

MEMORANDUM

TO: Mayor and Council

FROM: Janice Dupuis, Deputy Clerk

DATE: November 16, 2021

RE: **SUPPORTING DOCUMENTATION FOR NOVEMBER 16th COUNCIL MEETING**

Attached hereto you will find supporting documentation for the following items, already listed in the November 16th agenda:

- **F) New Business / Affaires nouvelles**
 - F-3** Award quotation for purchase of a loader (Public Works)
 - ↳ *Summary Table and resolution*
 - F-4** Award tender for Replacement of dehumidifier
 - ↳ *Memo from Director of Community Services*
- **H-5) Community Services / Services communautaires**
 - H-5(b)** Cache Bay Trailer Park (camper e-mails)
 - ↳ *4 additional e-mails*
- **M) New Business / Affaires nouvelles**
 - M-7** Receipt of 3rd Quarter Variance Financial Report
 - ↳ *Variance Report and resolution*

Joie de vivre



West Nipissing Ouest

Joie de vivre

www.westnipissingouest.ca



Fleet	Wheeled Loader > 3.5 cubic yards	
Closing Information	November 10, 2021 @ 3:00 pm	
Opened By	Alisa Craddock and Shawn Remillard	
Name	Date Received	Bid Submission
Toromont Cat	November 10, 2021	\$256,200.00
Strongco	November 10, 2021	\$261,500.00
Brandt Tractor	November 10, 2021	\$214,900.00



The Corporation of the Municipality of West Nipissing /
La Corporation de la Municipalité de Nipissing Ouest

Resolution No.

2021 /

NOVEMBER 16, 2021

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

WHEREAS quotations were requested for the purchase of a new loader by the West Nipissing Public Works Department; which quotations were opened on November 10th, 2021;

AND WHEREAS three (3) quotations were received;

AND WHEREAS the quotations have been reviewed by the Director of Corporate Services and the Manager of Public Works and the award being recommended herein consists of the best price meeting all of the required specifications;

AND WHEREAS Council concurs with the recommendation received;

BE IT THEREFORE RESOLVED THAT the quotation for the purchase of a new loader by the West Nipissing Public Works Department be awarded to **BRANDT TRACTOR**, having submitted a quotation of \$214,900.00 (plus HST) meeting all the required specifications.

	YEAS	NAYS
DUHAIME, Yvon		
FISHER, Christopher		
LARABIE, Roland		
MALETTE, Léo		
ROVEDA, Dan		
Ward 7 (vacant)		
SÉNÉCAL, Denis		
SÉNÉCAL, Lise		
SAVAGE, Joanne (MAYOR)		

CARRIED: _____

DEFEATED: _____

DEFERRED OR TABLED: _____

MEMORANDUM

TO: Mayor and Council

FROM: Stephan Poulin, Director of Economic Development and Community Services

DATE: November 16, 2021

RE: **POOL DEHUMIDIFIER REPLACEMENT PROJECT**

The Municipality received a grant for \$190,359 for the pool dehumidifier replacement project. Two bids were received for this project with the lowest bid being \$308,445. In order to proceed with this project, the Municipality will have to contribute \$118,086.

The recommendation is to proceed with this project and cover the additional costs from the community services capital reserve.

Joie de vivre



West Nipissing Ouest

Joie de vivre

www.westnipissingouest.ca

Subject: FW: Expulsion de Gloria Lavallée et Marcel Carbonneau

Begin forwarded message:

From: Michelyne Lagrange [REDACTED] >
Date: November 4, 2021 at 5:44:35 PM EDT
Cc: Joanne Savage <jsavage@municipality.westnipissing.on.ca>
Subject: Expulsion de Gloria Lavallée et Marcel Carbonneau

Cher M. Barbeau,

Moi, Michelyne Lagrange je campe au Cache Bay Trailer Parc depuis quatre ans. Je vous écris car je viens d'apprendre que Gloria Lavallée et Marcel Carbonneau vont être expulsés du parc pour avoir causé du tapage dans le parc en faisant signer une pétition concernant la dégradation du parc. J'ai signé volontairement cette pétition car je voyais la négligence tout au tour de moi. (des toilettes et des douches sales, la piscine pleine de souris mortes avec de l'eau polluée et qui sentait mauvaise). Gloria et Marcel sont des personnes justes et honnêtes. Je crois que c'est injuste de les traiter ainsi et je demande au conceit du West Nipissing de corriger cette injustice.

Bien à vous

Michelyne Lagrange
Lot 56

Sent from my iPhone

Subject: FW: Camp cache bay

Begin forwarded message:

From: pauline gauthier [REDACTED]
Date: November 4, 2021 at 3:25:39 PM EDT
To: Joanne Savage <jsavage@municipality.westnipissing.on.ca>
Subject: Camp cache bay

Salut Joanne, Un petit mot pour dire que pour moi et mon époux le camp et notre deuxième chez nous , nous considérons les campeurs ,notre deuxième famille On n'entendu des rumeurs que Gloria poussait les campeurs à signer une pétition ,jamais au grand jamais qu'elle ferait une chose semblable tout était volontaire.Je pense que Antoine a control de plus que le parc ,il détruit un petit oasis apprécié par plusieurs ,J'espère vraiment que ce couple ne sera pas évacué,

Sincèrement Marie Pauline Gauthier

Get [Outlook for iOS](#)

Subject: FW: Cache Bay Park issue

Begin forwarded message:

From: Denis Larcher [REDACTED]
Date: November 6, 2021 at 10:07:47 AM EDT
To: Jay Barbeau <jbarbeau@municipality.westnipissing.on.ca>
Cc: Joanne Savage <jsavage@municipality.westnipissing.on.ca>
Subject: Fwd: Cache Bay Park issue

Dear Mr Barbeau/Mrs Savage

We are Denis & Claire Larcher, seasonal campers for over 26 years at Cache Bay Trailer Park our second summer home that we enjoy!!

We heard that Marcel Charbonneau and Gloria Lavallee are being evicted. We think its very unfair and unjustified that this is happening !

We are on lot 49 right across from Marcel and Gloria and have been at that lot for over 26 years , and we have no complaints of any rowdiness towards them at all not one bit

They are always eager to help anyone in the park..

They are the Best Seniors there always helping others at their hearts to anyone that needs it

We think its just an excuse because Antoine is upset that we had a petition going around the park and blames Gloria for circulating around in which most of the campers, including us signed it do to his lack of responsibilities towards the park as a so call manager! We ask that you review this and overturn that decision made by Anthoine this is not right on his part instead of fixing the issues at the Park he retaliated towards them instead and then who's next ? it's unfair and unjustified on his part we hope the council fixes this issues ASAP

Sincerely
Denis and Claire
Larcher #49

Janice Dupuis

Subject: FW: CacheBay Trailer Park

Begin forwarded message:

From: dmcgraw [REDACTED]
Date: November 3, 2021 at 6:44:44 PM EDT
To: Jay Barbeau <jbarbeau@municipality.westnipissing.on.ca>
Cc: Joanne Savage <jsavage@municipality.westnipissing.on.ca>
Subject: CacheBay Trailer Park

Dear Mr. Barbeau:

We are Don & Sue McGraw and we are season campers at the Cache Bay Trailer Park.

We are sending you this e-mail because we have been informed that Marcel Charbonneau and Gloria Lavallee are being evicted from the park. We have been campers at the Cache Bay Trailer Park for 25 years and have known Marcel and Gloria for almost that long. The reason given for the eviction is that they caused rowdiness in the park. We have never known Marcel or Gloria to be rowdy. Mostly they have been an integral part of making the park a good place to camp. We also believe that this attempted eviction is based on a petition that both Sue and I have signed because of the deterioration in the upkeep of the park. We believe that it is unfair that Marcel and Gloria are being signaled out. We are asking that the council for West Nipissing reverse this injustice.

Sincerely yours

Don and Sue McGraw
Lot 7



The Corporation of the Municipality of West Nipissing /
La Corporation de la Municipalité de Nipissing Ouest

Resolution No.

2021 /

NOVEMBER 16, 2021

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

BE IT RESOLVED THAT the 2021 – 3rd Quarter Variance Financial Report (July 1st to September 30th, 2021) for the Municipality of West Nipissing be received.

	YEAS	NAYS
DUHAIME, Yvon		
FISHER, Christopher		
LARABIE, Roland		
MALETTE, Léo		
ROVEDA, Dan		
Ward 7 (vacant)		
SÉNÉCAL, Denis		
SÉNÉCAL, Lise		
SAVAGE, Joanne (MAYOR)		

CARRIED: _____

DEFEATED: _____

DEFERRED OR TABLED: _____

2021 — Third Quarter Variance Report

November 12, 2021

By Alisa Craddock CPA, CMA Director of Corporate Services/Treasurer

This report provides a variance analysis of the Municipality's third quarter results (January 1 to September 30, 2021). The September variance report reflects expenditures and revenues for the first nine months of 2021.

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

Overall Trends

As identified in the Second Quarter Variance Report, human resources costs are trending under budget in all departments. This is a result of recruitment challenges, unplanned absences, and the extended period of COVID shut down. These challenges have continued through the third quarter and are anticipated to continue into the fourth quarter. Human resources expenses are going to be under budget.

General Government

Supplemental taxation revenue continues to lag behind expectations in a typical year. This is not unexpected. However, penalties and interest are exceeding COVID projects and overall revenue in General Government should be on budget. As MPAC has continued to assess properties at the 2016 assessment, write offs and tax changes are also lower than budget.



Community Services

Budgeting and planning for Community Services was perhaps the most challenging department for 2021, given the constantly changing COVID landscape. The budget anticipated very little revenue streams until the fall of 2021. The department is just beginning to realize those revenues; however, it is anticipated that Community Services may not achieve the budgeted revenue targets. However, there has been a corresponding offset in expenses, particularly human resources costs and utilities. The marina had a strong season.

Building and Planning

The Building and Planning department had a very strong start to 2021 and this has continued through the third quarter. Building and Planning has already exceeded budgeted revenue. It is anticipated that Building and Planning will continue this trend through the end of the year.

Capital Projects

Departments continue to complete capital projects through the end of the year. There will be projects that are awarded or in progress but not completed at the end of the year. Department heads have provided Council with a capital update. A summary of projects that will be in progress or carried at the end of the year will be provided to Council at a subsequent Council meeting. Council has been made aware of individual projects where tenders exceed budget values; however, at this time there is no concern to overall budgets. Transfers from reserve and funding for projects is recognized at the time the expense is incurred.

COVID 19 Impact

COVID costs represent the continued operation of an assessment centre and other expenditures directly related to managing the Municipality's COVID response. Revenues are an allocation of the COVID funding received to date. The assessment centre fully transitioned out of Municipal facilities in November 2021.



Summary of All Categories

As of September 30, 2021

	Actual	Budget	Variance
Revenues			
Property Taxation	18,080,364	18,192,119	(111,755)
Payments in lieu	528,245	553,235	(24,990)
OMPF	4,956,675	6,608,900	(1,652,225)
Other Revenues	1,798,429	3,860,719	(2,062,290)
Total Revenues	25,363,713	29,214,973	(3,851,260)
Expenditures			
HR Costs	5,097,091	8,156,643	3,059,552
Operating Expenses	4,444,983	7,606,960	3,161,977
Policing	2,974,109	4,478,337	1,504,228
Social Programs	4,116,556	5,092,577	976,021
Total Expenditures	16,632,739	25,334,517	8,701,778
Local Boards			
Police	3,472	15,662	12,190
Library	312,746	416,995	104,249
Cemetery	11,010	44,840	33,830
Total Board Expenditures	327,228	477,497	150,269



Total Expenditures incl. Boards	16,959,967	25,812,014	8,852,047
Surplus (Deficit)-Operating	8,403,746	3,402,959	5,000,787
Donations	-	-	-
Funding	(916,413)	(2,864,080)	(1,947,667)
Total Revenues-Capital Fund	(916,413)	(2,864,080)	(1,947,667)
Transfer to Reserve	2,105,000	2,105,000	-
Contribution from Reserve	(744,631)	(3,351,849)	(2,607,218)
Total Change in Reserves	1,360,369	(1,246,849)	(2,607,218)
Long Term Debt Financing	-	-	-
Payments on Loans	197,043	322,959	125,916
Total Change in Financing	197,043	322,959	125,916
Capital Assets			
Capital expenditures-Infrastructure	1,181,056	4,489,080	3,308,024
Capital expenditures	740,571	2,701,849	1,961,278
Total Capital Assets	1,921,627	7,190,929	5,269,302
	2,562,626	3,402,959	(840,333)
Surplus (Deficit)	5,841,120	-	5,841,120



Summary of Revenues and Expenses

	Actual	Budget	Variance
Taxation			
Revenues	18,080,364	18,192,119	(111,755)
Payments in lieu	528,245	553,235	(24,990)
Provincial Grants-OMPF	4,956,675	6,608,900	(1,652,225)
General Government			
Revenues	909,127	2,289,214	(1,380,087)
Expenses	2,388,264	3,797,910	1,409,646
Surplus (Deficit)	(1,479,137)	(1,508,696)	29,559
Mayor & Council			
Expenses	126,836	218,629	91,793
Public Works			
Revenues	75,520	80,000	(4,480)
Expenses	4,360,494	6,628,378	2,267,884
Surplus (Deficit)	(4,284,974)	(6,548,378)	2,263,404
Community Services			
Revenues	382,031	901,700	(519,669)
Expenses	3,000,447	4,813,413	1,812,966
Surplus (Deficit)	(2,618,416)	(3,911,713)	1,293,297



Fire Department

Revenues	27,164	18,000	9,164
Expenses	1,714,554	2,433,651	719,097
Surplus (Deficit)	(1,687,390)	(2,415,651)	728,261

Economic Development

Revenues	-	100,000	(100,000)
Expenses	2,523	362,718	360,195
Surplus (Deficit)	(2,523)	(262,718)	260,195

COVID

Revenues	114,574	252,805	(138,231)
Expenses	114,574	252,805	138,231
Surplus (Deficit)	-	-	-

Planning & Development

Revenues	290,013	219,000	71,013
Expenses	308,259	470,946	162,687
Surplus (Deficit)	(18,246)	(251,946)	233,700

Emergency Management

Expenses	-	3,500	3,500
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Heritage Committee

Expenses	-	2,500	2,500
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Policing

Revenues	49,493	495,767	(446,274)
Expenses	3,023,602	4,974,104	1,950,502
Surplus (Deficit)	(2,974,109)	(4,478,337)	1,504,228



Police Board			
Expenses	3,472	15,662	12,190
Libraries			
Expenses	312,746	416,995	104,249
Cemetery			
Expenses	11,010	44,840	33,830
Municipal Drains			
Expenses	10,039	87,500	77,461
Animal Control			
Expenses	78,710	94,612	15,902
Health Services			
Expenses	348,271	417,926	69,655
DNSSAB			
Expenses	2,405,492	3,207,723	802,231
Home for the Aged-Au Chateau			
Expenses	1,362,793	1,466,928	104,135
Grand Total			
Revenues	25,413,206	29,710,740	(4,297,534)
Expenses	19,572,086	29,710,740	10,138,654
Net Surplus (Deficit)	5,841,120	-	5,841,120

