shall be the main point of contact for said staff at all times. The reference to Department Head in this document shall include the Treasurer/Director of Human Resources who shall be considered the Personnel Manager for said staff.

- 1.7 Recruitment of firefighters shall be done in accordance with this Policy and the Standard Operating Guidelines. The Fire Chief is responsible for the Fire Department volunteers and, where applicable, shall be the main point of contact for said volunteers at all times. The Fire Chief shall be referred to as the Department Head and shall be the Personnel Manager for the volunteer firefighters.
- 1.8 The Director of Human Resources is defined as the person responsible to oversee the hiring process, the benefit packages, legal contractual documents for staff and all related employment legislation.



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1.9 The masculine gender has been used for drafting purposes. Where required, the feminine gender shall be substituted.

2. PREPARATION AND REVISION OF JOB DESCRIPTIONS

The Department Head shall prepare draft job descriptions, in accordance with established standards (see Appendix 1), shall review with the employee and shall forward to the Director of Human Resources for comment. The final version shall be approved by the Department Head.

3. CONTENT OF JOB OFFER

Based on the job description and the numeric evaluation of the job in accordance with the Pay Equity Act, the Department Head and the Director of Human Resources determine the preselection criteria and requirements of the position being offered. The Director of Human Resources is responsible for preparing the job offer and submits it to the Department Head for approval.

4. PUBLICATION OF THE JOB OFFER

- 4.1 The Department Head and the Director of Human Resources determine which of the local newspapers, specialized or specific locations (e.g. web site, Facebook, etc.) will be used for the publication of the job offer in accordance with the needs and budget of the department. The Director of Human Resources sends the job offer to the newspapers, obtains an estimate of the cost and advises the Department Head of such costs.
- 4.2 The Nation Municipality shall employ hiring practices that are fair and equitable and promote hiring from within where possible.

5. RECEIVING OF APPLICATIONS

- 5.1 The minimum deadline is set at 12:00 noon, two weeks following the last publication of the job offer. The deadline may be exceptionally shortened upon approval by the Department Head and the Director of Human Resources.
- 5.2 The Department Head accepts and records all the applications received prior to the deadline. All applications are stamped with the date they are received at the reception. The time of receipt is also indicated on all applications received on the day of the deadline.



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5.3 The Director of Human Resources records all applications received after the deadline but these are not considered. They are stamped on the day they are received with a note stating that they have been received late. (see Appendix 2)

6. SELECTION COMMITTEE

- 6.1 The members of the Selection Committee are chosen by Council. A minimum of three (3) members shall compose the Committee and should ideally be composed of a mixture of men and women. One of the members is designated Chairman and shall have the task of conducting the interview from start to finish.
- 6.2 The Director of Human Resources shall meet with the members to inform them of various responsibilities relevant to the legislation such as the Human Rights Code of Ontario, the Employment Standards Act, the Pay Equity Act, etc. The interview questionnaire, the answers, the score, the job description and the posting shall be reviewed.
- 6.3 When the Selection Committee includes one or more individuals other than staff or members of Council of The Nation Municipality, this (these) person(s) only has (have) the power to recommend his (their) choice to the Committee. The final recommendation is made by the Committee members employed by The Nation Municipality.

7. TESTS OR INTERVIEW SCHEDULING

The Director of Human Resources, the Department Head and the members of the Selection Committee determine the schedule of the tests or interviews of the candidates according to their availability and the recruitment needs.

8. DEVELOPMENT OF TESTS AND INTERVIEW QUESTIONNAIRE

- 8.1 The Department Head and the Director of Human Resources shall prepare all the necessary information required for the tests and the interview questionnaire.
- 8.2 Each candidate shall undergo French and English oral and written tests and/or any other tests before, during and/or after the interview. These tests shall have a pre-determined time limit and shall also clearly indicate how they will be assessed (e.g. spelling, content and style of the answer, precision and accuracy of data, calculations, etc.)
- 8.3 The interview questionnaire shall consist of general or precise questions and role-plays related to the job description of the position being filled. Furthermore, all personal questions abiding by the Human Rights Code of Ontario will be allowed.



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- 8.4 The interview questionnaire shall also indicate the acceptable answers, the scoring of each question and possibly identify the Committee Members chosen to ask the question. Other answers may be deemed acceptable by the Chairman during the interview.
- 8.5 Finally, the compatibility test (see Appendix 3) shall be completed after each interview by each Committee Member. This test allows the member to subjectively express what he perceives from the comments, behaviour, job application and interview of the candidate.

9. PRE-SELECTION OF APPLICATIONS ACCORDING TO THE POSTED CRITERIA

- 9.1 The Director of Human Resources and the Department Head shall review each application received and evaluate them according to the posted criteria. When one or several of the selection criteria posted are not specified or covered on the application or resume, the application of that candidate may be rejected. A summary must indicate the name of the candidates, which criteria are met and identify which candidates to invite for the tests and/or interview. (see Appendix 4)
- 9.2 The Director of Human Resources will send the following documents to applicants retained for an interview or to any other candidates who request them:
 - Job description
 - Salary scale
 - Organizational chart of the Department and of the Municipality
 - Any general or public information on the Department or The Nation Municipality if requested.

10. HIRING OF RELATIVES OR FAMILY MEMBERS OF STAFF OR COUNCIL

- 10.1 The Corporation may hire relatives or family members of employees or Council members, provided that they do not work in the same department or are in a supervisory relationship with another relative. Such relationships will not normally restrict the temporary employment of a relative for a summer student job.
- 10.2 In the event of co-habitation between employees where one is in a supervisory capacity, then the other employee should transfer to another department.
- 10.3 For the purposes of this Policy, the immediate family is defined as:
 - Spouse
 - Common-law spouse



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- Engaged to be married
- Father
- Mother
- Brother
- Sister
- Son
- Daughter
- Step-brother
- Step-sister
- Grandchild
- A relative permanently residing in the employee's household or with whom the employee permanently resides.

11. NOTICE OF ATTENDANCE TO APPLICANTS

- 11.1 Following the selection of the applicants retained for an interview, the Director of Human Resources will telephone the candidates retained and inform them of:
 - The location of the tests and/or interview
 - If there will be a written or physical test or other practical tests on a computer
 - The capacity of the Corporation to adapt the premises to meet specific needs of the candidate (e.g. approach ramp for handicapped persons, physical adjustment of the test and/or interview site)
 - The use of French and English in the interview process
 - The duration of the test
 - The duration of the interview
 - The exclusion clause for candidates who are members of the immediate family of an employee or member of Council.
- 11.2 Once the Committee determines the selection of time for the interview, the candidates shall be offered a choice of time for the interview and are called according to the alphabetical order of their surname. If they are not available to take the call, the next candidate is called. The candidates who had not been reached will be called back. If unable to reach a candidate prior to forty-eight (48) hours of the interview, his application may be set aside or it may be replaced by another candidate chosen by the Department Head and Director of Human Resources.



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12. INTERVIEW SESSIONS BY THE SELECTION COMMITTEE

- 12.1 Upon arrival of the candidate for the interview, the welcoming person shall provide a copy of the job description along with any other relevant documents to the candidate. In order to ensure confidentiality, the site at which the candidate is welcomed shall be different from the interview and/or test location.
- 12.2 At the beginning of the interview, the Chairman is responsible for welcoming the candidate and introducing the members of the Selection Committee. He shall explain the interview process and inquire if the candidate has any questions regarding the job description or the organizational chart. In order to put the candidate at ease, he shall invite a member to ask one or more questions of a general nature related to the job application of the candidate, which are not covered in the interview.
- 12.3 During the interview, one, several or all of the members of the Selection Committee asks the questions prepared in the interview questionnaire. Each member shall take notes in order to justify the given score.
- 12.4 When the oral interview is over, the Chairman shall ask the candidate if he has other questions for the Selectin Committee. Finally, he thanks the candidate, advises him of the required time limit for selection, escorts the candidate to a separate room for a test (if required) and confirms to the candidate how he will be advised of the choice.

13. <u>VERIFICATION OF THE CANDIDATE'S REFERENCES</u>

During the interview, each candidate must complete the appropriate reference form. No job offer shall be made unless references are judged to be satisfactory.

14. IDENTIFICATION OF THE CANDIDATE TO HIRE

- 14.1 The Selection Committee shall recommend its choice, in writing, to the Department Head along with any other candidates who should be placed on the eligibility list.
- 14.2 It is recommended that the choice of candidate to be hired be unanimous. When there is less than 3% of the total score between the best candidates, the Committee must discuss and review the applications in question.

15. ELIGIBILITY LIST

15.1 An eligibility list may be recommended by the Selection Committee so that the Employer acknowledges the names of candidates who may have been retained for the job.



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- 15.2 This list may be useful if the same position or another position of similar nature must be filled by candidates outside the Corporation in the twelve (12) months following the hiring of the first candidate. The Department Head may recommend to the Director of Human Resources the hiring of one of these candidates without going through the recruitment process again.
- 15.3 When using the list, the job offer is made to the best ranked candidate and whose references are judged satisfactory. The Department Head shall advise the Director of Human Resources of all job offers he wishes to make to a person on the eligibility list before that person is hired by The Nation Municipality.

16. APPROVAL OF THE SELECTED CANDIDATE

- Any hiring of a permanent employee must receive the approval of Council while the Department Head may approve the hiring of temporary employees and students.
- 16.2 The Department Head shall prepare a report and recommendation for Council identifying the selected candidate.
- 16.3 If the recommendation is refused, the process must return to the step to be determined by Council.
- 16.4 When hiring for the position of Department Head, Council must ratify the appointment and pass the necessary by-law as required.

17. NOTICE TO SELECTED CANDIDATE AND HIRING DOCUMENTS

- 17.1 The selected candidate is notified verbally by the Department Head or the Chairman of the Selection Committee and a mutually acceptable hiring date is determined. The other candidates who have been interviewed shall also be advised of the decision and a written confirmation of the decision shall be mailed by the Director of Human Resources. The candidates placed on the eligibility list will also be notified in writing.
- 17.2 The Director of Human Resources shall prepare the hiring documents and these must be signed before the candidate starts his employment. The Director of Human Resources or any other staff member responsible for personnel can have the hiring documents signed by the employee. However, only a Commissioner for taking affidavits may administer the oath of office of a new employee.



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18. PROBATIONARY PERIOD

- 18.1 Each department is responsible for the orientation of new employees during their probationary period.
- 18.2 Within five (5) working days of the first work day of the employee, his immediate supervisor must express in writing the measurable, quantifiable and verifiable productivity and performance expectations of the employee. These expectations will be used as evaluation criteria at the end of the probation period.
- 18.3 A documented performance appraisal related to the pre-established expectations must be done five (5) to ten (10) working days before the end of the probationary period. The immediate supervisor shall notify the Department Head of the results of the evaluation. The Department Head shall confirm to the employee, in writing, the status of his employment with the Corporation within one (1) to five (5) working days before the end of the probationary period. A copy of this letter is sent to the Director of Human Resources to be filed in the employee's personnel file.
- 18.4 For management positions, the performance appraisal during the probationary period is the responsibility of the Mayor.

19. TRAINING AND DEVELOPMENT AND SUCCESSION PLANNING

- 19.1 The Nation Municipality will provide job training for employees who have been identified as exceptional candidates for Succession Planning. In order to effectively groom these candidates for any potential upward change in career, they may be provided with any or all of the following types of training:
 - 19.1.1 Mentoring- Senior employees that have been identified as those that may be leaving their post in the near future will provide mentoring for candidates by sharing their wealth of knowledge and experience pertaining to the roles and duties of the position. This will help the candidates by teaching them the essential skills necessary to perform the required tasks.
 - 19.1.2 Job Shadowing- Candidates for Succession Planning will work alongside The Nation Municipality's top performers to learn the road maps to success. This will provide them with invaluable knowledge pertaining to the qualities and work habits of successful senior employees.



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19.1.3 Cross Training- Employees will be trained by other employees on the duties and required skills for other jobs at The Nation Municipality. This will help to increase the knowledge base of potential candidates and allow them to gain a deeper understanding of the overall work done at The Nation Municipality, and help identify potentially beneficial areas of work that best suit the candidate.

19.1.4 Classroom Style Training- In the event that a candidate is selected for a particular position, they will be provided with in-depth training to ensure that they are fully prepared to handle the tasks associated with the new position.

20. TOTAL OR PARTIAL EXEMPTION

A written request from a Department Head requesting a total or partial exemption from this Policy regarding the external and internal recruitment shall be submitted to and approved by Council.

21. EFFECTIVE DATE

This Policy comes into effect on January 1, 2017.

Clerk	Director of Human Resources



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APPENDIX 1

JOB DESCRIPTION FORMAT	
DATE:	
POSITION TITLE	
DEPARTMENT	
REPORTS TO	
PURPOSE OF THE POSITION	

MAJOR RESPONSIBILITES

- 1) PROGRAM/SERVICE
- 2) HUMAN RESOURCES
- 3) FINANCIAL RESOURCES
- 4) MATERIAL RESOURCES

SKILL AND EFFORT

- 1) KNOWLEDGE
- 2) PHYSICAL SKILL AND EFFORT
- 3) DECISION MAKING AND JUDGEMENT
- 4) INTERPERSONAL SKILLS

WORKING CONDITIONS

- 1) ENVIRONMENT
- 2) CONTROL OVER WORK SCHEDULE



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116	APPENDIX 2 LIST OF APPLICANTS FOR THE POSITION OF			
	CEIVED PRIOR TO			
1.	Candidate "A" Address:			
	Phone: (home)		(work)	
2.	Candidate "B" Address:			
	Phone:(home)		(work)	
3.	Candidate "C" Address::			
	Phone:(home)		(work)	
LIST OF AP	PPLICATIONS RECEIVED L	ATE		
4.	Candidate "D" Address:			
	Phone: (Home		(work)	
	Received the	day of	20	



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APPENDIX 3 CHECKLIST FOR USE IN EVALUATING INTERVIEW DATA

CANDIDATE:
NAME OF MEMBER OF SELECTION COMMITTEE:
DATE:
Note to Evaluator: Please check each of which you have noticed during the interview and add

the final score.

	PERSONAL FLEXIBILITY	Score	Score
		+(A)	-(B)
+	Has shown an ability to handle a number of job assignments		
	simultaneously		
-	Applicant's approach reflects a tendency to be structured- may		
	be a perfectionist		
+	Seems to like jobs involving contact with many types of people		
	and diverse job situations		
+	Appears to be flexible in personal approach		
	PERSONAL MATURITY		
-	Has tendency to rationalize failures		
+	Has learned to accept limitations		
-	Displays chronic dissatisfaction with jobs, working conditions,		
	peers, superiors		
+	Has career goals and is optimistic about them		
+	Has mature outlook on life and work in general		
	EMOTIONAL STABILITY		
+	Has shown an ability to maintain composure in face of adversity		
	or frustration		
+	Has been able to maintain emotional balance in face of trying		
	personal circumstances		
-	Has had problems with bosses or teachers on more than one		
	occasion		
-	Is unable to deal with others' shortcomings		



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-	It appears the person allows emotions to rule business	
	decisions	
	ABILITY TO BE TACTFUL	
+	The manner in which the person phrased remarks during the	
	interview reflects tact and consideration	
-	In discussing relationships with subordinates, the person seems	
	to reflect a lack of consideration and sensitivity	
+	The person is a good listener	
-	Applicant "bad mouthed" previous employer	
	IS A TEAM PLAYER	
+	It appears the person has operated successfully as a member of a team	
-	Is strongly motivated to be a "star"	
+	Seems to place the accomplishments of the group ahead of	
	personal ego	
-	Displays poor interpersonal skills and shows tendency toward	
	intolerance of others	
	DISPLAYS FOLLOW-THROUGH	
-	Changed jobs too often	
+	Once the person starts a job, seems to hang in there	
-	Interview indicates that the person starts more things than can	
	logically be completed	
+	Has achieved one or more career goals	
+	Appears to follow through	
	SHOWS INITIATIVE	
+	Has demonstrated ability to operate successfully without close	
	supervision	
+	Seems to have reached out for increasing responsibility	
+	Evidence indicates the person is a self-starter	
-	Seems to dislike situations that are unstructured	
-	When in a rut in a job, seems unable to leave dead-end	
	situation	
	SHOWS ASSERTIVENESS	
+	Seems willing to take a stand on what is right	



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	FINAL SCORE (C) (A-B)= (C)		
	TOTAL	+(A)	-(B)
	in interview TOTAL	./^\	(D)
+	Was willing to discuss unfavourable aspects and/or experiences		
-	Bragged about "pulling a fast one"		
	findings		
-	Stories seem to be inconsistent in terms of other statements or		
-	Tends to exaggerate own accomplishments		
+	Is willing to give credit when credit is due		
	SHOWS HONESTY AND OPENNESS		
-	Lacks a sense of self-confidence in the interview process		
-	Appears overconfident and boastful		
-	Does not have sufficient confidence to discuss shortcomings		
+	General manner and style reflects poise		
+	Reflects a realistic appraisal of abilities		
	IS SELF-CONFIDENT		
+	Shows a conscientious nature		
-	Appears to be a clock-watcher		
+	When necessary, would work overtime		
	IS CONSCIENTIOUS		
+	Displays a great deal of empathy and sensitivity		
-	Is ego oriented		
+	Has an outgoing, personable style		
-	Tends to be introverted		
+	Personality has considerable impact		
	PERSONALITY TRAITS		
+	Has a positive assertive nature		
-	Seems overly concerned with the feelings of others		
	situation calls for it		
-	Might not be sufficiently demanding or subordinates when the		



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APPENDIX 4

NOTE: This cl	nart should be amended as required to reflect job requirement	S
POSITION OF		

CRITERIA	CANDIDATE	CANDIDATE	CANDIDATE	CANDIDATE
	"A"	"B"	"C"	"D"
College Degree				
Good knowledge of the law				
2 yrs. Working experience directly linked				
to the job				
Skills on computer				
Organizational skills				
Inter-personal skills				
Needs valid driver's license				
Bilingual				



CORPORATION OF THE NATION MUNICIPALITY POLICY

Policy Number: POL-HR-04-2025

Version Number: V1

Policy Title: Professional Image and Attire Policy

Effective Date: 2025-XX-XX

Approval Authority: CAO

Resolution / By-law Number: N/A

Scheduled Review Date: 2028-XX-XX

Policy Contact: Pierre Leroux, CAO

Initiating Department: Administration (Human Resources)

Abstract: Establishes guidelines for professional appearance and attire to maintain The Nation Municipality's public image and ensure health and safety in the workplace.

Note: This policy replaces the *Professional Image and Attire Policy* (Policy No. PER/2003-01), which was approved by Council via Resolution No. 2003-258 on June 1, 2003.

Revision History:

Date (YYYY-MM-	Nature of Change	Approved by	Comments
DD)	_		

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Policy Statement

The Nation Municipality recognizes the importance of presenting a professional image in the workplace, outside the workplace during working hours, and in the community during work-related public events. Employees collectively contribute to the Municipality's public image, and their personal appearance, quality of service, and positive attitude are essential in creating and maintaining a favorable reputation.

This policy supports our core values of dedication to excellence, collaboration across teams, and transparency in how we present ourselves. It fosters an environment where adaptability and inclusivity are encouraged, while maintaining standards that reflect our commitment to fiscal responsibility and community service.

Purpose

To define expectations for employee attire and personal appearance that promote professionalism, safety, and inclusivity. By aligning personal presentation with organizational standards, this policy enhances service delivery, public trust, and employee confidence.

Scope

This policy applies to all employees of The Nation Municipality.

Legislative Authority

This policy is guided by the following legislation and regulatory frameworks:

- a. Occupational Health and Safety Act (OHSA), R.S.O. 1990, c. O.1
- b. Ontario Human Rights Code, R.S.O. 1990, c. H.19
- c. Municipal Act, 2001, S.O. 2001, c. 25

Definitions

- a. **Professional Attire**: Clothing and grooming that align with the organization's standards for neatness, safety, and suitability.
- b. **Casual Attire**: Informal but presentable clothing, such as clean, non-ripped denim.
- c. **Personal Protective Equipment (PPE)**: Safety gear required to reduce workplace hazards.
- d. **Public-Facing Role**: Roles involving direct interaction with external parties.
- e. **Cultural Attire**: Clothing significant to a person's cultural or religious identity.

Policy

6.1 Requirements

- a. Employees must maintain a professional appearance that is neat, clean, properly fitted, and appropriate to the work environment. Attire must not pose a safety risk or interfere with job performance.
- b. Casual attire, such as clean, non-ripped denim, is permitted on Fridays.
- c. Employees required to wear uniforms or personal protective equipment (PPE) must do so for their entire shift, in accordance with departmental or legislative requirements.
- d. Tattoos and piercings are allowed, provided they do not display offensive or inappropriate imagery.
- e. Perfumes and colognes must be used in moderation to respect those with sensitivities.

6.2 Inappropriate Attire

The following items may be considered unprofessional or unsuitable for the workplace. This list is not exhaustive, and supervisors may exercise discretion based on context:

- a. Provocative, revealing, or see-through clothing
- b. Beachwear or swimwear
- T-shirts, halter tops, camisoles, or hooded sweatshirts in non-casual or publicfacing environments
- d. Jogging pants, sweatpants, leggings or tights without a top reaching mid-thigh
- e. Ripped or distressed denim
- f. Shorts are not permitted unless specifically approved for casual Fridays or as part of a departmental dress code. Where allowed, they must not be shorter than two inches above the knee.
- g. Caps or hats indoors (except for cultural, medical, or religious reasons)
- h. Military or medical attire unless required for the job
- i. Clothing or accessories with offensive or inappropriate messages
- j. Inappropriate costumes or extreme grooming styles that disrupt professionalism
- k. Revealing or inappropriate Halloween costumes; good judgment is expected.

6.3 Inclusion Statement

The Nation Municipality supports attire that reflects employees' cultural, religious, or personal identities, as long as it maintains professional standards and does not pose safety concerns.

Accommodation requests may be submitted to Human Resources.

These requests will be considered in accordance with the Ontario Human Rights Code and applicable employment legislation.

6.4 Remote Work Guidelines

- a. Professional standards apply during video calls or public-facing virtual meetings.
- b. Employees should dress as they would for in-office meetings.
- c. Backgrounds visible on camera must be tidy and free of distractions or inappropriate items.

6.5 Enforcement

- a. Supervisors and department heads are responsible for addressing attire concerns respectfully.
- b. Non-compliance may require the employee to change into appropriate attire at their own expense.
- c. Repeat or willful non-compliance may lead to progressive discipline.
- d. Enforcement must reflect the Municipality's values of **respect**, **collaboration**, and **transparency**.

Responsibilities

Employees

a. Use sound judgment, dress appropriately, and consult supervisors or HR when in doubt.

Supervisors / Department Heads

a. Communicate expectations, ensure compliance, and address concerns fairly.

Human Resources

a. Provide policy guidance, coordinate training, and manage accommodations.

Administration

- a. The Human Resources Department oversees implementation, consistency, and communication of this policy.
- b. Once approved, this policy becomes an internal operational document managed by the CAO.
- c. Council may request a review or update at any time.

Exemptions (if applicable)

- a. Public Works employees working in garages or outdoors may wear jeans and T-shirts. (shorts are not permitted)
- b. Departmental dress codes supersede this policy for roles requiring specific uniforms or PPE.
- c. Cultural, medical, or religious attire accommodations may be made via HR.

Housekeeping Amendments

Minor, non-substantive changes (e.g., typos or updated contact info) may be made by HR without formal re-approval. All changes will be logged.

Errors or Omissions

The Human Resources Department will assess and address any errors or omissions in the policy. Interim guidance may be issued pending formal updates.

Policy Review

- a. This policy will be reviewed every three (3) years or earlier if legislative, operational, or best practice changes occur.
- b. Human Resources will lead the review.
- c. Council may request review at any time.

Effective Date

This policy takes effect upon approval by the Chief Administrative Officer (CAO). It will be distributed to all staff through internal communication channels.

All employees are responsible for reviewing and adhering to this policy as part of their terms of employment.

References (if applicable)

- a. Occupational Health and Safety Act (OHSA)
- b. Ontario Human Rights Code
- c. Municipal Act, 2001

Approval

Approved b	y: Pierre Leroux,	Chief Administrati	ve Officer (CAO)
Signature:			
Date:			



Municipalité de La Nation

Politique/Policy No: PER/2003-01

Objet/Subject: Habillement et l'image professionnelle **Profeesional Image**

and Attire **Service / Dept**: Administration

The Nation Municipality

SUJET: Politique sur l'habillement et l'image professionnelle

PRÉAMBULE

La Municipalité de La Nation reconnaît l'importance que ses employés présentent une image professionnelle en milieu de travail ou à l'extérieur du bureau pendant leurs heures de travail et/ou dans la communauté lors d'événements publics reliés au travail puisque l'image publique de la Corporation dépend de son individuellement personnel. collectivement. L'apparence personnelle, la qualité de service et l'attitude positive de tous les employés sont essentiels pour créer et maintenir une image publique favorable.

PROCÉDURES

- 1. L'apparence personnelle doit être soignée et propre.
- 2. Les vêtements doivent être propres, repassés, en bon état et ne doivent pas nuire à la santé et sécurité de l'employé ni interférer à l'exécution des tâches ou à la sécurité des autres employés.
- 3. Il est important que les employés présentent une apparence professionnelle pendant les heures de travail. Les employés doivent utiliser leur bon jugement pour déterminer ce

OBJECT: Professional Image and Attire Policy

PREAMBLE

The Nation Municipality establishes that it is important for its employees to present a professional image in the workplace or outside during working hours and/or in the community during work-related public events as its public image is directly dependent on its staff, individually and collectively. personal appearance, quality of service positive attitude of all our and employees are essential to creating and maintaining a favorable public image.

PROCEDURES

- 1. Personal grooming is to be neat and clean.
- 2. Clothing shall be clean, pressed, in good repair and not detrimental to the employee's health and safety nor interfere with the work performance and safety of other employees.
- 3. It is important that employees project a professional appearance during working hours. Employees are asked to use their best judgment in determining what is professional and

Nous utilisons le masculin dans le seul but d'alléger le texte. Responsable/OPI: Directrice du personnel/Personnel Manager Règlement/By-Law No.: Résolution No : 2003-258 Entré en vigueur /Effective date : Remplace / Replaces : Page 1 de / of 5

Municipalité de La Nation

Politique/Policy No: PER/2003-01
Objet/Subject: Habillement et l'image professionnelle
Professional Image and Attire
Service / Dept: Administration

The Nation Municipality

qui est professionnel ou non. À vue de nez, l'employé doit se vêtir en conséquence pour la position que la personne occupe et le public qu'elle dessert.

- what is considered unprofessional. The best rule of thumb is to dress for the position filled and the people served.
- Toutefois, l'habillement peut être plus décontracté et relaxe le vendredi. Par exemple, le port de vêtements jeans propres, non déchirés ou usés serait acceptable le vendredi.
- Les employés qui doivent porter un uniforme au travail sont requis de le porter durant tout leur quart de travail. L'uniforme doit être propre et ajusté convenablement.
- 6. Le port d'équipement de protection individuelle est obligatoire lorsque requis par la loi et/ou par le département. équipement Cet comprend vêtements les équipement de protection tels les chaussures de sécurité, les gants, les combinaisons. les lunettes de protection et les casques anti-chocs ainsi que les ceintures de travail, respirateurs et protège-tympans.
- 7. Les employés du département de la construction, voirie, service récréatif doivent également respecter la politique d'habillement et d'hygiène personnelle du département. Le port de vêtements jeans propres, non

- On Fridays, however, attire may be more casual and relaxed. For example, clean denim clothing that is not tattered, worn or ripped may be appropriate dress for Fridays.
- Employees who are required to wear uniforms at work are expected to appear in their uniform during all hours worked. The uniform shall be clean and properly fitted.
- 6. Personal protective equipment shall be worn when required by the Occupational Health and Safety Act and Regulations or bγ the Department. This equipment or clothing includes safety boots. protective gloves, protective clothing, protective eye ware, hard hat as well protection fall equipment. as respirators and hearing protection.
- 7. Employees working for the departments of construction, roads and recreation shall also respect their department's personal hygiene and clothing policy. Clean denim clothing that is not tattered, worn or

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Responsable/OPI : Directrice du personnel/Personnel Manager Règlement/By-Law No. :

Entré en vigueur /Effective date : Résolution No : 2003-258

Remplace / Replaces : Page 2 de / of 5

Municipalité de La Nation



The Nation Municipality

déchirés ou usés serait acceptable.

- 8. Si un superviseur ou chef de département juge l'image ou l'apparence non professionnelle, l'employé sera avisé en conséquence et alors demandé de ne plus porter l'habillement en question. En cas de contravention évidente à cette politique, l'employé sera immédiatement requis de prendre les mesures nécessaires pour changer son habillement, et ceci sur son temps et à ses frais. Des mesures disciplinaires allant jusqu'au congédiement peuvent être imposées suite à des infractions répétées à cette politique.
- La tenue vestimentaire énumérée à l'annexe «A» n'est pas appropriée en milieu de travail.
- 10. Si vous avez des questions ou inquiétudes par rapport aux attentes, veuillez discuter avec votre superviseur, chef de département ou la directrice du personnel.

DATE D'ENTRÉE EN VIGUEUR

Cette politique entre en vigueur le 1^{er} juin, 2003.

ripped may be appropriate.

- 8. If a supervisor or department head does not deem the image and/or attire professional, the employee will be advised accordingly and asked not to wear the particular clothing. In cases of a clear violation of this policy, the employee will be required to take all appropriate measures to change your attire immediately. In that event, it shall be on the employee's time and expense. Disciplinary action up to and including dismissal may result from repeated violations of this policy.
- 9. Attire listed in appendix A is not considered appropriate.
- 10. Should there be any questions or concerns regarding what is expected, please speak directly to the supervisor, Department Head or the Personnel Manager.

EFFECTIVE DATE

This policy comes into effect on June 1st,2003.

Denis Pommainville, Maire/Mayor	Mary McCuaig, Greffière/Clerk

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Responsable/OPI : Directrice du personnel/Personnel Manager
Entré en vigueur /Effective date : Résolution No : 2003-258
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Objet/Subject: Habillement et l'image professionnelle **Profeesional Image**

and Attire Service / Dept: Administration

The Nation Municipality

ANNEXE A

TENUE VESTIMENTAIRE INAPPROPRIÉE

- Tout vêtement révélateur, provocant ou transparent;
- Tenue de plage;
- ◆ T-shirt, camisole, chandail à dos nu;col trop bas,
- ♦ Culottes courtes autres que Bermudas ou jupes-culottes d'un ensemble pour dames : les culottes courtes ne sont pas acceptées sauf pour les vendredis décontractés en s'assurant qu'elles ne sont pas plus courtes que 2" au-dessus des genoux;
- Vêtements extensibles, d'exercice ou vêtements moulants;
 - (leggings, collants ou vêtements semblables doivent être couverts par un chandail ou une jupe pas plus courte que la mi-cuisse)
- Vêtements jeans (sauf pour les vendredis décontractés);
- Casquettes;
- Tongs, sandales avec lanières entre orteils, pantoufles;
- Habits médicaux, d'armée et/ou autres genres;
- ◆ Tous vêtements et/ou accessoires décoratifs contenant des messages qui peuvent être considérés offensifs à la Corporation, aux employés, aux membres du public ou clients de la Corporation ou qui sont considérés inopportuns dans un environnement professionnel;
- Mode, toilette et/ou apparence personnelle excessive, alternative ou négligée.
- Tatouages et perçages extravagants
- Grande quantité de parfum

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The Nation Municipality

APPENDIX A ATTIRE NOT CONSIDERED APPROPRIATE

- Any clothing which is inappropriately provocative, revealing or see-through;
- Beach wear;
- ◆ T-shirts, tube tops, camisole, halter tops; low neck,
- ♦ Shorts other than Bermudas or culottes of a ladies ensemble: no shorts are allowed except for casual Fridays as long as they are no shorter than 2" above the knees;
- Sweat or stretch pants/suits defined as exercise-style clothing or garments made to cling tightly to the body;
 - (leggings, tights or similar garments must be covered with a top, sweater or skirt no shorter than mid-thigh)
- Denim clothing (except for casual Fridays);
- Caps;
- Bottom flip flops, thong-style sandals, slippers;
- Army, medical and such likes garments;
- Any garments and/or accessories of physical ornamentation containing messages which may be considered offensive to the Corporation, its employees, members of the public or clients of the Corporation or which may be considered inappropriate in a professional setting;
- ♦ Extreme, alternative and/or neglected forms of fashions, grooming and/or personal appearance.
- Extravagant piercing and tattoos
- Large quantity of perfumes

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Responsable/OPI : Directrice du personnel/Personnel Manager	Règlement/By-Law No.:		
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CORPORATION OF THE NATION MUNICIPALITY POLICY

Policy Number: POL-AD-01-2025

Version Number: V1

Policy Title: Electronic Monitoring of Employees

Effective Date: 2025-XX-XX

Approval Authority: CAO

Resolution / By-law Number: N/A

Scheduled Review Date: 2030-XX-XX

Policy Contact: Pierre Leroux, CAO

Initiating Department: Administration

Abstract: This policy outlines the Corporation of The Nation Municipality's approach to electronic monitoring of employees, specifying the types of monitoring used, the purpose, and its compliance with legislative requirements.

Revision History:

Date (YYYY-MM-	Nature of Change	Approved by	Comments
DD)			



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1. Policy Statement

The Corporation of The Nation Municipality (hereinafter referred to as the "Employer") utilizes electronic monitoring systems to enhance communication, facilitate operations, protect municipal assets, and ensure the safety and security of employees, clients, property, and resources.

2. Purpose

The purpose of this policy is to inform employees about the types of electronic monitoring used, the information collected, and its intended use. This policy also ensures compliance with applicable legislation while promoting transparency regarding employee monitoring practices.

3. Legislative Requirement

As mandated by the Working for Workers Act, 2022, and amendments to the Employment Standards Act, 2000, this policy has been established to fulfill the Employer's obligation to provide employees with a written policy on electronic monitoring.

4. Scope

This policy applies to all employees of The Nation Municipality, regardless of whether they work on-site, remotely, or are mobile. It may also apply to contractors or external service providers when using municipal systems or resources.

5. Legislative Authority

- a. Working for Workers Act, 2022
- b. Employment Standards Act, 2000
- c. Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

6. Definitions

- a. **Electronic Monitoring:** Includes all forms of employee monitoring done electronically by the Employer.
- b. **Employer:** The Corporation of The Nation Municipality.
- c. **Employee:** Any individual performing work or providing services to the Employer for wages.



7. Policy

The following electronic monitoring systems are utilized by the Employer:

7.1.1 Building Security Systems

- a. Electronic security codes and key fobs control entry to municipal buildings.
- b. Monitoring is conducted for security and operational purposes, with access logs reviewed as needed.

7.1.2 Video Surveillance

- a. The Employer uses video surveillance at its locations to enhance security.
- Footage may be reviewed for security investigations, property protection, and legal compliance.

7.1.3 Internet and Intranet Monitoring

- a. The Employer monitors internet and intranet activity for cybersecurity, operational efficiency, and appropriate use of municipal resources.
- b. Logs of user activity may be reviewed for accountability purposes.

7.1.4 Electronic Communication Monitoring

- a. Employer-provided communication systems (such as email and online chat) may be monitored for cybersecurity and compliance purposes.
- Text messaging on municipal devices is not actively monitored, but may be subject to review in exceptional circumstances, such as during a legal investigation or security concern.
- c. Communications may be reviewed for operational and legal requirements.

7.1.5 Computer Software and Platform Monitoring

- Software usage is tracked to ensure compliance with municipal policies and cybersecurity best practices.
- b. Data may be analyzed to assess efficiency and security risks.

7.1.6 GPS Monitoring

- a. Employer-owned vehicles are equipped with GPS tracking for safety, operational efficiency, and route optimization.
- b. GPS data may be used to verify employee movements during working hours and ensure compliance with municipal policies.



7.1.7 Cellular Phones and Phone Systems

a. Employer-issued cellular phones and internal phone systems (e.g., Microsoft Teams) are monitored for security and appropriate usage.

7.2 Use of Collected Information

- a. Information collected through electronic monitoring may be used for operational oversight, security, and disciplinary actions if an employee contravenes corporate policies or the Employer's Code of Conduct.
- b. Monitoring does not create new privacy rights but ensures transparency and compliance with applicable laws.
- c. Information collected shall only be used for legitimate business purposes and handled in compliance with applicable privacy laws.

8. Responsibilities

8.1 Employer Responsibilities

- a. Ensure that electronic monitoring systems are used in compliance with applicable laws and municipal policies.
- b. Maintain transparency regarding monitoring practices and communicate any changes to employees.
- c. Provide employees with access to this policy via the corporate intranet (SharePoint and HR Downloads).
- d. Electronic monitoring may be conducted by the Employer or its authorized representative, including UCPR IT services, as required for security and operational purposes.

8.2 Employee Responsibilities

- a. Employees must adhere to all municipal policies related to technology use, security, and workplace conduct, ensuring compliance with electronic monitoring guidelines.
- b. Employees shall be provided with reasonable notice of any significant changes to electronic monitoring practices.
- c. Use municipal resources appropriately and in compliance with this policy.

9. Administration

The Chief Administrative Officer (CAO), in collaboration with the Human Resources and IT functions (including services delivered by UCPR), is responsible for the implementation, enforcement, and ongoing administration of this policy.



10. Exemptions (if applicable)

This policy applies to all employees of The Nation Municipality. There are no specific exemptions at this time. Any exceptions shall be reviewed and approved by the CAO.

11. Housekeeping Amendments

Minor, non-substantive updates to this policy (e.g., corrections to grammar, formatting, or outdated references) may be made by the Policy Contact without requiring formal approval, provided that the intent of the policy remains unchanged.

12. Errors or Omissions

If any errors or omissions are identified in this policy, they should be reported to the Policy Contact. Clarifications or amendments may be made to ensure continued accuracy and compliance with legislation.

13. Policy Review

This policy will be reviewed every five years or as required due to legislative changes and operational needs. Any amendments shall be communicated to employees within 30 days of adoption.

14. Effective Date

This policy shall come into effect upon approval by the Chief Administrative Officer (CAO).

15. References (if applicable)

- a. Ontario Employment Standards Act, 2000
- b. Working for Workers Act, 2022
- c. MFIPPA (Municipal Freedom of Information and Protection of Privacy Act)

16. Approval

Approved by: Pierre Leroux, Chief Administr	ative Officer (CAO)
Signature:	_
Date:	_



Report to Council

Report Number: REP-AD-10-2025

Subject: Update to Workplace Harassment, Discrimination, and Violence Policy #POL-

HR-05-2025

Date of the meeting: April 28th, 2025

Prepared by: Pierre Leroux, CAO

Circulated to and/or collaborated with: Chantal Lauzon, HR Manager

Approval: N/A

In agreement with the recommendation based on the contents of this report.

Recommendation

[BE IT RESOLVED THAT Council approves Policy No. POL-HR-05-2025 titled Workplace Harassment, Discrimination, and Violence Policy as presented.]

Financial Considerations

Financial implications have been verified with annual budget and / or approved applicable policy or by-law: NOT APPLICABLE

Context

The current Workplace Harassment, Discrimination, and Violence Policy (HR-2018-01) was last approved in 2018. Since then, evolving legislation—including updates to the *Ontario Human Rights Code* and the *Occupational Health and Safety Act (OHSA)* – as well as shifting societal expectations, have prompted the need for a comprehensive policy update to ensure compliance and alignment with best practices.

Report

The updated policy reflects The Nation Municipality's strong commitment to maintaining a workplace that is safe, respectful, inclusive, and free from harassment, discrimination, and violence.

Key features of the updated policy include:

- Clear definitions of workplace harassment, discrimination, and violence.
- Defined roles and responsibilities for staff, supervisors, and Human Resources.
- A firm zero-tolerance stance on retaliation against complainants or participants in investigations.
- Operational procedures are separated into an internal Procedural Manual, referenced in the policy but not subject to Council approval. This allows the Human Resources Department to update processes as needed without requiring formal amendments to the Council-approved policy.

This approach ensures the policy remains high-level and strategic, while allowing administrative flexibility for internal updates to protocols and training.

Relevance to priorities

This policy aligns with the Municipality's Strategic Values, specifically:

- Dedicated: Commitment to a safe and equitable workplace.
- Collaboration: Clear guidance for team conducts and support systems.
- Adaptability: Responsiveness to evolving legal and social norms.
- Sustainability: Promotes long-term staff well-being and retention.

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*In the event of a discrepancy between the English and French versions of a text, the English version prevails.

• Transparency: Clear roles, accountability, and non-retaliation commitments.

Communication Plan

N/A

Other Option/Options to the Recommendation

N/A

Attachments

- A Draft Policy: Workplace Harassment, Discrimination, and Violence POL-HR-05-2025
- B HR-2018-01 Workplace Harassment, discrimination and violence (ID 17608)



Rapport pour le Conseil

Numéro du rapport: REP-AD-10-2025

Sujet: Mise à jour – Politique sur le harcèlement, la discrimination et la violence en

milieu de travail

Date de la réunion : 28 avril, 2025

Préparé par : Pierre Leroux, directeur général

Diffusé et/ou collaboré avec : Chantal Lauzon, gérante des ressources humaines

Approbation: N/A

En accord avec la recommandation basée sur le contenu de ce rapport.

Page 1 de 3

*En cas de divergence entre les versions anglaise et française d'un texte, la version anglaise prévaut.

Recommandation

[Qu'il soit résolu que le Conseil approuve la Politique no POL-HR-05-2025 intitulée "Politique sur le harcèlement, la discrimination et la violence en milieu de travail", telle que présentée.]

Considérations financières

Les implications financières ont été vérifiées avec le budget annuel et/ou la politique ou le règlement applicable approuvé : N/A

Contexte

La politique actuelle sur le harcèlement, la discrimination et la violence en milieu de travail (HR-2018-01) a été approuvée pour la dernière fois en 2018. Depuis, l'évolution des lois — incluant des modifications au *Code des droits de la personne de l'Ontario* et à la *Loi sur la santé et la sécurité au travail (LSST)* — ainsi que les attentes sociales en constante évolution, ont motivé une révision complète afin d'assurer la conformité législative et l'alignement avec les meilleures pratiques

Rapport

La politique mise à jour réaffirme l'engagement ferme de la Municipalité de La Nation à maintenir un milieu de travail sécuritaire, respectueux, inclusif et exempt de harcèlement, de discrimination et de violence.

Les principales caractéristiques de la politique révisée incluent :

- Des définitions claires du harcèlement, de la discrimination et de la violence en milieu de travail.
- Des rôles et responsabilités définis pour le personnel, les superviseurs et le service des ressources humaines.
- Une politique stricte de **tolérance zéro** face aux représailles contre les plaignants ou les participants à une enquête.
- Les procédures opérationnelles sont présentées dans un manuel procédural interne, mentionné dans la politique mais non soumis à l'approbation du Conseil.
- Cela permet au service des ressources humaines de mettre à jour les processus au besoin sans avoir à modifier formellement la politique approuvée par le Conseil.

Cette approche permet de maintenir une politique stratégique et de haut niveau, tout en assurant une flexibilité administrative pour l'ajustement des protocoles internes et des activités de formation.

Page 2 de 3

*En cas de divergence entre les versions anglaise et française d'un texte, la version anglaise prévaut.

Liens aux priorités

Cette politique est en cohérence avec les valeurs stratégiques de la Municipalité, notamment :

- Engagement : Offrir un milieu de travail sûr et équitable.
- Collaboration : Encadrer clairement les comportements attendus et les systèmes de soutien.
- Adaptabilité: Répondre aux normes légales et sociales en évolution.
- Durabilité : Favoriser le bien-être et la rétention du personnel à long terme.
- Transparence : Établir des rôles clairs, une reddition de comptes, et des engagements contre les représailles.

Plan de communication

N/A

Autre(s) option(s) à la recommandation

N/A

Pièces jointes

A - Draft Policy: Workplace Harassment, Discrimination, and Violence (POL-HR-05-2025)

B - HR-2018-01 - Workplace Harassment, discrimination and violence (ID 17608)

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^{*}En cas de divergence entre les versions anglaise et française d'un texte, la version anglaise prévaut.



CORPORATION OF THE NATION MUNICIPALITY POLICY

Policy Number: POL-HR-05-2025

Version Number: V1

Policy Title: Workplace Harassment, Discrimination, and Violence Policy

Effective Date: 2025-xx-xx

Approval Authority: Council

Resolution / By-law Number: xx

Scheduled Review Date: 2028

Policy Contact: Pierre Leroux, CAO

Initiating Department: Administration (Human Resources)

Revision History:

Date (YYYY-MM-DD)	Nature of Change	Approved by	Comments



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1. Policy Statement

a. The Nation Municipality is committed to providing a safe, respectful, and inclusive workplace free of harassment, discrimination, and violence. The Municipality promotes a work environment characterized by dignity, respect, and equitable treatment, complying fully with applicable legislation and best practices.

2. Purpose

a. To establish clear guidelines for preventing, identifying, addressing, and resolving incidents of workplace harassment, discrimination, and violence, in alignment with the Ontario Human Rights Code and Occupational Health and Safety Act.

3. Scope

 This policy applies to all municipal employees, Council members, contractors, volunteers, visitors, and all individuals conducting business with or on behalf of The Nation Municipality.

4. Legislative Authority

- a. Ontario Human Rights Code
- b. Occupational Health and Safety Act (OHSA)

5. Definitions

- a. **Harassment:** Engaging in a course of vexatious comments or conduct known or reasonably known to be unwelcome.
- b. **Discrimination:** Unfair or differential treatment based on prohibited grounds including race, gender, sexual orientation, gender identity, age, disability, religion, or other protected status.
- c. **Workplace Violence:** Any use or threat of physical force that could cause physical injury to an employee

6. Policy

- a. Harassment, discrimination, or violence of any kind will not be tolerated.
- b. All incidents must be reported immediately.
- c. Complaints will be handled promptly, confidentially, and objectively.
- d. The Municipality maintains a strict zero-tolerance stance against retaliation towards anyone who, in good faith, reports an incident, participates in an investigation, or otherwise assists in enforcing this policy.



7. Responsibilities

- a. **Employees:** Must treat others with respect, report incidents immediately, and fully cooperate with any investigations.
- b. **Management and Supervisors:** Must maintain workplaces free of harassment, discrimination, and violence, address issues immediately, support employees involved and participate in training.
- c. **Human Resources:** Must communicate this policy, facilitate training, support complainants, manage investigations, and maintain confidentiality and documentation.

8. Administration

a. This policy will be administered by the Human Resources Department, which will oversee training, incident management, record-keeping, and regular policy reviews. Operational procedures detailing how incidents of harassment, discrimination, and violence are reported, investigated, and managed are provided in a separate administrative document titled "Procedural Manual: Workplace Harassment, Discrimination, and Violence."

9. Exemptions (if applicable)

a. There are no exemptions to this policy.

10. Housekeeping Amendments

a. Minor updates or clarifications may be made by the individual in charge of Human Resources without altering the policy's intent or scope, subject to CAO approval.

11. Errors or Omissions

a. In cases of errors or omissions, interpretation by the individual in charge of Human Resources., in consultation with the CAO, will be final.

12. Policy Review

a. This policy will be reviewed every three (3) years or immediately following significant legislative or regulatory changes.

13. Effective Date

a. This policy becomes effective upon approval by Council.



14. References (if applicable)

- a. Ontario Human Rights Code
- b. Occupational Health and Safety Act (OHSA)
- c. Procedural Manual: Workplace Harassment, Discrimination, and Violence (Internal Administrative Document)

15. Approval

This policy is approved by the Council of The Nation Munic	ipality.
Resolution/By-law Number:	
Date of Approval:	



CORPORATION DE LA MUNICIPALITÉ DE LA NATION CORPORATION OF THE NATION MUNICIPALITY

Type: _	Real	ular	•	
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Proposée par/Moved by: Marie-Noëlle Lanthier
Marcel Legault
Marc Laflèche
Francis Brière
Appuyée par/Seconded by: Marie-Noëlle Lanthier
Marcel Legault
Marc Laflèche
Francis Brière

POLITIQUE HR-2018-01 – HARCÈLEMENT, DISCRIMINATION ET VIOLENCE AU TRAVAIL

Qu'il soit résolu que le Conseil approuve la politique HR-2018-01, présenté par la Trésorière, visant à établir des règles et des procédures concernant le harcèlement, la discrimination et la violence au travail.

POLICY HR-2018-01 – WORKPLACE HARASSMENT, DISCRIMINATION AND VIOLENCE POLICY

Be it resolved that the Council approves the policy HR-2018-01, presented by the Treasurer, to establish rules and procedures regarding workplace harassment, discrimination and violence.

Cette resolution est:
This resolution is:
Adoptée/Carried
Rejetée/Defeated:
Modifiée/Amended:

st:

DÉCLARATION D'INTÉRÊT / DISCLOSURE OF INTEREST

Nom / Name: _____, ____a (ont) déclaré ses (leur) intérêts, □ laissé son (leur) siège(s) et □ quitté la salle du Conseil./Disclosed his (her, their) interest, □ vacated his (her, their) seat(s) and □ left Council chambers.

Greffiere Clerk



CORPORATION OF THE NATION MUNICIPALITY/ CORPORATION DE LA MUNICIPALITÉ DE LA NATION

POLITIQUE DE HARCÈLEMENT, DISCRIMINATION ET VIOLENCE AU TRAVAIL /WORKPLACE HARASSMENT, DISCRIMINATION AND VIOLENCE POLICY/POLITIQUE # HR-2018-01

EFFECTIVE DATE: AUGUST 13TH, 2018 DATE D'ENTRÉE EN VIGUEUR :13 AOÛT 2018

CORPORATION DE LA /OF THE/LA MUNICIPALITE DE LA NATION MUNICIPALITY WORKPLACE HARASSMENT, DISCRIMINATION AND VIOLENCE POLICY

POLITIQUE DE HARCÈLEMENT, DISCRIMINATION ET VIOLENCE AU TRAVAIL

POLICY NUMBER / POLITIQUE: HR-2018-01

APPROVAL DATE/DATE D'ENTRÉE EN VIGUEUR: August 13th, 2018 / 13 août 2018

Resolution: 2018

SUJET: Harcèlement et discrimination au travail

1. Préambule

- a) La municipalité de La Nation (la « municipalité ») s'engage à offrir un environnement de travail où tous ses employés soit traités avec respect et dignité. La municipalité est consciente que tous les employés ont le droit de travailler dans un milieu exempt de toute forme discrimination, de harcèlement ou de violence.
- b) La municipalité adhère au Code des droits de la personne de l'Ontario voulant que toute personne a le droit à un traitement égal en matière d'emploi, sans discrimination fondée sur les motifs suivants: la race, l'ascendance, le lieu d'origine, la couleur, l'origine ethnique, la croyance, citovenneté. la le l'orientation sexuelle, l'identité sexuelle, l'expression de l'identité sexuelle, l'âge, l'existence d'un casier judiciaire, l'état matrimonial, l'état familial ou un handicap.
- c) La municipalité adhère également à la Loi sur la santé et la sécurité au travail voulant la protection de ses employés et s'engage à mettre en œuvre des mesures raisonnables pour prévenir le harcèlement et la violence au travail.
- d) Aucun harcèlement, discrimination ou violence ne sera toléré de la part de qui que ce soit dans le milieu de travail. L'administration de la municipalité de La Nation prendra toutes les mesures raisonnables afin de protéger employés et de prévenir le harcèlement, la discrimination et la violence au travail.

OBJECT: Workplace Harassment and Discrimination

Preamble

- a) The Nation Municipality "Municipality") is committed to providing a work environment in which all individuals are treated with respect and dignity. The Municipality recognizes that all employees have a right to work in an environment that is free of any form of discrimination, harassment or violence.
- b) The Municipality adheres to the Ontario Human Rights Code, which provides that every person has a right to equal treatment with respect to employment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability.
- c) The Municipality also adheres to the Occupational Health and Safety Act, which includes the obligation to protect employees and to take reasonable steps to prevent workplace harassment and violence.
- d) Harassment, discrimination and violence are unacceptable conduct that will not be tolerated in the workplace. administration of The Nation Municipality will take all reasonable and practical and protect measures to prevent employees from acts of harassment, discrimination and violence.

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2. Définitions

« Agent d'enquête »

Le Gérant des ordonnances municipales est défini comme étant l'Agent d'enquête, pour les fins de cette politique. Il peut être rejoint au bureau central. Dans le cas où le Gérant des ordonnances municipales est absent, l'Agent de santé et sécurité sera la personne désignée.

« Comité d'enquête »

Un Comité d'enquête sera formé de trois (3) personnes dans un délai de cinq (5) jours ouvrables suivant la réception de la demande écrite pour une enquête formelle et sera composé de l'Agent d'enquête, de l'Agent de santé et sécurité et de la personne désignée. Si un des membres du comité susmentionné est personnellement impliqué dans la plainte, il ne sera pas autorisé à siéger sur le Comité d'enquête. Ce membre sera remplacé par un autre employé qui exerce un niveau d'autorité similaire au sein de la municipalité de La Nation.

« Discrimination »

Il y a discrimination lorsqu'il y a distinction, exclusion ou préférence fondée sur des motifs interdits en vertu du *Code des droits de la personne* de l'Ontario.

« Harcèlement discriminatoire »

Le harcèlement discriminatoire est défini comme étant une ligne de conduite caractérisée par des remarques ou des gestes vexatoires lorsque l'individu sait ou

2. Definitions

« Investigator Agent »

The Manager of Municipal Law Enforcement is defined as the Investigator Agent for the purpose of this policy. He may be reached at the central office. In the event that the Manager of Municipal Law Enforcement is absent, the Health & Safety Officer will be the designate.

« Investigation Board »

An Investigation Board of three (3) people will be named within five (5) working days of receipt of written request for formal investigation and will be comprised of the Investigator Agent, the Health & Safety Officer and a designate. If any abovementioned board member is personally involved in the complaint, he will not be allowed to be part of the Investigation Board. The member shall be replaced by another employee who exercises a similar level of authority within The Nation Municipality.

« Discrimination »

Discrimination occurs when there is a distinction, exclusion or preference based on a prohibited ground under the Ontario *Human Rights Code*.

« Discriminatory Harassment »

Discriminatory harassment is defined as engaging in a course of vexatious comments or conduct which is known or ought reasonably to be known to be unwelcome

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devrait savoir que ces remarques ou ces gestes sont importuns et qu'ils sont fondés sur un ou plusieurs motifs prohibés en vertu du *Code des droits de la personne* de l'Ontario. Quelques exemples de harcèlement discriminatoire comprennent, sans s'y limiter :

- based on one or more prohibited grounds under the Ontario *Human Rights Code*. It can involve words or actions that are known or should be known to be unwelcome. Examples of discriminatory harassment would include:
- i. des plaisanteries ou des blagues par rapport à un motif prohibé, par exemple des « blagues » racistes ou homophobes;
- Jokes or slurs about a prohibited ground, for example, racist or homophobic "jokes";
- ii. des expressions abaissantes ou humiliantes fondées sur un motif prohibé; et
- Degrading words used to describe a person based on a prohibited ground; and
- iii. Des commentaires abaissants, humiliants ou dénigrants par rapport à un groupe de personnes qui partagent certaines caractéristiques communes liées à un motif prohibé.
- iii. Derogatory or degrading remarks directed towards all members of a group who share characteristics based on a prohibited ground.

« Harcèlement sexuel »

« Sexual Harassment »

Le harcèlement sexuel est défini comme le fait pour une personne d'adopter, pour des raisons fondées sur le sexe, l'orientation sexuelle, l'identité sexuelle ou l'expression de l'identité sexuelle, une ligne de conduite caractérisée par des remarques ou des gestes vexatoires contre un employé dans un lieu de travail lorsqu'elle sait ou devrait raisonnablement savoir que ces remarques ou ces gestes sont importuns.

Sexual harassment is defined as engaging in a course of vexatious comments or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comments or conduct is known or ought reasonably to be known to be unwelcome.

Le harcèlement sexuel comprend également le fait pour une personne de faire des sollicitations ou des avances sexuelles alors qu'elle est en mesure d'accorder à l'employé ou de lui refuser un avantage ou une promotion et qu'elle sait ou devrait raisonnablement savoir aue ces sollicitations sont ou ces avances importunes. Quelques exemples de Sexual harassment is also defined as making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome. Examples of sexual harassment include:

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harcèlement sexuel comprennent, sans s'y limiter :

- i. des menaces de représailles directes ou implicites pour avoir refusé d'accéder à des avances sexuelles;
- ii. une demande de nature sexuelle en retour d'un emploi ou d'un traitement favorable en ce qui a trait à l'emploi;
- iii. remarques importunes, blagues, insinuations malveillantes, propositions ou moqueries au sujet du corps, des vêtements, du sexe ou de l'orientation sexuelle d'une personne;
- iv. affichage de matériaux ou photos pornographiques ou sexistes;
- v. regards concupiscents (qui mettent mal à l'aise);
- vi. contacts physiques tels que toucher, caresser, pincer, avec une connotation sexuelle implicite;
- vii. agression sexuelle.

« Harcèlement au travail »

Le harcèlement au travail est défini comme étant une ligne de conduite caractérisée par des remarques ou des gestes vexatoires lorsque l'individu sait ou devrait savoir que ces remarques ou ces gestes sont importuns. Quelques exemples de harcèlement au travail comprennent, sans s'y limiter:

 des insultes, des plaisanteries, des blagues, des insinuations ou des suggestions importunes;

- An implied or expressed threat of reprisal for refusal to comply with a sexually oriented request;
- ii. A demand for sexual favours in return for employment or more favourable employment treatment;
- Unwelcome remarks, jokes, innuendoes, propositions, or taunting about a person's body, attire, sex or sexual orientation;
- iv. Displaying of pornographic or sexist pictures or materials;
- v. Leering (suggestive persistent staring);
- vi. Physical contact such as touching, patting, or pinching, with an underlying sexual connotation;
- vii. Sexual assault.

« Workplace Harassment »

Workplace harassment is defined as engaging in a course of vexatious comments or conduct against a worker in a workplace which is known or ought reasonably to be known to be unwelcome. Examples of workplace harassment include, but are not limited to:

i. Insults, unwelcome jokes, slurs, innuendoes or taunting;

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- toute conduite qui pourrait vraisemblablement embarrasser, insulter, offenser ou humilier une autre personne;
- iii. toute communication non verbale ou geste obscène et/ou irrespectueux;
- iv. toutes communications inappropriées par correspondance électronique, y compris l'accès, l'exposition et la distribution d'information par le biais de l'Internet.

<u>Ce qui suit ne constitue pas du</u> harcèlement au travail :

- i. la gestion du rendement, tel que l'encadrement, les évaluations de rendement justes et équitables, les programmes d'amélioration du rendement, les mesures disciplinaires justifiées et appropriées;
- ii. l'évaluation juste et raisonnable du travail effectué par un collègue ou un subordonné;
- iii. l'assignation de travail additionnel;
- iv. les différences d'opinions mineures et/ou les conflits occasionnels qui ne dégénèrent pas;
- v. la démonstration occasionnelle de frustration ou d'ennui, lorsqu'un tel comportement est justifié et respectueux, sans menace de violence, intimidation ou autres représailles;
- vi. les mesures raisonnables prises par l'employeur dans le cadre de la

- ii. Behaviour or conduct which might reasonably be expected to cause harm, discomfort, offence or humiliation;
- iii. Body language or gestures that are disrespectful;
- iv. Inappropriate communication via electronic mail and/or attainment, display and distribution of improper information from the Internet;

Workplace harassment does not include:

- i. Performance management, such as routine coaching and feedback, fair and objective performance appraisals, performance improvement or through plans appropriate justifiable and disciplinary action;
- ii. Providing fair and reasonable constructive feedback by a colleague or a direct report;
- iii. Assigning additional work;
- iv. Voicing minor differences of opinion or occasional conflicts that do not get out of hand;
- v. Showing occasional frustration or annoyance, where such behaviour is justified and displayed in a respectful manner without any threat of violence, intimidation or other reprisals;
- vi. A reasonable action taken by an employer or supervisor relating to the

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gestion et de la direction des employés.

management and direction of workers or the workplace.

« Intimé »

Une personne visée par des allégations d'actes qui pourraient constituer une contravention à cette politique.

« Milieu de travail »

Cette politique s'adresse au comportement adopté en milieu de travail. Par contre, selon cette politique, le terme « milieu de travail » est défini de façon générale et comprend, mais n'est pas restreint au site actuel de travail (le bureau et ses locaux), aux fonctions sociales reliées au travail, durant des projets de travail à l'extérieur du bureau, à des conférences ou des séances de formation reliées au travail, durant le déplacement relié au travail, et au téléphone.

« Plaignant »

Une personne qui dépose une plainte officielle écrite en vertu de cette politique.

« Violence au travail »

La violence au travail comprend l'emploi, la tentative d'employer ou les menaces d'employer une force physique contre un travailleur qui lui cause ou pourrait lui causer un préjudice corporel. Certains exemples de violence au travail comprennent :

 Des propos ou comportements menaçants tels que montrer les poings, détruire la propriété d'autrui ou lancer des objets;

« Respondent »

The individual against whom allegations that could constitute a violation of this policy have been made.

« Workplace »

This policy is limited to behaviour that occurs in the workplace. However, under this policy "workplace" is defined broadly and includes, but is not limited to: the actual work site (the office and its premises), at office-related social functions, in the course of work assignments outside the office, at work-related conferences or training sessions, during work-related travel, and, over the telephone.

« Complainant »

The person who files a formal complaint in writing pursuant to this policy

« Workplace Violence »

Workplace violence includes the threat, exercise, or attempted exercise, of physical force by a person against a worker, in a workplace that causes or could cause physical injury to the worker. Examples of workplace violence include, but are not limited to:

 Threatening behaviour such as shaking fists, destroying property or throwing objects;

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- ii. Des menaces verbales ou écrites qui expriment une intention d'infliger des blessures;
- iii. Des attaques physiques;
- iv. Tout autre propos ou comportement qui pourrait faire peur à une personne raisonnable dans les circonstances.

3. Responsabilités

3.1 Employés

- a) Les employés ont l'obligation d'agir de manière respectueuse envers les autres pendant qu'ils sont en milieu de travail ou au cours de toute activité reliée au travail.
- b) La municipalité est d'avis que les membres du personnel aient une obligation morale à l'égard du maintien d'un milieu de travail exempt de discrimination, de harcèlement ou de violence au travail. En ce sens, la municipalité s'attend à ce que les membres de son personnel signalent promptement tout incident de discrimination, de harcèlement ou de violence au travail dont ils pourraient être l'objet ou témoin.
- c) Les employés sont tenus de veiller à leur propre sécurité physique en cas de violence au travail avant de rapporter l'incident à la police, à un superviseur ou un gestionnaire, selon ce qui est raisonnable dans les circonstances.
- d) La municipalité s'attend également à ce que les employés respectent cette politique et coopèrent avec toute enquête entamée en vertu de cette dernière.

- ii. Verbal or written threats that express an intent to inflict harm;
- iii. Physical attacks;
- iv. Any other act that would arouse fear in a reasonable person in the circumstances.

3. Responsibilities

3.1 Employees

- a) Employees are expected to act respectfully towards other individuals while at work and while participating in any work-related activity.
- b) The Municipality believes that all staff members have a moral duty to maintain a work environment free from harassment, discrimination or violence. Accordingly, the Municipality expects all employees to promptly report any incident of harassment, discrimination or violence of which they have knowledge.
- c) Employees are expected to ensure their own immediate physical safety in the event of workplace violence, then report the incident to the police, a supervisor or a manager as the situation warrants.
- d) The Municipality expects employees to comply with this policy and cooperate with any efforts to investigate and resolve matters arising under this policy.

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- e) Les employés sont également tenus de participer à de la formation, tels qu'exigés, afin de répondre de manière appropriée à tout incident de violence au travail.
- e) Employees are also expected to participate in education and training programs, as required, in order to be able to respond appropriately to any incident of workplace violence.

3.2 L'administration

a) Le Chef de département et le Superviseur doivent :

- s'efforcer d'assurer que le milieu de travail qui relève de leur compétence est exempt de toute forme de harcèlement ou de discrimination;
- ii. organiser des séances d'informations annuelles pour les employés ou toute autre séance de sensibilisation ou de formation requise avec l'assistance du Directeur des ressources humaines;
- iii. dès réception d'une plainte, assurer le plaignant qu'un examen objectif de la plainte s'effectuera immédiatement;
- iv. informer immédiatement le Département des ressources humaines de toutes plaintes reçues ou vice versa;
- v. aviser l'intimé qu'une plainte a été déposée;
- vi. s'assurer que toutes les plaintes concernant le harcèlement personnel ou la violence sont enquêtées promptement tout en respectant la nature confidentielle pour toutes les parties, lorsque possibles;

3.2 Management

- a) Department Head and Supervisor shall:
 - i. Endeavour to ensure that the workplace within their jurisdiction is free of any harassment or discrimination;
 - yearly ii. Organize employee information sessions or any additional information or training needed sessions as with the assistance of the Human Resources Director:
- iii. On receipt of a complaint, assure the complainant that an objective examination of the complaint shall take place immediately;
- iv. Immediately inform Human Resources of any complaints received or vice-versa;
- v. Advise the respondent that a complaint has been lodged;
- vi. Ensure that all complaints regarding personal harassment or violence are investigated promptly while protecting confidentiality for all parties wherever possible.

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- vii. prendre toutes les précautions raisonnables dans l'ensemble des circonstances afin de protéger un employé si l'employeur prend connaissance d'une situation de violence domestique qui pourrait exposer un employé à un préjudice corporel en milieu de travail;
- vii. Take all reasonable precautions in the circumstances for the protection of an employee if the employer becomes aware of a domestic violence situation that would likely expose an employee to physical injury in the workplace.
- viii. prendre les mesures nécessaires pour faciliter l'attention médicale et l'appui nécessaires aux employés qui sont directement ou indirectement impliqués dans un incident de violence au travail.
- viii. Facilitate medical attention and appropriate support for all those either directly or indirectly involved in an incident of workplace violence.

3.3 Département des ressources humaines

3.3 Human Resources Department

- a) Le Département des ressources humaines doit :
- a) Human Resources will:
- i. Assurer la communication et la diffusion de cette politique auprès des membres du personnel actuel et nouvellement embauché:
- Ensure that the intent and guidelines of this policy are communicated to all existing and future employees;
- ii. S'assurer que l'appui est offert à tout employé en fournissant de l'information et des références, si nécessaire:
- ii. Ensure support is provided to any employee by providing information and referral as required;
- iii. organiser des séances d'informations annuelles pour les employés ou toute autre séance de sensibilisation ou de formation requise;
- iii. Organize yearly employee information sessions or any additional information or training sessions as needed;
- iv. Aider les chefs de département et les superviseurs dans l'organisation des séances d'informations ou de formation pour les employés;
- iv. Assist head of department and supervisors in organizing employee information or training sessions;

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- v. Mettre en place le programme de prévention de violence en milieu de travail:
- v. Implement the workplace violence prevention program;
- vi. Aider les départements dans l'investigation de plaintes et dans la détermination des réponses administratives appropriées;
- vi. Assist departments in investigating complaints and determining appropriate administrative response;
- vii. À cause de la nature potentiellement délicate de l'infraction, assurer que toute information sera traitée de façon strictement confidentielle pour toutes les parties, lorsque possible;
- vii. Due to the potentially sensitive nature of the offence, maintain protection of confidentiality for all parties wherever possible;
- viii. Aviser le plaignant des dispositions finales de la plainte.
- viii. Advise complainant of final disposition of complaint.

4. Évaluation des risques de violence

4. Violence Risk Assessment

L'employeur doit effectuer une évaluation des risques de violence au travail qui peuvent découler de la nature du lieu de travail, du genre de travail ou des conditions de travail. Cette évaluation doit avoir lieu au besoin, mais au moins une fois par année. L'évaluation tient compte des circonstances qu'auraient en commun des lieux de travail semblables et les circonstances propres au lieu de travail. L'employeur doit fournir les résultats de l'évaluation au Comité de santé et sécurité.

The employer shall assess the risk of workplace violence that may arise from the nature of the workplace, the type of work or the conditions of work. The assessment must occur as often as is necessary, but at least annually. The assessment shall take into account circumstances that would be common to similar workplaces and circumstances specific to the workplace. The employer shall advise the Health and Safety Committee of the results of the assessment.

5. Risque de violence au travail de la part d'une personne qui a des antécédents de comportement violent

5. Risk of Workplace Violence from a Person with a History of Violent Behaviour

L'employeur doit fournir aux employés des renseignements, y compris des renseignements personnels, relatifs au risque de violence au travail de la part d'une personne qui a des antécédents de comportement violent si un employé peut rencontrer cette personne dans le cadre de

The employer will provide employees with information, including personal information, about a person with history of violent behaviour if the employee can be expected to encounter such a person in the course of her or his work and the risk of workplace violence is likely to expose the employee to

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son travail et le risque de violence au travail est susceptible d'exposer l'employé à un préjudice corporel. L'employeur ne divulguera pas plus d'information que nécessaire pour la protection de l'employé de toute blessure corporelle.

physical injury. The employer will not disclose more information than is reasonably necessary for the protection of an employee from physical injury.

6. Procédure de signalement de violence au travail

au travair

6.1 Processus de signalement

a) Si l'incident est de nature grave et urgente, les employés devraient d'abord signaler le 9-1-1 et s'assurer d'être à un

endroit sécuritaire avant de procéder aux prochaines étapes. Autrement, les employés qui pensent avoir fait l'objet de violence ou qui ont témoigné ou connaissance d'incidents de violence doivent :

- i. **Immédiatement** signaler cette verbalement information un superviseur ou à l'Agent d'enquête. S'il y a un danger grave et imminent, les employés recevront plus de renseignements et des instructions de la part de l'employeur. Selon la nature de l'incident de violence au travail, l'employeur pourrait faire aux autorités policières appel appropriées;
- ii. Remplir le Rapport d'incident de violence au travail et le soumette au Superviseur ou l'Agent d'enquête une fois que le risque immédiat a été traité. Les situations non urgentes qui comprennent des menaces ou des comportements menaçants doivent également être signalées et le Rapport d'incident de violence au travail doit être complété dès que

6. Workplace Violence Reporting

6.1 Reporting Process

- a) If the incident is of an urgent and serious nature, employees should first contact 911 and ensure they are in a safe place before following the steps below. Otherwise, employees who believe that they have been subject to, have witnessed, have knowledge of, or have a reason to believe workplace violence may occur, shall:
 - Immediately report such information verbally to a supervisor or the Investigator Agent. If there is a serious and immediate threat, employees will receive information and instruction from the employer and, depending on the nature of the workplace violence, the appropriate law enforcement agency may be summoned;
 - ii. Complete the Workplace Violence Incident Report and submit it to the Supervisor or the Investigator Agent once the immediate threat has been addressed. Non-emergencies that may include threats or threatening behaviours must also be reported, and the Workplace Violence Incident Report must be completed as soon as possible and the employee must

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possible et soumis au Superviseur ou l'Agent d'enquête;

iii. Prendre des notes détaillées des incidents dès que possible, y compris la date, l'heure, les détails des incidents et le nom des témoins. Cette information doit être inscrite dans le Rapport d'incident de violence au travail.

provide it to the Investigator Agent or Supervisor;

iii. Make detailed notes of the incident(s) as soon as possible including the date, time, and nature of incident(s) and names of any witnesses and include this information on the Workplace Violence Incident Report.

6.2 Processus d'enquête

- a) Toute plainte de violence au travail ou d'incidents potentiels sera prise au sérieux et documentée. Si les allégations pourraient constituer une violation de la présente politique, elles feront l'objet d'une enquête. Le format de l'enquête va dépendre des circonstances et peut comprendre la participation des autorités policières appropriées ou toute autre personne compétente, à la discrétion du Comité d'enquête, en tenant compte de l'ensemble des circonstances.
- b) Suite à la réception du Formulaire de plainte, l'Agent d'enquête ou le désigné sera responsable d'assigner une enquête, soit interne ou externe.
- c) L'enquête peut comprendre une rencontre avec le plaignant, l'intimé et les témoins, la révision des documents ou autres matériaux pertinents, ainsi que la préparation d'un rapport d'enquête qui fait état des conclusions et des recommandations de l'enquêteur, s'il y a lieu.
- d) Suite à son enquête, l'enquêteur peut conclure qu'il y avait :

6.2 Investigation Process

- a) All reports of workplace violence or potential incidents will be taken seriously and documented. If the allegations constitute a violation of this policy, they will be investigated. The form of investigation will depend on the circumstances and may involve appropriate law enforcement or other competent persons as determined by the Investigation Board, taking into consideration all of the circumstances.
- b) Upon receipt of the completed Complaint Form, the Investigator Agent or designate will assign the investigation to be internal or external.
- investigation include c) The may interviewing the complainant and the respondent soon possible, as as interviewing any witnesses, reviewing relevant documents and other materials and producing a final report detailing findings and recommendations (if any).
- d) Following the investigation, the investigator may make a finding of :

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- De la preuve suffisante pour établir une violation de la politique;
- ii. De la preuve insuffisante pour établir une violation de la politique;
- iii. Aucune violation de cette politique.
- e) Suite à la réception des conclusions de l'enquêteur, l'employeur déterminera s'il y a lieu de prendre d'autres démarches, ce qui peut inclure des mesures préventives, correctives ou disciplinaires.
- f) Veuillez noter que les autorités policières peuvent mener leur propre enquête indépendante.
- 7. Procédure de plaintes et de harcèlement et de discrimination

7.1 Droit de se plaindre

- a) Tous les employés ont le droit de déposer une plainte concernant des situations qu'ils croient être discriminatoires ou de harcèlement selon cette politique.
- b) Cette politique interdit strictement toutes formes de représailles qui pourraient être exercées contre les employés qui portent plainte de bonne foi ou qui fournissent de l'information concernant une plainte. Des présumées représailles sont sujettes aux mêmes procédures de déposition de plaintes et aux mêmes pénalités que les plaintes de discrimination et de harcèlement.
- c) Sans égard au résultat de toute plainte de harcèlement faite de bonne foi, le plaignant ainsi que toute autre personne qui fournit de l'information seront protégés de toutes formes de représailles, soit des collègues de travail ou des superviseurs.

- i. Sufficient evidence to support a finding of violation of this policy;
- ii. Insufficient evidence to support a finding of violation of this policy; or
- iii. No violation of this policy.
- e) Upon being advised of the investigator's findings, the employer will determine whether any action is required, which may include preventive, corrective and/or disciplinary action.
- f) Please note that the appropriate law enforcement agency may conduct its own independent investigation.

7. Harassment and Discrimination Complaint procedure

7.1 Right to Complain

- a) All employees have the right to complain about situations they believe to be harassment or discrimination under this policy.
- b) This policy strictly prohibits reprisals against employees because they have complained in good faith or have provided information regarding a complaint. Alleged reprisals are subject to the same complaints procedures and penalties as complaints of discrimination and harassment.
- c) Regardless of the outcome of any harassment complaint made in good faith, the complainant, as well as anyone providing information will be protected from any form of retaliation by either co-workers or supervisors.

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7.2 Qui a le droit de déposer une plainte

- a) Une plainte devrait être déposée par la victime d'un prétendu harcèlement ou acte discriminatoire; toutefois, les plaintes peuvent également être faites par un groupe de personnes qui aurait pu subir le même traitement offensif, par les collègues de travail qui sont témoins des incidents ou par une tierce partie portant la plainte au nom de la victime.
- b) Les employés qui déposent une plainte peuvent être accompagnés par un représentant de leur choix tout au long du processus de déposition de plaintes.

7.3 Rapport de plaintes

- a) Avant de déposer une plainte formelle, les employés qui se croient victimes de harcèlement ou de discrimination devraient faire part de leur opposition comportement à l'autre employé, directement ou avec l'aide d'un tiers pour tenter de résoudre les différends. L'employé devrait noter minutieusement les détails de l'incident, dont la date et l'heure, la nature et le nom des témoins éventuels.
- b) Si le comportement ne cesse pas après que l'employé ait parlé à la personne, le plaignant peut décider de déposer une plainte officielle. La plainte écrite doit être rapportée sur le Formulaire de plainte (annexe « A ») qui comprend autant de détails que possible, y compris une description de l'incident, la date, les personnes impliquées et témoins, s'il y en a. Le rapport doit également inclure les recours

7.2 Who May Complain

- a) A complaint should be filed by the actual victim of alleged harassment or discrimination; however, complaints can also be made by a group of people who may have been subjected to the same offensive treatment, by co-workers who witnessed the incidents, or by a third party complaining on behalf of the victim.
- b) Employees filing a complaint may be accompanied by a representative of their choice throughout the complaint process.

7.3 Reporting a Complaint

- a) Prior to filing a formal complaint, employees who feel they are being subjected to harassment or discrimination are encouraged to tell the other person(s) that the behaviour is unwelcome and that it should stop, either directly or with the help of a third party. The employee should carefully record details of all incidents including the date and time of the incident, the nature of the incident, and names of people who may have been witnesses.
- b) If the behaviour does not stop after the employee has spoken to the person(s), the employee may choose to file a formal complaint. The complaint should be in writing using the Complaint Form (appendix A), providing as much detail as possible, including who, what, where, when and the names of any witnesses, if any. It shall also include the remedy sought and be signed and dated by the person complaining.

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désirés et être signé et daté par le plaignant.

- c) Les plaintes formelles devraient être déposées auprès d'un superviseur, le Chef de département, le Directeur des ressources humaines ou l'Agent d'enquête à l'intérieur d'un délai de trente (30) jours, à moins de circonstances exceptionnelles.
- d) La personne qui reçoit la plainte/ou le Comité des ressources en cas de conflit doit aviser le Département des ressources humaines au plus tard deux (2) jours ouvrables après le dépôt de la plainte. Lorsque le Directeur des ressources humaines reçoit la plainte, il doit, dans le même délai, aviser le superviseur et/ou le chef de département respectif.
- e) Toute plainte fabriquée de mauvaise foi occasionnera des mesures disciplinaires contre le plaignant et peut même entraîner son congédiement.
- f) Note: Si la gravité de l'incident requiert une action immédiate, le plaignant doit en informer son superviseur, son chef de département, le Directeur des ressources humaines ou toute autre personne en position d'autorité afin d'assurer le redressement immédiat.

7.4 Résolution de plaintes

7.4.1 Processus informel

- a) Ce processus fournit l'occasion au Chef de département ou au Superviseur de résoudre les plaintes simples et écrites d'une façon expéditive;
- b) Le Chef de département ou le Superviseur peut discuter de l'allégation avec le plaignant, l'intimé et le personnel de supervision approprié afin de trouver

- c) Formal complaints should be submitted to either a supervisor, the Department Head, Human Resources Director or the Investigator Agent within thirty (30) calendar days unless exceptional circumstances justify a delay.
- d) The person receiving the complaint will notify the Human Resources Department within two (2) working days of receipt. When a complaint is received by the Human Resources Director, he will, within the same delay, advise the respective Supervisor and/or Department Head.
- e) Fabrication of complaints in bad faith will result in disciplinary action being taken against the complainant, and may include dismissal.
- f) Note: If the seriousness of the incident requires immediate action, inform your Supervisor, the Department Head, the Human Resources Director or any person with sufficient authority to take or ensure the taking of remedial action immediately.

7.4 Complaint Resolution

7.4.1 Informal Process

- a) This process provides the Department Head or supervisor with an opportunity to resolve relatively straight forward written complaints in an expeditious manner;
- b) The Department Head or Supervisor may discuss the allegation with the complainant, the Respondent and the appropriate supervisory personnel with a view to

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une solution;

- c) Pendant le processus informel, chaque partie peut être accompagnée d'une autre personne;
- d) Si le plaignant et l'intimé conviennent à un règlement mutuellement acceptable, le sujet est clos. Le rapport de règlement du Chef de département ou du Superviseur, signé par les deux parties, ainsi qu'une copie de la plainte écrite sera gardé dans une enveloppe confidentielle dans le dossier de l'employé. Une copie de ces documents sera également remise à chaque partie;
- e) Si aucun règlement n'est conclu, le plaignant doit demander au Chef de département d'amorcer le processus d'enquête formelle.

7.4.2 Processus d'enquête formelle impliquant les employés

- a) Le plaignant peut procéder directement à une enquête formelle dans les circonstances suivantes :
 - i. en lieu de résolution informelle;
 - ii. si l'intimé ne consent pas à la résolution informelle:
- iii. si la résolution informelle ne résout pas le litige.
- b) La décision de procéder à une enquête formelle doit être transmise par écrit au Chef de département qui doit par la suite communiquer avec l'intimé dans les cinq (5) jours ouvrables suivants la réception de la demande écrite pour une enquête formelle.

reaching a solution;

- c) During the informal resolution, either party may be accompanied by another person;
- d) If a resolution acceptable to both the complainant and the respondent is agreed upon, the issue will proceed no further. The Department Head or Supervisor's report of the resolution, signed by both parties, and a copy of the written complaint will be kept in a confidential envelope in the employee's personnel file. A copy of the said documents will also be given to each party;
- e) If no resolution is achieved, the complainant shall ask the Department Head to initiate a formal investigation.

7.4.2 Formal investigation process involving employees

- a) The complainant may proceed directly to a formal investigation in the following circumstances:
 - i. In lieu of informal resolution;
 - ii. If the respondent does not agree to informal resolution;
- iii. If informal resolution does not resolve the dispute.
- b) The decision to proceed to a formal investigation shall be indicated in writing to the Department Head who shall then communicate to the respondent within five (5) working days of receipt of written request for formal investigation.

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- c) Un Comité d'enquête sera formé dans un délai de cinq (5) jours ouvrables suivant la réception de la demande écrite pour une enquête formelle. Si un des membres du comité mentionné est personnellement impliqué dans la plainte, il ne sera pas autorisé à siéger sur le Comité d'enquête. Ce membre sera remplacé par un autre employé qui exerce un niveau d'autorité similaire au sein de la municipalité de La Nation.
- d) À sa discrétion, le Comité d'enquête peut choisir de nommer un enquêteur externe afin de compléter l'enquête au lieu de créer un comité d'enquête interne.
- e) Le Comité d'enquête ou l'enquêteur externe, s'il y a lieu, doit discuter de l'allégation avec le plaignant, l'intimé, les témoins et le personnel de supervision dans un délai de trois (3) jours ouvrables suivants sa nomination. Les personnes qui ne sont pas nommées dans la plainte, mais qui ont connaissance de l'incident seront également interviewées. Ces témoins, aussi, peuvent être accompagnés par un représentant de leur choix.
- f) Dans les quinze (15) jours ouvrables qui suivent la fin de l'enquête, le Comité d'enquête ou l'enquêteur externe, s'il y a lieu, préparera un sommaire écrit des résultats de l'enquête et des mesures correctives recommandées si nécessaire. Les conclusions à l'effet que les actions ayant fait l'objet d'une plainte de harcèlement ou de discrimination ont ou n'ont pas eu lieu sont basées sur la balance des probabilités. Si les résultats ne supportent pas la plainte, le Comité

- c) An Investigation Board will be named within five (5) working days of receipt of written request for formal investigation. If any above-mentioned board member is personally involved in the complaint, he will not be allowed to be part of the Investigation Board. The member shall be replaced by another employee who exercises a similar level of authority within The Nation Municipality.
- d) At its discretion, the Investigation Committee may appoint an external investigator in order to conduct the investigation instead of appointing an internal investigation board.
- e) Within three (3) working days after its nomination, the Investigation Committee or the external investigator, as applicable shall discuss the allegation with the complainant, the respondent, witnesses and supervisory personnel. Persons not named in the complaint who may have some personal knowledge about the incidents will also be interviewed. These witnesses, too, may be accompanied by a representative of their choice.
- f) Within fifteen (15) working days after the investigation is completed, the investigation committee or the external investigator, as applicable, will prepare a written report summarizing investigation findings and recommending corrective action necessary. Conclusions about whether a specific incident of discrimination or harassment did or did not occur are based upon the balance of probabilities. If the findings do not support the complaint, the investigation committee will recommend that no further action is necessary.

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d'enquête recommandera qu'aucune suite ne soit donnée à la plainte.

- g) Le plaignant et les personnes nommées dans la plainte ont le droit, dans les cinq (5) jours ouvrables suivant la distribution du sommaire du Comité d'enquête de réviser et soumettre leurs commentaires au Directeur des ressources humaines ou désigné.
- h) S'il est déterminé qu'une forme de harcèlement s'est produite, les mesures disciplinaires qui s'imposent dans les circonstances seront prises suite à une consultation entre le Comité d'enquête et le Comité exécutif. Ces mesures disciplinaires peuvent inclure :
 - i. Service d'orientation
 - ii. Réprimande verbale (notée dans le dossier de l'employé)
- iii. Réprimande écrite (copie au dossier de l'employé)
- iv. Déplacement (si possible)
- v. Suspension sans solde pour un certain temps
- vi. Suspension avec ou sans solde en attendant l'approbation de congédiement
- vii. Congédiement
- viii. Toute autre action jugée appropriée
- I) Si les allégations d'une plainte déposée de bonne foi ne sont pas justifiées, aucune conséquence négative ne sera formulée contre le plaignant, les témoins ou le présumé harceleur et aucun rapport de la

- g) The complainant, and those named in the complaint have the right, within five (5) working days of its distribution, to review and comment on the Investigation Committee's report. Such comments shall be forwarded to the Director of Human Resources or designate.
- h) If it is determined that a form of harassment has occurred, disciplinary measures, as appropriate, will be taken following consultation with the Investigation Committee and the Executive Committee Such disciplinary measures could include:
 - i. Counselling
- ii. Oral reprimand (noted in the employee's file)
- iii. Written reprimand (copy placed in employee's file)
- iv. Transfer (if possible)
- v. Suspension without pay for a period of time
- vi. Suspension with or without pay pending approval for discharge
- vii. Termination of employment
- viii. Whatever action is deemed appropriate
- I) If allegations of a complaint made in good faith are not substantiated, there will be no negative consequences drawn against the complainant, witnesses or alleged offender

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plainte n'apparaîtra au dossier personnel de l'employé.

and no record of the complaint will appear on any employee's personnel file.

7.4.3 Mise à jour du processus

En tout temps durant le processus d'enquête formelle, le plaignant ou l'intimé peut s'informer du statut de la plainte auprès du Directeur des ressources humaines ou la personne désignée.

7.4.4 Rapports:

a) Le Directeur des ressources humaines ou désigné est responsable de communiquer les résultats de l'enquête et les mesures disciplinaires, s'il y a lieu, à l'intimé.

7.4.5 Enquêteur externe

a) Toute plainte rejetée par le Comité d'enquête interne ainsi que toute autre plainte reliée aux membres du conseil sera confiée à un enquêteur externe. Si un des membres élus précités est personnellement impliqué dans la plainte, il ne sera pas autorisé à siéger sur le Comité d'enquête.

7.4.6 Autorité et obligations de l'enquêteur externe

a) L'enquêteur externe a l'autorité d'enquêter et/ou essayer de régler les plaintes et de parler avec n'importe qui, examiner tout document et entrer dans n'importe quel lieu de travail ayant rapport à la plainte dans le but de faire enquête ou de régler la plainte. Ces tâches devront être exécutées conformément aux dispositions précédentes de cette politique.

7.4.3 Process updates

Any time during the formal investigation process, the complainant or the respondent can inquire to the Director of Human Resources or designate as to the status of the complaint.

7.4.4 Records:

a) The Director of Human Resources or designate will be responsible of communicating the results of the investigation and any disciplinary measures, if any, to the respondent.

7.4.5 External Investigator

a) All complaints rejected by the internal investigation committee and any other complaints related to a member of council shall be directed to an external investigator. In case a member of council is above-mentioned personally implicated in the complaint, the member will not be authorized to sit on the Investigation Committee.

7.4.6 Authority and Duties of the External Investigator

a) The external investigator has the authority to investigate and/or attempt to settle the complaint, and to speak with anyone, examine any documents and enter any work location relevant to the complaint for the purposes of investigation or settlement. These duties shall be carried out in accordance with the preceding provisions of this policy.

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b) L'enquêteur peut faire des rapports intérimaires au Comité exécutif, tel que requis, pour adresser des instances d'interférence, d'obstruction ou de représailles rencontrées par lui-même lors du traitement de plaintes.

b) The Investigator may make interim reports to the Executive Committee, as required, to address instances of interference, obstruction, or retaliation encountered by the consultant while dealing with a complaint under this policy.

7.4.7 Rapport d'enquêteur

- a) L'enquêteur externe doit présenter son rapport final au Comité exécutif exposant les résultats de l'enquête, les modalités de règlement, s'il y a lieu ou les mesures correctives recommandées dans un délai de quatre-vingt-dix (90) jours de calendrier de la déposition de la plainte. Le Comité exécutif peut accorder une prolongation de ce délai à la demande de l'enquêteur externe.
- b) Le plaignant et l'intimé auront trente (30) jours de calendrier pour réviser et soumettre leurs commentaires envers le rapport final présenté au Comité exécutif.

8. Décision finale

Le Comité exécutif et/ou le Conseil révisera le rapport final et les commentaires reçus avant de prendre une décision sur ce sujet. Ils pourront approuver, changer ou rejeter toute modalité de règlement proposé ou mesure corrective recommandée.

9. Confidentialité

a) La confidentialité est nécessaire afin de bien enquêter et d'offrir l'appui nécessaire aux parties impliquées. L'information par rapport à la plainte et à l'enquête sera uniquement partagée avec les personnes qui ont le besoin de connaître. Notamment,

7.4.7 Investigation Report

- a) The Executive Committee shall be presented with a final report outlining the findings, terms of settlement, if any, or recommended corrective actions within ninety (90) calendar days of the making of the complaint. The Executive Committee may grant an extension of time upon the request of the external investigator.
- b) The complainant and the respondent will be given thirty (30) calendar days to review and submit comments on the final report presented to the Executive Committee.

8. Final Decision

The Executive Committee and/or Council will review the final report and any comments received before making any decision on the matter. They may approve, change or reject any proposed terms of settlement or recommended corrective action.

9. Confidentiality

a) Confidentiality is required to properly investigate an incident and to offer appropriate support to all parties involved: only those on a "need to know" basis will be advised of the complaint and/or investigation. In particular, identifying

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le nom de toutes personnes concernées sera traité confidentiellement à toutes les étapes du traitement de l'affaire, sauf si leur divulgation est nécessaire pour enquêter sur la plainte ou l'incident ou prendre des mesures correctives, ou encore si elle est exigée par la loi.

b) Les employés sont avisés qu'il est interdit de faire du commérage par rapport à un incident visé par la présente politique. Si vous avez des questions ou des préoccupations, prière de communiquer avec votre superviseur. information about any individuals involved will not be disclosed unless the disclosure is necessary for the purposes of investigating or taking corrective action with respect to the incident or complaint, or as otherwise required by law.

b) Employees are advised that gossiping about an incident will not be tolerated. Those with questions or concerns should speak to their supervisor.

10. Tenue de dossiers

Les documents relatifs aux affaires de discrimination ou de harcèlement seront classés dans un dossier distinct et confidentiel.

11. Autres recours

Aucune disposition sous cette section ne devrait nier ou limiter l'accès à d'autres formes de redressement disponibles selon la loi. Le Comité exécutif et/ou le Conseil peuvent toutefois décider de retarder, suspendre ou annuler toute enquête de plaintes s'ils croient que l'investigation doublera ou portera préjudice à un tel procès.

10. Record Keeping

The document corresponding to any harassment or discrimination matter will be kept on file in a separate and confidential file indefinitely.

11. Other Avenues of Redress

Nothing in this section should be interpreted as denying or limiting access to other avenues of redress available under the law. The Executive Committee and/or Council, however, may decide to postpone, suspend or cancel any investigation into a complaint under this policy if it is believed that the investigation would duplicate or prejudice such a proceeding.

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Complaint Form | Formulaire de plaine

Appendix 'A' | Annexe 'A'

As defined in The Nation Municipality Health and Safety Manual an accident or incident is an event that resulted in an injury and/or occupational illness and/or property damage. Types of accidents include, but are not limited to:

 No treatment injuries which occur when there is an injury that does not require any medical treatment (i.e. bruised finger, allergic reaction, etc.);

- First aid injuries which can be treated at the worksite and do not require any treatment (i.e. a cut finger that requires a Band-Aid);
- Medical aid injuries which require medical treatment (i.e. a cut finger that requires stitches);
- Property damage (i.e. while driving a company vehicle, an object is struck causing a dent);
- Near miss incident where there are no injuries;
- Harassment incident;
- Violent Act incident;
- Mental Health incident (i.e. stress, burn out).

Tel que décrit dans le Guide de procédures de santé et sécurité de la municipalité de La Nation, un accident ou un incident est un événement qui a entraîné une blessure et/ou une maladie et/ou du dommage à une propriété. Les types d'accidents inclus ceux décrits ci-dessous, mais ils ne sont pas limités à :

- Des blessures qui ne requièrent pas de traitement médical (exemple : doigt meurtri, réaction allergique, etc.);
- Des blessures qui requièrent un traitement de premiers soins sur le champ et qui ne requièrent pas de traitement de plus (exemple : un doigt avec une coupure nécessitant qu'un pansement Band-Aid);
- Des blessures qui requièrent un traitement médical (exemple : un doigt coupé qui requiert des points de suture);
- Dommage à une propriété (exemple : la voiture de la compagnie frappe un objet et la voiture est bosselée);
- Un incident où il n'a pas eu de blessure (presqu'un accident);
- Un incident de harcèlement;
- Un incident de violence au travail;
- Un incident de santé mentale (exemple : stress, épuisement *professionnel*).

1 Employee or Portisinant/ Name:	
Employee or Participant/ Name: Employé ou Participant / Nom :	
2. Job Title or affiliation:	3. Supervisor or Guardian:
Titre du poste ou affiliation :	Superviseur ou tuteur :
4. Date/ Time of incident:	5. Date/ Time reported:
Date / Heure de l'incident :	Date / Heure signalée :
6. Location of incident:	7. Reported to staff (name):
Endroit de l'incident :	Signalé à (nom de l'employé) :

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	8. Authority (ies) contacted:	9. Witness/Witnesses:		
	Services d'urgences contactés :	Nom des témoins :		
	□ 911			
	□ Police			
	☐ Ambulance	10. Phone #:		
		N° de téléphone :		
	□ Fire	it de telephone.		
	□ Other (name);			
	• •	No; □ N/A		
Est	Est-ce qu'une photocopie du plan de travail est ci-jointe: ☐ Oui; ☐ Non; ☐ Ne s'applique pas			
	11. Type of accident or incident Type d'accident			
	☐ Physical injury - No treatment / Blessure phy	sique qui ne requiert pas de traitement		
	☐ Physical injury - first aid / Blessure physique	- un traitement de premiers soins requis sur le		
	champ			
1	☐ Physical injury - medical aid / Blessure physic	que – un traitement médical est requis		
	☐ Near miss / Presqu' un accident	·		
İ	☐ Harassment / Harcèlement			
	☐ Violent Act / Violence			
	☐ Mental Health / Santé mentale			
		una propriété au équipament		
	☑ Property/ equipment damage / Dommage à t12. Description of accident or incident / Description			
	12. Description of accident of incident / Descrip	don de l'accident ou incluent.		
	13. Name of person(s) directly involved in accid-			
	directement impliquée(s) dans un accident o	u un incident:		
	Sketch or Diagram / Croquis ou diagramme :	• •		
		Photo(s) ci-jointe(s)? ☐ Oui ☐ Non		

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14. Task or activity being performed at time of accident:
Tâche ou activité faite lors de l'accident ou incident :
Tuonio da adarrido foro do Fadoradore da Indiadore.
15. Describe events leading up to the accident:
Décrivez les événements menant à l'accident :
Decrivez les évenements menant à l'accident :
16. Factors contributing to accident / Facteurs contribuant à l'accident :
□Lack of training / Manque de formation □ Environmental conditions / Conditions environnementales
☐ Equipment breakdown / Équipement brisé ☐ Fatigue or Stress / Fatigue ou Stress
☐ Lack of knowledge / Manque de connaissance ☐ Other / Autre :
Lack of knowledge / Manque de conhaissance Li Other / Adrie .
47 Hazardous conditions, motheds or other factors that contributed.
17. Hazardous conditions, methods or other factors that contributed:
Conditions, méthodes ou autres facteurs dangereux qui ont contribués :

*If reporting a property/ equipment damage (i.e. no injuries involved) skip to #19. Si vous signalez du dommage à une propriété ou à de l'équipement (aucune blessure), allez au point 19.

*If medical attention was received, employee must report information to Supervisor and Director of human ressources to ensure WSIB forms are completed by the municipality as required by law. / S'il y a eu un traitement médical, l'employé doit signaler l'information au superviseur et la directrice des ressources humaines pour assurer que les formulaires du CSPAAT soient complétés par la municipalité, tel que requis par la loi.

POLICY NUMBER / POLITIQUE: HR-2018-01

APPROVAL DATE/DATE D'ENTRÉE EN VIGUEUR: August 13th, 2018 / 13 août 2018 Resolution : XXX

17. Check all that apply / Cochez tous	s ceux qui s'appliquent :	
□ Received first aid / Premiers soins re	eçus	
□ Lost time from work / Temps perdu of	du travail	
☐ Returned to work (Dr. recommendation) / Retour au travail (recommandé par le docteur) ☐ Hospital/clinic visit / Visite à l'hôpital ou clinique		
<u> </u>	y or other) / Reçus autres soins (physiothérapie ou	
autre)	(p. 1) - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1	
☐ Received medical aid, no lost time /	recu aide médical, aucun temps perdu	
☐ Completed WSIB forms / Formulaire	- · · · · · · · · · · · · · · · · · · ·	
18. Name and Address of medical pract Nom et adresse du médecin / cliniqu		
, , , , , , , , , , , , , , , , , , ,		
19. Were you given proper instruction	ns on how to do the job safely?	
Avez-vous eu des directives afin de		
☐ Yes /Oui; ☐ No / Non		
If yes, describe the training that was deliver	red: // Si oui, décrivez la formation reçue :	
	•	
20. Was protective equipment being used?		
Est-ce que vous avez utilisé de l'équipe	ement de sécurité?	
☐ Yes /Oui ☐ No / Non		
21. Were you properly trained on how to us		
Est-ce que vous avez reçu la formation néce sécurité?	essaire afin de bien utiliser l'equipement de	
☐ Yes /Oui ☐ No / Non		
☐ Tes /Oui ☐ No / Noii		
22. Is this your regular job? /Est-ce que ce	ci est votre travail habituel?	
☐ Yes / Oui ☐ No / Non		
Total experience / Expérience totale : Yea	ars / Années; Months / Mois; Weeks /Semaines;	
Employee's name / Nom de l'employé:		
Signature:	Date	
orunature.	Date:	

POLICY NUMBER / POLITIQUE: HR-2018-01

APPROVAL DATE/DATE D'ENTRÉE EN VIGUEUR: August 13th, 2018 / 13 août 2018 Resolution : XXX

SUPERVISOR USE ONLY / POUR LE SUPERVISEUR SEULEMENT

1. To your knowledge, has this employ À votre connaissance, est-ce que cet en similaire?		
☐ Yes - Desc.	ribe / Oui – décrivez : □ No / Non	
2. Who is responsible for arranging the	e employee's return to work?	□ N/A -
Qui est responsable pour organiser le r		
3. Supervisor's recommendations for Recommandations du superviseur afin		
Supervisor's name / Nom du superviseur : _		
Signature:		
INVESTIGATION COMMITTEE REVIEW / I		
1. Review date / Date de révision:		
2. Investigation committee members pro	esent / Membres du Comité d'enq	uête présents:
3. Recommendations / Recommandation	ons:	
Investigator's name / Nam da l'anguêtaur		
Investigator's name / Nom de l'enquêteur:_ Signature: Investigator's name / Nom de l'enquêteur:	Date:	
investigator's name / Nom de l'enqueteur: Signature:	Date:	

APPROVAL DATE/DATE D'ENTRÉE EN VIGUEUR: August 13th, 2018 / 13 août 2018 Resolution : XXX

JOINT HEALTH AND SAFETY COMMITTEE REVIEW / RÉVISION DU COMITÉ DE SANTÉ ET SÉCURITÉ

SECURITE	
1. Review date / Date de révision:	
2. JH&S members present / Membres du comité présents :	
3. Recommendations / Recommandations:	
J.H.&S. Management Co-Chair's name / Nom du co-président (ges	
Signature: Dig. J.H.&S. Worker Co-Chair's name / Nom du co-président (personne	ate:
	ate:
4. Executive Committee's Recommendations:	ato
Recommandations du Comité exécutif :	
Executive Committee Name / Nom membre du Comité exécutif :	oto:
Signature: Display Display a copy of this report been circulated to the following:	ate:
Est-ce qu'une copie de ce rapport a été envoyée aux personne	es suivantes :
□ Supervisor / Superviseur	
☐ Department Director (if different from supervisor) / Directeur du	département (si différent du
superviseur)	•
☐ J.H.&S. / Comité de santé et sécurité	
☐ Executive Committee / Comité exécutif	

Accounts Payable Cheque Register Report - Caisse Populaire Nouvel-horizon Inc.-603910 For The Date Range From 4/16/25 To 4/29/25

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

Cheque # / eCheque ID	Туре	Date	Vendor	Name	Amount	Status
15159	С	4/16/25	3808	ROCKLAND FORD SALES LTD	\$69,165.44	0
15160	С	4/29/25	23	AMCTO THE MUNICIPAL EXPERTS	\$200.00	0
15161	С	4/29/25	71	BYTOWN LUMBER	\$1,000.00	0
15162	С	4/29/25	227	LAFLECHE SALES AND SERVICE	\$61.12	0
15163	С	4/29/25	286	MEUBLE HOME FURNITURE	\$31.61	0
15164	С	4/29/25	290	MINISTER OF FINANCE	\$141,999.00	0
15165	С	4/29/25	294	MINISTRY OF TRANSPORTATION	\$24.25	0
15166	С	4/29/25	433	THE NATION MUNICIPALITY	\$13,436.48	0
15167	С	4/29/25	669	BANQUE ALIMENTAIRE C.C.S.	\$950.00	0
15168	С	4/29/25	939	SSQ INSURANCE COMPANY INC.	\$121.48	0
15169	С	4/29/25	1175	RICHER COMMERCIAL HEATING INC.	\$536.86	0
15170	С	4/29/25	1195	JULIEN SAVAGE ELECTRIC INC.	\$1,012.59	0
15171	С	4/29/25	1925	MAIN INDUSTRIAL SALES LTD	\$162.43	0
15172	С	4/29/25	2037	NATHALIE MAJOR	\$174.16	0
15173	С	4/29/25	2140	SEGA ELECTRIC INC.	\$800.27	0
15174	С	4/29/25	2320	SEBASTIEN POIRIER	\$50.00	0
15175	С	4/29/25	2631	MARIO LAVIOLETTE	\$100.00	0
15176	С	4/29/25	2933	PASCAL DUPUIS	\$1,200.00	0
15177	С	4/29/25	3262	ROBINSON CONSULTANTS	\$3,274.18	0
15178	С	4/29/25	3375	REGROUPEMENT AUTISME PRESCOTT-RUSSELL	\$375.00	0
15179	С	4/29/25	3526	2804 ROYAL CANADIAN ARMY CADET CORPS-CASSELMAN	\$500.00	0
15180	С	4/29/25	3572	REL CONTROLS	\$457.65	0
15181	С	4/29/25	3658	AYOUB TAREK	\$1,500.00	0
15182	С	4/29/25	3697	KIN CLUB OF RUSSELL	\$130.00	0
15183	С	4/29/25	3791	ETHIER GENEVIEVE	\$226.00	0
15184	С	4/29/25	3809	CALYPSO PARK	\$500.00	0
15185	С	4/29/25	3810	METHOT JEAN-DENIS	\$55.00	0
15186	С	4/29/25	3812	JOMI HOMES INC.	\$2,500.00	0
15187	С	4/29/25	3814	BALDWIN BRENT	\$458.80	0
15188	С	4/29/25	3815	BOULANGER FRANCIS	\$3,500.00	0
15189	С	4/29/25	3816	RACICOT JOSIANNE	\$20.00	0
68269	E	4/29/25	7	A.L. BLAIR CONSTRUCTION LTD	\$439.65	0
68270	E	4/29/25	9	AALTO TECHNOLOGIES	\$953.83	0
68271	E	4/29/25	30	BENSON AUTO PARTS EXTRA PIECES D'AUTO	\$978.10	0
68272	E	4/29/25	36	BDO Canada s.r.l./S.E.N.C.R.L./LLP	\$15,718.30	0

Accounts Payable Cheque Register Report - Caisse Populaire Nouvel-horizon Inc.-603910 For The Date Range From 4/16/25 To 4/29/25

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

Cheque # / eCheque ID	Туре	Date	Vendor	Name	Amount	Status
68273	Е	4/29/25	66	BRENNTAG CANADA INC	\$6,006.82	0
68274	Е	4/29/25	71	BYTOWN LUMBER	\$75.18	Ο
68275	E	4/29/25	75	CADUCEON ENTREPRISES INC	\$5,337.87	0
68277	E	4/29/25	76	CANAAN LOCK & SECURITY SYSTEMS	\$301.71	0
68278	E	4/29/25	78	JEMCOR ELEVATING INC.	\$734.50	0
68279	E	4/29/25	80	MAXIBURO LTEE	\$643.60	0
68280	Е	4/29/25	84	CARRIERE & POIRIER EQUIPMENT	\$1,171.37	0
68281	Е	4/29/25	101	NORTHPOINT COMMERCIAL FINANCE INC.	\$364.32	0
68282	Е	4/29/25	102	CITE DE CLARENCE-ROCKLAND	\$50,050.37	0
68283	Е	4/29/25	116	UNIAG COOPERATIVE	\$499.38	0
68284	Е	4/29/25	117	COOPERATIVE AGRICOLE D'EMBRUN	\$3,285.19	0
68285	E	4/29/25	145	ELECTROTEK INC	\$1,438.50	0
68286	E	4/29/25	147	ENTREPRISE BOURDEAU	\$14.98	0
68287	E	4/29/25	152	EVANS UTILITY AND MUNICIPAL	\$12,851.60	0
68288	Е	4/29/25	171	FUTURE OFFICE PRODUCTS	\$148.93	0
68289	Е	4/29/25	174	BERCIER ELECTRIC INC	\$6,135.94	0
68290	Е	4/29/25	175	G.D.S HYDRAULIC INC	\$898.07	0
68291	Е	4/29/25	202	J.B. MOBILE MECHANIC INC	\$33,716.81	0
68292	Е	4/29/25	216	KEMIRA WATER SOLUTIONS CANADA INC	\$9,511.19	0
68293	Е	4/29/25	225	GFL ENVIRONMENTAL INC	\$8,973.79	0
68294	Е	4/29/25	237	LAPLANTE CHEVROLET BUICK GMC LIMITED	\$219.84	0
68295	E	4/29/25	264	LEVAC PROPANE INC	\$4,410.42	0
68296	Е	4/29/25	267	LIONEL DESNOYERS REFRIGERATION	\$1,183.11	0
68297	E	4/29/25	289	MIKE'S WASTE DISPOSAL INC	\$44,637.52	0
68298	E	4/29/25	313	OMERS	\$106,912.60	0
68299	Е	4/29/25	323	PAPETERIE GERMAIN INC	\$323.79	0
68300	Е	4/29/25	351	PNEU LANDRIAULT TIRE	\$5,721.27	0
68301	Е	4/29/25	359	PUROLATOR COURRIER LTD	\$609.61	0
68302	E	4/29/25	414	STELEM DIV. D'EMCO CORPORATION	\$2,693.92	Ο
68303	E	4/29/25	455	USTI CANADA INC	\$23,441.23	Ο
68304	E	4/29/25	458	VIA RAIL CANADA INC	\$2,015.00	Ο
68305	E	4/29/25	467	VITRERIE GAUTHIER GLASS LTD	\$297.47	0
68306	E	4/29/25	533	SPUEHLER SHOP	\$462.55	0
68307	Е	4/29/25	569	ISOLARA SOLAR POWER	\$1,000.00	0
68308	E	4/29/25	584	BENSON SERVICE STATION	\$75.71	0

Accounts Payable Cheque Register Report - Caisse Populaire Nouvel-horizon Inc.-603910 For The Date Range From 4/16/25 To 4/29/25

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

Cheque # / eCheque ID	Туре	Date	Vendor	Name	Amount	Status
68309	E	4/29/25	662	LAFLECHE MICHEL	\$225.00	0
68310	E	4/29/25	841	KB MEDIA CORP	\$2,480.35	0
68311	Е	4/29/25	842	NORTHLAND CHEMICAL INC.	\$1,702.55	0
68312	E	4/29/25	857	HUNEAULT PORTES DE GARAGE DOORS INC	\$7,808.30	0
68313	Е	4/29/25	933	DROUIN CREATIONS	\$716.43	0
68314	Е	4/29/25	954	CDW CANADA INC.	\$741.16	0
68315	Е	4/29/25	1063	MALBEUF TECH SOLUTIONS	\$1,788.45	0
68316	Е	4/29/25	1259	SSC Maintenance Services Inc	\$4,505.02	0
68317	Е	4/29/25	1280	JOE JOHNSON EQUIPMENT	\$144.60	0
68318	Ε	4/29/25	1418	CENTRAL TRUCK TRAILER REPAIR	\$3,027.70	0
68319	Е	4/29/25	1760	CADE SERVICES INC.	\$421.00	0
68320	Е	4/29/25	1829	MAXI POWER ELECTRICAL SERVICES INC.	\$977.01	0
68321	Е	4/29/25	1842	SELECTCOM INC	\$7.82	0
68322	Е	4/29/25	1902	MATERIAUX PONT-MASSON RONA	\$966.85	0
68323	Е	4/29/25	2089	DECO SURFACES BY BAKER DESIGN	\$283.62	0
68324	Е	4/29/25	2389	INNOVATIVE SURFACE SOLUTIONS CANADA	\$15,975.65	0
68325	Е	4/29/25	2423	W.O. STINSON & SON LTD.	\$6,527.76	0
68326	Е	4/29/25	2550	BRANDT TRACTOR LTD	\$306.05	0
68327	Е	4/29/25	2622	HALPENNY INSURANCE BROKERS LTD	\$57.24	0
68328	E	4/29/25	2689	ROMCO DIVISION BOUDREAULT CANADA LTD	\$1,244.71	0
68329	E	4/29/25	2797	RALIK	\$339.42	0
68330	E	4/29/25	3017	DESJARDINS SÉCURITÉ FINANCIÈRE,CIE	\$45,614.61	0
68331	Е	4/29/25	3086	2341969 ONTARIO INC.	\$474.54	0
68332	Е	4/29/25	3102	WORLD WATER OPERATOR TRAINING COMPANY	\$354.82	0
68333	Е	4/29/25	3218	AMAZON BUSINESS	\$2,563.09	0
68335	Е	4/29/25	3225	PITNEY WORKS	\$8,473.87	0
68336	Е	4/29/25	3359	REALTAX INC.	\$10,983.60	0
68337	Е	4/29/25	3420	CANADIAN TIRE CASSELMAN #625	\$151.27	0
68338	E	4/29/25	3436	QDI ENGINEERING	\$31,204.05	0
68339	E	4/29/25	3444	CARRUTHERS JANICE	\$1,356.00	0
68340	E	4/29/25	3520	9425-5973 QUEBEC INC.	\$361,551.70	0
68341	Е	4/29/25	3655	ALPINE SPECIALTY CHEMICALS LTD	\$190.41	0
68342	E	4/29/25	3771	STONESHARE INC.	\$8,475.00	0
68343	Е	4/29/25	3790	FRECON CONSTRUCTION LIMITED	\$272,678.45	0
68344	Е	4/29/25	3804	FONDATION VALORIS FOUNDATION DE PRESCOTT-RUSSE	\$158.20	0

Accounts Payable Cheque Register Report - Caisse Populaire Nouvel-horizon Inc.-603910 For The Date Range From 4/16/25 To 4/29/25

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

Cheque # / eCheque ID	Туре	Date	Vendor	Name	Amount	Status
68345	Е	4/29/25	3811	MRF GEOSYSTEMS CORPORATION	\$18,815.21	0
BELL CANADA	E	4/29/25	46	BELL CANADA	\$2,565.02	0
HYDRO ONE NETWORKS INC	Е	4/29/25	198	HYDRO ONE NETWORKS INC	\$99,066.44	0
JOHN DEERE FINANCIAL	E	4/29/25	16	JOHN DEERE FINANCIAL	\$40.71	0
RECEVEUR GENERAL DU CANADA	E	4/29/25	366	RECEVEUR GENERAL DU CANADA	\$79,785.64	0
VISA DESJARDINS	Е	4/29/25	465	VISA DESJARDINS	\$23,879.03	0
WORKPLACE SAFETY INSURANCE	Е	4/29/25	475	WORKPLACE SAFETY INSURANCE	\$871.02	0

TOTAL \$1,618,275.73



Regrets:

BOARD OF DIRECTORS ANNUAL GENERAL MEETING

Meeting No. 03/25 Thursday, March 20th, 2025 – 9:00 a.m.

Watershed Room, SNC































Directors Present: Steve Densham, Stormont Dundas Glengarry, Chair Catherine Kitts, City of Ottawa, Second Vice-Chair

Genevieve Lajoie, Prescott Russell (electronic participation)

Mathew Luloff, City of Ottawa (electronic participation)

Linda Payant, City of Ottawa

Bill Smirle, Stormont Dundas Glengarry Tom Smyth, Stormont Dundas Glengarry François St. Amour, Prescott Russell

Deb Wilson, Leeds Grenville

Adrian Wynands, Leeds Grenville, Vice Chair

Mike Tarnowski, Prescott Russell

Staff Present: Carl Bickerdike, Chief Administrative Officer

> Johanna Barkley, Director of Finance Ronda Boutz, Secretary-Treasurer

Jennifer Boyer, Managing Director, Approvals Michelle Cavanagh, Team Lead, Special Projects

James Holland, Senior Planner

Hannah Jackson, Accounting and Resources Specialist Sandra Mancini, Managing Director, Natural Hazards and

Infrastructure

John Mesman, Managing Director, Property, Conservation

Lands and Community Outreach Eric McGill, Corporate Counsel Gregory Payne, Permitting Officer Pat Piitz, Team Lead, Property

Marieh Rajaie, Water Resource Specialist - Engineering

Monique Sauve, Chief Building Official

Guests: Ben Mann, Baker Tilly

Craig Calder, CAO/Clerk, Township of North Stormont

George Darouze, MPP, Carleton

Emily DeRochie, St. Lawrence River Institute

Dorothy Hamilton, OWA-SDG and Watershed Advisory

Committee

Alain Jacquement, Watershed Advisory Committee

Jeff Ridal, St. Lawrence River Institute

Cindy Saucier, Watershed Advisory Committee



TRADITIONAL LAND ACKNOWLEDGEMENT

John Mesman, Managing Director, Property, Conservation Lands and Community Outreach, read an Indigenous land acknowledgement.

CHAIRS REMARKS

Steve Densham, Chair, called the SNC Board of Directors Annual General meeting of March 20th, 2025 to order at 9:00 a.m. Chair Densham welcomed guests to the meeting.

APPROVAL OF SNC BOARD OF DIRECTORS ANNUAL GENERAL MEETING AGENDA AND SUPPLEMENTAL AGENDA

RESOLUTION NO. BD-048/25 Moved by: Bill Smirle

Seconded by: Adrian Wynands

RESOLVED THAT: The Members approve the March 20th, 2025

Board of Directors Annual General Meeting main

and supplemental agendas as amended:

a. Supplemental Agenda Item 2.a., Closed

Session – Request for Approval:

Negotiations Related to Leased Facility be moved to follow main Agenda item 13.b., Closed Session - Request for Approval: SNC Property Legal Matter (Verbal).

CARRIED

DECLARATION OF CONFLICT OF INTEREST

Chair Steve Densham declared a conflict of interest on Supplemental Agenda Item 2.a) Request for Approval: Negotiations Related to Leased Facility.

REQUEST FOR APPROVAL:

BOARD OF DIRECTORS MEETING MINUTES OFFEBRUARY 20TH, 2025

RESOLUTION NO. BD-049/25 Moved by: François St. Amour

Seconded by: Deb Wilson

RESOLVED THAT: The Members approve the Board of Directors

Meeting Minutes of February 20th, 2025 as

submitted.



GUEST SPEAKER: JEFF RIDAL, EXECUTIVE DIRECTOR, RIVER INSTITUTE

Jeff Ridal, Executive Director for the River Institute provided a PowerPoint presentation on the River Institute and its programs and projects.

RECOGNITION FOR YEARS SERVICE: GEORGE DAROUZE, 10 YEARS

The Board of Directors recognized and thanked George Darouze for his dedicated service to South Nation Conservation.

The Board of Directors meeting recessed at 9:53 a.m. The Board of Directors meeting reconvened at 10:05 a.m.

NEW BUSINESS

REQUEST FOR APPROVAL: SNC ADMINISTRATIVE BY-LAWS AMENDMENT

RESOLUTION NO. BD-050/25 Moved by: Adrian Wynands

Seconded by: Bill Smirle

RESOLVED THAT: The Board of Directors approve amendments

to South Nation Conservation's Administrative

By-laws.

CARRIED

REQUEST FOR APPROVAL: 2025 BOARD OF DIRECTORS ELECTIONS (AND PROCEDURES)

RESOLUTION NO. BD-051/25 Moved by: Deb Wilson

Seconded by: Matt Luloff

RESOLVED THAT: The Board of Directors appoint Carl Bickerdike,

Chief Administrative Officer as the Acting Chair;

and

FURTHER THAT: The South Nation Conservation Administrative By-

laws state: "All elections shall be in accordance with the Procedures for Election of Officers (Appendix B)" and relevant *Conservation Authorities Act* requirements be adhered to.



Carl Bickerdike, Acting Chair, declared all positions vacant, according to SNC's Administrative By-laws.

First call for nominations for Chair:

Moved by: François St. Amour Steve Densham be nominated for the position

of Chair, South Nation Conservation.

Steve Densham accepted the nomination for position of Chair, South Nation Conservation.

Second call for nominations: None

Third call for nominations: None

RESOLUTION NO. BD-052/25 Moved by: Adrian Wynands

Seconded by: Deb Wilson

RESOLVED THAT: Nominations be closed for the position of Chair.

CARRIED

First Call for nominations for Vice Chair:

Moved by: Deb Wilson Adrian Wynands be nominated for position of

Vice-Chair, South Nation Conservation.

Adrian Wynands accepted the nomination for position of Vice-Chair, South Nation Conservation.

Second Call for Nominations: None

Third Call for Nominations: None

RESOLUTION NO. BD-053/25 Moved by: Linda Payant

Seconded by: Bill Smirle

RESOLVED THAT: Nominations be closed for the position of

Vice-Chair.

CARRIED

First Call for nominations for Second Vice-Chair:

Catherine Kitts be nominated for position of Moved by: Adrian Wynands

Second Vice-Chair, South Nation Conservation.

Catherin Kitts accepted the nomination for the position of Second Vice-Chair, South Nation

Conservation.

SNC Board of Directors Annual General Meeting Minutes

March 20th, 2025 Page **4** of **13**



Second Call for Nominations: None

Third Call for Nominations: None

RESOLUTION NO. BD-054/25 Moved by: Steve Densham

Seconded by: François St. Amour

RESOLVED THAT: Nominations be closed for the position of

Second Vice-Chair.

CARRIED

RESOLUTION NO. BD-055/25 Moved by: Bill Smirle

Seconded by: François St. Amour

RESOLVED THAT: For the year 2025, and until the Annual

General Meeting of 2026:

i. Steve Densham be elected as Chair of SNC,

ii. Adrian Wynands be elected as Vice-Chair of

SNC,

iii. Catherine Kitts be elected as Second

Vice-Chair of SNC, and

FURTHER THAT: The Chair, Vice-Chair, and Second Vice-Chair

be appointed the Executive Committee of SNC.

CARRIED

The Chair, Vice-Chair, and Second Vice-Chair assumed their offices.

REQUEST FOR APPROVAL: CONSERVATION ONTARIO VOTING DELEGATES

RESOLUTION NO. BD-05625 Moved by: Linda Payant

Seconded by: Deb Wilson

RESOLVED THAT: The Board of Directors appoint the Vice-Chair

as the Conservation Ontario Council voting

delegate; and

FURTHER THAT: The Board of Directors appoint the Chair as

first alternate and Chief Administrative Officer

as second alternate.

CARRIED

SNC Board of Directors Annual General Meeting Minutes
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REQUEST FOR APPROVAL: 2024 YEAR END, AUDITED FINANCIAL STATEMENTS AND AUDIT LETTERS

RESOLUTION NO. BD-057/25 Moved by: Adrian Wynands

Seconded by: Geneviève Lajoie

RESOLVED THAT: The Board of Directors approve and file the

2024 Draft Financial Statements, Audit

Reporting Letter, Letter of Representation and signatures by Management and Chair: and

FURTHER THAT: The Board of Directors approve the 2024

reserve transfer to the Operating Reserve of

\$28,694.

CARRIED

REQUEST FOR APPROVAL: 2024 SNC ANNUAL REPORT

RESOLUTION NO. BD-058/25 Moved by: Bill Smirle

Seconded by: Linda Payant

RESOLVED THAT: The Board of Directors approve the 2024 Annual

Report; and

FURTHER THAT: The Board of Directors direct staff to circulate

copies to member municipalities, local MPs and MPPs, Conservation Authorities, and various

stakeholders.

CARRIED

UPDATE: 2024 CONSERVATION AREAS VISITOR REPORT:

RESOLUTION NO. BD-059/25 Moved by: Catherine Kitts

Seconded by: Deb Wilson

RESOLVED THAT: The Board of Directors receive and file the 2024

Conservation Areas Monitoring Report; and

FURTHER THAT: The Board of Directors recommend that staff

continue to monitor Conservation Areas to inform the management of these public

spaces.

CARRIED

SNC Board of Directors Annual General Meeting Minutes



<u>UPDATE: WATERSHED ADVISORY COMMITTEE MEMBERSHIP</u>

RESOLUTION NO. BD-060/25 Moved by: Adrian Wynands

Seconded by: Tom Smyth

RESOLVED THAT: The Board of Directors receive and file the

Watershed Advisory Committee update.

CARRIED

REQUEST FOR APPROVAL: STUMPAGE SALE CONTRACT NO. 13/23/30-2022 AMENDMENT

RESOLUTION NO. BD-061/25 Moved by: Linda Payant

Seconded by: François St. Amour

RESOLVED THAT: The Board of Directors approve amending the

stumpage contract with 1704650 Ontario Ltd. (CMT Logging), for SNC Properties 13, 23, and 30 (North Stormont), to extend the completion

date to March 31, 2026.

CARRIED

REQUEST FOR APPROVAL: CAMP SHELDRICK MANAGEMENT AGREEMENT

RESOLUTUON NO. BD-062/25 Moved by: Adrian Wynands

Seconded by: Bill Smirle

RESOLVED THAT: The SNC Board of Directors approve negotiating

renewal of the Camp Sheldrick Management

Agreement with Scouts Canada; and

FURTHER THAT: The Agreement be brought back to the Board

of Directors for approval.

CARRIED

REQUEST FOR APPROVAL: FUNDING SUBMISSION

RESOLUTION NO. BD-063/25 Moved by: Adrian Wynands

Seconded by: Tom Smyth

RESOLVED THAT: The Board of Directors approves funding

application submissions to the following

programs:

SNC Board of Directors Annual General Meeting Minutes March 20th, 2025 Page **7** of **13**Page **155** of **398**



Project	Funding Request
Flood Hazard and Identification Mapping Program: Lepage Creek and Tributary	\$400,000
Ontario Power Generation's Power for Change Project: Creating Resilient Forests in Eastern Ontario - A Tree Planting Initiative	\$400,000
Total	\$800,000

CARRIED

REQUEST FOR APPROVAL: VEHICLE PURCHASE

RESOLUTION NO. BD-064/25 Moved by: Adrian Wynands

Seconded by: Deb Wilson

RESOLVED THAT: The Board of Directors approve the purchase

of a light duty truck to an upset limit of approximately \$75,000 plus HST.

CARRIED

REQUEST FOR APPROVAL: MONIES RECEIVED AND DISBURSEMENT REGISTER FOR FEBRUARY 2025

RESOLUTION NO. BD-065/25 Moved by: François St. Amour

Seconded by: Linda Payant

RESOLVED THAT: The Board of Directors receive and file the

money received report for February 2025; and

FURTHER THAT: The Board approve the Disbursement Register

of \$1,000,479.73 for February 2025.

CARRIED

UPDATE: TECHNICIAL REVIEWS

RESOLUTION NO. BD-066/25 Moved by: Tom Smyth

Seconded by: Catherine Kitts

RESOLVED THAT: The Board of Directors receive and file the

Technical Reviews update for February 2025.



UPDATE PLANNING ACTIVITY

RESOLUTION NO. BD-067/25 Moved by: Tom Smyth

Seconded by: François St. Amour

RESOLVED THAT: The Board of Directors receive and file the

Planning Activity update for February 2025.

CARRIED

UPDATE: SECTION 28.1 PERMITS ISSUED

RESOLUTION NO. BD-068/25 Moved by: Adrian Wynands

Seconded by: Deb Wilson

RESOLVED THAT: The Board of Directors receive and file the update

on permits issued under Section 28.1 of the *Conservation Authorities Act* for February 2025.

CARRIED

<u>UPDATE: ENFORCEMENT OF PARTS VI AND VII OF THE ACT</u>

RESOLUTION NO. BD-069/25 Moved by: François St. Amour

Seconded by: Bill Smirle

RESOLVED THAT: The Board of Directors receive and file the

update on reported *Conservation Authorities Act* regulation concerns received in the month of

February 2025.

CARRIED

UPDATE: ON-SITE SEWAGE PERMITS RECEIVED

RESOLUTION NO. BD-070/25 Moved by: Adrian Wynands

Seconded by: Linda Payant

RESOLVED THAT: The Board of Directors receive and file the on-site

sewage permits received for February 2025.



SUPPLEMENTAL AGENDA

REQUEST FOR APPROVAL: OTTAWA STEWARDSHIP AGREEMENT

RESOLUTION NO. BD-071/25 Moved by: Adrain Wynands

Seconded by: François St. Amour

RESOLVED THAT: The Board of Directors approve entering into a

multi-year contribution agreement with the City of Ottawa for the completion of stewardship projects on three SNC properties, at a value of \$285,000.

CARRIED

REQUEST FOR APPROVAL: DISBURSEMENTS FOR 2025 PARTNERSHIP PROGRAMS

RESOLUTION NO. BD-072/25 Moved by: François St. Amour

Seconded by: Tom Smyth

RESOLVED THAT:

The Board of Directors approves undertaking

and disbursement of funds for the following

Partnership Programs in 2025:

Program	2024 Encumbered Funds ¹	2025 Funds
1. Eastern Ontario Water Resources Program (EOWRP)	
a. United Counties of Prescott and Russell (UCPR) Floodplain Mapping Project	\$25,000	\$25,000
b. EOWRP Grant: Salt Responsibly Campaign	\$3,972	\$0
2. UCPR Woodlot Advisory Service	\$0	\$20,000
3. SDG Woodlot Advisory Service	\$0	\$20,000
4. City of Ottawa Special Levy Programs		
a. Ottawa Rural Clean Water Program	\$268,137	To be confirmed ²
b. Ottawa Tree Replacement Program	\$17,868	To be confirmed ²
Total	\$314,977	\$65,000

¹ Funding approved in 2024 and carried forward to 2025 budget for project completion.

² 2025 special levies approval pending, report will be brought back to the Board following City Council approval.



UPDATE: FLOOD FORECASING AND WARNING – SPRING FRESHET CONDITIONS

Kat Watson, Coordinator - Early Warning Systems and Watershed Plans, and Phillip Dagenais, Water Resources Specialist – Monitoring, presented the members with an update on the Flood Forecasting and Warning and the 2025 Spring Freshet Conditions.

CORRESPONDENCE

a. George Darouze Letter: Resignation from SNC Board of Directors

<u>DATES OF UCOMING MEETINGS, THIRD THURSDAY, AT 9:00 A.M. UNLESS INDICATED OTHERWISE:</u>

- April 17th, 2025 (OGRA March 30th April 2nd)
- May 15th, 2025
- June 19th, 2025
- July no scheduled meeting

<u>FUTURE MOTIONS OF THE BOARD AND/OR DISCUSSION OF SNC ISSUES</u> None.

CLOSED SESSION

RESOLUTION NO. BD-073/25 Moved by: Bill Smirle

Seconded by: Adrian Wynands

RESOLVED THAT: The Board of Directors meeting move into

Closed Session for the following reports

below.

a. Request for Approval: Land Acquisition

2025-OTW-01

b. Request for Approval: SNC Property

Legal Matter (verbal)

c. Request for Approval: Negotiations related to

leased facility

CARRIED

The Board of Directors convened closed session at 11:20 a.m.

Having declared a conflict of interest, Chair Densham left the Closed Session for Supplemental Agenda item 2a); Vice-Chair Wynands assumed the role of Chair.

OPEN SESSION

RESOLUTION NO. BD-074/25 Moved by: Bill Smirle

Seconded by: Deb Wilson

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RESOLVED THAT: The Board of Directors move into open Session.

CARRIED

The Board of Directors reconvened open session at 12:25 p.m.

REQUEST FOR APPROVAL: LAND ACQUISITION

RESOLUTION NO. BD-075/25 Moved by: Adrian Wynands

> Catherine Kitts Seconded by:

RESOLVED THAT: The Board of Directors direct staff to follow up

with potential partners to acquire property 2025-

OTW-01; and

FURTHER THAT: The Board delegate authority to the Executive

> Committee to approve proceeding with the acquisition, subject to external funding, to the

upset limit as discussed.

CARRIED

REQUEST FOR APPROVAL: SNC PROPERTY LEGAL MATTER (VERBAL)

RESOLUTION NO. BD-076/25 Moved by: Tom Smyth

> Seconded by: Adrian Wynands

RESOLVED THAT: The Board delegate authority to the Chief

> Administrative Officer, in consultation with the Chair and after considering legal advice, to accept a settlement offer they deem in the best interests

of the Authority.

CARRIED

REQUEST FOR APPROVAL: NEGOTIATIONS RELATED TO LEASED FACILITY

The Chair declared a conflict of interest on this item, Vice-Chair Wynands chaired the discussion and resolution vote.

RESOLUTION NO. BD-077/25 Moved by: Deb Wilson

> Seconded by: Tom Smyth

RESOLVED THAT: The Board of Directors approve option 2 with

upset limits and adjustments to reserve as

discussed.

CARRIED

SNC Board of Directors Annual General Meeting Minutes



ADJOURNMENT

RESOLUTION NO. BD-078/25 Moved by: Tom Smyth Seconded by: Bill Smirle

RESOLVED THAT: The Board of Directors Annual General Meeting of

March 20th, 2025 be adjourned at 12:29 p.m.

CARRIED

Steve Densham,

Chair.

Carl Bickerdike,

Chief Administrative Officer.

/rb



Report to Council

Report Number: REP-WS-05-2025

Subject: Limoges Booster Pumps Upgrade Project

Date of the meeting: April 28, 2025

Prepared by: Nicholas Pigeon, Director of Water and Wastewater

Circulated to and/or collaborated with: n/a

Approval: Pierre Leroux, Chief Administrative Officer

In agreement with the recommendation based on the contents of this report.

Recommendation

That Council receives this report for information purposes and acknowledge the award and upcoming construction of the Limoges Booster Pump Station upgrade project, scheduled to commence in Fall 2025.

Financial Considerations

The amount has already been included and approved in the 2025 budget under line-item N-5520-8070-7500.

Context

In 2023, the Water Department, in collaboration with the firm EXP Engineering, completed a comprehensive hydraulic modelling study of the Limoges water distribution system. This model incorporated key infrastructure data, including the specifications of the booster pumps at the Limoges water treatment plant, as well as population growth projections. The objective was to assess system performance under current and future demands, and to establish an appropriate timeline for infrastructure upgrades.

The modelling results identified that the existing booster pumps are undersized for the projected service requirements. In response, a design was developed to upgrade the system accordingly.

Report

The approved design includes:

- Replacement of the existing 7.5 HP booster pumps with new 25 HP units;
- Installation of new electrical control panels and Variable Frequency Drives (VFDs);
- Replacement of internal process piping with larger-diameter components to improve flow capacity and system efficiency.

The project was issued through the **Bids & Tenders** procurement platform in March 2025 and closed on April 8, 2025. A total of six bids were received. The contract was awarded to the successful proponent at a total value of **\$452,524.00**, significantly below the original cost estimate of **\$765,000.00**.

Construction is scheduled to commence in Fall 2025 to align with a period of reduced water demand. During the construction phase, some fluctuations in system pressure may occur. A temporary bypass system will be implemented to maintain service continuity and minimize disruptions.

Relevance to priorities

n/a

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*In the event of a discrepancy between the English and French versions of a text, the English version prevails.

Communication Plan

The Water Department will provide advance notice to affected residents and stakeholders through the Nation's public communication platforms prior to the commencement of work.

Other Option/Options to the Recommendation

n/a

Attachments

n/a



Rapport pour le Conseil

Numéro du rapport: REP-WS-05-2025

Sujet : Projet de mise à niveau des pompes de surpression de Limoges

Date de la réunion : 28 avril 2025

Préparé par : Nicholas Pigeon, Directeur de l'eau et des eaux usées

Diffusé et/ou collaboré avec : n/a

Approbation : Pierre Leroux, Directeur général

En accord avec la recommandation basée sur le contenu de ce rapport.

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*En cas de divergence entre les versions anglaise et française d'un texte, la version anglaise prévaut.

Recommandation

Que le Conseil reçoive ce rapport à titre informatif et reconnaisse l'attribution du contrat ainsi que la construction prochaine du projet de mise à niveau des pompes de surpression de la station de pompage de Limoges, dont le début est prévu à l'automne 2025.

Considérations financières

Le montant a déjà été inclus et approuvé dans le budget 2025 sous la ligne budgétaire N-5520-8070-7500.

Contexte

En 2023, le département de l'eau, en collaboration avec la firme EXP Engineering, a réalisé une étude complète de modélisation hydraulique du réseau de distribution d'eau de Limoges. Ce modèle intégrait des données clés sur les infrastructures, notamment les spécifications des pompes de surpression à l'usine de traitement d'eau de Limoges, ainsi que les projections de croissance démographique. L'objectif était d'évaluer la performance du système en fonction des demandes actuelles et futures, et de déterminer un calendrier approprié pour les mises à niveau des infrastructures.

Les résultats de la modélisation ont révélé que les pompes de surpression actuelles sont sous-dimensionnées par rapport aux besoins de service projetés. En réponse, une conception a été élaborée afin de moderniser le système en conséquence.

Rapport

La conception approuvée comprend :

- Le remplacement des pompes de surpression existantes de 7,5 HP par de nouvelles unités de 25 HP;
- L'installation de nouveaux panneaux de commande électrique et de variateurs de fréquence (VFD) ;
- Le remplacement de la tuyauterie de procédé interne par des composants de plus grand diamètre pour améliorer la capacité de débit et l'efficacité du système.

Le projet a été lancé via la plateforme d'approvisionnement **Bids & Tenders** en mars 2025 et s'est clôturé le 8 avril 2025. Un total de six soumissions a été reçu. Le contrat a été attribué au soumissionnaire retenu pour un montant total de **452 524,00 \$**, soit bien en dessous de l'estimation initiale de **765 000,00 \$**.

Les travaux de construction doivent débuter à l'automne 2025 afin de coïncider avec une période de demande en eau réduite. Durant cette phase, certaines fluctuations de la pression du système pourraient survenir. Un système de dérivation temporaire sera mis en place pour assurer la continuité du service et minimiser les perturbations.

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Liens aux priorités

n/a

Plan de communication

Le département de l'eau informera à l'avance les résidents et parties prenantes concernées par l'intermédiaire des plateformes de communication publique de La Nation, avant le début des travaux.

Autre(s) option(s) à la recommandation

n/a

Pièces jointes

n/a

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Report to Council

Report Number: REP-WS-06-2025

Subject: Drinking Water System Inspections - 2024

Date of the meeting: April 28, 2025

Prepared by: Nicholas Pigeon, Director of Water and Wastewater

Circulated to and/or collaborated with: N/A

Approval: Pierre Leroux, Chief Administrative Officer

In agreement with the recommendation based on the contents of this report.

Recommendation

That Council receive the inspection report conducted by the Ministry of the Environment, Conservation and Parks (MECP) concerning the Limoges Drinking Water System and the St-Isidore Drinking Water System, including the audit report from Intertek - SAI Global pertaining to our compliance with the Drinking Water Quality Management Standard (DWQMS) documentation.

Financial Considerations

N/A

Context

In accordance with Ontario Regulation 170/03 under the Safe Drinking Water Act, 2002, Council is required to ensure that our municipal drinking water systems at Limoges and St-Isidore meet stringent provincial standards for quality and safety. To comply with these regulatory obligations, the MECP conducts routine inspections to assess the operation and management of our water systems. Additionally, the DWQMS mandates our commitment to continuous improvement in water system management, which is verified through audits conducted by third-party organizations such as Intertek – SAI Global. The presentation of the MECP inspection report, alongside the DWQMS audit report by Intertek - SAI Global, is crucial for reviewing our compliance with these regulations and for implementing necessary measures to ensure the safety and reliability of our drinking water supply. This oversight is essential not only for legislative compliance but also for maintaining public confidence in the safety of our local water systems. The municipality operates two (2) water systems: the Limoges Drinking Water System and the St-Isidore Water Distribution System.

Report

The Ministry of the Environment, Conservation and Parks (MECP) conducted inspections of the Limoges Drinking Water System on December 8, 2024, and the St-Isidore Drinking Water System on January 20, 2025. Both inspections found no issues, highlighting that the systems are well-maintained and efficiently managed. These positive results reflect our team's dedication to regulatory compliance and to providing reliable, high-quality drinking water. Please see the attached reports for further details.

The Drinking Water Quality Management Standard (DWQMS), mandated by the Safe Drinking Water Act (SDWA), serves as a dynamic framework outlining operational plans, document retention, public disclosure, and other regulatory imperatives. This proactive and preventive document ensures that we effectively identify and mitigate risks to public health, with clear roles and documented management procedures.

The 2024 external audit, completed by Intertek – SAI Global in December, confirmed our full compliance with all regulatory requirements and our ongoing commitment to delivering safe drinking water. No non-conformities were identified, and the few Opportunities for

Page 2 of 3

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Improvement (OFIs) noted have already been promptly addressed. The detailed audit report attached below.

Relevance to priorities

N/A

Communication Plan

The Drinking Water Quality Management Standard (DWQMS) report, along with the annual reports for the drinking water systems, is available on the municipal website.

Other Option/Options to the Recommendation

N/A

Attachments

FINAL 2024-25 Inspection Report of the Limoges Drinking Water System

FINAL 2024-25 Inspection Report of the St-Isidore Drinking Water System

Audit Report DWQMS Final ISG



Rapport pour le Conseil

Numéro du rapport: REP-WS-06-2025

Sujet: Inspections du système d'eau potable – 2024

Date de la réunion : 28 avril 2025

Préparé par : Nicholas Pigeon, Directeur de l'eau et des eaux usées

Diffusé et/ou collaboré avec : n/a

Approbation : Pierre Leroux, Directeur général

En accord avec la recommandation basée sur le contenu de ce rapport.

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^{*}En cas de divergence entre les versions anglaise et française d'un texte, la version anglaise prévaut.

Recommandation

Que le Conseil reçoive le rapport d'inspection réalisé par le Ministère de l'Environnement, de la Protection de la nature et des Parcs (MEPP) concernant le système d'eau potable de Limoges et celui de St-Isidore, incluant le rapport d'audit d'Intertek - SAI Global relatif à notre conformité à la Norme de Gestion de la Qualité de l'Eau Potable (NGQEP).

Considérations financières

n/a

Contexte

Conformément au Règlement de l'Ontario 170/03 pris en vertu de la Loi de 2002 sur la salubrité de l'eau potable, le Conseil doit veiller à ce que les systèmes municipaux d'eau potable de Limoges et de St-Isidore respectent les normes provinciales strictes en matière de qualité et de sécurité. Afin de répondre à ces obligations réglementaires, le MEPP effectue des inspections régulières pour évaluer le fonctionnement et la gestion de nos systèmes d'eau. De plus, la NGQEP exige notre engagement envers l'amélioration continue de la gestion des systèmes d'eau, un engagement vérifié par des audits réalisés par des organismes tiers tels qu'Intertek – SAI Global. La présentation du rapport d'inspection du MEPP, accompagnée du rapport d'audit de la NGQEP effectué par Intertek – SAI Global, est essentielle pour évaluer notre conformité à ces règlements et mettre en œuvre les mesures nécessaires afin d'assurer la sécurité et la fiabilité de notre approvisionnement en eau potable. Cette surveillance est primordiale non seulement pour respecter les exigences législatives, mais aussi pour maintenir la confiance du public envers la sécurité de nos systèmes d'eau locaux. La municipalité exploite deux (2) systèmes d'eau : le système d'eau potable de Limoges et le réseau de distribution d'eau de St-Isidore.

Rapport

Le Ministère de l'Environnement, de la Protection de la nature et des Parcs (MEPP) a effectué des inspections du système d'eau potable de Limoges le 8 décembre 2024 et du système d'eau potable de St-Isidore le 20 janvier 2025. Aucune irrégularité n'a été relevée lors de ces inspections, ce qui témoigne d'un entretien rigoureux et d'une gestion efficace des systèmes. Ces résultats positifs reflètent le dévouement de notre équipe à respecter la réglementation et à fournir une eau potable fiable et de haute qualité. Veuillez consulter les rapports ci-joints pour plus de détails.

La Norme de Gestion de la Qualité de l'Eau Potable (NGQEP), exigée par la Loi sur la Salubrité de l'Eau Potable (LSEP), constitue un cadre dynamique définissant les plans opérationnels, la conservation des documents, la divulgation publique et d'autres exigences réglementaires. Ce document proactif et préventif permet d'identifier et d'atténuer efficacement les risques pour la santé publique, en précisant les rôles et les procédures de gestion documentées.

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L'audit externe 2024, réalisé par Intertek – SAI Global en décembre, a confirmé notre pleine conformité à l'ensemble des exigences réglementaires ainsi que notre engagement constant à fournir une eau potable sécuritaire. Aucune non-conformité n'a été relevée, et les quelques Opportunités d'Amélioration (OA) mentionnées ont déjà été traitées rapidement. Vous trouverez ci-dessous le rapport d'audit détaillé.

Liens aux priorités

n/a

Plan de communication

Le rapport de la Norme de Gestion de la Qualité de l'Eau Potable (NGQEP), ainsi que les rapports annuels des systèmes d'eau potable, sont disponibles sur le site web de la municipalité.

Autre(s) option(s) à la recommandation

n/a

Pièces jointes

FINAL 2024-25 Inspection Report of the Limoges Drinking Water System

FINAL 2024-25 Inspection Report of the St-Isidore Drinking Water System

Audit Report DWQMS Final ISG

Page 3 de 3

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Ministry of the Environment, Conservation and Parks

Drinking Water and Environmental Compliance Division, Eastern Region Cornwall Area Office

113 Amelia Street Cornwall ON K6H 3P1 Tel.: 613-933-7402 Fax: 613-933-6402

Ministère de l'Environnement, de la Protection de la nature et des Parcs

Division de la conformité en matière d'eau potable et d'environnement, Direction régionale de l'Est Bureau de Cornwall

113, rue Amelia Cornwall ON K6H 3P1 Tél.: 613-933-7402 Téléc.: 613-933-6402



Mr. Pierre Leroux Chief Administrator Officer/Clerk The Corporation of the Nation Municipality 958 Route 500 West Casselman, ON K0A 1M0

Dear: Ms. P.Leroux,

Re: 2024-25 Inspection Report for the Limoges Drinking Water System

Please find enclosed a copy of the final inspection report for the Limoges Drinking Water System.

Section 19 of the Safe Drinking Water Act (Standard of Care) creates a number of obligations for individuals who exercise decision-making authority over municipal drinking water systems. Please be aware that the Ministry has encouraged such individuals, particularly municipal councillors, to take steps to be better informed about the drinking water systems over which they have decision-making authority. These steps could include asking for a copy of this inspection report and a review of its findings. Further information about Section 19 can be found in "Taking Care of Your Drinking Water: A guide for members of Municipal Council" found under on the Ontario website at https://www.ontario.ca/page/taking-care-your-drinking-water-guide-members-municipal-councils

In order to measure individual inspection results, the Ministry has established an inspection compliance risk framework based on the principles of the Inspection, Investigation & Enforcement (II&E) Secretariat and advice of internal/external risk experts. The Inspection Rating Record (IRR), provides the Ministry, the system owner and the local Public Health Units with a summarized quantitative measure of the drinking water system's annual inspection and regulated water quality testing performance. IRR ratings are published (for the previous year) in the ministry's Chief Drinking Water Inspector's Annual Report.

If you have any questions or concerns regarding the inspection process, please contact Shannon Hamilton-Browne, Water Compliance Supervisor, at (613) 808-4255.

Thank you for the assistance during the inspection. Please do not hesitate to contact me if you have any questions or concerns about the attached report.

Sincerely,

Jean-François Durocher Bilingual Water Inspector

Drinking Water and Environmental Compliance Division

Ministry of the Environment, Conservation and Parks (MECP)

Cornwall Area Office Phone: 613-363-5149

E-mail: jean-francois.durocher@ontario.ca

cc: Nicholas Pigeon, Nation Municipality – Director of Water and Wastewater, Overall Responsible Operator Sébastien Mainville, Nation Municipality – Supervisor of Water and Wastewater, Operator Sébastien Cadieux, Nation Municipality – Senior Water and Wastewater Operator, Compliance Officer Rami Basha, Eastern Ontario Health Unit (EOHU) – Program Manager (Prescott Russell Cluster) Sandra Mancini, South Nation Conservation Authority – Team Lead Engineer Shannon Hamilton-Browne, Ministry of Environment, Conservation and Parks (MECP) –Water Inspections Programs Supervisor (Acting), Cornwall/Ottawa SDWB



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APPENDICES

APPENDIX A	REFERENCE MATERIAL
APPENDIX B	COMPONENTS REPORT
APPENDIX C	INSPECTION RISK RATING (IRR)





LIMOGES DRINKING WATER SYSTEM
Physical Address: 269 LIMOGES RD, , THE
NATION, ON K0A 2M0

INSPECTION REPORT

System Number: 260006841

Entity: CORPORATION DE LA

MUNICIPALITE DE LA NATION

Inspection Start Date: December 09, 2024
Site Inspection Date: December 09, 2024
Inspection End Date: January 20, 2025

Inspected By: Jean-Francois Durocher

Badge #: 1440

/

(signature)



INTRODUCTION

Purpose

This announced, focused inspection was conducted to confirm compliance with Ministry of the Environment, Conservation and Parks' (MECP) legislation and conformance with ministry drinking water policies and guidelines.

Scope

The ministry utilizes a comprehensive, multi-barrier approach in the inspection of water systems that focuses on the source, treatment, and distribution components as well as management and the operation of the system.

The inspection of the drinking water system included both the physical inspection of the component parts of the system listed in section 4 "Systems Components" of the report and the review of data and documents associated with the operation of the drinking water system during the review period.

This drinking water system is subject to the legislative requirements of the Safe Drinking Water Act, 2002 (SDWA) and regulations made therein, including Ontario Regulation 170/03, "Drinking Water Systems" (O. Reg. 170/03). This inspection has been conducted pursuant to Section 81 of the SDWA.

This inspection report does not suggest that all applicable legislation and regulations were evaluated. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

Facility Contacts and Dates

The drinking water system is owned by The Corporation of The Nation Municipality and operated by The Corporation of The Nation Municipality.

The system serves an estimated population of 5,200 and is categorized as a Large Municipal Residential System.

Information reviewed for this inspection covered the time period between January 1, 2024, to November 30, 2024.

The water inspector met with Nicholas Pigeon, Director of Water and Wastewater, Sébastien Mainville, Water and Wastewater Manager and Sébastien Cadieux, Compliance Coordinator for Water and Wastewater, as part of the inspection process.



Systems/Components

All locations associated with primary disinfection were visited as part of this inspection. Please see the attached Appendix B "Component Report" for additional details about the treatment facility. The following sites were visited as part of the inspection of the drinking water system:

- Limoges Water Treatment Plant (Limoges Rd.)
- Well No.1 (Russland Rd.)
- Well No. 2 (Russland Rd,)

An outstation is a component of a drinking water system that is not located at either a water treatment plant or a well supply and is generally not associated with primary treatment, for example reservoirs, booster stations, and re-chlorination facilities located within the distribution system. Outstations may be visited on a rotational basis as part of a ministry inspection. Outstations were not visited during this physical inspection, but the DWS is composed of the following outstations:

- Forest Park Reservoir (Maple Grove Rd.) and Pumphouse
- Rechlorination facility at Indian Creek and Grant Road.
- Water Storage Reservoirs (on WTP property)

Permissions/Approvals

This drinking water system was subject to specific conditions contained within the following permissions and/or approvals (please note this list is not exhaustive) at the time of the inspection in addition to the requirements of the SDWA and its regulations:

Municipal Drinking Water Licence No. 179-102 Issue No. 5
Drinking Water Works Permit No. 179-202 Issue No. 3
Schedule C: Authorization to Alter the Drinking Water System No. 179-202 Issue No. 2
Permit To Take Water No. 1106-968LAR

Background and Compliance

N/A



NON-COMPLIANCE

This should not be construed as a confirmation of full compliance with all potential applicable legal requirements. These inspection findings are limited to the components and/or activities that were assessed, and the legislative framework(s) that were applied. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

If you have any questions related to this inspection, please contact the signed Provincial Officer.

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RECOMMENDATIONS

This should not be construed as a confirmation of full conformance with all potential applicable BMPs. These inspection findings are limited to the components and/or activities that were assessed, and the legislative framework(s) that were applied. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

If you have any questions related to this inspection, please contact the signed Provincial Officer.

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INSPECTION DETAILS

This section includes all questions that were assessed during the inspection.

Ministry Program: DRINKING WATER | Regulated Activity: DW Municipal Residential

Question ID	DWMR1006001	Question Type	Information		
	Legislative Requirement(s): Not Applicable				
Question:					

Is the owner planning to add a new drinking water source or to make changes to their current source(s)?

Compliance Response(s)/Corrective Action(s)/Observation(s):

The owner is planning to add a new drinking water source or to make changes to their current source(s).

The owners of the Limoges DWS have received a Schedule C: Authorization to Alter the DWS No. 179-202 issued on June 25, 2021, which is for the alternations and construction of a transmission watermain connecting the Rockland DWS in the City of Clarence to the Limoges DWS. The connected watermain conveys treated water from the Rockland WTP which takes water from the Ottawa River.

Question ID	DWMR1007001	Question Type	Legislative	
Legislative Requirement(s):				
SDWA O. Re	eg. 170/03 1-2 (1)1;			

Question:

Was the owner maintaining the production well(s) in a manner sufficient to prevent entry into the well of surface water and other foreign materials?

Compliance Response(s)/Corrective Action(s)/Observation(s):

The owner was maintaining the production well(s) in a manner sufficient to prevent entry into the well of surface water and other foreign materials.

Well No.1 is located inside its own well supply building and the well casing extends more than 15 cm above the floor. The No. 2 well is maintained in a manner sufficient to prevent the entry of surface water and other foreign materials (located within a shelter).

- The well casing is sealed with a proper vermin-proof cap.
- The annular space is sealed to prevent entry of surface water or foreign material.
- Surface drainage does not collect or pond in the vicinity of the well.
- The well casing is at least 40 cm above surface.
- Air vents are screened and extend above the surface at a sufficient distance.
- Both wells [No. 1(which is also in a building), and 2] are all located within a fenced



compound that is locked.

Closed-circuit video surveillance is installed at both well sites.

Question ID	DWMR1009001	Question Type	Legislative
Legislative Requirement(s):			

SDWA | 31 | (1);

Question:

Were measures in place to protect the groundwater and/or GUDI source in accordance with the Municipal Drinking Water Licence and Drinking Water Works Permit?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Measures were in place to protect the groundwater and/or GUDI source.

Condition 16.2.7, 16.2.8 and 16.2.9 of Schedule B of the Municipal Drinking Water Licence (MDWL) No. 179-102 requires the owner to include procedures for well inspection and maintenance as a component of the facility's operations manual.

The owners have incorporated an extensive and detailed monthly and six-month (bi-annual) maintenance program for both production wells (Well No.1 and No.2). The owner has also updated their Standard Operating Procedure (SOP) for the wells if the water quality were to deteriorate. No concerns identified.

Question ID	DWMR1014001	Question Type	Legislative
Legislative R	equirement(s):		

SDWA | 31 | (1);

Question:

Was flow monitoring performed as required by the Municipal Drinking Water Licence or **Drinking Water Works Permit?**

Compliance Response(s)/Corrective Action(s)/Observation(s):

Flow monitoring was performed as required.

Condition 2.1 of Schedule C of Municipal Drinking Water Licence (MDWL) No. 179-102 Issue No. 5 issued June 18, 2021, requires that continuous flow measurement and recording shall be undertaken for:

- 2.1.1 The flow rate and daily volume of treated water that flows from the treatment subsystem to the distribution system.
- 2.1.2 The flow rate and daily volume of water that flows into the treatment subsystem.

The conditions were met through the use of following flow meters:

- Two raw water flow meters (one flow meter at each well) monitoring the water being taken from the production wells.
- A flow meter at the low lift pump for monitoring process water



- A backwash pump flow meter
- A treated water flow meter monitoring the treated water leaving the WTP (high lift discharge).

The Limoges DWS is taking on average ~ 945 m³/day, from Well 1 and Well 2 which is 45.4% of the allowed maximum taking of 2,080 m³/day allowed under the Permit To Take Water Number (PTTW) No. P-300-6203976113 issued February 12, 2024 (expires on March 31, 2028). The average taking during the previous inspection was 902 m³/day.

The highest taking of water was recorded on June 5, 2024, with raw water taking of 1,556.9 m³/day (75% of limit).

Trends in water quantity/taking are monitored through raw water and treated water flows. The demands for water are consistent year-round. If there is a drastic increase in demand in any given time, the municipality is advised and investigates. No concerns identified.

Question ID	DWMR1016001	Question Type	Legislative
	equirement(s):		
SDWA 31 ([*]	1);		

Question:

Was the owner in compliance with the conditions associated with maximum flow rate or the rated/operational capacity in the Municipal Drinking Water Licence?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Schedule C of the Drinking Water Works Permit?

The owner was in compliance with the conditions associated with maximum flow rate and/or the rated/operational capacity conditions.

Condition 1.1 of Schedule C of MDWL No. 179-102 requires the owner to ensure the system is not operated such that the maximum daily volume of water that flows from the treatment subsystem to the distribution system does not exceed the rated capacity of 2,080 m3/day.

The Limoges WTP is averaging 55% of its total maximum production. The maximum treated water flow was recorded on June 3, 2024, with a flow of 1,622 m³/day.

NOTE: The average treated water flow into the distribution during the previous inspection period was 1,117 m³/day (54% of allowable daily volume), and the maximum treated water flow recorded for last inspection was on May 30, 2023, with a flow of 2,237 m³/day.

Question ID	DWMR1018001	Question Type	Legislative
Legislative Ro	equirement(s): 1);		
Question: Did the owner ensure that equipment was installed in accordance with Schedule A and			



Compliance Response(s)/Corrective Action(s)/Observation(s):

The owner ensured that equipment was installed as required.

At the time of the inspection, The Corporation of the Nation Municipality was operating the Drinking Water System (DWS) under Drinking Water Works Permit (DWWP) No. 179-202 Issue No. 3 that was issued on June 18, 2021.

The equipment as identified on the above noted certificates was reviewed at the time of the inspection and found to be in order, no concerns identified.

Question ID	DWMR1020001	Question Type	Legislative
I a sala la Chica D			

Legislative Requirement(s):

SDWA | 31 | (1);

Question:

Were Form 1 documents prepared as required?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Form 1 documents were prepared as required.

Form 1 were prepared during this inspection period for the purpose of defining new watermains to service parts of the distribution system. All watermains being installed are PVC DR18.

Les Cités Project

- extend a new 300 mm diameter watermain along Savage Rd. from Boudreau St. to the new subdivision
- extend a new 200 mm diameter watermain along Mayer St. from (near) Océane St. to the new subdivision
- extend a new 300 mm diameter watermain along a Future Collector Rd. from Des Bénévoles St. to the new subdivision

Bloc 19 Project

- the construction of new watermain heading south on Boudreau Blvd. from existing intersection Boudreau Blvd. and Royal Court from existing 200 mm diameter cap to a new 200 mm Tee at new intersection of Boudreau Blvd. and New Private Street (approx. 71 m)

Oasis Phase 3 Project

- Installation of a 200 mm watermain extending from an existing stubbed main on
- the construction of new watermain heading west on New Private Street from new intersection Boudreau Blvd. and New Private Street from new 200 mm off a 200 mm Tee to a new 200 mm off a new 200 mm Tee on an existing watermain at a Second New Intersection of Boudreau Blvd. and New Private Street (approx. 295 m)
- On Street 1 from the Cap to Tee on Street 7, 300 mm diameter
- On Street 6 from the Cap at Boudreau Blvd. to reducer at Boudreau Blvd., 200 mm diameter



Willow Springs Project

- On Street 1 from the Cap on Street 1 to Tee at Street 7. 300 mm
- On Street 6 from the reducer at Boudreau Blvd. to cap on Street 6, 300 mm
- On Street 7 from the cap to the cap of Street 7, 300 mm
- On Street 8 from Tee on Street 7 to tee of Street 7, 200 mm

Parc Des Dunes Project

- On Street 1 from the cross on at Street 3 to cap on Street 1, 300 mm
- On Street 2 from the Tee on Street 5 to cross on Street 3, 300 mm
- On Street 3 from the Tee on Savage St to the reducer on Street 3, 250 mm
- On Street 3 from the reducer to the cap on Street 3, 300 mm
- On Street 4 from the cross at Street 3 to the Tee at Street 3, 200 mm
- On Street 5 from the Tee to the reducer, 200 mm
- On Steet 5 from the reducer to the reducer, 300 mm
- On Street 5 from reducer to cross at Street 3, 200 mm
- Watermain easement off Street 1 from Tee to cap on watermain easement, 200 mm
- Watermain easement off Street 1 from cap on watermain easement to Tee on Street 1, 200 mm

Question ID	DWMR1021001	Question Type	Legislative
Legislative Red SDWA 31 (1)	,		

Question:

Were Form 2 documents prepared as required?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Form 2 documents were prepared as required.

A Form 2 form was prepared for the following modifications:

Chlorine Analyzer:

A new chlorine analyzer installed to analyse the water entering the booster station before it reaches the clearwell – Evoqua, Wallace and Tiernan (W/T93043), installed by Chloratech Inc. (Director Notification was also submitted for the modification).

NOTE: Repairs and maintenance are exempt from the definition of alterations under the SDWA. If an item like a pump is being replaced 'like for like' due to reliability issues, this is considered repair and maintenance and the Ministry does not require the replacement to be documented in a Form 2. "Like for like" replacement may result in newer, or more modern equipment replacing older units. The new equipment does not need to match the exact specifications of the replaced equipment (e.g., flow rate); as long as the design purpose has not changed, it would still be considered to be captured under the definition of repairs, and not be considered an alteration.



Question ID	DWMR1025001	Question Type	Legislative
Legislative R	equirement(s):		

SDWA | 31 | (1);

Question:

Were all parts of the drinking water system that came in contact with drinking water disinfected in accordance with a procedure listed in Schedule B of the Drinking Water Works Permit?

Compliance Response(s)/Corrective Action(s)/Observation(s):

All parts of the drinking water system were disinfected as required.

Condition 2.3 of Schedule B of DWWP No. 179-202 Issue No. 3 that was issued on June 18, 2021, states that all parts of the drinking water system in contact with drinking water are: 2.3.1 Added, modified, replaced, extended; or

- 2.3.2 Taken out of service for inspection, repair or other activities that may lead to contamination, shall be disinfected before being put into service in accordance with a procedure approved by the Director or in accordance with the applicable provisions of the following documents:
- a) The ministry's Watermain Disinfection Procedure, effective August 2020.
- b) AWWA C652 Standard for Disinfection of Water-Storage Facilities.
- c) AWWA C653 Standard for Disinfection of Water Treatment Plants; and
- d) AWWA C654 Standard for Disinfection of Wells.

It was indicated by Limoges WTP staff at the time of the inspection, that a recently updated Standard Operating Procedure (SOP) was created specifically to ensure the Watermain Disinfection Procedure is properly and adequately followed and adhered to by The Nation DWS staff. No concerns identified.

Question ID	DWMR1023001	Question Type	Legislative
•	equirement(s): eg. 170/03 1-2 (2);		

Question:

Did records indicate that the treatment equipment was operated in a manner that achieved the design capabilities prescribed by O. Reg. 170/03, Drinking Water Works Permit and/or Municipal Drinking Water Licence at all times that water was being supplied to consumers?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Records indicated that the treatment equipment was operated in a manner that achieved the design capabilities prescribed.

Subsection 1-2(2) of Schedule 1 of Ontario Regulation 170/03 requires that the owner of a drinking water system and the operating authority for the system ensure the following:

- 1. The water treatment equipment is in operation whenever water is being supplied;
- 2. The water treatment equipment is operated in accordance with the Ministry's Procedure for



Disinfection of Drinking Water in Ontario; and that

3. The water treatment equipment required by section 1-3 or 1-4 is operated in a manner that achieves the design capabilities it is required to have under that section.

In accordance with the "Procedure for Disinfection of Drinking Water in Ontario", a drinking water system that obtains water from a Ground water supply must have a treatment system in place that is capable of producing water of equal or better quality than a combination of chemically assisted filtration and disinfection process would provide. The treatment must provide a minimum 2-log (99%) removal/inactivation of viruses.

According to the Procedure for Disinfection of Drinking Water in Ontario, this treatment technology is classified as true ground water treated by chlorination and filtration (confirmed by Engineer). Therefore, the Limoges WTP receives 2.0-log removal credits for Viruses.

The available information indicates that the Limoges WTP is operating in accordance with these requirements.

In order to ensure effective pathogen inactivation to the required level through disinfection, the CT disinfection concept must be applied. The Procedure defines the CT concept as using the combination of disinfectant residual concentration and the effective disinfection contact time to quantify the capability of a chemical disinfection system in providing pathogen removal. Using this concept involves the determination of CT values required at the actual variable operating conditions (flow, temperature, pH), and ensuring that the disinfection process always achieves these values.

To ensure CT is achieved the plant is operated to try to achieve a minimum combined chlorine residual of >1.5 mg/L but < 2.5 mg/L in the water leaving the clearwell at a maximum flow rate of 2,080 m3/day. During the inspection review period the combined chlorine residual of the water heading to the reservoir ranged from 1.87 mg/L (February 26, 2024) to 3.05 mg/L* (November 11, 2024).

To further confirm that the CT was consistently achieved, a CT calculation was completed based on worst case conditions (i.e. min. chlorine residual, max. flow, low temperature, max. pH) reported since the previous inspection. The calculation confirmed that the plant was capable of achieving the required CT in all operating conditions reported since the last inspection. No issues identified.

*Although the combined chlorine residual was above 3.0 mg/L for water entering the clearwell, the water which was analyzed in the distribution system on that same day was never above 3.0 mg/L for combined chlorine residual.

Question ID	DWMR1024001	Question Type	Legislative
•	equirement(s): eg. 170/03 1-2 (2);		



Question:

Did records confirm that the water treatment equipment which provides chlorination or chloramination for secondary disinfection was operated as required?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Records confirmed that the water treatment equipment which provides chlorination or chloramination for secondary disinfection was operated as required.

Section 1-2(2)4 of Schedule 1 of Ontario Regulation 170/03 states that if the drinking water system's water treatment equipment provides chlorination or chloramination for secondary disinfection, the equipment is operated so that, at all times and at all locations within the distribution system,

- i. The free chlorine residual is never less than 0.05 mg/L, if the drinking water system provides chlorination and does not provide chloramination, or
- ii. The combined chlorine residual is never less than 0.25 mg/L if the drinking water system provides chloramination.

The maintenance of a disinfectant residual in the distribution system (secondary disinfection) is intended to maintain (or introduce and maintain) a persistent disinfectant residual to protect the water from microbiological re-contamination, reduce bacterial re-growth, control biofilm formation, and serve as an indicator of distribution system integrity (loss of disinfectant residual indicating that the system integrity has been compromised). Only chlorine, chlorine dioxide and monochloramine provide a persistent disinfectant residual and can be used for the maintenance of a residual in the distribution system.

The recommended optimum target for combined chlorine residual for systems designed to operate with chloramination is 1.0 mg/L at all locations within the distribution system to suppress bacterial activity that converts ammonia to nitrite and nitrate.

Rapid decay of a disinfectant residual may occur because of several other causes such as heavy encrustation or sediment accumulation and biofilm activity and may require investigation and specific corrective action such as engineered flow velocity increases and swabbing or pigging/lining and/or main replacement.

Records provided by Nation Municipality were reviewed for the inspection period and found to be in order. The lowest combined chlorine residual was measured on October 20, 2024, with a result of 0.86 mg/L.

 Question ID
 DWMR1033001
 Question Type
 Legislative

Legislative Requirement(s):

SDWA | O. Reg. 170/03 | 7-2 | (3); SDWA | O. Reg. 170/03 | 7-2 | (4);

Question:

Was secondary disinfectant residual tested as required for the large municipal residential distribution system?

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Compliance Response(s)/Corrective Action(s)/Observation(s):

Secondary disinfectant residual was tested as required.

Subsection 7-2 (3) of Schedule 7 of Ontario Regulation 170/03 requires that the owner of a large municipal residential system that provides secondary disinfection and the operating authority for the system shall ensure that at least seven distribution samples are taken each week and are tested immediately for, free chlorine residual, or combined chlorine residual, if the system provides chloramination.

The required sampling had been conducted in accordance with the rules prescribed by Subsection 7-2(4) of Schedule 7 of Ontario Regulation 170/03. The rules stipulate the following:

- At least four of the samples must be taken on one day of the week, at least 48 hours after the last sample was taken in the previous week.
- At least three of the samples must be taken on a second day of the week, at least 48 hours after the last sample was taken on the day noted above.
- When more than one sample is taken on the same day of the week under paragraph noted above, each sample must be taken from a different location.

The secondary disinfectant residual in the distribution system is measured as per Subsection 7-2(4) of Schedule 7 of Ontario Regulation 170/03 by means of collecting residuals during distribution sampling (typically 24 to 30 samples per month). The owners also continuously monitor distribution system disinfectant residual via online chlorine analyzers located throughout the distribution system. No concerns were identified.

Question ID	DWMR1030001	Question Type	Legislative

Legislative Requirement(s):

SDWA | O. Reg. 170/03 | 7-2 | (1); SDWA | O. Reg. 170/03 | 7-2 | (2);

Question:

Was primary disinfection chlorine monitoring being conducted at a location approved by Municipal Drinking Water Licence and/or Drinking Water Works Permit or at/near a location where the intended CT had just been achieved?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Primary disinfection chlorine monitoring was conducted as required.

Ontario Regulation 170/03 Schedule 7-2(1) requires the owner to sample and test for free chlorine residual using continuous monitoring equipment in treated water at or near the location where the intended contact time has just been completed in order to achieve primary disinfection.

The location of the primary disinfection sampling point is in the clearwell. This point



represents the location where water is taken from the clearwell (where primary disinfection is achieved) and directed to the high lift pumps. Before the disinfected water reaches the high lift pumps it is injected with ammonium sulphate where the free chlorine is converted to chloramination.

The continuous monitoring system ensures the maintenance of an adequate disinfectant residual in the treated water supply. A second chlorine analyzer is also installed at the booster building which monitors Free and Total Chlorine for combine chlorine residuals determinations. No concerns identified.

Legislative Requirement(s):

SDWA | O. Reg. 170/03 | 6-5 | (1)1-4;

Question:

Were operators examining continuous monitoring test results and did they examine the results within 72 hours of the test?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Operators were examining continuous monitoring test results as required.

Facility Logbooks are maintained by Limoges WTP staff for the Limoges WTP and the Limoges Distribution System. These logbooks were reviewed, and it was noted that operators were reviewing the continuous monitoring data, typically within 24-48 hours of the test.

The Limoges WTP is staffed Monday to Friday and a designated on-call person is available after hours and weekends.

Question ID DWMR1038001 Question Type Legislative

Legislative Requirement(s):

SDWA | O. Reg. 170/03 | 6-5 | (1)1-4;

Question:

Was continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements performing tests for the parameters with at least the minimum frequency and recording data with the prescribed format?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements was performing tests for the parameters with at least the minimum frequency and recording data with the prescribed format.

The continuous monitoring equipment required by Ontario Regulation 170/03 was equipped with the following alarm set points:

-the combined chlorine residual analyzer monitoring water leaving the WTP has a low-level



alarm of 1.5 mg/L, and a high-level alarm of 3.2 mg/L.

-the filter effluent turbidimeters have high level alarms set at 0.15 Nephelometric Turbidity Units (NTU) and high-high level alarms set at 0.3 NTU. An audible alarm is triggered when filter effluent turbidity reaches high alarm.

A low alarm was also installed to help with any loss of power or connectivity with SCADA. The turbidimeters will not be able to read zero without an alarm being triggered; the low alarms will act as a fault alarm.

- The SCADA system records total and free chlorine residual continuously in the distribution with a low alarm set point of 1.55 mg/L at the Forest Park Booster Station and a high alarm set point of 2.90 mg/L.

Question ID DWMR1037001	Question Type	Legislative
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Legislative Requirement(s):

SDWA | O. Reg. 170/03 | 6-5 | (1)5-10; SDWA | O. Reg. 170/03 | 6-5 | (1.1);

Question:

Were all continuous monitoring equipment utilized for sampling and testing required by O. Reg. 170/03, or Municipal Drinking Water Licence or Drinking Water Works Permit or order, equipped with alarms or shut-off mechanisms that satisfied the standards described in Schedule 6?

Compliance Response(s)/Corrective Action(s)/Observation(s):

All required continuous monitoring equipment utilized for sampling and testing were equipped with alarms or shut-off mechanisms that satisfied the standards

The Table in Schedule 6 of Ontario Regulation 170/03 states that free chlorine residual and total chlorine residual measured for the purpose of determining combined chlorine residual required to achieve primary disinfection be recorded at a minimum every five minutes and that a minimum alarm set point be 0.1 milligrams per litre less than the concentration of free chlorine residual that is required to achieve primary disinfection.

- The Table in Schedule 6 does not state a maximum alarm standard for chlorine residual to achieve primary disinfection.
- The SCADA system records total and free chlorine residual continuously and the alarm for low combined chlorine residual is set at 1.5 mg/L.

The Table in Schedule 6 of Ontario Regulation 170/03 states that free chlorine residual and total chlorine residual measured for the purpose of determining combined chlorine residual in a distribution sample can be recorded at a minimum every one (1) hour and that a minimum alarm set point be 0.25 milligrams per litre.

- The Table in Schedule 6 does not state a maximum alarm standard for chlorine residual in the distribution
- The SCADA system records total and free chlorine residual continuously and the alarm for



low combined chlorine residual is set at 1.55 mg/L.

Question ID	DWMR1040001	Question Type	Legislative
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Legislative Requirement(s):

SDWA | O. Reg. 170/03 | 6-5 | (1)1-4; SDWA | O. Reg. 170/03 | 6-5 | (1)5-10;

Question:

Were all continuous analysers calibrated, maintained, and operated, in accordance with the manufacturer's instructions or the regulation?

Compliance Response(s)/Corrective Action(s)/Observation(s):

All continuous analysers were calibrated, maintained, and operated as required.

It was indicated at the time of the inspection that all continuous analyzers are calibrated, maintained, and operated in accordance with the manufacturer's instructions and according to Schedule 6-5 of Ontario Regulation 170/03. Calibration records and work order summaries were provided.

Limoges DWS staff utilize a management/maintenance schedule (Preventive Maintenance 2022) to assist and track maintenance/calibration activities. Calibration records and work order summaries were provided by Limoges staff and summarized below:

All flow meters were last calibrated October 25, 2024.

Handheld chlorine and turbidity analyzers were calibrated on February 6, 2023, and most recently calibrated on February 8, 2024.

The continuous monitoring equipment that monitors chlorine and turbidity is calibrated/verified using the factory calibrated handheld analyzers on a weekly basis throughout the inspection review period. No concerns were identified.

Question ID DWMR1108001	Question Type	Legislative
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Legislative Requirement(s):

SDWA | O. Reg. 170/03 | 6-5 | (1)5-10; SDWA | O. Reg. 170/03 | 6-5 | (1.1);

Question:

Where continuous monitoring equipment used for the monitoring of free chlorine residual, total chlorine residual, combined chlorine residual or turbidity, required by O. Reg. 170/03, Municipal Drinking Water Licence, Drinking Water Works Permit, or order triggered an alarm or an automatic shut-off, did a qualified person respond as required and take appropriate actions?

Compliance Response(s)/Corrective Action(s)/Observation(s):

A qualified person responded as required and took appropriate actions.

When there is an alarm an operator is paged. The operator will verify what type of alarm as



been triggered by logging in the after-hours laptop which can access the WTP's SCADA system.

If the alarm cannot be resolved remotely, the logbooks (after-hours and daily operations) indicated that an operator is usually at the plant within 15 minutes (approximately) to resolve the alarm.

Question ID	DWMR1099001	Question Type	Information
Legislative R	equirement(s):		

Not Applicable

Question:

Do records show that water provided by the drinking water system met the Ontario Drinking Water Quality Standards?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Records showed that all water sample results met the Ontario Drinking Water Quality Standards.

Sample records provided for the Limoges DWS for the period between January 1, 2024, to November 30, 2024, and found to be in order. All the parameters sampled were in order with the limits set in Ontario Regulation 169/03.

Question ID	DWMR1083001	Question Type	Legislative
Legislative R	equirement(s):		
SDWA O. Re	eg. 170/03 10-3;		

Question:

Were treated microbiological sampling requirements prescribed by Schedule 10-3 of O. Reg. 170/03 for large municipal residential systems met?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Treated microbiological sampling requirements were met.

Section 10-3 of Schedule 10, Ontario Regulation 170/03, requires that a treated water sample be taken at least once a week and tested for the required microbiological parameters.

A review of the water quality monitoring data for the period in question, confirmed that all microbiological monitoring requirement for treated water were consistently being met.

Question ID	DWMR1081001		Question Type	Legislative
Legislative Requirement(s):				
SDWA O. Reg. 170/03 10-2 (1); SDWA O. Reg. 170/03 10-2 (2); SDWA O. Reg.				

Question:

170/03 | 10-2 | (3);

Were distribution microbiological sampling requirements prescribed by Schedule 10-2 of O.



Reg. 170/03 for large municipal residential systems met?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Distribution microbiological sampling requirements were met.

Section 10-2(1)(a) of Schedule 10 of Ontario Regulation 170/03 requires that the owners of a drinking water system and the operating authority for the system shall ensure that, if the system serves 100,000 people or less, at least eight distribution samples, plus one additional distribution sample for every 1,000 people served by the system, are taken every month, with at least one of the samples being taken in each week.

According to information provided at the time of the inspection, the total permanent residential population served by the Limoges DWS is approximately 5,200. Based on the population of 5,200, the total number of distribution samples required per month is at least thirteen (13).

A review of the water quality data for the period in question, confirmed that the microbiological monitoring requirements for the distribution system were consistently being met. The distribution samples ranged from 24 to 30 samples per month samples per month with at least 25% of the sample being tested for Heterotrophic Plate Count (HPC).

Question ID	DWMR1096001	Question Type	Legislative
•	equirement(s): eg. 170/03 6-3 (1);		

Question:

Did records confirm that chlorine residual tests were conducted at the same time and location as microbiological samples?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Records confirmed that chlorine residual tests were conducted as required.

A review of the microbiological water quality monitoring data for the period in question, confirmed that chlorine residual tests were being conducted at the same time and at the same location that microbiological samples were obtained. No concerns were identified.

Question ID	DWMR1084001	Question Type	Legislative
	equirement(s): eg. 170/03 13-2;		
Question:			
Were inorgani 170/03 met?	c parameter sampling requirements	prescribed by Sch	nedule 13-2 of O. Reg.

Compliance Response(s)/Corrective Action(s)/Observation(s):

Inorganic parameter sampling requirements were met.



Section 13-2 of Schedule 13, Ontario Regulation 170/03 requires that at least one sample be taken every 36 months and tested for the required inorganic parameters identified under Schedule 23.

A review of the inorganic water quality monitoring data for the period in question, confirmed that the required samples were collected on April 1, 2024, and that the monitoring requirements prescribed by the legislation were met. The last set of inorganic parameter samples was collected on April 4, 2023.

The next sample to be tested for the required inorganic parameters identified under Schedule 23 of Ontario Regulation 170/03 shall be collected no later than April 1, 2027 (+/- 60 days).

Question ID	DWMR1085001	Question Type	Legislative
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Legislative Requirement(s):

SDWA | O. Reg. 170/03 | 13-4 | (1); SDWA | O. Reg. 170/03 | 13-4 | (2); SDWA | O. Reg. 170/03 | 13-4 | (3);

Question:

Were organic parameter sampling requirements prescribed by Schedule 13-4 of O. Reg. 170/03 met?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Organic parameter sampling requirements were met.

Section 13-4 of Schedule 13, Ontario Regulation 170/03 requires that at least one sample be taken every 36 months and tested for the required organic parameters identified under Schedule 24.

A review of the organic water quality monitoring data for the period in question, confirmed that the required samples were collected on April 1, 2024, and that the monitoring requirements prescribed by the legislation were met. The last set of organic parameter samples was collected on April 4, 2023.

The next sample to be tested for the required organic parameters identified under Schedule 24 of Ontario Regulation 170/03 shall be collected no later than April 1, 2027, (+/- 60 days).

Question ID DWMR1093001 Question Type Legislative

Legislative Requirement(s):

SDWA | O. Reg. 170/03 | 13-5 | (1); SDWA | O. Reg. 170/03 | 13-5 | (2);

Question:

If any Schedule 13-2 or 13-4 parameter(s) exceeded half the Ontario Drinking Water Quality Standard, did the owner increase the frequency of monitoring as required by Schedule 13-5 of O. Reg. 170/03?



Compliance Response(s)/Corrective Action(s)/Observation(s):

A Schedule 13-2 or 13-4 parameter(s) exceeded half the ODWQS value, and the owner increased the frequency of monitoring as required.

In treated water the owner is required to perform additional sampling for Barium (Ba) because that parameter exceeded half its standard of 1 mg/L (1,000 μ g/L) which is prescribed by the Ontario Drinking Water Quality Standards (ODWQS). Additional sampling must be performed in accordance with Schedule 13-5 of Ontario Regulation 170/03.

A review of the water quality monitoring data for the period in question confirmed that the Ba samples were collected in accordance with monitoring requirements prescribed by the legislation (Schedule 13-5 of Ontario Regulation 170/03).

Since the previous inspection Ba samples were collected on January 17 (463 μ g/L), April 11 (508 μ g/L), July 3 (495 μ g/L), and October 2 (516 μ g/L), all in 2024.

The additional sampling ceases to apply in the case of a drinking water system that obtains water from a raw water supply that is ground water, for two consecutive three-month periods in which the system is in operation, none of the test results obtained under section 13-2 or 13-4 for the parameter exceed half of the standard prescribed for the parameter in Schedule 2 to the Ontario Drinking Water Quality Standards.

Legislative Requirement(s):

SDWA | O. Reg. 170/03 | 13-6.1 | (1); SDWA | O. Reg. 170/03 | 13-6.1 | (2); SDWA | O. Reg. 170/03 | 13-6.1 | (3); SDWA | O. Reg. 170/03 | 13-6.1 | (4); SDWA | O. Reg. 170/03 | 13-6.1 | (5); SDWA | O. Reg. 170/03 | 13-6.1 | (6);

Question:

Were haloacetic acid sampling requirements prescribed by Schedule 13-6 of O. Reg. 170/03 met?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Haloacetic acid sampling requirements were met.

Section 13-6.1 (1) of Schedule 13 of Ontario Regulation 170/03 requires that at least one sample be taken every three months and tested for haloacetic acids (HAA).

A review of the water quality monitoring data for the period in question, confirmed that haloacetic acids samples were collected in accordance with the monitoring requirements prescribed by the legislation.

Since the previous inspection HAA samples were collected on January 17 (15.4 μ g/L), April 11 (26.3 μ g/L), July 3 (27.0 μ g/L), and October 2 (21.7 μ g/L), all in 2024.

The running annual average based on the results of the four most recent quarterly sample results is 22.6 µg/L which is below the Ontario Drinking Water Quality Standard (ODWQS)



limit of 80 μg/L (running annual average).

Question ID	DWMR1087001	Question Type	Legislative

Legislative Requirement(s):

SDWA | O. Reg. 170/03 | 13-6 | (1); SDWA | O. Reg. 170/03 | 13-6 | (2); SDWA | O. Reg. 170/03 | 13-6 | (3); SDWA | O. Reg. 170/03 | 13-6 | (4); SDWA | O. Reg. 170/03 | 13-6 | (5); SDWA | O. Reg. 170/03 | 13-6 | (6);

Question:

Were trihalomethane sampling requirements prescribed by Schedule 13-6 of O. Reg. 170/03 met?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Trihalomethane sampling requirements were met.

Section 13-6 of Schedule 13 of Ontario Regulation 170/03 requires that at least one sample be taken every three months and tested for trihalomethanes (THM).

A review of the water quality monitoring data for the period in question, confirmed that THM samples were collected in accordance with the monitoring requirements prescribed by the legislation.

Since the previous inspection THM samples were collected on January 17 (42 μ g/L), April 11 (40 μ g/L), July 3 (38 μ g/L), and October 2 (31 μ g/L), all in 2024.

The running annual average based on the results of the four most recent quarterly sample results is 37.75 μ g/L which is below the Ontario Drinking Water Quality Standard (ODWQS) limit of 100 μ g/L (running annual average).

Question ID	DWMR1088001	Question Type	Legislative
Legislative R	equirement(s):		

SDWA | O. Reg. 170/03 | 13-7;

Question:

Were nitrate/nitrite sampling requirements prescribed by Schedule 13-7 of O. Reg. 170/03 met?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Nitrate/nitrite sampling requirements were met.

Section 13-7 of Schedule 13 of Ontario Regulation 170/03 requires that at least one sample be taken every three months and tested for nitrates/nitrites.

A review of the water quality monitoring data for the period in question confirmed that the nitrate/nitrite samples were collected in accordance with monitoring requirements prescribed by the legislation.



Since the previous inspection nitrate/nitrite samples were collected on January 17, April 4, July 4, and October 3, all in 2024.

During the inspection review period the nitrate concentration ranged from 0.29 mg/L to 0.31 mg/L which is below the maximum acceptable concentration of 10 mg/L. The nitrite concentration ranged from 0.05 mg/L to 0.07 mg/L which is below the maximum acceptable concentration of 1 mg/L. No concerns identified.

Question ID	DWMR1089001	Question Type	Legislative	
Lanielativa Danviramant/a).				

Legislative Requirement(s):

SDWA | O. Reg. 170/03 | 13-8;

Question:

Were sodium sampling requirements prescribed by Schedule 13-8 of O. Reg. 170/03 met?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Sodium sampling requirements were met.

Section 13-8 of Schedule 13 of Ontario Regulation 170/03 requires that at least one sample be taken every 60 months and tested for sodium (Na).

A review of the water quality monitoring data for the period in question, confirmed that the sodium samples were collected in accordance with monitoring requirements prescribed by the legislation.

Sodium was last sampled on April 11, 2024 (two samples), with results of 32.9 mg/L in one sample and 33.5 mg/L in the other, which is above the Schedule 16, section 16-3 (1) paragraph (8) of Ontario Regulation 170/03 guideline of 20 mg/L. Proper notification and corrective actions completed by owners; no concerns identified.

Limoges DWS will not be required to collect samples for sodium before April 11, 2029 (+/- 90 days).

Question ID	DWMR1090001	Question Type	Legislative

Legislative Requirement(s):

SDWA | O. Reg. 170/03 | 13-9;

Question:

Where fluoridation is not practiced, were fluoride sampling requirements prescribed by Schedule 13-9 of O. Reg. 170/03 met?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Fluoride sampling requirements were met.

Section 13-9 of Schedule 13 of Ontario Regulation 170/03 requires that at least one sample be taken every 60 months and tested for fluoride.



A review of the water quality monitoring data for the period in question, confirmed that the fluoride samples were collected in accordance with monitoring requirements prescribed by the legislation.

The last set of fluoride samples were collected on April 11, 2024, with a result of 0.1 mg/L, which is below the ODWQS limit of 1.5 mg/L.

Limoges DWS will not be required to collect samples for fluoride before April 11, 2029 (+/- 90 days).

Question ID	DWMR1104001	Question Type	Legislative
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Legislative Requirement(s):

SDWA | O. Reg. 170/03 | 16-6 | (1); SDWA | O. Reg. 170/03 | 16-6 | (2); SDWA | O. Reg. 170/03 | 16-6 | (3); SDWA | O. Reg. 170/03 | 16-6 | (3.1); SDWA | O. Reg. 170/03 | 16-6 | (3.2); SDWA | O. Reg. 170/03 | 16-6 | (4); SDWA | O. Reg. 170/03 | 16-6 | (5); SDWA | O. Reg. 170/03 | 16-6 | (6);

Question:

Were immediate verbal notification requirements for adverse water quality incidents met?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Immediate verbal notification requirements for adverse water quality incidents were met.

Question ID DWMR1101001	Question Type	Legislative
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Legislative Requirement(s):

SDWA | O. Reg. 170/03 | 17-1; SDWA | O. Reg. 170/03 | 17-10 | (1); SDWA | O. Reg. 170/03 | 17-11; SDWA | O. Reg. 170/03 | 17-12; SDWA | O. Reg. 170/03 | 17-13; SDWA | O. Reg. 170/03 | 17-14; SDWA | O. Reg. 170/03 | 17-2; SDWA | O. Reg. 170/03 | 17-3; SDWA | O. Reg. 170/03 | 17-4; SDWA | O. Reg. 170/03 | 17-5; SDWA | O. Reg. 170/03 | 17-6; SDWA | O. Reg. 170/03 | 17-9;

Question:

For large municipal residential systems, were corrective actions, including any steps directed by the Medical Officer of Health, taken to address adverse conditions?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Corrective actions were taken to address adverse conditions.

AWQI # 164810, dated April 15, 2024. This AWQI was regarding a sample result of 32.9 mg/L of sodium found in a treated-water sample on April 11, 2024. A re-sample was collected on April 17, 2024, with a result of 36.2 mg/L. The owner contacted the Eastern Ontario Heath Unit and followed the prescribed instructions from the Medical Officer of Health. All required corrective actions were completed, no concerns identified.



Question ID DWMR1114001	Question Type	Legislative
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Legislative Requirement(s):

SDWA | 31 | (1);

Question:

Did the owner have evidence that, when required, all legal owners associated with the drinking water system were notified of the requirements of the Municipal Drinking Water Licence and Drinking Water Works Permit?

Compliance Response(s)/Corrective Action(s)/Observation(s):

The owner had evidence that the required notifications were made.

Question ID	DWMR1060001	Question Type	Legislative
Legislative R	equirement(s):		

SDWA | 31 | (1);

Question:

Did the operations and maintenance manual(s) meet the requirements of the Municipal Drinking Water Licence?

Compliance Response(s)/Corrective Action(s)/Observation(s):

The operations and maintenance manual(s) met the requirements of the Municipal Drinking Water Licence.

Schedule B of the MDWL requires that any alteration to any treatment subsystem be incorporated into process flow diagrams, process and instrumentation diagrams, record drawings and any other relevant diagrams within one year of the substantial completion of the alteration being completed or placed into service. In other words, modifications covered under Schedule C approvals or as pre-authorized alterations (documented on a Form 2 or 3) which were substantially completed more than (1) one year prior to the inspection date are required to be incorporated into:

- process flow diagrams,
- process and instrumentation diagrams
- record drawings and diagrams.

Operations and maintenance manual(s) for the WTP were reviewed at the time of the inspection and found to be in order, containing plans, drawings, and very detailed process descriptions. The manuals are kept at the WTP; and are readily available to all WTP staff.

At the WTP there is also a binder which contains abbreviated (condensed) operations and maintenance manuals. The binder was recently (2021) re-organized with new headings and dividers, very organized and neat. There is also the full technical series of operations and maintenance manuals and binders on site.

The operations and maintenance manuals are in order and consistent with conditions 16.0 of

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Schedule B of MDWL No. 179-102 Issue No. 5. No concerns identified.

Question ID	DWMR1062001	Question Type	Legislative
	equirement(s): eg. 170/03 7-5;		

Question:

Did records or other record keeping mechanisms confirm that operational testing not performed by continuous monitoring equipment was done by a certified operator, water quality analyst, or person who met the requirements of Schedule 7-5 of O. Reg. 170/03?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Records or other record keeping mechanisms confirmed that operational testing not performed by continuous monitoring equipment was done by a certified operator, water quality analyst, or person who met the requirements of Schedule 7-5 of O. Reg. 170/03.

Facility Logbooks are maintained by Nation Municipality staff for the Limoges WTP. These logbooks were reviewed, and it was noted that operators were reviewing the continuous monitoring data, typically within 24 hours of the test.

The Limoges WTP has an operator on site five-days a week (Mon-Fri). Nation Municipality also reports that only certified operators perform operational testing that is not performed by continuous monitoring equipment.

The logs containing information generated by operational checks and tests did contain the names, dates, locations of the persons performing the work. No issues identified.

Question ID	DWMR1071001	Question Type	BMP	
La sialatina Da surinamant/a).				

Legislative Requirement(s):

Not Applicable

Question:

Did the owner provide security measures to protect components of the drinking water system?

Compliance Response(s)/Corrective Action(s)/Observation(s):

The owner provided security measures to protect components of the drinking water system.

All components of the WTP were found to be completely fenced, covered, secure, and under lock and key at all times.

Intrusion alarms are installed at the following locations:

- WTP
- Well building
- Forest Park Boost Station

All booster/pump stations have security lighting, signs and locked door/gates. The owners



have also installed a closed-circuit video surveillance system as an additional security measure (not at Forest Park). No vandalism was observed no issues identified.

Question ID	DWMR1073001	Question Type	Legislative

Legislative Requirement(s):

SDWA | O. Reg. 128/04 | 23 | (1);

Question:

Was an overall responsible operator designated for all subsystems which comprise the drinking water system?

Compliance Response(s)/Corrective Action(s)/Observation(s):

An overall responsible operator was designated for all subsystem.

Mr. Nicholas Pigeon – Water Treatment Class III Certificate #99565 which expires June 30, 2027, is the ORO for the Limoges WTP and possesses the required qualifications.

Mr. Sebastien Mainville – Water Treatment Class III Certificate #100042 which expires November 30, 2027, is the back-up ORO for the Limoges WTP and possesses the required qualifications. No issues identified.

Question ID	DWMR1074001	Question Type	Legislative
Legislative R	equirement(s):		

SDWA | O. Reg. 128/04 | 25 | (1);

Question:

Were operators-in-charge designated for all subsystems which comprise the drinking water system?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Operators-in-charge were designated for all subsystems.

The operator designated as the Operator-In-Charge (OIC) for any given week is different from the OIC at night or on-call for that week. All the information was recorded and maintained in WTP and in the logbook. The duty operators and the on-call operators for each subsystem are designated to be the OIC.

Question ID	DWMR1075001		Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 22;				
Question:				

Were all operators certified as required?

Compliance Response(s)/Corrective Action(s)/Observation(s):

All operators were certified as required.



Question ID	DWMR1076001	Question Type	Legislative	
Legislative Requirement(s): SDWA O. Reg. 170/03 1-2 (2);				
Question: Were adjustments to the treatment equipment only made by certified operators?				
Compliance Response(s)/Corrective Action(s)/Observation(s): Adjustments to the treatment equipment were only made by certified operators.				

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APPENDIX A REFERENCE MATERIAL

Key Reference and Guidance Material for Municipal Residential Drinking Water Systems

Many useful materials are available to help you operate your drinking water system. Below is a list of key materials owners and operators of municipal residential drinking water systems frequently use.

To access these materials online click on their titles below or use your web browser to search for their titles. Contact the Ministry if you need assistance or have questions at 1-866-793-2588 or waterforms@ontario.ca.

For more information on Ontario's drinking water visit www.ontario.ca/page/drinking-water



Click on the publication below to access it

- Drinking Water System Profile Information Form 012-2149E
- Laboratory Services Notification Form 012-2148E
- Adverse Test Result Notification Form 012-4444E
- <u>Taking Care of Your Drinking Water: A Guide for Members of Municipal</u> Councils
- Procedure for Disinfection of Drinking Water in Ontario
- Strategies for Minimizing the Disinfection Products Trihalomethanes and Haloacetic Acids
- Filtration Processes Technical Bulletin
- Ultraviolet Disinfection Technical Bulletin
- <u>Guide for Applying for Drinking Water Works Permit Amendments</u>, <u>& License</u> Amendments
- Certification Guide for Operators and Water Quality Analysts
- Training Requirements for Drinking Water Operator
- Community Sampling and Testing for Lead: Standard and Reduced Sampling and Eligibility for Exemption
- Drinking Water System Contact List 7128E01
- Ontario's Drinking Water Quality Management Standard Pocket Guide
- 2020 Watermain Disinfection Procedure
- List of Licensed Laboratories





APPENDIX B COMPONENT INFORMATION REPORT

DWS Component Information Report for 260006841

as of 30-JAN-2025

Drinking Water System Profile Information

DWS # 260006841

MOE Assigned Name Limoges Drinking Water System

Category LMRS

RegulationO.REG 170/03DWS TypeWell SupplySource TypeGround Water

Address 269 Limoges Road, Limoges, Ontario, K0A 2M0, Canada

Region Eastern Region **District** Cornwall Area Office

Municipality The Nation

Public Health Unit Eastern Ontario Health Unit

LWIS Component Name	LWIS Component Type	LWIS Component Sub-Type	Component Address	Comments
Well 1 Pumphouse Raw	Source		2460 Russland Road, Lot: 21, Conc.: 7,	Located at 2460 Russland Road, production Well #1 is a 250 millimetre (mm) diameter, 24.5 metre (m) deep drilled well. 500 mm steel casing extends 6.0 metres below the ground surface. The annular space between the inner well casing and outer protective casing is filled with cement grout. The well was completed by Envirotecheau Limited of Montreal, Quebec. The well is enclosed inside a pump house with a concrete floor located approximately 250 mm above the surrounding ground level at the site. The well casing is raised above the floor by 200 mm. The pump unit sits securely on the casing and concrete pedestal. The well is located on a parcel of land, 45 m wide by 112 m deep, owned by The Nation Municipality. Well #1 is equipped with a vertical turbine pump with a rated capacity of 24.1 litres per second (L/sec) at a TDH of 19.6 m. It is also equipped with a flow control valve, a flow meter, a sodium hypochlorite metering pump, and a 750 L storage tank (not in use). All of the above equipment including a standby generator for the well supply is housed in a concrete block, aluminum clad service building. Well #1 is the main supply well for the drinking water system.
Distribution - Forest Park Reservoir	Other		214 Maple Groves,	The Forest Park Reservoir and Pumphouse is located at 214 Maple Groves Street in the community of Forest Park. It consists of two on-line continuous chlorine analyzers (free and total chorine), a water storage reservoir with approximate volume of 700 m3, and a fill valve with PLC and telemetry system connected to the Limoges water treatment plant. There are also three electric driven turbine pumps (high lift) rated at 8 L/s at 42 m TDH and one diesel engine driven vertical turbine pump rated at 47.3 L/s at 70 m TDH to supply emergency water. The Forest Park reservoir high lift pumps provide water from Limoges to the Forest Park community from 06:00 to 23:00, and from 23:00 to 06:00 the high lift pumps are shut off and water comes directly from the Limoges water treatment plant to replenish the Forest Park reservoir and provide for consumers' night time water demand.

DWS Component Information Report for 260006841

as of 30-JAN-2025

LWIS Component Name	LWIS Component Type	LWIS Component Sub-Type	Component Address	Comments
Distribution - Tardif Mhp Pump House	Other		Road 600 West,	Before being served by the Limoges Well Supply, the Ben Tardif Trailer Park was on its own well system. The pump house for the former well system is now used by the Nation Municipality to house a conduit equipped with pressure manometers and a sampling station connecting to the mobile home park distribution pipes. The Ben Tardif pump house is located on Route 600 ouest.
Plant Treated	Treated Water Poe			The water treatment plant consists of one tray aerator rated at 63 L/s, one aeration basin approximately 7 m diameter by 2.4 m high, and two air blowers rated at 75 SCFM at 6 psi to control the levels of methane and hydrogen sulphide. The aeration system is followed by a low lift pumping basin with two centrifugal pumps rated at 24.1 L/s at 13.7 m TDH. Two anthracite and greensand filters and a clarification tank with potassium permanganate and coagulant injection are used for the control of organic carbon, organic nitrogen, hydrogen sulphide, colour, trihalomethane (THM) precursors, iron and manganese. The plant is also equipped with backwash facilities, treated water storage, chlorination equipment, high lift pumping, and standby power generation. The water treatment plant uses polyaluminium silicate sulphate (PASS) as its coagulant. Continuous turbidity and chlorine analyzers are positioned on the treated water main exiting the clear well en route to the reservoir, as well as on the treated water effluent line to the distribution system.
Distribution - General	Other			The distribution system consists of PVC and polyethylene pipes ranging in size from 25 mm service connections to a 300 mm diameter main. Piping in the local distribution network in the Village of Limoges, the community of Forest Park, and the Ben Tardif Mobile Home Park (MHP) consist largely of 150 mm and 200 mm PVC pipes. In addition, the municipal distribution system also contains fire hydrants, standard service connections, gate valves, valve chambers, isolation and interconnection valves, blow-off points, drain valve chambers and air and release chambers. A meter chamber is also located at the Forest Park Reservoir and Pumphouse for purposes of flow monitoring. There are approximately 1538 service connections in the distribution system, serving a self-reported population of about 2,000 persons.
Well 2 Pumphouse Raw	Source		2476 Russland Road, Lot: 21, Conc.: 7,	Located at 2476 Russland Road, production Well #2 is a 250 mm diameter, 21.5 m deep drilled well. The 500 mm steel casing extends 9.1 m below the ground surface. The annular space between the inner well casing and outer protective casing is filled with cement grout. The well was completed by Forage Metropolitain of St-Timothy, Quebec. The well is enclosed in a precast concrete

DWS Component Information Report for 260006841

as of 30-JAN-2025

LWIS Component Name	LWIS Component Type	LWIS Component Sub-Type	Component Address	Comments
				chamber complete with a steel cover and locked access hatch. A sump pump is located inside the manhole chamber in order to remove water accumulation resulting from any snow melt or surface and ground infiltration. Electrical and telemetry controls are housed in an exterior weather proof locked control panel. The well is located on a parcel of land of 12 m wide by 18 m deep, owned by The Nation Municipality. Well #2 is equipped with a submersible pump with a rated capacity of 24.1 L/sec at a TDH of 19.6 m. It is also equipped with a flow control valve and a flow meter. Well #2 is used principally as the standby well. There is standby power available for both wells.



APPENDIX C INSPECTION RISK RATING (IRR)

Ministry of the Environment, Conservation and Parks - Inspection Summary Rating Record (Reporting Year - 2024-25)

DWS Name: LIMOGES DRINKING WATER SYSTEM

DWS Number: 260006841

DWS Owner: CORPORATION DE LA MUNICIPALITE DE LA NATION

Municipal Location: THE NATION

Regulation: O.REG. 170/03

DWS Category: DW Municipal Residential

Type of Inspection: Focused

Compliance Assessment Start Date: Dec-9-2024

Ministry Office: Cornwall Area Office

Maximum Risk Rating: 501

Inspection Module	Non Compliance Risk (X out of Y)
Capacity Assessment	0/30
Certification and Training	0/42
Logbooks	0/14
Operations Manuals	0/14
Reporting & Corrective Actions	0/70
Source	0/14
Treatment Processes	0/197
Water Quality Monitoring	0/120
Overall - Calculated	0/501

Inspection Risk Rating: 0.00%

Final Inspection Rating: 100.00%

Ministry of the Environment, Conservation and Parks - Detailed Inspection Rating Record (Reporting Year - 2024-25)

DWS Name: LIMOGES DRINKING WATER SYSTEM

DWS Number: 260006841

DWS Owner Name: CORPORATION DE LA MUNICIPALITE DE LA NATION

Municipal Location: THE NATION

Regulation: O.REG. 170/03

DWS Category: DW Municipal Residential

Type of Inspection: Focused

Compliance Assessment Start Date: Dec-9-2024

Ministry Office: Cornwall Area Office

All legislative requirements were met. No detailed rating scores.

Maximum Question Rating: 501

Inspection Risk Rating: 0.00%

FINAL INSPECTION RATING: 10

100.00%

Ministry of the Environment, Conservation and Parks

Drinking Water and Environmental Compliance Division, Eastern Region Cornwall Area Office

113 Amelia Street Cornwall ON K6H 3P1 Tel.: 613-933-7402 Fax: 613-933-6402

Ministère de l'Environnement, de la Protection de la nature et des Parcs

Division de la conformité en matière d'eau potable et d'environnement, Direction régionale de l'Est Bureau de Cornwall

113, rue Amelia Cornwall ON K6H 3P1 Tél.: 613-933-7402 Téléc.: 613-933-6402



Mr. Pierre Leroux Chief Administrator Officer/Clerk The Corporation of the Nation Municipality 958 Route 500 West Casselman, ON K0A 1M0

Dear: Ms. P.Leroux,

Re: 2024-25 Inspection Report for the St. Isidore Distribution System

Please find enclosed a copy of the final inspection report for the St. Isidore Distribution System.

Section 19 of the Safe Drinking Water Act (Standard of Care) creates a number of obligations for individuals who exercise decision-making authority over municipal drinking water systems. Please be aware that the Ministry has encouraged such individuals, particularly municipal councillors, to take steps to be better informed about the drinking water systems over which they have decision-making authority. These steps could include asking for a copy of this inspection report and a review of its findings. Further information about Section 19 can be found in "Taking Care of Your Drinking Water: A guide for members of Municipal Council" found under on the Ontario website at https://www.ontario.ca/page/taking-care-your-drinking-water-guide-members-municipal-councils

In order to measure individual inspection results, the Ministry has established an inspection compliance risk framework based on the principles of the Inspection, Investigation & Enforcement (II&E) Secretariat and advice of internal/external risk experts. The Inspection Rating Record (IRR), provides the Ministry, the system owner and the local Public Health Units with a summarized quantitative measure of the drinking water system's annual inspection and regulated water quality testing performance. IRR ratings are published (for the previous year) in the ministry's Chief Drinking Water Inspector's Annual Report.

If you have any questions or concerns regarding the inspection process, please contact Shannon Hamilton-Browne, Water Compliance Supervisor, at (613) 808-4255.

Thank you for the assistance during the inspection. Please do not hesitate to contact me if you have any questions or concerns about the attached report.

Sincerely,

Jean-François Durocher Bilingual Water Inspector

Drinking Water and Environmental Compliance Division
Ministry of the Environment, Conservation and Parks (MECP)

Cornwall Area Office Phone: 613-363-5149

E-mail: jean-francois.durocher@ontario.ca

cc: Nicholas Pigeon, Nation Municipality – Director of Water and Wastewater, Overall Responsible Operator Sébastien Mainville, Nation Municipality – Supervisor of Water and Wastewater, Operator Sébastien Cadieux, Nation Municipality – Senior Water and Wastewater Operator, Compliance Officer Rami Basha, Eastern Ontario Health Unit (EOHU) – Program Manager (Prescott Russell Cluster) Sandra Mancini, South Nation Conservation Authority – Team Lead Engineer Shannon Hamilton-Browne, Ministry of Environment, Conservation and Parks (MECP) –Water Inspections Programs Supervisor, Cornwall/Ottawa SDWB



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APPENDIX B	COMPONENTS REPORT
APPENDIX C	INSPECTION RISK RATING (IRR)





ST. ISIDORE DISTRIBUTION SYSTEM

Physical Address: 958 ROUTE 500, RURAL ROUTE

DELIVERY 3, CASSELMAN, ON

KOA 1MO

INSPECTION REPORT

System Number: 260091026

Entity: CORPORATION DE LA

MUNICIPALITE DE LA NATION

Inspection Start Date: February 10, 2025 Site Inspection Date: February 14, 2025 Inspection End Date: April 04, 2025

Inspected By: Jean-Francois Durocher

Badge #: 1440

(signature)



INTRODUCTION

Purpose

This announced, focused inspection was conducted to confirm compliance with Ministry of the Environment, Conservation and Parks' (MECP) legislation and conformance with ministry drinking water policies and guidelines.

Scope

The ministry utilizes a comprehensive, multi-barrier approach in the inspection of water systems that focuses on the source, treatment, and distribution components as well as management and the operation of the system.

The inspection of the drinking water system included both the physical inspection of the component parts of the system listed in section 4 "Systems Components" of the report and the review of data and documents associated with the operation of the drinking water system during the review period.

This drinking water system is subject to the legislative requirements of the Safe Drinking Water Act, 2002 (SDWA) and regulations made therein, including Ontario Regulation 170/03, "Drinking Water Systems" (O. Reg. 170/03). This inspection has been conducted pursuant to Section 81 of the SDWA.

This inspection report does not suggest that all applicable legislation and regulations were evaluated. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

Facility Contacts and Dates

The drinking water system is owned by The Corporation of the Nation Municipality and operated by The Corporation of the Nation Municipality employees.

The system serves an estimated population of 1,000 and is categorized as a Large Municipal Residential System.

Information reviewed for this inspection covered the time period between February 1, 2024, to January 31, 2025.

The water inspector met with Nicholas Pigeon, Director of Water and Wastewater for Municipality of the Nation, and Sébastien Mainville, Water and Wastewater Manager as part of the inspection process. All employees that the inspector met with during this inspection are employed by the Nation Municipality.



Systems/Components

The St. Isidore Distribution System provides and maintains secondary disinfection and distribution of water. Primary disinfection is undertaken by another regulated drinking water system which provides treated water to this drinking water system.

Treated water is received from the Lefaivre Drinking Water System and St. Isidore Distribution System provides water storage, secondary disinfection boosting and pressure boosting for the drinking water system.

The Lefaivre Drinking Water System is inspected separately from this drinking water system.

An outstation is a component of a drinking water system that is not located at either a water treatment plant or a well supply and is generally not associated with primary treatment, for example reservoirs, booster stations, and re-chlorination facilities located within the distribution system. Outstations may be visited on a rotational basis as part of a ministry inspection. This inspection included the inspection of:

- St. Isidore Water Tower (L'escale Street)
- Plantagenet Booster Pump Station (651 County Road 9)

Permissions/Approvals

This drinking water system was subject to specific conditions contained within the following permissions and/or approvals (please note this list is not exhaustive) at the time of the inspection in addition to the requirements of the SDWA and its regulations:

Municipal Drinking Water Licence No. 179-101 Issue No. 4 Drinking Water Works Permit No. 179-201 Issue No. 3



NON-COMPLIANCE

This should not be construed as a confirmation of full compliance with all potential applicable legal requirements. These inspection findings are limited to the components and/or activities that were assessed, and the legislative framework(s) that were applied. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

If you have any questions related to this inspection, please contact the signed Provincial Officer.

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RECOMMENDATIONS

This should not be construed as a confirmation of full conformance with all potential applicable BMPs. These inspection findings are limited to the components and/or activities that were assessed, and the legislative framework(s) that were applied. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

If you have any questions related to this inspection, please contact the signed Provincial Officer.

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INSPECTION DETAILS

This section includes all questions that were assessed during the inspection.

Ministry Program: DRINKING WATER | Regulated Activity: DW Municipal Residential

Question ID	DWMR1018001	Question Type	Legislative
Legislative R SDWA 31 (equirement(s): 1);		

Question:

Did the owner ensure that equipment was installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit?

Compliance Response(s)/Corrective Action(s)/Observation(s):

The owner ensured that equipment was installed as required.

At the time of the inspection, The Nation Municipality was operating the Drinking Water System (DWS) under Drinking Water Works Permit (DWWP) No. 179-201 Issue No. 3 that was issued on June 18, 2021. The facility also operated under Municipal Drinking Water Licence (MDWL) No. 179-101 Issue No. 4 which was issued June 18, 2021.

The equipment as identified on the above noted certificates was reviewed at the time of the inspection and found to be in order.

Question ID	DWMR1021001	Question Type	Legislative
Legislative R	equirement(s): 1);		

Question:

Were Form 2 documents prepared as required?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Form 2 documents were prepared as required.

A Form 2 was created for the Plantagenet Booster station. The Plantagenet Booster station is already equipped with a chlorine analyser for the water that is being pumped to the consumers. A new chlorine analyser was installed which analyses the water entering the booster station before it reaches the clearwell.

The new analyser is a Evoqua, Wallace and Tiernan (W/T93043), installation performed by Chloratech Inc. A Director Notification from was also filled out and submitted to MECP.

Question ID	DWMR1025001	Question Type	Legislative
Legislative Ro	equirement(s): 1);		



Question:

Were all parts of the drinking water system that came in contact with drinking water disinfected in accordance with a procedure listed in Schedule B of the Drinking Water Works Permit?

Compliance Response(s)/Corrective Action(s)/Observation(s):

All parts of the drinking water system were disinfected as required.

Condition 2.3 of Schedule B of DWWP No. 179-201 Issue No. 3 which was issued on June 18, 2021, states that all parts of the drinking water system in contact with drinking water which are:

- 2.3.1 Added, modified, replaced, extended; or
- 2.3.2 Taken out of service for inspection, repair or other activities that may lead to contamination, shall be disinfected before being put into service in accordance with a procedure approved by the Director or in accordance with the applicable provisions of the following documents:
- a) The ministry's Watermain Disinfection Procedure, effective August 2020.
- b) AWWA C652 Standard for Disinfection of Water-Storage Facilities;
- c) AWWA C653 Standard for Disinfection of Water Treatment Plants; and
- d) AWWA C654 Standard for Disinfection of Wells.

It was indicated by operating authority staff at the time of the inspection, that the Standard Operating Procedure (SOP) was updated specifically to ensure the Watermain Disinfection Procedure is properly and adequately followed and adhered to by St. Isidore DWS staff. No concerns identified.

Question ID	DWMR1024001	Question Type	Legislative
Legislative Requirement(s):			
SDWA O. Reg. 170/03 1-2 (2);			

Question:

Did records confirm that the water treatment equipment which provides chlorination or chloramination for secondary disinfection was operated as required?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Records confirmed that the water treatment equipment which provides chlorination or chloramination for secondary disinfection was operated as required.

Section 1-2(2)4 of Schedule 1 of Ontario Regulation 170/03 states that if the drinking water system's water treatment equipment provides chlorination or chloramination for secondary disinfection, the equipment is operated so that, at all times and at all locations within the distribution system,

- i. The free chlorine residual is never less than 0.05 mg/L, if the drinking water system provides chlorination and does not provide chloramination, or
- ii. The combined chlorine residual is never less than 0.25 mg/L if the drinking water system provides chloramination.



The maintenance of a disinfectant residual in the distribution system (secondary disinfection) is intended to maintain (or introduce and maintain) a persistent disinfectant residual to protect the water from microbiological re-contamination, reduce bacterial re-growth, control biofilm formation, and serve as an indicator of distribution system integrity (loss of disinfectant residual indicating that the system integrity has been compromised). Only chlorine, chlorine dioxide and monochloramine provide a persistent disinfectant residual and can be used for the maintenance of a residual in the distribution system.

Rapid decay of a disinfectant residual may occur because of several other causes such as heavy encrustation or sediment accumulation and biofilm activity and may require investigation and specific corrective action such as engineered flow velocity increases and swabbing or pigging/lining and/or main replacement.

Chlorine residuals are monitored in the distribution system with continuous online chlorine residual analyzers located at the Plantagenet Booster Station and St. Isidore Water Tower. Chlorine residuals taken from the continuous online analyzers are recorded on the monthly spreadsheet.

The target combined chlorine residual in the distribution system is 2.2 mg/L. The critical control point in distribution system is 1.0 mg/L to 1.2 mg/L. The chlorine residual is boosted (Plantagenet Booster Station) to 2.15 mg/L and the pumps will cut off at a chlorine residual concentration of 2.45 mg/L. At the St. Isidore Water Tower, the combined residual is lower at 1.5 mg/L and comes into the tower at 2.2 mg/L.

It was reported that there were no failures in the chloramination system during the inspection period.

Records provided by the Owner were reviewed for the inspection period and found to be in order. The lowest combined chlorine residual which was measured in the distribution system during this inspection review period was on November 18, 2024 (St. Isidore Water Tower) with a result of 0.29 mg/L. The highest combined chlorine residual which was measured in the distribution system during this inspection review period was on October 5, 2024 (St. Isidore Water Tower) with a result of 2.68 mg/L. The lowest residual in the distribution last inspection period was 0.51 mg/L and highest residual in the distribution last inspection period was 2.99 mg/L.

Question ID DWMR1033001	Question Type Legislative
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Legislative Requirement(s):

SDWA | O. Reg. 170/03 | 7-2 | (3); SDWA | O. Reg. 170/03 | 7-2 | (4);

Question:

Was secondary disinfectant residual tested as required for the large municipal residential distribution system?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Secondary disinfectant residual was tested as required.



Subsection 7-2 (3) of Schedule 7 of Ontario Regulation 170/03 requires that the owner of a large municipal residential system that provides secondary disinfection and the operating authority for the system shall ensure that at least seven distribution samples are taken each week and are tested immediately for, free chlorine residual, or combined chlorine residual, if the system provides chloramination.

The required sampling had been conducted in accordance with the rules prescribed by Subsection 7-2(4) of Schedule 7 of Ontario Regulation 170/03. The rules stipulate the following:

- At least four of the samples must be taken on one day of the week, at least 48 hours after the last sample was taken in the previous week.
- At least three of the samples must be taken on a second day of the week, at least 48 hours after the last sample was taken on the day noted above.
- When more than one sample is taken on the same day of the week under paragraph noted above, each sample must be taken from a different location.

Subsection 6-4(1) of Schedule 6 of Ontario Regulation 170/03, states that a person who is required to ensure that samples are taken under this Regulation, or under an approval, municipal drinking water licence or order, including an OWRA order, shall ensure that they are taken in the form of grab samples, unless continuous monitoring equipment or microbiological in-line testing equipment is authorized or required.

Subsection 6-4(2) of Schedule 6 of Ontario Regulation 170/03, states that continuous monitoring equipment may be used for sampling and testing that is required under this Regulation, or under an approval, municipal drinking water licence or order, for,

- (a) turbidity;
- (b) fluoride;
- (c) free chlorine residual; and
- (d) free chlorine residual and total chlorine residual measured for the purpose of determining combined chlorine residual.

The secondary disinfectant residual in the distribution system is measured as per Subsection 7-2(3) of Schedule 7 of Ontario Regulation 170/03 by means of online monitoring, at the Plantagenet Booster Station and St. Isidore Water Tower, which monitor the total and free chlorine residuals.

Residuals are also monitored in the distribution system when conducting weekly microbiological sampling and flushing. The chlorine analyzers located at the Plantagenet Booster Station and St. Isidore Water Tower, are all visually checked daily. No concerns identified.



Legislative Requirement(s):

SDWA | O. Reg. 170/03 | 6-5 | (1)1-4;

Question:

Were operators examining continuous monitoring test results and did they examine the results within 72 hours of the test?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Operators were examining continuous monitoring test results as required.

Facility Logbooks are maintained by operating authority staff for the St. Isidore Distribution System. These logbooks were reviewed, and it was noted that Operators were reviewing the continuous monitoring data, typically within 24-48 hours of the test.

The SCADA system generates a daily report which is entered on a monthly tracking spreadsheet. It was noted the operators examine data as part of their morning routine inspection.

The Nation Municipality have an operator on site five days a week from 0700 to 1600 and a designated on-call person is available after hours.

Question ID	DWMR1038001	Question Type	Legislative

Legislative Requirement(s):

SDWA | O. Reg. 170/03 | 6-5 | (1)1-4;

Question:

Was continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements performing tests for the parameters with at least the minimum frequency and recording data with the prescribed format?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements was performing tests for the parameters with at least the minimum frequency and recording data with the prescribed format.

The Table in Schedule 6 of Ontario Regulation 170/03 states that free chlorine residual and total chlorine residual measured for the purpose of determining combined chlorine residual in a distribution sample must be recorded at a minimum frequency of one (1) sample per one (1) hour and that a minimum alarm set point be 0.25 milligrams per litre.

The Table in Schedule 6 does not state a maximum alarm standard for chlorine residual to achieve secondary disinfection.

The SCADA system records total and free chlorine residual continuously and the alarm for low combined chlorine residual meets the requirements of the Table in Schedule 6 of Ontario Regulation 170/03. No concerns identified.

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Question ID	DWMR1037001	Question Type	Legislative
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Legislative Requirement(s):

SDWA | O. Reg. 170/03 | 6-5 | (1)5-10; SDWA | O. Reg. 170/03 | 6-5 | (1.1);

Question:

Were all continuous monitoring equipment utilized for sampling and testing required by O. Reg. 170/03, or Municipal Drinking Water Licence or Drinking Water Works Permit or order, equipped with alarms or shut-off mechanisms that satisfied the standards described in Schedule 6?

Compliance Response(s)/Corrective Action(s)/Observation(s):

All required continuous monitoring equipment utilized for sampling and testing were equipped with alarms or shut-off mechanisms that satisfied the standards

The continuous monitoring equipment required by Ontario Regulation 170/03 was equipped with the following alarm set points:

- low-low alarm is set at 0.75 mg/L and low alarm is set at 0.80 mg/L at St. Isidore Water Tower and high alarm is set at 2.90 mg/L and a high-high alarm is set at 2.95 mg/L for combined chlorine residuals.
- low-low alarm is set at 0.55 mg/L and low alarm is set at 0.60 mg/L at Plantagenet Booster Station and high alarm is set at 2.90 mg/L and a high-high alarm is set at 2.95 mg/L for combined chlorine residuals.

It was reported that the flow sensors for the sodium hypochlorite and ammonium sulphate metering pumps are alarmed and shut-down if there is no flow detected. The systems are also equipped with level sensors. It was reported that the chloramination system is equipped with automatic shut-offs/interlocks. It was reported that there were only minor events and no shutdowns. No concerns identified.

Question ID	DWMR1040001	Question Type	Legislative

Legislative Requirement(s):

SDWA | O. Reg. 170/03 | 6-5 | (1)1-4; SDWA | O. Reg. 170/03 | 6-5 | (1)5-10;

Question:

Were all continuous analysers calibrated, maintained, and operated, in accordance with the manufacturer's instructions or the regulation?

Compliance Response(s)/Corrective Action(s)/Observation(s):

All continuous analysers were calibrated, maintained, and operated as required.

It was indicated at the time of the inspection that all continuous analyzers are calibrated, maintained, and operated in accordance with the manufacturer's instructions and in accordance with Schedule 6-5 of Ontario Regulation 170/03.



St. Isidore DS operating authority utilize a management/maintenance schedule to assist and track maintenance/calibration activities. Calibration records and work order summaries were provided by operating authority staff and summarized below:

- All flow meters were calibrated on monthly basis and a third-party contractor providing a Certificate of Instrument Performance on October 25, 2024. The previous Certificate of Instrument Performance was issued on October 16, 2023.
- The continuous monitoring equipment that monitors chlorine was calibrated on a weekly basis and a third-party contractor providing a factory spec calibration as well as a Certificate of Instrument Performance on February 8, 2024. The previous Certificate of Instrument Performance was issued on February 13, 2023.
- All turbidity meters were calibrated on bi-weekly basis and a third-party contractor providing a factory calibration as well as a Certificate of Instrument Performance on February 8, 2024. The previous Certificate of Instrument Performance was issued on February 13, 2023.

Question ID	DWMR1108001	Question Type	Legislative
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Legislative Requirement(s):

SDWA | O. Reg. 170/03 | 6-5 | (1)5-10; SDWA | O. Reg. 170/03 | 6-5 | (1.1);

Question:

Where continuous monitoring equipment used for the monitoring of free chlorine residual, total chlorine residual, combined chlorine residual or turbidity, required by O. Reg. 170/03, Municipal Drinking Water Licence, Drinking Water Works Permit, or order triggered an alarm or an automatic shut-off, did a qualified person respond as required and take appropriate actions?

Compliance Response(s)/Corrective Action(s)/Observation(s):

A qualified person responded as required and took appropriate actions.

Section 6-5 of Schedule 6, Ontario Regulation 170/03 requires that continuous monitoring equipment be designed and operated in accordance with the standards described in subsection (1.1).

If the continuous monitoring equipment does not have a feature that ensures that no water is directed to users in the event of a prescribed alarm, then in the event of an alarm a qualified person must be promptly dispatched to the plant and must arrive as soon as possible.

It was reported that the flow sensors for the sodium hypochlorite and ammonium sulphate metering pumps are alarmed and shut-down if there is no flow detected. The systems are also equipped with level sensors. It was reported that the chloramination system is equipped with automatic shut-offs/interlocks.

The Nation Municipality's SOP Alarms Response Protocol was reviewed during this inspection. An on-call staff member from The Nation is designated each week on a rotating



basis to respond to all alarms associated with various facilities operated by this group. An automatic alarms auto dialer is installed at the facility. The alarms are sent to the auto dialer. Then a sequence of calling operator on duty "on-call" is initiated upon receipt of the alarm. Weekly on-call rotation between personnel is initiated on Friday's during regular working hours 07:00 to 16:00. It is the incoming on-call operator's responsibility to notify the private security company (Falcon Security) in the change of on-call duty operator for the upcoming week.

For responding to Alarm Pages: The on-call operator acknowledges the auto dialer. The operator can log on to the SCADA system to define the alarm and reset it at distance or arrive at the facility. Some alarms the operator would need to go to the facility to act.

The operator refers to the SOP specific operational procedure, it covers the critical alarm situations that can occur at the facility. Should a page be received during regular working hours, the on-call operator should acknowledge the page as soon as possible.

The demonstrated response time for triggered alarms is acceptable. No concerns were identified.

Question ID	DWMR1099001	Question Type	Information
		,	

Legislative Requirement(s):

Not Applicable

Question:

Do records show that water provided by the drinking water system met the Ontario Drinking Water Quality Standards?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Records showed that all water sample results met the Ontario Drinking Water Quality Standards.

Sample records provided for the St. Isidore DS for the period between February 1, 2024, to January 31, 2025, were reviewed. All of the parameters sampled were within the limits set in Ontario Regulation 169/03.

Question IDDWMR1081001Question TypeLegislative

Legislative Requirement(s):

SDWA | O. Reg. 170/03 | 10-2 | (1); SDWA | O. Reg. 170/03 | 10-2 | (2); SDWA | O. Reg. 170/03 | 10-2 | (3);

Question:

Were distribution microbiological sampling requirements prescribed by Schedule 10-2 of O. Reg. 170/03 for large municipal residential systems met?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Distribution microbiological sampling requirements were met.

Section 10-2(1)(a) of Schedule 10 of Ontario Regulation 170/03 requires that the owners of a



drinking water system and the operating authority for the system shall ensure that, if the system serves 100,000 people or less, at least eight (8) distribution samples, plus one (1) additional distribution sample for every 1,000 people served by the system, are taken every month, with at least one (1) of the samples being taken in each week.

According to information provided at the time of the inspection, the total permanent residential population served by the St. Isidore DWS is approximately 1,000. Based on the population of 1,000, the total number of distribution samples required per month is at least nine (9) with at least 25 per cent of the samples taken are to be tested for general bacteria population expressed as colony counts on a Heterophonic Plate Count (HPC).

A review of the water quality data for the period in question, confirmed that the microbiological monitoring requirements for the distribution system were consistently being met by a range of samples spanning from 12 to 15 samples per month and 25% of those samples were analyzed for HPC. No concerns identified.

Question ID	DWMR1096001	Question Type	Legislative
	equirement(s): g. 170/03 6-3 (1);		

Question:

Did records confirm that chlorine residual tests were conducted at the same time and location as microbiological samples?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Records confirmed that chlorine residual tests were conducted as required.

A review of the microbiological water quality monitoring data for the period in question, confirmed that chlorine residual tests were being conducted at the same time and at the same location that microbiological samples were obtained. No concerns were identified.

Question ID	DWMR1086001	Question Type	Legislative

Legislative Requirement(s):

SDWA | O. Reg. 170/03 | 13-6.1 | (1); SDWA | O. Reg. 170/03 | 13-6.1 | (2); SDWA | O. Reg. 170/03 | 13-6.1 | (3); SDWA | O. Reg. 170/03 | 13-6.1 | (4); SDWA | O. Reg. 170/03 | 13-6.1 | (5); SDWA | O. Reg. 170/03 | 13-6.1 | (6);

Question:

Were haloacetic acid sampling requirements prescribed by Schedule 13-6 of O. Reg. 170/03 met?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Haloacetic acid sampling requirements were met.

Section 13-6.1 (1) of Schedule 13 of Ontario Regulation 170/03 requires that at least one sample be taken every three months and tested for haloacetic acids (HAA).



A review of the water quality monitoring data for the period in question, confirmed that haloacetic acids samples were collected in accordance with the monitoring requirements prescribed by the legislation.

Since the previous inspection HAA samples were collected on January 17, 2024, April 11, 2024, July 3, 2024, October 2, 2024, and January 21, 2025.

The running annual average (RAA) based on the results of the four most recent quarterly sample results is 31.33 μ g/L which is below the Ontario Drinking Water Quality Standard (ODWQS) limit of 80 μ g/L (running annual average). The RAA during the previous inspection period was 28.8 μ g/L.

Question ID	DWMR1087001	Question Type	Legislative		
Logislative Requirement(s):					

Legislative Requirement(s):

SDWA | O. Reg. 170/03 | 13-6 | (1); SDWA | O. Reg. 170/03 | 13-6 | (2); SDWA | O. Reg. 170/03 | 13-6 | (3); SDWA | O. Reg. 170/03 | 13-6 | (4); SDWA | O. Reg. 170/03 | 13-6 | (5); SDWA | O. Reg. 170/03 | 13-6 | (6);

Question:

Were trihalomethane sampling requirements prescribed by Schedule 13-6 of O. Reg. 170/03 met?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Trihalomethane sampling requirements were met.

Section 13-6 of Schedule 13 of Ontario Regulation 170/03 requires that at least one sample be taken every three months and tested for trihalomethanes (THM).

A review of the water quality monitoring data for the period in question, confirmed that THM samples were collected in accordance with the monitoring requirements prescribed by the legislation.

Since the previous inspection THM samples were collected on January 17, 2024, April 11, 2024, July 3, 2024, October 2, 2024, and January 21, 2025.

The running annual average based on the results of the four most recent quarterly sample results is 46 μ g/L which meets the Ontario Drinking Water Quality Standard (ODWQS) limit of 100 μ g/L (running annual average). The RAA during the previous inspection period was 41.25 μ g/L.

Question ID	DWMR1114001	Question Type	Legislative			
•	Legislative Requirement(s): SDWA 31 (1);					
Question: Did the owner have evidence that, when required, all legal owners associated with the						



drinking water system were notified of the requirements of the Municipal Drinking Water Licence and Drinking Water Works Permit?

Compliance Response(s)/Corrective Action(s)/Observation(s):

The owner had evidence that the required notifications were made.

Question ID	DWMR1060001	Question Type	Legislative
Legislative R	equirement(s): 1);		

Question:

Did the operations and maintenance manual(s) meet the requirements of the Municipal Drinking Water Licence?

Compliance Response(s)/Corrective Action(s)/Observation(s):

The operations and maintenance manual(s) met the requirements of the Municipal Drinking Water Licence.

Operations and maintenance manual(s) were reviewed at the time of the inspection and found to be in order containing contingency plans, standard operating procedures, drawings, and very detailed process descriptions. The manuals are kept at the Limgoes WTP; and are readily available to all Nation Municipality staff.

At the municipal office there is also a binder which contains abbreviated (condensed) operations and maintenance manuals. There is also the full technical series of operations and maintenance manuals and binders on site.

The Operations and Maintenance Manuals are in order and consistent with conditions 16.0 of Schedule B of MDWL No. 179-101 Issue No. 4. The manuals are kept at the Limoges WTP, readily available to all operating authority staff.

The operation and maintenance manuals and the emergency/contingency plans are reviewed on an annual schedule and are updated if needed. No concerns were identified.

Question ID	DWMR1062001	Question Type	Legislative		
Legislative Requirement(s):					
SDWA O. Reg. 170/03 7-5;					

Question:

Did records or other record keeping mechanisms confirm that operational testing not performed by continuous monitoring equipment was done by a certified operator, water quality analyst, or person who met the requirements of Schedule 7-5 of O. Reg. 170/03?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Records or other record keeping mechanisms confirmed that operational testing not

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performed by continuous monitoring equipment was done by a certified operator, water quality analyst, or person who met the requirements of Schedule 7-5 of O. Reg. 170/03.

According to operating authority, only certified operators perform operational testing that is not performed by continuous monitoring equipment and all those instances are recorded in the "Facility Logbook". Entries are made in chronological order.

"Facility Logbooks" (Plantagenet Booster Station and St. Isidore Water Tower) and other record keeping mechanisms maintained by operating authority staff were reviewed for the period between February 1, 2024, to January 31, 2025. No concerns identified.

Question ID	DWMR1071001	Question Type	ВМР	
Legislative Requirement(s):				
Not Applicable				

Question:

Did the owner provide security measures to protect components of the drinking water system?

Compliance Response(s)/Corrective Action(s)/Observation(s):

The owner provided security measures to protect components of the drinking water system.

All components of the WTP were found to be completely fenced, covered, secure, and under lock and key at all times.

Intrusion alarms are installed at the following locations:

- Plantagenet Booster Station
- St. Isidore Water Tower

All booster/pump stations have security lighting, signs and locked door/gates. The owners have also installed a closed-circuit video surveillance system as an additional security measure. No vandalism was observed no issues identified.

Question ID	Question ID DWMR1073001		Legislative		
Legislative Requirement(s):					
SDWA O. Reg. 128/04 23 (1);					

Question:

Was an overall responsible operator designated for all subsystems which comprise the drinking water system?

Compliance Response(s)/Corrective Action(s)/Observation(s):

An overall responsible operator was designated for all subsystem.

The St. Isidore Water Distribution system is classified as a Class III Water Distribution Subsystem (WDS).



Mr. Nicholas Pigeon who possesses a Water Distribution Class III Certificate #88538 which expires June 30, 2026, is the ORO for the St. Isidore WDS and possesses the required qualifications.

Mr. Sebastien Mainville – Water Distribution Class II Certificate #105704 which expires May 31, 2025, is the back-up ORO for the St. Isidore WDS and possesses the required qualifications. No issues identified.

Question ID	DWMR1074001	Question Type	Legislative	
Legislative Requirement(s):				
SDWA O. Reg. 128/04 25 (1);				

Question:

Were operators-in-charge designated for all subsystems which comprise the drinking water system?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Operators-in-charge were designated for all subsystems.

The operator designated as the Operator-In-Charge (OIC) for any given week is different from the OIC at night or on-call for that week. All the information was recorded and maintained in WTP and in the logbook. The duty operators and the on-call operators for each subsystem are designated to be the OIC.

Question ID	DWMR1075001	Question Type	Legislative			
	Legislative Requirement(s): SDWA O. Reg. 128/04 22;					

Question:

Were all operators certified as required?

Compliance Response(s)/Corrective Action(s)/Observation(s):

All operators were certified as required.

Question ID	estion ID DWMR1076001		Legislative
•	equirement(s): eg. 170/03 1-2 (2);		

Question:

Were adjustments to the treatment equipment only made by certified operators?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Adjustments to the treatment equipment were only made by certified operators.

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Ministry of the Environment, Conservation and Parks

Ministère de l'Environnement, de la Protection de la nature et des Parcs



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APPENDIX A REFERENCE MATERIAL

Key Reference and Guidance Material for Municipal Residential Drinking Water Systems

Many useful materials are available to help you operate your drinking water system. Below is a list of key materials owners and operators of municipal residential drinking water systems frequently use.

To access these materials online click on their titles below or use your web browser to search for their titles. Contact the Ministry if you need assistance or have questions at 1-866-793-2588 or waterforms@ontario.ca.

For more information on Ontario's drinking water visit www.ontario.ca/page/drinking-water



Click on the publication below to access it

- Drinking Water System Profile Information Form 012-2149E
- Laboratory Services Notification Form 012-2148E
- Adverse Test Result Notification Form 012-4444E
- Taking Care of Your Drinking Water: A Guide for Members of Municipal Councils
- Procedure for Disinfection of Drinking Water in Ontario
- Strategies for Minimizing the Disinfection Products Trihalomethanes and Haloacetic Acids
- Filtration Processes Technical Bulletin
- Ultraviolet Disinfection Technical Bulletin
- <u>Guide for Applying for Drinking Water Works Permit Amendments</u>, <u>& License</u> Amendments
- Certification Guide for Operators and Water Quality Analysts
- Training Requirements for Drinking Water Operator
- Community Sampling and Testing for Lead: Standard and Reduced Sampling and Eligibility for Exemption
- Drinking Water System Contact List 7128E01
- Ontario's Drinking Water Quality Management Standard Pocket Guide
- 2020 Watermain Disinfection Procedure
- <u>List of Licensed Laboratories</u>





APPENDIX B COMPONENT INFORMATION REPORT

DWS Component Information Report for 260091026

as of 07-APR-2025

Drinking Water System Profile Information

DWS # 260091026

MOE Assigned Name St. Isidore Distribution System

Category LMRS

RegulationO.REG 170/03 **DWS Type**Distribution System

Source Type Distribution

AddressVillage Of St-IsidoreRegionEastern RegionDistrictCornwall Area Office

Municipality The Nation

Public Health Unit Eastern Ontario Health Unit

LWIS Component Name	LWIS Component Type	LWIS Component Sub-Type	Component Address	Comments
Distribution System				Treated water is pumped from the Plantagenet Booster Pumping Station directly to the Village of St-Isidore's elevated water storage tower via a combination of 150 mm, 200 mm and 250 mm diameter PVC transmission pipes. The water is initially treated at the Lefaivre WTP, with secondary disinfection by chloramination. Secondary disinfection by chloramination is then boosted as necessary at the Plantagenet Booster Pumping Station. The existing elevated water storage tanks are "floating" on the corresponding Alfred, Plantagenet and St-Isidore area water distribution systems, i.e. the pressure in the distribution mains will be maintained by the water level in each of the corresponding elevated water tanks (a pressure transducer is mounted on the riser pipe at the St-Isidore Water Tower). St-Isidore's distribution consists of PVC and Polyethylene pipes ranging in size for 25 mm service connections to 250 mm mains. Piping in the local distribution network consists largely of 150 mm, 200 mm and 250 diameter
				PVC pipes. The distribution system contains 44 hydrants (including 2 on the feeder main), 307 standard service connections, 5 gate valves, isolation and interconnection valves, blow-of points and drain valve chambers. There are 4,330 metres of 150 mm diameter pipe, 1,925 metres of 200 mm diameter pipe and 530 metres of 250 mm diameter pipe.
				A detailed analysis of the distribution network was completed in 1991 using the Micro Hardy Cross Model. Normal operating pressures without fire flows were found to be in the accepted operating range of 350 to 550 kilopascals (kPa). The model calculated maximum pressures as not exceeding 700 kPa under any condition. Under conditions of simultaneous maximum day and fire flow demands, pressure did not fall below 140 kPa. Pressure was calculated not to fall below 275 kPa during peak hour demand. Another hydraulic conditions analysis was completed by the Consulting Engineering firm for this project and is contained on f

DWS Component Information Report for 260091026

as of 07-APR-2025

LWIS Component Name	LWIS Component Type	LWIS Component Sub-Type	Component Address	Comments
Water Tower	Treated Water Poe		Lot: 5, Conc.: XVIII,	The elevated storage tank is an elevated steel tank on a concrete pedestal which contains a total of 950 cu. metres of which 533 cu. metres is for fire protection, 227 cu. metres is equalization and 190 cu. metres is for emergency purposes.
Booster Pump Station	Treated Water Poe	Booster Station	County Road No. 9, Lot: 6, Conc.: VI,	The Plantagenet Booster Pump Building is located on a permanent easement owned by the Nation Municipality on the south side of the existing Plantagenet Water Treatment Plant. The site is located at the south side of the Village of Plantagenet on the west side of the South Nation River. It is equipped with two (2) vertical turbine pumps (Goulds) placed on a concrete platform. One pump (the second pump will be used as a standby) will be operated during non-peak demand hours in order to replenish the volume of water in the St. Isidore water storage reservoir consumed by the residents of the Village of St. Isidore during any given day. Each pump has a rated capacity of 20L/sec or 1,728 cu metres/day with a 20 kW and 30 HP sizing. The building is constructed over a new concrete clear well storage area of 84, 420 Litres, and also uses the existing Plantagenet Water Treatment Plant clearwell even though the remainder of the plant is decommissioned. An emergency diesel generator (125 kW) is located at the east side of the booster pump building and mounted on an exterior 3.0 m by 3.0 m concrete platform and encased with a steel "Sound Shield" enclosure. A chloramination system consisting of two Ammonia Sulphate Proportional Feed Metering pumps, (one duty, one standby) each rated at 7.5 L/hr and one plastic ammonia sulphate storage vessel and containment tank of 250 litres in capacity, dosing ammonium sulphate (as needed) into the transmission water main that flows to the St. Isidore elevated storage tower. One (1) flowmeter located in the transmission water main after the St. Isidore high lift pumps. And two (2) automatic analyzers: one to continuously monitor the finished water free chlorine residual and one to continuously monitor the finished water free chlorine residual. A multi-vent dust collector for the ammonium sulphate powder and a custom made puck dechlorinator unit to treat the analyzer waste water is also installed there and all necessary piping, appurtenances, instrumentation and controls.



APPENDIX C INSPECTION RISK RATING (IRR)

Ministry of the Environment, Conservation and Parks - Inspection Summary Rating Record (Reporting Year - 2024-25)

DWS Name: ST. ISIDORE DISTRIBUTION SYSTEM

DWS Number: 260091026

DWS Owner: CORPORATION DE LA MUNICIPALITE DE LA NATION

Municipal Location: THE NATION

Regulation: O.REG. 170/03

DWS Category: DW Municipal Residential

Type of Inspection: Focused

Compliance Assessment Start Date: Feb-10-2025

Ministry Office: Cornwall Area Office

Maximum Risk Rating: 297

Inspection Module	Non Compliance Risk (X out of Y)
Certification and Training	0/42
Logbooks	0/14
Operations Manuals	0/14
Reporting & Corrective Actions	0/25
Treatment Processes	0/151
Water Quality Monitoring	0/51
Overall - Calculated	0/297

Inspection Risk Rating: 0.00%

Final Inspection Rating: 100.00%

Ministry of the Environment, Conservation and Parks - Detailed Inspection Rating Record (Reporting Year - 2024-25)

DWS Name: ST. ISIDORE DISTRIBUTION SYSTEM

DWS Number: 260091026

DWS Owner Name: CORPORATION DE LA MUNICIPALITE DE LA NATION

Municipal Location: THE NATION

Regulation: O.REG. 170/03

DWS Category: DW Municipal Residential

Type of Inspection: Focused

Compliance Assessment Start Date: Feb-10-2025

Ministry Office: Cornwall Area Office

All legislative requirements were met. No detailed rating scores.

Maximum Question Rating: 297

Inspection Risk Rating: 0.00%

FINAL INSPECTION RATING: 100.00%



Audit Report

Re-accreditation for

The Nation Municipality

ACTY-2023-640718

Audited Address: 958 Route 500 West, Casselman, Ontario, K0A 1M0, Canada

Start Date: December 16, 2024. End Date: December 17, 2024.

Type of audit - Re-accreditation

Issue Date: December 24, 2024.

Revision Level: Final



BACKGROUND INFORMATION

Intertek - SAI Global conducted an audit of The Corporation of the City of Markham beginning on December 16, 2024 and ending on December 17, 2024 to DRINKING WATER QUALITY MANAGEMENT STANDARD VERSION 2 - 2017.

The purpose of this audit report is to summarise the degree of compliance with relevant criteria, as defined on the cover page of this report, based on the evidence obtained during the audit of your organization. This audit report considers your organization's policies, objectives, and continual improvement processes. Comments may include how suitable the objectives selected by your organization appear to be in regard to maintaining customer satisfaction levels and providing other benefits with respect to policy and other external and internal needs. We may also comment regarding the measurable progress you have made in reaching these targets for improvement.

Intertek - SAI Global audits are carried out within the requirements of Intertek - SAI Global procedures that also reflect the requirements and guidance provided in the international standards relating to audit practice such as ISO/IEC 17021-1, ISO 19011 and other normative criteria. Intertek - SAI Global Auditors are assigned to audits according to industry, standard or technical competencies appropriate to the organization being audited. Details of such experience and competency are maintained in our records.

In addition to the information contained in this audit report, Intertek - SAI Global maintains files for each client. These files contain details of organization size and personnel as well as evidence collected during preliminary and subsequent audit activities (Documentation Review and Scope) relevant to the application for initial and continuing certification of your organization.

Please take care to advise us of any change that may affect the application/certification or may assist us to keep your contact information up to date, as required by Intertek - SAI Global Terms and Conditions.

This report has been prepared by Intertek - SAI Global Limited (Intertek - SAI Global) in respect of a Client's application for assessment by Intertek - SAI Global. The purpose of the report is to comment upon evidence of the Client's compliance with the standards or other criteria specified. The content of this report applies only to matters, which were evident to Intertek - SAI Global at the time of the audit, based on sampling of evidence provided and within the audit scope. Intertek - SAI Global does not warrant or otherwise comment upon the suitability of the contents of the report or the certificate for any particular purpose or use. Intertek - SAI Global accepts no liability whatsoever for consequences to, or actions taken by, third parties as a result of or in reliance upon information contained in this report or certificate.

Please note that this report is subject to independent review and approval. Should changes to the outcomes of this report be necessary as a result of the review, a revised report will be issued and will supersede this report.

as a result of the review, a revised report will be issued and will supersede this report.	
Standard:	DRINKING WATER QUALITY MANAGEMENT STANDARD VERSION 2 - 2017.
Applicable codes:	DWQSM V2.0

Scope of Certification: Drinking Water System

Drinking Water System Owner: The Nation Municipality

Operating Authority: The Corporation of the City of Markham

Population Services: 5,214

Activities: Treatment and Distribution

Limoges DWS

Drinking Water Systems St-Isidore distribution system

Total audit duration: Person(s): 1 Day(s): 1.0

Audit Team Member(s): Team Leader James Pang

Other Participants:

Definitions and action required with respect to audit findings

Major Non-conformance:

Based on objective evidence, the absence of, or a significant failure to implement and/or maintain conformance to requirements of the applicable standard. Such issues may raise significant doubt as to the capability of the management system to achieve its intended outputs (i.e. the absence of or failure to implement a complete Management System clause of the standard); or

A situation which would on the basis of available objective evidence, raise significant doubt as to the capability of the Management System to achieve the stated policy and objectives of the customer.

NOTE: The "applicable Standard" is the Standard which Intertek - SAI Global are issuing certification against, and may be a Product Standard, a management system Standard, a food safety Standard or another set of documented criteria.

Action required: This category of findings requires Intertek - SAI Global to issue a formal NCR; to receive and approve client's proposed correction and corrective action plans; and formally verify the effective implementation of planned activities. Correction and corrective action plan should be submitted to Intertek - SAI Global prior to commencement of follow-up activities as required. Follow-up action by Intertek - SAI Global must 'close out' the NCR or reduce it to a lesser category within 90 days for initial certification and within 60 days

If significant risk issues (e.g. safety, environmental, food safety, product legality/quality, etc.) are detected during an audit these shall be reported immediately to the Client and more immediate or instant correction shall be requested. If this is not agreed and cannot be resolved to the satisfaction of Intertek - SAI Global, immediate suspension shall be recommended.

In the case of initial certification, failure to close out NCR within the time limits means that the Certification Audit may be repeated.

If significant risk issues (e.g. safety, environmental, food safety, product legality/quality, etc.) are detected during an audit these shall be reported immediately to the Client and more immediate or instant correction shall be requested. If this is not agreed and cannot be resolved to the satisfaction of Intertek - SAI Global, immediate suspension shall be recommended.

In the case of an already certified client, failure to close out NCR within the time limits means that suspension proceedings may be instituted by Intertek - SAI Global.

Follow-up activities incur additional charges.

Minor Non-conformance:

Represents either a management system weakness or minor issue that could lead to a major nonconformance if not addressed. Each minor NC should be considered for potential improvement and to further investigate any system weaknesses for possible inclusion in the corrective action program

Action required: This category of findings requires Intertek - SAI Global to issue a formal NCR; to receive and approve client's proposed correction and corrective action plans; and formally verify the effective implementation of planned activities at the next scheduled audit.

Opportunity for Improvement:

A documented statement, which may identify areas for improvement however shall not make specific recommendation(s).

Action required: Client may develop and implement solutions in order to add value to operations and management systems. Intertek - SAI Global is not required to follow-up on this category of audit finding.

Audit Type and Purpose

On-site Verification Audit:

An onsite audit to assess whether a QMS has been implemented for the subject system that meets the "DO" requirements of the DWQMS V2.

Audit Objectives

The objective of the audit was to determine whether the drinking water Quality Management System (QMS) of the subject system conforms to the requirements of the Ontario Ministry of the Environment & Climate Change (MOECC) Drinking Water Quality Management Standard (DWQMS V2).

The audit was also intended to gather the information necessary for Intertek - SAI Global to assess whether accreditation can continue or be offered or to the operating authority.

Audit Scope

The facilities and processes associated with the operating authority's QMS were objectively evaluated to obtain audit evidence and to determine a) whether the quality management activities and related results conform with DWQMS V2 requirements, and b) if they have been effectively implemented and/or maintained.

Audit Criteria:

- The Drinking Water Quality Management Standard Version 2
- Current QMS manuals, procedures and records implemented by the Operating Authority
- Intertek SAI Global Accreditation Program Handbook

Confidentiality and Documentation Requirements

The Intertek - SAI Global stores their records and reports to ensure their preservation and confidentiality. Unless required by law, the Intertek - SAI Global will not disclose audit records to a third party without prior written consent of the applicant. The only exception will be that the Intertek - SAI Global will provide audit and corrective action reports to the Ontario Ministry of the Environment. For more information, please refer to the Intertek - SAI Global Accreditation Program Handbook.

As part of the Intertek - SAI Global Terms, it is necessary for you to notify Intertek - SAI Global of any changes to your Quality Management System that you believe are significant enough to risk non-conformity with DWQMS V2: For more information, please refer to the Intertek - SAI Global Accreditation Program Handbook.

Review of any changes

Changes to the company since last audit include:

EXECUTIVE OVERVIEW

Based on the results of this onsite verification audit (Stage 2) and the results of the System audit (Stage 1) it has been determined that the management system is effectively implemented and meets the requirements of the standard relative to the scope of certification identified in this report; therefore, a recommendation for certification will be submitted to Intertek - SAI Global review team.

Opportunities for Improvement:

The following opportunities for improvement have been identified.

- Element 2
- Element 7
- Element 13
- Element 17
- Element 18

It is suggested that the opportunities for improvement be considered by management to further enhance the company's Quality Management System and performance.

Management System Documentation

The management systems operational plan(s) was reviewed and found to be in conformance with the requirements of the standard.

Management Review

Records of the most recent management review meetings were verified and found to meet the requirements of the standard. All inputs were reflected in the records, and appear suitably managed as reflected by resulting actions and decisions.

Internal Audits

Internal audits are being conducted at planned intervals to ensure conformance to planned arrangements, the requirements of the standard and the established management system.

Corrective, Preventive Action & Continual Improvement Processes

The company is implementing an effective process for the continual improvement of the management system through the use of the quality policy, quality objectives, audit results, data analysis, the appropriate management of corrective and preventive actions and management review.

Summary of Findings

1. Quality Ma	1. Quality Management System Conforms		
2. Quality Management System Policy		OFI	
3. Commitment and Endorsement		Conforms	
4. Quality Ma	anagement System Representative	Conforms	
5. Documen	t and Records Control	Conforms	
6. Drinking-V	Vater System	Conforms	
7. Risk Asse	essment	OFI	
8. Risk Asse	essment Outcomes	Conforms	
9. Organizat	ional Structure, Roles, Responsibilities and Authorities	Conforms	
10. Compete	ncies	Conforms	
11. Personne	el Coverage	Conforms	
12. Commun	ications	Conforms	
13. Essential	13. Essential Supplies and Services OFI		
14. Review a	14. Review and Provision of Infrastructure Conforms		
15. Infrastruc	ture Maintenance, Rehabilitation & Renewal	Conforms	
16. Sampling	16. Sampling, Testing and Monitoring Conforms		
17. Measure	17. Measurement & Recording Equipment Calibration and Maintenance OFI		
18. Emergen	18. Emergency Management OFI		
19. Internal A	19. Internal Audits Conforms		
20 . Managen	20. Management Review Conforms		
21. Continua	I Improvement	Conforms	
Major NCR #	Major NCR# Major non-conformity. The auditor has determined one of the following: (a) a required element of the DWQMS has not been incorporated into a QMS; (b) a systemic problem with a QMS is evidenced by two or more minor non-conformities; or (c) a minor non-conformity identified in a corrective action request has not been remedied.		
Minor NCR #	# Minor non-conformity. In the opinion of the auditor, part of a required element of the DWQMS has not been incorporated satisfactorily into a QMS.		
OFI	Opportunity for improvement. Conforms to the requirement, but there is an opportunity for improvement.		
Conforms	Conforms to requirement.		
NANC	Not applicable/Not Covered during this audit.		
****	Additional comment added by auditor in the body of the report.		

PART D. Audit Observations, Findings and Comments

DWQMS Reference:	1 Quality Management System
Client Reference:	Element 1 of the OP.
Details: Conformance	
All 21 elements were addressed in the Operational Plan, Rev 6, dated October 24, 2024.	

DWQMS Reference:	2 Quality Management System Policy
Client Reference:	Element 2 of the OP.

Details: OFI

Sebastian C. was satisfactorily interviewed regarding his understanding of the QMS policy. The QMS policy is available to the personnel of the Operating Authority through a displayed copy at the water treatment plant. For the Owner, it is accessible in the Operational Plan (OP) and on the municipality's website, making it available to members of the public. As an improvement to enhance its visibility for suppliers of essential products and services, management could consider periodically sending them a copy of the QMS policy.

DWQMS Reference:	3 Commitment and Endorsement
Client Reference:	Element 3 of the OP.
Details: Conformance	
	Management (Director of W&WW) on October 21, 2024. er, as signed by the Mayor on March 27, 2023, and by the CAO on October

DWQMS Reference:	4 Quality Management System Representative
Client Reference:	Element 4 of the OP.

Details: Conformance

It was noted that the QMS Representative position had been reassigned to the Manager of W&WW Services, while the Director of W&WW remains as the Top Management (TM) of the Operating Authority. This change was recommended in the Opportunity for Improvement (OFI) from the Systems Audit.

DWQMS Reference:	5 Document and Record Control
Client Reference:	Element 5 of the OP
Details: Conformance	
All documents and records required during the audit were promptly provided whenever requested during the audit.	

DWQMS Reference:	6 Drinking Water System
Client Reference:	Element 6 of the OP.
Details: Conformance	
The description of the water treatment process was verified through a visit to the water treatment	

plant. Other facilities visited and verified included the "garage" where chemicals spares were maintained, as well as a premise housing a online chlorine analyser for the distribution system.

DWQMS Reference	7 Risk Assessment
Client Reference:	Element 7 of the OP

Details: OFI

It was noted that the Operational Plan had been revised to clarify the description of the annual verification of assumptions and information used in the risk assessment. The most recent 36-month risk assessment was conducted on August 1, 2023, while the annual verification of assumptions and information was last performed on July 18, 2024. As a future improvement to the risk assessment process, management may consider blanking out the numbers in the existing risk assessment outcome table to prevent assessors from being influenced by previous results.

DWQMS Reference:	8 Risk Assessment Outcomes
Client Reference:	Element 8 of the OP

Details: Conformance

Records of deviations from January to December 2024 were reviewed. Minor or insignificant occurrences were recorded but not formally reported. Significant events were verbally reported during the daily morning and evening meetings involving the director, manager, senior operator, and operators. Examples of such reports, as documented in the logbooks, include entries by Gabriel F. on September 8, 2024, and Jonathan D. on September 9, 2024.

DWQMS Reference:	9 Organizational Structure, Roles, Responsibility and Authorities
Client Reference:	Element 9 of the OP.
Details: Conformance	
As described in element 9 of the OP.	

DWQMS Reference:	10 Competencies
Client Reference:	Element 10 of the OP.

Details: Conformance

It was noted that the Opportunity for Improvement (OFI) to delegate personnel to track and monitor that operational staff maintain appropriate training hours/units for license renewal or upgrades had been implemented, with the manager designated as the responsible personnel. The licenses of seven operational staff members were reviewed and found to be in order. The manager responsible for tracking was able to provide records of Continuing Education Units (CEUs) and training. Specifically, the record of Alan D. was reviewed and confirmed to be ready for renewal in April 2025.

DWQMS Reference:	11 Personnel Coverage	
Client Reference:	Element 11 of the OP	
Details: Conformance		
The distribution low-pressure alarm was triggered, notifying the on-call operator (Gabriel F.).		

Online activity indicated that he was actively investigating the situation.

DWQMS Reference:	12 Communications
Client Reference:	Element 12 of the OP.

Details: Conformance

Noted that the section had been revised to clarify that the Top Management (TM), specifically the Director, is involved in the communications described in this section. Sample communications between the Top Management and four parties were satisfactorily reviewed:

- With the Owner: An email dated August 26, 2024, from the Director to the Owner (Deputy Treasurer) regarding the long-term infrastructure plan was reviewed.
- With staff of the OA: A staff meeting held on September 3, 2024, between the Director and the water staff was reviewed.
- With suppliers: An email dated March 26, 2024, from Capital Controls (supplier of the SCADA system) to the Director regarding communication standards was reviewed.
- With the public (through the Owner): An email dated November 5, 2024, from the Director to the Communications and Marketing Coordinator regarding water and sewer matters for the site web was reviewed.

DWQMS Reference:	13 Essential Supplies and Services
Client Reference:	Element 13 of the OP.

Details: OFI

Several delivery documents were reviewed for records of product quality verification. Specifically, a Brenntag delivery of sodium hypochlorite on December 6, 2024, was examined. The product's Certificate of Analysis (CoA) included the matching lot number against the Bill of Lading (BoL). Although the BoL was signed by an operator (Jonathan D.), there was no documented record of verifying the quality of the sodium hypochlorite. Management should consider enhancing the verification process by clearly indicating on both the CoA and BoL the verification of the lot number, NSF certification, product test results, and the date of production.

DWQMS Reference:	14 Review and Provision of Infrastructure
Client Reference:	Element 14 of the OP.
D 1 1 0 1	

Details: Conformance

A record of the infrastructure review conducted by the Director and Manager of W&WW, documented as Appendix 4 of the management review minutes, was reviewed. The review was found to be generally in accordance with established procedures.

DWQMS Reference:	15 Infrastructure Maintenance, Rehabilitation and Renewal
Client Reference:	Section 15 of the OP.

Details: Conformance

A spreadsheet of sewer and water data for 2025, prepared for the long-term plan of major infrastructure, was reviewed and updated as of 2024. The spreadsheet included major

infrastructure components such as flow meters, a water tower, pumping stations, a reservoir, a treatment plant, and water mains, with projections extending from 2025 to 2039. Comments by the Director of W&WW, noted in the spreadsheet, included costing forecasts for the treatment plant, pumping stations, and reservoir. The report was submitted to the Owner (Deputy Treasurer) by the Director on August 26, 2024.

DWQMS Reference:	16 Sampling, Testing and Monitoring
Client Reference:	Element 16 of the OP.

Details: Conformance

Residual chlorine levels at the treatment plant were reviewed for the period from July to December 2024 and found to average approximately 2.3. The locations for water sampling within the distribution system were reviewed and found to be acceptable and generally in conformance.

DWQMS Reference:	17 Measurement and Recording Equipment Calibration and Maintenance
Client Reference:	Element 17 of the OP.

Details: OFI

Records of online chlorine analyzer verifications at the treatment plant from January to December 2024 were reviewed. It was noted that different operators were adjusting the online chlorine analyzer based on varying differences between the online and handheld readings, leading to inconsistencies. Management should review SOP-055 to ensure consistency among operators in this process.

Additionally, it was observed that the treatment plant colorimeter and handheld colorimeters were regularly calibrated, supplemented by an annual third-party calibration. However, the calibration records only included the calibration date, with no further details provided. As an improvement, management may consider enhancing record-keeping by documenting all calibration readings, the personnel performing the calibration, details of the standard used, and its expiry date.

DWQMS Reference:	18 Emergency Management
Client Reference:	Element 18 of the OP

Details: OFI

A review of the July 18, 2024, emergency test, which involved a simulated public report of vandalism to the aeration basin, was conducted. All operators were individually tested for their responses, and their actions were recorded by the manager.

Records of weekly and monthly generator tests at the Forest Park Booster Station were reviewed and found to be generally in conformance.

Inventories of water treatment spares and watermain repair materials were reviewed and found to be generally in conformance. To ensure an adequate supply of spare repair accessories, management may consider delegating the responsibility to the On-Site Incident Commander (OIC) for repair work. This would ensure that replacement parts are ordered before the finalization of the watermain break report for each incident.

Management may consider conducting a trial run of the Standard Operating Procedure (SOP) for Intrusion and Vandalism to test its adequacy.

DWQMS Reference:	19 Internal Audits

Audit Report

Client Reference:	Element 19 of the OP.
Details: Conformance	

An internal audit report prepared by Acclaims on October 1, 2024, was reviewed. Both auditors, Brigitte Roth and Anita Petrov, were trained and independent of the audited activities. The audit addressed all 21 elements, and objective evidence was documented in the audit checklists.

DWQMS Reference:	20 Management Review
Client Reference:	Element 20 of the OP.
Details: Conformance	

A record of a management review held on September 26, 2024, was reviewed. All prescribed agenda items were addressed. No action items were identified following this review. The Director of W&WWW attended the meeting.

DWQMS Reference:	21 Continual Improvement
Client Reference:	Element 21 of the OP.
Details: Conformance	

A summary of the Continual Improvement Report, with the last entry dated November 7, 2024, was reviewed and found to be generally in conformance.

Details regarding the personnel interviewed and objective evidence reviewed are maintained on file at Intertek - Intertek - SAI Global.

This report was prepared by:

JK HP ang

James Pang

Intertek - Intertek - SAI Global Management Systems Auditor

The audit report is distributed as follows:

- · Intertek Intertek SAI Global
- Operating Authority
- Owner
- MECP

Notes

Copies of this report distributed outside the organization must include all pages.



Rapport pour le Conseil

Numéro du rapport: REP-FD-01-2025

Sujet : Subventions supplémentaires

Date de la réunion : 28 avril 2025

Préparé par : Mario Cardinal, chef adjoint

Diffusé et/ou collaboré avec : Comité de rédaction des demandes de subvention

Approbation: Martin Rousseau, Chef pompier

Page 1 de 2

*En cas de divergence entre les versions anglaise et française d'un texte, la version anglaise prévaut.

Recommandation

Que le Conseil reçoit ce rapport à titre d'information.

Considérations financières

Un financement supplémentaire est désormais disponible auprès du gouvernement de l'Ontario.

Les implications financières ont été vérifiées avec le budget annuel et/ou la politique ou le règlement applicable approuvé : [NON APPLICABLE]

Contexte

En décembre 2024, la municipalité de La Nation a reçu une subvention totale de 41 152 \$ pour la construction d'une salle d'équipement de combat à la caserne de pompiers de St-Isidore afin de réduire l'exposition des pompiers aux toxines cancérigènes. Il y a maintenant une subvention supplémentaire de 361,73 \$ pour compléter le projet.

Rapport

En décembre 2024, la municipalité de La Nation a reçu une subvention totale de 41 152 \$ pour la construction d'une salle d'équipement de combat à la caserne de pompiers de St-Isidore afin de réduire l'exposition des pompiers aux toxines cancérigènes. Il y a maintenant une subvention supplémentaire de 361,73 \$ pour compléter le projet.

Pour informer le conseil sur l'état d'avancement du projet, la salle d'équipement de combat a été achevée et les rayonnages d'équipement de combat ont été commandés et devraient être livrés à la mi-mai 2025.

Liens aux priorités

N/A

Plan de communication

Une fois le projet achevé, un plan de communication sera établi avec le service de communication afin d'informer publiquement la population du projet.

Autre(s) option(s) à la recommandation

N/A

Pièces jointes

Lettre d'intention pour l'obtention d'une subvention supplémentaire.

Page 2 de 2

*En cas de divergence entre les versions anglaise et française d'un texte, la version anglaise prévaut.



Report to Council

Report Number: REP-FD-01-2025

Subject: Additional Grant Funding

Date of the meeting: April 28th 2025

Prepared by: Mario Cardinal, Deputy Fire Chief

Circulated to and/or collaborated with: Grant writing committee

Approval: Martin Rousseau, Fire Chief

Recommendation

That Council receives this report for information purposes.

Financial Considerations

Additional funding is now available from the Government of Ontario.

Financial implications have been verified with annual budget and / or approved applicable policy or by-law: NOT APPLICABLE

Context

In December of 2024, The Nation Municipality received a total grant of \$41,152 for the construction of a bunker gear room at the St-Isidore fire station to reduce firefighter exposure of cancer related toxins. There is now the additional grant funding of \$361.73 to supplement the project.

Report

In December of 2024, The Nation Municipality received a total grant of \$41,152 for the construction of a bunker gear room at the St-Isidore fire station to reduce firefighter exposure of cancer related toxins. There is now the additional grant funding of \$361.73 to supplement the project.

To give council an update on the project, the bunker gear room has been completed, and bunker gear racking has been ordered and is expected to arrive mid-may 2025.

Relevance to priorities

N/A

Communication Plan

Once the project is complete, a communication plan will be established with the communication department to publicly information the population of the project.

Other Option/Options to the Recommendation

N/A

Attachments

Letter of intent for additional grant funding.

Ministry of the Solicitor General Ministère du Solliciteur général

Office of the Fire Marshal

Bureau du commissaire des

incendies

25 Morton Shulman Avenue Toronto ON M3M 0B1 Tel: 647-329-1100

Fax: 647-329-1143

25, avenue Morton Shulman Toronto ON M3M 0B1 Tél.: 647-329-1100

Téléc.: 647-329-1143

March 31, 2025

Mario Villeneuve Fire Chief The Nation Municipality 958 Route 500 West Casselman, ON K0A1M0 Sent via email to: mvilleneuve@nationmun.ca

Ontario 🕅

Dear Mario Villeneuve,

Further to ongoing discussions regarding the Fire Protection Grant (2024-2025), I am writing to confirm that the fire service has agreed (in principle) to utilizing its additional grant allocation to support its intended purpose as outlined below.

The The Nation Municipality will be provided an additional amount of \$361.73 to support the following approved project:

The funding will support the construction of a new Bunker Gear Room at a fire hall. This project is designed to significantly reduce exposure to harmful contaminants and address the critical need for effective cancer prevention measures within the fire service.

This aligns with the intended purpose of the Fire Protection Grant.

As part of this process, formalization of the additional grant allocation and a Transfer Payment Agreement is required and will be tabled by you for your municipal council at its next meeting.

The Office of the Fire Marshal will reach out to finalize and execute the Transfer Payment Agreement once municipal council has had the opportunity to approve your proposal for spending the additional funds provided.

Sincerely,

Carrie Clark, Deputy Fire Marshal

Ministry of the Solicitor General Ministère du Solliciteur général

Office of the Fire Marshal

Bureau du commissaire des incendies

25 Morton Shulman Avenue Toronto ON M3M 0B1 Tel: 647-329-1100 Fax: 647-329-1143

25, avenue Morton Shulman Toronto ON M3M 0B1

Tél.: 647-329-1100 Téléc.: 647-329-1143

March 31, 2025

Mario Villeneuve Fire Chief The Nation Municipality 958 Route 500 West Casselman, ON K0A1M0

Instructions to the Municipal Representative:

Please complete and submit a copy of this document to our office at ofmgrants@ontario.ca by no later than April 14, 2025.

I hereby accept the grant allocation and proposed strategy for utilization, pending approval by The Nation Municipality as outlined above.

Print Name:	Title:	Signature:	Date:
Mario Cardinal	Deputy Fire Chief	MI	14/04/2025
		7	•

Ontario 👸



Report to Council

Report Number: REP-AD-11-2025

Subject: Winter Parking Update

Date of the meeting: April 28th, 2025

Prepared by: Pierre Leroux, CAO

Circulated to and/or collaborated with:

- Clerk
- Director of Public Works
- Manager of By-law Enforcement
- Communications Coordinator
- Deputy Director of Public Works

Approval: N/A

In agreement with the recommendation based on the contents of this report.

*In the event of a discrepancy between the English and French versions of a text, the English version prevails.

Page 261 of 398

Recommendation

[That Council receives the report regarding the draft Parking By-law 44-2025, implementing conditional winter parking restrictions based on operational needs, and endorsing the communication strategy to inform residents of the new parking enforcement approach.]

Financial Considerations

NOT APPLICABLE

Context

Council previously directed Administration to review and modernize the Municipality's approach to winter parking restrictions. Under the former by-law, a blanket overnight parking ban was enforced from November 1 to April 1. A pilot project was initiated to provide flexible overnight parking in certain areas, and the next step is to modify parking restrictions based on operational needs rather than fixed dates.

Report

The new Parking By-law (44-2025) introduces the following key changes:

- Removal of Blanket Ban: The seasonal overnight parking prohibition from November 1 to April 1 has been eliminated.
- Conditional Parking Restrictions: Temporary parking restrictions may be declared by the Director or Deputy Director of Public Works based on operational needs such as:
 - Snow removal operations
 - Freezing rain events
 - Public safety concerns
 - Other municipal operational requirements
- Enforcement Authority: Municipal Law Enforcement Officers retain the authority to issue fines and tow vehicles under the Repair and Storage Liens Act.
- **Updated Set Fines:** Fine amounts have been modernized to reflect current enforcement practices.
- Consolidation of By-laws: Repeal of By-laws 49-98, 77-2002, and 51-2013.

To ensure residents are informed about the new parking rules, a comprehensive communication strategy will be implemented including new signage, website updates, mailouts, a social media campaign, and press releases.

Page 2 of 3

*In the event of a discrepancy between the English and French versions of a text, the English version prevails.

Relevance to priorities

This update supports public safety and operational efficiency during the winter season and aligns with broader objectives of modernizing municipal operations and improving resident communications.

Communication Plan

In collaboration with the Communications Coordinator, the following measures will be taken:

- New Parking Signage: Installed at key municipal entrances and locations, advising residents to check the municipal website.
- Municipal Website: Red banner alerts at www.NationMun.ca during active restrictions.
- Mailouts: Notices included with tax bill inserts.
- Social Media Campaign: Informative posts and paid advertisements.
- Press Release: Distributed to local newspapers and online news outlets.
- Reminder Campaigns: Issued prior to major snowfalls or operational needs.

Other Option/Options to the Recommendation

- Maintain the former blanket seasonal ban approach.
- Defer the implementation of the new Parking By-law to a future winter season. (Not recommended: would hinder resident expectations for improved flexibility)

Attachments

- A) Final Draft Parking By-law 44-2025
- B) Sample Parking Restriction Sign Design and Website Notifications
- C) Parking 49-1998 (ID 13050)
- D) Parking 77-2002 (ID 13051)
- E) Parking 51-2013 (ID 13052)



Rapport pour le Conseil

Numéro du rapport: REP-AD-11-2025

Sujet: Mise à jour – Stationnement hivernal

Date de la réunion : 28 avril 2025

Préparé par : Pierre Leroux, directeur général

Diffusé et/ou collaboré avec :

Greffière

- Directeur des travaux publics
- Gérant des règlements municipaux
- · Coordonnatrice des communications
- Directeur adjoint des travaux publics

Approbation: N/A

En accord avec la recommandation basée sur le contenu de ce rapport.

Page 1 de 4

^{*}En cas de divergence entre les versions anglaise et française d'un texte, la version anglaise prévaut.

Recommandation

[Qu'il soit résolu que le Conseil reçoive le rapport portant sur l'ébauche du règlement sur le stationnement 44-2025, mettant en œuvre des restrictions hivernales conditionnelles fondées sur les besoins opérationnels, et qu'il appuie la stratégie de communication visant à informer les résidents de la nouvelle approche d'application du règlement.]

Considérations financières

Les implications financières ont été vérifiées avec le budget annuel et/ou la politique ou le règlement applicable approuvé : N/A

Contexte

Le Conseil a précédemment chargé l'administration d'examiner et de moderniser l'approche municipale en matière de restrictions de stationnement hivernal. L'ancien règlement imposait une interdiction générale de stationnement de nuit du 1er novembre au 1er avril. Un projet pilote a été lancé afin de permettre un stationnement de nuit flexible dans certaines zones. L'étape suivante consiste à adapter les restrictions de stationnement aux besoins opérationnels plutôt qu'à des dates fixes.

Rapport

Le nouveau règlement sur le stationnement (44-2025) introduit les changements suivants :

- Abolition de l'interdiction générale : L'interdiction saisonnière de stationnement de nuit du 1er novembre au 1er avril est supprimée.
- Restrictions conditionnelles: Des interdictions temporaires de stationnement peuvent être décrétées par le directeur ou le directeur adjoint des travaux publics en fonction des besoins opérationnels, notamment:
 - Opérations de déneigement
 - Épisodes de pluie verglaçante
 - Risques pour la sécurité publique
 - Autres exigences opérationnelles municipales :
- Pouvoir d'application: Les agents d'application des règlements municipaux conservent le pouvoir d'émettre des constats d'infraction et de faire remorquer les véhicules en vertu de la Loi sur le privilège dans le cas de réparation et de stockage.
- Amendes mises à jour : Les montants des amendes ont été modernisés pour refléter les pratiques actuelles.

Page 2 de 4

*En cas de divergence entre les versions anglaise et française d'un texte, la version anglaise prévaut.

• Regroupement des règlements : Abrogation des règlements 49-98, 77-2002 et 51-2013.

Pour s'assurer que les résidents sont bien informés des nouvelles règles, une stratégie de communication complète sera déployée, incluant une nouvelle signalisation, des mises à jour sur le site Web, des envois postaux, une campagne sur les médias sociaux, ainsi que des communiqués de presse.

Liens aux priorités

Cette mise à jour soutient la sécurité publique et l'efficacité opérationnelle durant la saison hivernale. Elle est en cohérence avec les objectifs globaux de modernisation des opérations municipales et d'amélioration de la communication avec les résidents.

Plan de communication

En collaboration avec la coordonnatrice des communications, les mesures suivantes seront prises :

- Nouvelle signalisation: Installation de panneaux aux principales entrées et emplacements municipaux, invitant les résidents à consulter le site Web de la municipalité.
- **Site Web municipal**: Alerte visuelle (bannière rouge) sur www.NationMun.ca durant les périodes de restrictions actives.
- Envois postaux : Avis joints aux factures de taxes.
- Campagne sur les médias sociaux : Publications informatives et publicités payantes.
- Communiqué de presse : Distribué aux journaux locaux et aux médias en ligne.
- Campagnes de rappel : Diffusées avant les épisodes majeurs de neige ou selon les besoins opérationnels.

Autre(s) option(s) à la recommandation

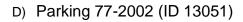
- Maintenir l'approche précédente d'interdiction générale de stationnement hivernal.
- Reporter la mise en œuvre du nouveau règlement à une prochaine saison hivernale. (Non recommandé : cela irait à l'encontre des attentes des résidents pour une approche plus flexible.)

Pièces jointes

- A) Final Draft Parking By-law 44-2025
- B) Sample Parking Restriction Sign Design and Website Notifications
- c) Parking 49-1998 (ID 13050)

Page 3 de 4

*En cas de divergence entre les versions anglaise et française d'un texte, la version anglaise prévaut.



E) Parking 51-2013 (ID 13052)

Page 4 de 4 *En cas de divergence entre les versions anglaise et française d'un texte, la version anglaise prévaut.

CORPORATION OF THE NATION MUNICIPALITY

BY-LAW NO. 44-2025

BEING A BY-LAW TO REGULATE PARKING WITHIN THE LIMITS OF THE NATION MUNICIPALITY

WHEREAS Sections 8, 9, 10, and 11 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provide municipalities with the authority to regulate parking, traffic, and land use;

AND WHEREAS Sections 100.1 and 101 of the Municipal Act, 2001, authorize municipalities to regulate parking on private property and to provide for the removal, restraint, or immobilization of vehicles;

AND WHEREAS the Council of the Corporation of The Nation Municipality deems it desirable to regulate parking in the interests of public safety, accessibility, and effective snow removal;

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

1. SHORT TITLE

This by-law may be cited as the "Parking By-law."

2. DEFINITIONS

In this by-law:

- a) Accessible Parking Space means a parking space designated for vehicles displaying a valid accessible parking permit.
- b) **Council** means the Council of The Nation Municipality.
- Director of Public Works includes the Director and Deputy Director of Public Works.
- d) **Highway** includes all public rights-of-way intended for vehicular or pedestrian use.
- e) **Motor Vehicle** means any vehicle powered by any means other than muscular power.
- f) **Municipality** means The Corporation of The Nation Municipality.
- g) **Municipal Law Enforcement Officer** means a person appointed to enforce municipal by-laws.
- h) **Vehicle** includes a motor vehicle, trailer, farm tractor, or road-building machine.

3. GENERAL PARKING PROHIBITIONS

No person shall park or leave a vehicle:

- a) Within an intersection or within six (6) metres thereof;
- b) Within three (3) metres of a fire hydrant;
- c) On a sidewalk or crosswalk;
- d) In a manner that obstructs traffic:
- e) In front of or within a private driveway without consent;
- f) Upon any bridge;
- g) In a designated fire route;
- h) In a prohibited parking zone indicated by signs;
- i) In an accessible parking space without a valid permit;
- j) For the purpose of selling, displaying, or advertising the vehicle without authorization.
- For the purpose of delivery goods at any place on any highway other than at the curb or side of the highway.

4. WINTER PARKING RESTRICTIONS

- 4.1 The Director or Deputy Director of Public Works may declare a temporary winter parking restriction when, in their opinion, it is necessary for public safety, snow removal, or municipal operations.
- 4.2 During a declared restriction, no person shall park a vehicle on any highway until the restriction is lifted.

5. MUNICIPAL PROPERTY RESTRICTIONS

- 5.1 No public parking is permitted at the Limoges Fire Station (673 Limoges Road) except for:
 - a) Volunteer firefighters attending emergencies, training, or meetings;
 - b) Authorized municipal personnel.

6. ENFORCEMENT

- 6.1 Municipal Law Enforcement Officers are authorized to:
 - a) Issue fines;
 - Restrain, immobilize, or cause the removal of vehicles parked in contravention of this by-law, at the owner's expense, under the Repair and Storage Liens Act, 1990.

7. PENALTIES

- 7.1 Every person who contravenes any provision of this by-law is guilty of an offence and upon conviction shall be subject to fines as listed in Schedule B.
- 7.2 Set fines shall come into effect upon approval of the Ontario Court of Justice.

8. VALIDITY

8.1 If any provision of this by-law is found to be invalid, the remainder of the by-law shall continue in force.

9. REPEAL

- 9.1 By-law 49-98 (Parking By-law), By-law 77-2002 (amendment to By-law 49-98), and By-law 51-2013 (parking prohibition at 673 Limoges Road), including any amendments thereto, are hereby repealed in their entirety.
- 9.2 Any other by-law, or parts of by-laws, of the former municipalities now forming The Nation Municipality that are inconsistent with the provisions of this by-law are also hereby repealed.

10. EFFECTIVE DATE

10.1 This by-law shall come into force and effect upon its final passing.

READ A FIRST, SECOND, AND THIRD TIME AND PASSED IN OPEN COUNCIL THIS XXX DAY OF XXX, 202X.

[Mayor's Signature]

[Clerk's Signature]

Schedule A - Set Fines

- a) Park within 6 metres of an intersection, Section 3(a): \$85
- b) Park within 3 metres of a fire hydrant, Section 3(b): \$100
- c) Park on a sidewalk, Section 3(d): \$85
- d) Park obstructing traffic, Section 3(g): \$100
- e) Park when prohibited by winter parking restrictions, Section 4: \$85
- f) Park in a prohibited parking zone, Section 3(h): \$85
- g) Park in a fire route, Section 3(g): \$100
- h) Park in an accessible parking space, Section 3(i): \$300
- i) Park obstructing a private entrance Section 3(e) \$85.00
- j) Park on a bridge Section 3(f) \$85.00
- k) Park in snow removal area Section 4 \$85.00
- I) Park for purpose of sale Section 3(j) \$85.00
- m) Park delivery vehicle away from curb Section 3(k) \$85.00







CORPORATION OF THE NATION MUNICIPALITY

BY-LAW NUMBER 49-98

Being a By-Law to regulate parking within the limits of The Nation Municipality.

WHEREAS paragraphs 123 to 125 and 131 of Section 210 of The Municipal Act, R.S.O. 1990, Chapter M.45 provides that the Council of a Municipality may pass by-laws for regulating traffic on highways and may prohibit or regulate the parking, standing or stopping of vehicles on highways; and

AND WHEREAS the Corporation of The Nation Municipality deems it desirable to do so;

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

SHORT TITLE

This by-law may be cited as the "Parking By-Law".

DEFINITIONS

- 2. In this by-law:
 - (a) "Crosswalk" shall mean
 - that part of a highway at an intersection that is included within the connections of the lateral lines of the sidewalks on opposite sides of the highway measured from the curbs or, in the absence of curbs, from the edges of the travelled portion of the highway, or
 - ii) any portion of a highway at an intersection or elsewhere distinctly indicated for pedestrian crossing by signs or by lines or other markings on the surface;
 - (b) "Farm tractor" shall mean a self propelled vehicle designated and used primarily as a farm implement for drawing ploughs, mowing-machines and other implements of husbandry and not designated or used for carrying a load;
 - (c) "Corporation" shall mean the Corporation of The Nation Municipality;
 - (d) "Intersection" shall mean the area embraced within the

prolongation or connection of the lateral curb lines or, if none, then of the lateral boundary lines of two or more highways that join one another at an angle, whether or not one highway crosses the other;

- (e) "Motorcycle" shall mean a self-propelled vehicle having a seat or saddle for the use of the driver and designated to travel on not more than three wheels in contact with the ground, and includes a bicycle with a motor attached and a motor scooter;
- (f) "Municipal Law Enforcement Officer" shall mean the Municipal Law Enforcement Officer appointed by the Council of the Corporation of The Nation Municipality;
- (g) "Motor vehicle" includes an automobile, motorcycle and any other vehicle propelled or driven otherwise than by muscular power but does not include a traction engine, farm tractor or road building machine;
- (h) "Park" shall mean to allow a motor vehicle or other vehicle which is practicable and lawful to move, to remain stationary on a highway for a longer period of time than is necessary in order to take on or discharge passengers or merchandise therefrom;
- (i) "Township" shall mean The Nation Municipality;
- (j) "Physically handicapped parking" shall mean a parking area whereby parking is allowed only to motor vehicles that:
 - display in the right hand lower corner of the windshield, a permit issued by the Municipal Law Enforcement Officer or an Officer appointed by the Corporation of The Nation Municipality, or;
 - ii) have a special provincial license plate issued for physically handicapped persons;
- (k) "Road building machine" shall mean a self-propelled vehicle designed and used primarily in connection with the building or maintaining of highways and not designed or used for carrying a load:
- (I) "Sidewalk" includes all such parts of a highway as are set aside for the use of pedestrians;
- (m) "Highway" includes the entire right-of-way of a common and public highway, street, concession, place, avenue, parkway, driveway, square, lane or bridge designed and intended for, or used by, the general public for the passage of vehicles:
- (n) "Trailer" shall mean a vehicle that is at any time drawn upon a highway by a motor vehicle, except an implement of husbandry, another motor vehicle or any device or apparatus not designed to transport persons or property, temporarily drawn, propelled or moved upon such highway, and, except a side car attached to a

motorcycle, shall be considered vehicle and not part of the motor vehicle by which it is drawn;

- (o) "Vehicle" includes a motor vehicle, trailer, traction engine, farm tractor, road building machine and any vehicle drawn, propelled or driven by any kind of power including muscular power but does not include a motorized snow vehicle or the cars of electric or steam railways running only upon rails;
- (p) "Fire route" shall mean any road, land, ramp or other means of vehicular access to or egress from a building or structure specifically identified as such for use of emergency vehicles.
- (q) "Prohibited parking zone" shall mean the area of the untravelled portion of a highway clearly marked as a prohibited parking area by signs placed at intervals of no more than 25 meters.

PARKING OFFENSES

- 3. No person shall park a vehicle:
 - (a) within an intersection or within six (6) metres thereof;
 - (b) within a distance of three (3) metres from any fire hydrant, such distance being measured from that point on the curb which is found by taking the shortest distance between the fire hydrant and the curb:
 - (c) in front of any church or other building used for religious purposes while a funeral service is taking place;
 - (d) on a sidewalk or crosswalk;
 - (e) in such a manner as to obstruct the entrance to a private lane unless he or she is the owner thereof or a person authorized by the owner to park in such a manner;
 - (f) upon any bridge;
 - (g) in such a manner as to obstruct traffic;
 - (h) within six (6) metres of any designated crosswalk;
 - in such a manner as to interfere with the maintaining or construction of a highway.
- 4. No person shall, within the limits of the Corporation of The Nation Municipality, park or allow to remain standing on any highway any vehicle between the hours of 11:00 pm and 07:00 am from the first day of December in one year to the first day of April in the following year.
- 5. No person shall park a vehicle or permit a vehicle to remain parked on any highway:
 - (a) while the work of removing snow or ice therefrom or clearing of snow therefrom is in progress; or
 - (b) in such a manner as to interfere with street cleaning operations.
- 6. No person shall park a vehicle on a highway for the purpose of exhibiting the vehicle or of offering the vehicle for sale.

- 7. No person shall park a vehicle or allow a vehicle to be parked in any parking space designated as physically handicapped parking unless that vehicle is identified as specified in Section 2.(j) of this By-Law.
- 8. No person shall cause or allow the unauthorized use of a permit issued pursuant to this by-law.
- **9.** No person shall park a vehicle or permit a vehicle to remain parked on any highway within a prohibited parking zone.
- **10.** No person shall park or leave a vehicle in any area designated as a fire route.
- 11. No person who is operating a vehicle for the purpose of delivering goods, wares, merchandise, milk, bread or any other commodity shall stop or park said vehicle at any place on any highway other than at the curb or side of the highway.

ADMINISTRATION

12. The provisions of this By-Law shall be enforced by the Municipal Law Enforcement Officer.

PENALTIES

- 13. Whenever a vehicle is parked in contravention of any section of this bylaw the Municipal Law Enforcement Officer may cause the said vehicle to
 be moved or taken to and placed or stored in a suitable place and all
 costs and charges for removing, care and storage thereof, shall be paid
 by the owner of the said vehicle in the manner provided by the Repair and
 Storage Liens Act, 1989.
- 14. Every person who contravenes any of the provisions of this by-law is guilty of an offence and on conviction thereof shall forfeit, and pay a penalty for each such offence and every such penalty shall be recoverable under the Provincial Offenses Act, R.S.O. 1990, chapter P.33 and amendments thereto.
- 15. When a person has been convicted of an offence under this by-law any court of competent jurisdiction thereafter, may, in addition to any other penalty imposed on the person convicted, issue an order prohibiting the continuation or repetition of the offence or the doing of any act or thing by the person convicted directed toward the continuation or repetition of the offence.
- 16. The requirements of this by-law are severable. If any requirements of this by-law are held invalid, the application of such requirements to other circumstances and the remainder of this by-law shall not be affected.
- 17. That By-Law number 91-90 of the Township of Cambridge, By-Law number 95-13 of the Township of South Plantagenet, By-Law 85-11 of the

Village of St Isidore and all other By-Laws or parts of By-Laws of this municipality or of the former municipalities now forming this municipality which are inconsistent with any provision of this By-Law are hereby repealed.

18. This by-law shall come into force on the 20th day of April, 1998, and shall take effect on that date.

READ A FIRST, SECOND AND DULY PASSED UPON THE THIRD READING THIS 20th DAY OF APRIL, 1998.

Claude Gravel Mayor Raymond Bessette Clerk

SCHEDULE "A" TO BY-LAW NO. 49-98

Time Parking Prohibited

LOCATION		TIME P	ARKING PROHIBITED
Ranger Street, west s Street north for a dista in the former Village o	ance of 300 feet	at any ti	me

THE HONOURABLE JUSTICE HUGH L. FRASER REGIONAL SENIOR JUSTICE ONTARIO COURT OF JUSTICE

COURT HOUSE 161 ELGIN STREET, 6TH FLOOR OTTAWA, ONTARIO K2P 2L1



L'HONORABLE JUGE HUGH L. FRASER JUGE PRINCIPAL RÉGIONAL COUR DE JUSTICE DE L'ONTARIO

> PALAIS DE JUSTICE 161, RUE ELGIN, 6° ÉTAGE OTTAWA (ONTARIO) K2P 2L1

TELEPHONE/TÉLÉPHONE (613) 239-1520 FAX/TÉLÉCOPIEUR (613) 239-1572

June 1st, 2016

The Corporation of the Nation Municipality 958 Road 500 West Casselman, Ontario K0A 1M0

Attention: Mr. Yves R. Roy

Dear Mr. Roy:



Re: Set Fines - Provincial Offences Act - Part II

By-law No. 49-98: Parking

Enclosed herewith are the original Order dated June 1st, 2016 and original schedule of set fines for By-Law No. 49-98 as amended, the By-law indicated in the schedule.

The setting of the fines does not constitute my approval of the short form of wording used to describe the offences.

Please ensure that a copy of the said documents is forwarded to the Provincial Offences Office, which has jurisdiction for the Nation Municipality.

Yours truly,

Hugh L. Fraser

Regional Senior Justice

East Region Enclosures

PROVINCIAL OFFENCES ACT

Part II

IT IS ORDERED pursuant to the provisions of the *Provincial Offences Act* and the rules for the Ontario Court of Justice, that the amount set opposite each of the offences in the schedule of offences under the Provincial Statutes and Regulations thereunder and Municipal By-law No. 49-98 as amended of the Corporation of the Nation Municipality attached hereto is the set fine for that offence. This Order is to take effect on June 1st, 2016.

Dated at Ottawa this 1st day of June 2016.

Hugh L. Fraser, Regional Senior Justice

Ontario Court of Justice

East Region

The Corporation of the Nation Municipality **Part II Provincial Offences Act** Bylaw 49-98: Parking

ITEM	COLUMN 1 Short form wording	COLUMN 2 Provision Creating or Defining Offence	COLUMN 3 Voluntary payment payable within 15 days.	COLUMN 4 Set Fine
1.	Park within intersection	Section 3(a)	Not applicable	\$50.00
2.	Park within six (6) metres of intersection	Section 3(a)	Not applicable	\$50.00
3.	Park within three (3) metres of a fire hydrant	Section 3(b)	Not applicable	\$65.00
4.	Park in front of church during a funeral service	Section 3(c)	Not applicable	\$50.00
5.	Park on a sidewalk	Section 3(d)	Not applicable	\$50.00
6.	Park on a crosswalk	Section 3(d)	Not applicable	\$50.00
7.	Park obstructing a private entrance	Section 3(e)	Not applicable	\$50.00
8.	Park on a bridge	Section 3(f)	Not applicable	\$50.00
9.	Park obstructing traffic	Section 3(g)	Not applicable	\$50.00
10.	Park within six (6) metres of a crosswalk	Section 3(h)	Not applicable	\$50.00
11.	Park when prohibited by winter parking restrictions	Section 4	Not applicable	\$65.00
12.	Park in snow removal area	Section 5	Not applicable	\$65.00

The Corporation of the Nation Municipality Part II Provincial Offences Act Bylaw 49-98: Parking

13.	Park for purpose of sale	Section 6	Not applicable	\$50.00
14.	Park in handicapped space	Section 7	Not applicable	\$300.00
15.	Park in prohibited parking zone	Section 9	Not applicable	\$65.00
16.	Park in a fire route	Section 10	Not applicable	\$85.00
17.	Park delivery vehicle away from curb	Section 11	Not applicable	\$50.00

Approved for France

THE HONOURABLE PAUL R. BÉLANGER REGIONAL SENIOR JUSTICE EAST REGION ONTARIO COURT OF JUSTICE

> COURT HOUSE 161 ELGIN STREET, 5TH FLOOR OTTAWA, ONTARIO K2P 2L1

November 7, 2000



L'HONORABLE PAUL R. BÉLANGER JUGE PRINCIPAL RÉGIONAL RÉGION DE L'EST COUR DE JUSTICE DE L'ONTARIO

> PALAIS DE JUSTICE 161, RUE ELGIN, 5º ÉTAGE OTTAWA (ONTARIO) K2P 2L1

TELEPHONE / TÉLÉPHONE (613) 239-1521 FAX / TÉLÉCOPIEUR (613) 239-1572

Ms. Jocelyn Ferguson Municipal Law Enforcement Officer Corporation of The Nation Municipality 958 Road 500 West, R.R. #3 Casselman, Ontario K0A 1M0

Dear Ms. Ferguson:

RE: Set Fines - Provincial Offences Act - Part II
The Nation Municipality

Enclosed herewith is a copy of an Order and a copy of the schedule of set fines for By-law No, 49-98, the By-law indicated in the schedule.

The setting of the fines does not constitute my approval of the validity of the By-law or of the short form of wording used to describe the offences.

I have forwarded the original Order and the schedule of the set fines to the Honourable Mr. Justice Lévesque in L'Orignal, together with a certified copy of the By-law.

Yours truly,

Paul R. Bélanger

Regional Senior Justice

Enclosures

PROVINCIAL OFFENCES ACT

Part II

IT IS ORDERED pursuant to the provisions of the Provincial Offences Act and the rules for the Ontario Court of Justice that the amount set opposite each of the offences in the schedule of offences under the Provincial Statutes and Regulations thereunder and Municipal By-law No. 49-98 of **The Nation Municipality** attached hereto is the set fine those offences. This Order is to take effect November 7, 2000.

- 29

Dated at Ottawa this 7th day of November, 2000.

Paul R. Belanger, Regional Senior Justice

Ontario Court of Justice

East Region

THE NATION MUNICIPALITY

PARKING BY-LAW 49-98

ITEM	COLUMN 1 Description of Offence	COLUMN 2 Provision Creating or Defining Offence	COLUMN 3 Voluntary payment payable within 15 days.	COLUMN 4 Set Fine (excluding costs)
1.	Park within intersection	Section 3(a)	Not applicable	\$50.00
2.	Park within six (6) metres of intersection	Section 3(a)	Not applicable	\$50.00
3.	Park within three (3) metres of a fire hydrant	Section 3(b)	Not applicable	\$65.00
4.	Park in front of church during a funeral service	Section 3(c)	Not applicable	\$50.00
5.	Park on a sidewalk	Section 3(d)	Not applicable	\$50.00
6.	Park on a crosswalk	Section 3(d)	Not applicable	\$50.00
7.	Park obstructing a private entrance	Section 3(e)	Not applicable	\$50.00
8.	Park on a bridge	Section 3(f)	Not applicable	\$50.00
9.	Park obstructing traffic	Section 3(g)	Not applicable	\$50.00
10.	Park within six (6) metres of a crosswalk	Section 3(h)	Not applicable	\$50.00
11.	Park when prohibited by winter parking restrictions	Section 4	Not applicable	\$65.00
12.	Park in snow removal area	Section 5	Not applicable	\$65.00
13.	Park for purpose of sale	Section 6	Not applicable	\$50.00

THE NATION MUNICIPALITY

PARKING BY-LAW 49-98

14.	Park in handicapped space	Section 7	Not applicable	\$300.00
15.	Park in prohibited parking zone	Section 9	Not applicable	\$65.00
16.	Park in a fire route	Section 10	Not applicable	85.00
17.	Park delivery vehicle away from curb	Section 11	Not applicable	\$50.00

THE NATION MUNICIPALITY

PARKING BY-LAW 49-98

ITEM	COLUMN 1 Description of Offence	COLUMN 2 Provision Creating or Defining Offence	COLUMN 3 Voluntary payment payable within 15 days.	COLUMN 4 Set Fine (excluding costs)
1.	Park within intersection	Section 3(a)	Not applicable	
2.	Park within six (6) metres of intersection	Section 3(a)	Not applicable	
3.	Park within three (3) metres of a fire hydrant	Section 3(b)	Not applicable	
4.	Park in front of church during a funeral service	Section 3(c)	Not applicable	4
5.	Park on a sidewalk	Section 3(d)	Not applicable	
6.	Park on a crosswalk	Section 3(d)	Not applicable	
7.	Park obstructing a private entrance	Section 3(e)	Not applicable	
8.	Park on a bridge	Section 3(f)	Not applicable	
9.	Park obstructing traffic	Section 3(g)	Not applicable	
10.	Park within six (6) metres of a crosswalk	Section 3(h)	Not applicable	
11.	Park when prohibited by winter parking restrictions	Section 4	Not applicable	
12.	Park in snow removal area	Section 5	Not applicable	

PARKING BY-LAW 49-98

13.	Park for purpose of sale	Section 6	Not applicable
14.	Park in handicapped space	Section 7	Not applicable
15.	Park in prohibited parking zone	Section 9	Not applicable
16.	Park in a fire route	Section 10	Not applicable
17.	Park delivery vehicle away from curb	Section 11	Not applicable

<u>ITEM</u>	COLUMN 1	COLUMN 2	COLUMN 3
	Description of Offence	Provision Creating or Defining Offence	Set Fine (Including Costs)
1 .	Failing to comply with an order to comply	Section 36.(1)(b)	\$300.00
2	Hindering or obstruction an officer	Section 19(1)	\$350.00

NOTE: The penalty provision for the offences indicated above is Section 36 of the Building Code Act, 1992.

PARKING BY-LAW 49-98

ITEM	COLUMN 1 Description of Offence	COLUMN 2 Provision Creating or Defining Offence	COLUMN 3 Voluntary payment payable within 15 days.	COLUMN 4 Set Fine (excluding costs)
1.	Park within intersection	Section 3(a)	Not applicable	\$25.00
2.	Park within six (6) metres of intersection	Section 3(a)	Not applicable	\$25.00
3.	Park within three (3) metres of a fire hydrant	Section 3(b)	Not applicable	\$25.00
4.	Park in front of church during a funeral service	Section 3(c)	Not applicable	\$25.00
5.	Park on a sidewalk	Section 3(d)	Not applicable	\$25.00
6.	Park on a crosswalk	Section 3(d)	Not applicable	\$25.00
7.	Park obstructing a private entrance	Section 3(e)	Not applicable	\$25.00
8.	Park on a bridge	Section 3(f)	Not applicable	\$25.00
9.	Park obstructing traffic	Section 3(g)	Not applicable	\$25.00
10.	Park within six (6) metres of a crosswalk	Section 3(h)	Not applicable	\$25.00
11.	Park when prohibited by winter parking restrictions	Section 4	Not applicable	\$30.00
12.	Park in snow removal area	Section 5	Not applicable	\$30.00
13.	Park for purpose of sale	Section 6	Not applicable	\$25.00
14.	Park in handicapped space	Section 7	Not applicable	\$30.00

PARKING BY-LAW 49-98

15.	Park in prohibited parking zone	Section 9	Not applicable	\$25.00
16.	Park in a fire route	Section 10	Not applicable	\$35.00
17.	Park delivery vehicle away from curb	Section 11	Not applicable	\$25.00

PARKING BY-LAW 49-98

ITEM	COLUMN 1 Description of Offence	COLUMN 2 Provision Creating or Defining Offence	COLUMN 3 Voluntary payment payable within 15 days.	COLUMN 4 Set Fine (excluding costs)
1.	Park within intersection	Section 3(a)	Not applicable	\$25.00
2.	Park within six (6) metres of intersection	Section 3(a)	Not applicable	\$25.00
3.	Park within three (3) metres of a fire hydrant	Section 3(b)	Not applicable	\$25.00
4.	Park in front of church during a funeral service	Section 3(c)	Not applicable	\$25.00
5.	Park on a sidewalk	Section 3(d)	Not applicable	\$25.00
6.	Park on a crosswalk	Section 3(d)	Not applicable	\$25.00
7.	Park obstructing a private entrance	Section 3(e)	Not applicable	\$25.00
8.	Park on a bridge	Section 3(f)	Not applicable	\$25.00
9.	Park obstructing traffic	Section 3(g)	Not applicable	\$25.00
10.	Park within six (6) metres of a crosswalk	Section 3(h)	Not applicable	\$25.00
11.	Park when prohibited by winter parking restrictions	Section 4	Not applicable	\$30.00
12.	Park in snow removal area	Section 5	Not applicable	\$30.00
13.	Park for purpose of sale	Section 6	Not applicable	\$25.00
14.	Park in handicapped space	Section 7	Not applicable	\$30.00

PARKING BY-LAW 49-98

15.	Park in prohibited parking zone	Section 9	Not applicable	\$25.00
16.	Park in a fire route	Section 10	Not applicable	\$35.00
17.	Park delivery vehicle away from curb	Section 11	Not applicable	\$25.00

TOWNSHIP OF THE NATION

BY-LAW 23-98

TITLE: Littering By-Law

ITEM	COLUMN 1 Description of Offence	COLUMN 2 Provision Creating or Defining Offence	COLUMN 3 Set Fine (Including Costs)
1	Throw, place or deposit refuse on private property without authority	Section 3.a.	\$100.00
2.	Permit refuse to be thrown, placed or deposited on private property without authority	Section 3.a.	\$100.00
3.	Throw, place or deposit refuse on Township property	Section 3.b.	\$100.00
4.	Permit refuse to be thrown, placed or deposited on Township property	Section 3.b.	\$100.00



<u>ITEM</u>	COLUMN 1	COLUMN 2	COLUMN 3
	Description of Offence	Provision Creating or Defining Offence	Set Fine (Including Costs)
1	Failing to comply with an order to comply	Section 36.(1)(b)	\$300.00
2	Hindering or obstruction an officer	Section 19(1)	\$350.00

NOTE: The penalty provision for the offences indicated above is Section 36 of the Building Code Act, 1992.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Description of Offence	Provision Creating or Defining Offence	Set Fine (Including Costs)
1	Store/leave unlicenced/wrecked/dismantled/inoperative/uvehicle on highway.	Section 3 nnused	\$150.00
2	Store/leave wrecked/dismantled/inoperative/machinery on highway.	unused Section 3.	\$150.00
3	Store/leave machinery/vehicle part on highway	ay. Section 3.	\$150.00
4	Store/leave furnace/water tank/fuel tank/furniture/appliance on highway.	Section 4.	\$150.00
5.	Store/leave lumber/timber/log/saw dust/wood chips/wood products/cement blocks/construct material/demolition material on highway		\$150.00
6.	Install/store fence/post/rod/rock/wire on high	sway Section 6.	\$150.00

NOTE: The penalty provision for the offences indicated above is Section 10. of the Obstruction of Highways By-Law 62-2000, a certified copy of which has been filed.

PART I PROVINCIAL OFFENCES ACT THE NATION MUNICIPALITY BY-LAW 84-2004 TITLE: OPEN AIR BURNING BY-LAW

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Short Form Wording	Provision Creating or	Set Fine
		Defining Offence	(Including Costs)
1.	Set/permit to set open air fire without a permit	Section 3	\$150.00
2.	Set/permit to set open air fire to burn grass	Section 5	\$100.00
3.	Burn petroleum/plastic/rubber/material that will cause excessive smoke or	Section 14	\$150.00
	noxious fumes		
4.	Obstruct/hinder/interfere with Municipal Law Enforcement Officer	Section 18	\$250.00
5.	Permit holder fail to supervise fire	Section 19.(c)	\$100.00
6.	Permit holder refuse to extinguish fire when ordered	Section 19.(d)	\$100.00
7.	Permit holder fail to comply with conditions on fire permit	Section 19.(e)	\$100.00

<u>ITEM</u>	COLUMN 1	COLUMN 2	COLUMN 3
	Description of Offence	Provision Creating or Defining Offence	Set Fine (Including Costs)
1	(Emit/cause to be emitted) noise from racing of a motorized conveyance	Section 3.a)	\$50.00
2	(Emit/cause to be emitted) noise from (combustion engine/pneumatic device) without effective muffling device	Section 3.c)	\$50.00
3	(Emit/cause to be emitted) noise from improperly secured load	Section 3.d)	\$50.00
4.	(Emit/cause to be emitted) noise from construction equipment without effective muffling device	Section 3.f)	\$50.00
5.	(Emit/cause to be emitted) noise from motor without effective muffling device in connection with a hobby	e,	\$50.00
6.	(Emit/cause to be emitted) noise from an electronic device	Section 3.h)	\$50.00
7.	(Emit/cause to be emitted) noise from auditory signa device between 11:00 p.m. and 6:00 a.m.	l Section 4.a)	\$50.00
8.	(Emit/cause to be emitted) noise from yelling/shouting/hooting/whistling/singing between 11:00 p.m. and 6:00 a.m.	Section 4.b)	\$50.00

TITLE: NOISE BY-LAW 65-2000

¹ ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Description of Offence	Provision Creating or Defining Offence	Set Fine (Including Costs)
9.	(Emit/cause to be emitted) noise between 11:00 p.m. and 6:00 a.m. from trade	Section 4.d)	\$50.00
10.	(Emit/cause to be emitted) noise between 11:00 p.m. and 6:00 a.m. from construction	Section 4.c)	\$50.00
11.	(Emit/cause to be emitted) noise between 11:00 p.m. and 6:00 a.m. from a tool for household purpose	Section 4.e)	\$50.00
12.	(Emit/cause to be emitted) noise between 11:00 p.m. and 6:00 a.m. from (loading/unloading/packing/unpacking) material	Section 4.f)	\$50.00
13.	(Emit/cause to be emitted) noise between 11:00 p.m. and 6:00 a.m. from a motorized conveyance not on highway	Section 4. g)	\$50.00

PART I PROVINCIAL OFFENCES ACT THE NATION MUNICIPALITY TITLE: WATER USAGE BY-LAW 63-2002

<u>ITEM</u>	COLUMN 1	COLUMN 2	COLUMN 3
	Short Form Wording	Provision Creating or Defining Offence	Set Fine (Including Costs)
1	Use municipal water for the purpose of watering outside between June 1 st and September 30 th	Section 3	\$50.00
2	Cause municipal water to be used for the purpose of watering outside between June 1 st and September 30 th	Section 3	\$50.00

PART I PROVINCIAL OFFENCES ACT THE NATION MUNICIPALITY TITLE: BUSINESS LICENCE BY-LAW 50-2005

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Short Form Wording	Provision Creating or Defining Offence	Set Fine (Including Costs)
1	Operate a business of transient trader without a licence	Section 2	\$100.00
2	Operate a business of transient trader fail to exhibit licence when requested	Section 3	\$100.00
3	Operate a refreshment vehicle without a licence	Section 4	\$100.00
4	Operate a refreshment vehicle within 300 metres of restaurant / refreshment vehicle	Section 5	\$50.00
5	Operate a refreshment vehicle within 5 metres of a building	Section 6	\$50.00
6	Operate refreshment vehicle on municipally owned property	Section 7	\$50.00
7	Operate a refreshment vehicle within 15 metres of an intersection	Section 9	\$50.00
8	Operate a refreshment vehicle within 30 metres of a public park	Section 10	\$50.00

PART I PROVINCIAL OFFENCES ACT

		E OITEINCES TICE	
	THE NATION MUNICIPALITY T	TITLE: BUSINESS LICENCE B	Y-LAW 50-2005
9	Operate a refreshment vehicle fail to display licence	Section 11	\$45.00
10	Operate a refreshment vehicle fail to collect and remove garbage from area	Section 13	\$100.00
11	Fail to comply with conditions of licence	Section 27	\$50.00
12	Obstruct Municipal Law Enforcement Officer	Section 34	\$250.00

PART 1 PROVINCIAL OFFENCES ACT

	THE NATION MUNICIPALITY	TITLE: WATER METER BY-LAY	N 26-2008
ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Short Form Wording	Provision Creating or	Set Fine
		Defining Offence	
1	Willfully hinder / interrupt an officer / contractor / agent of the Corporation	21.(i)	25.00
2	Cause / procures the hindering / interrupting of an officer / contractor /	21.(i)	300.00
	agent of the Corporation		
3	Willfully waste water	21.(ii)	60.00
4	Lend / sell / dispose of water without consent of the Corporation	21.(iii)	60.00
5	Willfully open / close valve or hydrant	21.(iv)	300.00
6	Obstruct access to hydrant / shut off valve / valve chamber / pipe	21.(iv)	300.00
7	Throw / deposit unsafe substance into water / waterworks	21.(v)	500.00
8	Willfully alter water meter	21.(vi)	500.00
9	Connect / cause to connect to Corporation's water works without consent	21.(vii)	500.00

<u>ITEM</u>	COLUMN 1	COLUMN 2	COLUMN 3
	Short Form Wording	Provision Creating or Defining Offence	Set Fine
1	Use land in Low Density Residential – R1 zone not in accordance with zoning by-law	Section 5.3	\$200.00
2	Erect / alter / use building / structure in Low Density Residential – R1 zone not in accordance with zoning by-law	Section 5.3	\$200.00
3	Use land in Medium Density Residential – R2 zone not in accordance with zoning by-law	Section 5.4	\$200.00
4	Erect / alter / use building / structure in Medium Density Residential – R2 zone not in accordance with zoning by-law	Section 5.4	\$200.00
5	Use land in High Density Residential – R3 zone not in accordance with zoning by-law	Section 5.5	\$200.00
6	Erect / alter / use building / structure in High Density Residential – R3 zone not in accordance with zoning by- law	Section 5.5	\$200.00

	Short Form Wording	Provision Creating or Defining Offence	Set Fine
7	Use land in Mobile Home Residential – R4 zone not in accordance with zoning by-law	Section 5.6	\$200.00
8	Erect / alter / use building / structure in Mobile Home Residential – R4 zone not in accordance with zoning by- law	Section 5.6	\$200.00
9	Use land in General Commercial – CG zone not in accordance with zoning by-law	Section 5.7	\$200.00
10	Erect / alter / use building / structure in General Commercial – CG zone not in accordance with zoning by-law	Section 5.7	\$200.00
11	Use land in Recreational Commercial – CR zone not in accordance with zoning by-law	Section 5.8	\$200.00
12	Erect / alter / use building / structure in Recreational Commercial – CR zone not in accordance with zoning by-law	Section 5.8	\$200.00
13	Use land in Highway Commercial – CH zone not in accordance with zoning by-law	Section 5.9	\$200.00

	Short Form Wording	Provision Creating or Defining Offence	Set Fine
14	Erect / alter / use building / structure in Highway Commercial – CH zone not in accordance with zoning by-law	Section 5.9	\$200.00
15	Use land in Agricultural Commercial – CA zone not in accordance with zoning by-law	Section 5.10	\$200.00
16	Erect / alter / use building / structure in Agricultural Commercial – CA zone not in accordance with zoning by-law	Section 5.10	\$200.00
17	Use land in Institutional – I zone not in accordance with zoning by-law	Section 5.11	\$200.00
18	Erect / alter / use building / structure Institutional – I zone not in accordance with zoning by-law	Section 5.11	\$200.00
19	Use land in Industrial Restricted – ML zone not in accordance with zoning by-law	Section 5.12	\$200.00
20	Erect / alter / use building / structure Industrial Restricted – ML zone not in accordance with zoning by-law	Section 5.12	\$200.00

	Short Form Wording	Provision Creating or Defining Offence	Set Fine
21	Use land in Industrial Rural – MR zone not in accordance with zoning by-law	Section 5.13	\$200.00
22	Erect / alter / use building / structure in Industrial Rural — MR zone not in accordance with zoning by-law	Section 5.13	\$200.00
23	Use land in Mineral Aggregate Resource - MX zone not in accordance with zoning by-law	Section 5.14	\$200.00
24	Erect / alter / use building / structure in Mineral Aggregate Resource - MX zone not in accordance with zoning by-law	Section 5.14	\$200.00
25	Use land in Waste Disposal - WD zone not in accordance with zoning by-law	Section 5.15	\$200.00
26	Erect / alter / use building / structure in Waste Disposal - WD zone not in accordance with zoning by-law	Section 5.15	\$200.00
27	Use land in Agricultural - A zone not in accordance with zoning by-law	Section 5.16	\$200.00

28	Erect / alter / use building / structure in Agricultural - A zone not in accordance with zoning by-law	Section 5.16	\$200.00
	Short Form Wording	Provision Creating or Defining Offence	Set Fine
29	Use land in Rural - RU zone not in accordance with zoning by-law	Section 5.17	\$200.00
30	Erect / alter / use building / structure in Rural - RU zone not in accordance with zoning by-law	Section 5.17	\$200.00
31	Use land in Flood Plain - FP zone not in accordance with zoning by-law	Section 5.18	\$200.00
32	Erect / alter / use building / structure in Flood Plain - FP zone not in accordance with zoning by-law	Section 5.18	\$200.00
33	Use land in Open Space - OS zone not in accordance with zoning by-law	Section 5.19	\$200.00
34	Erect / alter / use building / structure in Open Space - OS zone not in accordance with zoning by-law	Section 5.19	\$200.00
35	Use land in Wetlands - W zone not in accordance with zoning by-law	Section 5.20	\$200.00

36	Erect / alter / use building / structure in Wetlands - W zone not in accordance with zoning by-law	Section 5.20	\$200.00
	Short Form Wording	Provision Creating or Defining Offence	Set Fine
37	Use land in Village Core - VC zone not in accordance with zoning by-law	Section 5.21	\$200.00
38	Erect / alter / use building / structure in Village Core - VC zone not in accordance with zoning by-law	Section 5.21	\$200.00
39	Use lot for open storage	Section 4.35	\$75.00
40	Use commercial vehicle / transport trailer / truck / bus / recreational vehicle / commercial container / mobile home as accessory building	Section 4.40.5	\$100.00

CORPORATION OF THE NATION MUNICIPALITY

BY-LAW NO. 77-2002

BEING a By-Law to amend By-Law No. 49-98 to regulate parking within the limits of The Nation Municipality.

WHEREAS, The Municipal Act, R.S.O. 1990, Sections 210 (123) to (125) and (131) provides that the Council of a municipality may pass by-laws for regulating traffic on highways and may prohibit or regulate the parking, standing or stopping of vehicles on highways;

AND WHEREAS, Council deems it necessary to amend By-Law No. 49-98 which is cited as the "Parking By-Law";

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

- 1) That Section 4 of By-Law No. 49-98 be amended by changing the word "December" on line four to "November";
- 2) That all other sections of By-Law 49-98 remain in force.

READ A FIRST, SECOND AND THIRD TIME AND PASSED IN OPEN COUNCIL THIS 25TH DAY OF NOVEMBER, 2002.

Denis Pommainville, Mayor

Mary J. McCuaig, Clerk

SEAL

CORPORATION OF THE NATION MUNICIPALITY BY-LAW NO. 51-2013

BEING a By-Law to prohibit the parking or leaving of motor vehicles on land without the consent of the owner.

WHEREAS, Section 100.1(1) of the Municipal Act, 2001 as amended provides that, without limiting sections 9, 10 and 11 of the Act, a municipality may regulate or prohibit the parking or leaving of motor vehicles on land without the consent of the owner of the land;

AND WHEREAS Section 101 (1) of said Act provides that, if a municipality passes a by-law regulating or prohibiting the parking or leaving of a motor vehicle on land, it may provide for the removal or restraining and immobilizing of any vehicle, at the vehicle owner's expense, parked or left in contravention of the By-Law and subs. 170(15) of the Highway Traffic Act applies with necessary modifications;

AND WHEREAS, Section 101(3) of said Act states that, if signs are erected on land specifying conditions on which a motor vehicle may be parked or left on the land or regulating or prohibiting the parking or leaving of a motor vehicle on the land, a motor vehicle parked or left on the land contrary to the conditions or prohibition shall be deemed to have been parked or left without consent.

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

- 1) There shall be no public parking permitted on the land located at 673 Limoges Road, known as the Limoges Fire Station;
- 2) The Municipal Law Enforcement Officers are empowered to remove, restrain or immobilize, at the owner's expense, any vehicle parked or left in contravention of this By-Law on the said land;
- 3) There shall be signs installed on the said land as per the attached Schedule "A";
- 4) This By-Law is not applicable to cars owned by the volunteer firefighters, upon proof of identity, who may be parked lawfully in response to an emergency call, for a meeting or a practice
- 5) This By-Law shall be effective upon the final passing by Council.

READ a first, second and third time and passed in open Council this 22 day of April, 2013.

Francois St. Amour, Mayor

Mary McCuaig, Clerk

SEAL









1x 6x 1x

Le logo serais des couleurs de la municipalite
8 enseignes 18" de large x 24" de haut 3m or better vynil





Report to Council

Report Number: REP-COM-01-2025

Subject: Website Redesign, Implementation, Hosting & Support

Date of the meeting: Monday, April 28, 2025

Prepared by: Amélie Deschamps, Communications Coordinator

Circulated to and/or collaborated with: Aimée Roy, Clerk

Approval: Pierre Leroux, CAO

In agreement with the recommendation based on the contents of this report.

Recommendation

[That Council authorizes the allocation of \$45,359.64 in the 2026 budget to complete the municipal website project, for a total project cost of \$75,359.64.]

Financial Considerations

Total project cost: \$75,359.64

Amount in reserves for the project: \$30,000.00

Amount requested in 2026 budget: \$45,359.64

Context

In 2024, the Administration identified the urgent need to replace the current municipal website. The existing site, launched in 2021, lacks the flexibility and structure necessary to effectively deliver services and information to residents. It has also begun experiencing technical issues, such as slow performance, error messages, and storage limitations.

While the 2021 site was developed for \$40,000, the agency responsible acknowledged that they underestimated the work involved. Ultimately, our quickly expanding needs outpaced the capabilities of our website, leading to issues related to structure, usability, performance, and accessibility.

Recognizing that websites of this scale typically have a lifespan of 4 to 5 years, and anticipating continued challenges, the Administration explored opportunities for a more robust solution. Three neighboring municipalities shared similar needs, and the decision was made to issue a joint Request for Proposal (RFP) for a common website provider in early 2025. This collaborative approach strengthens consistency and allows each municipality to benefit from a shared contractor and comparable service level.

Although our procurement policy did not require a formal RFP process for this project, the Administration proceeded with one regardless, given the specialized nature of web development and the wide variation in pricing and quality. This approach reflects a commitment to transparency and best value.

The RFP process is now complete, and a proponent has been selected. The chosen vendor's pricing is in line with other submissions and reflects industry standards for websites of this size and complexity. Our website is scheduled to be developed following Clarence-Rockland's, with an expected launch in 2026.

To move forward, Council's approval of the remaining amount in the 2026 budget is required to allow us to finalize the agreement with the vendor and proceed with the build.

Page 2 of 4

*In the event of a discrepancy between the English and French versions of a text, the English version prevails.

Report

A total of up to \$ 75,359.64 is anticipated for the redevelopment of the municipal website. This amount reflects the cost of the vendor's basic website package, along with selected modules essential to meeting our municipality's specific needs, as well as one year of hosting and support. The non-refundable tax and a 2.5% contingency amount have also been added to this total. See Appendix C detailing the total project cost.

Council allocated \$30,000 in reserves at the 2025 budget to support the website redesign project in anticipation of the RFP process. Given that the total project cost is estimated at \$75,359.64, the Administration is requesting that an amount of \$45,359.64 be earmarked in the 2026 budget. This financial commitment is necessary to allow the Administration to proceed with the contract.

Previous budgets included an annual allocation of approximately \$5,000 to \$6,000 for website hosting and support. As these services are incorporated into the total project cost, this budget line will be removed from the 2026 budget. Notably, the cost of hosting and support will be added back to budget proposals in 2027 and subsequent years.

The full website package cost presented in the selected vendor's proposal is \$72,640 (excluding HST). While the full proposal included a broad range of optional features and services, only those most relevant to our priorities have been included in the final scope for our municipality. It was structured this way to allow the four municipalities to select only the features most aligned with their needs. Appendix B provides a comparison of pricing from the eight proponents whose pricing envelopes were opened, showing that the full package cost from the selected vendor falls within the average market range.

Relevance to priorities

This initiative aligns with the municipality's strategic priority of enhancing service delivery, particularly in the area of communications. A modernized website will significantly improve ease of access to information for residents and strengthen the municipality's ability to share updates, resources, and services in a timely and user-friendly manner. It will also support greater transparency by making important municipal information more readily available and easier to navigate.

Communication Plan

We will promote the launch of our new website after it goes live to manage traffic during the initial testing phase. To avoid high traffic in the first few days, we will focus on testing the website's live action and ensuring smooth functionality before promoting it.

As part of the promotional strategy, we will present a series of spotlight features on social media, highlighting the website's new structures, widgets, and its simpler user experience. These short posts will provide the public with a sneak peek of the improvements, aiming to engage them with the updated website's design and functionality.

Page 3 of 4

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The overall goal is to create a smooth transition to the new website while maintaining user confidence and engagement.

Other Considerations

If Council is interested in the additional modules listed in Appendix C, they can be added to the project scope.

Alternatively, it would be an option to wait and implement these modules once the website is fully operational and in future budgets. This phased approach would allow for a smoother rollout while providing flexibility to incorporate additional features in future years as they become more relevant or necessary. It is important to note that the prices of these modules may increase over time if we choose to add them in future phases.

Attachments

Appendix A – RFP-COM-01-2025

Appendix B – RFP Process and Results

Appendix C – Detailed Project Cost



Rapport pour le Conseil

Numéro du rapport: REP-COM-01-2025

Sujet: Refonte, implémentation, hébergement et support du site web

Date de la réunion : Lundi 28 avril 2025

Préparé par : Amélie Deschamps, Coordonnatrice de la communication

Diffusé et/ou collaboré avec : Aimée Roy, Greffière

Approbation : Pierre Leroux, Directeur général

En accord avec la recommandation basée sur le contenu de ce rapport.

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^{*}En cas de divergence entre les versions anglaise et française d'un texte, la version anglaise prévaut.

Recommandation

[Que le Conseil autorise l'affectation d'un montant de 45 359,64 \$ au budget de 2026 afin de compléter le projet de site Web municipal, pour un coût total du projet de 75 359,64 \$.]

Considérations financières

Coût total du projet : 75 359,64 \$

Montant en réserves pour le projet : 30 000,00 \$

Montant demandé au budget de 2026 : 45 359,64 \$

Contexte

En 2024, l'administration a constaté un besoin urgent de remplacer le site web municipal actuel. Le site existant, lancé en 2021, ne possède ni la flexibilité ni la structure nécessaire pour offrir efficacement les services et l'information aux résidents. De plus, il commence à présenter des problèmes techniques, notamment des lenteurs, des messages d'erreur et des limitations en matière de stockage.

Bien que le site de 2021 ait été développé pour un montant de 40 000 \$, l'agence responsable a reconnu avoir sous-estimé l'ampleur du travail requis. En fin de compte, l'évolution rapide de nos besoins a dépassé les capacités de notre site web, ce qui a entraîné des problèmes liés à la structure, à la facilité d'utilisation, à la performance et à l'accessibilité.

Consciente que la durée de vie utile des sites web de cette envergure est généralement de 4 à 5 ans, et anticipant la persistance de ces défis, l'administration a examiné des solutions plus robustes. Trois de nos municipalités voisines avaient elles aussi besoin d'un nouveau site web, alors nous nous sommes regroupés pour lancer une demande de propositions (RFP) conjointe. Cette approche collaborative favorise l'uniformité et permet à chaque municipalité de bénéficier du même fournisseur et d'un niveau de service comparable.

Bien que notre politique d'approvisionnement n'exigeait pas de processus formel de demande de propositions pour ce projet, l'administration a néanmoins choisi d'en tenir un, en raison de la nature spécialisée du développement web et des écarts importants en matière de prix et de qualité. Cette démarche témoigne de notre engagement envers la transparence et l'optimisation des ressources.

Le processus de demande de propositions est maintenant terminé, et un soumissionnaire a été retenu. Le prix proposé par le fournisseur choisi est conforme aux autres soumissions reçues et reflète les normes de l'industrie pour des sites web de cette envergure et complexité. Le développement de notre site web est prévu après celui de Clarence-Rockland, avec un lancement prévu en 2026.

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Afin d'aller de l'avant avec le projet, l'approbation par le Conseil du montant restant au budget de 2026 est requise pour nous permettre de finaliser l'entente avec le fournisseur et d'amorcer la mise en œuvre.

Rapport

Un montant total de 75 359,64 \$ est prévu pour la refonte du site web municipal. Ce montant reflète le coût du forfait de base proposé par le fournisseur, auquel s'ajoutent les modules sélectionnés jugés essentiels pour répondre aux besoins spécifiques de notre municipalité, ainsi qu'un an d'hébergement et de soutien technique. La taxe non remboursable et une provision pour imprévus de 2,5 % ont également été incluses dans ce total. Voir l'annexe C pour les détails du coût total du projet.

Le Conseil a affecté un montant de 30 000 \$ en réserves dans le budget de 2025 pour soutenir le projet de refonte du site web, en prévision du processus de demande de propositions. Étant donné que le coût total du projet est estimé à 75 359,64 \$, l'administration demande qu'un montant de 45 359,64 \$ soit prévu au budget de 2026. Cet engagement financier est nécessaire pour permettre à l'administration de conclure le contrat.

Les budgets antérieurs prévoyaient une allocation annuelle d'environ 5 000 \$ à 6 000 \$ pour les services d'hébergement et de support du site web. Comme ces services sont maintenant inclus dans le coût total du projet, cette ligne budgétaire sera supprimée du budget de 2026. Il convient de noter que les coûts liés à l'hébergement et au soutien seront réintégrés dans les propositions budgétaires à compter de 2027 et pour les années subséquentes.

Le coût du forfait complet présenté dans la proposition du fournisseur retenu s'élève à 72 640 \$ (sans TVH). Bien que la proposition complète comprenne un large éventail de fonctionnalités et de services optionnels, seuls ceux les plus pertinents pour nos priorités ont été retenus dans la portée finale du projet pour notre municipalité. Cette structure a été conçue de manière à permettre aux quatre municipalités participantes de choisir uniquement les éléments correspondant le mieux à leurs besoins. L'annexe B présente une comparaison des prix des huit soumissionnaires dont les enveloppes de prix ont été ouvertes, démontrant que le coût total du forfait du fournisseur sélectionné se situe dans la moyenne du marché.

Liens aux priorités

Cette initiative s'inscrit dans la priorité stratégique de la municipalité visant à améliorer la prestation des services, notamment en matière de communications. Un site web modernisé facilitera grandement l'accès à l'information pour les résidents et renforcera la capacité de la municipalité à diffuser des mises à jour, des ressources et des services de manière efficace et conviviale. Il contribuera également à accroître la

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transparence en rendant l'information municipale importante plus accessible et facile à consulter.

Plan de communication

La promotion du nouveau site web sera effectuée après sa mise en ligne, afin de gérer le volume de trafic pendant la phase initiale de mise à l'essai. Pour éviter un afflux important de visiteurs dans les premiers jours, l'accent sera d'abord mis sur la vérification du bon fonctionnement du site en temps réel et sur l'assurance de sa stabilité avant d'en faire la promotion.

Dans le cadre de la stratégie de promotion, une série de publications sera diffusée sur les médias sociaux, mettant en valeur les nouvelles structures du site, ses modules interactifs et son expérience utilisateur simplifiée. Ces messages brefs offriront au public un aperçu des améliorations apportées, dans le but de susciter leur intérêt envers le nouveau design et les fonctionnalités mises à jour.

L'objectif global est d'assurer une transition en douceur vers le nouveau site web tout en maintenant la confiance et l'engagement des utilisateurs.

Autres considerations

Si le Conseil est intéressé par les modules supplémentaires énumérés à l'annexe C, ils peuvent être ajoutés à la portée du projet.

Alternativement, il serait possible d'attendre et de mettre en œuvre ces modules une fois que le site web sera pleinement opérationnel et dans les budgets futurs. Cette approche progressive permettrait un déploiement plus fluide tout en offrant la flexibilité d'intégrer des fonctionnalités supplémentaires au fil des années, à mesure qu'elles deviennent plus pertinentes ou nécessaires. Il est important de noter que les prix de ces modules pourraient augmenter au fil du temps si nous choisissons de les ajouter dans des phases futures.

Pièces jointes

Annexe A – RFP-COM-01-2025

Annexe B – Processus et résultats de la demande de proposition

Annexe C – Coût détaillé du projet

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JOINT REQUEST FOR PROPOSALS

RPF Reference No.: RFP-COM-01-2025

Website redesign, implementation, hosting, and technical support services for The Nation Municipality, the Township of Alfred and Plantagenet, the City of Clarence-Rockland, and the Township of Champlain

Proposals Shall Be Submitted No Later Than:

Tuesday, March 18th, 2025, at 11:00 a.m. (ET)

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Section 1 – Terms of References

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1.1. Invitation to Proponents

The Nation Municipality, the Township of Champlain, the Township of Alfred and Plantagenet, and the City of Clarence-Rockland are seeking proposals from qualified proponents ("Proponents") to provide website redesign, implementation, hosting, and technical support services to each Corporation ("Corporations") as set out in this Request for Proposal ("RFP"). This RFP is prepared and issued by The Nation Municipality.

1.2. Definitions

- "Agreement" The finalized contract between a Corporation and the selected Proponent.
- "Conflict of Interest" A situation where a party's personal or financial interests may compromise their impartiality.
- "Contract Period" The duration for which the agreement remains in effect.
- "Corporations" The municipalities, cities, and townships participating in this RFP.
- "Deliverables" The specific services, products, or outcomes required under the Agreement.
- "FIPPA" Freedom of Information and Protection of Privacy Act, governing access to public records and privacy.
- "Municipalities" The municipalities, cities, and townships participating in this RFP.
- "Proponents" Individuals or companies submitting a Proposal in response to this RFP.
- "Proposal" A formal submission outlining a Proponent's approach, pricing, and qualifications.
- "RFP" Request for Proposal, a document soliciting bids for a project or service.

1.3. Order of Precedence

The documents listed below form part of the Request for Proposal (RFP) and will be incorporated into any resulting contract. If there is a discrepancy between the wording of one document and the wording of any other document that appears on the list, the wording of the document that appears first on the list shall take precedence:

- SECTION 1 Terms of Reference
- SECTION 2 Information for Proponents
- SECTION 3 Evaluation of Proposals
- APPENDIX A Form of Offer

- APPENDIX B References
- APPENDIX C Sub-Consultants
- APPENDIX D Pricing Summary
- APPENDIX E Proposal Cover Sheet

1.4. Project Overview

Project Name: Website redesign, implementation, hosting, and technical support services for The Nation Municipality, the Township of Champlain, the Township of Alfred and Plantagenet, and the City of Clarence-Rockland

RFP Reference No.: RFP-COM-01-2025

1.4.1. Project Description

Local government websites serve as the primary communications tool, acting as the central hub for residents, businesses, and visitors to access essential information, engage with municipal services, and stay informed about community initiatives. As the first point of contact for many, these websites must deliver an exceptional user experience while maintaining accessibility, security, and ease of management.

This RFP represents a collaborative initiative among multiple municipal corporations, each seeking to modernize their web presence. While this is a group RFP, it is critical to note that each participating entity will require a unique website solution, customized design, and separate contract to meet their specific needs, branding, and functional requirements.

Each municipality's website will be hosted under its own independent environment, ensuring full data segregation, independent domain management, and compliance with Canadian data sovereignty laws. Dedicated hosting will prevent cross-municipal dependencies, ensuring performance and security integrity.

1.4.2. Project Rationale

1.4.2.1. Current Challenges

Most Corporations seeking website development services through this RFP share the same current provider and have encountered widespread issues that highlight the need for a more capable, responsive partner. Key challenges include:

a. **Accessibility Compliance:** Current websites fail to meet WCAG Level AA 2.0 standards, creating barriers for users with disabilities. Ensuring full compliance with accessibility guidelines is a top priority.

- b. **Multi-Language Support:** Inadequate multi-language functionalities hinder municipalities' ability to effectively serve their diverse communities. Seamless bilingual integration is critical to addressing this gap.
- c. **Timely and Effective Support:** Limited internal resources make it difficult for small teams to resolve technical issues quickly, leading to service disruptions and inefficiencies. Faster response times, proactive issue resolution, and reliable ongoing support are crucial to maintaining seamless operations.
- d. **Bilingual Service:** Given the bilingual nature of our communities, municipalities prefer to work with a provider that offers bilingual (English and French) or French-speaking support to ensure full comprehension of cultural and operational needs.

1.4.2.2. Expectations

To address these challenges and align with the needs of small teams managing local government websites, the successful vendor must demonstrate the following capabilities:

- a. **Scalability and Usability:** Provide a user-friendly content management system (CMS) that enables non-technical staff to easily update and maintain the website.
- b. **Proactive Support and Training:** Offer reliable, responsive support and provide clear training materials or sessions tailored for small teams.
- Future-Ready Features: Incorporate flexibility for the addition of new features or services as municipal needs evolve, ensuring updates are simple and cost-effective to implement.
- d. **Commitment to Accessibility:** Deliver a fully accessible website at launch and ongoing guidance to maintain compliance as standards evolve.
- e. **Bilingual Expertise:** Ensure content management, customer support, and training are available in both English and French to meet the linguistic needs of our communities.

1.4.3. Project Objectives

The goal of this project is to design and develop websites that reflect our commitment to responsive governance by:

- a. Ensuring openness and transparency while encouraging community engagement.
- b. Delivering high-quality services efficiently and cost-effectively.
- c. Building a future-ready platform that meets both current and evolving needs.

The following elements will help achieve these objectives.

1.4.3.1. Usability

- Make it easy for customers (residents, businesses, visitors, intergovernmental partners, and other interested parties) to navigate and find information and services.
- The website must be AODA compliant with WCAG. Level AA 2.0 (or higher) and viewable/navigable on multiple platforms (including smart phones and tablets), resolutions and web browsers using responsive web design.
- Design and function should be focused on intuitive and familiar navigation mechanisms and prominently feature high-priority or targeted content for the various website user audiences.
- The site must enhance integration with interactive applications such as social media.
- Users will be able to create a personalized experience based on their preferences.

1.4.3.2. Sustainability

- Develop an information architecture that is efficient, easily understood, and sustainable by staff in the future.
- Implement a content management solution that can be maintained by both experienced web development staff as well as business users with no coding experience. Necessary functionality includes: the creation of templates, WYSIWYG editing to facilitate content management by novice users, ADOA compliance, responsive design, content approval workflows and search engine friendly URL aliasing.

1.4.3.3. Flexibility

• Develop a framework that allows for regular site re-fresh cycles to maintain user interest and excitement.

1.4.3.4. Marketing/Branding

The websites help promote the Corporations' goals, identities and messages.
 Webpages are visited by prospective businesses and prospective residents and the redesigned websites need to be representative of the dynamic communities and the vibrant economy.

1.4.3.5 Future Potential

• The Corporations are working on several E-Government initiatives that closely relate to the website. The new solutions must allow for cost-effective and straightforward development of new features as municipal needs evolve, including the integration of more service-oriented applications.

1.4.4. Backgrounds & Existing Websites

1.4.4.1. The Nation Municipality

The Nation Municipality, located in Eastern Ontario, spans an area of 661 square kilometers and is home to approximately 13,350 residents. Formed in 1998 through the amalgamation of the former townships of Caledonia, Cambridge, and South Plantagenet, as well as the Village of St. Isidore, the municipality is crossed by the South Nation River, from which it derives its name. It offers a range of services, including water management, road maintenance, urban planning, and recreational amenities. The municipality is dedicated to fostering a high quality of life through community-focused initiatives and sustainable development practices.

Mission: The Nation Municipality is committed to harmonizing its urban and rural communities by transparency, inclusion and economic development while encouraging growth in its healthy and active communities.

The current website (www.nationmun.ca) is powered by WordPress and was created in 2021. The website consists of approximately 90 pages in each official language (French and English) and averages more than 280 visitors per day.

The current website lacks the necessary structure and flexibility to effectively serve its purpose as a government resource. It fails to provide the organization and adaptability required to properly display important and useful information to residents and the public.

Preferred Design and Functionalities: The Nation Municipality has identified four (4) websites that exemplify the design and functionalities they are seeking. These examples serve as a reference for the desired aesthetic, usability, and feature set, and should not be relied on or used for any other purpose other than for reference:

- City of Grande Prairie
- Maple Ridge
- Richmond
- Ville de Lévis

1.4.4.2. Township of Alfred and Plantagenet

The Township of Alfred and Plantagenet is a primarily Franco-Ontarian township located in Eastern Ontario within the United Counties of Prescott and Russell, at the confluence of the Ottawa River and the South Nation River. Its closest neighbours are the Champlain Township to the East, the Nation Municipality to the South, and the City of Clarence-Rockland to the West. The Township was formed on January 1, 1997 through the amalgamation of four former municipalities: the Township of Alfred, the Village of Alfred,

the Township of North Plantagenet, and the Village of Plantagenet. Today, the municipality is comprised of seven villages – Alfred, Curran, Lefaivre, Pendleton, Plantagenet, Treadwell, and Wendover – and stretches over 392.31 km2.

- **Mission:** Contribute to the development of an active, inclusive, and engaged community, and a healthy, safe, and welcoming environment.
- Vision: A welcoming community, recognized for its natural and cultural attractions, proud of its achievements in favor of sustainable development and the personal fulfillment of its citizens.
- Values:
 - Respect
 - Transparency
 - Integrity
 - Innovation
 - Service Excellence

The Township of Alfred and Plantagenet's (www.alfred-plantagenet.com) current website service provider has been iCreate since 2014. The website is comprised of 460 pages, and averages approximately 70 visitors per day. In 2023, the website had 18,438 visitors for a combined total of 59,603 page views. Despite the redesign in 2021, various issues regarding accessibility compliance and language persist.

Preferred design and functionalities: The Township of Alfred and Plantagenet is seeking a website with a sleek aesthetic appealing to modern needs, which offers the freedom of customization in a user-friendly package while remaining impeccably compliant with evolving accessibility requirements. The following websites serve as examples of the type of design or functionalities the Township is seeking, and should not be relied on or used for any other purpose other than for reference:

- Ville de Lévis
- City of Toronto
- Town of Oakville

1.4.4.3. City of Clarence-Rockland

The City of Clarence-Rockland is a bilingual community located in Eastern Ontario, spanning approximately 297 square kilometers. Home to over 26,000 residents, the city offers a balance of urban convenience and rural charm. Formed through the amalgamation of Rockland, Bourget, Clarence, Hammond, Cheney, St-Pascal-Baylon, and surrounding areas, Clarence-Rockland is strategically positioned along the Ottawa River, providing residents with access to both natural beauty and modern amenities.

Clarence-Rockland is committed to delivering high-quality services that enhance the well-being of its residents, businesses, and visitors.

The City of Clarence-Rockland's website serves as a vital communication tool for residents, businesses, and visitors. However, with the dissolution of our current website support structure, we are seeking a new provider to support our evolving development needs.

Our current website is built on a proprietary platform, and we would like more flexibility with open-source solutions. While it has served as a primary source of municipal information, it lacks the flexibility and scalability required to meet the growing expectations of our community. The new website must prioritize accessibility, ease of navigation, and a user-friendly experience to ensure residents can quickly and efficiently access the information and services they need.

We are looking for a development partner that understands the unique requirements of a municipal website and can provide long-term support as we enhance our online services to better serve Clarence-Rockland.

1.4.4.4. Champlain Township

Champlain Township is a municipality in Eastern Ontario generally bounded to the North by the Ottawa River and the Town of Hawkesbury, to the South by the 417, to the East by the Municipality of East Hawkesbury to the West Municipality by Nation Municipality. Champlain Township was created on January 1, 1998, as the result of a municipal merger of four former municipalities: The Village of L'Orignal, The Town of Vankleek Hill, The Township of Longueuil and The Township of West Hawkesbury. The Township of Champlain has two distinct settlement areas – L'Orignal and Vankleek Hill, each with its own history, settlement pattern, architectural style and economic development opportunities.

- **Mission:** To lead the delivery of quality and efficient services that establish our Township as a welcoming, healthy community for residents, businesses and visitors.
- Vision: The Township of Champlain is dedicated to a safe and prosperous community, and a quality lifestyle achieved through our collective, caring leadership, and our bilingual heritage.

Values:

- Transparency and Accountability
- o Respectful, Healthy and Safe Workplace
- Leadership
- Service Excellence, Professionalism and Efficiency

The current Township of Champlain website at www.champlain.ca is powered by ICreate since 2018. The website consists of approximately 950 pages (500 of these are pages from our news feed). Despite the redesign in 2018, various functional and compliance issues have persisted. Champlain Township appreciates the minimalist look and design of their current website. The need to change arises from the aforementioned issues, not from dissatisfaction with the website's aesthetics.

Preferred Design and Functionalities - Champlain Township has identified websites that exemplify the design and functionalities they are seeking. These examples serve as a reference for the desired aesthetic, usability, and feature set, and should not be relied on or used for any other purpose other than for reference:

- Renfrew
- Township Of King
- City of London
- Ville de Saint-Lambert

1.4.5. Periods of Proposed Contracts

The proposed contract period ("Contract Period") for the tender offers two distinct options.

- a. The Corporations may choose to enter a contract for an initial three-year term, beginning on the award date and ending on the date specified in the written confirmation. After this initial term, the Corporations may extend the agreement on an annual basis on mutually agreeable terms.
- b. Alternatively, the Corporations may opt for a one-year initial contract, commencing upon the completion of the new website roll-out. At the end of this term, the Corporations will have the option to renew the agreement annually on mutually agreeable terms.

1.5. Project Requirements

The Successful Proponent shall provide the following services:

Complete the website redesign, implementation, hosting, and technical support services for all of the Corporations, being The Nation Municipality, the Township of Alfred and Plantagenet, the City of Clarence-Rockland, **and** the Township of Champlain.

1.5.1. Reporting and Meetings

Development meetings will be held to ensure effective communication and progress tracking throughout the project. The details for these meetings are as follows:

- Meeting Locations: Development meetings can be conducted either in person at each Corporation's Town Hall, located in the United Counties of Prescott and Russell, or online via video conference, depending on the Agency's location and convenience.
- **Frequency:** Regular meetings will be scheduled to review the project progress, discuss any issues or changes, and ensure that the development is on track. The exact frequency of these meetings will be determined based on project needs and mutual agreement between the Corporations and the Agency.
- **Participants:** Representatives from the Corporations and the Agency's project team will participate in these meetings. Key stakeholders and technical experts may be involved as needed to provide insights and make informed decisions.
- Agenda and Documentation: Each meeting will have a predefined agenda to cover all critical aspects of the project. Meeting minutes and action items will be documented and shared with all participants to ensure clear communication and follow-up on tasks.

By facilitating regular and effective communication through these meetings, the project aims to maintain alignment with goals, address any challenges promptly, and ensure the successful development and launch of the new websites.

1.5.2. Scope of Work

1.5.2.1. Accessibility

- a. Websites must conform and maintain compliance with the World Wide Web Consortium Content Accessibility Guidelines (WCAG) 2.0 Level AA standards, and meet all current requirements, best practices, and guidelines for all audience where possible. The website should require staff to verify text, image, and content compliancy with WCAG 2.0 Level AA when uploading to the website.
- b. A "Term of Reference and General Conditions" page should be available and easily found by visitors to outline the limitations of the website's accessibility functionalities.
- c. All page templates must be 100% compliant with the Web Content Accessibility Guidelines (WCAG) 2.0 Level AA. This includes compliance with styles, dimensions, and functionalities to ensure accessibility for all users, including those with disabilities.

1.5.2.2. Bilingualism

a. At this time, the Corporations' websites are bilingual, running parallel language sites in French and English. To keep our site easy for residents, there must be a button to link each page to the alternate language page for that particular content, such as

our current website. This feature must be available for the Corporations to use and implement on both existing and new pages.

1.5.2.3. Content, Search Engine Optimization, Hosting

- a. The Successful Proponent must demonstrate experience in developing a website structure with vast amounts of content from the end-user's perspective
- b. The Corporations will provide written content to the selected Agency for the website. The Agency will populate content provided into the new websites. All content and data uploaded to the websites will remain the property of the Corporations.
- c. User-friendly, customizable, bilingual and advanced search tool that is Search-Engine Optimized.
- d. A-Z listing of municipal services and programs
- e. Emergency Notification Banner and Pop-Up Alert or proposed alternative solution
- f. Icon/Quick-Links on Main page, customizable by Municipal staff based on seasonal topics (Budget icon during budget discussions, Winter Maintenance in the snowy season, Road closures and construction during summer, etc.).
- g. Each website will have an independent hosting environment with dedicated Canadian-based servers. Each municipality will maintain its own domain, ensuring clear branding and distinct digital identities while eliminating potential security risks associated with shared hosting.
- h. Each website must be secured with an independent SSL/TLS certificate to ensure encrypted communications and data protection. The solution must support autorenewing SSL certificates and enforce HTTPS across all pages to prevent data interception and enhance cybersecurity compliance with Canadian privacy laws.

1.5.2.4. Look and Feel

- a. The website must provide a sleek, modern look. It must also offer a design that strategically uses the user's screen space.
- b. Easily identifiable search bar is available to the user on any page.
- c. Users can subscribe to News/Alerts and receive them by email in their chosen language.
- d. Attractive and polished fonts, and layout.

1.5.2.5. CMS

a. The websites are required to have a friendly end-user CMS that is powerful but easy to learn. Must be able to be maintained by Municipal staff who have no coding experience. The solution must be flexible and scalable to allow Municipal staff to add, change and delete content (visual and text) at any point in time, as well as to

- maintain current online Municipal services and add additional services and technology at a future date.
- b. The CMS must have a "restore previous version" for each page.
- c. The CMS solution must be hosted in Canada.
- d. The CMS manufacturer shall provide corporate technical support to the Corporations.
- e. Easy setup of short URLs, friendly URLs, or URL re-directs.
- f. Broken URL link reports, potentially with notification to the Webmaster.
- g. The CMS must enable user and/or role based permissions to be configured in order to control what system features and data users can access, in addition to a history log that lists recent page update details.
- h. The platform must allow the Corporations to easily change the content. This includes the ability to modify, add, or delete menus. The content management system should be user-friendly and intuitive, enabling non-technical staff to make updates without requiring extensive technical knowledge.
- i. The CMS must support multi-tenancy while ensuring full segregation between municipal sites. Each municipality will have dedicated administration controls, preventing any cross-site influence on content management, permissions, or backend systems.
- j. The CMS must support SSL/TLS encryption at all levels, ensuring end-to-end security from content management to public access. All administrative portals must require secure HTTPS connections with multi-factor authentication (MFA) to prevent unauthorized access.

1.5.2.6. Responsive Design

- a. Many of our website visitors are on mobile or tablet devices. The new websites must be incredibly mobile-responsive and have a design that adapts to the user's specific screen size, platform and orientation.
- b. The features/portlets must adapt to various different formats based on the user's screen size and orientation, and in order of importance/priority of feature, instead of "squishing" content or only using benchmark screens sizes to adapt.
- c. The website development solution must offer the possibility to preview the desktop, mobile, and tablet views of the site before publishing any changes. This ensures that content is optimized and properly displayed across all devices.
- d. The websites should integrate a Chatbot AI with virtual assistant capabilities. This feature should be able to assist visitors by answering common questions, providing information, and guiding users to the appropriate sections of the website. The Chatbot must support both English and French to accommodate the bilingual nature of the Corporations.

e. To ensure optimal performance across all devices, each website will be integrated with a content delivery network (CDN) to improve load speeds and regional accessibility while maintaining independent performance monitoring.

1.5.2.7. Available Modules

- a. Additional costs for specific modules may apply, please include these additional costs in the Appendix D Pricing Summary.
- b. Parks Map and Searchable solution like Collingwood's Park Page (www.collingwood.ca/health-well-being/parks-trails-amenities/parks).
- c. Business/Community Association Directory in which stakeholders can create a profile and upload/modify/delete their information.
- d. Form Builder
- e. Interactive maps
- f. Calendar of Events (RSS Feed) in which stakeholders can create a profile and publish an event
- g. Employees/Department Directory Contact Us Section
- h. Recruitment, Employment Opportunities
- i. By-laws and policies and searchable solutions within the by-laws and policies
- j. Citizen Portal
- k. News

1.5.2.8. Integrations

- a. Social Media Feeds (Facebook, Instagram, X)
- b. Seamless integration of YouTube videos into our website
- c. Escribe
- d. Brecken
- e. BCiti
- f. Municipal Management Software like PSD City Wide
- g. Work Order and Request from the public
- h. Building Permit
- i. Inspection
- j. Planning Application
- k. Asset Management Plan
- l. Patrol
- m. Permit Application (Dog tag, fire permit, fence permit)
- n. Facility Booking

1.5.2.9. Statistics and Analytics

- Agency must implement Google Analytics onto the website to track navigation
 patterns and other useful statistics in order to make any required adjustments to the
 website.
- b. Each municipality's website analytics will be independently configured to track user interactions, ensuring insights remain separate while maintaining compliance with Canadian privacy laws. This will prevent cross-data contamination between municipal sites.

1.5.2.10. Training and Support

- a. Agency must provide training to staff on how to enter/upload/modify content to the website based on best practices.
- b. Details and fees related to customer services and technical support must be included in the Appendix D Pricing Summary.
- c. Support details (annual unlimited and/or hourly options, etc.), response time, uptime, security measures and disaster recovery plan must be included in the Proposal. A toll-free support number should be provided including detailed information on support mechanism from the Agency, and any other potential options the municipalities may have.
- d. Support must include the following items:
 - i. Problem management support services: in case of a problem with the web site, and must be able to provide a ticket number for reference.
 - ii. Information and guidance support: in case of a request made to support in order to get technical information on the website capabilities and future projects.
 - iii. Monitoring and notifications: the Agency must provide monitoring services in case of downtime and alert the municipalities.
 - iv. Security measures and prevention services: In case of a threat, the Agency must be able to detect virus infections on the website and intrusion prevention. The system hosting the website must be up to date with latest versions and internal technology.
 - v. Maintenance and communication: any type of maintenance should be communicated in advance to the Corporations if downtime is required or if the change affects website functionalities.

1.5.3. Deliverables

DELIVERABLES	RESPONSIBLE
Writing and Web Content	Corporations
WCAG 2.0 AA Accessible Content	Corporations
Content Translation	Corporations
Intellectual Property	Corporations
Modules Configuration	Agency
HTML Integration	Agency
Site Hosting	Agency
Updates and Maintenance	Agency
Basic Content Integration (text and tags)	Agency
Web Graphic Design	Agency
Search engine and SEO (Google Search)	Agency
Integration and Respect of Visual Identity	Agency
Statistics Management (Google Analytics)	Agency
Search Engine Optimization Strategy	Agency
Technical Support and User Manual	Agency

1.6. Project Schedule

The website development project for the four (4) Corporations will be carried out in two (2) distinct phases.

Phase 1 will begin in 2025, with the City of Clarence-Rockland's website being developed and launched before September. The Nation Municipality's website will be developed at the end of 2025 and launched at the start of 2026.

Phase 2 will follow in 2026, completing the project with the development and launch of websites for the Township of Champlain and the Township of Alfred-Plantagenet.

Please note that these phases and timelines are subject to change based on the selected agency's capabilities and team size. Adjustments may be made to ensure the highest quality and efficiency in the development process.

1.7. Pricing

Each Corporation has anticipated between \$50,000 and \$75,000 for the services. Any Proposal that surpasses this anticipated amount must be approved by each Council, and may be rejected.

Proponents must list in the Appendix D – Pricing Summary any additional features, services, or solutions suggested by the proponent that could assist each Corporation in achieving its vision for the project.

1.8. Proposal Criteria

The Successful Proponent will be selected based upon the evaluation criteria established in the Section 3 – Evaluation of Proposals.

1.9. Proposal Schedule

The Request for Proposal process shall follow the dates identified unless formally adjusted by addendum:

ITEM	DEADLINE
Issue Date of RFP	Thursday, February 20 th , 2025
Proponent's Deadline for Questions	Tuesday, March 4 th , 2025, at 11 a.m. (ET)
Deadline for Issuing Addenda	Friday, March 7 th , 2025
Proposal Submission Closing	Tuesday, March 18 th , 2025, at 11 a.m. (ET)
Proponent Selected	Monday, May 4 th , 2025

1.10. Documentation Available to Proponents

The following supporting documents will be made available to the Successful Proponent:

- Corporation's Style Guides
- Any other existing and relevant documentation

1.11. Contacts for this RFP

1.11.1. Project Managers

The services provided will be reviewed and approved by the Project Manager of each Corporation, which is expected to be the Communications Officer or their designate.

1.11.2. Inquiries

1.11.2.1 Inquiry Submission:

All inquiries related to this RFP must be submitted exclusively through the Bids & Tenders Platform. No questions will be answered via email or phone.

1.11.2.2 Deadline for Inquiries:

Inquiries must be received no later than 11:00 a.m. (ET) on March 4, 2025, to allow sufficient time for issuing any necessary addenda.

1.11.2.3 Addenda Issuance:

Addenda may be issued throughout the bidding period and no later than March 7, 2025. All addenda become an official part of the RFP.

1.11.2.4 Official Modifications:

Only the Contracting Authority may make official modifications to the RFP or the "Terms of Reference" through formally issued addenda. No officer, agent, or employee of the Corporations is authorized to make oral modifications to this RFP.

1.11.2.5 Proponent Responsibility:

Proponents must acknowledge receipt of all addenda on the Appendix A – Form of Offer. It is the Proponent's responsibility to ensure they have received and understood all published addenda before submitting their proposal.

1.11.2.6 Contracting Authority:

Amélie Deschamps Communications and Marketing Coordinator The Nation Municipality 958 Route 500 West, Casselman, Ontario, K0A 1M0

Tel.: 613-764-5444, ext. 231

Email: amdeschamps@nationmun.ca

SECTION 2 – Information for Proponents

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2.1. Statement of Compliance

The Proponent(s) shall certify by signature(s) on Form of Offer – Appendix A that it has "No exception" to any of the clauses of the Proposal. If the Proponent(s) has/have an "Exception", they shall state the exception and include an explanation of same on its/their letterhead which shall be attached to the Form of Offer – Appendix A. Any Proponent who indicates an "Exception" may have their proposal rejected, in the sole discretion of the Corporations.

2.2. Proposal Format

Proponents must submit proposals electronically via the Bids & Tenders platform by 11:00 A.M. (ET) on Tuesday, March 18, 2025. Late submissions may not be considered.

Proposals should be on 8½" x 11" pages and must not exceed 20 single-sided pages in 12-point Arial font. Spreadsheets may be submitted on 11" x 17" pages. Any documentation exceeding the maximum page count may not be considered. The Mandatory Submission Requirements documents will not be included in the page limit count.

2.3. Proposals in English

All Proposals are to be in English only.

2.4. Proposal Preparation

The proposal must be submitted electronically via a "two envelopes" system meaning that the qualifications and pricing must be submitted as separate files labelled accordingly:

2.4.1. File 1 - Qualifications

The following documents shall be included in the Qualification File. This electronic file shall be marked as "Qualification" along with the project number and Proponent name. For example:

Qualification - Project # - Proponent Name

- Mandatory Submission Requirements
 - Appendix E Proposal Cover Sheet
 - Appendix A Form of Offer
 - A.1. Mandatory Forms Checklist
 - A.2. Proponent Information
 - o A.3. Proponent Acknowledgement
 - A.4. Conflict of Interest
 - A.5. Authorization of Proposal

- Appendix B References
- Appendix C Sub-Consultants
- Rated Requirements
 - Proposal Document

Information provided by the Proponent in the Qualification File will only be used for the sole purpose of determining the Proponents experience and qualifications. Information submitted will be subject to verification, and further pertinent information may be obtained from references. Reference checks by the Corporations may not be limited to those listed in the Proponent's submission. Proponents should clearly identify the information provided in their submission which the Proponent considers Confidential or Proprietary so that the Corporations can take the necessary steps to protect the information, in the event that the document becomes the subject of a Municipal Freedom of Information and Protection of Privacy Act ("MFIPPA") request. The Proponent acknowledges that the Corporations are subject to disclosure under the MFIPPA.

2.4.2. File 2 – Price

The completed Appendix D – Pricing Summary is to be included in a **PASSWORD PROTECTED** electronic file separate from the Qualification File. This electronic file shall be marked as "Price" along with the project number and Proponent name. For example:

Price - Project # - Proponent Name

Proponent should password protect this file, such that it cannot be opened without the password. The password should not be provided to the Corporations with the proposal submission. Once Proponent's have passed Stage 2, the RFP Contracting Authority will contact the Proponent to obtain the password to open the Price File.

2.4.3. Proposal Submission

Proponents are responsible to provide their submission to the RFP Contracting Authority through the Bids & Tenders platform only. No submission shall be submitted directly to the RFP Contracting Authority by email. All rules and regulations of the Bids & Tenders platform apply.

Each required file should be attached as a separate file. The RFP Contracting Authority shall not be responsible for any technical problems regarding the submissions, or if the submission is not submitted through the Bids & Tenders platform. Late submissions may not be considered.

2.5. Disqualification of Proposals

Under no circumstances will Proposals be considered if they are received after the Proposal Submission Closing Date and time as defined in Section 1 – Terms of Reference, as recorded by the RFP Contracting Authority.

2.6. Withdrawal or Qualifying of Proposals

A Proponent who has already submitted a Proposal may submit a further Proposal at any time up to the official closing time. The last Proposal received shall supersede and invalidate all Proposals previously submitted by that Proponent for this contract.

A Proponent may withdraw its Proposal at any time up to the official closing time by submitting a letter bearing the Proponent's signing officer's signature as in its Proposal to be sent to the Contracting Authority. Such a submission, at the location stated in Section 1 – Terms of Reference for the receipt of Proposals must be received in sufficient time to be marked with the time and date of receipt before the designated Proposal closing time. The Proponent shall show its name, the name of the project and the Agreement number(s) on the file name containing such letter. No fax transmissions or telephone calls will be considered. No withdrawal of a Proposal is permitted after the Proposal Submission Closing Date and time.

2.7. Reserved Rights of the Corporations

The Corporations, in their sole discretion, reserve the following rights:

- a. supplement, add to, delete from or change this solicitation document;
- b. determine which respondent, if any, should be selected for negotiations;
- c. reject any or all proposals or information received pursuant to this RFP;
- d. cancel this RFP with or without the substitution of another RFP;
- e. request additional data or information after the submittal date, if such data or information is considered pertinent to aid the review and selection process;
- f. conduct investigations with respect to the qualifications and experience of each respondent;
- g. verify with any Proponent or with a third party any information set out in a Proposal;
- h. check references other than those provided by any Proponent;
- i. take any action affecting the RFP or the services or facilities subject to this RFP that would be in the best interest to the corporations;

- j. require one or more respondents to supply, clarify or provide additional information in order for the municipalities to evaluate the proposals submitted;
- k. waive any informalities or irregularities in the submittals or to re-advertise;
- I. select any Proponent other than the Proponent whose Proposal reflects the lowest cost to the Corporations or the highest score;
- m. make public the identity of any or all Proponents;
- n. request written clarification or the submission of supplementary written information from any Proponent and incorporate a Proponent's response to that request for clarification into the Proponent's proposal;
- o. issue the Request for Proposals to other prospective proponents at any time;
- p. disqualify any Proponent whose proposal contains a misrepresentation or any other inaccurate or misleading information or disqualify such proposal;
- q. disqualify any Proponent or the proposal of any Proponent who has engaged in conduct prohibited by this Request for Proposal;
- make changes, including substantial changes, to this Request for Proposal provided that those changes are issued by way of addenda in the manner set out in this Request for Proposal;
- s. select any Proponent other than the Proponent whose proposal reflects the lowest cost or the highest scored to the Township or the highest overall evaluation;
- t. accept alternates and substitutions in any order or combination the Corporations, at their sole discretion, may decide;
- after the deadline for submission of proposals, engage in direct discussions or direct negotiations with any Proponent or with more than one Proponent at the same time or at different times;
- v. after the deadline for submission of proposals, discuss with any Proponent different or additional terms to those contemplated in this Request for Proposal or in any proposal; and
- w. if only one proposal is received, reject the proposal of the sole Proponent and cancel this Request for Proposals or enter into direct negotiations with the sole Proponent.

These reserved rights are in addition to any other express rights or any other rights which may be implied in the circumstances and the Corporations shall not be liable for any expenses, costs, losses or any direct or indirect damages incurred or suffered by any

Proponent or any third party resulting from the Corporations exercising any of its express or implied rights under this RFP.

The Corporations reserve the right to consider, during the evaluation of proposals, all or some of the following criteria in assessing a proposal, none of which shall be binding on the Corporations;

- a. information provided in the proposal document itself;
- b. information provided in response to enquiries of credit and industry references set out in the proposal;
- c. information received in response to enquiries made by the Corporations of third parties apart from those disclosed in the proposal in relation to the reputation, reliability, experience and capabilities of the Proponent;
- d. the manner in which the Proponent provides services to others;
- e. the experience and qualification of the Proponent's senior management and project management;
- f. the compliance of the Proponent with the Corporations' requirements;
- g. innovative approaches proposed by the Proponent in the proposal, and,
- h. the Corporations' policies and by-laws relating to issuing contracts to third parties.

By submitting its Proposal, the Proponent authorizes the collection by the Corporations of the information set out under (g) and (h) in the manner contemplated in those subparagraphs.

2.8. Proponents to Obtain RFP only Through Bids and Tenders

Subject to the information below, this RFP is available only through https://www.bidsandtenders.com/suppliers/bid-opportunities, the electronic tendering system provided by Bids & Tenders.

For technical information about the electronic tendering system, send an e-mail support@bidsandtenders.ca.

A Proponent who has not obtained this RFP through Bids & Tenders may have its Proposal disqualified unless a third party has requested this RFP from Bids and Tenders on that Proponent's behalf and that

Proponent has identified the third party on their Appendix E - Proposal Cover Sheet. Failure to identify the third party in this manner may result in disqualification of the Proposal.

2.9. All New Information to Proponents by way of Addenda

This RFP may only be amended by an addendum in accordance with this subsection. If the Corporations, for any reason, determine that it is necessary to provide additional information relating to this RFP, such information will be communicated to all Proponents by addenda by way of Bids & Tenders. Each addendum shall form an integral part of this RFP. Such addenda may contain important information including significant changes to this RFP. Proponents are responsible for obtaining all addenda issued by the Corporations. In the space provided in Appendix A - Form of Offer, Proponents shall confirm their receipt of all addenda by setting out the number of each addendum.

Proponents who intend to respond to this RFP are requested not to cancel the receipt of addenda or amendments option provided by Bids & Tenders, since they must obtain through Bids & Tenders all of the information documents that are issued through Bids & Tenders. In the event that a Proponent chooses to cancel the receipt of addenda or amendments option, its Proposal may be rejected.

2.10. Proponents Shall Bear Their Own Costs

Proponents shall bear all costs associated with or incurred in the preparation and submission of Proposals.

2.11. Proponents to Review the RFP Documents

Proponents shall promptly examine all of the documents comprising this RFP and a) shall report any errors, omissions or ambiguities; and

b) may direct questions or seek additional information in writing to the RFP Contact through the Bids & Tenders platform only. All questions shall be submitted by Proponents before the Deadline for Questions. No communications are to be directed to anyone other than the RFP Contracting Authority. The Corporations is under no obligation to provide additional information but may do so at its sole discretion. It is the responsibility of the Proponent to seek clarification from the RFP Contracting Authority on any matter it considers to be unclear. The Corporations shall not be responsible for any misunderstanding on the part of the Proposal concerning the RFP or its process.

The contact information of the RFP Contracting Authority for this project is provided in Section 1 - Terms of Reference.

2.12. Proposal Validity Period

Proposals shall remain valid and open for acceptance by the Corporations for a period of sixty (60) calendar days following the due date for receipt of proposals.

2.13. Acceptance or Rejection of Proponent

The Corporations shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Proponent prior or subsequent to or by reason of the acceptance or the non-acceptance by the Corporations of any Proposal or by reason of any delay in the acceptance of a Proposal save as provided in the Agreement. Proponents are subject to a formal contract being prepared and executed. The Corporations reserves the right to reject any or all Proposals and to waive formalities as the interests of the Corporations may require without stating reasons therefore and the lowest or any Proposal will not necessarily be accepted. If an insufficient number of Proposals are received, Proposals may be returned unopened.

A Proponent who submits exceptions, conditions, options, variations or contingent statements to the terms set out in the Agreement, as part of its Proposal, may be disqualified.

2.14. Procurement Process Non-Binding

This procurement process is not intended to create and will not create a formal, legally binding bidding process and will instead be governed by the law applicable to direct commercial negotiations for greater certainty and without limitation:

- a. this RFP will not give rise to any Contract A-based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and
- b. neither the Proponent or the Corporations will have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, failure to award a contract or failure to honor proposal submitted in response to this RFP.

2.15. Basis of Selection

The Project Managers intend to recommend the appointment of the Agency based on "best overall value" to their respective Corporations, as determined by the Proposal which attains the highest score out of the 100 points available based on the evaluation criteria. The Agency appointment is subject to approval by the Corporations in accordance with the provisions of each Corporation's Procurement By-Law.

2.16. Selection Process

An evaluation team will review all proposals received and score the proposals using a "consensus" approach in relation to the identified criteria and points. An award may be made solely on the basis of the proposal submission, without a meeting with the Agency. However, one or more Agencies may be invited to attend a formal interview with the evaluation team or provide written clarification on their Proposal. This formal interview, if applicable, would be scheduled within the two weeks following closing. Final scoring will remain confidential. However, the Contracting Authority may provide feedback, when requested, to individual Agencies on each evaluation category. This feedback may only be provided following the award of the contract.

2.17. Selection of Proponent

Notice of selection by the Corporations to the successful Proponent will be in writing.

2.18. Notification to Other Proponents

Once the successful Proponent and the Corporations execute the Agreements, the unsuccessful Proponents will be notified by the RFP Contracting Authority in writing of the outcome of the Procurement process, including the name of the successful Proponent.

2.19. Debriefing

Proponents may request a debriefing after receipt of a notification of award. All requests must be in writing to the RFP Contracting Authority and must be made within sixty days of notification of award. The intent of the debriefing information session is to aid the Proponents in presenting a better Proposal in subsequent procurement opportunities. Any debriefing provided is not for the purpose of providing an opportunity to challenge the procurement process.

2.20. Failure to Enter into Agreement

In addition to all of the Corporations' other remedies, if the successful Proponent fails to execute the Agreement or satisfy any other applicable conditions within fifteen days of notice of selection, the Corporations may, in their sole and absolute discretion and without incurring any liability, rescind the selection of that Proponent and proceed with the selection of another Proponent.

2.21. Retainer and Status of Agency

The Corporation retains the Services of the Agency, and the Agency hereby agrees to provide the Services described herein under the general direction and control of the

Corporation. The Agency is retained as an independent Agency for the sole purpose of providing the services. Neither the Agency nor any of its personnel are engaged as an employee, servant, or agent of the Corporations.

2.22. Services

The Services to be provided by the Agency to the Corporation are set forth in the Terms of Reference and the Proposal, as amended by the Purchase Order, and such Services as changed, altered, or added to, under the provisions of this Agreement are hereinafter called the "Services". All Services shall be performed by staff of the Agency, or sub-Agencies identified within the final accepted Proposal. The Agency shall not engage others to perform specialized services unless prior approval, in writing, is obtained from the Corporation.

2.23. Compensation

The Corporation shall pay the Agency in accordance with the provisions set forth in this Agreement. All invoicing and payments shall be in Canadian dollars.

Any expenses incurred as a result of non-compliance by the Agency with the terms and conditions, including but not limited to Section 21 - Accessibility for Ontarians with Disabilities Act and Website (iv), will be deducted from the final payment.

2.24. Staff and Methods

The Agency shall perform the services to a professional standard in accordance with current "best practices" and shall skillfully and competently perform the Services and shall employ only skilled and competent staff thereon who shall be under the supervision of a senior member of the Agency's staff.

2.25. Changes and Additional Services

The Corporations may, with the consent of the Agency, in writing and at any time before or after the commencement of the Services, extend, increase, vary, or otherwise alter the Services, and in such cases, the Corporations shall pay the Agency in accordance with agreed-upon rates, either per hour, per diem or fixed costs, as may be determined.

2.26. Suspension or Termination

The Corporations may at any time by notice in writing to the Agency suspend or terminate the Services or any portion thereof at any stage of the undertaking, and the Agency shall thereupon be entitled to payment for any of the Agency's staff employed directly thereon together with such expenses and disbursements allowed under this Agreement. Upon

receipt of such written notice, the Agency shall perform no further Services other than those reasonably necessary to close out the Services.

Upon written notice of suspension or termination, or upon written demand by the Corporations at any time during the term of this Agreement, the Corporation shall be given and have the right to take possession of and use any information prepared or supplied by the Agency.

If the Agency is practicing as an individual and dies or becomes incapacitated before the Services have been completed, this Agreement shall terminate as of the date of death, or incapacity, as applicable, and the Corporations shall pay for the Services rendered and disbursements incurred by the Agency to the date of such termination.

2.27. Indemnification

The Agency shall defend, indemnify and save harmless all Corporations and its elected officials, officers, employees, and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the Agency, its directors, officers, employees, agents, Agencies and sub-Agencies, or any of them, in connection with or in any way related to the delivery or performance of this Contract. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Agency in accordance with this Contract and shall survive this Contract.

The Agency agrees to defend, indemnify, and save harmless the Corporations and against any and all claims of nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of related to the Agency's status with WSIB. This indemnity shall be in addition to and not in lieu of any proof of WSIB status and compliance to be provided by the Agency in accordance with this Contract and shall survive this contract.

2.27.1. Corporation Provided Information

The Corporations further acknowledge and agree that the Agency will not be held liable for any damages/losses of any kind or nature that may result from the use of inaccurate information or data provided to the Agency by the Corporations. The Corporations agree to

accept full responsibility for the accuracy of all information and data that it provides to the Agency.

2.28. Force Majeure

A party hereto shall not be responsible for failures in performance due to force majeure. "Force Majeure" means any circumstance or act beyond the reasonable control of a party to this Agreement claiming Force Majeure, including an intervening act of God or public enemy, war, blockade, civil commotion, fire, flood, tidal wave, earthquake, epidemic, quarantine restriction, a stop-work order or injunction, issued by a court or public authority having jurisdiction, or governmental embargo, which delays the performance of any obligation created by this Agreement beyond its scheduled time, provided such circumstance or act is not expressly dealt with under this Agreement or does not arise by reason of:

- the negligence or willful misconduct of the party claiming Force Majeure or those for whom it is responsible at law;
- any act or omission by the party claiming Force Majeure (or those for whom it is responsible at law) in breach of the provisions of this Agreement;
- lack or insufficiency of funds or failure to make payment of monies or provide required security.

Provided further that, in the case of an event of Force Majeure affecting the Agency, the Agency notifies the Corporations as soon as possible and in any event within five (5) working days following the date upon which the Agency first becomes aware (or should have been aware, using all reasonable due diligence) of such event so that the Corporations may verify same.

In any such event, the Agencies agreement and price and schedule shall be equitably adjusted based on the actual work authorized and performed satisfactorily, and the rates agreed to in the agreement.

2.29. Insurance

- 1. Without restricting the generality of the Indemnification provisions, the Agency shall, during the term of this Agreement, provide, maintain and pay for:
 - a. Commercial General Liability Insurance Issued on an occurrence basis for an amount of not less than \$5,000,000 per occurrence/\$10,000,000 annual aggregate for any negligent acts or omissions from the Agency relating to its obligations under this Agreement. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; personal

- injury and advertising injury; contractual liability; premises, property and operations; non-owned automobile, broad form property damage; owners and Agencies protective; occurrence property damage; products and completed operations; employees as Additional Insured(s); contingent employers' liability; tenants legal liability; cross liability and severability of insurance clause.
- b. All insurance shall add the Corporations as Additional Insured with respect to the Operations of the Bidder. This insurance shall be non-contributing with and apply as primary and not as an excess of any insurance available to the Corporations.
- c. Automobile liability insurance with respect to owned or leased vehicles used directly or indirectly in the performance of the services covering liability for bodily injury, death and damage to property with a limit of not less than \$5,000,000 inclusive for each loss.
- d. Professional Liability (errors and omissions) insurance coverage shall be obtained for the limit of not less than \$2,000,000. If such insurance is issued on a claims-made basis, coverage shall contain a 24-month extended reporting period or be maintained for a period of two years subsequent to the conclusion of services under this Agreement.
- e. Cyber liability/Network Security coverage shall be obtained for the limit of not less than \$2,000,000. If such insurance is issued on a claims-made basis, coverage shall contain a 24-month extended reporting period or be maintained for a period of two years subsequent to the conclusion of services under this Agreement. Coverage is to respond to but not be limited to the following occurrences:
 - Privacy violations including but not limited to unauthorized access to or dissemination of private information; failure to properly handle, manage, store, destroy or control personal information and include the failure to comply with privacy laws and their respective regulations, regarding the collection, access, transmission, use and accuracy. Coverage shall extend to include the costs associated with notification of affected parties, regardless if required by statute as well as any fines or penalties or costs imposed as a result of the breach including defense of any regulatory action involving a breach of privacy.

- Network Security to protect against incidents arising from system security failures such as, but not limited to, unauthorized access, theft or destruction of data, electronic security breaches, denial of service, spread of virus within the Contractor's computer network or other third-party computer information systems and will further include expenses related to third-party computer forensics.
- Data Breach Expenses including crisis management and credit monitoring expenses related to electronic and non-electronic breaches.
- 2. The successful Proponent shall provide a Certificate of Insurance evidencing coverage in force at least 14 days prior to contract commencement.
- 3. If the Corporations request to have the amount of coverage increased or to obtain other special insurance for the Services for the Project, then the Agency shall endeavor forthwith to obtain such increased or special insurance at the Corporations' expense.
- 4. All above policies shall contain an endorsement to provide the Corporations with thirty (30) days prior written notice of cancellation or of a material change that would diminish coverage.

2.30. Conflict of Interest

The Agency is required to disclose to the Corporations, prior to accepting this assignment, any potential conflict of interest. If a conflict of interest exists, the Corporations may, in its discretion, withhold this assignment from the Agency until the matter is resolved to the satisfaction of the Corporations. If, during the term of this Agreement the Agency is retained by another client and that assignment gives rise to a potential conflict of interest, the Agency shall so inform the Corporations and if a conflict of interest is deemed to exist by the Corporations, the Agency shall either refuse the new assignment or take such steps to remove the conflict of interest as are deemed necessary by the Corporations.

2.31. Assignment

Neither party may assign this Agreement or any portion thereof without the prior consent in writing of the other.

2.32. Previous Agreements

This Agreement supersedes all previous agreements, arrangements or understandings between the parties whether written or oral about or incidental to the Services.

2.33. Approval by Other Authorities

Where either the Services of the Agency is subject to the approval or review of an authority, government department, or agency other than the Corporations, such approval or review shall be obtained through the offices of the Corporations and unless authorized by the Corporations in writing, such approval or review shall not be obtained by direct contact by the Agency with such other authority, government department or agency.

2.34. Review

The Corporations, or persons authorized by the Corporations, shall have the right, at all reasonable times, to review the Services performed.

2.35. Publication

The Agency shall obtain the consent in writing of the Corporations before publishing or issuing any information regarding the Services.

2.36. Confidential Information

Information communicated to or acquired by the Agency during the carrying out of the Services provided for herein shall not be either divulged or used by the Agency on any other project unless prior approval, in writing, is obtained from the Corporations. The Agency shall not at any time before, during, or after the completion of the work divulge any confidential information acquired during carrying out the work provided end herein. No such information shall be used by the Agency before, during, or after the completion of work on this or any other project without the prior written approval of the Corporations.

2.37. Municipal Freedom of Information and Protection of Privacy Act

The Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, as amended, applies to information provided to by a Proponent. A Proponent should identify any information in its Proposal or any accompanying documentation supplied in confidence for which confidentiality will be maintained. The confidentiality of such information will be maintained, except as otherwise required by law or by order of a court or tribunal. Proponents are advised that their Proposals will, as necessary, be disclosed on a confidential basis, to those retained for the purpose of evaluating or participating in the evaluation of their Proposals.

By submitting any Personal Information requested in this RFP, Proponents are agreeing to the use of such information as part of the evaluation process, for any audit of this procurement process and for contract management purposes. Where the Personal Information relates to an individual assigned by the successful Proponent to provide the

Deliverables, such information may be used by the Corporations to compare the qualifications of such individual with any proposed substitute or replacement. If a Proponent has any questions about the collection and use of Personal Information pursuant to this RFP, questions are to be submitted to the RFP Contracting Authority.

2.38. Time

The Agency shall perform the Services expeditiously to meet the requirements of the Corporations and shall complete any portion or portions of the Services in such order as the Corporations may require.

The Agency shall perform all the Services required under this Agreement by the date or dates stated in the RFP.

2.39. Occupational Health and Safety

The Corporations are committed to ensuring that a high standard of health and safety is provided and maintained for all employees, visitors, guests, Agencies, agents and others on our premises.

The Agency shall assume all responsibilities and obligations imposed upon them by virtue of the Occupational Health and Safety Act.

2.40. Workplace Safety and Insurance Board (WSIB) and Worker Rights

The submission shall include a current and valid WSIB Clearance Certificate (or other Provincial equivalent) to the satisfaction of the Corporations and have its validity updated as necessary.

The Agency shall ensure they retain WSIB coverage and are in good standing for the duration of the Contract. Prior to the release of any portion of the holdback, the Agency shall provide to the Corporations, a Clearance Certificate for the Workplace Safety and Insurance Board with the effective date following the completion of the Contract.

The Agency shall abide by the hours of Work and minimum wage rates for occupations involved in accordance with the regulations of the Ministry of Labour and/or other appropriate legislation of the Province of Ontario, and/or the Government of Canada.

The Agency shall be responsible for and shall pay any dues and assessments payable under *The Workplace Safety & Insurance Act*, *The Unemployment Insurance Act* or any other *Act*, whether Provincial or Dominion in respect to all employees or operators. The Agency shall, upon request, furnish the Corporations with satisfactory evidence that he has complied with the provisions of any such *Act*.

2.41. Accessibility for Ontarians with Disabilities Act (AODA) and Web Content Accessibility Guidelines (WCAG)

All Agencies performing work for the Corporations must comply with the Accessibility for Ontarians With Disabilities Act (AODA), 2005, in particular the Integrated Accessibility Standards, O. Reg. 191/11.

Without limitation, all contractors performing work for the Corporations shall maintain training records with respect to all accessibility standards training provided as prescribed in the Regulations under the AODA and in the Human Rights Code, including dates when training is provided, the number of personnel who received training, and individual training records.

Agencies shall submit to the Corporations if requested, documentation describing their accessibility training policies, practices and procedures, and a summary of the contents of training, together with a record of the dates on which training is provided and the number of attendees.

Unless determined by the Corporations to not be practicable, Agencies shall ensure that any information, products, deliverables and/or communication (as defined in the Integrated Regulation), including future updates, produced pursuant to a Contract shall be in conformity with Web Content Accessibility Guidelines 2.0 Level AA and shall be provided in accessible Word, Excel, PowerPoint, PDF or other electronic format.

2.42. Replacement of Personnel and/or Sub-Agencies

When specific persons have been named in the Contract as the persons who must perform the Work, the Agency shall provide the services of the persons so named unless the Agency is unable to do so for reasons beyond its control.

If at any time, the Agency is unable to provide the services of any specific person named in the Contract, it shall provide a replacement person who is of similar ability and attainment.

The Agency shall, before replacing any specific person named in the Contract, provide notice in writing to the Corporations. The replacement must be acceptable to the Project Manager.

2.43. Successors and Assigns

The Contract shall ensure to the benefit of, and shall be binding upon, the successors and permitted assignees of the Corporations and of the Agency.

2.44. Fraud or Bribery

Should the Agency or any of his/her agents give or offer any gratuity to or attempt to bribe any member of the awarding body, officer or servant of the Corporations, or to commit fraud against the Corporations, the Corporations shall be at liberty to declare the proposal void forthwith, or to take the whole or any part of the contract out of the hands of the Agency and to invoke the provisions of termination.

2.45. Award

Any award resulting from this Request for Proposal will be in accordance with The Nation Municipality's Procurement By-Law 103-2024, the Township of Champlain's Procurement By-Law 2019-57, the City of Clarence-Rockland's Procurement By-Law 2022-67 and the Township of Alfred and Plantagenet's Procurement and Tendering By-Law 2014-43, and may be subject to each Corporations' Council approval.

2.46. Severability

If any provision of this Contract becomes illegal or unenforceable in whole or in part, the remaining provisions shall nevertheless be valid, binding, and subsisting.

2.47 Contract Negotiations

The Proponent with the highest ranking as outlined in these RFP documents will be invited to a meeting for the purpose of reviewing the proposed scope and level of services to be provided and the associated fees. It is expected that the Proponent will be able to support fair value and acceptable levels of service for the fee as proposed. The Corporations may, at its discretion, then initiate negotiations in an attempt to reach understanding and consensus on a scope and fee acceptable to both parties. Once these terms are accepted the Proponent and the Corporations will proceed to finalize arrangements for contract award and a contract document, which contract document shall incorporate all terms contained within these RFP documents, as well as the information submitted by the Proponent.

In the event that Proponent with the highest ranking and the Corporation fail to agree on a scope and fee for the services to be provided, negotiations will be terminated by the Corporations. The Proponent with the second highest ranking may then be invited to participate in the negotiation process. The process may be repeated as often as necessary.

Section 3 – Evaluation Grid

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3.1. Stage 1 - Form of Offer

EVALUATION CRITERTIA	PASS OR FAIL
Mandatory forms checklist	
Proponent information	
Proponent acknowledgement	
Conflict of interest	
Authorization of proposal	

3.2. Stage 2 – Evaluation of Rated Requirements

Proposals should include a demonstrated understanding of the scope and particulars of the services. The contents of your Service Proposal should address the evaluation criteria numbered 3.2.1. through 3.2.4., which will be assessed by the review team and be submitted in this numerical sequence.

3.2.1. Design, Software and Creativity

The evaluation team will score proponents based on their design creativity, ideas, and overall compatibility with the vision for the website redesign project. See Section 1 – Terms of Reference for the comprehensive list of requirements that Corporations are seeking in their new websites.

EVALUATION CRITERTIA	POINTS /35
Look and design	3
Ideas and originality	2
Accessibility	5
Bilingualism	3
Content, search engine and hosting	3
CMS	3
Responsive design	2
ChatBot	2
Available modules	4
Integration	2
Statistics and analytics	2
Training and support	4

3.2.2. Proponent's Experience and Qualifications

Provide a general description of the prime Agency proposed to lead the effort. Identify any other Agencies and or individuals proposed to make up your team. Elements that will be evaluated are:

- Agency's history and qualifications to conduct the services described.
- Background of any sub-consulting Agency(ies) used on this project and an explanation of prior relationships with the Agency.
- Based on your understanding of the Project, how this team will be organized and managed.
- Background resumes demonstrating the experience of key professionals making up the proposed team, and other professional qualifications.
- Successful projects of a similar nature completed by your team members.
- Available resources from the Agency.
- In the Appendix B References, provide three (3) references for projects completed within the last five (5) years with similar or related Scope as those described in Section 1 Terms of Reference.
- Identify and describe any potential conflicts of interest in the Appendix A Form of Offer.

EVALUATION CRITERTIA	POINTS /25
History and qualifications to conduct the services	3
Background of any sub-consulting agency	1
Team organization and management	3
Demonstrated experiences of proposed team	2
Successful projects of similar nature and budget	4
Available resources	1
References – Websites are modern, simple and minimalist	3
References – Websites are unique, distinctive and reflects the brand identity	3
References – Websites are simple, easy to use	3
References – Summary of projects, total lump sum cost and references are provided	2

3.2.3. Project Management and Methodology

The Proposal shall include a clear and concise understanding of the project, the work to be completed and the coordination required based on existing information. Elements that will be evaluated are:

Overall scope and objectives, noting any specific issues that may require attention;

- An understanding of the scope of work to complete this Project, constraints, and critical timeline elements;
- Documentation of the Agency's comprehensive knowledge of the local government operation, procedures, and law, including the Agency's experience dealing with these types of projects with an emphasis on municipal projects.
- Definition of issues to be resolved during the project.
- Incorporation of coordination and involvement of Corporations' Staff within key elements.
- Description of project quality control that will meet the Corporations' needs and meet budget parameters.
- Explanation of ability to effectively meet the scope of work.
- Describe the approach and methodology to be followed in completing all aspects of the assignment to achieve the stated project objectives. Elements that will be evaluated are:
 - The lead for each discipline shall have a minimum of 5 years of experience with comparable projects. Please provide references and examples.
 - Detailed description of the Agency's approach provided for each task demonstrating project needs.

Provide a work plan and schedule, including a breakdown of the major tasks, and the level of effort of the individual team members in sufficient detail to allow a complete understanding as to how and by whom the work is to be carried out.

- Number of people and hours assigned to this project with information to be provided in a spreadsheet format that clearly identifies staff and hours.
- Clear and concise explanation of specific tasks and associated schedule that provides quantifiable deliverables.
- Time required to complete tasks (duration)
- Inter-relations between tasks (dependencies)
- Key events during the project (milestones)
- Critical input points from the Corporations
- Ability to meet the overall schedule
- Confirmation that the final submission will be AODA compliant to WCAG Level 2.0 AA standards.

Note: Responses that incorporate excessive blocks of text that have been copied directly from the RFP will not be regarded as demonstrating an understanding of the requirement.

EVALUATION CRITERTIA	POINTS /20
Overall scope and objectives	1
Understanding of the scope of work	2
Comprehensive knowledge of local government operation and experience with municipality	2
Assumptions and Risk Assessment	1
Municipal Staff involvement	1
Quality Control Plan	1
Ability to effectively meet the scope of work	2
Approach and methodology	2
Leaders' Experiences	2
Number of people and hours assigned to the project	2
Time required to complete tasks	1
Milestones	1
Ability to meet the schedule	2

3.2.4. Overall Presentation

The Proponent shall consider the importance of keeping the information clear, concise and brief. Close adherence of the proposal sections with the ranking system and layout of the RFP will enable the Corporations to evaluate all proposals equally and efficiently.

See the requested Proposal Format in Section 2 – Information for Proponents.

Ensure that all rates and dollar figures are excluded from the work plan in this section.

EVALUATION CRITERTIA	POINTS /5
Overall presentation of the proposal	5

3.2.5. Pass Grade

Only proposals that meet or exceed a score of 70 percent on evaluation criteria numbered 1 to 4 inclusive (59.5 out of 85) at this stage of the evaluation will be considered further. Proposals that do not meet the minimum score required will be deemed non-compliant, and the financial Proposal will remain unopened.

3.2.6. Additional Information

The Agency may submit any information they believe relevant that does not fit within the body of the proposal. This may include brochures, company information, supplemental

resumes, additional project descriptions, and any other information the Agency believes is useful. This additional submittal will be used by the Project Team as they see fit and may not have a significant bearing on the selection process.

3.3. Stage 3 – Evaluation of Pricing

In a **SEPARATE PASSWORD PROTECTED** document, clearly identified as Financial Proposal, and using Schedule D, which is attached for that purpose, the Agency is to provide a total proposed pricing, and shall be inclusive, including but not limited to professional fees, disbursements, and taxes, to complete this assignment in accordance with the Services detailed herein and in the Agency's proposal. This financial proposal is to be broken down by category with expected timing identified to allow for budgetary control. Points will be awarded when compared to the lowest submission using the following formulas:

Lowest Proposal Cost ÷ Submitted Cost x Weighting = Proponent's Pricing Points

HST must be shown separately. Pricing must be provided in Canadian funds, inclusive of all applicable duties and fees, excluding HST, which should be itemized separately. Elements that will be evaluated include:

- Availability of resources from the Agency and sub-Agency(ies) for the project
- Estimated hours and fees to complete the individual work elements
- Total not-to-exceed fee for the project. Note, your bid must be all inclusive of the work outlined in the RFP. If the Agency underestimates the amount of effort required to complete the work, they will not receive extra compensation. The agency is expected to plan to the project budget and perform thorough cost estimating.
- List of tasks not performed by the Agency or sub-Agency(ies) for project that must be performed by the Corporations.
- Agency's reimbursable expenses and detailed cost of expenses.

EVALUATION CRITERTIA	POINTS /15
Lowest Proposal Cost ÷ Submitted Cost x 15	15

APPENDIX A - Form of Offer

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A.3. Proponent Acknowledgement	4
A.4. Conflict of Interest	6

THIS FORM OF OFFER MUST BE SIGNED AND ALL PAGES OF THE ORIGINAL COPY MUST BE INCLUDED WITH THE PROPOSAL.

A.1. Mandatory Forms Checklist

The Proponent must include as part of the Proposal, the following mandatory forms.

MANDATORY FORMS	INCLUDED IN PROPOSAL
Qualifications File	(YES / NO)
Appendix A – Form of Offer, including all tables	(YES / NO)
Appendix B – References	(YES / NO)
Appendix C – Sub-Consultants	(YES / NO)
Appendix E – Proposal Cover Sheet	(YES / NO)
Pricing File	(YES / NO)
Appendix D – Pricing Summary	(YES / NO)

A.2. Proponent Information

PROPONENT	
The full legal name of the Proponent:	(Proponent to insert response here)
The Proponent's address:	(Proponent to insert response here)
The Proponent's phone number:	(Proponent to insert response here)
The Proponent's website:	(Proponent to insert response here)
The name and title of the Proponent's representative:	(Proponent to insert response here)
The mailing address of the Proponent's Representative:	(Proponent to insert response here)
The phone number of the Proponent's Representative:	(Proponent to insert response here)
The email address of the Proponent's Representative:	(Proponent to insert response here)

By signing the Form of Offer, the Proponent confirms they have carefully examined the RFP documents and has a clear and comprehensive knowledge of the Terms of Reference required under the RFP. By submitting the Proposal, the Proponent agrees and consents to the terms, conditions and provisions of the RFP, including the Agreement, and offers to provide the Deliverables in accordance with the rates set out in the Pricing Summary.

A.3. Proponent Acknowledgement

ITEM	ACKNOWLEDGEMENT	INITIALS CONFIRMING ACCEPTANCE
1	INSURANCE Proponents must carry the minimum required levels of insurance coverage. Please refer to RFP Part 3 – Information for Proponents for additional info. Please confirm that you have forwarded the required insurance coverage for this RFP to your insurance Broker:	(Initials here)
	Name of Insurance Broker/Agency	
	Date that the Proponent reviewed the required insurance coverage with its broker/agent:	
	 Date	
2	PROOF OF INSURANCE By signing the Form of Offer, the Proponent agrees, if selected, that it has verified its capability to do so and will provide proof of insurance coverage. Confirm that any costs related to the insurance have been taken into consideration while preparing this Proposal.	(Initials here)
	The successful Proponent shall provide a Certificate of Insurance evidencing coverage in force at least 14 days prior to contract commencement.	
3	HEALTH AND SAFETY The Agency hereby agrees to be legally bound by the provisions of the resulting Agreement, including, but not limited to, the Terms of Reference and the Information for Proponents.	(Initials here)
4	ADDENDA The Proponent has read and accepted all Addenda issued by the Municipality to date. We understand that the onus remains on us to have made any necessary amendments to our Proposal based on the Addenda.	(Initials here)
	Addenda have been received, reviewed, and considered.	

5 **DISCLOSURE OF INFORMATION**

The Proponent hereby agrees that any information provided in this Proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or if required by order of a court or tribunal. The Proponent hereby consents to the disclosure, on a Confidential basis, of this Proposal by the Municipality to the Project Managers for the purpose of evaluating or participating in the evaluation of this Proposal.

(Initials here)

6 **CONTRACTUAL ACKNOWLEDGEMENT**

The Agency hereby agrees to be legally bound by the provisions of the resulting Agreement, including, but not limited to, the Terms of Reference and the Information for Proponents.

(Initials here)

A.4. Conflict of Interest

	to completing this portion of the Form of Offer, Proponents should refer to the ition of Conflict of Interest set out in the Agreement, both definition part (a) and (b).
had n contr	boxes in this section are left blank, the Proponent will be deemed to declare that it to foreseeable Conflict of Interest (either definition part (a) or (b)) in performing the actual obligations contemplated in the RFP. Otherwise, if either or both of the ving statements apply, check the appropriate box.
	Part (a) of definition: The Proponent declares that there is an actual or potential unfair advantage relating to the preparation and submission of its Proposal.
	Part (b) of definition: The Proponent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in this RFP.
	Proponent declares an actual or potential Conflict of Interest by checking either boxes above, the Proponent must detail in the following space provided.
	(Provide details here, if required)

APPENDIX B - References

Each Proponent is requested to provide three references for projects completed within the last five years with similar or related Scope as those described in Section 1 – Terms of Reference.

The Corporations, in its sole discretion, may confirm the Proponent's experience and/or ability to provide the Deliverables required and described in its Proposal by checking the Proponent's references and the provision of the references by the Proponent is deemed to be consent to such contact with the referees. The Corporations reserves the right to revisit the Proponent's scores in the experience and qualifications based on information learned during reference checks, should they reveal that there is inconsistency between the Proponent's answer to the experience and qualifications and the results of the reference check.

Bidders must provide their reference information by filling in the table(s) below.

REFERENCE #1	
Client Name:	(Proponent to insert response here)
Population:	(Proponent to insert response here)
Website Link:	(Proponent to insert response here)
Contact Name:	(Proponent to insert response here)
Contact Title:	(Proponent to insert response here)
Contact Telephone Number:	(Proponent to insert response here)
Contact E-mail Address:	(Proponent to insert response here)
Date of Project:	(Proponent to insert response here)

•

(Proponent to insert response here)

REFERENCE #2	
Client Name:	(Proponent to insert response here)
Population:	(Proponent to insert response here)
Website Link:	(Proponent to insert response here)
Contact Name:	(Proponent to insert response here)
Contact Title:	(Proponent to insert response here)
Contact Telephone Number:	(Proponent to insert response here)
Contact E-mail Address:	(Proponent to insert response here)
Date of Project:	(Proponent to insert response here)
Dui of donorio di con of de o de live me de co	

Brief description of the delivered services:

(Proponent to insert response here)

REFERENCE #3	
Client Name:	(Proponent to insert response here)
Population:	(Proponent to insert response here)
Website Link:	(Proponent to insert response here)
Contact Name:	(Proponent to insert response here)
Contact Title:	(Proponent to insert response here)
Contact Telephone Number:	(Proponent to insert response here)
Contact E-mail Address:	(Proponent to insert response here)
Date of Project:	(Proponent to insert response here)
Drief description of the delivered on	•

Brief description of the delivered services:

(Proponent to insert response here)

APPENDIX C - Sub-Consultants

LEGAL NAME OF SUB-CONSULTANT	ROLE
1.	
2.	
3.	
4.	
5.	
6.	

APPENDIX D – Pricing Summary

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D.1. Pricing Breakdown for One Corporation

EXPENSES	QUANTITY	TOTAL COST
Development – Professional Project Hours	hours	\$
CMS		\$
Hosting		\$
Domain		\$
Licensing		\$
Maintenance Fee		\$
Search Engine		\$
Implementation Support	hours	\$
Annual Support	hours	\$
Additional Support		\$
Others (Provide details here, if required)		\$

D.2. Modules

MODULES	INCLUDED IN PROPOSAL	ADDITIONAL COST	
Interactive Maps	(YES / NO)	\$	
Form Builder	(YES / NO)	\$	
Calendar of Events	(YES / NO)	\$	
Contact Us	(YES / NO)	\$	
Recruitment	(YES / NO)	\$	
By-Laws and Policies Searchable Solutions	(YES / NO)	\$	
Portal for Citizens	\$		
ADDITIONAL FEATURES	ADDITIONAL		
(Please list any additional features that may in	COST		
		\$	
		\$	
		\$	
	\$		
	\$		
	\$		
		\$	

D.3. Total Price

AGENCY NAME	
TOTAL PROJECT COST (EXCLUDING HST)	\$

APPENDIX E – Proposal Submittal Cover Sheet

Place this Cover Sheet as the first page of the Qualification File.

RFP Reference No.: RFP-COM-01-2025
Project Name: Website redesign, implementation, hosting, and technical support services for The Nation Municipality, the Township of Alfred and Plantagenet, the City of Clarence-Rockland, and the Township of Champlain
PROPONENT INFORMATION
Name of Proponent:
Address of Proponent:
NAME AND CONTACT INFORMATION FOR PRICE FILE PASSWORD
Upon completion of the mandatory and/or rated requirements review, the RFP's Contracting Authority will contact each qualified Proponent to obtain the password for the Pricing File for Stage 3 analysis.
Name of Contact:
Telephone number of Contact:
Email address of Contact:

Appendix B - RFP Process and Results

RFP Schedule

The Request for Proposal process followed the dates bellow:

ITEM	DEADLINE
ISSUE DATE OF RFP	Thursday, February 20 th , 2025
PROPONENT'S DEADLINE FOR	Tuesday, March 4 ^{th,} 2025, at 11 a.m.
QUESTIONS	
DEADLINE FOR ISSUING ADDENDA	Friday, March 7 th , 2025
PROPOSAL SUBMISSION CLOSING	Tuesday, March 18th, 2025 at 11 a.m.
PROPONENT SELECTED	Monday, May 5 th , 2025

Proposals

We received a total of 17 proposals in response to the RFP. Of these, 15 were deemed eligible for evaluation at Stage 1. Following the Stage 1 (pass/fail) assessment, 12 proponents met the minimum requirements and advanced to Stage 2. After the Stage 2 evaluation, 8 proponents achieved the minimum score of 59.5 out of 85 to proceed to Stage 3, the pricing evaluation.

The received pricing ranged from \$41,805 to \$73,008 per municipality, with an average of \$64,011.

Evaluation of Proposals

As established in the RFP documents, the evaluation of Proposals was conducted in accordance with the following stages:

STAGE	EVALUATION OF CRITERIA	POINTS ALLOCATED
1	Mandatory Submission	Pass/Fail
2	Rated Requirements	85
	 Design, Software and Creativity 	
	 Proponent's Experience and Qualifications 	
	 Project Management and Methodology 	
	Overall Presentation	
3	Pricing (Lowest Proposal Cost ÷ Submitted Cost x	15
	15)	
4	Cumulative Score	100

The following table lists the proponents that advanced to Stage 3 (Pricing), ranked according to their final scores, which combine both technical and pricing evaluations.

PROPONENTS	Proponent 1	Proponent 2	Proponent 3	Proponent 4	Proponent 5	Proponent 6	Proponent 7	Proponent 8	
	STAGE 1 – Mandatory Submission								
PASS/FAIL	PASS	PASS	PASS	PASS	PASS	PASS	PASS	PASS	
			STAGE 2 – Ra	ted Requiremer	nts				
EVALUATOR 1	83	76.5	74	78	67	71	65.5	65.5	
EVALUATOR 2	85	75	63	59	65	72	72.5	69	
EVALUATOR 3	84	71	67	80	65	67	63.5	54	
AVERAGE SCORE	84 / 85	74.2 / 85	68 / 85	72.3 / 85	65.7 / 85	70 / 85	67.2 / 85	62.8 / 85	
			STAGE	3 - Pricing					
PRICE PER MUNICIPALITY	\$72,640	\$66,720	\$41,805	\$71,682	\$47,485	\$73,008	\$68,750	\$70,000	
PRICING SCORE	8.63 / 15	9.4 / 15	15 / 15	8.75 / 15	13.21 / 15	8.59 / 15	9.12 / 15	8.96 / 15	
STAGE 4 – Total Score									
TOTAL SCORE	92.6 / 100	83.6 / 100	83 / 100	81.1 / 100	78.9 / 100	78.6 / 100	76.3 / 100	71.8 / 100	

Considering these scores, the four municipalities decided to retain the services of Proponent 1 for the **Website redesign**, **implementation**, **hosting**, **and technical support services for The Nation Municipality**, **the Township of Alfred and Plantagenet**, **the City of Clarence-Rockland**, **and the Township of Champlain** project. Based on respective Council's approval, each municipality will be entering separate agreements with the Selected Proponent.

Appendix C - Detailed Project Cost

Cost Breakdown

ITEM	COST
Basic Plan Strategy & Planning Design & Development Quality Control Preview & Testing Launch	\$ 60,460.00
 Necessary Modules Parks Map with a searchable solution Business/Community Directory Calendar of Events Employee Directory/Contact Page By-Laws/Policies with a Searchable Solution News/Articles (Notices) Recruitment/Employment Opportunities 	\$ 1,950.00
1 st Year Hosting & Support	\$ 9,840.00
PROJECT COST	\$ 72,250.00
+ 2.5% Contingency	\$ 1,806.25
+ Non-Refundable HST	\$ 1,303.39
TOTAL PROJECT COST	\$ 75,359.64

Additional Modules

Not included in the current scope, available for Council consideration.

Modules included in the selected vendor's proposal (not chosen for our current scope):

- Interactive Maps: \$130
- A-Z listing of municipal services: \$260

Other optional modules:

- Engagement Platform (Surveys): \$6,000 + yearly fee
- ChatBot: \$2,000
- Tax Estimator: \$15,000
- Garbage Collection Calendar with Address Search: \$3,000



Organizing Committee Sgt Eric Mueller Charity Golf Tournament 20464 Patricia Lane, Alexandria, ON. K0C-1A0 Tel: (613) 677-8845 or (613) 677-3660

Email: Natnor01@gmail.com

Web page: https://www.sgtericmuellercharitygolftournament.com/

Sunday, January 19th, 2025

Subject: Sponsorship opportunity – 2025 Sgt Eric Mueller Charity Golf Tournament

To whom it may concern,

It is with great enthusiasm that we present a unique opportunity for your esteemed company to make a lasting impact in our community while gaining valuable visibility. In May 2023, Russell County Ontario Provincial Police (OPP) Sergeant Eric Mueller heroically responded to a call for service, where he tragically sustained fatal injuries. In honor of his memory and dedication to serving others, we have partnered with the Children's Hospital of Eastern Ontario (CHEO) to establish the Sgt Eric Mueller Charity Golf Tournament.

This community event aims to unite us all while raising essential funds for the Neonatal Intensive Care Unit (NICU) through the Sgt Eric Mueller Endowment Fund at CHEO. We are proud to invite you to become a sponsor for the 3rd edition of the Sgt Eric Mueller Charity Golf Tournament. This annual event brings together golf enthusiasts, local businesses, and community members for a day filled with friendly competition and a shared purpose.

On Saturday, August 16th, 2025, at the Rockland Golf Club in Rockland, Ontario, we will gather to make a difference in the lives of children and families supported by CHEO's NICU. Your sponsorship is crucial to the success of this event, enabling us to create a profound and lasting impact. We recognize your business for its unwavering commitment to community engagement, and we believe that your values align perfectly with ours. Your support would not only enhance the success of our tournament but also strengthen your company's standing as a dedicated and compassionate community partner. Please explore the list of unique sponsorship opportunities in our web page, each offering distinct levels of brand exposure and benefits. To secure your preferred sponsorship package, we encourage you to select your option before July 16th, 2025.

On behalf of the Sgt Eric Mueller Charity Golf Tournament organizing committee, we extend our heartfelt gratitude for considering this meaningful sponsorship opportunity. Together, we can honor Sgt. Mueller's legacy and make a significant difference in the lives of children in need. Warm regards,

Normand & Natalie Lamontagne Co-organizers

CORPORATION OF THE NATION MUNICIPALITY

BY-LAW NO. 44-2025

BEING A BY-LAW TO REGULATE PARKING WITHIN THE LIMITS OF THE NATION MUNICIPALITY

- **WHEREAS** Sections 8, 9, 10, and 11 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provide municipalities with the authority to regulate parking, traffic, and land use;
- **AND WHEREAS** Sections 100.1 and 101 of the Municipal Act, 2001, authorize municipalities to regulate parking on private property and to provide for the removal, restraint, or immobilization of vehicles;
- **AND WHEREAS** the Council of the Corporation of The Nation Municipality deems it desirable to regulate parking in the interests of public safety, accessibility, and effective snow removal;
- **NOW THEREFORE** the Council of the Corporation of The Nation Municipality enacts as follows:

1. SHORT TITLE

This by-law may be cited as the "Parking By-law."

2. DEFINITIONS

In this by-law:

- a) **Accessible Parking Space** means a parking space designated for vehicles displaying a valid accessible parking permit.
- b) Council means the Council of The Nation Municipality.
- c) **Director of Public Works** includes the Director and Deputy Director of Public Works.
- d) **Highway** includes all public rights-of-way intended for vehicular or pedestrian use.
- e) **Motor Vehicle** means any vehicle powered by any means other than muscular power.
- f) **Municipality** means The Corporation of The Nation Municipality.
- g) **Municipal Law Enforcement Officer** means a person appointed to enforce municipal by-laws.
- h) **Vehicle** includes a motor vehicle, trailer, farm tractor, or road-building machine.

3. GENERAL PARKING PROHIBITIONS

No person shall park or leave a vehicle:

- a) Within an intersection or within six (6) metres thereof;
- b) Within three (3) metres of a fire hydrant;
- c) On a sidewalk or crosswalk;
- d) In a manner that obstructs traffic:
- e) In front of or within a private driveway without consent;
- f) Upon any bridge;
- g) In a designated fire route;
- h) In a prohibited parking zone indicated by signs;
- i) In an accessible parking space without a valid permit;
- For the purpose of selling, displaying, or advertising the vehicle without authorization.
- k) For the purpose of delivery goods at any place on any highway other than at the curb or side of the highway.

4. WINTER PARKING RESTRICTIONS

- 4.1 The Director or Deputy Director of Public Works may declare a temporary winter parking restriction when, in their opinion, it is necessary for public safety, snow removal, or municipal operations.
- 4.2 During a declared restriction, no person shall park a vehicle on any highway until the restriction is lifted.

5. MUNICIPAL PROPERTY RESTRICTIONS

- 5.1 No public parking is permitted at the Limoges Fire Station (673 Limoges Road) except for:
- a) Volunteer firefighters attending emergencies, training, or meetings;
- b) Authorized municipal personnel.

6. ENFORCEMENT

- 6.1 Municipal Law Enforcement Officers are authorized to:
- a) Issue fines;
- b) Restrain, immobilize, or cause the removal of vehicles parked in contravention of this by-law, at the owner's expense, under the Repair and Storage Liens Act, 1990.

7. PENALTIES

- 7.1 Every person who contravenes any provision of this by-law is guilty of an offence and upon conviction shall be subject to fines as listed in Schedule B.
- 7.2 Set fines shall come into effect upon approval of the Ontario Court of Justice.

8. VALIDITY

8.1 If any provision of this by-law is found to be invalid, the remainder of the bylaw shall continue in force.

9. REPEAL

- 9.1 By-law 49-98 (Parking By-law), By-law 77-2002 (amendment to By-law 49-98), and By-law 51-2013 (parking prohibition at 673 Limoges Road), including any amendments thereto, are hereby repealed in their entirety.
- 9.2 Any other by-law, or parts of by-laws, of the former municipalities now forming The Nation Municipality that are inconsistent with the provisions of this by-law are also hereby repealed.

10. EFFECTIVE DATE

10.1 This by-law shall come into force and effect upon its final passing.

READ A FIRST, SECOND, AND THIRD TIME AND PASSED IN OPEN COUNCIL THIS 28 DAY OF APRIL 2025.

Francis Brière, Mayor	Aimée Roy, Clerk

SEAL

Schedule A - Set Fines

- a) Park within 6 metres of an intersection, Section 3(a): \$85
- b) Park within 3 metres of a fire hydrant, Section 3(b): \$100
- c) Park on a sidewalk, Section 3(d): \$85
- d) Park obstructing traffic, Section 3(g): \$100
- e) Park when prohibited by winter parking restrictions, Section 4: \$85
- f) Park in a prohibited parking zone, Section 3(h): \$85
- g) Park in a fire route, Section 3(g): \$100
- h) Park in an accessible parking space, Section 3(i): \$300
- i) Park obstructing a private entrance Section 3(e) \$85.00
- j) Park on a bridge Section 3(f) \$85.00
- k) Park in snow removal area Section 4 \$85.00
- l) Park for purpose of sale Section 3(j) \$85.00
- m) Park delivery vehicle away from curb Section 3(k) \$85.00

2024 MUNICIPAL DRAIN MAINTENANCES

CORPORATION	DE LA MUNICIF	PALITÉ DE LA NATION								
INVENTORY OF I	DRAINS TO BE A	ASSESSED								
AT DECEMBER 3	1, 2024									
	ORIGINAL					· /a a= · · · ·			MTCE BY-LAW	
N-7350-5000-	BY -LAW	Name of Drain		2024	_	L/3 GRANT	_	VNERS COST	2025 numbers	#
7600	37-1981	HAWKESBURY CREEK - Clare-Hayes Br.	\$	534.24	\$	178.08	\$		29-2025	1
7600	37-1981	HAWKESBURY CREEK - Belanger-Hayes Br.	\$	886.95	\$	250.91	\$		30-2025	2
7601	10-1968	REYNALD LEDUC MUN. DRAIN	\$	16,943.05	\$	2,555.62	\$	14,387.43	31-2025	3
7602	07-1967	SCHIERDING DRAIN - MAIN DRAIN	\$	850.00	\$	109.56	\$	740.44		4
7602	07-1967	SCHIERDING Drain - Barton Br.	\$	1,900.00	\$	237.65	\$	1,662.35	33-2025	5
7603	6-1974	SIXTH CONCESSION MUN. DRAIN	\$	45,269.45	\$	9,473.66	\$	35,795.79		6
7607		HAWKESBURY CREEK - CHAMPLAIN TWP.	\$	231.24			\$		35-2025	7
7608	08-1959	STANLEY BLANEY DRAIN - East Branch	\$	5,420.00	\$	1,482.90	\$	3,937.10		8
7609	9-1975	ERIC HOWES MUNICIPAL DRAIN	\$	3,480.84	\$	1,047.07	\$	2,433.77		9
7613	18-1969	HORSE CREEK MUN. DRAIN	\$	2,978.01	\$	464.81	\$	2,513.20		10
7615	122-2024	CALEDONIA CREEK MUN. DRAIN		6,128.60	\$	1,485.59	\$	4,643.01		11
7615	122-2024	CALEDONIA CREEK MUN. DRAIN	\$	21,464.25	\$	-	_	21464.25		12
7617	20-2024	RANGER MUN. DRAIN	\$	78,072.63	\$	15,265.46	\$	62,807.17		13
7617	20-2024	RANGER MUN. DRAIN - NEW REPORT	\$	21,314.90	\$	4,929.76	\$	16,385.14		14
7619	28-1969	LEONARD HOWES MUN. DRAIN	\$	6,417.70	\$	2,046.55	\$	4,371.15		15
7619	28-1969	LEONARD HOWES DRAIN -012-004-01100	\$	2,937.70	\$	- 220.04	\$		no by-law # required	
7620	7-1965	LEPAGE MUN.DR DUVAL BRANCH	\$	3,665.90	\$	338.94	\$	3,326.96		16
7621	21-1984	VIATEUR CHARLEBOIS DRAIN - BRANCH 2	\$	2,388.32	\$	709.87	\$	1,678.45		17
7621	11-1992	VIATEUR CHARLEBOIS MUN.DR Main Drain	\$	18,978.24	\$	6,019.90	\$	12,958.34		18
7624	17-1974	FOURTH CONCESSION MUN DRAIN	\$	7,515.69	\$	2,212.79	\$	5,302.90		19
7628	11-1982	MCLEOD CREEK MUN. DR.	\$	30,841.93	\$	9,135.17	\$	21,706.76		20
7628	11-1982	MCLEOD CREEK DR CHISHOLM-MCINTOSH	Ψ	850.72	\$		\$		50-2025	21
7631	19-1982	RENE BESNER MUN DR.	\$	4,474.90	\$		\$	3,011.69		22
7638	15-1975	POIRIER MUN. DRAIN	\$	2,844.27	\$		\$	1,902.75		23
7642	12-1974	WATHIER MUN.DR BRANCH 1	\$	4,420.87	\$	1,314.11	-	3,106.76		24
7644	26-1981	RAVARY MUN. DR.	\$	6,085.68	\$	1,553.45	\$	4,532.23		25
7650	15-1975	EIGHTH CONCESSION MUN. DRAIN REMI GAUTHIER MUN. DRAIN - MAIN	\$	34,881.05	\$	11,260.04	\$	23,621.01		26
7652	16-1983		\$	17,280.00	\$,	\$	13,115.98		27
7652 7723	16-1983 14-1969	REMI GAUTHIER DRAIN - Dupont-Gauthier Br. LAFLECHE & MACHABEE MUN. DRAIN	\$	5,526.32	\$		\$	4,216.20		28
		WHISSEL CREEK MUN. DR.	\$	530.88	\$	165.62			58-2025	29
7725	44-1977	DONAT LAFLECHE MUN.DR.	Þ	1,403.76			\$		59-2025	30
7728 7728	262-1983	DONAT LAFLECHE MUN.DR. DONAT LAFLECHE MUN.DR.	ċ	66,734.47 5.708.74	\$	19,761.13	\$	46,973.34 3.805.83		31 32
7728	262-1983 89-1978		\$	-,	\$	1,902.91	\$	-,		33
7742	89-1978 11-1954	ROSAIRE RACINE MUN. DRAIN ERNEST DURIVAGE MUN. DRAIN	\$	20,707.09 37,345.52	\$	5,838.60 12,167.37	\$	14,868.49 25,178.15		33
7743	76-04	SHANE (HAROLD)	\$		\$	3,718.18	\$		64-2025	35
7777	76-04 839-1980	SABOURIN MUN. DRAIN		15,059.87	\$		\$	11,341.69	65-2025	35
7782	839-1980	LONGTIN MUN.DRBranch Surprenant	\$	3,510.72 1,668.86	\$	1,129.59 517.64	\$	2,381.13 1,151.22		36
7793	86-16	LONGTIN MUN.DR Main Drain	\$	5,958.05	\$	1,841.35	\$	4,116.70		38
7793	2019-34	BESNER MUN. DR.	\$	18,400.05	\$		\$	14,038.39		38
7801	72-06	NICHOLAS MUN. DR.	\$	1,348.32	\$	269.39	\$	1,078.93		40
7810	72-06 87-25	DIGNARD MUN. DRAIN	\$	1,348.32		418.21	\$	1,078.93		40

THE CORPORATION OF THE NATION MUNICIPALITY

By-law N° 71-2025

Being a By-law to authorize a restructuring proposal agreement between the Municipality of Casselman, The Nation Municipality and the United Counties of Prescott and Russell

Whereas pursuant to sections 172 and 173 of the *Municipal Act, S.O. 2001, Chapter 25,* and amendments thereto, a municipality may make a restructuring proposal to annex part of a municipality to another municipality by submitting to the Minister a restructuring report;

And whereas the terms of the restructuring proposal agreement, as negotiated and agreed upon by the Municipality of Casselman, The Nation Municipality, and the United Counties of Prescott and Russell, shall be submitted to the Minister of Municipal Affairs and Housing for final approval, and are attached hereto as Schedule 'A'.

Therefore, the Council of The Nation Municipality enacts as follows:

 That the Mayor and Clerk are hereby authorized in the name of the Corporation of The Nation Municipality to sign the restructuring proposal agreement between the Municipality of Casselman, The Nation Municipality and the United Counties of Prescott and Russell attached as Schedule "A" forming part of this By-law.

Read a first, second and third time and 2025.	d finally passed this 28 th day of April, of
Entert D. D. Control	Air (D. Olyd
Francis Brière, Mayor	Aimée Roy, Clerk

SCHEDULE A TO BY-LAW 71-2025

BOUNDARY RESTRUCTURING – ANNEXATION AGREEMENT AND, AS APPROPRIATE, A RESTRUCTURING PROPOSAL

BETWEEN:

THE MUNICIPALITY OF CASSELMAN,

hereinafter referred to as "Casselman"

and

THE CORPORATION OF THE NATION MUNICIPALITY.

hereinafter referred to as "The Nation"

and

THE CORPORATION OF THE UNITED COUNTIES OF PRESCOTT AND RUSSELL,

hereinafter referred to as "United Counties"

hereinafter Casselman, The Nation and United Counties are referred to collectively as "the municipalities"

WHEREAS the Municipality of Casselman's wastewater treatment system is currently situated within the jurisdiction of The Nation Municipality;

AND WHEREAS the Municipality of Casselman is conducting a Class Environmental Assessment to address anticipated future population growth;

AND WHEREAS the Municipality of Casselman wishes to annex the land on which its wastewater treatment system is located, along with additional lands required to accommodate future wastewater storage, in order to bring these lands within its jurisdiction;

AND WHEREAS the lands to be annexed are described in Schedule "A" and further illustrated in Schedule "B" hereto;

AND WHEREAS the Municipality of Casselman, The Nation Municipality and the United Counties of Prescott and Russell (the affected municipalities) have requested that these lands be annexed to the Municipality of Casselman to facilitate future expansion of its wastewater treatment system;

AND WHEREAS the Municipality of Casselman and The Nation Municipality have negotiated an agreement for the transfer of lands (hereinafter referred to as the annexed lands), located in The Nation Municipality by way of a restructuring proposal pursuant to sections 172 and 173 of the *Municipal Act*, 2001, S.O. 2001, c. 25;

AND WHEREAS the restructuring proposal provided for herein complies with Ontario Regulation 588/00, under the *Municipal Act*, 2001, pertaining to restructuring proposals;

NOW, THEREFORE, this document witnesses that, in consideration of the mutual covenants and agreements contained herein, and subject to the terms and conditions contained herein, the municipalities agree as follows:

1. **EFFECTIVE DATE AND IMPLEMENTATION**:

1.1 This Agreement is deemed to constitute a restructuring proposal, which will be submitted to the Minister of Municipal Affairs and Housing (the "Minister") for implementation, effective January 1, 2026 (the "effective date"). The Minister is requested by the municipalities to implement those provisions of this Agreement that the Minister has authority to implement. The municipalities agree that all of the provisions of this Agreement are binding upon them, whether they are contained in the Minister's Order or otherwise.

2. LANDS TO BE ANNEXED

- 2.1 This boundary adjustment agreement concerns a proposed annexation of part of The Nation Municipality, in the United Counties of Prescott and Russell to the Municipality of Casselman, in the United Counties of Prescott and Russell. The lands changing municipal jurisdiction from The Nation Municipality to the Municipality of Casselman are shown in Schedule "B", and are more particularly described in Schedule "A" (the "Annexed Lands"). Schedule "A" and Schedule "B" form an integral part of this Agreement.
- 2.2 The municipalities agree that, it is in their mutual interest to facilitate the annexation of the Annexed Lands from The Nation Municipality to the Municipality of Casselman in order to allow Casselman to manage efficiently its population growth and the subsequent wastewater infrastructure it requires.

3. REPRESENTATION

- 3.1 After the effective date, the boundaries of the Municipality of Casselman will be enlarged to include the Annexed Lands and, after the effective date, any new qualified municipal voters in the Annexed Lands will be entitled to take part in the municipal election process in the Municipality of Casselman.
- 3.2 Except for the expansion or diminution of their geographical jurisdiction occasioned by the annexation of the Annexed Lands, no local boards of either The Nation Municipality or the Municipality of Casselman require adjustments or amendments as a result of this Agreement.

4. PROVISION OF MUNICIPAL SERVICES

4.1 The Municipality of Casselman will assume all ownership or responsibility for the provision of municipal services including, but not limited to, roads, sewer, water, waste collection, police protection and fire protection to the Annexed Lands and said municipal services shall become the responsibility of the Municipality of Casselman on the effective date of the annexation as contained in the Minister's Order.

5. STUDIES, PLANS, RECORDS

- 5.1 The Nation Municipality and the United Counties of Prescott and Russell will transfer to the Municipality of Casselman any studies, plans, records, designs or similar material that they have prepared, that relate to the Annexed Lands.
- The Nation Municipality and the United Counties of Prescott and Russell agree that, after the effective date, they will continue to cooperate with the Municipality of Casselman by providing such supporting information and documentation that is in their possession or under their control that is requested by the Municipality of Casselman for the purpose of responding to inquiries regarding the Annexed Lands.

6. EMPLOYEES

6.1 There will be no transfer of employees or other staff from The Nation Municipality and the United Counties of Prescott and Russell to the Municipality of Casselman as a result of this restructuring.

7. ASSETS AND LIABILITIES

- 7.1 Any real property and all other assets of The Nation Municipality, including but not limited to easements, rights or restrictive covenants, located in the Annexed Lands vest in the Municipality of Casselman on the effective date.
- 7.2 Except as specifically provided for in this Agreement, any liabilities, obligations or responsibilities that The Nation Municipality may have that relate to the Annexed Lands shall be transferred to the Municipality of Casselman as of the effective date. As of the date of execution of this Agreement, The Nation Municipality and the United Counties of Prescott and Russell confirm that they are not aware of any litigation that relates, directly or indirectly, to the Annexed Lands. If any litigation were to develop concerning the Annexed Lands between the date of execution of this Agreement and the effective date, The Nation Municipality and the United Counties of Prescott and Russell will advise the Municipality of Casselman forthwith.

- 7.3 Any litigation with respect to the Annexed Lands commenced prior to or after the effective date, with respect to matters alleged in the litigation to have occurred prior to the effective date, remains the liability and obligation of The Nation Municipality and/or the United Counties of Prescott and Russell, as the case may be. In this respect, The Nation Municipality and/or the United Counties of Prescott and Russell, as the case may be, agrees to indemnify and hold harmless the Municipality of Casselman with respect to such litigation.
- 7.4 All non-tax financial obligations or liabilities due to, and remaining uncollected by, The Nation Municipality as of the effective date shall remain the responsibility of The Nation Municipality.

8. MUNICIPAL BY-LAWS AND OFFICIAL PLANS

8.1 Any comprehensive Zoning By-law or amendments thereto, or site plan control by-laws, passed pursuant to sections 34 or 41 of the *Planning Act*, R.S.O. 1990, c. P-13, or their predecessors, that apply to the Annexed Lands as of the effective date shall be deemed to form part of the Zoning By-law for the Municipality of Casselman and shall remain in full force and effect until amended, repealed or replaced by the Municipality of Casselman pursuant to the provisions of the *Planning Act*.

For clarity and greater certainty, while The Nation Municipality does not have an Official Plan, the Annexed Lands — other than the lands occupied by the wastewater treatment system — will remain designated under the Agricultural Resource Policy Area as identified on Schedule A2 of the United Counties of Prescott and Russell Official Plan. The Municipality of Casselman will adopt this designation into its own Official Plan upon annexation, ensuring consistency with the United Counties' policies and maintaining the Agricultural Resource Policy Area designation for these lands.

- 8.2 Any active application to amend the Comprehensive Zoning By-law for The Nation Municipality that was initiated prior to the effective date for the Annexed Lands shall be continued as of the effective date by the Municipality of Casselman having regard to the Zoning By-law for The Nation Municipality.
- 8.3 With respect to the applicable by-laws, a list of all applicable by-laws and copies of any site specific by-laws pertaining to the Annexed Lands shall be provided to the Municipality of Casselman no later than December 31, 2025 and The Nation Municipality will provide information with regard to other applicable by-laws as needed by the Municipality of Casselman from time to time until replacement by-laws are passed by the Municipality of Casselman.
- As of the date of execution of this Agreement, The Nation Municipality and the United Counties of Prescott and Russell confirm that they are not aware of any pending planning applications that relate, directly or indirectly, to the Annexed Lands. If any planning applications were to be made concerning the Annexed Lands between the date of execution of this Agreement and the effective date, The Nation Municipality and the United Counties of Prescott and Russell will advise the Municipality of Casselman forthwith. Further, if any planning applications were to be made concerning the Annexed Lands between the date of execution of this Agreement and the effective date, The Nation Municipality and the United Counties of Prescott and Russell, in consultation with the Municipality of Casselman, will deploy reasonable efforts to have such planning applications processed and dealt with prior to the effective date of this Agreement.

9 TAX COLLECTION AND ASSESSMENT

- 9.1 All real property taxes levied under any general or special Act and uncollected as of the effective date of the annexation shall be deemed to be taxes, charges and rates due and payable to the Municipality of Casselman and may be collected by the Municipality of Casselman.
- 9.2 Forthwith but by no later than February 28, 2026 the Clerk of The Nation Municipality shall provide the Clerk of the Municipality of Casselman with a special collector's roll in respect of the Annexed Lands showing any and all arrears of real property taxes or funds payable in the same manner as taxes against the Annexed Lands up to and including December 31, 2025, together with

the person assessed and their known addresses.

- 9.3 The Municipality of Casselman shall pay to The Nation Municipality an amount equal to the amount of the arrears collected on the first day of the month following the month during which any arrears of real property taxes or funds payable in the same manner as taxes against the Annexed Lands are collected, and, in any event, the Municipality of Casselman shall pay to The Nation Municipality the total amount of any and all outstanding arrears, inclusive of any penalties, accrued to December 31, 2025, no later than March 28, 2026 and, thereafter, any arrears and penalties recovered through collection activities or tax sale proceedings shall accrue to the Municipality of Casselman.
- 9.4 For the purpose of the preparation of the assessment roll for the Municipality of Casselman after December 31, 2025, the Annexed Lands shall be deemed to be part of the Municipality of Casselman and shall be assessed on the same basis that the assessment roll for the Municipality of Casselman is prepared.
- 9.5 As of the date of execution of this Agreement, The Nation Municipality and the United Counties of Prescott and Russell confirm that they are not aware of any tax sale applications that relate, directly or indirectly, to the Annexed Lands. If any tax sale applications relating, directly or indirectly, to the Annexed Lands at the effective date, then such tax sale applications will be continued by the Municipality of Casselman, for the benefit of the Municipality of Casselman.

10 **OTHER PROVISIONS**

- 10.1 This Agreement is conditional upon the issuance of an Order by the Minister implementing, subject to minor amendments, the restructuring proposal submitted by the municipalities.
- 10.2 This Agreement contains all of the terms, conditions and understandings among the parties and it is acknowledged and agreed that there are no other representations, warranties, conditions, collateral agreements, or promises affecting the relationship of the parties regarding this matter. The invalidity, illegality or unenforceability of any specific provision, article or clause of this Agreement shall not affect the validity, legality or enforceability of the remainder of the Agreement, which shall remain valid and in full force and effect.
- 10.3 The failure of any party to this Agreement to require performance of or compliance with the Agreement by another party to this Agreement shall in no way affect the right of any party hereto to thereafter enforce such provision or condition.
- 10.4 The waiver or breach of any provision of this Agreement by any party to the Agreement shall not be taken or held to be a waiver of or a consent to breach either the same provision or any other provision of this Agreement save and except to the extent that such waiver or consent is given in writing with the mutual consent of all parties hereto.
- 10.5 In addition to the mechanisms set forth herein for the implementation of the matters described in this Agreement, the municipalities shall generally cooperate with one another and perform such further and other actions, share information and give such further and better assurances in relation to this Agreement as may be reasonably necessary to achieve the objectives of this Agreement.

11.

[Balance of page intentionally left blank]

SIGNATURES

Municipality, th		ve persons authorized by by-law on behalf of The Nation Prescott and Russell and the Municipality of Casselman, are I.
DATED THE	_ DAY OF	2025
		THE MUNICIPALITY OF CASSELMAN
		Per: Name: Genevieve Lajoie Title: Mayor
		Per: Name: Sébastien Dion Title: Clerk
		We have the authority to bind the corporation
		THE NATION MUNICIPALITY
		Per: Name: Francis Brière Title: Mayor
		Per: Name: Aimée Roy Title: Clerk
		We have the authority to bind the corporation
		THE CORPORATION OF THE UNITED COUNTIES OF PRESCOTT AND RUSSELL
		Per: Name: Yves Laviolette Title: Warden
		Per: Name: Mélissa Cadieux Title: Clerk
		We have the authority to bind the corporation

5

SCHEDULE "A"

BOUNDARY RESTRUCTURING - ANNEXATION AGREEMENT

Legal Description of Annexed Lands

Being Composed of:
Part of Lots 7 and 8
Concession 6
(Geographic Township of Cambridge)
The Nation Municipality
County of Russell

COMMENCING at the northwest corner of Lot 8 in the sixth concession;

THENCE easterly along the southerly limit of the Road Allowance Between Concessions 5 and 6 15.24 meters to a point;

THENCE southerly along the easterly limit of Part 1, Plan 50R-1160 117.78 meters to a point;

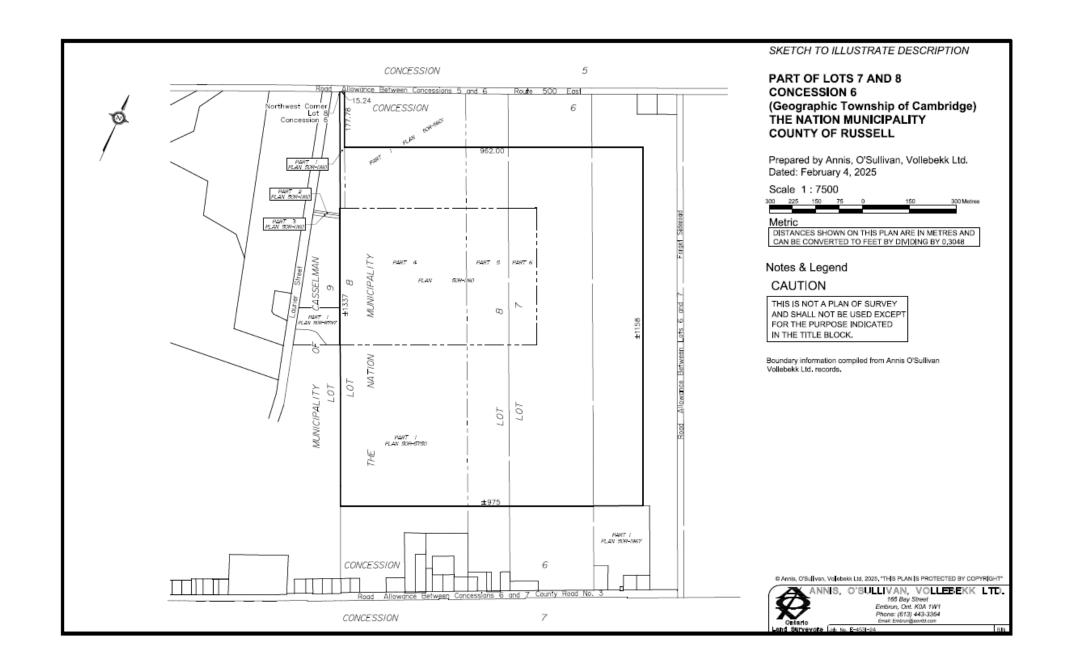
THENCE easterly and parallel to the northerly limit of Part 4, Plan 50R-1160 962.00 meters to a point;

THENCE southerly and parallel to the easterly limit of Part 6, Plan 50R-1160 ±1158 meters to a point in the northerly limit of Part 1, Plan 50R-1967;

THENCE westerly along the northerly limit of Part 1, Plan 50R-1967 to the northwest corner of Part 1 Plan 50R-1967;

THENCE westerly and parallel to the southerly limit of Part 4, Plan 50R-1160 ±816 meters to a point in the division line between Lot 8 and Lot 9;

THENCE northerly along the division line between Lot 8 and Lot 9 ±1337 meters to the point of commencement.



SCHEDULE "B"
BOUNDARY RESTRUCTURING – ANNEXATION AGREEMENT

