

## 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 International Plowing Match & Rural Expo (IPM) (Presenters: Neil Fox)

## COMMITTEE OF THE WHOLE MEETING / COMITÉ PLÉNIER

- D-1) **Economic Development / Développement économique** ..... **NIL**
- D-2) **Social Services and Health / Services sociaux et santé**
- D-2 (a) Update : Villa Aubin Elevator
- D-3) **Public Works / Travaux publics** ..... **NIL**
- D-4) **Community Services / Services communautaires**
- D-4 (a) Request re : Community Easter Egg Hunt
- D-5) **Environmental / L'environnement**
- D-5 (a) 2019 Budget Deliberations - Environmental Services (Solid Waste) ... in  
↳ included in 2019 Budget - Ancilliary Departments (document)
- D-6) **Sewer and Water / Les égouts et l'eau**
- D-6 (a) 2019 Budget Deliberations - Water & Sewer  
↳ included in 2019 Budget - Ancilliary Departments (document)
- D-7) **General Government / gouvernement général**
- D-7 (a) Verbal update – By-Law Enforcement (Presenter: Bob Pilon)
- D-7 (b) Formalizing assistance to organizations
- D-8) **Planning / Planification** ..... **NIL**

**D-9) Emergency Measures and Public Safety / Mesures d'urgence et sécurité publique**

D-9 (a) Update – Lavigne Fire Hall

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**REGULAR COUNCIL MEETING /  
RÉUNION RÉGULIÈRE**

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**E) Planning / Planification..... *NIL***

**F) Correspondence and Accounts / Comptes et courrier ..... *NIL***

**G) Unfinished Business / Affaires en marche ..... *NIL***

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

**I) New Business / Affaires nouvelles ..... *NIL***

**J) Addendum / Addenda**

**K) Information & Questions / Information et questions**

K-1 Mayor's Report

**L) Closed Meeting / Réunion à huis clos**

**L-1** Resolution to proceed into closed meeting as authorized in Section 239 (2) of the Municipal Act, to discuss the following:

**(A)** the security of the property of the municipality of local board;

**(i)** Nature's Trail Bridge

**(B)** personal matters about an identifiable individual, including municipal or local board employees;

**(ii)** Council Issues

**L-2** Resolution to adjourn the closed session

**M) Adjournment / Ajournement**

M-1 Resolution to adopt By-law **2019/18** confirming proceedings of meeting

M-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: **March 12th, 2019**

Subject: **IPM 2019 Partnership Update**

Name: **Neil V. Fox**

Address: **30, Front Street**

Phone: **Home: 705-753-6958**

**Business / Cell:**

**Fax:**

E-Mail: **info@ipm2019.com**

Name of Group or Person(s) being represented (if applicable) :

**2019 International Plowing Match & Rural Expo (IPM)**

Details of nature of the business/purpose (additional information can be attached separately) :

**Provide an update on the IPM 2019 partnership with the Municipality of West Nipissing.**

Presentation Requirements:

☐ Easel

☒ Projection Equipment

☐ Other:

*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.*

**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](mailto:mducharme@westnipissing.ca) or [jdupuis@westnipissing.ca](mailto:jdupuis@westnipissing.ca)

Tel: 705-753-2250 • Fax: 705-753-3950

**Visit ... [www.westnipissingouest.ca](http://www.westnipissingouest.ca)**

# MEMORANDUM

**TO:** COUNCIL  
**FROM:** Joanne Savage, Mayor  
**DATE:** March 8, 2019  
**SUBJECT:** UPDATE – VILLA AUBIN

Meeting Notes of February 8th, 2019

Villa Aubin  
(owned & managed by DNSSAB)

## **ISSUE : ELEVATOR REQUEST**

### Federal Funding application :

- declined
- didn't qualify

### Financial challenges :

- reduced maintenance funding
- Financial woes for other programs

### Suggestion:

- debt financing

### Infrastructure improvement:

- recommendation of phase in

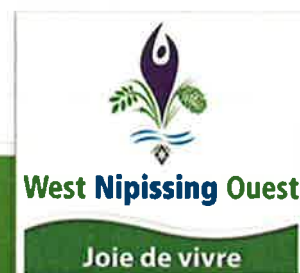
### Additional issues shared by tenants:

- problems with recycling of appliances
- need for apartment upgrades
- efficiencies (lights, heating)
- support services to tenants in need

### Communication :

- tenants appreciation

# Joie de vivre



[www.westnipissingouest.ca](http://www.westnipissingouest.ca)

Municipality of West Nipissing  
101-225, Holditch Street  
Sturgeon Falls, ON  
P2B 1T1

March 6, 2019

Allison Smith  
12181 HWY 17 East  
Sturgeon Falls, ON  
P2B 3K8

Dear Mayor Joanne Savage,

When there is a need someone must step up and fill it; this is what sets apart a community from a town. On April 22, 2019 we are organizing an Easter egg hunt, free of charge, for the children of the community of West Nipissing.

Our goal is to give back to the children of the community; to create positive childhood memories.

The community of West Nipissing has embraced this idea with open arms. We currently have 100 eager egg hunters confirmed and 50 families currently waitlisted. We have reached out to, and been sought out by, local businesses for sponsorship. The feedback we have received has been immensely positive.

We are seeking the use of Goulard Park from 10:30 to 1:30 pm on Monday, April 22, 2019. In the event of poor weather we would like to use the arena floor as our back up location with access to tables (6)/ chairs (50). We presently have arrangements prepared for insurance covering the event.

Getting the arena rental fee waived would really help alleviate our fundraising burden so that we can add more tickets to the event. It would absolutely pain us to have to turn any child away.

The Municipalities support and contribution to this endeavours is crucial to its success. Merci, thank you in advance. Your support means the world to the children of this wonderful community! If you have any further questions, I, Allison, can always be reached at (705) 303-3242 at your convenience.

Sincerely,

Allison Smith

Patrick Demers

# MEMORANDUM

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**TO:** Melanie Ducharme  
**FROM:** Lynn Duhaime  
**DATE:** March 7, 2019  
**SUBJECT:** EASTER EGG HUNT REQUEST

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Please find attached the Hall/Facility Request Form and a copy of the letter I assumed went to the Mayor and Council.

For your information, she did call me maybe two (2) weeks ago discussing her Easter Egg Hunt and wanted information pertaining to using the Goulard Park and maybe using the arena floor. I informed her that she needs to fill out the necessary form prior to moving forward and I also recommended to her to contact Museum because they do organized events for children.

Last week, I was informed that she had put information on Facebook to see if there was some interest and I guess she got good feedback. Renée-Anne informed me on Monday that she had a meeting with her to discuss the event and I guess Mrs. Smith decided to go on her own because she called me on Tuesday requesting the form and that she had already send a letter to the Mayor requesting to have the arena floor at no cost.

Mrs. Smith is requesting the Arena Floor for Monday, April 22, 2019 for a period of 4 hours for back up. As you are aware, the Municipality is closed EASTER MONDAY therefore, we would need to bring in staff at double time to accommodate Mrs. Smith for an approximate cost of \$450 for a 4 hours shift.

I would recommend suggesting her to change her event to Saturday that way we would be able to accommodate her on the arena floor if the weather is not nice and I would charge her a minimal fee for cleaning.

If you require additional information Mel, do not hesitate to contact me.

**From the desk of:**

Lynn Duhaime  
Coordinator of Community Services  
Municipality of West Nipissing  
Tel: (705)753-0160 Fax: (705) 753-6636

Email: lduhaime@westnipissing.ca

**Joie de vivre**



[www.westnipissingouest.ca](http://www.westnipissingouest.ca)



West **Nipissing** Ouest

Joie de vivre

## HALL / FACILITY REQUEST FORM

Community Services Department

SEND COMPLETED FORM TO: [RecCenterStaff@westnipissing.ca](mailto:RecCenterStaff@westnipissing.ca) or  
West Nipissing Recreation Complex - 219 O'Hara Street, Sturgeon Falls  
F: 705-753-6636 T: 705-753-0160

NAME OF ORGANIZATION / GROUP / INDIVIDUAL <b>Allison Smith</b>		HALL / FACILITY REQUESTED <b>Arena Floor</b>	
CONTACT PERSON (If different from person originating the request)		PHONE <b>705-303-3242</b>	EMAIL <b>allison.smith@hotmail.ca</b>
TYPE OF EVENT <b>Easter Egg Hunt</b>		DATE(S) REQUESTED <b>April 22, 2019</b>	EXPECTED ATTENDANCE <b>300</b>
PREFERRED START TIME (INCLUDING SET-UP) <b>9:30</b>		PREFERRED END TIME (INCLUDING TAKE DOWN) <b>2:00</b>	ARE YOU A NOT FOR PROFIT / CHARITABLE ORGANIZATION? no NFP / CHARITABLE NUMBER

### TO BE COMPLETED BY THE APPLICANT

	YES	NO
WILL THERE BE FOOD AT THIS EVENT?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
IS THE KITCHEN REQUIRED?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
IS THE EVENT CATERED?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
NAME OF CATERER		
WILL YOU BE USING AN EVENT PLANNER / DECORATOR?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
NAME OF PLANNER / DECORATOR		
WILL THERE BE ALCOHOL?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WILL THERE BE A LIVE BAND OR DJ?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### TO BE COMPLETED BY THE APPLICANT

	YES	NO
DO YOU HAVE LIABILITY INSURANCE?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DO YOU HAVE A ROOM SET UP PLAN?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
WILL YOU HAVE LICENSED BARTENDERS?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WILL THERE BE VENDORS? (FOOD OR RETAIL)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WILL THERE BE FUNDRAISING ACTIVITIES? (ex. 50/50 draws, raffle, etc.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### SPECIAL REQUIREMENTS / COMMENTS

See letter for more information. Request is being addressed at March 12 town council meeting.

Allison Smith

PRINT NAME:

SIGNATURE:

March 6, 2019

DATE:

### FOR MUNICIPAL OFFICE USE ONLY

Received by: Rec. Staff Initials : \_\_\_\_\_

Approved by: Rec. Staff Initials \_\_\_\_\_

The Corporation of the Municipality of West Nipissing  
Community Services Department  
101 225 Holditch Street • Sturgeon Falls, ON • P2B 1T1



**D-5(a) & D-6(a)**

# **2019 BUDGET – ANCILLARY DEPARTMENTS**

## **Municipality of West Nipissing**

March 12, 2019

**Workbook**



**West Nipissing Ouest**



# Solid Waste

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The Environmental Services team is responsible for the management, development and operation of all solid waste programs in West Nipissing. The department manages seven landfill sites, the municipal recycling centre, and four recycling depots within the community. Approximately 75% of the households in West Nipissing are serviced by the Curbside Recycling program, with the remaining households utilizing the Recycling Depot program.

- **700 tons of paper products** per year are diverted from our landfills → equivalent to **25** transport trailers
- **3000 tires** per year are sent for processing
- **40 tons of electronic waste** is shipped out yearly
- Our three major diversion programs generated **over \$337,000 in revenue** between 2012 and 2016

## Services

### Waste Collection

Bi-weekly curbside collection of recycling  
 Weekly curbside collection of garbage  
 Recycling depot collection  
 Commercial Bin Service  
 Commercial Recycling Service  
 Seasonal collection of leaf and yard waste

### Waste Diversion

Blue Box Program  
 Electronic Waste Program  
 Tire Recycling Program  
 Education of access to North Bay  
 Hazardous Waste Depot  
 Backyard Composting Program

### Operations

Maintenance and management of landfills:  
 Sturgeon Falls, Verner, Field, Lavigne, River  
 Valley, Kipling and Muskosung  
 Operation of the Recycling Centre  
 General administration and  
 ongoing public education

## Focus and Goals

- Improve established programs, procedures and infrastructure
- Increase efficiencies in the curbside procedures by developing up-to-date By-laws

## 2019 Budget Highlights

- Proposed increases to operational expenses in an effort to maintain and improve existing landfill facilities
- Considering video surveillance in order to preserve existing assets



## 2019 Solid Waste Budget

	Actual	2018 Budget	Variance	2019 Budget	Variance
<b>Revenues</b>					
Rate Revenue	1,363,539	1,357,162	6,377	1,363,539	6,377
Stewardship	138,796	138,721	75	144,487	5,766
Miscellaneous Income	57,380	10,000	47,380	10,000	-
<b>Total Revenues</b>	<b>1,559,715</b>	<b>1,505,883</b>	<b>53,832</b>	<b>1,518,026</b>	<b>12,143</b>
<b>Expenditures</b>					
<b>HR Costs</b>					
Salaries & Wages	131,116	131,940	824	116,813	15,127
Benefits	13,249	14,456	1,207	14,668	(212)
Education	1,313	6,000	4,687	6,000	-
<b>Total HR Costs</b>	<b>145,678</b>	<b>152,396</b>	<b>6,718</b>	<b>137,481</b>	<b>14,915</b>
<b>Operating Costs</b>					
Advertising	2,303	5,000	2,697	2,500	2,500
Contractors	1,206,631	1,226,767	20,136	1,311,779	(85,012)
General Insurance	5,618	5,620	2	5,861	(241)
Materials	1,177	10,000	8,823	10,000	-
Office Supplies	933	1,700	767	1,700	-
Professional Fees	77,335	70,000	(7,335)	73,000	(3,000)
Services and Rents	4,445	13,100	8,655	10,100	3,000
Supplies	13,108	17,500	4,392	15,000	2,500
Utilities & Telecommunication	3,366	3,800	434	3,700	100
Non TCA Expenses	-	-	-	-	-
<b>Total Material, Supplies &amp; Rents</b>	<b>1,317,127</b>	<b>1,353,487</b>	<b>36,360</b>	<b>1,433,640</b>	<b>(80,153)</b>
<b>Total Expenditures</b>	<b>1,462,805</b>	<b>1,505,883</b>	<b>43,078</b>	<b>1,571,121</b>	<b>(65,238)</b>
<b>Net Surplus (Deficit) Operations</b>	<b>96,910</b>	<b>-</b>	<b>96,910</b>	<b>(53,095)</b>	<b>(53,095)</b>
 Transfer to Reserve					
Contribution from Reserve	(26,010)	(30,000)	(3,990)	(41,000)	(11,000)
<b>Total Change in Reserves</b>	<b>(26,010)</b>	<b>(30,000)</b>	<b>(3,990)</b>	<b>(41,000)</b>	<b>(11,000)</b>



**Capital Assets**

Capital expenditures	26,010	30,000	3,990	41,000	11,000
<b>Total Capital Assets</b>	<b>26,010</b>	<b>30,000</b>	<b>3,990</b>	<b>41,000</b>	<b>11,000</b>
	-	-	-	-	-
<b>Surplus (Deficit)</b>	<b>96,910</b>	<b>-</b>	<b>96,910</b>	<b>(53,095)</b>	<b>(53,095)</b>

2018 Rate Based Revenue	1,357,162
% increase	3.91%
1% increase	13,572

**Reserve Position as of December 31, 2018**

Opening Balance 2018	472,847
Approved Transactions in 2018	(26,010)
	(26,010)
Interim Balance 2018	446,837
Surplus from 2018	96,910
<b>Ending Balance 2018</b>	<b>543,747</b>

**Contractors**

	2018			2019	
	Actual	Budget	Variance	Budget	Variance
SF, Springer, Cache Bay	954,271	954,489	218	1,027,770	(73,281)
Field Collection	42,277	42,278	1	45,530	(3,252)
Field Landfill	19,477	10,000	(9,477)	20,500	(10,500)
Verner Garbage Collection	26,663	30,000	3,337	30,000	-
Verner Recycling & Landfill	51,113	30,000	(21,113)	51,501	(21,501)
Lavigne Landfill cost	37,510	31,000	(6,510)	39,239	(8,239)
North Monetville Collection	24,683	26,000	1,317	26,000	-
River Valley Landfill	21,559	24,000	2,441	25,500	(1,500)
Kipling Landfill	21,181	24,000	2,819	27,239	(3,239)
Badgerow Landfill	6,397	15,000	8,603	13,500	1,500
Site Maintenance	1,500	40,000	38,500	5,000	35,000
<b>Total Contractors</b>	<b>1,206,632</b>	<b>1,226,767</b>	<b>20,135</b>	<b>1,311,779</b>	<b>(85,012)</b>



## Solid Waste Rates

	2018 Rate	Proposed 2019 Rate
<b>Sturgeon Falls, Spring, and Cache Bay, Verner and Field</b>		
Per household unit	256.90	267.00
Each additional Unit	156.25	162.25
Seasonal units	156.25	162.25
<b>Outlying Area</b>		
<b>Residential – Where landfill access and garbage pickup is provided</b>		
Per household unit	222.60	231.25
Each additional Unit	122.00	127.00
Seasonal units	122.00	127.00
<b>Residential – Where landfill access only is provided</b>		
Per household unit	122.00	127.00
Each additional Unit	60.00	62.25
Seasonal units	60.00	62.25
Island units	60.00	62.25
<b>Commercial and Industrial</b>		
<b>Group 1:</b> Lodges, Trailer Parks, Restaurants, Grocery Stores, and Confectionaries	360.70	375.00
<b>Group 2:</b> Professional Office, Banks, Motels, Garages, Bell, and all others not in Group 1		
Where landfill access and garbage pickup is provided	222.60	231.25
Where landfill access only is provided	122.00	127.00



# Water and Wastewater

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The Water and Wastewater department is responsible for the treatment, supply and delivery of safe drinking water as well as the reliable collection and treatment of wastewater. The department operates in a highly regulated structure of federal, provincial and municipal regulations, policies and standards. Some of the Municipality's facilities are operated by the Ontario Clean Water Agency (OCWA).

## Facilities

Field Wastewater Treatment Plant  
 Sturgeon Falls Wastewater Treatment Plant – Built in 1974  
 Sturgeon Falls Water Treatment Plant – Built in 1991  
 Verner Water Treatment Plant (Operated by OCWA)  
 Verner Lagoon (Operated by OCWA)

## Services

Deliver safe drinking water to the community  
 Provide reliable and sanitary sewage collection  
 Supply water for firefighting services where drinking water is available

## In 2018

- We received over **500** Distribution and Collection related service requests
- The Sturgeon Falls Water Plant supplied over **1.5 million cubic metres** of drinking water to 8000 residents  
 → equivalent to more than **2100 glasses** of water per person, per day
- The Sturgeon Falls Wastewater Plant treated over **2 000 000 cubic metres** of wastewater
- The Verner Water Plant supplied over **140 000 cubic metres** of drinking water to 1000 residents  
 → equivalent to more than **1600 glasses** of water per person, per day
- The Verner lagoons treated over **269 000 cubic metres** of wastewater

## Focus and Goals

- Continue to provide safe and reliable services
- Ensure safe drinking water and properly treated wastewater
- Cost effective services
- Preventive maintenance and upgrades of equipment
- Forecast and plan to ensure sustainability and growth



## Recent CWWF Projects

The Municipality is eligible to apply for federal and provincial support through the Clean Water and Wastewater Fund (CWWF) for projects involving rehabilitation, new construction, optimization, or planning work relative to drinking water, wastewater, and stormwater. Recent projects include:

- Structural Upgrade to Wastewater Forcemain at Holditch Street Extension
- Replacement of Main Street Watermains (100m)
- Replacement and Extension of Ramsay Street Watermain (100m)
- Structural Upgrade of Sand Hill Area Water Services
- Upgrade of Manholes Throughout Sturgeon Falls

## 2019 Budget Highlights

- Maintenance and upgrades of various plant equipment
- Replace 100 m of watermain on Railway Street before Public Works paving commences
- Install watermain on Main Street from Salter to First (extension to a CWWF project)
- Directionally drill new watermain and sanitary forcemain under highway and railway tracks
- Engineering design services for Nipissing, Ethel, Main, King, and Salter Streets (to be shovel ready for grants)

### **Projects currently in progress**

- Change filter media at the Sturgeon Falls Water Plant
- Upgrade filter media at the Verner Water Plant
- Robotic cleaning and inspections of both water plants



## 2019 Water and Wastewater Budget

	Actual	2018 Budget	Variance	2019 Budget	Variance
<b>Revenues</b>					
Provincial Grant	1,680	-	1,680	-	-
Rate Revenue	5,525,700	5,497,394	28,306	5,497,394	-
Interest Revenue	23,785	15,000	8,785	20,000	5,000
Other Income	17,251	34,500	(17,249)	29,500	(5,000)
West Nipissing Power Generation	100,000	100,000	-	70,000	(30,000)
<b>Total Revenues</b>	<b>5,668,416</b>	<b>5,646,894</b>	<b>21,522</b>	<b>5,616,894</b>	<b>(30,000)</b>
<b>Expenditures</b>					
<b>HR Costs</b>					
Salaries & Wages	911,846	933,728	21,882	980,847	(47,119)
Benefits	223,804	226,499	2,695	240,267	(13,768)
Education	14,293	25,000	10,707	25,000	-
<b>Total HR Costs</b>	<b>1,149,943</b>	<b>1,185,227</b>	<b>35,284</b>	<b>1,246,114</b>	<b>(60,887)</b>
<b>Operating Costs</b>					
Advertising	408	500	92	500	-
Contractors	201,261	180,000	(21,261)	180,000	-
General Insurance	126,050	126,049	(1)	139,269	(13,220)
Interest on Loans	481,932	490,650	8,718	449,264	41,386
Materials & Supplies	145,848	142,750	(3,098)	142,750	-
Office Supplies	29,427	34,850	5,423	35,165	(315)
Process Materials	627,589	675,000	47,411	685,250	(10,250)
Professional Fees	16,919	20,000	3,081	20,000	-
Repairs & Maintenance	78,901	120,000	41,099	120,000	-
Services and Rents	289,068	285,240	(3,828)	295,070	(9,830)
Special Projects	-	-	-	-	-
Utilities & Telecommunication	519,047	538,478	19,431	546,308	(7,830)
Vehicle Expenses	15,821	21,000	5,179	21,000	-
<b>Total Material, Supplies &amp; Rents</b>	<b>2,532,271</b>	<b>2,634,517</b>	<b>102,246</b>	<b>2,634,576</b>	<b>(59)</b>
<b>Total Expenditures</b>	<b>3,682,214</b>	<b>3,819,744</b>	<b>137,530</b>	<b>3,880,690</b>	<b>(60,946)</b>
<b>Net Surplus (Deficit) Operations</b>	<b>1,986,202</b>	<b>1,827,150</b>	<b>159,052</b>	<b>1,736,204</b>	<b>(90,946)</b>





Transfer to Reserve	1,125,000	1,125,000	-	1,125,000	-
Contribution from Reserve	(432,508)	(708,400)	(275,892)	(904,242)	195,842
Funding	(1,044,770)	(1,168,600)	(123,830)	(625,869)	(542,731)
Other revenue			-		-
<b>Total Change in Reserves</b>	<b>(352,278)</b>	<b>(752,000)</b>	<b>(399,722)</b>	<b>(405,111)</b>	<b>(346,889)</b>
Repayment to General Reserve	-	-	-	-	-
Payments on Loans	702,153	702,150	(3)	743,586	(41,436)
<b>Total Change in Financing</b>	<b>702,153</b>	<b>702,150</b>	<b>(3)</b>	<b>743,586</b>	<b>(41,436)</b>
<b>Capital Assets</b>					
Capital expenditures-Infrastructure	1,376,075	1,627,000	250,925	1,092,061	534,939
Capital expenditures-Equipment	101,203	250,000	148,797	438,050	(188,050)
<b>Total Capital Assets</b>	<b>1,477,278</b>	<b>1,877,000</b>	<b>399,722</b>	<b>1,530,111</b>	<b>346,889</b>
	1,827,153	1,827,150	(3)	1,868,586	(41,436)
<b>Surplus (Deficit)</b>	<b>159,049</b>	<b>(0)</b>	<b>159,049</b>	<b>(132,382)</b>	<b>(132,382)</b>

Budgeted Rate Revenue for 2018  
 % Rate increase  
 Budgeted Rate Revenue for 2019

5,497,394  
 2.41%  
 5,629,776



### Reserve Position as of December 31, 2018

Opening Balance 2018	288,476
Approved Transactions in 2018	
Interim Balance 2018	288,476
Surplus from 2018	159,049
<b>Ending Balance 2018</b>	<b>447,525</b>

### Summary of Dedicated Reserves as of December 31, 2018

	Opening Balance	Additions	Transfer to Capital Fund	Reserve Available	Expenditure	Ending Balance
Equipment	37,795	25,000		62,795		62,795
Infrastructure	1,215,494	1,100,000		2,315,494	432,508	1,882,986
Infrastructure (Planning)	18,037			18,037		18,037
	<b>1,271,326</b>	<b>1,125,000</b>		<b>2,396,326</b>	<b>432,508</b>	<b>1,963,818</b>

### Water and Wastewater Rates

	2018 Rate	Proposed 2019 Rate
Water service	594.18	608.49
Sanitary sewer service	742.72	760.61
Both water and sewer	1,336.90	1,369.10



Water and Wastewater Infrastructure		
	Project	Projected Cost
Sturgeon Falls Water Plant	High lift rebuild	25,000
	Roof Repair/Entrance	10,000
	Filter regeneration	120,000
	Reservoir cleaning	30,000
Field Wastewater Treatment Plant	Panel and cover for 3rd SLS	10,000
	Plant optimization	20,000
Sewage Pump Station / Sewage Lift Station	Covers/guides/piping for Lisgard SLS	25,000
Sturgeon Falls Wastewater Treatment Plant	Digester/Sludge - Class EA	30,000
	Rebuild degritter for old side of plant	40,000
	Cleaning Digester 1	60,000
	2 Mixer rebuild	20,000
Verner	Verner Water Treatment	42,250
	Buildings	2,500
	Sewage Lift Stations	3,000
	Lagoons	300
Distribution / Collection	CWWF Projects	277,061
	Main Street from Salter to First	60,000
	Sanitary forcemain (Holditch) and watermain	350,000
	Designs - Nipissing, Ethel, King, Main, Salter	200,000
	Railway - Levesque to Main - 57m sanitary; 100m water	50,000
	Holditch - William to John - water and sewer	100,000
	Manhole at John and King	25,000
	2 manholes in Cache Bay	30,000
<b>Total Infrastructure Projects</b>		<b>1,530,111</b>



# MEMORANDUM

**TO:** MAYOR and COUNCIL

**FROM:** Jean-Pierre (Jay) Barbeau, CAO

**DATE:** March 8<sup>th</sup>, 2019

**SUBJECT:** **FORMALIZING ASSISTANCE TO ORGANIZATIONS**

There have been a lot of one off requests and donations provided to various worthy organizations recently. As well, we have ongoing commitments to other organizations that do not form part of the municipal corporation. In some cases, statements are made where we possibly agreed to contribute to organizations.

In discussion with the Mayor, we agreed that a procedural refinement would be necessary to ensure that proper documentation exists to formalize the donation. This will alleviate differences in recollection about what was committed to which organization.

Respectfully,

Jay Barbeau, CAO

from the desk of :  
Jean-Pierre (Jay) Barbeau  
C.A.O.



## Joie de vivre

[www.westnipissingouest.ca](http://www.westnipissingouest.ca)

# MEMORANDUM

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**TO:** MAYOR and COUNCIL

**FROM:** Jean-Pierre (Jay) Barbeau, CAO

**DATE:** March 8<sup>th</sup>, 2019

**SUBJECT:** **UPDATE – LAVIGNE FIRE HALL**

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Please see the attached documents pertaining to the above subject matter :

- Inspection report, dated February 27th, 2019
- e-mail update from Chief Building Inspector, Alain Bazinet
- e-mail update from Project Manager for Community Services, Jonny Bélanger

Submitted for discussion purposes at the March 12th Council meeting.

Regards,

from the desk of :  
Jean-Pierre (Jay) Barbeau  
C.A.O.

**Joie de vivre**



[www.westnipissingouest.ca](http://www.westnipissingouest.ca)

**Lavigne Fire Hall  
10578 Hwy 64**

**Inspection Date: February 27, 2019**

Writer attended the above noted location to inspect the building for structural defects and water damage.

**People present at time of inspection;**

Alain Bazinet, Chief Building Official, Municipality of West Nipissing (Writer)  
Jonny Belanger, Project Manager

**Building Height: (One Story)**

**Building Size: The structure is comprised of one main section and two additions. The total area is approximately 44' x 78'.**

**Construction type: Masonry exterior walls, wood frame shingled roof, Floating concrete slab**

**Observations;**

1. Stone veneer is cracked in several places on the north elevation. Both corners are severally cracked. Masonry blocks are visible behind the north-east corner. Masonry blocks don't seem to be tied in to the front wall.
2. Both east and west walls have vertical and horizontal cracks at the exterior.
3. Ice damming is occurring around the perimeter of the building. Probably the primary cause of several roof leaks. Water was leaking into the building at time of inspection. Gypsum board at the ceiling and walls are water damaged. Water has accumulated above the poly in the south-west corner of the building.
4. A major portion of the concrete slab was cut out and re-poured. Concrete slab is uneven all throughout the building.
5. Masonry wall mortar joints are cracked above the door openings.
6. Perpendicular masonry walls of the rear addition have detached from the original exterior wall.
7. Opening in rear masonry wall of the original structure was done 3-4 years to accommodate a longer fire truck.
8. Gypsum board seams at intersecting walls and ceilings are intact.
9. Driveway is sloping towards the building.

**Recommendations;**

- 1) Remedial work for water damages inside the building will need to be carried-out as soon as possible. Affected gypsum board will need to be removed immediately. Occupancy to the building will not be permitted until damaged gypsum board is removed.
- 2) Structural investigation started in 2014 will need to be completed. The review will need to be completed before March 15, 2019. Engineer will need to confirm if the structure is safe to occupy.

## Janice Dupuis

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**From:** Jay Barbeau  
**Sent:** March-08-19 10:24 AM  
**To:** Janice Dupuis  
**Subject:** FW: Lavigne Fire Hall Gypsum Board removal

-----Original Message-----

**From:** Alain Bazinet  
**Sent:** March 8, 2019 10:02 AM  
**To:** Jay Barbeau <[jbarbeau@municipality.westnipissing.on.ca](mailto:jbarbeau@municipality.westnipissing.on.ca)>  
**Cc:** Richard Maranda <[rmaranda@wnfs.ca](mailto:rmaranda@wnfs.ca)>  
**Subject:** Lavigne Fire Hall Gypsum Board removal

Jay,

Water damaged gypsum board / drywall has been removed in the affected areas. Occupancy to the building is now permitted.

Regards,

Alain Bazinet  
Chief Building Official  
Municipality of West Nipissing  
225 Holditch Street  
Sturgeon Falls, On  
P2B 1T1  
705-753-2250



## Janice Dupuis

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**From:** Jay Barbeau  
**Sent:** March-08-19 10:27 AM  
**To:** Janice Dupuis  
**Subject:** FW: Lavigne Fire Hall Revised report

**From:** Jonny Belanger  
**Sent:** March 8, 2019 10:20 AM  
**To:** Jay Barbeau <[jbarbeau@municipality.westnipissing.on.ca](mailto:jbarbeau@municipality.westnipissing.on.ca)>  
**Cc:** Stephan Poulin <[spoulin@municipality.westnipissing.on.ca](mailto:spoulin@municipality.westnipissing.on.ca)>; Alain Bazinet <[abazinet@municipality.westnipissing.on.ca](mailto:abazinet@municipality.westnipissing.on.ca)>  
**Subject:** RE: Lavigne Fire Hall Revised report

Hi Jay

Quick update:

- We will receive our consultant final recommendation letter before the deadline set out in the Chief Building Official inspection report of March 15<sup>th</sup>-19.
- Dan Ganger structural engineer at DRG Design & Inspection Services, will be confirming in his letter that the building is safe to be occupied and outlining the repairs to be completed to the structure.

## Jonny Bélanger

### Project Manager of Community Services

Municipality of West Nipissing  
101-225 Holditch Street  
Sturgeon Falls, Ontario, Canada  
P2B 1T1  
Tel: 705-753-2250  
Fax: 705-753-3950



West Nipissing Ouest