



COUNCIL MEETING – TUESDAY, MAY 5, 2020 – 6:30 PM
RÉUNION DU CONSEIL – MARDI, LE 5 MAI 2020 – 18H30

>>> VIRTUAL MEETING / RÉUNION VIRTUELLE <<<

AGENDA / ORDRE DU JOUR

- A) **Declaration of Pecuniary Interest / Déclaration d'intérêts pécuniaires**

- B) **Addendum and Agenda / Addenda et Ordre du jour**
 - B-1 Approve the Addendum
 - B-2 Adopt the Agenda

- C) **Delegations & Petitions / Délégations et pétitions *NIL***

COMMITTEE OF THE WHOLE / COMITÉ PLÉNIER

- D-1) **General Government / Gouvernement général**
 - D-1(a) 2020 – Municipal Budget

REGULAR COUNCIL / SÉANCE RÉGULIÈRE

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

- F) **Correspondence and Accounts / Courier et comptes**

- G) **Unfinished business / Affaires en marche**

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

- I) **New Business / Affaires nouvelles**
 - I-1 Adoption of 2020 Municipal expenditure estimates
 - I-2 Award of RFQ – Supply of Granular Material (*documents to follow*)
 - I-3 Award of RFQ – Granular Resurfacing (*documents to follow*)

- J) **Addendum / Addenda**

- K) **Information, Questions & Mayors' Report / Information, questions et rapport du Maire**
 - K-1 Mayor's Report

- L) **Adjournment / Ajournement**
 - L-1 Resolution to adopt By-law **2020/29** confirming proceedings of meeting
 - L-2 Resolution to adjourn the meeting

MEMORANDUM

TO: MAYOR and COUNCIL
FROM: Jean-Pierre (Jay) Barbeau, CAO
DATE: May 2nd, 2020
SUBJECT: 2020 EXPENDITURE ESTIMATES - POST COVID 19

The following is a revised budget request which reflects the new challenges that we face due to the COVID 19 pandemic. This crisis has negatively affected our operations not to mention the financial strain it has caused to our residents and business owners.

We are continuing to operate in a crisis mode. We foresee this to continue well in to the summer and fall. Prior to the COVID 19 crisis reaching our shores, we had consensus to have a general levy tax increase representing 6.2%. The heightened percentage was due to several uncontrollable factors previously discussed. I have included my previous memo to remind Council of the changes that were made to get to 6.2%. Council understands that we need to raise our base revenue to be able to meet existing and future challenges. However, this understanding was before COVID 19 affected everything in our Municipality and throughout the world.

This new budget estimate now balances the needs of our corporation to maintain an adequate level of service while understanding that this year is not normal and our tax payers need whatever financial relief that we can provide. The new proposed general levy increase is **4.14%**. It is very close to the uncontrollable increase of 4% that was provided to you earlier which factors in our Board requests as well as wage settlements and utilities costs. This represents \$33 to the average household.

As you will see in the following, it was not simply an exercise to lower our levy from 6.2% to 4.14%. Due to COVID 19 operational changes and the financial decisions that were made to assist tax payers, we faced revenue short falls that were not originally accounted for. This represented a tax impact of approximately 2.75 % which raised our levy back up to just under 9%. We then worked from there to get to an acceptable increase.

The following provides detailed explanations of the changes to arrive at 4.14% for 2020.

Agreed upon request (pre-COVID) \$1,041,209 **6.2%**

Reduced revenue due to COVID

Community Services	\$248,500.....	Assumes a September reopening
Penalties and interest (tax)	\$140,000.....	\$20,000/ month
Permits and licensing	\$ 18,750.....	Lottery
Building permit and planning	\$ 55,000.....	assumes 25% reduction in activity
Total revenue loss	\$462,750.....	increases levy to 8.9%

Joie de vivre



West Nipissing Ouest

Joie de vivre

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MEMORANDUM

TO: MAYOR and COUNCIL
FROM: Jean-Pierre (Jay) Barbeau, CAO
DATE: March 2nd, 2020
SUBJECT: BUDGET RECAP

At the last budget meeting, I presented an option that would bring the required general levy increase to 5.24%. After discussion from Council, the general consensus was to not use general reserves to the \$500,000 level given the future issues that Council will face next year. The recommendation was to only use \$300,000 which would bring the levy increase of approximately 6.45%. Since the last budget meeting, the Au Chateau has finalized their budget with a further reduction of \$46,332 from what was presented as draft to Council. This change has now reduced the general levy increase to **6.20 %**.

The following is a breakdown of changes from the original 11.64% levy.

Change from CS Facility Manager to sub-foreman	\$ 13,294
Fund PW project mgmt. through capital	32,402
Revised Heath Unit	21,644
Decrease in PW Fleet Repair	51,400
Added Court Security revenue	73,345
Revised Au Chateau	46,332
Decrease in Fleet Repair-Fire	18,000
Defer added CS Maintenance position	72,743
Defer Ec Dev Officer	79,100
Defer Financial Analyst position	62,164
Lower increase to Fire Reserve	25,000
Reduce increase to CS reserve	25,000
Remove the added Professional fees in CS	70,000
Reduce by half new committee expenses	25,000
Add to Council for professional fees (IC)	- 2,500
Total reduction prior to use of reserve	\$612,294
Plus use of general reserves	<u>300,000</u>
Total reduction from original submission	\$912,294 (-5.44%)

General Levy Increase for 2020 **6.20%**

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



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Given the reduction and changes highlighted above, the following are the material changes in operations that will now form part of the 2020 budget. I will not restate the rationale as this has already been discussed and a consensus reached.

Community Services

Added Sub Foreman to assist with increased demand.
Coordinator Community Services to deal with increased expectations
Contractors (small increase) 15k
Special projects (10k)
Added revenue for Committees
Increase to reserve

PW

Mechanic (will assist in all areas)
Increase to reserve fleet and equipment
Increase to capital.
Additional project mgmt. position (cemeteries, drains, capital)

Fire

Increase to reserve

I trust that the above provides a simple synopsis that all will understand. I understand that there have been further requests for information on PW capital based on last week's meeting. Shawn will be providing the report as a separate memo however the discussions (as staff were able to decipher), did not affect expenditure levels per se.

There seemed to be some variance among those staff who were present as to what was actually requested by a majority (5) of Council. I hope that we will have the proper information for you tomorrow.

Jay



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

Resolution No.

2020 /

MAY 5, 2020

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

WHEREAS budget deliberations were held at Special Budget meetings held on January 25th and January 28th, February 5th and February 11th and March 10th, 2020, and during regular meetings of Council held on February 25th and March 3rd, 2020 to discuss municipal expenditure estimates for the year 2019;

BE IT RESOLVED THAT the Council for the Corporation of the Municipality of West Nipissing approves the municipal expenditure estimates in the amount of \$ **27,806,441**

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

CARRIED: _____

DEFEATED: _____

DEFERRED OR TABLED: _____



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

BY-LAW 2020/29

**BEING A BY-LAW OF THE MUNICIPALITY OF WEST NIPISSING
TO CONFIRM THE PROCEEDINGS OF COUNCIL AT ITS MEETING
HELD ON THE 5th DAY OF MAY, 2020**

WHEREAS the Municipality of West Nipissing deems it desirable to confirm the proceedings of Council at its meeting held on the 5th day of May 2020, and each motion, resolution and other action passed and taken by the Council at its said meeting is 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/Deputy Mayor and the Clerk/Deputy Clerk is hereby authorized and directed to affix the Corporation Seal of the Municipality to all such documents.

ENACTED AND PASSED THIS 5th DAY OF MAY 2020 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.

JOANNE SAVAGE
MAYOR

MELANIE DUCHARME
CLERK