

***** AGENDA *****
Tuesday, September 17, 2024
****START TIME 6:30 p.m.****

1. Disclosure of pecuniary interest.
2. Committee Reports.
3. By-Law: Zoning By-Law Amendment, 22 Old Nipissing Road.
4. Staff Report: Addition of a Deputy Treasurer position to the Organizational Chart for the Township of Nipissing.
5. By-Law: Adopt a Position Description for a Deputy Treasurer.
6. By-Law: Adopt an updated Organizational Chart for the Township of Nipissing.
7. Resolution: Adopt the minutes of the meeting held September 3, 2024.
8. Resolution: Authorize attendance at the District of Parry Sound Municipal Association meeting.
9. Resolution: Support Resolution 2024-EM1-2 from the Township of Nairn and Hyman and the Township of Baldwin regarding consultation requirements for transportation of dangerous goods.
10. Resolution: Approve the September 2024 Newsletter
11. Resolution: Consider approval of the Powassan District Union Public Library 2024 Final Budget.
12. Resolution: Change Council meeting date from October 15, 2024 to October 22, 2024.
13. Correspondence.
14. Accounts to pay.
15. By-Law: Confirming Proceedings of Council at its meeting held September 17, 2024.
16. Adjournment.

Council meetings will be held in person at 2381 Highway 654, Township of Nipissing Community Centre and virtually utilizing the Zoom platform; and will be livestreamed to the Township of Nipissing YouTube channel.

<https://www.youtube.com/channel/UC2XSMZqRNHbwVppelfKcEXw>

MINUTES

TOWNSHIP OF NIPISSING
Tuesday, September 3, 2024

A regular meeting of the Township of Nipissing Council was held on Tuesday, September 3, 2024 starting at 6:30 p.m. The meeting was held in person at the Township of Nipissing Community Centre, and livestreamed to the Township of Nipissing YouTube Channel.

Present: Mayor Tom Piper and Councillors Shelly Foote, Stephen Kirkey, James Scott and Dave Yemm.

Staff: Operations Superintendent Dan MacInnis, Office Assistant-Intern/Interim Deputy Clerk Kim Turnbull, Fire Chief-MLEO-CEMC Will Bateman and Municipal Administrator-Clerk-Treasurer Kris Croskery-Hodgins.

Disclosure of pecuniary interest: Councillor Shelly Foote.

Committee Reports:

Councillor Dave Yemm: Nipissing Township Museum Board report on Heritage Day.

Councillor Steve Kirkey: Association of Municipalities of Ontario conference update.

Mayor Tom Piper: Association of Municipalities of Ontario conference update.

R2024-170 D. Yemm, S. Kirkey:

That the minutes of the regular Council Meeting held August 13, 2024, be adopted as published.

Carried.

R2024-171 S. Foote, S. Kirkey:

That we approve the Quotation #SO30705 from Cedar Signs for the purchase of caution signage for the Hummel Bridge closure and parking direction signs and supplies, total amount \$6,373.21, including taxes. **Carried.**

R2024-172 D. Yemm, S. Foote:

That we authorize the submission of a grant application under the Fire Protection Grant for the purchase of additional personal protective equipment (PPE) for the Township of Nipissing Fire Department. **Carried.**

R2024-173 J. Scott, S. Kirkey:

THAT we accept the updated Community Safety and Well-Being Plan Regional Report, as presented.

Carried.

R2024-174 D. Yemm, S. Foote:

THAT we approve the updated Reserve and Reserve Fund Policy, as presented.

The Reserve and Reserve Fund Policy approved by Resolution R2018-106 is hereby rescinded.

Carried.

R2024-175 S. Foote, D. Yemm:

That we accept the correspondence as presented. **Carried.**

Councillor Shelly Foote declared pecuniary interest for the accounts listing on the August 19, 2024 and September 3, 2024 for municipal purchases at a business of which she is an owner.
Councillor Foote left the Council table.

R2024-176 J. Scott, S. Kirkey:

That the statement of accounts dated August 15, 16, 23, 28, 29, and 31, 2024; totaling \$270,268.68 be approved. **Carried.**

Councillor Foote returned to the Council table.

R2024-177 S. Kirkey, J. Scott:

That this part of our meeting will be closed to the public as authorized by Section 239(2)(b) and (e) of the Municipal Act, 2001, c. 25, for consideration of the following subject matter:

(b) personal matters about an identifiable individual, including municipal or local board employees. Council discussion about municipal staff roles and duties performed will be continued with provision of requested data.

(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

Council to receive an information update regarding a potential litigation matter.

Time: 7:21 p.m. **Carried.**

Staff Members Will Bateman, Kim Turnbull and Dan MacInnis, left the meeting.

R2024-178 S. Foote, D. Yemm:

That we resume to an open public meeting. Time: 8:20 p.m. **Carried.**

Staff Member Will Bateman returned to the meeting.

R2024-179 S. Kirkey, J. Scott;

That we pass By-Law 2024-39, being a By-Law to confirm the proceedings of Council at its meeting held on September 3, 2024.

Read the first, second and third time and passed this 3rd day of September, 2024. **Carried.**

R2024-180 D. Yemm, S. Foote:

That the meeting be adjourned. Time: 8:21 p.m. Next regular meeting to be held September 17, 2024. **Carried.**

Mayor:

Municipal Administrator:

Minutes prepared as per Section 228 (1)(a) of the Municipal Act, S.O. 2001, c. 25.

Clerk to record, without note or comment, all resolutions, decisions and other proceedings of the council.

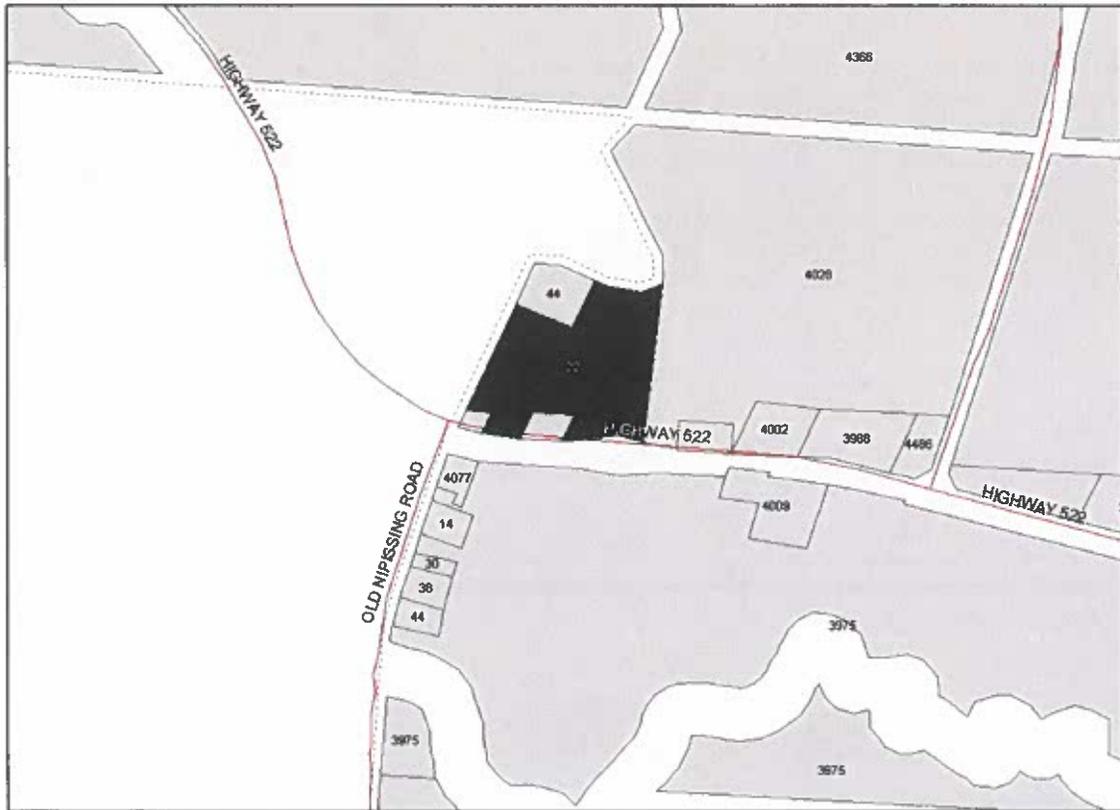
Minutes to be approved by Council at the next regular Council Meeting.

TOWNSHIP OF NIPISSING			
Report Prepared For:	John-Paul Negrinotti	Application Number:	ZBA-03
Report Prepared By:	Patrick Townes, BA, BEd & Jamie Robinson, BES, MCIP, RPP	Applicant:	Randall Secord
Location:	22 Old Nipissing Road North Part 1 and 2, Reference Plan 42R-12403	Owner:	Same as Applicant
Application Type:	Zoning By-law Amendment	Report Date:	September 17, 2024

A. PROPOSAL/BACKGROUND

An application for a Zoning By-law Amendment has been submitted by Randall Secord for the subject property located at 22 Old Nipissing Road North within the Township of Nipissing. The subject property legally described as Part Lot 175, Reference Plan 42R-12403, Parts 1 & 2 PCL 16959 NS. The subject property is shown in black on Figure 1.

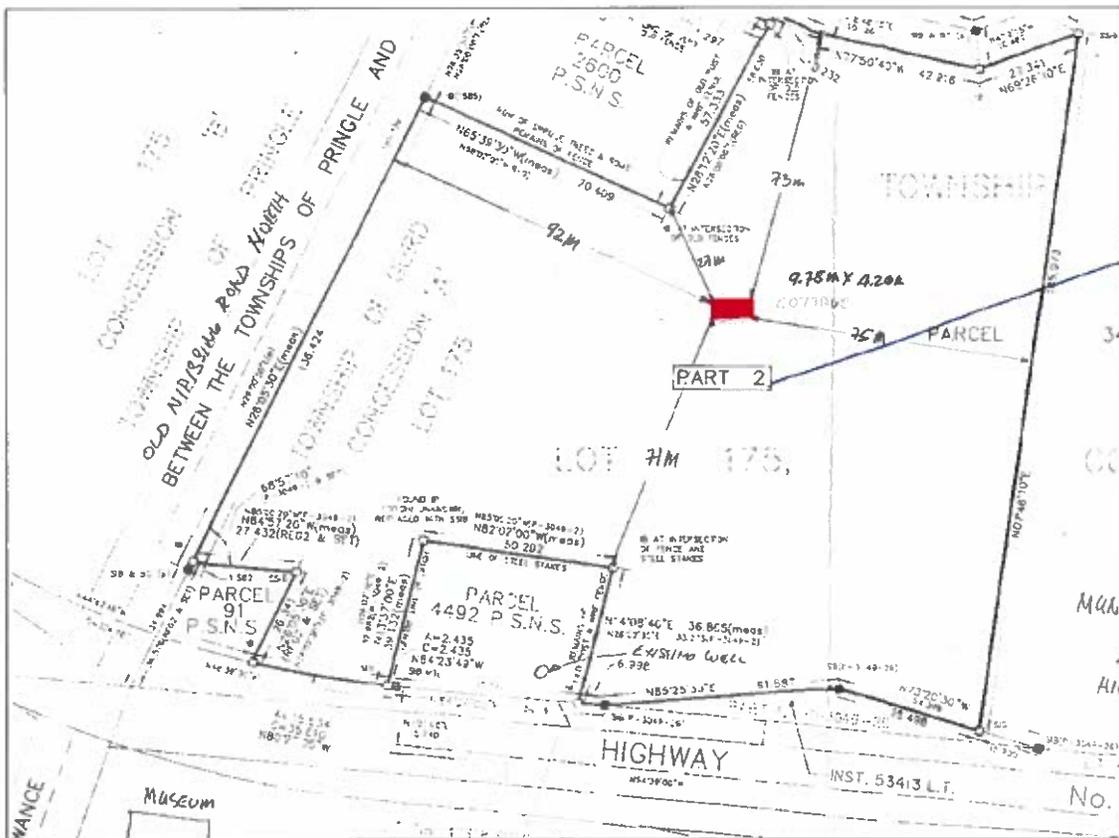
Figure 1: Subject Property



The subject property has a lot area of approximately 2.8 hectares (6.9 acres) and is located within the Commanda Settlement Area in the Township of Nipissing. The subject property is currently vacant and is largely forested. Surrounding land uses include smaller rural residential lots.

The purpose of the Zoning By-law Amendment application is to rezone the subject property from the Hamlet Residential (RH) Zone to the Special Zone No. 18 (SZ 18) Zone to permit the development of a recreational dwelling. A recreational dwelling is used on a seasonal basis and is subject to different standards under the Ontario Building Code. A single unit dwelling is permitted within the RH Zone which is used on a year round basis is permitted within the RH Zone, however a recreational dwelling is not permitted. The proposed recreational dwelling is located generally in the centre of the subject property and has an approximate floor area of 36.5 square metres. An excerpt of a drawing submitted by the owner showing the location of the proposed recreational dwelling (showing in red) is included in Figure 2.

Figure 2: Proposed Recreational Dwelling



The following applies to the subject property:

- Frontage on Old Nipissing Road and Highway 522;
- Designated as Settlement on Schedule A of the Official Plan; and,
- Located within the Residential Hamlet (RH) Zone.

B. REGULATORY REVIEW & ANALYSIS

B1. Provincial Policy Statement

All applications made under the *Planning Act*, must be consistent with the Provincial Policy Statement (PPS). In the context of the PPS, the subject property is located within a Settlement Area in the context of the PPS.

General policies pertaining to Settlement Areas are included in Section 1.1.3 of the PPS, stating that Settlement Areas are to be the focus of growth and development. Developing the subject property is consistent with the policy direction of the PPS.

General policies pertaining to infrastructure and public service facilities are included in Section 1.6 of the PPS. Section 1.6.6.4 states that where municipal sewage services and municipal water services or private communal sewage services and private communal water services are not available, planned or feasible, individual on-site sewage services and individual on-site water services may be used provided that the site conditions are suitable for the long-term provision of such services with no negative impacts. Municipal sewage and water services are not available on the subject property, and as a result private services are proposed and appropriate.

Section 2.1 of the PPS provides for the long-term protection of natural heritage features and areas. There are no features or areas identified on the subject property.

Section 3 of the PPS contains policies that addresses the importance of protecting health and safety to reduce the potential for risk to residents from natural or human-made hazards. There are no natural or human-made hazards identified on the subject property.

The proposed Zoning By-law Amendment is consistent with the PPS.

B2. Township of Nipissing Official Plan

The subject property is designated as a Settlement Area in accordance with Schedule A of the Official Plan and is within the Commanda Settlement Area. Pursuant to Section 2.3 of the Official Plan, low density residential uses are permitted in the designation. Residential uses include permanent year round and seasonal dwellings.

General policies pertaining to sewage disposal and water supply are included in Section 3.4 of the Official Plan and states that development may be serviced by individual on-site sewage and individual on-site water services, provided that site conditions are suitable for the long-term provision of such services with no negative impacts. Municipal sewage and water services are not available on the subject property, and as a result private services are proposed and appropriate. Approvals for the septic system are required from the North Bay Mattawa Conservation Authority.

General policies pertaining to hazard lands and natural heritage features are included in Section 4.6 and Section 5.1 respectively, of the Official Plan. In accordance with Schedule B of the Township's Official Plan, there are no natural heritage features located on the subject property, and there are no known hazards located on the subject property.

The proposed Zoning By-law Amendment conforms to the Official Plan.

B3. Zoning By-Law 2020-20

The subject property is located within the Hamlet Residential (RH) Zone in Zoning By-law 2020-20. The RH Zone does not permit recreational dwellings, which is defined in the Zoning By-law as a dwelling unit, other than a mobile home dwelling unit, which is used as a secondary place of residence for vacation and recreational purposes only, from time to time during the year, but which is not to be used as a principal residence by the owner or any other person.

Recreational dwellings are permitted as of right in the Shoreline Residential (SR) Zone and the Rural (RU) Zone. Within these zones, seasonal dwellings are permitted. The intent of the zoning and not permitting recreational dwellings within the RH Zone is to promote the development of permanent dwellings within the Settlement Area of Commanda. Although not the case in the Township of Nipissing, typically lots are smaller in Settlement Areas and serviced by Township water and sewer, however in this case the lot is larger and private services are required. The proposed recreational dwelling on the subject property will be setback from the surrounding smaller lots in the general area, and the development of a recreational dwelling in this case would not have negative impacts on surrounding land uses.

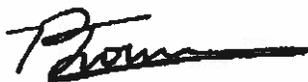
A site specific amendment is recommended to add a recreational dwelling as a permitted use on the subject property.

C. RECOMMENDATION

The proposed Zoning By-law Amendment that includes rezoning the subject property to the Special Zone No. 18 (SZ 18) Zone is consistent with the PPS and conforms to the Township of Nipissing Official Plan. The owner is proposing a recreational dwelling on the subject property within the RH Zone.

On the basis of this review, it is recommended that Council receive this Report and pass the Zoning By-law Amendment to zone the subject lands to the Special Zone No. 18 (SZ 18) Zone in accordance with the direction of this Report.

MHBC PLANNING



Patrick Townes, BA, BEd
Associate



Jamie Robinson, BES, MCIP, RPP
Partner

Corporation of the Township of Nipissing
22 Old Nipissing Road

BY-LAW NO. 2024 - 40

“Being a By-law to Amend Zoning By-law 2020-20, as amended”

WHEREAS the Corporation of the Township of Nipissing has received an application to amend Zoning By-law 2020-20 as amended;

AND WHEREAS Section 34 of the Planning Act, R.S.O. 1990, c.P.13, as amended, authorizes the Council of a municipality to pass Zoning By-laws to regulate the use of land, buildings or structures in accordance with Section 34(1) of the Planning Act Planning Act, R.S.O. 1990, c.P.13.

NOW THEREFORE the Council of the Corporation of the Township of Nipissing enacts that By-law 2020-20, as amended is hereby amended as follows:

1. Section 5.18 shall be added following Section 5.17. Section 5.18 shall read as follows:

“5.18 SPECIAL ZONE NO.18 (22 Old Nipissing Road)

Notwithstanding any other provision of this By-law, on the property located on 22 Old Nipissing Road, Part Lot 175, Reference Plan 42R-12403, Parts 1 & 2 PCL 16959 NS, in the Township of Nipissing, the following applies:

5.18.1 Zone Boundaries

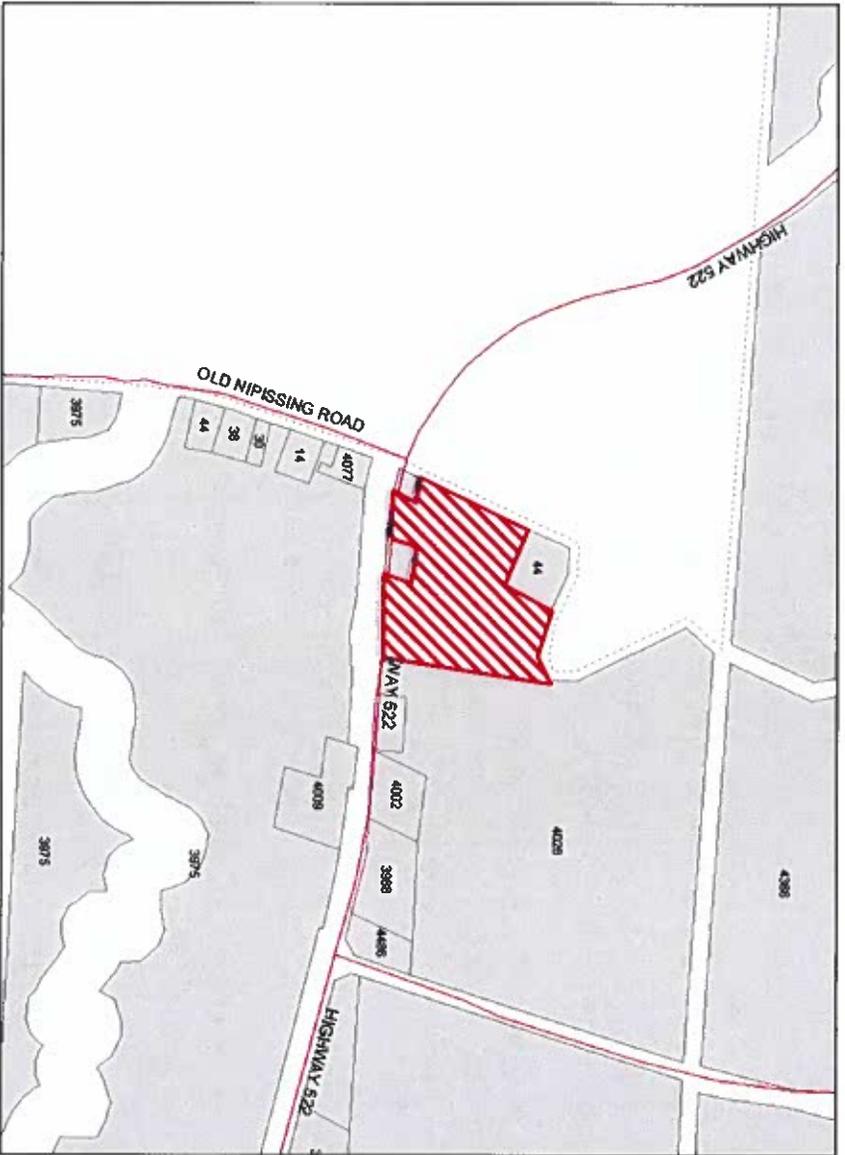
The zone boundaries of Special Zone No. 18 (SZ 18) are identified on the Schedule A1 to this By-law.

5.18.2 Permitted Uses

In addition to the permitted uses of the Hamlet Residential (RH) Zone, a recreational dwelling shall be permitted.

5.18.3 Regulations

Schedule A1 to By-law No. 2024 - 40





The Corporation of the Township of Nipissing
45 Beatty Street
Nipissing ON P0H 1W0
Telephone 705-724-2144 Fax 705-724-5385
www.nipissingtownship.com

REPORT TO COUNCIL

Date: September 10, 2024
From: Kris Croskery-Hodgins, Municipal Administrator-Clerk-Treasurer
Re: Adding a Deputy Treasurer to the Administration Team

BACKGROUND/OVERVIEW

The municipal sector has seen a number of changes to service delivery, service demands, reporting requirements and staffing requirements since 2020 as a result of COVID and societal changes.

An Organizational Review and Succession Plan Proposal was prepared by Janet LeClair, CHRL, Stratford Managers Corporation for Council in September 2020. This report outlined a proposed structure review including a recommendation to hire one new position of Deputy Clerk/Administrative Assistant.

At that time the Office staffing included CAO-Clerk-Deputy Treasurer (3 days per week); Treasurer-Deputy Clerk (full time); and EDO-CEMC (full time).

In 2021 Council directed changes to the position descriptions and experienced the resignation of the CAO-Clerk-Deputy Treasurer.

In 2022 the position of Office Administrator-Deputy Clerk was adopted by Council and filled. This allowed for 3 full time office staff of Municipal Administrator-Clerk-Treasurer-Alternate CEMC; Land Planning and Technology Administrator – Deputy Treasurer; and Office Administrator-Deputy Clerk. This still left the 3-day coverage previously provided, vacant.

Following several changes and amendments to position descriptions, titles and positions, a Pay Equity review and position description amendment was completed by Pesce and Associates in 2024.

With the staff structure and position descriptions amended to reflect the Organizational Chart adopted by Council March 15, 2022, a review of duties, work load, operational changes and service delivery demands has been completed by the Municipal Administrator.

RESULTS

Three important areas need to be included in this review and the resulting recommendation.

Succession Planning

The current staffing structure in the Township Office Administration has three full time employees. This stems from the previous structure where the CAO-Clerk-Deputy Treasurer had over 30 years of experience to share and train. He trained the Land Planning Administrator on all planning and land requirements.

He trained the Municipal Administrator-Clerk-Treasurer on Clerk duties and Treasurer duties. This also included training on cemeteries, municipal software program and current and historical legal matters of the municipality. This also included the Human Resources component with payroll and benefit administration being trained and transferred to the Municipal Administrator early on.

The successful administration of a municipality includes a complete understanding of the demographics served; adequate understanding of the tools used to manage those services provided including software, mapping, historical issues and shared services; and political acuity.

With a staff of three, the two streams of training are being provided to only one staff member which is not sustainable nor effective for future uses.

1. Creating a full-time position of Deputy Treasurer-Office Assistant would provide one staff member to be consistently trained on Treasury ensuring continuity of financial practices and management in line with Township procedures and policies in the event of the loss of the Treasurer due to illness or attrition.
2. The Deputy Clerk-Administrative Assistant is expected to follow the land planning and use training, providing assistance and back up to the Land Planning Administrator for the same purposes.
3. This is a non-union environment and the cross-training of all administrative staff has been a practice followed for several years with great success. This was proven during COVID when limited staff could be in the office. Service delivery was not affected during the pandemic, with all staff members working collaboratively from home or on site to provide the required support to residents regardless of the department they required assistance from.

This opportunity will provide business continuity regardless of the reason for absence or lack of staff in the Township Office.

Reporting Burden/Work Load

Since 2021 the following changes have taken place within the Administration of the Township:

- a) Township gained Consent Grading Authority and now provides the sole support for land consents from pre-consultation to the final deed stamping.
- b) Change from the Baker software system to CGIS for cemetery administration, dog tag management, service request tracking and building permit issuance and management.
- c) Baker Software will be closing and the transition to TownSuite software for tax purposes, accounts receivable, payroll, general ledger and accounts payable.
- d) Increased reporting burden from the different levels of government including the updates and implementation of the Asset Management Plan including core and non-core assets and levels of service; Energy Demand Planning and annual reporting, Waste Diversion reporting and maintenance; transitioning from providing waste diversion programming of blue box to the Provincial responsibility; Community Safety and Well Being plan maintenance; as well as the required reporting for financial, accessibility, payroll, health and safety, school board balancing and remitting and grant reporting.
- e) Increased pressures from legal matters, land matters and public expectations of increased levels of service and support.
- f) A staff member is now appointed to each committee of Council as a secretary and a staff resource. The increased meeting demands and work demands from program expansion and creation has resulted in additional workload within the office to assist in the provision of programming and advertising.
- g) Increased requirements for cyber security are affecting the workload for Technology Administrator, those tasks may not be receiving the attention required as other duties are interrupting the time allotted for that.

The Staff Report to Council dated April 4, 2023, identified a need for an additional full-time staff member in the Township Office which was to be filled by the Intern position temporarily to allow for the training of an individual and to assess the requirements covered by the position.

The workload being covered by the Intern Position has taken a lead in the treasury cross-over with AMCTO training courses in finance being successfully obtained and a successful assumption of accounts payable duties as well as other items. This position has also provided support for grant research, committee support and staff coverage for illness and vacation times. This also allows the staff to not be in a position to work alone. This has been identified as a health and safety concern in the Township Office due to the recent societal changes and increased challenges with customer support.

The Intern position has also provided support in the preparation of data for the software conversion, a detail oriented and time-consuming task with serious implications when not completed correctly.

With limiting use of outside consultants for several projects including the update to the Asset Management Plan (MFOA Amp It Up program intake 1, 2 and 3 were provided free of charge to the Township with support of a KPMG staff member for guidance), Strategic Plan update, Service Delivery Review including the use of a community survey, the costs for these required reports has been kept to a minimum; however the resulting workload has increased significantly when added to daily tasks.

Implementation of New Programming/Procedures

The following new programs/procedures have been implemented since 2021 that increase public interaction, public education and improve the municipal service delivery structure:

- i) The use of CANVA for the preparation of public notices on the Township website and social media. This allows for branding of the Township from our logo and improved information sharing.
- ii) Use of CGIS for service requests/complaint tracking, cemetery administration, building services and permit maintenance as well as zoning inquiries, property concerns and dog tags. This is an important tool for Key Performance Indicators and will be utilized in the Levels of Service requirements of the Asset Management Plan.
- iii) Implementation of FirePro for the issuance of fire permits and maintenance of same, input of fire reporting requirements and support of Fire Department functions.
- iv) New address change process that eliminates the need for residents to contact MPAC and allows the Township to act on their behalf to enact the change. This improves information sharing and provides a support service for residents.

Looking to the future we need to digitize historical records currently stored in the basement of the Township office in non-secure boxes and cupboards. The Township is required to maintain most of those historical records permanently. In the event of a fire, flood or other structure altering event, those records could be lost and deprive the Township of the historical value of the records as well as have legal ramifications.

The digitizing and organizing of historical records will be a large task and require the attention of a staff member with knowledge of what is stored within the documents. This is in addition to the software conversion and training and ongoing municipal operations.

RECOMMENDATION:

In reviewing a recent market survey presented to Council, 11 municipalities were compared by population, land area and number of staff.

Municipality	Population	Land Area Kms	Total # Staff
Township of Nipissing	1769	387.95	15
Municipality of East Ferris	4946	151.94	35
Municipality of Callander	3964	102.98	33
Municipality of Powassan	3346	223.26	39
Township of Dawn-Euphemia	1968	445.14	22
Township of Chapleau	1942	13.2	19
Municipality of Huron Shores	1860	51.87	22
Municipality of Magnetawan	1753	526.31	33
Township of Faraday	1612	217.44	16
Township of Armour	1459	163.52	12
Township of South Algonquin	1055	867.73	22

In order to better compare Administrative Staff Complement, the updated report detailing 9 municipalities administrative staff structure is as follows:

MUNICIPALITY	POPULATION	Number of Administrative Staff
Township of Armour	1,459	4
Township of Bonfield	1,975	6
Village of Burke's Falls	957	5
Municipality of Callander	3,964	9
Municipality of East Ferris	4,750	7
Municipality of Markstay Warren	2,656	5
Municipality of Powassan	3,346	7
Township of Ryerson	745	3.5
Township of Nipissing	1,769	3

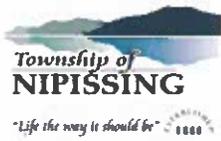
A review of a staff position for Deputy Treasurer-Office Assistant was weighted by Pesce and Associates during the 2024 review. The removal of the Deputy Treasurer title from the Land Planning & Technology Administrator was also taken into account during the weighting procedure, providing no change to the current wage range due to the increase in workload and responsibility to that position with the added consent duties.

Work load pressure has been a notable issue affecting current Township Administrative staff in the recent years with a marked increase in personal time required and a backlog of work accumulating. The current staffing structure versus workload is unsustainable as noted by the HR review performed in 2020 by Stratford Managers and also by E4M during the CAO replacement role in 2021. In order to maintain a sufficient business continuity plan and support for all staffing positions, it is my recommendation that Council consider a new position be added to the Organizational Chart, Deputy Treasurer-Office Assistant, effective November 1, 2024.

This position may be offered internally to the Intern currently with the Township, per HR Policy Number B 2.02.

Respectfully,

Kris Croskery-Hodgins, Municipal Administrator-Clerk-Treasurer



Township of Nipissing - Job Description

Position Title: Deputy Treasurer-Office Assistant
Department: Administration
Reports To: Municipal Administrator, Clerk, Treasurer

Appendix A – m
By-Law Number 2024-41

Position Summary

Reporting to the Municipal Administrator, Clerk, Treasurer the Deputy Treasurer - Office Assistant provides treasury support and acts in place of the Treasurer in their absence. This position also offers administrative support to the Municipal Administrator for a variety of Township duties. This position manages accounts payable and receivable and ensures accurate reconciliation and balancing of payments received by the Township. This position delivers exceptional customer service, provides prompt and thorough follow-up on inquiries from both internal and external stakeholders and actively participates in committees, including agenda preparation and minute-taking, as expected. Strong interpersonal skills, meticulous attention to detail, and effective communication abilities are essential for success in this role.

Duties & Responsibilities

Deputy Treasurer

- Assists the Municipal Administrator and performs certain statutory functions of the Treasurer as assigned.
- Assists the Treasurer with the preparation and distribution of tax billings semi-annually.
- Assists with the monthly fuel dip process.
- Receives accounts payable, codes for entry into the general ledger, enters into the computer systems and generates cheques for signature.
- Reconciles Township Visa statements.
- Creates Accounts Payable listing for Council Meetings and prepares the Council resolution.
- Receives and processes payments for municipal taxes and accounts receivable in forms of cash, cheque, debit, or electronically.
- Balances the cash regularly and prepares bank deposits as required.
- Responds to property owners' tax inquiries, payment inquiries, and tax collection policy inquiries.
- Investigates and applies for grant opportunities, including special events, infrastructure projects, summer student programs, and more.

Internal & External Customer Relations

- Responds to a variety of inquiries from internal and external customers, requiring varying degrees of research.
- Addresses resident inquiries regarding municipal services such as property taxes, landfill, recreation events, public works, and fire permits.

- Handles phone, in-person, and email inquiries effectively.
- Follows up on resident inquiries or complaints related to other municipal matters.
- Responds to Council inquiries or investigates resolutions as needed.
- Develops and maintains a communication strategy to ensure effective outreach.

Administrative Tasks

- Posts agendas, minutes, and notices to the Township's website.
- Creates engaging content for social media platforms and the Township's website.
- Monitors the Township's website regularly to ensure content is current and information is updated promptly.
- Assists with the production of quarterly newsletters to inform residents about municipal news and events.
- Processes resident change ownership requests and change of address forms, updating internal documents and notifying relevant departments.
- Provides administrative support to the Land Planning Administrator and other staff members as required.
- Prepares reports as requested by management or other departments.

Committees

- Prepares agendas for committee meetings, as appointed.
- Records accurate minutes for documentation and reference.
- Distributes relevant materials to committee members prior to meetings for review.
- Attends meetings as required.
- Responds to inquiries from committee members promptly.

Other Responsibilities

- Performs other duties as assigned.

Qualifications and Requirements

- Completion of high school diploma and an additional related 2-to-3-year program or equivalent in a finance focused program is an asset.
- Completed, or willing to complete, the AMCTO Municipal Accounting and Finance Program.
- Minimum 1-3 years related experience in administrative support.
- High Level of proficiency in Microsoft Office Suite (Word, PowerPoint, Excel and Access).
- Must possess strong writing and editing skills and the ability to work without supervision in a high-volume multi-task environment.
- Strong communication and interpersonal skills essential.
- Excellent organizational skills required, including meeting deadlines.



Township of Nipissing - Job Description

Position Title: Deputy Clerk - Administrative Assistant-Deputy Clerk

Department: Administration

Reports To: Municipal Administrator

Appendix A – f
By-Law Number 2024-25

Position Summary

Reporting to the Municipal Administrator, the Deputy Clerk - Administrative Assistant-Deputy Clerk offers vital administrative support to the Municipal Administrator. This position assists in the preparation of Council meetings, provides administrative assistance to all departments, serves as secretary on committees, and offers support to the Planning department.

Duties & Responsibilities

Deputy Clerk

- Assists in the preparation and posting of agendas to the website.
- Collects and organizes correspondence for Council meetings.
- Conducts research on relevant by-laws and provides assistance with by-law referencing.
- Serves as backup for the Municipal Clerk during Council meetings.
- Acts as Commissioner of Oaths when necessary.

Administrative Clerk

- Responds to inquiries received through the Township's general email.
- Issues permits as required.
- Monitors and orders office supplies to ensure adequate inventory levels with regard to budget parameters.
- Creates posts for social media and the Township's website to promote promotional material for events and updates.
- Files correspondence and maintains organized records.
- Prepares reports on various administrative matters as needed.
- Assists with the setup and coordination of programs and administrative tasks.
- Provides administrative support to all departments within the Township.
- Assists the Land Planning Administrator with various tasks and projects as assigned.

Accounts Receivable

- Processes all payments received in person, by mail, and online for property taxes, dog tags, building permits, and other accounts receivables.
- Explains tax payments and other financial matters to residents as needed.
- Balances receivables in accordance with accounting procedures.
- Completes cheque deposits and attends the bank to process cash deposits promptly and accurately.

Committees

- Prepares agendas and accurately records minutes for meetings, for appointed committees.
- Attends and actively participates in regular meetings and provides valuable input when necessary.
- Distributes relevant materials to committee members in a timely manner.
- Responds promptly to inquiries from committee members, addresses their concerns and provides necessary information.
- Prepares programming or other materials as needed for committee activities.
- Updates and posts materials to the Township's website to ensure transparency and accessibility for stakeholders.

Assist the Land Planning Administrator

- Prepares and distributes notices to relevant parties.
- Posts important notices and decisions to the Township's website for public access and transparency.
- Assists with research and pre-consultation matters related to land planning.
- Addresses inquiries and provides support in the absence of the Land Planning Administrator.

Other Responsibilities

- Performs other duties as assigned.

Qualifications and Requirements

- Completion of high school diploma and an additional related 2-to-3-year program or equivalent.
- Completion of, or willing to complete, AMCTO Municipal Administration Program.
- Minimum 1-3 years related experience in administrative support.
- High Level of proficiency in Microsoft Office Suite (Word, PowerPoint, Excel and Access).
- Must possess strong writing and editing skills and the ability to work without supervision in a high-volume multi-task environment.
- Strong communication and interpersonal skills essential.
- Excellent organizational skills required, including meeting deadlines.



Township of Nipissing - Job Description

Position Title: Land Planning and Technology Administrator-Deputy Treasurer
Department: Planning
Reports To: Municipal Administrator

Appendix A – d
By-Law Number 2024-25

Position Summary

Reporting to the Municipal Administrator, the Land Planning and Technology Administrator oversees the land use planning services provided by the municipality and ensures compliance with Township Policies and Provincial Legislation for all planning matters. This position oversees all computer hardware, software, and servers are in working condition and that the security and backups of all Township data are functioning properly. **This position is also the Deputy Treasurer.**

Duties & Responsibilities

Land Planning

- Acts as the Secretary to the Committee of Adjustment including reviewing applications, circulation meeting notices, scheduling meetings, taking minutes, and preparing documents for the meetings.
- Works with members of the community to follow up and finalize the application process.
- Reviews and processes applications for zoning by-law amendments, consent applications, Official Plan amendments, subdivision applications, etc. to ensure compliance.
- Provides information to community members and assists in locating alternative information for recommended programs and projects.
- Maintains active contacts with relevant agencies at all levels of government.
- Keeps informed about economic and legal issues involved in land planning legislation and regulations.
- Assists in legislated updates to the Township Official Plan and Zoning By-Law when required.
- Responds to inquiries in writing, in person, and by telephone regarding land planning, zoning, and pre-consultations for planning projects.
- **Accepts Shore Road Closing Applications, review for completeness, and prepare for Council review.**

Technology Administrator

- Maintains, updates, and ensures compliance of the Township website with AODA requirements and current Township information and events.
- Oversees and manages procurement of computer equipment requirements of all municipal departments.
- Monitors the efficiency of the server and computer components, including backup technology, and ensures continuity to business operations.

- Maintains and updates computer programs and software requirements for all municipal departments.
- Manages and updates the municipally issued cell phones for all members of staff and Council, including ordering and negotiating agreements for updated technology as required.
- Coordinates with the Municipal Administrator for the capital infrastructure needs of the computer and technology component of all municipal departments.

Deputy Treasurer

- ~~Assists the Municipal Administrator and performs certain statutory functions of the Treasurer as assigned.~~
- ~~Assists the Treasurer with the preparation and distribution of tax billings semi-annually.~~
- ~~Receives accounts payable, codes for entry into the general ledger, enters into the computer systems and generates cheques for signature.~~
- ~~Receives and processes payments for municipal taxes and accounts receivable in forms of cash, cheque, debit, or electronically.~~
- ~~Balances the cash regularly and prepares bank deposits as required.~~
- ~~Responds to property owners' tax inquiries, payment inquiries, and tax collection policy inquiries.~~
- ~~Accepts Shore Road Closing Applications, review for completeness, and prepare for Council review.~~

Other Responsibilities

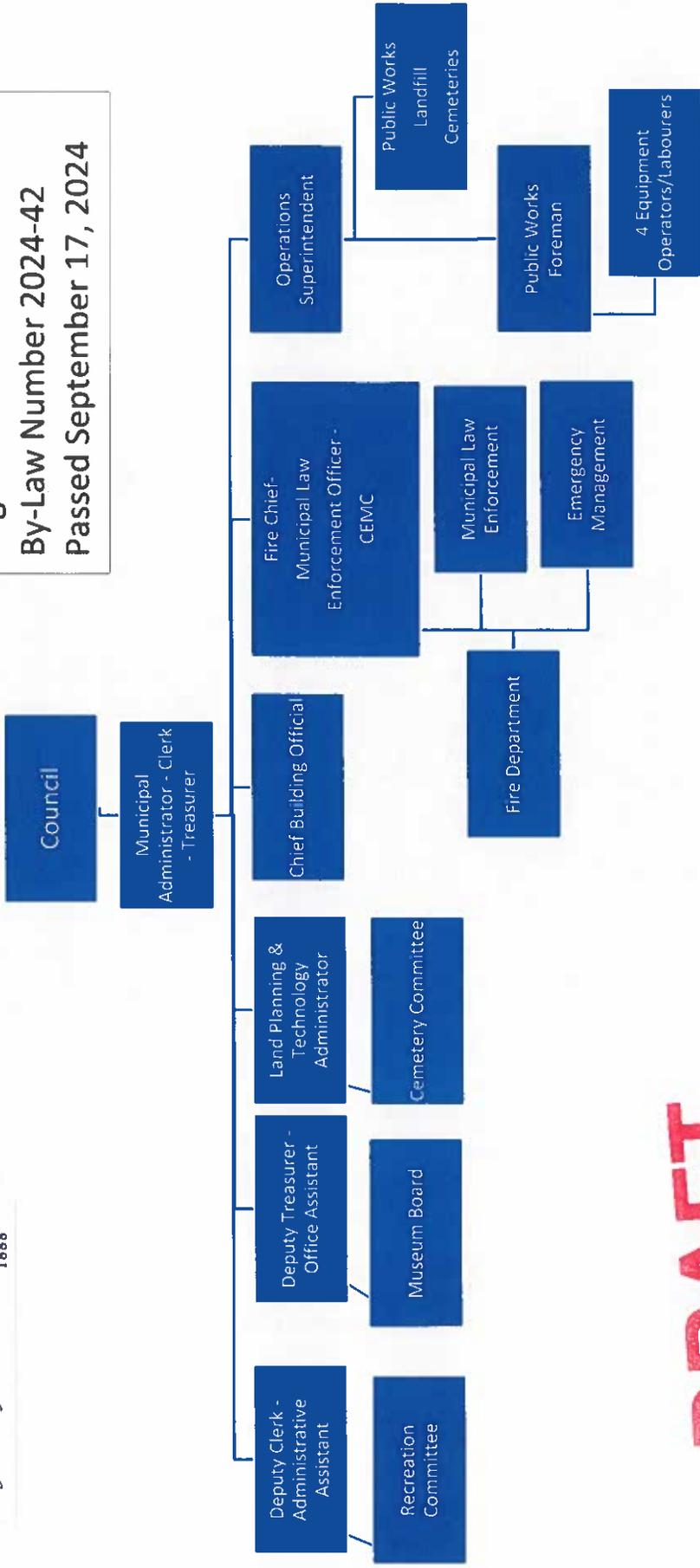
- Provides support and information for cemetery lot sales.
- Issues fire permits, dog tag sales, and fitness centre memberships when required.
- Performs other duties as assigned.

Qualifications and Requirements

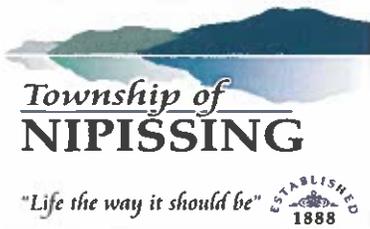
- University degree or college diploma in a related discipline.
- Completion of the Primer on Planning Course.
- Minimum 5-7 years related experience.
- High Level of proficiency in Microsoft Office Suite (Word, PowerPoint, Excel and Access).
- Must possess strong writing and editing skills and the ability to work without supervision in a high-volume multi-task environment.
- Strong communication and interpersonal skills essential.
- Excellent organizational skills required, including meeting deadlines.



Township of Nipissing
Organizational Chart
By-Law Number 2024-42
Passed September 17, 2024



DRAFT



TOWNSHIP OF NIPISSING

RESOLUTION

DATE: September 17, 2024

NUMBER: R2024-

Moved by

Seconded by

That the Council of the Township of Nipissing supports Resolution 2024-EM1-2 from the Township of Nairn and Hyman and the Township of Baldwin requesting the Provincial Government draft legislation to include municipal consultation in the transportation or deposition of potentially hazardous materials that may affect the host municipality.

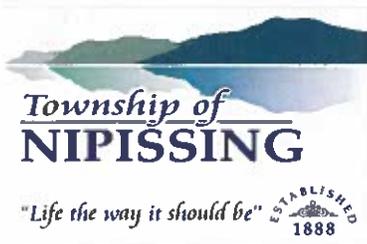
For Against

PIPER
FOOTE
KIRKEY
SCOTT
YEMM

Carried

Mayor: Tom Piper

DRAFT



TOWNSHIP OF NIPISSING

RESOLUTION

DATE: September 17, 2024

NUMBER: R2024-

Moved by

Seconded by

That Council receives the Powassan and District Union Public Library 2024 Revised Final Budget, total amount to be paid \$35,685.58 and approves it for payment;

AND that the surplus budgeted amount for the Library 2024 Levy of \$6,372.00, be placed into Reserve for use in 2025 towards the expected levy increase.

For Against

PIPER
FOOTE
KIRKEY
SCOTT
YEMM

DRAFT

Carried

Mayor: Tom Piper

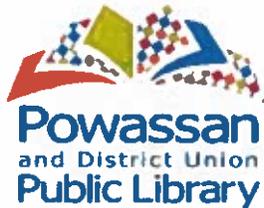
2024 Budget Amount used for Library Levy	\$42,057.62
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Amended 2024 Budget received Sept 2024	<u>\$35,685.58</u>
--	--------------------

Surplus in 2024 Library Budget Line	\$ 6,372.04
-------------------------------------	-------------

Recommendation:

Place \$6,372.00 into reserve to be used toward the increase expected in the 2025 Library budget process.



September 9, 2024

Mayor Tom Piper
Township of Nipissing
45 Beatty Street
Nipissing, ON P0H 1W0

Re: Library Budget 2024

Dear Mayor Piper and Council Members:

The Library Board has agreed to comply with the Municipality of Powassan demand to cap the 2024 increase to the total Library Services Fees at 7%, even though it is short of the necessary amount required to operate the library.

A Budget Committee was formed to make further cuts to an already very lean budget. They started by putting a freeze on all new books and DVD purchases, eliminated opening on Saturdays, removed funds from maintenance and considered cancelling any programs funded by the library.

When all of these cuts were still not sufficient, it was decided to take away any wage increases to the staff, even though it went against the newly adopted 2024-2026 Strategic Plan -- 3.2 e) Develop Staff Retention Strategies, which states:

- e) Ensure staff wages are competitive with other local libraries and are well over the living wage threshold.**

Consequently, most of the staff members are currently no longer making a living wage, in spite of delivering in 2023 an outstanding performance in both programming and fundraising.

Furthermore, this year (2024) the library staff has continued to deliver by applying for many grants, which so far have delivered a total of \$67,716 in either grants or donations. – please see page two of the 2024 Budget.



On August 12, 2024, the Library Board had a Special Budget meeting where the Budget Committee presented their recommendations. Motion 2024-25 was passed unanimously – please see attached minutes and Motion 2024-25.

Sincerely yours,

A handwritten signature in black ink that reads "Kristine Martin". The signature is written in a cursive, flowing style.

Kristine Martin, Chair of the Board
Powassan & District Union Public Library

Attachments:

2024 Operating Budget (3 pages)
August 12 Library Board Special Budget Meeting Minutes - Draft
Motion 2024-25
Final Invoice with Paid Installments for 2024

**Powassan & District Union Public Library
Operating Budget 2024**

Revenue	Actual 2023	Budget 2023	Budget 2024
Municipal	\$166,755.04	\$166,755.04	\$178,428.00
Restoule	4,437.27	4,621.76	5,084.00
Provincial	14,500.00	14,500.00	14,500.00
Fees	3,491.41	3,900.00	6,400.00
Copier Fees	4,333.23	3,500.00	4,000.00
LifeLabs Contribution	9,588.00	8,500.00	9,612.00
Pay Equity	7,601.00	7,601.00	7,601.00
Donations	12,849.98	10,250.00	14,850.00
Total Revenue	<u>\$223,555.93</u>	<u>\$219,627.80</u>	<u>\$240,475.00</u>
Expenditures	Actual 2023	Budget 2023	Budget 2024
Payroll	\$158,157.23	\$149,236.38	\$169,027.00
Benefits	8,100.00	7,439.78	8,668.00
Pension	9,953.34	7,579.77	10,000.00
WSIB	466.80	300.00	611.00
E.H.T.	1,443.54	1,583.87	1,770.00
Training	568.67	1,075.00	600.00
Payroll Services	1,512.94	1,500.00	1,600.00
Circulation Materials	9,767.87	10,600.00	5,250.00
Interloans	427.19	300.00	375.00
Programming	1,873.87	1,100.00	1,000.00
Sewer & Water	379.90	500.00	450.00
Hydro & Heating	5,883.16	7,445.00	6,500.00
Security	421.70	1,200.00	700.00
Elevator	4,877.69	5,000.00	6,300.00
Insurance	3,564.61	6,000.00	6,000.00
Janitorial Services	782.95	700.00	5,700.00
Maintenance & Snow Removal	5,655.23	6,000.00	4,000.00
Maintenance Reserve	1,200.00	0.00	1,200.00
Internet and Telephone	1,104.62	1,876.00	740.00
Computers & Related Items	1,712.17	1,800.00	1,300.00
Contracted Computer Services	1,515.00	1,200.00	1,500.00
Associations Fees	3,131.93	3,100.00	3,105.00
Off. Supplies & Postage	1,329.17	1,300.00	1,450.00
Copier	3,156.51	3,500.00	3,200.00
Audit	2,798.40	2,544.00	2,800.00
Advertising and Promotion	1,527.71	600.00	750.00
Bank Service Charges	261.62	200.00	250.00
Miscellaneous	2,821.27	75.00	799.00
Total Expenditures	<u>\$234,395.09</u>	<u>\$223,754.80</u>	<u>\$245,645.00</u>

**Powassan & District Union Public Library
Special Project Budget 2024**

Revenue	Actual 2023	Budget 2023	Budget 2024
Student Grants		\$8,602.50	\$4,634.00
Prov. Senior Community Grant			7,816.00
OTF Capital Grant - 2024			25,000.00
YCW		5,720.00	0.00
Lisa LaFlamme Event Revenue	27,384.27	0.00	0.00
Trillium Resilience Grant		0.00	22,400.00
Save on Energy Grant			5,106.00
Internet Connectivity Grant	<u>2,340.00</u>	<u>2,160.00</u>	<u>2,760.00</u>
Total Revenue	<u>\$29,724.27</u>	<u>\$16,482.50</u>	<u>\$67,716.00</u>

Expenditures	Actual 2023	Budget 2023	Budget 2024
Students Grants		\$16,402.50	\$5,958.00
Trillium Resilience Grant		\$0.00	\$22,400.00
OTF Capital Grant - 2024			\$25,000.00
Prov. Senior Community Grant			\$7,816.00
Quiet Room	\$11,806.17	\$0.00	\$6,836.00
Save on Energy Grant			\$5,106.00
Legion Senior Expenses			\$2,000.00
Internet Connectivity Grant	<u>2,340.00</u>	<u>2,160.00</u>	<u>2,760.00</u>
Total Expenditure	<u>\$14,146.17</u>	<u>\$18,562.50</u>	<u>\$77,876.00</u>

**Powassan & District Union Public Library
Budget 2024**

Revenue	Actual 2023	Budget 2023	Budget 2024
Operating Budget	\$ 223,555.93	\$ 219,627.80	\$ 240,475.00
Special Projects	\$ 29,724.27	<u>\$ 16,482.50</u>	<u>\$ 67,716.00</u>
Total Revenue	<u>\$ 253,280.20</u>	<u>\$ 236,110.30</u>	<u>\$ 308,191.00</u>
Expenditures	Actual 2023	Budget 2023	Budget 2024
Operating Budget	\$ 234,395.09	\$ 223,754.80	\$ 245,645.00
Special Projects	<u>\$ 14,146.17</u>	<u>\$ 18,562.50</u>	<u>\$ 77,876.00</u>
Total Expenditures	<u>\$ 248,541.26</u>	<u>\$ 242,317.30</u>	<u>\$ 323,521.00</u>
Revenue	<u>\$ 4,738.94</u>	<u>-\$ 6,207.00</u>	<u>-\$ 15,330.00</u>

Powassan & District Union Public Library
Minutes for Monday, August 12, 2024 – 6:15 p.m.
Board Meeting @ Library
SPECIAL: BUDGET COMMITTEE REPORT OF FINDINGS

In-person: Tina Martin, Laurie Forth, Bernadette Kerr, Steve Kirkey, Valerie Morgan,
 Debbie Piper, Pat Stephens, Brenda Lennon

Absent: Leo Patey

Item	Action	Responsibility
1. Call to order	6:15 pm	
2. Respect and Acknowledgement Declaration	<p>Declaration read by CEO</p> <p>We respectfully acknowledge that we are on the traditional territory of the Anishinaabe Peoples, in the Robinson-Huron and Williams Treaties areas. We wish to acknowledge the long history of First Nations and Métis Peoples in Ontario and show respect to the neighbouring Indigenous communities. We offer our gratitude for their care for, and teachings about, our earth and our relations. May we continue to honour these teachings and accept their value in our quest to combat climate change and to heal our planet.</p>	
3. Budget Committee Report	<p>Debbie Piper presented the latest balance sheets for June and July.</p> <p>Pat presented the Budget Committee findings and recommendations.</p> <p>The Budget Committee recommends:</p> <ul style="list-style-type: none"> - reduced book and DVD purchases for 2024 - Close the library on Saturdays for remainder of the year - Eliminate replacement staff to cover for those staff away or missing work. - LIFELABS: We have implemented opening the library at 8 am on days when LIFELABS is here. - Moved the janitorial services to a separate budget line eliminating the hours being charged as salary 	

	<ul style="list-style-type: none"> - Recommend that Board review the Vacation Policy and have staff use their vacation each year as opposed to collect vacation pay for unused vacation. - Monthly financial reports to include addendums that show revenue and expenses for each grant, specific donations and fundraising. <p>There was much discussion and a MOTION was drawn.</p> <p>Motion: 2024-25 That the Library Board adopt the following steps to deal with the 2024 financial shortfall:</p> <ul style="list-style-type: none"> - use the reserves to cover the shortfall for 2024 - make a solid financial plan for 2025 and have it ready to share with municipalities in January 2025. - Our staff are our most important asset. There has not been, nor will there be a wage increase in 2024. We endeavour to build the 2025 budget plan around a 15% wage increase. - Communicate the results of this meeting with staff as soon as possible. - Ensure our plans as well as our commitment to have the 2025 budget plan ready for January 2025 is communicated to our municipal partners. <p>MOVED by Debbie Piper SECONDED by Val Morgan. ALL IN FAVOUR.</p> <p>The Board thanked the committee members and agreed to the continuation of a Board Budget Committee.</p>	
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Chairperson: _____
Kristina Martin, Chair

Recorder: _____
Pat Stephens



Library Board Motion Form

Motion: That the Library Board adopt the following steps to deal with the 2024 financial shortfall:

1. use the reserves to cover the shortfall for 2024
2. make a solid financial plan for 2025 and have it ready to share with municipalities in January 2025.
3. Our staff are our most important asset. There has not been, nor will there be a wage increase in 2024. We endeavour to build the 2025 budget plan around a 15% wage increase.
4. Communicate the results of this meeting with staff as soon as possible.
5. Ensure our plans as well as our commitment to have the 2025 budget plan ready for January 2025 is communicated to our municipal partners.

MOVED by Debbie Piper

SECONDED by Val Morgan.

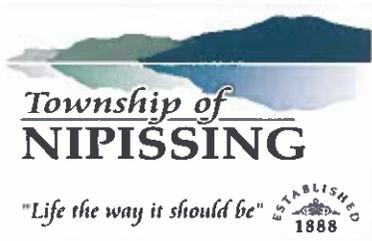
ALL IN FAVOUR.

2024-25

Motion Number

Kristie Martini
Chairperson

August 12, 2024
Date



TOWNSHIP OF NIPISSING

RESOLUTION

DATE: September 17, 2024

NUMBER: R2024-

Moved by

Seconded by

THAT Council changes the date of the October 15, 2024 Regularly scheduled Council meeting to October 22, 2024, cancelling the October 15th meeting.

For Against

PIPER
FOOTE
KIRKEY
SCOTT
YEMM

Carried

Mayor: Tom Piper



TOWNSHIP OF NIPISSING CORRESPONDENCE

September 17, 2024

- 1.** Minutes of the Board Meeting for the Powassan & District Union Public Library held August 12, 2024.
- 2.** Thank you letter from the North Bay Regional Health Centre for the Township's annual payment towards the Township's pledge.
- 3.** Minutes of the Nipissing Township Museum Board Meeting held September 4, 2024.
- 4.** Resolution from the Township of Springwater regarding regular communication from members of the Provincial and Federal Government as it relates to municipal matters.

Powassan & District Union Public Library
Minutes for Monday, August 12, 2024 – 6:15 p.m.
Board Meeting @ Library
SPECIAL: BUDGET COMMITTEE REPORT OF FINDINGS

In-person: Tina Martin, Laurie Forth, Bernadette Kerr, Steve Kirkey, Valerie Morgan,
 Debbie Piper, Pat Stephens, Brenda Lennon

Absent: Leo Patey

Item	Action	Responsibility
1. Call to order	6:15 pm	
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3. Budget Committee Report	<p>Debbie Piper presented the latest balance sheets for June and July.</p> <p>Pat presented the Budget Committee findings and recommendations.</p> <p>The Budget Committee recommends:</p> <ul style="list-style-type: none"> - reduced book and DVD purchases for 2024 - Close the library on Saturdays for remainder of the year - Eliminate replacement staff to cover for those staff away or missing work. - LIFELABS: We have implemented opening the library at 8 am on days when LIFELABS is here. - Moved the janitorial services to a separate budget line eliminating the hours being charged as salary 	

	<ul style="list-style-type: none"> - Recommend that Board review the Vacation Policy and have staff use their vacation each year as opposed to collect vacation pay for unused vacation. - Monthly financial reports to include addendums that show revenue and expenses for each grant, specific donations and fundraising. <p>There was much discussion and a MOTION was drawn.</p> <p>Motion: 2024-25 That the Library Board adopt the following steps to deal with the 2024 financial shortfall:</p> <ul style="list-style-type: none"> - use the reserves to cover the shortfall for 2024 - make a solid financial plan for 2025 and have it ready to share with municipalities in January 2025. - Our staff are our most important asset. There has not been, nor will there be a wage increase in 2024. We endeavour to build the 2025 budget plan around a 15% wage increase. - Communicate the results of this meeting with staff as soon as possible. - Ensure our plans as well as our commitment to have the 2025 budget plan ready for January 2025 is communicated to our municipal partners. <p>MOVED by Debbie Piper SECONDED by Val Morgan. ALL IN FAVOUR.</p> <p>The Board thanked the committee members and agreed to the continuation of a Board Budget Committee.</p>	
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Chairperson: _____
Kristina Martin, Chair

Recorder: _____
Pat Stephens



August 28, 2024

Mayor Tom Piper
The Corporation of the Township of Nipissing
45 Beatty St
Nipissing, ON P0H 1W0

Dear Mayor Piper: *AKA Greatest soccer
coach ever.*

We are writing today to thank you for the Township of Nipissing’s annual payment of \$10,000.00 towards your \$200,000 pledge.

Your continued support helps us achieve our mutual goal of providing more advanced levels of care *close to home*. We deeply appreciate and depend on your help. To date, your contributions total \$180,000.00.

Thanks to your investment, we continue to evolve; and today, the North Bay Regional Health Centre (NBRHC) is an accredited, unique health services provider with three primary roles. We provide acute care services to North Bay and surrounding communities, we are the district referral centre providing physician specialist services to the area, and we are northeast Ontario’s specialized mental health service provider.

The Township of Nipissing’s citizens recently demonstrated again that hospital care is one of their highest priorities and many contributed gifts to the *Seeing More Clearly Campaign* for an MRI and More. This support made it possible for us to invest \$10M towards state-of-the-art digital diagnostic imaging equipment for our new health centre.

NBRHC practices continuous quality improvement involving patients, staff, physicians and volunteers in improving the delivery of care. The Health Information System (HIS) Project, also known regionally as One Person. One Record. One System is a collaborative effort amongst 23 hospitals in the NE region to enhance patient care by creating a single system to digitally share patient records. This technology will enable high-quality clinical care.

Once again, I thank you for your commitment to the health of your community. Together we are inspiring investment in exceptional healthcare close to home.

Yours truly,

Paul Heinrich
President and CEO

James A. Graham
Board Chair

cc **Kris Croskery-Hodgins**
Municipal Administrator – Clerk-Treasurer

MINUTES

Nipissing Township Museum Board of Management
September 4, 2024

A regular meeting of the Nipissing Township Museum Board of Management was held on Wednesday, September 4, 2024 starting at 6:58 p.m.

The meeting was held in person at the Township of Nipissing Community Centre, 2381 Hwy 654.

Present: Councillor Steve Kirkey, Councillor Dave Yemm Gladys Bateman, and Mary Heasman.

Regrets: Debbie Rennette and Rob Serson

Staff: Gillian Bernas, Museum Manager; Kim Turnbull, Interim Deputy Clerk, Office Assistant-Intern and, Secretary to the Museum Board.

The meeting was officially called to order at 6:58 p.m. following the establishment of quorum.

MOTION NUMBER 2024-16

Moved by: Dave Yemm

Seconded by: Mary Heasman

THAT we approve the Minutes of the Nipissing Township Board Meeting held August 7, 2024 as presented. **Carried.**

Staff Updates:

- Financial and Visitor Statistics to Date:
 - Heritage Day: \$1429.25
 - August Revenue \$2393.55
 - Total Revenue to Date - \$3917.33**

Visitors for the Season: 429

- **Building & Maintenance** – Investigating the Rural Enhancement Funding Stream with NOHRC, for the Museum Foundation and including the church windows if it fits within the scope.
- **Event Planning:** Discussion on the upcoming event, volunteers and vendors confirmed for Fall Community Celebration, September 14th.
- **Artifact Status Report** – Cataloguing will resume this coming weekend, with the closing of the Museum to the public and now that the events have been planned for the season. Gillian will be training one of the students on the cataloguing system.
- **Exhibit and Strategic Planning** – Planning for 2025 to scale back on the exhibits, introduce more interactive exhibits, develop another route map, add text and images to an exhibit already planned in the Church building.
 - Focus efforts on programs and events going forward, to re-engage the community in the events taking place at the Museum.
 - Test out new program ideas – small themed ticketed events.
 - Provides for fundraising opportunities and can be done throughout the year.
 - Strategic Planning discussion – bring forward ideas to the next meeting to develop a document to guide the Museum into the future and align with the Museum’s Program Objectives and Intent.

- Discussion to extend Museum Board Meetings until November and resume meetings in March to allow for continued planning and to begin the meetings at 6:00 p.m. Motion to be brought forward at the next Museum Board meeting on October 2, 2024.

MOTION NUMBER 2024-17

Moved by: Dave Yemm

Seconded by: Gladys Bateman

That the Board meeting is hereby adjourned at 7:40 p.m. Next meeting will be held Wednesday, October 2th, 2024 at 6:30 p.m. **Carried.**

Chairperson:

Secretary:

Minutes prepared as per Section 228 (1)(a) of the Municipal Act, S.O. 2001, c. 25.

Clerk to record, without note or comment, all resolutions, decisions and other proceedings of the council.

Minutes to be approved by the Board at the next scheduled Board Meeting.

Honourable MP Doug Shipley
Doug.Shipley@parl.gc.ca

Sent via electronic mail

Honourable MPP Doug Downey
Doug.Downey@pc.ola.org

September 5, 2024

Dear Honourable MP Doug Shipley and Honourable MPP Doug Downey

At its Regular meeting on September 4, 2024, the Township of Springwater's Council passed resolution C439-2024 endorsing the Growth and Economic Viability Ad Hoc Committee's (GEVC) resolution below:

Resolution

Moved by: Coughlin

Seconded by: Alexander

That the Committee recommend to Council that a letter be drafted requesting that local Members of Provincial Parliament and Members of Parliament, be requested to provide regular communications to their represented municipalities specifically relating to the Standing Committee on Heritage, Infrastructure and Cultural Policy regarding the Study on Regional Governance, as well as other provincial and federal processes, consultations, etc., that may affect their municipality.

Carried

The GEVC's resolution followed a discussion noting concerns that the Township was not notified of the public hearings held by the Standing Committee on Heritage, Infrastructure and Cultural Policy regarding the Study on Regional Governance. The County of Simcoe is included in the governance review, and these public hearings would have provided an opportunity for the Township to express its opinion on a matter that significantly impacts Springwater.

Please have your offices confirm a commitment to regular communications, including advance notifications of public hearings, meetings, and processes involving Springwater and, more broadly, Simcoe County.

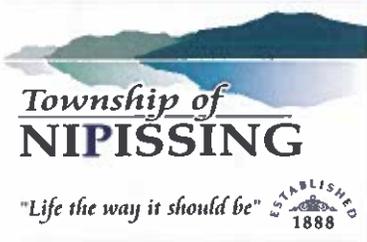
I can be reached via email at jennifer.coughlin@springwater.ca or by phone at 705-728-4784.

Regards,



Jennifer Coughlin
Mayor, Township of Springwater

cc. All Ontario Municipalities and the Association of Municipalities of Ontario



TOWNSHIP OF NIPISSING

RESOLUTION

DATE: September 17, 2024

NUMBER: R2024-

Moved by

Seconded by

**That the statement of accounts dated:
September 3, 9, and 10, 2024;**

Totaling \$115,452.42 be approved.

For Against

**PIPER
FOOTE
KIRKEY
SCOTT
YEMM**

Carried

Mayor: TOM PIPER