

AGENDA / ORDRE DU JOUR

- A) Declaration of Pecuniary Interest / Déclaration d'intérêts pécuniaires**
- B) Addendum (if applicable) and Agenda / Addenda (si nécessaire) et Ordre du jour**
- B-1 Resolution to approve the Addendum
B-2 Resolution to adopt the Agenda
- C) Delegations / Petitions / Délégations / Pétitions**
- C-1 West Nipissing Dreams Catchers Theatre *(Presenter: Patricia Morin)*
- D) Closed Meeting / Réunion à huis clos**
- D-1 Resolution to proceed into closed meeting as authorized in Section 239 (2) of the Municipal Act, to discuss the following:
- (B) personal matters about an identifiable individual, including municipal or local board employees;
(i) Human Resource Matter
- D-2 Resolution to adjourn the closed session

COMMITTEE OF THE WHOLE MEETING / COMITÉ PLÉNIER

- E-1) Social Services and Health / Services sociaux et santé NIL**
- E-2) Public Works / Travaux publics NIL**
- E-3) Community Services / Services communautaires**
- E-3(a) Request from Royal Canadian Legion for use of municipal tent for 2 fundraising events
- E-4) Sewer and Water / Les égouts et l'eau NIL**
- E-5) Environmental / L'environnement NIL**
- E-6) General Government / Gouvernement général**
- E-6(a) Notice – Ombudsman Investigation
E-6(b) Petition: Request for Dovercourt Street Closure at Hwy 64 intersection
E-6(c) Council / Staff Relations Policy
E-6(d) Council Financial Report
E-6(e) Draft Asset Management Policy

E-7) **Planning / Planification** **NIL**

E-8) **Emergency Measures and Public Safety / Mesures d'urgence et sécurité publique**

E-8(a) Update – Lavigne Fire Station ([documents to follow](#))

E-8(b) Community Safety & Well Being Plan – Webinars ([Councillor Fisher](#))

E-9) **Economic Development / Développement économique**

REGULAR COUNCIL MEETING / RÉUNION RÉGULIÈRE
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F) **Unfinished Business / Affaires en marche** **NIL**

G) **Notice of Motion / Avis de motion**

H) **New Business / Affaires nouvelles** **NIL**

I) **Information, Questions & Mayor's Report / Information, questions et rapport du maire**

I-1 Mayor's Report

J) **Closed Meeting / Réunion à huis clos** **NIL**

K) **Adjournment / Ajournement**

K-1 Resolution to adopt By-law **2019/33** confirming proceedings of meeting

K-2 Resolution to adjourn the meeting



REQUEST FOR DELEGATION / WRITTEN SUBMISSIONS

A request for a delegation or presentation before Council must be in the form of a written submission to the Municipal Clerk. The following background information form must be duly completed and submitted by not later than 4:30 p.m. on the Wednesday prior to the requested meeting.

PLEASE PRINT CLEARLY:

Council Meeting Date:	April 9 th 2019		
Subject:	Funding for equipment. Operation space		
Name:	Patricia Morin		
Address:	173 King St. Apt. 2		
Phone:	Home:	Business / Cell:	Fax:
		705-358-2337	
E-Mail:	Patricia.morin@wnpct.ca		
Name of <u>Group</u> or Person(s) being represented (if applicable):			
West Nipissing Dream Catchers Theatre			
Details of nature of the business/purpose (additional information can be attached separately):			
We are a group of adults who are focused on bringing the Arts back to West Nipissing. We want to create safe alternative ways to keep our children & youth busy and inspired. To that end, we have many (see Pg 2)			
Presentation Requirements:	<input type="checkbox"/> Easel		<input type="checkbox"/> Projection Equipment
	<input type="checkbox"/> Other:		
None			
<p><small>Please be advised that your delegation/presentation will be recorded in video and audio format as part of Council meetings and will be subject to media broadcast (Eastlink and internet). Personal information on this form will be used for the purpose of sending correspondence relating to matters before Council and Committee of the Whole. Your name, address, comments, and any other personal information, is collected and maintained for the purpose of creating a report that is available to the general public in a hard copy format pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, C.M 56, as amended.</small></p>			

Submit your completed form to:

Municipal Clerk (delegate)
Municipality of West Nipissing
101 – 225 Holditch Street
Sturgeon Falls, ON P2B 1T1
e-mail: mducharme@westnipissing.ca or jdupuis@westnipissing.ca
Tel: 705-753-2250 • Fax: 705-753-3950

Visit ... www.westnipissingquest.ca

activities planned.

Currently we are working on performing a play in June. This involves more than 30 youth.

We also are planning a school dance in May.

A one day family event during the Labour day weekend, with lots of free activities for children.

Xmas carolling, movie nights, Karaoke and many many more.

RECEIVED

APR 03 2019

March 15, 2019

Mayor Savage and Council,

I'm writing on behalf of the Royal Canadian Legion, could we please borrow the tent on June 15, 2019 we are co-ordinating with another group to raise funds for the Neo Kids Foundation in Sudbury.

Also if we could borrow it July 20, 2019 to have a fund raiser for ourselves to make monies to cover our winter. It would be greatly appreciated.



Thank you in advance

Denise Driver

President

Branch 225 – Sturgeon Falls



April 3, 2019

Council for the Municipality of West Nipissing
Municipality of West Nipissing (Municipal Office)
101-225 Holditch Street
Sturgeon Falls, ON P2B 1T1

Via mail and email

Dear Council:

Re: Ombudsman investigation

This is to notify you that the Ombudsman's Office has received complaints alleging that on March 19, 2019, Council for the Municipality of West Nipissing held a meeting that did not comply with the open meeting rules in the *Municipal Act, 2001*. The Ombudsman's Open Meetings Team will be investigating this complaint.

Lauren Chee-Hing, with our Office's Open Meetings Team, will be in contact with the Clerk in the near future, to provide further information with respect to the conduct of this investigation.

Please do not hesitate to contact Lauren-Chee-Hing at 416-646-8008 or by e-mail at lchee-hing@ombudsman.on.ca, should you have any questions.

Thank you for your cooperation with our Office during this investigation.

Sincerely,

Wendy Ray
General Counsel

cc: Melanie Ducharme, Municipal Clerk/Planner, mducharme@westnipissing.ca

Bell Trinity Square
483 Bay Street, 10th Floor, South Tower, Toronto, ON M5G 2C9
483, rue Bay, 10e étage, Tour Sud, Toronto, ON M5G 2C9
Tel/Tél. : 416-586-3300
Facsimile/Télécopieur : 416-586-3485 TTY/ATS : 1-866-411-4211

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MEMORANDUM

TO: MAYOR AND COUNCIL

FROM: MELANIE DUCHARME, CLERK /
SHAWN REMILLARD, PUBLIC WORKS MANAGER

DATE: APRIL 5, 2019

RE: PETITION – DOVERCOURT STREET CLOSURE

In July 2018 Council considered a request for a 4 way stop on Dovercourt which was not supported. Staff did however install a No Truck Traffic Sign to reduce truck traffic on Dovercourt Road. The current speed limit on Dovercourt is 40km/hr.

If Council were to consider closing the roadway at the Hwy 64 end, procedures in the West Nipissing by-law governing acquisitions and dispositions of municipal lands would have to be adhered to, which would include public consultation.

Further, in order to close the road, a turnaround would have to be constructed. This will require the acquisition or expropriation of privately owned lands on the east side of the road in order to create the required turn radius for emergency vehicles (see comments from the Fire Chief attached).

Thank you

Joie de vivre



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Street Closure of Dovercourt Rd at Intersection of Hwy 64

March 14, 2019.

Our objective here is to protect the families, children and seniors who use this street every day from the heavy and fast traffic that should be on **Hwy 64**.

We had originally asked to have stop signs at the intersection of the new Subdivision, but obviously takes a lot of time to have them. I was talking to councilor Yvon Duhaime and he suggested we ask to close the street because it would solve all our problems.

As citizens of Sturgeon Falls, we would also like to mention that this street will need repairs a lot sooner than normal due to enormous number of vehicles using this road. That means that the taxpayers will have to pay for the repairs when the traffic can be averted to use Hwy 64, which is funded by the province to maintain, therefore saving the taxpayers money which can be used on other vital services.

I have been in contact with councilor Guilles Tessier since May 2018 and since then council has posted (1- No Truck) sign at intersection coming from Field and not at the other end of Cache Bay Road going north. (1- sign stating 40 Km/hr. on hydro pole), which very few people see or follow speed limit. The police use this road as well to travel north on their patrol and only have parked a few times to check out traffic.

We know that council will object due to emergency services using this road, but it is only 400 feet further and less stops signs if they need to go up north. **Hwy 64 is much wider** for them to use especially when traffic as to get out of the way to let them through. On Dovercourt Road, it is only a small street. As for the residence of the Dovercourt Road, the emergency services (like Fire and ambulance) are coming from town and not from the north, therefore serviced as normal. The School bus are using the road as well and the children live on Hwy 64 and not on Dovercourt Rd. So, school buses can also use **Hwy 64**, or turn around in the **Cul de Sac**.

There is presently a lot of construction going on in the street, (most likely for several years to come) making it more difficult to access the street safely.

You will probably have concerns for winter plowing, but if you make a **Cul de sac** at the end of the street (like several other streets in town) then there will be no problem turning with the plows.

The mailboxes at the end will also be available for pick up because people can drive to them as well.

We are petitioning council to close the street before any serious accidents happen.

On behalf of the citizens of Dovercourt Road.

Thank you and eagerly waiting for your response.



Eugene Cardinal

Petition to close Dovercourt Road at Hwy 64

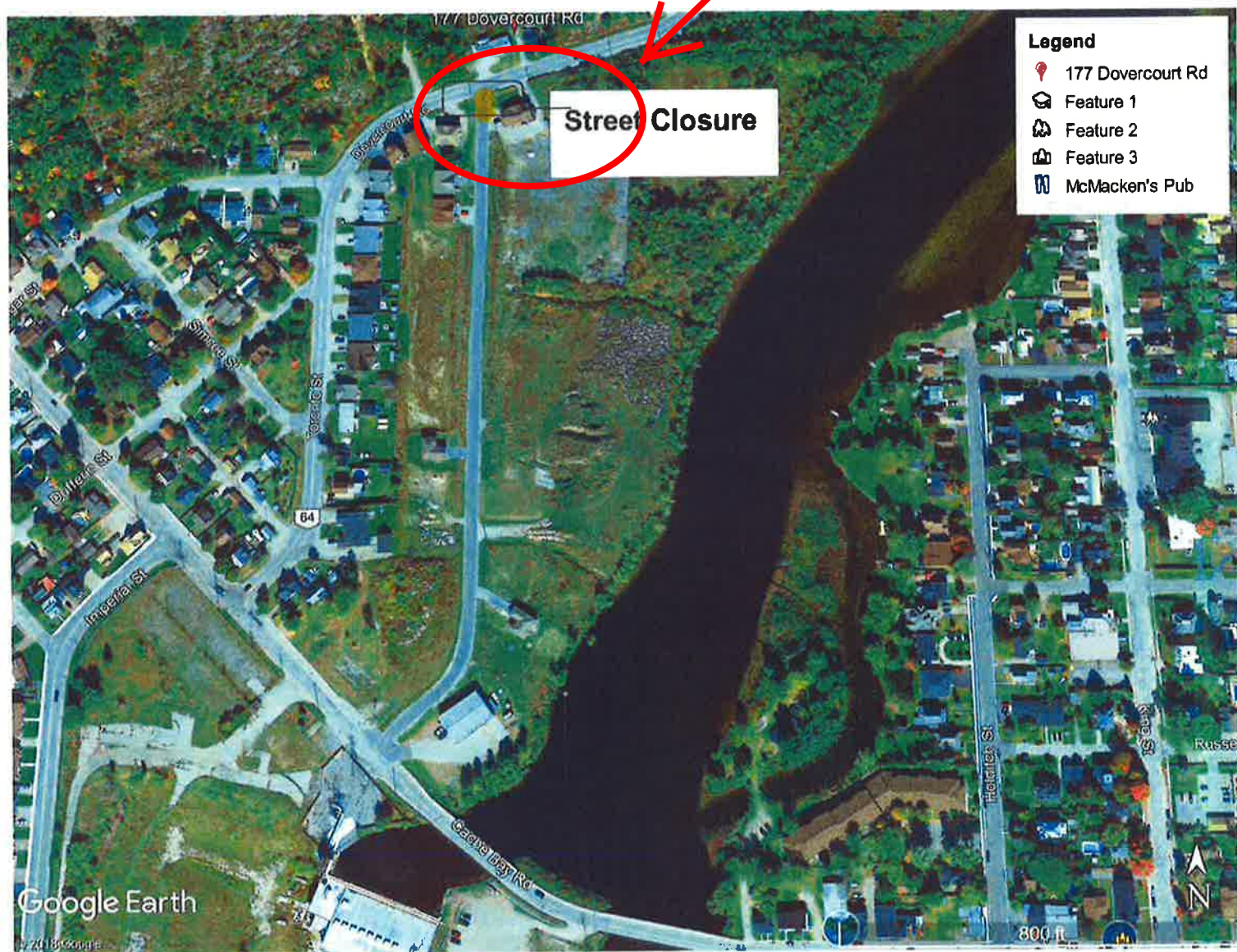
Print Name

Signature

Address

Phone

Lewis minor	[Signature]	173 Pike Lake Rd	
Gilles Michael	[Signature]	147 [unclear]	705 491-2006
Sartin Gene	[Signature]	173 Pike Lake	705-978-3213
Lise Gervais	[Signature]	179 Dovercourt	492-0387
ANDRE GIRARD	[Signature]	183 " "	705-753-1454
Bob Bunnell	[Signature]		249-358-9464
Paul Legault	[Signature]		705-77-2871
Lise Desjardins	[Signature]	185 Dovercourt St	705-498-7056
Pierre Goyon	[Signature]	188 Dovercourt	705-711-1991
Richard	[Signature]	479 [unclear]	705-92-8233
Paul Lefebvre	[Signature]	195 Dovercourt	705-580-2793
Laurette Lefebvre	[Signature]	195 Dovercourt	705-580-2793
Carmen Hamond	[Signature]		
Donk Hamond	[Signature]	201 Dovercourt	705-580-2330
Michel Lafleur	[Signature]	Vener	705-471-7317
BERTRAND NOLET	[Signature]	221 Dovercourt	705-580-2627
Linda Nolet	[Signature]	221 Dovercourt	705-580-2607
ANIM ROYER	[Signature]	172 Dovercourt	705-45-1414
Solange Cardinal	[Signature]	177 Dovercourt Rd	(705) 580-8558
Eugene Cardinal	[Signature]	" "	(705) 690-3583



proceeding with the current proponent for the Verner arena canteen. The Director agreed to come back to Council with options for the Sturgeon Falls arena canteen.


Denise Brisson,
Chair


Stephan Poulin,
Director of Economic Development and
Community Services

D-3) SEWER AND WATER / LES ÉGOUTS ET L'EAU

NIL

D-4) ENVIRONMENTAL / L'ENVIRONNEMENT

NIL

D-5) GENERAL GOVERNMENT / GOUVERNEMENT GÉNÉRAL

D-5 (a) Request for Stop Sign on Dovercourt (Councillor Tessier)

Councillor Tessier shared with Council the concerns of a resident on Dovercourt Road pertaining to the increased traffic. Dovercourt is being used as a shortcut to Hwy. 64 and as such is experiencing a significant traffic increase. The Manager of Public Works indicated that the data does not support a 4 way stop on that street; he did admit that the street is experiencing heavy traffic and suggested that signage be installed to restrict heavy truck traffic from using Dovercourt. Council concurred that increased enforcement by way of reducing speed limits and posting signage to direct heavy truck traffic onto Hwy. 64 be implemented for starters.

D-5 (b) Police Board Estimates

The Director of Corporate Services/Treasurer provided Council with an update pertaining to Police Board expenditures. At its meeting June, the Board passed a resolution authorizing the transfer of funds from salaries and operating expenses to legal fees. The Board's ability to fund the legal is part of the legal motion being heard on Thursday and the Director recommended that Council refrain from making any decision on the Board's amended budget until the courts have ruled on the matter.

D-5 (c) Proposed consolidation of the municipal Littering By-Law

A draft proposal for a new Littering By-Law was presented to Council for their consideration. The new draft addressed the matter of littering on both municipal and private property and increased the set fines as recommended by Council. Council agreed with the by-law and requested it to be brought back at the August meeting for adoption.

D-5 (d) Proposed consolidation of the municipal Signage By-Law

A draft proposal for a new Signage By-Law was presented to Council for their consideration. The new draft sought to simplify the details for signage requirements and also sought to address the issue of abandoned signs which no longer advertise active businesses or locations. Following discussions, Council was generally in agreement with the proposed by-law; however, council directed staff to obtain further information concerning the prohibition of flyers on hydro poles; Council also directed staff to report back on the feasibility of installing "community" bulletin boards in the various communities where such flyers could be posted and controlled.

D-5 (e) Update re: St-Jean Beach Parking Issue

The Clerk provided Council with information concerning the ownership of the St. Jean beach area. Following discussing, council agreed that signage be installed to direct parking and that greater enforcement of illegal parking/docking be undertaken.

MEMORANDUM

TO: Mayor and Council
FROM: Melanie Ducharme, Municipal Clerk/Planner
DATE: April 5, 2019
RE: COUNCIL/STAFF RELATIONS POLICY - DRAFT

Pursuant to Bill 68, effective **March 1, 2019**, municipalities are required have policies in place which govern the relationship between members of Council and employees of the municipality.

Subsection 270 (1) of the Municipal Act (which deals with mandatory policies municipalities must have) was amended by adding the following paragraphs:

- 2.1 The relationship between members of council and the officers and employees of the municipality.

Attached is a draft By-Law for the required policy which includes the relevant sections of current policies which govern these relationships. The municipality is currently in the process of preparing a policy for its employees, this document an amendment to the by-law will be forthcoming to include that document in the policy.

Thank you,

Melanie

Joie de vivre



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THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING
LA CORPORATION DE LA MUNICIPALITÉ DE NIPISSING OUEST

BY-LAW 2019/ [REDACTED]

**BEING A BY-LAW OF THE MUNICIPALITY OF WEST NIPISSING
TO ADOPT A COUNCIL-STAFF RELATIONS POLICY**

WHEREAS Subsection 270(1) of the Municipal Act, Chapter C.25, R.S.O. 2001, as amended, requires municipalities to adopt and maintain a policy with respect to relationship between members of council and the officers and employees of the municipality by March 1, 2019;

AND WHEREAS, the Council of the Corporation of the Municipality of West Nipissing deems it expedient to adopt the aforementioned policy;

NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING ENACTS AS FOLLOWS:

1. The "Council-Staff Relations Policy" is hereby adopted as set out in Schedule "A" attached hereto and forming part of this By-law.
2. This By-Law shall come into force and effect on the date of passing thereof.

ENACTED AND PASSED THIS [REDACTED] **DAY OF APRIL, 2019 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.**

JOANNE SAVAGE
MAYOR

MELANIE DUCHARME
CLERK

COUNCIL-STAFF RELATIONS POLICY

POLICY STATEMENT:

The Corporation of the Municipality of West Nipissing (the "Corporation") will promote a respectful, tolerant and harassment-free relationship and workplace between Members of Council and the officers and employees of the corporation, guided by the Code of Conduct for Members of Council, The Workplace Violence and Harassment Policy and the Procedural By-law.

PURPOSE:

This policy provides guidance on how the Corporation ensures a respectful, tolerant and harassment-free relationship and workplace between Members of Council and the officers and employees of the Corporation.

APPLICATION:

In accordance with Section 270 of the Municipal Act, 2001, this policy applies to all Members of Council and officers and employees of the Corporation.

COMMUNICATION

The Chief Administrative Officer (CAO) is the sole employee of Council. All communication with employees of the Corporation by members of Council shall be made through the CAO or his delegate.

POLICY REQUIREMENTS

The relationship between Members of Council and the officers and employees of the Corporation is guided by the following:

1. **Code of Conduct for Members of Council By-Law No. 2018/96, as amended**

The Code of Conduct for Members of Council establishes the ethical behaviour expected of Members of the Municipality of West Nipissing Council.

Section 7 titled "Conduct Respecting Staff" states as follows:

Only Council as a whole, where applicable, has the authority to approve budget, policy, Committee processes and other such matters. Accordingly, Members shall direct requests outside of Council or Committees approved budgets. Unless an emergency, all Staff responses will be provided during regular work hours.

- (a) *Under the direction of the CAO or designate, staff serves the Council as a whole and the combined interests of all members as evidenced through the decisions of Council.*
- (b) *Members shall be respectful of the role of staff to advise based on political fairness, and objectivity, and without due influence from any individual member or group of the Council.*
- (c) *No Member shall maliciously or falsely harm the professional or ethical reputation or the prospects or practice of staff. All Members shall show respect for the professional capacities of the staff of the Municipality of West Nipissing.*
- (d) *No Member shall compel staff to engage in partisan political activities or be subjected to threats or discrimination for refusing such activities.*

- (e) *Members shall not use or attempt to use their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any staff member with the intent of interfering with the person's duties including the duty to disclose improper activity.*
- (f) *No Member shall:*
 - *maliciously or falsely injure the professional or ethical reputation by spreading malicious rumours;*
 - *cause persistent, excessive nit-picking, unjustified criticism and constant scrutiny;*
 - *exclude or ignore the target;*
 - *refuse to acknowledge the target or his/her contributions;*
 - *undermine the target's efforts by setting impossible goals and deadlines; and*
 - *impede or have influence on an employee's effort in advancing, promotions or transfers.*

2. **Workplace Violence and Harassment Policy No. 2011/70, as amended**

The Workplace Violence and Harassment Policy states as follows:

The Management of The Corporation of the Municipality of West Nipissing is committed to providing a work environment in which all individuals are treated with respect and dignity.

Workplace harassment will not be tolerated from any person in the workplace. Everyone in the workplace must be dedicated to preventing workplace harassment. Managers, supervisors, and workers are expected to uphold this policy, and will be held accountable by the employer. This policy applies to all workers of the Municipality of West Nipissing, supervisors, members of council, customers, clients, contractors, consultants, delivery persons, volunteers and domestic/intimate partners.

- *Workplace harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace – a comment or conduct that is known or ought reasonably to be known to be unwelcome bullying*
- *teasing*
- *intimidating or offensive jokes or innuendos*
- *displaying or circulating offensive pictures or materials*
- *offensive or intimidating phone calls*

Harassment may also relate to a form of discrimination as set out in the Ontario Human Rights Code, but it does not have to. Discrimination includes the unequal treatment of a person based on one of the protected grounds listed.

- | |
|---|
| - Race |
| - Ancestry |
| - Place of Origin |
| - Color |
| - Ethnic Origin |
| - Citizenship |
| - Creed(Religion) |
| - Sex (including pregnancy and gender identity) |
| - Sexual orientation |
| - Disability |
| - Age |
| - Marital and family status (including same sex partner) |

3. **Procedure By-law No. 2018/28, as amended**

The Procedure By-law establishes rules, procedure and conduct within Council and Committee meetings. Specifically, Subsections 5.1 state as follows:

- 5.1.2 *Use profane or offensive words or insulting expressions against the Council or against any member, staff or guest;*
- 5.1.5 *Disturb another member, staff or guest by any disorderly conduct disconcerting the speaker or the assembly;*

MONITORING/CONTRAVENTIONS

The CAO shall be responsible for receiving complaints and/or concerns related to this policy. Upon receipt of a complaint and/or concern, the CAO shall notify:

1. In the case of officers and employees of the Corporation, the Director responsible for the employee; or
2. In the case of Council, the Integrity Commissioner.

Where there is a discrepancy between the Council-Staff Relations Policy and the Code of Conduct for Members of Council, the language of the Code prevails.

LEGISLATIVE AND ADMINISTRATIVE AUTHORITIES

Section 270 of the *Municipal Act*, 2001, as revised by Bill 68 requires Council to adopt and maintain a policy with respect to the relationship between Members of Council and the officers and employees of the Corporation. The Council-Staff Relations Policy identifies the legislation, policies, procedures and practices that the Municipality complies with in order to promote a respectful relationship between Members of Council and the officers and employees of the Corporation.

MEMORANDUM

TO: Mayor and Council

FROM: Alisa Craddock CPA, CMA Director of Corporate Services/Treasurer

DATE: April 5, 2019

RE: **FINANCIAL CONTROL POLICY**

It has been established practice that financial updates were brought to Council three times per year. The first reporting period was January to April, presented in May. The second report was end of the third quarter (September), presented in October. The final report was a year end position that was reported with the budget process. If, at any time during the year, a department or an budget program was under significant financial stress, these issues were brought to Council at the time that they became known.

On review of other municipalities' practices, recommended best practices, and seeking to formalize our internal process, a Budget and Financial Control policy is being presented. This formalizes our current internal practices and provides a standard operating procedure for the financial management of the budget and operating finances.

Most municipalities provide quarterly updates to Council, though monthly updates are provided to department heads. It is important to note that these monthly reports have always been the practice of the Municipality of West Nipissing. It varies between municipalities on whether quarterly reporting begins after the first quarter mark or the second quarter. The timing of these reports also varies between municipalities (i.e. first quarter reports are prepared but not received by Council until May).

Similar to standard operating procedures (SOP's) in any department, the Finance department works with an established set of controls and procedures. There are detailed procedures in place for everything from receiving \$5.00 for a recycling bin to thousands of dollars on a tax sale. The same applies for disbursements. The control of disbursements is formally governed by our procurement policy. Internally, significant procedures and controls are in place regarding purchase orders, signing authorities, payment release, review of disbursements, and review of general ledgers. These procedures are subject to internal audit. Additionally, these procedures are audited by our third party auditors on an annual basis. Any recommendations from the external audit team are incorporated into our practices and form the basis of future testing and audits.

Joie de vivre



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In addition to a financial control policy that addresses operating, budget, and reporting, most municipalities also have a capital budget and reporting policy. Internally, we have agreed upon practices that have been accepted by prior Council. I will be bringing back a Capital Expenditure Control Policy that will formalize our internal practices and provide guidance and transparency.

There has been some concern raised regarding the discontinuation of the accounts payable disbursement sheets at the Council table. I have attached a prior year report for all of Council. The accounts payable disbursement sheets, in the prior format, were a labour intensive report to prepare, do not provide any reflection of budget to actual variance, and significantly limit the usefulness of our internal reporting. In addition, since a software upgrade, the report template no longer exists, adding to the time needed to prepare a disbursement sheet in the exact format previously provided. Though a few smaller municipalities may provide some level of disbursement sheets to Council, when done, they are more typically a cheque register. In my review of the handful of municipalities that do provide a disbursement sheet, the disbursements are the only form of financial update provided during the calendar year. Budget variances are not prepared.

It is my professional opinion that Council is better served in their duty “to maintain the financial integrity of the municipality” (MA 224 (f)) by a regular preparation and presentation of budget to actual variances and capital expenditure updates, with an analysis provided by the Treasurer. As managers receive detailed monthly reports, at all times, members of Council may approach the Chair of a department to request additional clarification or with concerns. Additionally, special reports may be developed, at Council’s request, when there is a specific purpose (i.e. a building is under review). Examples of these types of reports are the facility analysis prepared by the finance staff and presented to Council last year or a report prepared for an analysis of economic impact by reviewing amount of purchasing that left the community (leakage).

A first quarter report has been prepared, though without an approved budget, the variance report is limited.

BUDGET and FINANCIAL CONTROLS POLICY (Policy 2019/)

Section: B	Policy Number: 2019/
Department: Corporate Services Department	Effective Date: April , 2019
Subject: BUDGET and FINANCIAL CONTROLS POLICY	Revision Date:

BUDGET AND FINANCIAL CONTROLS POLICY

SCOPE

This policy applies to all Municipal departments, boards, committees, and other organizations falling within the reporting requirements of the Municipality of West Nipissing

DEFINITIONS

The following definitions pertain throughout this policy:

"Account" means any financial liability of the Municipality as evidenced by an invoice, payroll, receipt or other document indicating payment is due for the goods or services or other expenditure specified in the account;

"Annualized Costs" means any costs approved in the prior year's budget that were included for only part of the year are converted to a twelve month period and included in the Base Level Budget. Annualized costs would normally apply to personnel and related costs and those costs related to municipal service contracts that had price escalations partway through the year or any that began part way through the year.

"Base Level Budget" means that the base level for the budget for the current year will be the prior year's cost of providing all of the services approved in the prior year budget except for one time projects. The base level is set by taking the inputs approved in the prior year's budget and costing them, adjusting them for annualized costs, capital impacts on operations (growth), and inflation where inflation increases;

"Chief Administrative Officer or CAO" means the Chief Administrative Officer for the Municipality or designate,

"Department" means any department of the Municipality

"Goods" includes all supplies, materials, equipment, vehicles and other personal property required for the operations or activities of the Municipality;

"Operating Budget" means the annual Council approved plan for expenditures, revenues, staffing levels and service levels for operations taking place from January 1st to December 31st in a given year;

"Program" means an organizational unit as defined in the Operating Budget that may encompass one or more related municipal services, usually a department of a division, that is mandate driven and is the level at which Council approves funding in the operating budget

"Treasurer" means The Director of Corporate Services/Treasurer, or any person appointed by the Corporation to fulfill the statutory requirements of the Treasurer under the Municipal Act, 2001.

OBJECTIVE

It is the objective of the Municipality that its financial affairs be undertaken in a manner that is efficient and accountable.

MUNICIPAL POLICY - OPERATING BUDGET

1. Operating Budget Preparation

- 1.1. Each Director and/or Departmental Manager shall prepare and submit annually to the Treasurer their Operating Budget Requests on the forms and format prescribed by the Treasurer.
- 1.2. Direction in terms of corporate wide assumptions and conditions will be defined in the "Budget Guidelines Report" prepared by the Treasurer.

2. Operating Budget Process

All Operating budget estimates will be reviewed and approved for presentation to Council as follows:

- 2.1. All Departments, and all boards and agencies for which the Municipality provides funding, shall annually prepare an operating budget and submit same to the Treasurer
- 2.2. Departments shall prepare budget estimates to identify the Base Level Budget requirements at **existing** service levels;
- 2.3. Departments shall identify new programs and/or service levels and provide costs and justifications for the changes;
- 2.4. Departments shall provide estimates of the number of full-time equivalent requirements and provide costs and justification for any increases from the Base Level;
- 2.5. Departments shall identify goals and objectives for the upcoming year that integrate the operating and capital budget request with the plan, studies, and/or reports adopted by Council;
- 2.6. Revenues and expenditures are to be calculated based on known commodity trends, approved studies/reports including user fee reports, by-laws, etc.;
- 2.7. The CAO and the Treasurer will meet with each department to verify timing, costs (including review of the source documents that formed the basis for the cost estimates), and identify external funding sources: grants and subsidies, fundraising, and donations;
- 2.8. Senior Management shall evaluate each new program and/or service enhancement on the basis of immediacy and need in the following order:
 - (a) Legislative requirement;
 - (b) Capital impacts;
 - (c) Growth adjustments;
 - (d) Cost savings or inherent efficiencies;
 - (e) Identified need with self-sustaining revenues available; and
 - (f) Identified need with no corresponding revenue possibilities.
- 2.9. Senior Management shall review all program and or service levels for potential cuts or rationalization;
- 2.10. Finance staff will compile appropriate operating budgets and summaries to be incorporated

- into the budget document;
- 2.11. Senior Management will review the compiled operating budget and supplementary information for accuracy, completeness, and adherence to Budget Guidelines;
 - 2.12. Operating budgets will be presented to Council for approval with their associated capital estimates
 - 2.13. Council shall consider the Operating Budget estimates and determine the sums required for the operating purposes of the Municipality. Through Council adopting the Operating Budget, Program funding will be provided to the Departments.

3. Operating Budget Spending Before Budget Approval

- 3.1. Departments are authorized to expend funds at the previous year's service levels, unless specifically directed otherwise by Council until the current year's operating budget has been approved. This includes any annualized costs.
- 3.2. No new programs or service enhancements are to be initiated before the operating budget is established without the prior approval of Council.

4. Emergency Spending

- 4.1. In accordance with the Municipality's Purchasing Bylaw, where authority has not been given in the Operating Budget for a particular expenditure or line item, no department shall expend funds unless:
 - (a) Approval was granted by Council through a report outside the budget process prepared by the Director/Departmental Manager requiring the expenditure or;
 - (b) An emergency occurs requiring immediate spending and the CAO or designate approved such emergency spending in accordance with the Municipality's Procurement Policy.

5. Operating Budget Principles

- 5.1. The principles for operating, planning and funding are:
 - (a) The operating budget will be balanced as per the legislative requirements outlined in the Municipal Act. Any shortfall in budgeted revenues versus expenditures for a budget period will be offset by tax levies equal to the shortfall thereby resulting in a balanced budget.
 - (b) The Municipality shall not utilize one-time revenues for ongoing expenditures. However, one-time revenues may be used to fund non-recurring expenditures or services that can be completed within a specific amount of time without significant disruption to the Municipality provided it is duly approved by Council. At year-end, unallocated one-time revenues will form part of the Municipality's surplus.
 - (c) One-time revenues include, but are not limited to: grants or subsidies from other levels of government or municipalities that are not legislated to recur annually, transfers from Reserves and Reserve Funds, and proceeds on sale of property.
 - (d) Certain municipal revenues can be termed "unpredictable" as they fluctuate year to year and are not under the direct control of the Municipality. The budget amount for unpredictable revenues shall be conservative in nature and represent Management's best estimate at the time of the budget.

6. Operating Budget Financial Controls

- 6.1. The Operating Budget approved by Council shall establish the funding and spending authority for a Program

- 6.2. A Director, together with his or her staff, has the responsibility to provide the budgeted level of service approved by Council using the corresponding spending authority within the Council approved net levy for the Program, subject to the following:
 - (a) Goods and services shall be expensed in the fiscal year in which they are actually received and
 - (b) Unanticipated revenues shall not be spent or committed without the approval of Council.
- 6.3. A Director shall ensure that expenditures do not exceed the approved budget for a Program. Spending control is based on the total gross expenditures approved for a Program. The Treasurer must review expenditure levels to address revenue shortfalls.
- 6.4. A Director shall report any anticipated over-expenditure to the Chief Administrative Officer and the Treasurer as soon as such potential over-expenditure is known.

7. Authority for Budget Changes

- 7.1. Where authority has been given in the Operating Budget and an increase to the approved amount is needed
 - (a) A Director may authorize excess line expenditures such that an increase is to be offset by a corresponding decrease(s) in other line items or through enhanced revenues to be realized from the additional expenditure;
- 7.2. Subject to 7.1, these approvals may not exceed the limits set out below, without approval of the Chief Administrative Officer and/or Treasurer
 - (a) 10% for line items budgeted under \$29,999;
 - (b) Greater of 5% or \$2,500 for line items over \$30,000
- 7.3. The Chief Administrative Officer may approve, including the source of financing, up to \$50,000 for any line items budgeted
- 7.4. Despite Section 8.1 and 8.2, The Treasurer is authorized to pay such excess, provided that
 - (a) Expenditures are incurred for goods and services as set out in Schedule A
 - (b) The expenditures are reported to Council in the next financial report
- 7.5. Exceptions to the above approvals will occur when Section 275 of the Municipal Act regarding Restricted Acts after nomination day is in effect. The upper limit for any approvals shall be as stated in the Act.

8. Financial Reporting

- 8.1. A quarterly financial detail of the operating budget shall be provided to Council beginning in the second quarter (June 30) which shall include a variance analysis for accounts in a format prescribed by the Treasurer.
- 8.2. A detailed current monthly financial statement for the Operating Budget shall be provided to all Departments, no later than the second Friday of the following month.
- 8.3. The Treasurer will review financial statements quarterly with all Departments and provide assistance in analysis of accounts and preparing forecast changes to the budget as required.
- 8.4. Departmental reports with financial implications submitted to a committee or Council for approval in regards to the Operating Budget must first be reviewed by the Treasurer to ensure availability of financing sources and compliance with financial bylaws and policies.

9. Petty Cash

- 9.1. The Treasurer shall approve the establishment of a petty cash fund in a Department, in amounts, following policy and procedures, which have been approved by the Treasurer having regard to the operational requirements of the department.
- 9.2. The Treasurer is authorized to reimburse a petty cash fund upon delivery of receipts and such

other documentation as the Treasurer may require from time to time.

- 9.3. Petty cash payments for any individual purchase including applicable taxes shall not exceed the pre-established levels as determined by the Treasurer from time to time

10. Financial Signing Authorities

- 10.1. A Director shall prepare, maintain, and submit to the Treasurer, a schedule specifying the delegation of financial signing authority within his or her Department, including commitment and payment authorities, and such schedule to be subject to the approval of the Treasurer

DRAFT

SCHEDULE A

1. Utilities, including electricity, water and wastewater, natural gas and telephone.
2. Goods and services for which a purchase order is not required under the Purchasing By-law.
3. Payments to past and current employees, including all salaries, wages, pensions and benefits.
4. Government payments, including all accounts to or from the federal, provincial or other municipal governments, their agencies, boards, commissions and railways.
5. Debt payments, including principal and interest on debentures, loans or other long term debt
6. General expenses, including property taxes, postage, licenses (e.g. vehicles), grants to organizations, land registry fees, refunds.
7. Accounts for which the expenditure has specifically been approved by Council through the adoption of a report (e.g. land purchases/expropriations).

The Corporation of the Municipality of West Nipissing

Regular Council Meeting April 17 2018

SUMMARY

March 2018 Payables	\$	3,478,621.70
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Total Disbursements as per A/P report enclosed	\$	<u>3,478,621.70</u>
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Additional Disbursements

EFT Fees	Mar-18	\$	1,954.81
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Bank Fees/Charges	Mar-18	\$	414.60
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Total Additional Disbursements	\$	<u>2,369.41</u>
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Grand Total	\$	<u>3,480,991.11</u>
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SAMPLE

Council Member Disb Report - April 17 2018

Page 1

Vendor Name	Invoice Description 1	Batch	Amount
2338477 ONTARIO INC.o/a Dollar	BEADS/STRING/TAPE - MUSEUM	334	28.75
2338477 ONTARIO INC.o/a Dollar	CRAFT SUPPLIES - MUSEUM	334	16.60
2338477 ONTARIO INC.o/a Dollar	MUSEUM SUPPLIES	334	44.50
2338477 ONTARIO INC.o/a Dollar	FRAMES AND PAINT SUPPLIES - MUSEUM	334	7.90
2338477 ONTARIO INC.o/a Dollar	CRAFT/EXHIBIT SUPPLIES - MUSEUM	334	47.85
2338477 ONTARIO INC.o/a Dollar	FRAMES - MUSUEM	334	25.85
241 PIZZA	PIZZA - POOL BDAY PARTY	290	51.39
241 PIZZA	PIZZA - POOL BDAY PARTY	290	75.11
241 PIZZA	PIZZA - POOL BDAY PARTY	290	51.39
A TO Z WELDING & FABRICATING	RAILINGS/POD - MECHANICAL ROOM	334	250.00
A TO Z WELDING & FABRICATING	REPAIRS TO FENDER ON GRADER PW 9	334	384.20
A TO Z WELDING & FABRICATING	ICE BLADE REPAIRS - JPW 9	334	48.03
A TO Z WELDING & FABRICATING	CATCH BASIN - COMPLEX PARKING	353	305.10
A TO Z WELDING & FABRICATING	WARNING SIGNAL LIGHT STANDS	353	452.00
A TO Z WELDING & FABRICATING	NEW PIN FOR BOX ON PW 203	353	768.40
A TO Z WELDING & FABRICATING	PLOW SHACKLES FOR PW 58	353	406.80
A.M.C.T.O.	REGISTRATION BRIGITTE CARRIERE - 2018 AGM	305	1,039.60
AECOM CANADA LTD/ AN AECOM COM	W/S- DEC 30/17-JAN 26/18-ST WWTP SLUDGE PROCESSING DISPOSAL MGMT	330	2,051.23
AEGISYS 1468625 ONT LTD.	TIME BLOCK REPLENISHMENT	353	1,130.00
AGILIS NETWORKS	W/S - FEB 28/18 - MAR 31/18 TELECOMMUNICATION FOR WTP	330	339.00
AGILIS NETWORKS	W/S- FEB 28- MAR 31/18- TELECOMMUNICATION FOR WWTP	330	563.87
AGILIS NETWORKS	TELECOM SERV-POL/MUN/FIRE MARCH 2018	334	449.74
AGILIS NETWORKS	TELECOM SERVICES - VERNER OFFICE-MARCH 2018	334	339.00
AGILIS NETWORKS	TELECOM SERV-POL/MUN/FIRE MARCH 2018	334	224.87
AGILIS NETWORKS	TELECOM SERVICES - REC CENTRE MARCH 2018	334	339.00
ANNEX PUBLISHING & PRINTING	EXAM PREP DOCUMENTS - FIRE DEPT	290	169.99
APPRAISALS NORTH REALTY INC.	CAP - NATURE'S TRAIL BRIDGE	340	4,152.75
ARMITAGE BETTY HELEN	Tax Refund - 020 00613500	255	215.00
Association of Municipalities	REGISTRATION FEE - COUNCILLOR ROLAND LARABIE	353	881.40
Association pour l'Amelioratio	donation for 2018 as per policy 1999/131	255	500.00
Badger Daylighting LP	W/S- HYDRO VAC RENTAL- RITCHIE RD	330	500.66
BAM'S TOURS	JUDGE	290	179.50
BEAUPARLANT MARC	CLOTHING CLOTHES	230	585.00
BELANGER JONNY	BEAUPARLANT MARC	326	252.90
BELL CANADA	VERNER OFFICE FAX FEB 2018	239	264.33
BELL CANADA	VERNER OFFICE FAX FEB 2018	239	94.19
BELL CANADA	VERNER FIRE DEPT FEB 2018	239	110.61
BELL CANADA	LAVIGNE FIRE HALL FEB 2018	239	122.64
BELL CANADA	INFO CENTRE INTERNET JAN 2018	239	92.83
BELL CANADA	VERNER COM CENTRE FEB 2018	239	265.58
BELL CANADA	LAVIGNE COMM CENTRE FEB2018	239	93.78
BELL CANADA	VERNER PW GARAGE FEB 2018	239	170.73
BELL CANADA	W/S- TELEPHONE INV FOR WTP- FEB 19-MAR 18/18	273	325.97
BELL CANADA	W/S- TELEPHONE INV FOR WWTP- FEB 25-MAR 24/18	273	216.23
BELL CANADA	W/S- TELEPHONE INV FOR FIELD PLT FOR FEB 28- MAR 27/18	273	91.46
BELL CANADA	TOWN HALL FEB 2018	281	2,167.94
BELL CANADA	TOWN HALL FEB 2018	281	81.79
BELL CANADA	FIRE COMM FEB 2018	281	75.86
BELL CANADA	FIRE SERVICES FEB 2018	281	173.96
BELL CANADA	FIELD FIRE FEB 2018	281	183.83
BELL CANADA	RIVER VALLEY FIRE FEB 2018	281	91.77
BELL CANADA	MONETVILLE FIRE FEB 2018	281	110.26
BELL CANADA	CACHE BAY FIRE FEB 2018	281	79.71
BELL CANADA	LIFEGUARD/POOL FEB 2018	281	134.89
BELL CANADA	FIELD RINK/GOLDEN AGE FEB 2018	281	85.87
BELL CANADA	RECREATION CENTRE FEB 2018	281	350.00
BELL CANADA	CACHE BAY COMM CENTRE FEB 2018	281	91.40
BELL CANADA	SPRINGER LADIES AUX FEB 2018	281	79.71
BELL CANADA	INFO CENTRE FEB 2018	281	79.25
BELL CANADA	WATERFRONT FEB 2018	281	244.29
BELL CANADA	MUSEUM FEB 2018	281	248.53
BELL CANADA	S.F. PW GARAGE FEB 2018	281	148.90
BELL CANADA	FIELD PW GARAGE FEB 2018	281	147.50
BELL CANADA	PW FAX FEB 2018	281	95.46
BELL CANADA	MAINTENANCE/SERVICE AGREEMENT FEB 2018	290	27.99
BELL CANADA	INFO CENTRE INTERNET FEB 2018	314	92.83
BELL CANADA	MAINT/SERV AGREEMENT FEB 2018	353	678.00
BELL CANADA -PUBLIC ACCESS	TOWN PAYPHONE MARCH 2018	290	56.50

COUNCIL REPORT

DATE: April 5, 2019

FROM: Alisa Craddock CPA, CMA Director of Corporate Services/Treasurer

SUBJECT: **FIRST QUARTER VARIANCE REPORT, AS AT MARCH 31, 2019**

This report provides a variance analysis of the Municipality's first quarter results (January 1 to March 31, 2019). Though an approved budget is not in place, in order to provide some measurement of variance, the last revision of the budget is included as the 2019 Budget column.

The March variance report reflects expenditures and revenues for the first three months. Three months of data may not be sufficient to identify current or future variance potentials. A more detailed review will be undertaken at the end of the second quarter and reported to Council. Projections and variance analysis become more accurate as the year progresses and data becomes available.

The following explanations relate to areas where a potential variance may occur or areas that the Treasurer is monitoring closely.

1. WINTER CONTROL

Overtime hours and wages are increased substantially over the same period last year. As stated above, it is difficult yet to identify if this variance will produce a yearend overage. At this current time, the yearend projection of overtime is anticipated to exceed the budgeted overtime. However, it is too early to state whether wage and benefit expense, overall, will be exceeded. This situation will continue to be monitored with the Operations manager.

Fleet costs associated with winter control are also higher this year than same period prior year. However, at this time, these costs are anticipated to be within budget.

It is still too early to provide an accurate projection for yearend 2019. When a budget has been established, the first quarter statements can be re-issued.

Joie de vivre



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West Nipissing Ouest

Summary of All Categories

	2019		
	Actual	Budget *as last reviewed	Variance
Revenues			
Property Taxation	9,473,555	16,794,128	(7,320,573)
Payments in lieu	-	530,023	(530,023)
Grants	1,623,625	6,549,050	(4,925,425)
Other Revenues	585,566	3,207,023	(2,621,457)
Total Revenues	11,682,746	27,080,224	(15,397,478)
Expenditures			
HR Costs	1,987,646	8,236,004	6,248,358
Operating Expenses	1,503,031	7,019,458	5,516,427
Social Programs	1,394,091	4,469,671	3,075,580
Total Expenditures	4,884,768	19,725,133	14,840,365
Local Boards			
Police	1,106,606	4,383,779	3,277,173
Library	111,500	446,000	334,500
Cemetery	707	36,850	36,143
Total Board Expenditures	1,218,813	4,866,629	3,647,816
Total Expenditures incl. Boards	6,103,581	24,591,762	18,488,181
Surplus (Deficit)-Operating	5,579,165	2,488,462	3,090,703
Donations	-	-	-
Funding	-	(1,687,897)	(1,687,897)
Total Revenues-Capital Fund	-	(1,687,897)	(1,687,897)
Transfer to Reserve	-	1,770,000	1,770,000
Contribution from Reserve	(462,412)	(3,187,157)	(2,724,745)
Unexpended Revenue	-	-	-
Unexpended Revenue	-	-	-
Total Change in Reserves	(462,412)	(1,417,157)	(954,745)
Long Term Debt Financing	-	-	-
Payments on Loans	72,491	333,462	260,971
Total Change in Financing	72,491	333,462	260,971

Capital Assets

Capital expenditures-Infrastructure	-	2,802,544	2,802,544
Capital expenditures	462,412	2,457,510	1,995,098
Total Capital Assets	462,412	5,260,054	4,797,642
	72,491	2,488,462	(2,415,971)
Surplus (Deficit)	5,506,674	0	5,506,674



Summary of All Departments

	2019		
	Actual	Budget	Variance
	*as last reviewed		
Taxation			
Revenues	9,473,555	16,794,128	(7,320,573)
Payments in lieu	-	530,023	(530,023)
Provincial Grants-OMPF	1,623,625	6,549,050	(4,925,425)
General Government			
Revenues	252,979	1,533,240	(1,280,261)
Expenses	846,066	2,927,001	2,080,935
Surplus (Deficit)	(593,087)	(1,393,761)	800,674
Mayor & Council			
Expenses	48,536	212,517	163,981
Public Works			
Revenues	150	35,000	(34,850)
Expenses	1,062,710	6,227,468	5,164,758
Surplus (Deficit)	(1,062,560)	(6,192,468)	5,129,908
Community Services			
Revenues	252,988	982,000	(729,012)
Expenses	1,002,198	4,716,527	3,714,329
Surplus (Deficit)	(749,210)	(3,734,527)	2,985,317
Fire Department			
Revenues	7,146	18,000	(10,854)
Expenses	456,345	2,350,027	1,893,682
Surplus (Deficit)	(449,199)	(2,332,027)	1,882,828
Economic Development			
Revenues	38,902	416,783	(377,881)
Expenses	30,688	679,345	648,657
Surplus (Deficit)	8,214	(262,562)	270,776



Summary of All Departments

	2019		
	Actual	Budget	Variance
	*as last reviewed		
Planning & Development			
Revenues	33,401	222,000	(188,599)
Expenses	91,348	447,588	356,240
Surplus (Deficit)	(57,947)	(225,588)	167,641
Emergency Services			
Expenses	-	3,500	3,500
Heritage Committee			
Expenses	-	1,500	1,500
Police Services			
Revenues	6,512	379,435	(372,923)
Expenses	1,113,118	4,763,214	3,650,096
Surplus (Deficit)	(1,106,606)	(4,383,779)	3,277,173
Libraries			
Expenses	111,500	446,000	334,500
Cemetery			
Expenses	707	36,850	36,143
Municipal Drains			
Expenses	2,192	87,500	85,309
Animal Control			
Expenses	23,085	90,952	67,867
Health Services			
Expenses	144,118	432,880	288,762
DNSSAB			
Expenses	738,593	2,965,371	2,226,778
Home for the Aged-Au Chateau			
Expenses	511,380	1,071,420	560,040



West Nipissing Ouest

Summary of All Departments

	2019		
	Actual	Budget	Variance
	*as last reviewed		
Grand Total			
Revenues	11,689,258	27,459,659	(15,770,401)
Expenses	6,182,584	27,459,659	21,277,075
Net Surplus (Deficit)	5,506,674	-	5,506,674

MEMORANDUM

TO: Mayor and Council

FROM: Alisa Craddock CPA, CMA Director of Corporate Services/Treasurer

DATE: April 5, 2019

RE: **ASSET MANAGEMENT POLICY**

As part of the new Asset Management Regulation (O.Reg 588/2017), there are several steps that a municipality must undertake in revising its Asset Management Plan and review of service levels.

The first step is to develop an asset management policy, a draft copy of which is attached for your review.

Joie de vivre



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ASSET MANAGEMENT POLICY (Policy 2019/)

Section: A	Policy Number: 2019/
Department: Corporate Services Department	Effective Date: March , 2019
Subject: ASSET MANAGEMENT POLICY	Revision Date:

STRATEGIC ASSET MANAGEMENT POLICY

1.0 PURPOSE:

A strategic asset management policy formalizes the Municipality's commitment to asset management, aligns its asset management actions with strategic goals and objectives, and provides direction to guide Council, management, and staff in carrying out its business strategies, plans and activities. This policy will support the Municipality in focusing its infrastructure efforts on managing risks, addressing priorities, and meeting short and long-term needs within the bounds of possible funding.

2.0 VISION:

The Municipality's vision is to proactively manage its assets to best serve the Municipality's objectives, including:

- Prioritizing the need for existing and future assets to effectively deliver services,
- Supporting sustainability and economic development, and
- Maintaining prudent financial planning and decision-making.

3.0 OBJECTIVES:

The objectives of this policy are to:

- Provide a consistent framework for implementing asset management throughout the organization.
- Provide transparency and accountability and to demonstrate to stakeholders the legitimacy of decision-making processes which combine strategic plans, budgets, service levels and risks.

4.0 STRATEGIC ALIGNMENT:

Our vision to maintain a safe community with sustainable growth requires alignment of the many initiatives underway in our organization at any given time in order for it to be achieved. This alignment is necessary to properly consider whether the level of service provided by our existing and planned assets is congruent and supports our vision.

All of the Municipality's plans rely to some extent on the physical assets owned by the Municipality of West Nipissing and the commitment of staff to ensure their strategic use. This includes the long-term maintenance, repair, and replacement of existing assets along with the acquisition of new assets to meet the evolving needs of the Municipality.

management plans that align with the overarching accountabilities. Municipality of West Nipissing has developed and adopted an Official Plan, an Emergency Management Plan, a Multi-Year Accessibility Plan, Water financial plan, and an Asset Management Plan. These plans were designed to meet the legislative requirements and work together to achieve the Municipality's mission of providing innovation and excellence in service delivery. Spending requirements defined in the budgeting process will reflect the objectives of these plans.

5.0 STAKEHOLDER ENGAGEMENT

The ultimate goal of the municipality is to efficiently provide its various stakeholders with the municipal services they need within the bounds of regulatory requirements, the built environment, and the natural environment. In order to achieve this goal, it is necessary that the municipality understand the needs of current stakeholders, consider the needs of future generations, and incorporate these perspectives into asset management plans. The municipality recognizes them as an integral part of the asset management approach. Accordingly, the municipality will:

- Provide opportunities for residents and other stakeholders served by the municipality to provide input in asset management planning; and
- Coordinate asset management planning with other infrastructure asset owning agencies such as municipal bodies and regulated utilities.

6.0 GUIDING PRINCIPLES

The Municipality of West Nipissing will strive to incorporate the following principles whenever possible in managing its infrastructure assets

- **Service focused:** The City will consider all the assets in a service context and take into account their interrelationships as opposed to optimizing individual assets in isolation.
- **Risk-based:** The City will manage the asset risk associated with attaining the agreed levels of service by focusing resources, expenditures, and priorities based upon risk assessments and the corresponding cost/benefit, recognizing that public safety is the priority.
- **Value-based affordable:** The City will choose practices, interventions and operations that aim at reducing the lifecycle cost of asset ownership, while satisfying agreed levels of service. Decisions are based on balancing service levels, risks, and costs.
- **Forward looking:** The Municipality shall take a long-term view while considering demographic and economic trends in the region.
- **Budgeting and planning:** The Municipality shall take into account any applicable budgets or fiscal plans, including those adopted through Ontario legislation
- **Prioritizing:** The Municipality shall clearly identify infrastructure priorities which will drive investment decisions.
- **Transparency:** The Municipality shall be evidence-based and transparent, basing decision on publicly shared information and make info available to the public
- **Consistency:** The Municipality shall ensure the continued provision of core public services
- **Health and safety:** The Municipality shall ensure that the health and safety of workers involved in the construction and maintenance of infrastructure assets is protected.
- **Innovation:** The Municipality shall create opportunities to make use of innovative technologies, services, and practices
- **Integration:** The Municipality shall where relevant and appropriate, be mindful and consider the principles and content of non-binding provincial or municipal plans and strategies established

under an Act or otherwise, in planning and making decisions surrounding the infrastructure that supports them.

7.0 COMMUNITY PLANNING

The combination of lifecycle analysis and financial sustainability principles will be the driver in the design and selection of community development or redevelopment that requires new assets, or existing asset enhancements, to take place. Asset management planning will be aligned with the Municipality's Official Plan and the 2014 Provincial Policy Statement of the Planning Act. The asset management plans will reflect how the community is projected to change with respect to development. Methods, assumptions, and data used in the selection of projected changes should be documented to support the recommendations in the Asset Management Plan.

Cross-referencing the Municipality's Official Plan and the Asset Management Plan will ensure that development occurs within the Municipality's means through an understanding of current and future asset needs.

8.0 CLIMATE CHANGE

Climate change will be considered as part of Municipality's risk management approach embedded in local asset management planning methods. This approach will balance the potential cost of vulnerabilities to climate change impacts and other risks with the cost of reducing these vulnerabilities. The balance will be struck in the levels of service delivered through operations, maintenance schedules, disaster response plans, contingency funding, and capital investments. The Municipality commits to the development of tailored actions that make the best use of its resources to mitigate and adapt to climate change. Bolstering resilience to climate change in Municipality also means modifying the scope of current operations, anticipating possible costs to support contingency funds, leveraging alternative funding mechanisms, integrating the disaster response perspective to planning, and revising levels of service. The Municipality will tailor these actions by striking a balance between its organizational capacity, financial and stakeholder support, and the local risks and vulnerabilities related to climate change. The asset management plan will encompass this sustainable approach to climate change mitigation and adaptation.

9.0 SCOPE AND CAPITALIZATION THRESHOLDS

This policy applies to all assets owned by the Municipality whose role in service delivery requires deliberate management by the Municipality. The Municipality will use a service-based (qualitative) perspective when applying this policy to municipal assets, rather than a monetary value (quantitative). The service-focus intent of this policy differentiates its requirements for identifying assets from the capitalization thresholds that are developed for the purposes of financial reporting. For this reason, the capitalization threshold developed for financial reporting will not be the guide in selecting the assets covered by the asset management planning process.

10.0 FINANCIAL PLANNING AND BUDGETING

The Municipality will integrate asset management planning into the annual capital budget, operating budget, and its long-term financial plan. The asset management plan will be used as a resource in order to:

- Identify all potential revenues and costs (including operating, maintenance, replacement and decommissioning) associated with forthcoming infrastructure asset decisions;

- Evaluate the validity and need of each significant new capital asset, including considering the impact on future operating costs; and incorporate new revenue tools and alternative funding strategies where possible.

The department level budget submission prepared by each Senior Manager will be reviewed and evaluated by the CAO and Treasurer in the preparation of the Municipality's annual budget. Service area personnel will reference the asset management plan for their area in order to look up forecasted spending needs identified in the plan, verify progress made on the plan to identify potential gaps, and prioritize spending needs, across the gap identified in the plan and recent developments, for the year to be budgeted for. Finance staff will be involved in the asset management planning process to coordinate the information from the service personnel in the preparation of the budget submission.

For the purposes of managing water and wastewater assets, the water and wastewater financial plans will be used as a basis for establishing user fees, and master plans will be referenced in order to ensure alignment with the budgeting process.

11.0 GOVERNANCE AND CONTINUOUS IMPROVEMENT

The policy requires the commitment of key stakeholders within the Municipality's organization to ensure the policy guides the development of a clear plan that can be implemented, reviewed and updated.

The Council is entrusted with the responsibility of overseeing, on behalf of citizens, a large range of services provided through a diverse portfolio of assets. The Council and senior management are committed to the success of asset management planning. The following details the responsibilities of the key stakeholders within the Municipality:

Council:

- Approve by resolution the asset management plan and its updates every five years;
- Conduct annual reviews of the management plan implementation progress on or before July 1st of every year
- Supporting ongoing efforts to improve and implement the asset management plan.

CAO:

- The executive lead is ultimately responsible for asset management planning across the municipality
- Maintain compliance with the asset management policy and provincial asset management regulations

Senior Management:

- Oversee asset management planning activities that fall within their service area and in support of others.

Community Safety and Well-Being Planning Webinars

Webinar 1:

Thursday February 14, 2019

1:00 p.m. – 3:00 p.m.

R.S.V.P. by Monday February
4, 2019



Webinar 2:

Thursday February 21, 2019

10:00 a.m. – 12:00 p.m.

R.S.V.P. by Monday February
4, 2019

The Ministry of Community Safety and Correctional Services will be hosting webinars to support municipalities, their policing and community partners in learning about community safety and well-being planning.

The webinars will include an overview of:

- the new legislative requirements related to community safety and well-being planning;
- the Community Safety and Well-being Planning Framework; and
- details related to the community safety and well-being planning process.

If you have any questions about the webinars, please contact:
SafetyPlanning@ontario.ca

To sign up for the webinars, please email SafetyPlanning@ontario.ca

Additional information on the webinars will be provided following notification of attendance.

Melanie Ducharme

From: MCSCS Feedback <MCSCS.Feedback@ontario.ca>
Sent: February 25, 2019 1:30 PM
To: MCSCS Feedback
Subject: Letter from the Honourable Sylvia Jones, Minister of Community Safety and Correctional Services/Lettre de l'honorable Sylvia Jones, Ministre de la Sécurité communautaire et des Services correctionnels
Attachments: Annexe A - Planification de la sécurité - Foire aux questions - Français.pdf; Annexe B - Un engagement commun pour l'Ontario (livret 3, version 2)_FR.pdf; Appendix A - CSWB Planning - Frequently Asked Questions - English.pdf; Appendix B - A Shared Commitment in Ontario (Booklet 3, Version 2)_ENG.pdf

Ministry of Community Safety
and Correctional Services

Office of the Minister

25 Grosvenor Street
18th Floor
Toronto ON M7A 1Y6

Tel: 416 325-0408
MCSCS.Feedback@Ontario.ca

Ministère de la Sécurité communautaire
et des Services correctionnels

Bureau du ministre

25, rue Grosvenor
18^e étage
Toronto ON M7A 1Y6

Tél.: 416 325-0408
MCSCS.Feedback@Ontario.ca



MC-2019-252
By e-mail

Dear Clerk:

I am pleased to share with you the attached resources that have been developed to support municipalities as they begin undertaking the community safety and well-being planning process. I encourage you to share these resources with your members and their partners, as they begin to develop and implement their local community safety and well-being plans.

As you know, on January 1, 2019, new legislative amendments to the *Police Services Act, 1990* came into force which mandate every municipality to prepare and adopt a community safety and well-being plan. As part of these legislative changes, municipalities are required to work in partnership with police services and other various sectors, including health/mental health, education, community/social services and children/youth services as they undertake the planning process. Municipalities have two years from the in-force date to prepare and adopt their first community safety and well-being plan (i.e. by January 1, 2021). Municipalities also have the flexibility to develop joint plans with neighbouring municipalities and/or First Nations communities, which may be of value to create the most effective community safety and well-being plan that meets the unique needs of the area.

These amendments support Ontario's modernized approach to community safety and well-being which involves taking an integrated approach to service delivery by working collaboratively across sectors to proactively address crime and complex social issues on a sustainable basis. Through this approach, municipalities will have a leadership role in identifying local priority risks in the community and implementing evidence-based programs and strategies to address these risks before they escalate to a situation of crisis.

It is important to note that the provisions related to mandating community safety and well-being planning will continue in the Comprehensive Ontario Police Services Act, 2019, which was introduced on February 19, 2019. If passed, this bill would repeal and replace the Police Services Act, 2018 and the Ontario Special Investigations Unit Act, 2018. The bill would also repeal the Policing Oversight Act, 2018 and the Ontario

Policing Discipline Tribunal Act, 2018. A new provision is also included under the bill which, once in force, will require the participation of the local police service in the development of the plan.

My ministry is committed to supporting municipalities, and their partners, in meeting these new legislative requirements. As a first step, the ministry is offering community safety and well-being planning webinars over the next few months to assist municipalities as they begin the process. The webinars will provide an overview of the new community safety and well-being planning requirements, as well as guidance on how to develop and implement effective plans. The webinars will be offered on the following dates/times, and there will be both English and French-only sessions available:

March 7, 2019
1:00 p.m. to 3:00 p.m.

April 25, 2019
10:00 a.m. to 12:00 p.m.

May 9, 2019
1:00 p.m. to 3:00 p.m.

March 19, 2019 (French only)
1:00 p.m. to 3:00 p.m.

April 11, 2019
1:00 p.m. to 3:00 p.m.

May 15, 2019 (French only)
1:00 p.m. to 3:00 p.m.

March 21, 2019
10:00 a.m. to 12:00 p.m.

May 23, 2019
10:00 a.m. to 12:00 p.m.

Please note, the content of the webinars will be the same for each session. To register for a webinar, please send your request to SafetyPlanning@ontario.ca with the date/time that you would like to register for.

In addition, the ministry has also developed a Frequently Asked Questions document to provide more information and clarification related to community safety and well-being planning (see Appendix A).

Municipalities are encouraged to continue to use the *Community Safety and Well-Being Planning Framework: A Shared Commitment in Ontario* booklet to support in the planning process (see Appendix B). This booklet has recently been updated to include reference to the new legislative requirements, an additional critical success factor that highlights the importance of cultural responsiveness in the planning process, and a new resource to assist municipalities with engaging local Indigenous partners. The updated version is also available on the ministry's [website](#).

We greatly appreciate your continued support as we move forward on this modernized approach to community safety and well-being together. If communities have any questions, please feel free to direct them to my ministry staff, Tiana Biordi, Community Safety Analyst, at Tiana.Biordi@ontario.ca or Jwan Aziz, Community Safety Analyst, at Jwan.Aziz@ontario.ca.

Sincerely,

Sylvia Jones
Minister

Enclosures (2)

Confidentiality Warning: This e-mail contains information intended only for the use of the individual named above. If you have received this e-mail in error, we would appreciate it if you could advise us through the Ministry of Community Safety and Correctional Services' website at http://www.mcscs.jus.gov.on.ca/english/contact_us/contact_us.asp and destroy all copies of this message. Thank you.

If you have any accommodation needs or require communication supports or alternate formats, please let us know.

Cher Greffier Municipal:

Je suis heureuse de vous transmettre les ressources ci-jointes, qui visent à soutenir les municipalités qui entament le processus de planification de la sécurité et du bien-être communautaires. Je vous invite à les faire parvenir à vos membres et à leurs partenaires lorsqu'ils commenceront à élaborer et à mettre en œuvre leur plan de sécurité et de bien-être communautaires.

Comme vous le savez, les modifications apportées à la *Loi sur les services policiers* (1990) sont entrées en vigueur le 1^{er} janvier 2019, et toutes les municipalités doivent donc maintenant préparer et adopter un plan de sécurité et de bien-être communautaires. Elles sont aussi tenues de collaborer avec des services de police et divers secteurs (santé mentale et physique, éducation, services communautaires et sociaux, services aux enfants et aux jeunes) dans le cadre de la planification. Elles disposent de deux ans, à partir de la date d'entrée en vigueur des modifications, pour préparer et adopter leur premier plan (soit jusqu'au 1^{er} janvier 2021). Par ailleurs, elles peuvent s'associer à des municipalités et à des collectivités des Premières Nations avoisinantes pour produire un plan conjoint, ce qui pourra éventuellement les aider à élaborer un plan qui est le plus efficace possible et répond aux besoins uniques de leur région.

Ces modifications appuient la nouvelle philosophie de l'Ontario quant à la sécurité et au bien-être communautaires, qui passe par l'adoption d'une approche intégrée de prestation de services fondée sur une collaboration entre divers secteurs visant à gérer de façon proactive et durable la criminalité et les problèmes sociaux complexes. Dans le cadre de cette approche, les municipalités dirigeront la détermination des risques prioritaires à l'échelle locale et la mise en œuvre des programmes et stratégies fondés sur des données probantes pour s'attaquer à ces risques avant qu'ils dégénèrent et causent une crise.

Il importe de préciser que les dispositions encadrant la planification de la sécurité et du bien-être communautaires continueront d'exister dans la *Loi de 2019 sur la refonte complète des services de police de l'Ontario*, déposée le 19 février 2019. Si elle est adoptée, cette loi remplacera la *Loi de 2018 sur les services de police* et la *Loi de 2018 sur l'Unité des enquêtes spéciales de l'Ontario*, et abrogera la *Loi de 2018 sur la surveillance des services policiers* et la *Loi de 2018 sur le Tribunal disciplinaire de l'Ontario en matière de services policiers*. De plus, le projet de loi contient une nouvelle disposition qui, une fois en vigueur, exigera que les services de police locaux participent à l'élaboration des plans.

Mon ministère est résolu à aider les municipalités, ainsi que leurs partenaires, à se conformer aux nouvelles exigences législatives. Pour commencer, le ministère propose des webinaires sur la planification de la sécurité et du bien-être des collectivités au cours des prochains mois afin d'aider les municipalités au début du processus. Les webinaires donneront un aperçu des nouvelles exigences en matière de planification de la sécurité et du bien-être de la communauté, ainsi que des conseils sur la manière d'élaborer et de mettre en œuvre des plans efficaces. Les webinaires seront offerts aux dates et heures suivantes, et des sessions en anglais et en français uniquement seront disponibles:

7 mars 2019 (Anglais)
13h00 to 15h00

11 avril 2019 (Anglais)
13h00 to 15h00

9 mai 2019 (Anglais)
13h00 to 15h00

19 mars 2019 (Français)
13h00 to 15h00

25 avril 2019 (Anglais)
10h00 to 12h00

15 mai 2019 (Français)
13h00 to 15h00

21 mars 2019 (Anglais)
10h00 to 12h00

23 mai 2019 (Anglais)
10h00 to 12h00



Veillez noter que le contenu des webinaires sera le même pour chaque session. Pour vous inscrire à un webinaire, veuillez envoyer votre demande à SafetyPlanning@ontario.ca avec la date et l'heure auxquelles vous souhaitez vous inscrire.

Le ministère a aussi rédigé un document de questions et de réponses fournissant davantage de renseignements et de précisions au sujet de la planification (voir l'annexe A).

Les municipalités sont encouragées à continuer d'utiliser le livret intitulé *Cadre de la planification de la sécurité et du bien-être dans les collectivités: un engagement commun pour l'Ontario* dans le cadre de la planification (voir l'annexe B). Il a récemment été mis à jour, et comprend maintenant les nouvelles exigences législatives, un nouveau facteur clé du succès qui souligne l'importance de la sensibilité culturelle dans la planification, et une nouvelle ressource servant à aider les municipalités à mobiliser les partenaires autochtones locaux. La nouvelle version du livret se trouve aussi sur le [site Web](#) du ministère.

Je vous remercie pour votre appui continu tandis que nous adoptons ensemble cette approche modernisée de la sécurité et du bien-être. Les collectivités peuvent faire parvenir leurs questions aux analystes en matière de sécurité communautaire Tiana Biordi (Tiana.Biordi@ontario.ca) et Jwan Aziz (Jwan.Aziz@ontario.ca).

Veillez recevoir, Madame, Monsieur, mes salutations distinguées.

La ministre, Silvia Jones

Pièces jointes (2)

Avis de confidentialité: Ce courriel contient des renseignements destinés à être utilisés uniquement par la personne dont le nom apparaît plus haut. Si vous avez reçu ce courriel par erreur, nous vous serions reconnaissants de nous le faire savoir par le site Web du ministère de la Sécurité communautaire et des Services correctionnels à l'adresse http://www.mcscs.jus.gov.on.ca/french/contact_us/contact_us_fr.asp et de détruire toutes les copies de ce courriel. Merci.

Si vous avez des besoins en matière d'adaptation, ou si vous nécessitez des aides à la communication ou des médias substitués, veuillez nous le faire savoir.



THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING
LA CORPORATION DE LA MUNICIPALITÉ DE NIPISSING OUEST

BY-LAW 2019/33

**BEING A BY-LAW OF THE MUNICIPALITY OF WEST NIPISSING
TO CONFIRM THE PROCEEDINGS OF COUNCIL AT ITS MEETING
HELD ON THE 9th DAY OF APRIL, 2019**

WHEREAS the Municipality of West Nipissing deems it desirable to confirm the proceedings of Council at its meeting held on the 9th day of April, 2019, and each motion, resolution and other action passed and taken by the Council at its said meeting, is except where their prior approval of the Ontario Municipal Board is required, hereby adopted, ratified and confirmed.

The Mayor of the Municipality and the proper officer of the Municipality are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approval where required and except where otherwise provided, the Mayor and the Clerk or Deputy Clerk is hereby authorized and directed to affix the Corporation Seal of the Municipality to all such documents.

ENACTED AND PASSED THIS 9th DAY OF APRIL, 2019 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.

JOANNE SAVAGE
MAYOR

MELANIE DUCHARME
CLERK