

**THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY**  
**Regular Meeting of Council**  
**Agenda**

Tuesday, October 10, 2023, 6:00 p.m.

Council Chamber

3720 County Road 34

Alexandria, On. K0C 1A0

**THE MEETING WILL OPEN WITH THE CANADIAN NATIONAL ANTHEM**

- 1. CALL TO ORDER**
- 2. DECLARATIONS OF PECUNIARY INTEREST**
- 3. ACCEPT THE AGENDA (Additions/Deletions)**
- 4. ADOPTION OF PREVIOUS MINUTES**
  - a. Regular Meeting of Council - September 25th, 2023
- 5. DELEGATION(S)**
  - a. Carefor - Jackie Lalonde, Team Leader, Dianne Kuipers, Associate Director
- 6. STAFF REPORTS**
  - a. Planning/Building & By-law Enforcement Department
    1. Road Widening By-law No. 28-2023 – Hughie Munro Street, Apple Hill
    2. Parking By-law No. 13-2014 Amendment – Winter Parking Hours
    3. Zoning By-law Amendment No. Z-14-2023
    4. Zoning By-law Amendment No. Z-15-2023
  - b. Administrative Department
    1. Amendment to the Procedural By-law
  - c. Community Services Department
    1. CIP Application for 90 Main Street South, Alexandria ON
  - d. Treasury Department
    1. September 2023 Variance Report
  - e. Public Works Department
    1. Proclamation – Circular Economy Month
- 7. UNFINISHED BUSINESS**
- 8. CONSENT AGENDA**

- a. Arts, Culture and Heritage Committee - August 8, 2023
- b. RRCA Board Meeting Summary - September 21st 2023

**9. NEW BUSINESS**

- a. Child Care Worker & Early Childhood Educator Appreciation Day

**10. NOTICE OF MOTION**

Next Regular Public Meeting of Council

Monday October 23rd 2023 at 6:00 p.m. in the Council Chambers, 3720 County Road 34, Alexandria, Ontario.

Note: Meetings are subject to change or cancellation.

**11. QUESTION PERIOD**

(limit of one question per person and subsequent question will be at the discretion of the Mayor/Chair).

**12. CLOSED SESSION BUSINESS**

(as this matter deals with a proposed or pending acquisition or disposition of land by the municipality or local board they may be discussed in closed session under sections 239 (2)(c) of the *Ontario Municipal Act*);

**13. CONFIRMING BY-LAW**

- a. By-law 29-2023

**14. ADJOURN**

**THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY**

**Regular Meeting of Council**

**Monday, September 25, 2023, 6:00 p.m.**

**Council Chamber**

**3720 County Road 34**

**Alexandria, On. K0C 1A0**

**PRESENT:** Mayor: Jamie MacDonald  
Deputy Mayor: Carma Williams  
Councillor: Jacques Massie  
Councillor: Jeff Manley  
Councillor: Michael Madden  
Councillor: Brian Caddell  
Councillor: Gary Martin

**ALSO PRESENT:** CAO/Clerk: Sarah Huskinson  
Deputy Clerk: Jena Doonan  
Director of Community Services: Anne Leduc  
Treasurer & Director of Finance: Kimberley Goyette  
Director of Public Works: Timothy Wright

**Others Present** Administrative Assistant - Planning: Chantal Lapierre

Mayor Jamie MacDonald exited Regular Meeting of Council at 7:09pm, Deputy Mayor Carma Williams proceeded as Chair for the duration of the Meeting

- 1. CALL TO ORDER**
- 2. DECLARATIONS OF PECUNIARY INTEREST**
- 3. ACCEPT THE AGENDA (Additions/Deletions)**

**Resolution No. 1**

**Moved by:** Jacques Massie

**Seconded by:** Carma Williams

**THAT** the Council of the Township of North Glengarry accepts the agenda of the Regular Meeting of Council on Monday September 25, 2023

**Carried**

- 4. ADOPTION OF PREVIOUS MINUTES**

**Resolution No. 2**

**Moved by:** Jeff Manley

**Seconded by:** Michael Madden

**THAT** the minutes of the following meetings be adopted as circulated.

Regular Meeting of Council - September 11th, 2023

Special Joint Meeting of Council with South Glengarry - September 14th,2023

Committee of the Whole - September 20th, 2023

Special Meeting of Council - September 20th, 2023

**Carried**

**5. DELEGATION(S)**

- a. Compass Energy Consulting - James Marotto, Associate Director, Development

Associate Director James Marotto of Compass Energy Consulting gave a presentation regarding a clean renewable energy source and battery storage.

- b. OPP Update-Inspector Mark Hemmerick

Inspector Marc Hemmerick gave an OPP update.

**6. STAFF REPORTS**

- a. Administrative Department

1. Glengarry Trails Zoning Change

**Resolution No. 3**

**Moved by:** Brian Caddell

**Seconded by:** Jacques Massie

**THAT** Council of the Township of North Glengarry directs staff to proceed with changing the Official Plan designation on Kenyon Concession 2, Lots 14, 15, 16 & 17, Part of lots 7 to 12 to Major Open Space from Rural to preserve the North Glengarry Trails system.

**Carried**

- b. Community Services Department

1. Confirmation of North Glengarry representative and alternate for the SDG Accessibility Advisory Committee

**Resolution No. 4**

**Moved by:** Michael Madden

**Seconded by:** Brian Caddell

**THAT** Council of the Township of North Glengarry receives Staff Report No. CS-2023-18; and

**THAT** Council of the Township of North Glengarry authorizes staff to advise the United Counties of Stormont, Dundas and Glengarry that Mrs. Melissa Dubeau from Alexandria will serve as representative and that Mrs. Brenda Palmer from Alexandria will serve as alternate representative for the Township of North Glengarry on the SDG Accessibility Advisory Committee, replacing Mr. Roderick Tyo.

**Carried**



c. Treasury Department

1. 2024 Borrowing for Fleet

**Resolution No. 5**

**Moved by:** Jeff Manley

**Seconded by:** Gary Martin

**THAT** the Council of the Township of North Glengarry recommends borrowing for the pumper truck from the Royal Bank of Canada for an amortization term of 15 years with a financing term of 5 years totaling \$80,000.

**Carried**

d. Planning/Building & By-law Enforcement Department

1. Road Widening By-law 24-2023 McCormick Road Glen Robertson

**Resolution No. 6**

**Moved by:** Brian Caddell

**Seconded by:** Carma Williams

**THAT** the Council of the Township of North Glengarry adopts By Law # 24-2023 being a by law to acquire and dedicate a portion of a property for road widening purposes; and

**THAT** By Law 24-2023 be read a first, second and third time and enacted this 25<sup>th</sup> day of September 2023.

**Carried**

e. Public Works Department

1. Multiyear Retro Reflectivity Agreement – Sole Source

**Resolution No. 7**

**Moved by:** Jacques Massie

**Seconded by:** Jeff Manley

**THAT** the Council of the Township of North Glengarry receives report PW2023-31; and

**THAT** the Council of the Township of North Glengarry permits the CAO to enter the Township into an agreement with Advantage Data for a five-year agreement for retro reflectivity inspections to meet the Highway Traffic Act Requirements.

**Carried**

2. Non-Budgeted Expenditure Maxville Sewage Station Pump Failure

**Resolution No. 8**

**Moved by:** Gary Martin

**Seconded by:** Michael Madden

**THAT** the Council of the Township of North Glengarry receives staff report PW202332; and

**THAT** the Council of the Township of North Glengarry approves the transfer of \$16,264 plus HST from the wastewater reserve for the purchase of a new pump for the Maxville sewage pumping station as an emergency expenditure as per the procurement policy.

**Carried**

3. Award of Stone dust Tender

**Resolution No. 9**

**Moved by:** Jeff Manley

**Seconded by:** Jacques Massie

**THAT** the Council of the Township of North Glengarry receives staff report PW2023-33; and

**THAT** the Council of the Township of North Glengarry authorizes the Mayor and CAO to enter into a multiyear contract with AL Blair for the amount of \$98,780.00.

**Carried**

**7. UNFINISHED BUSINESS**

**8. CONSENT AGENDA**

**Resolution No. 10**

**Moved by:** Jeff Manley

**Seconded by:** Michael Madden

**THAT** the Council of the Township of North Glengarry receives the items from the consent agenda for information purposes only.

**Carried**

- a. Committee of Adjustment Hearing - April 11,2023
- b. Public Meeting of Planning - May 23, 2023
- c. Committee of Adjustment Hearing - June 26, 2023
- d. Committee of Adjustment Hearing - July 10,2023
- e. Presentation from The United Counties of SDG
- f. QMS Review Summaries and Communications

- 9. NEW BUSINESS
- 10. NOTICE OF MOTION
- 11. QUESTION PERIOD
- 12. CLOSED SESSION BUSINESS
- 13. CONFIRMING BY-LAW

Resolution No. 11

Moved by: Gary Martin  
Seconded by: Michael Madden

THAT the Council of the Township of North Glengarry receives by-law 25-2023; and

THAT the Council of the Township of North Glengarry adopts by-law 25-2023 being a by-law to adopt, confirm and ratify matters dealt with by Resolution and that By-law 25-2023 be read a first, second, third time and enacted in Open Council this 25th day of September, 2023

Carried

- 14. ADJOURN

Resolution No. 12

Moved by: Jacques Massie  
Seconded by: Gary Martin

THERE being no further business to discuss, the meeting was adjourned at 7:26pm

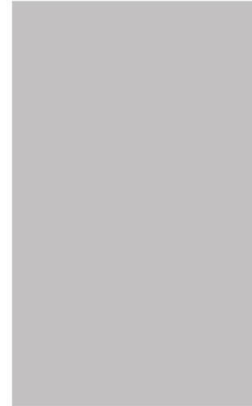
Carried

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CAO/Clerk/Deputy Clerk

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Mayor/Deputy Mayor



# PARTNERSHIPS

A Presentation to the Township of North Glengarry

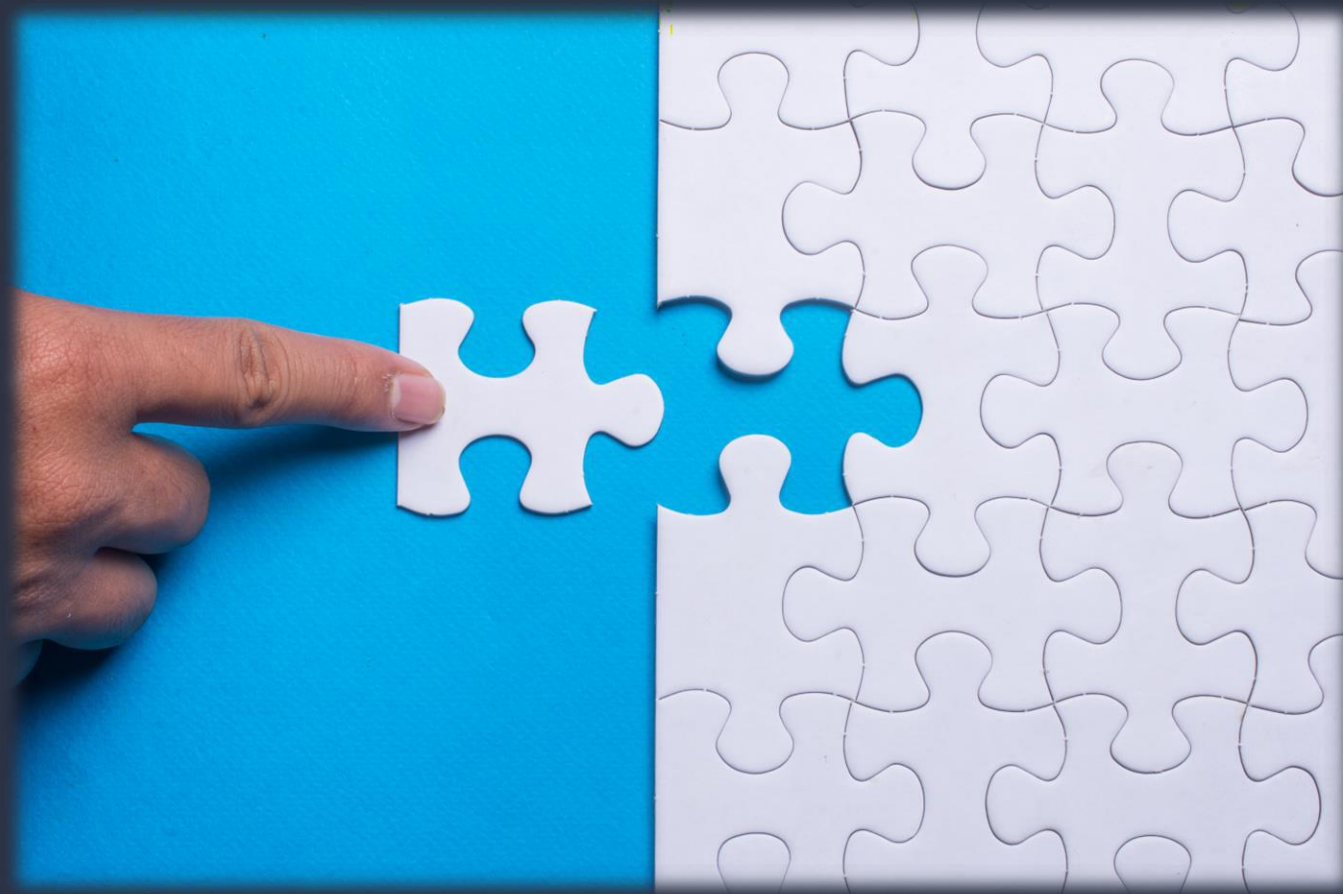


Health & Community Services  
With **YOU** in Mind

Carefor



# OBJECTIVE: Partnership





# Carefor Health & Community Services

- Largest charitable health, homecare and community services organization across Eastern Ontario
- Dedicated to enriching lives by giving adults choice for living life to the fullest
- Holistic approach supports people:
  - those who want to maintain their independence at home
  - those looking to remain active and social
  - those who need healthcare, personal support or alternate living when life's circumstances change

Carefor was  
and is  
there...

- **1998 Ice Storm**
    - As a shelter for seniors
  - **COVID 19**
    - As partner with the United Way and the SDG Social Development Council for the Food Box initiative
    - Delivered over 800 food boxes across SDG
  - **Emergency Shelter**
    - For Le Palais
- **On a regular basis...**
    - Meals Delivery Program
    - Friendly Visiting
    - Telephone Assurance
    - Wellness Clinics
    - Foot Care Services
    - Caregiver Support
    - Multiple social and congregate activities

# Township of NG Strategic Direction

**Grow**

- Development Strategies

**Foster**

- Sustainability Strategies

**Champion**

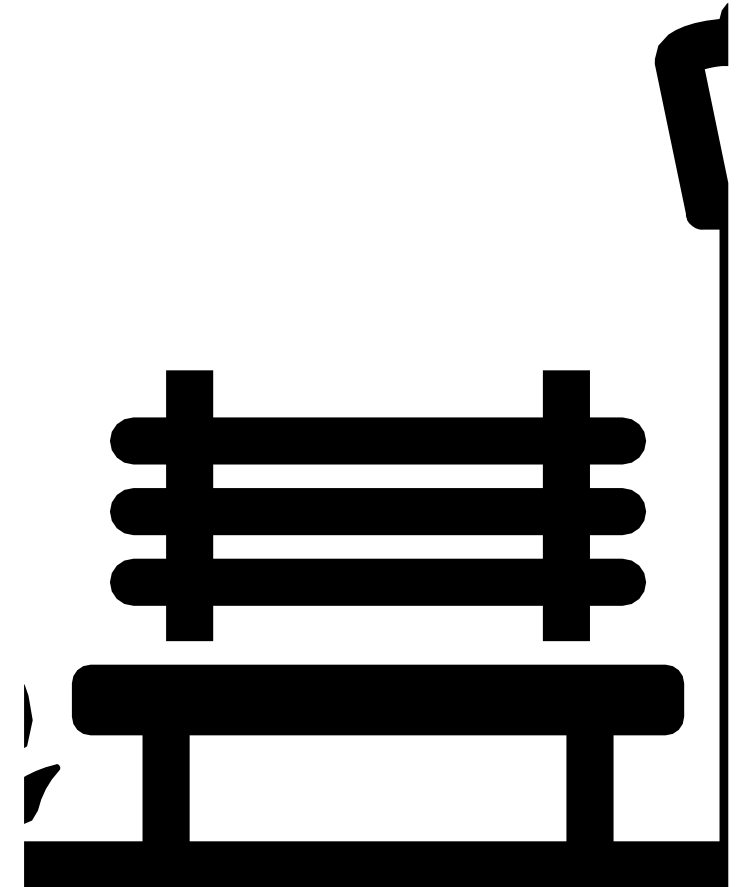
- Advocacy Strategies



We think we can help!

## Parks and Recreation

- Recreation requirements
- Inventory of current recreation
- Partnering for recreation





# Carefor Supports the 55 + Population

- Painting & Crafts
- Nordic Walking
- Yoga
- Fun & Fitness
- S.M.A.R.T Exercise
- Bingo & Cards
- Cooking Classes
- Diners

# In-Home Exercise Program

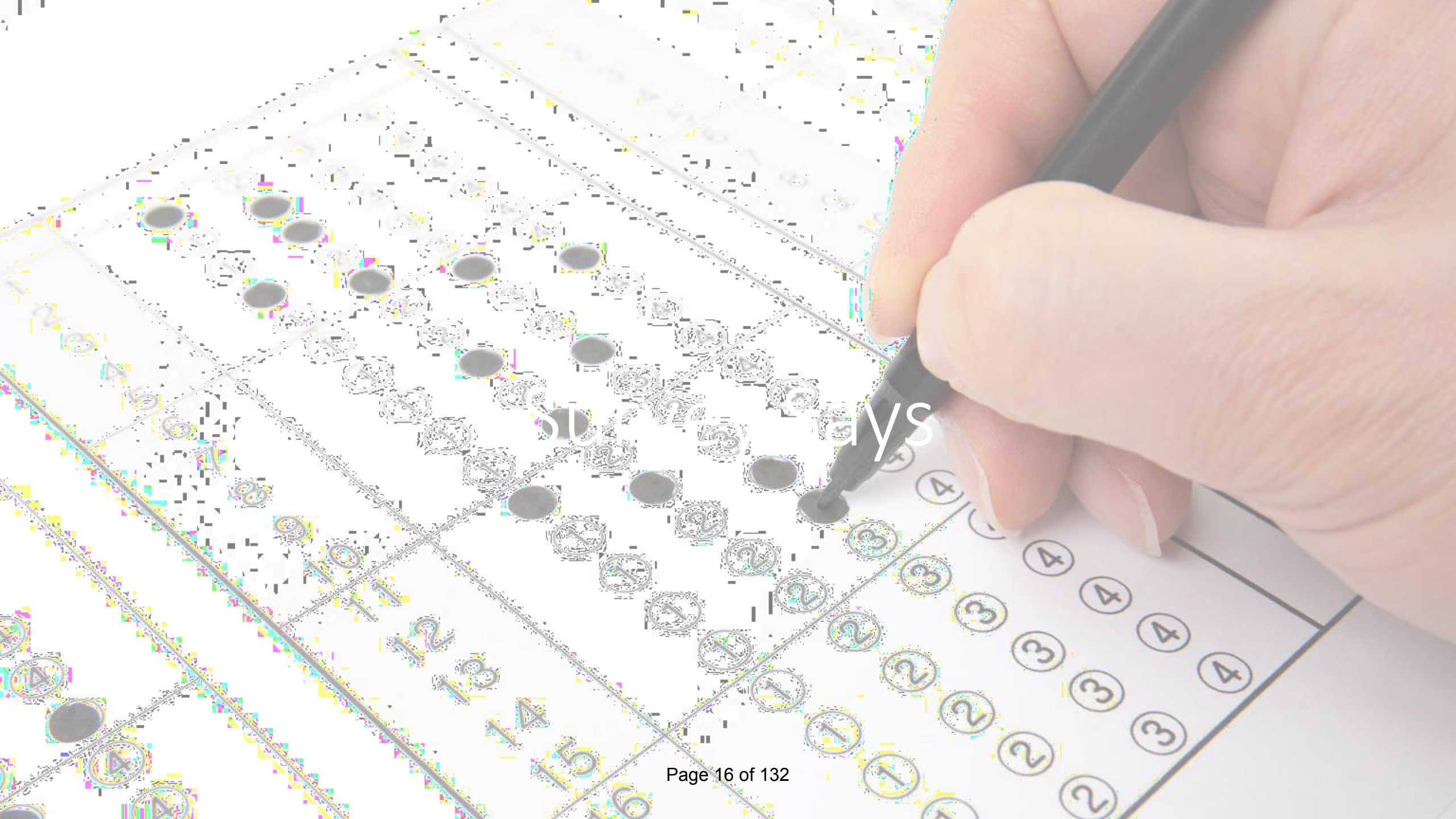
The Program's Coordinator is a certified Instructor with Western University's Canadian Centre of Activity and Aging

## Program Description:

- 10-week In-Home Exercise Program
- Matches an older adult to a trained volunteer who guides in completing 10 simple exercises
- Exercises help improve strength, balance, and mobility
- Many participants become fit enough to join a regular exercise class at the Centre











## What we know...

The survey aimed to address the recreational needs of residents including older adults and seniors, a population served by Carefor.



# What we know...

Carefor share a space with the Legion in a building owned by the Township.



# What we know...

- Close to 200 older adults and seniors regularly participate in Carefor programs at the Rendez-Vous Centre.
- Most are residents of Alexandria, Glen Robertson, Apple Hill, Maxville, Laggan, Dalkeith
- Some are from Cornwall, Hawkesbury, and even Ottawa.







## What We Know...

Carefor's Nordic Walking program is at the Dome and at the Park and the Fathers' Day Brunch was at the Arena.



# Let Us Partner with You

- Encourage older adults and seniors to contact Carefor's Rendez-Vous Centre for recreational activities, and all the other programs offered
- Link Carefor's website to yours – like what is done with Encore
- Promote Carefor's in-home exercise program thereby helping older adults to become more functionally able to live on their own
- Let us be your go-to for seniors' programs and activities

The logo for Carefor, featuring the word "Carefor" in a dark red, serif font. The letter "f" is stylized with a long, sweeping tail that extends downwards and to the left.



# Carefor Believes in Partnerships

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- When you partner with Carefor, you are aligning your organization with a leading not-for-profit health and community services organization that is committed to enriching the lives of people in Eastern Ontario—we offer people choices to help them live their best lives.



Questions





## **STAFF REPORT TO COUNCIL**

**Report No: 2023-26**

**October 10, 2023**

From: Chantal Lapierre – Planning Department

RE: Road Widening By-law No. 28-2023 – Hughie Munro Street, Apple Hill

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### **Recommended Motion:**

**That** the Council of the Township of North Glengarry adopts By-law # 28-2023 being a By-law to acquire and dedicate a portion of a property for road widening purposes.

### **Background / Analysis:**

This office has received a request from the Law office of Adams, Sherwood, Swabey & Follon (Sean Adams) regarding a road widening By-law and adoption of same by the Township on the property known as Kenyon Concession 1 Part of Lot 37 on registered Plan number 14R-6717 Part 3. Hughie Munro Street, Apple Hill in the Township of North Glengarry.

The request relates to severance application B-57/22 that was conditionally approved on July 20th, 2022. One of the conditions was to allow for a widening of Hughie Munro Street where the applicant was to dedicate a portion of the road frontage to be transferred to the Township for this purpose.

The requirement for road widening is often imposed where the adjacent road does not meet the minimum width standard.

In order to correct this on title, a By-law to confirm the acquisition of certain lands and to dedicate the same as part of the public highways is being presented to Council for consideration.

**Alternatives: Option #1 That Council adopt the By-law as presented**

**OR**

**Option #2 Council does not adopt the By-law**

**Financial Implications:**

No financial implications to the Township

**Attachments & Relevant Legislation:**

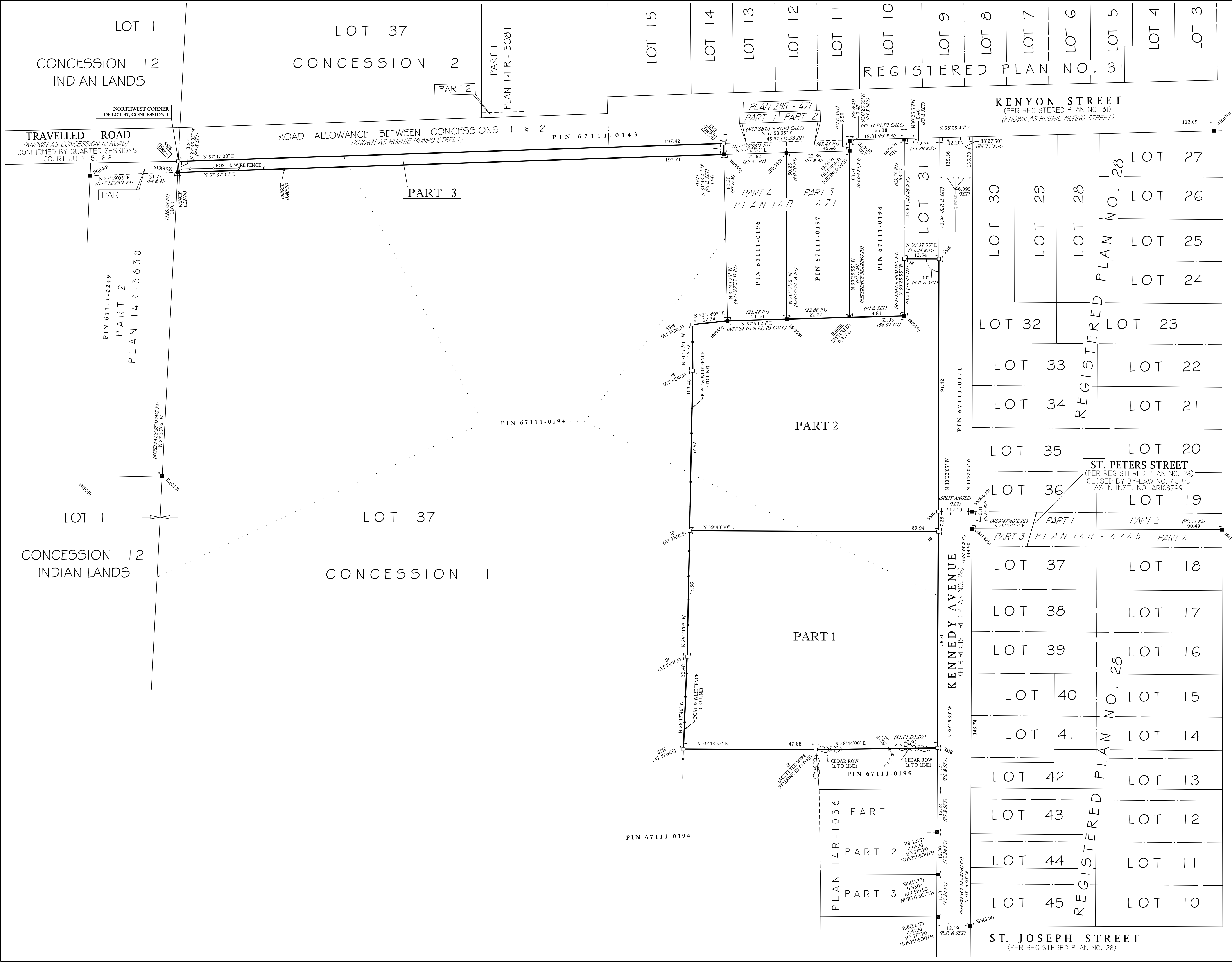
- By-law 28-2023
- R plan No. 14R-6717
- Description letter

**Others consulted:**

- Law office of Adams, Sherwood, Swabey & Follon

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**Reviewed and approved by**  
**Sarah Huskinson – CAO/Clerk**



PLAN 14R-6717

Received and deposited

July 10<sup>th</sup>, 2023

April Sarkany

Representative for the  
Land Registrar for the  
Land Titles Division of  
Glengarry (No.14)

SCHEDULE			
PART	LOT	CONCESSION	PIN
1			
2	PART OF 37	1	PART OF 67111-0194 (LT)
3			

050° NORTH

0 5 10 20 30 40m

PLAN OF SURVEY  
PART OF LOT 37  
CONCESSION 1  
GEOGRAPHIC TOWNSHIP OF KENYON  
TOWNSHIP OF NORTH GLENGARRY  
COUNTY OF GLENGARRY  
SCALE = 1 : 600  
THE INTENDED PLOT SIZE OF THIS PLAN IS 610mm IN HEIGHT  
AND 914mm IN WIDTH WHEN PLOTTED AT A SCALE OF 1 : 600  
IN SURVEYING LTD.  
ONTARIO LAND SURVEYORS

DISTANCE NOTES - METRIC:  
1. DISTANCES AND COORDINATES ILLUSTRATED ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.  
2. DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.9995942.

INTEGRATION DATA			
OBSERVED REFERENCE POINTS (ORPs) WERE DERIVED FROM GPS REAL TIME NETWORK (RTN) OBSERVATIONS AND ARE REFERRED TO UTM ZONE 18, NAD83 (CSRS) (2010.0). COORDINATES TO RURAL ACCURACY PER SEC. 14(2) OF O. REG. 216/10.			
POINT ID.	POINT DESC.	NORTHING (N)	EASTING (E)
ORP-1	SSIB	5007300.33	517668.93
ORP-2	SSIB	5007406.02	517835.58
COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.			
BEARING NOTES			
BEARINGS ARE UTM GRID, DERIVED FROM OBSERVED REFERENCE POINTS 1 & 2, BY REAL TIME NETWORK (RTN) OBSERVATIONS, UTM ZONE 18 (75°W LONGITUDE) NAD83 (CSRS) (2010.0). FOR BEARING COMPARISONS, A ROTATION FACTOR WAS APPLIED AS NOTED BELOW.			
PLAN ID.	BEARING ROTATION	DIRECTION	
P1,P3	1°55'05"	CLOCKWISE	
P2	0°54'30"	CLOCKWISE	
P4	0°07'35"	COUNTERCLOCKWISE	

LEGEND

■

 DENOTES PLANTED MONUMENT

■

 DENOTES FOUND MONUMENT

SSIB

 DENOTES STANDARD IRON BAR

SSIB

 DENOTES SHORT STANDARD IRON BAR

IB

 DENOTES IRON BAR

RIB

 DENOTES ROUND IRON BAR

CM

 DENOTES CONCRETE MONUMENT

(N)

 DENOTES DIRECTION (NORTH, EAST, SOUTH & WEST)

R.P.

 DENOTES REGISTERED PLAN NO. 28

P1

 DENOTES PLAN 14R-471

P2

 DENOTES PLAN 14R-4745

P3

 DENOTES SRPR(959), 1992

P4

 DENOTES PLAN 14R-3638

P5

 DENOTES PLAN 14R-1036

D1

 DENOTES INST. NO. AR48285

D2

 DENOTES INST. NO. AR15348

(644)

 DENOTES L.F. STODWILL O.L.S.

(959)

 DENOTES H.B. MELDRUM O.L.S.

(1227)

 DENOTES L.E. ROSS O.L.S.

(1425)

 DENOTES RON M. JASON SURVEYING LTD.

RR

 DENOTES ROCK BAR

CC

 DENOTES CUT CROSS

IP

 DENOTES IRON PIPE

WIT

 DENOTES WITNESS

FN

 DENOTES FIELD NOTES

—X—

 DENOTES FENCE

CW

 DENOTES GUY WIRE

C/L

 DENOTES CENTRELINE

M

 DENOTES MEASURED

INST.

 DENOTES INSTRUMENT

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:  
1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.  
2. THE SURVEY WAS COMPLETED ON THE 9TH DAY OF MAY, 2023.JUNE 22, 2023. J.A. MONAHAN  
ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY IS RELATED TO AOLS PLAN SUBMISSION FORM NUMBER V-55365

IN

ENGINEERING + SURVEYING

SUITE #205, 51 KING ST. E. - BROCKVILLE, ONTARIO - K6V 1A8

Tel: 613-342-2611 Tel: 613-342-2611

E-MAIL: info@ineng.ca

www.inengineering.ca

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9 King St W, Suite 203  
Brockville, ON, K6V 3P7

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

July 10 ,2023

Michael Bissonnette

Project # 11522

RE: Severance Application B-57-22 (Nicole Norbert)

Please find enclosed prints of Reference Plan 14R-6717 along with the Severance Decision. The description for Severance B-57-22 should read as follows:

*"Pt Lt 37 Con 1 Kenyon, Pts 1 & 2 14R6717; North Glengarry"*

SAID PARCEL being Part of PIN 67111-0194(LT).

The area of Parts 1 and 2, Plan 14R-6717 is 1.4282 hectares.

The description for the portion to be deeded to the township for road widening (condition No.4 of B-57-22) should read as follows:

*" Pt Lt 37 Con 1 Kenyon, Pt 3 14R6717; North Glengarry"*

SAID PARCEL being part of PIN 67111-0194 (LT)

The area of Part 3, Plan 14R-6717 is 0.0782 hectares.

Please provide your solicitor with prints of Reference Plan 14R-6717 along with this letter and the Severance decision to finalize the conditions of severance. Please note that a copy of the Reference Plan has been provided to the United Counties both digitally and in paper copy. If you have any questions regarding this matter, please do not hesitate to contact the office.

Yours very truly,  
IN Engineering + Surveying



John Monahan, O.L.S.

**THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY**

**BY-LAW No. 28-2023**

**A BY-LAW TO CONFIRM THE ACQUISITION OF CERTAIN LANDS AND TO DEDICATE THE SAME AS PART OF THE PUBLIC HIGHWAYS TO BE KNOWN AS MCCORMICK ROAD**

REF.: a) *The Municipal Act 2001, S.O. 2001, c. 25 Section 31 and amendments thereto;*  
b) *The Public Transportation and Highway Improvement Act, R.S.O. 1990, Chapter P. 50, Section 44, Subsection 4 and amendments thereto;*

**WHEREAS** the Corporation deems it expedient to acquire those parts of PIN 67111-0194 being Kenyon Concession 1, Part of Lot 37, Township of North Glengarry, designated as Part 3 on Plan 14R-6717 for the purpose of future widening of Hughie Munro Street.

**AND WHEREAS** the Corporation of the Township of North Glengarry deems it expedient that the acquisition be confirmed and that the said lands be assumed and dedicated as part of the public highway.

**NOW THEREFORE** the Council of the Corporation of the Township of North Glengarry **HEREBY ENACTS AS FOLLOWS:**

- 1) That the acquisition by The Corporation of the Township of North Glengarry of those parts of PIN 67111-0194 being Kenyon Concession 1, Part of Lot 34, Township of North Glengarry, designated as Part 3 on Plan 14R-6717 for the purpose of future widening of Hughie Munro Street is hereby authorized and confirmed.
- 2) That the said lands acquired, more particularly described in paragraph (1) of this By-Law be and are hereby dedicated as parts of the public highway to be known as Hughie Munro Street.
- 3) That the Mayor and Clerk of the Corporation of the Township of North Glengarry be and they are hereby authorized to execute all documents and take whatever steps Council for the said Corporation may advise and as may be required to give effect to these presents.

**READ** A First, Second and Third Time and duly enacted this 10<sup>th</sup> day of October 2023.

\_\_\_\_\_  
**CAO/Clerk / Deputy Clerk**

\_\_\_\_\_  
**Mayor / Deputy Mayor**

I, hereby certify that the forgoing is a true copy of By-Law No. 28-2023, duly adopted by the Council of the Township of North Glengarry on the 10<sup>th</sup> day of October, 2023.

\_\_\_\_\_  
**Date Certified**

\_\_\_\_\_  
**CAO/Clerk / Deputy Clerk**





## STAFF REPORT TO COUNCIL

Report No: BP-2023-27

October 10, 2023

From: Jacob Rheume – Chief Building Official / Director of Building, By-law & Planning

RE: **Parking By-law No. 13-2014 Amendment – Winter Parking Hours**

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### Recommended Motion:

**THAT** the Council of the Township of North Glengarry receives Staff Report No. BP-2023-27;

**AND THAT** the Council of the Township of North Glengarry passes By-law No. 27-2023 being an amendment to By-law 13-2014.

### Background / Analysis:

Like many other Townships around, the Township of North Glengarry has parking restrictions in place during the winter season.

These restrictions are necessary in order to ensure snow clearing activities can be completed in a safe and effective manner. In recent years, the Township has modified the winter parking restrictions in order to provide more flexibility to motorists whenever weather conditions permit. For example, it is only during nighttime that a vehicle can't be parked on road sides, within Urban and Rural Settlement Areas, which includes Alexandria, Maxville, Dunvegan, Apple Hill, Greenfield, Dalkeith and Glen Robertson.

The *Municipal Act 2001* authorizes a municipality to pass by-laws prohibiting or regulating parking on highways and in properties other than highways. It also authorizes a municipality to pass by-laws where if a vehicle has been left parked, stopped or standing in contravention of a parking by-law, the owner is liable to the applicable fine.

Of course, all fire department vehicles, including an emergency crash extraction vehicle, a vehicle used by a person in the lawful performance of his duties such as police officer, an ambulance, an emergency vehicle of a public or private utility, or Federal, Provincial or Municipal are exempt from these restrictions.

The proposed change only affects Section 3.11 "WINTER PARKING" of By-law No. 13-2014. It currently reads as follows:

### 3.11 WINTER PARKING

- 1) *No person shall park, or stand a vehicle or permit a vehicle to remain parked on any highway or in a municipal parking lot between the hours of 01:00 a.m. to 7:00 a.m. from November 15th to April 15th of the following year, both dates inclusive.*
- 2) *No person shall park, or stand a vehicle or permit a vehicle to remain parked on any highway at any time when the highway is specially marked with signs indicating snow removal or when such person has received verbal or written notice from a Municipal Employee of the Corporation.*
- 3) *This section shall be enforced by the Municipal Law Enforcement Officer and/or the Public Works Manager or his/her designate.*

Note that vehicles parked in contravention of many Sections, including Section 3.11 may be tagged and towed away upon the order of any Police Officer or Municipal Law Enforcement Officer at the owner's expense.

The proposed change is the prohibited hours for which no person shall park, or stand a vehicle or permit a vehicle to remain parked on any highway or in a municipal parking lot. Instead of between the hours of 01:00 a.m. to 7:00 a.m., staff is proposing to amend the hours to "between the hours of 11:00 p.m. to 7:00 a.m. the following day".

As the Township only has one Municipal By-law Enforcement Officer, this change is to give the municipal By-law enforcement officer more flexibility on when the patrolling can be done. Working overnight is sometimes not ideal in our case as the Municipal By-law Enforcement Officer does work the "regular" hours when the office is open to the public for better service.

Staff also believe that the difference in time between the proposed 11 p.m. and the current 1 a.m. will affect very few, if any, residents. The Municipal By-law Enforcement Officer currently does a quick round before the night, to give all residents a chance to move the car before 1 a.m. but only in rare occasions will a car be moved between that 2-hour period, therefore the change is very minor and will not affect the public. With the proposed time, the Municipal By-law Enforcement Officer would conduct its round earlier, and then after 11 p.m. he would be able to issue fines, if applicable, before going home for the night.

Signs in villages would be changed and advertisements on the website would also be done to ensure most can be made aware of the change. This would be effective as of this year, starting on November 15<sup>th</sup>, as per Section 3.11 of By-law No. 13-2014.

#### **Financial Implications:**

- No financial implications to the Township

**Attachments & Relevant Legislation:**

- Parking By-law No. 13-2014
- By-law No. 27-2023 being an amendment to By-law 13-2014

**Others Consulted:**

- Todd McDonell, Municipal By-law Enforcement Officer

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Reviewed and approved by:  
Sarah Huskinson, CAO/Clerk

**THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY**

**PARKING ENFORCEMENT**

**BY-LAW NO. 13-2014**

**WHEREAS** PURSUANT TO THE Police Services Act, R.S.O 1990 CP p15 as amended, the Council of any municipality may appoint Municipal Law enforcement Officers who shall be peace officers for the purpose of enforcing By-Laws of the Municipality;

**AND WHEREAS** the Municipal Act 2001, S.O. 2001, c.25, section 11 (1) authorizes a municipality to pass by-laws prohibiting or regulating parking on highways and in properties other than highways;

**AND WHEREAS** the Municipal Act 2001, S.O. 2001, c.25, sections 100 and 101 authorizes a municipality to pass by-laws for prohibiting unauthorized parking on private or municipal property;

**AND WHEREAS** the Municipal Act 2001, S.O. 2001, c.25, section 102 authorizes a municipality to pass by-laws requiring the owners or operators of parking lots or other parking facilities to which the public has access, to provide designated parking spaces for the sole use of vehicles operated by or carrying a disabled person;

**AND WHEREAS** the Municipal Act 2001, S.O. 2001, c.25, section 425(1) authorizes municipalities for providing that any person who contravenes any by-law of the municipality, passed under the Municipal Act, is guilty of an offence;

**AND WHEREAS** the Municipal Act 2001, S.O. 2001, c.25, section 425(2) authorizes that a by-law passed for establishing a system of disabled parking shall provide that every person who contravenes the by-law is guilty of an offence and on conviction is liable to a fine of not less than \$300;

**AND WHEREAS** the Municipal Act 2001, S.O. 2001, c.25, section 428 Offence regarding illegally parked vehicle. A by-law may provide that, where a vehicle has been left parked, stopped or standing in contravention of a by-law passed under this Act, the owner of the vehicle at the time of the contravention of the by-law, and is liable to the applicable fine unless, at the time of the offence, the vehicle was in the possession of another person without the owner's consent. 2006, c.32, Sched. A, s. 184.

**AND WHEREAS** the Municipal Act 2001, S.O. 2001, c25, section 63 authorizes if a municipality passes a by-law for prohibiting or regulating the placing, stopping, standing or parking of an object or vehicle on or near a highway, it may provide for the removal and impounding or restraining and immobilizing of any object or vehicle placed, stopped, standing or parked on or near a highway in contravention of the by-law and subsection 170 (15) of the *Highway Traffic Act* applies with necessary modifications to the by-law, 2006, c.32, Sched. A, s. 27.

**AND WHEREAS** the Fire Protection and Prevention Act 1997, S.O. 1997, c.4, section 7.1 authorizes a municipality to pass by-laws prohibiting parking on private roadways designated as fire routes;

**NOW THEREFORE** the Council of the Corporation of The Township of North Glengarry enacts as follows:

## **PART 1 DEFINITIONS**

### **1.1 AUTHORIZED EMERGENCY VEHICLES means:**

- a) A fire department vehicle, including an emergency crash extraction vehicle, while proceeding to or returning from a fire or an emergency call;
- b) A vehicle used by a person in the lawful performance of his duties as police officer;
- c) An ambulance or cardiac arrest emergency vehicle while responding to an emergency call or being used to transport a patient or injured person in an emergency situation or;
- d) An emergency vehicle of a public or private utility, or Federal, Provincial or Municipal of any such department when such vehicle is being used in the performance of emergency duties.

### **1.2 AUTHORIZED SIGN means any parking or traffic control device or traffic signal placed or erected on a highway under the authority of this By-Law for the purpose of regulating, warning or guiding traffic and includes such signs as described in the regulation made pursuant to the Highway Traffic Act, R.S.O. 1990, c. H8, as amended.**

### **1.3 BOULEVARD means that a part of the highway situated between the curb line and property line of the lot abutting the highway, but does not include a sidewalk, shoulder, or combined facility, if any.**

### **1.4 MUNICIPAL LAW ENFORCEMENT OFFICER means a Municipal Law Enforcement Officer of the Corporation of the Township of North Glengarry authorized by the Corporation of the Township of North Glengarry for the enforcement of By-Laws in the Township of North Glengarry.**

### **1.5 TOWNSHIP means the Corporation of the Township of North Glengarry.**

### **1.6 COMMERCIAL MOTOR VEHICLE means a motor vehicle having permanently attached thereto a truck or delivery body and includes ambulances, hearses, caskets wagons, fire apparatus, buses and tractors used for hauling purposes on highways.**

### **1.7 COMMUNITY SAFETY ZONE means that part of a highway where public safety is a concern, fines have been increased for a certain traffic violations and that is identified with "community safety zone" signs.**

### **1.8 CONTROLLED PARKING AREA means parking lots or parts of parking lots which are controlled and regulated by any type of parking equipment, machine or signs.**

### **1.9 CORNER means the point of intersection of curbs or edges of the portion of the highway used for vehicular traffic.**

### **1.10 COUNCIL means the Council of the Corporation of the Township of North Glengarry.**

### **1.11 CROSSWALK means:**

- a) That part of the highway at an intersection that is included within the confines of the lateral lines of the sidewalk on opposite sides of the highway measured from the curbs, from the edges of the roadway; or
- b) Any portion of a roadway at an intersection or elsewhere distinctly indicated for pedestrian crossing by signs or by lines or other marking on the surface.

### **1.12 CUL-DE SAC means a highway terminating in a turn around.**

### **1.13 CURB shall include the edge of the traveled portion of the highway.**

- 1.14 CURB LINE** means:
- a) Where a curb has been constructed the line of the curb; or
  - b) Where no curb has been constructed the edge of the roadway.
- 1.15 DESIGNATED BUILDING** means an apartment building, hospital, hotel, motel, shopping centre, townhouse, industrial building, and municipal building facility and any other structure which is used for the accommodation of public or the gathering or assembling of people.
- 1.16 DESIGNATED OFFICER** means a Municipal Law Enforcement Officer.
- 1.17 DISABLED PERSON PARKING PERMIT** means a permit issued under the Highway Traffic Act.
- 1.18 DESIGNATED DISABLED PARKING SPACE** means a parking space designated under this By-Law for the exclusive use of a vehicle displaying a permit in accordance with the requirements of the Highway Traffic Act and the regulations made under this By-Law.
- 1.19 DRIVER** means a person who drives a vehicle on roadway to adjacent land.
- 1.20 DRIVEWAY** means the improved land on a highway which provides vehicular access from the roadway to adjacent land.
- 1.21 FIRE ACCESS ROUTE** means any road, private road, driveway, lane, ramp, parking lot aisle, or other means of vehicular access or egress and shall conform to the requirements of the ONTARIO FIRE CODE ACT and regulations thereto, as amended.
- 1.22 FIRE ACCESS ROUTE SIGN** means a permanently legible sign, approved by the FIRE CHIEF placed at intervals of not more than 20 metres along the fire access route and may display the following information:
- a) Fire access route
  - b) Parking prohibited
  - c) Motor vehicle will be tagged and/or towed away;
- 1.23 FIRE CHIEF** means the FIRE CHIEF of the Township of North Glengarry and any person or person appointed by the FIRE CHIEF or under his command and supervision and any persons designated by him as may be required from time to time.
- 1.24 HEAVY TRUCKS** means a commercial motor 3 metric tonnes or more, or when loaded of 5 metric tonnes or more, but does not include a passenger vehicle, an Ambulance, Police vehicle, Fire departments vehicles, a Municipal vehicle, a bus operated by a Board of Education or for the Municipality, a bus operated by a company having a franchise from the Municipality when operating routes as approved by by-Law, or a commercial vehicle making a delivery to or a collection of a bona fide destination which cannot be reached via highways upon which the heavy traffic is not prohibited by the by-law.
- 1.25 HIGHWAY** includes a common and public highway, street, avenue, parkway, driveway, square, place, bridge, via-duct or trestle designed and intended from or used by, the general public for the passage of vehicles and includes the area between the lateral property lines thereof.
- 1.26 HIGHWAY TRAFFIC ACT** unless modified or changed herein, words or expressions used in the by-law have the same meaning as given or used in the Highway traffic act, R.S.O 1990 c. H8, as amended.
- 1.27 HOTEL/MOTEL** means a building in which a minimum of six rooms are rented for gain on a temporary or transient basis.

- 1.28 INDUSTRIAL BUILDING** means a building or structure for the purpose of manufacturing, assembling, making, preparing, inspecting, ornamenting, finishing, treating, altering, repairing, warehousing, or storing or adapting for sale of any goods, substance, article or thing, or any part thereof and the storage of building and construction equipment and materials.
- 1.29 INTERSECTION** means the area embraced within the prolongation or connection of the lateral curb lines or, if none, than of the lateral boundary lines of two or more highways that join one another at an angle, whether or not one highway crosses the other.
- 1.30 ISLAND** means a portion of a highway so constructed or designed as to separate or direct vehicular traffic onto specific portion of the highway.
- 1.31 ISSUING OFFICER** means a Provincial Offences Officer.
- 1.32 MEDIAN STRIP** means that portion of a highway so constructed as to separate traffic traveling in one direction from traffic traveling in the opposite direction by a physical barrier or an unpaved strip of ground.
- 1.33 MOTOR VEHICLE** includes an automobile, motorcycle, motor assisted bicycle, unless otherwise indicated in this by-law, and any other vehicle propelled or driven otherwise than by muscular power, but does not include the cars of electric or stream railways, or other motor vehicles running only on rails or a motorized snow vehicle, traction engine, farm tractor, self-propelled implement or husbandry of road building machine within the meaning of the highway traffic act, R.S.O. 1990 c h8, as amended.
- 1.34 MOTORCYCLE** means a self-propelled vehicle having a seat or saddle for the use of the driver and designed to travel on not more than three wheels in contact with the ground, and includes a bicycle with a motor attached and a motor scooter.
- 1.35 MUNICIPAL FACILITY** means a library, arena, community halls, multipurpose outdoor pads, administration building owned or controlled by the Township and all other municipal buildings owned or controlled by the Township.
- 1.36 ONE WAY STREET** means a highway upon which the movement of vehicular traffic is designated by by-law for movement in one direction only.
- 1.37 PARKING** when prohibited means the standing of a vehicle, whether occupied or not, except when standing temporarily for the purpose of and while actually engaged in loading or unloading merchandise or passengers.
- 1.38 PARKING LOT** means an area of land controlled by the township which has been arranged, laid out or improved to provide for the parking of motor vehicles.
- 1.39 PARKING SPACE** means that part of the surface of the roadway, the use of which is designated for the purpose of vehicle parking.
- 1.40 PARK OR PARKING** means the standing of a vehicle, whether occupied or not, except when standing temporarily for the purpose of and while actually engaged in loading or unloading merchandise or passengers.
- 1.41 PERSON** means a person, firm or corporation used in the normal contest of the word.
- 1.42 PEDESTRIAN CROSSOVER** means any portion of the roadway, designed by By-Law of a municipality, at an intersection or elsewhere, distinctly indicated for pedestrians crossing by signs “and signals” on the highway and lines or other markings on the surface of the roadway as prescribed by the regulation.
- 1.43 PERMIT** shall mean a displayed Disabled Parking Permit issued under the Highway Traffic Act or another marker or device issued by another jurisdiction and recognized under the Highway Traffic Act.

- 1.44 POLICE OFFICER** means a member of a Ontario Provincial Police or a person authorized by the Ontario Provincial Police to regulate or direct traffic.
- 1.45 PRIVATE ROADWAY** means any private road, private driveway, lane, ramp, or other means of vehicular access to or egress from property, building or structure, and it may include part of a parking lot.
- 1.46 ROADWAY** means the part of the highway that is improved, designed or ordinarily used for vehicular traffic, but does separate roadway, the term “roadway” refers to any one roadway separately and not to all of the roadways collectively.
- 1.47 SIDEWALK** means that portion of a highway between the curb lines and the property lines of the lot abutting the highway and which is intended for the use of pedestrians.
- 1.48 SIGHT TRIANGLE** means the triangular space formed by the street lines of a corner lot and a line drawn from a point in one street line to a point in the other street line, each such point being 6 m from the point of intersection of the street lines (measured along the street lines). Where the two street lines do not intersect at a point of intersection of the street lines shall be deemed to be the intersection of the projection of the street lines or the intersection of the tangents to the street lines.
- 1.49 PROVINCIAL OFFENCES OFFICER** means a Police Officer, Municipal Law Enforcement Officer, Peace officer or other person appointed to enforce the by-laws of the Corporation of the Township of North Glengarry.
- 1.50 RESERVED PARKING AREA** means an area owned or controlled by the Township and designated for the purpose of the parking of vehicles, as required.
- 1.51 SHOULDER** means that part of the highway lying adjacent to the roadway where there is no barrier curb, and which is improved with granular or paved surface which extends for a maximum distance of 3 meters.
- 1.52 OFFICIAL SIGN** means an authorized sign approved by the Ministry of Transportation of Ontario.
- 1.53 STAND OR STANDING**, when prohibited, means the halting of a vehicle, whether occupied or not, except for the purpose of and when actually engaged in receiving or discharging passengers.
- 1.54 STOP OR STOPPING**, when prohibited, means the halting of a vehicle even momentarily, whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with the directions of a constable or other police officer, Municipal Law Enforcement Officer or of a traffic control sign or signal.
- 1.55 STAND OR STANDING** means the halting of a vehicle, whether occupied or not, except for the purpose of and actually engaged in receiving or discharging passengers.
- 1.56 STREET** means a highway.
- 1.57 REPAIR AND STORAGE LIENS ACT** means the Repair and Storage Liens act R.S.O., 1990., c.R. 25., as amended and its successor from time to time.
- 1.58 TIME** means, whenever certain hours are named herein Standard Time or Daylight Saving Time, whichever shall be in official current use in the Township.
- 1.59 TRAILER** means a vehicle that is at any time drawn upon a highway by a motor vehicle, except an implement of husbandry, a mobile home, another motor vehicle or any device or apparatus not designed to transport persons or property, temporarily draw, propelled or moved
- 1.60 TOWN** shall mean the Corporation of the Township of North Glengarry.



- 1.61 U-TURN** means the turning of a vehicle within a roadway, or where a highway is divided the turning of a vehicle from one roadway to another, so as to proceed in the opposite direction.
- 1.62 VEHICLE** includes a motor vehicle, trailer, traction engine, farm tractor, road building machine and any vehicle drawn, propelled or driven by any kind of power, including muscular power, does not include a motorized snow vehicle or the cars of electric or steam railways running only upon rail.

## **PART 2 GENERAL REGULATIONS**

### **2.1 DISABLED PERSON PARKING**

- a) Council may establish parking areas on highways, in Township parking lots, on Township owned or controlled lands or on private property which are to be used solely for the parking of vehicles which display a disabled person parking permit.
- b) The said parking areas shall be clearly marked as areas set aside for the parking of vehicles displaying a disabled person parking permit.
- c) The said disabled person parking permit shall be displayed on the sun visor or on the dashboard of the vehicle so that the international symbol of access for the disable, the permit number and the expiry date of the permit are clearly visible from the outside of the vehicle.
- d) No person, firm or corporation shall park, or permit to be parked, a vehicle in a disabled persons parking area unless said vehicle is equipped with a disabled person parking permit.
- e) No person, corporation nor organization shall display a disabled Person Parking Permit in any vehicle unless that person, corporation or organization is operating a vehicle which is being used to pick up or transport the holder of a disabled person parking permit.
- f) No person shall:
  - a) Have in his or her possession a disabled person parking permit that is fictitious, altered or fraudulently obtained.
  - b) Display a disabled person parking permit otherwise than in accordance with this By-law; or
  - c) Fail or refuse to surrender a disabled person parking permit in accordance with this By-law;
  - d) Every person having possession of a disabled person parking permit shall, upon demand of a police officer or municipal law enforcement officer surrender the permit for reasonable inspection to ensure that the provisions of this By-law are being complied with:
  - e) An officer to whom a disabled person parking permit has been surrendered may retain it until disposition of the case if the officer has reasonable ground to believe that the permit, was not issued under the Highway Traffic Act;
    - ii) Was obtained under false pretences;
    - iii) Has been defaced or altered;
    - iv) Has been expired or been cancelled; or
    - v) Is being or has been used in contravention of this By-law
- g) A police officer or municipal law enforcement officer upon discovery of any vehicle parked or left in contravention of this Section, may cause it to be moved or taken to

and placed or stored in a suitable place and all costs and charges for removing, care and storage thereof, if any, are a lien upon the vehicle which may be enforced in the manner provided by Part 111 of the Repair and Storage Liens Act, 1990.

## **PART 3 PARKING AND STOPPING**

### **3.1 METHOD OF PARKING**

- a) **PARALLEL** No person shall park a vehicle on any street, other than a one-way street, unless on the right-hand side of the street having regard for the direction in which the vehicle had been proceeding and unless the right front and right rear wheel or runners of the vehicle are paralleled to and distant respectively not more than 15 cm from the edge of the roadway, provided that this provision shall not apply where angle parking is specifically authorized by by-law.
- b) **ANGLE** Where angle parking is permitted, not person shall park a vehicle expect at an angle as marked, consistent with the line markings.
- c) **ONE WAY STREETS** Where parking is permitted on a one-way street a person may park a vehicle facing only in the direction in which it as proceeding and with the right front and right rear wheels paralleled to and not more than 15cm from the edge of the roadway, providing that this provision shall not apply where parking on the left-hand side of a one-way street is specifically authorized by by-law.
- d) **MOTORCYCLE PARKING** a maximum of three (3) motorcycles be permitted per parking space;
- e) **DESIGNATED PARKING** No person shall park a vehicle or permit a vehicle to remain parked in such a manner that it is not wholly within the area designated as a parking space unless the vehicle is of such length as to render it impossible to park it in one parking space.

### **3.2 PARKING PROHIBITED AT ANY TIME WHITHOUT SIGNS**

No person shall park or cause to be parked a vehicle in any of the following places;

- a) On a sidewalk;
- b) In front of a public or private driveway;
- c) Within 9 m of an intersection;
- d) Within a distance of 3 meters from any fire hydrant and for the purpose of this Section, such distance shall be defined as being measured longitudinally along the curb or edge of the traveled road as the case may be, from the vehicle to a point on a line at right angles to the roadway and passing through the centre of the hydrant; provided that where a vehicle is properly parked in a designated parking area marked on a highway, the 3 meters distance shall not apply;
- e) On a crosswalk;
- f) Within 6 meters of a crosswalk at an intersection;
- g) On private property without the consent of the owner or occupant of such property;

- h) On any bridge, or the approaches thereof;
- i) On any street in such a manner as to obstruct traffic including, obstructing the view of traffic within a sight triangle;
- j) In such a position as will prevent the convenient removal of any other vehicle previously parked or standing;
- k) On Township owned or controlled lands, except designated parking area, without the consent of the Township;
- l) On a boulevard;
- m) On any roadway for a period longer than twenty-four hours.

### **3.3 PARKING PROHIBITED WHERE AUTHORIZED SIGNS ARE ON DISPLAY**

Where authorized signs prohibiting parking are on display, no person shall park a vehicle at any time in the following places;

- a) In a fire access route;
- b) On any highway in front of an entrance to any place where goods or merchandise are regularly delivered or removed;
- c) In a cul-de-sac within the turnaround;
- d) On any highway within 15 m of the termination of a dead end highway
- e) On a public lane;
- f) On both sides of a highway within 30m of a pedestrian crossover;
- g) On any highway within 50m or less of an intersection;
- h) On any highway within 50m of a level railway crossing;
- i) In a reserved parking area;
- j) On both sides of a highway having a pavement width of less than 7.4m
- k) On one side of any highway having a pavement width of less than 7.4m and in excess of 4.9m where such highway has been designated by by-law as a one-way street; or
- l) On one side of any highway having pavement width of not less than 7.4m not more than 11.6m

### **3.4 PARKING PROHIBITED – SIGNS ERECTED**

In addition to the foregoing provisions of this by-law, the parking of vehicles is prohibited when properly worded signs have been erected.

- a) On both sides of a street having a pavement width of less than 7.4m.
- b) On one side of any street having a pavement width of less than 7.4m and in excess of 4.9m where such street has been designated by by-law as a one-way street.
- c) On one side of any street having a pavement width of not less than 7.4m nor more than 11.6m or
- d) On any highway or part thereof listed in Schedule “A” attached hereof, from the location listed and during the times set out in said Schedule.

### **3.5 EMERGENCY PROHIBITION OF PARKING**

- 1) PROHIBITED PARKING AND PROCEDURES** Notwithstanding anything to the contrary contained herein, the Ontario Provincial Police, Fire Chief or his designate, Peace Officer or Municipal Law Enforcement Officer, during any emergency or special circumstances may;
  - a) prohibit any or all parking on a highway within the area affected by the emergency or special circumstances;
  - b) authorize the erection of “No Parking” traffic control devices and traffic signals; or
  - c) declare that any vehicle already parked is parked illegally regardless of the time permitted for parking such vehicle under the provisions of this by law.
- 2) NOTIFICATION** Where possible, the owner or driver of a vehicle declared to be illegally parked shall be notified by a Police Officer or By-law Enforcement Officer that such has been prohibited.
- 3) REMOVAL** Where:
  - a) The owner or driver so notified to remove the vehicle does not do so;  
  
or
  - b) Where the owner or driver cannot immediately be located, then the said vehicle may be removed and impounded, forthwith by an order of the Ontario Provincial Police, Fire Chief or his designate, or a Peace Officer and at the owner`s expense. All costs and charges for removing, care and storage of any vehicle removed or impounded are a lien upon the vehicle which may be enforced in the manner provided by Repair and Storage Liens Act 1990, and amendments thereto.
- 4)** No person shall park a vehicle in an area where an emergency prohibition of parking has been declared.

### **3.6 ANGLE PARKING**

Where pavement marking or other devices are on display, angle parking is permitted on any highway or parts thereof.

### **3.7 BOULEVARD PARKING**

Where authorized signs permitting boulevard parking are on display, boulevard parking is permitted on any highway or parts thereof.

### **3.8 STOPPING PROHIBITED**

No person shall at any time stop a vehicle in the following places, unless otherwise posted:

- a) Within 3m of a fire hydrant
- b) In such a position so as to obstruct any pedestrian passageway;
- c) Adjacent to any median strip or island;
- d) On either side of a highway that is divided by a median strip;

- e) On or within 100m of a bridge, over, under or across which the highway passes;
- f) Within a school bus loading zone, excepting school buses; or
- g) On or within 3 metres of a railway crossing.
- h) On a crosswalk.

### **3.9 STOPPING PROHIBITED**

Where authorized signs prohibiting parking are on display, no person shall at any time stop a vehicle in the following places:

- a) Within 50m or less, of an intersection of a highway;
- b) On the side of a roadway abutting any school property;
- c) On the side of a roadway abutting any park or playground
- d) In front of or within 15m either side of any Fire hall on the same side of the highway as the Fire Hall, or within 45m from a point of the Fire Hall on the opposite side of the highway from the Fire Hall;

### **3.10 LOADING ZONES**

Where properly worked signs identifying a loading zone have been erected and are on display, no person shall stand or park any vehicle, except as may be provided for on the signs identifying the loading zone, other than a commercial vehicle in any area designated as a loading zone. Commercial vehicles shall not be parked in a loading zone for a period exceeding twenty (20) minutes.

### **3.11 WINTER PARKING**

- 1) No person shall park, or stand a vehicle or permit a vehicle to remain parked on any highway or in a municipal parking lot between the hours of 01:00a.m. to 7:00 a.m. from November 15th to April 15th of the following year, both dates inclusive.
- 2) No person shall park, or stand a vehicle or permit a vehicle to remain parked on any highway at any time when the highway is specially marked with signs indicating snow removal or when such person has received verbal or written notice from a Municipal Employee of the Corporation.
- 3) This section shall be enforced by the Municipal Law Enforcement Officer and/or the Public Works Manager or his/her designate.

### **3.12 TOWING**

Vehicles parked in contravention of Section 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 3.9, 3.10, 3.11, 3.14 and 3.16 may be tagged and towed away upon the order of any Police Officer or Municipal Law Enforcement Officer at the owner's expense.

### **3.13 DISABLED VEHICLES**

Section 3.11 does not apply to the driver or operator of a vehicle that is disabled while on a highway such that it is impossible to avoid temporarily a contravention of such provisions.

### **3.14 PARKING ON PRIVATE LANDS**

No person shall park or leave any vehicle on private property without the consent of the owner or occupant of such property.

### **3.15 DAMAGING SIGNS**

No person shall damage, deface or tamper with any parking control sign and no unauthorized person shall move the same.

### **3.16 COMMUNITY SAFETY ZONES**

- 1) No person shall park a vehicle in a Community Safety Zone as designated by the Corporation
  - a) where prohibited by sign
  - b) on or over a sidewalk
  - c) on or over a boulevard
  - d) within an intersection
  - e) during hours prohibited by sign
  - f) during days prohibited by sign
  - g) on street so as to obstruct traffic
  - h) on two way street – facing wrong direction
  - i) within 1.5 metres of a private driveway
  - j) within 1.5 metres of entrance to public lane
  - k) in front of private driveway
  - l) in front of entrance to public lane
  - m) within a designated pedestrian crossover
  - n) within 9 metres of pedestrian crossover prohibited by sign
  - o) on street exceeding time limit posted by sign
  - p) where prohibited by temporary No Parking sign

## **PART 4 OFFENCES AND PENALTIES**

### **4.1 VOLUNTARY PAYMENT OF PENALTIES**

- a) **FORM OF NOTICE** Where a vehicle is found to be in contravention of the parking or stopping provision of this by-law, the Issuing Officer may issue and place on the vehicle a serially numbered Parking Infraction Notice in the form prescribed by the Provincial Offences Act.

**The serially numbered Parking Infraction Notice shall state;**

- a) The license number and description of the vehicle
  - b) The nature of the alleged infraction
  - c) The date, time and place of the alleged infraction
  - d) The minimum fee provided herein for the violation
  - e) That the owner thereof may within fifteen (15) days pay the minimum fee provided for the infraction by taking it or forwarding it to the Administrative Office of the Township Office between 8:00 a.m. and 4:00 p.m., exclusive of Saturdays and Sunday and Holidays.
- b) **COPIES OF FORMS** The Parking Infraction Notice mentioned in Subsection (a) above shall be prepared as required and the Issuing Officer shall attach one copy to the

vehicle and deliver the other copy or copied to the Municipal Law Enforcement Office of the Township.

- c) **RECOVERY** If voluntary payment is not made in accordance with the procedure set out on the Parking Infraction Notice provided for in subsection (a) above, the Provincial Offences Act, as amended shall apply.

## **4.2 MINIMUM AND MAXIMUM PENALTIES**

- a) **AMOUNT** For any contravention of those infractions set out in Schedule “A” to this By-law the minimum penalty shall be set out and the set fine shall be the amount approved under the Provincial Offences Act, as amended.
- b) **GENERAL PENALTY** Every person who contravenes any provision of this By-law is guilty of an offence and upon conviction is liable to a fine as provided for in the Provincial Offences Act.
- c) **OWNER PENALTIES** The owner of any vehicle which is found in contravention of any of the parking or stopping provisions of this by-law is guilty of the offence and is liable to the penalty or fines provided by law for such contravention unless at the time of such contravention the vehicle was in the possession of some person other than the owner without the owner’s consent.

## **PART 5 APPLICATIONS AND ADMINISTRATION**

### **5.1 ENFORCEMENT**

This By-law may be enforced by Police Officers of the Ontario Provincial Police Force and Municipal Law Enforcement Officers of the Corporation Township of North Glengarry.

### **5.2 PARKING CONTROL DEVICES**

- a) The Ontario Provincial Police, Fire Chief, Public works Manager, or their designates are hereby authorized to place, erect and maintain such authorized signs as may be necessary to give effect to the provisions of this by-law or which are authorized by the Schedules to this by-law.
- b) The Ontario Provincial Police, Fire Chief, Public Works Manager or their designates are further authorized for a temporary period not exceeding 30 days to place, erect and maintain such authorized signs as are not otherwise authorized by this by-law, but are required for safety reasons.
- c) All parking control signs erected and/or on display as of the effective date of this by-law whether identified in any Schedule to this by-law or not shall be deemed to be authorized signs for the purposes of this by-law.

### **5.3 UNAUTHORIZED SIGNS**

Unless otherwise permitted, no person shall place, maintain, or display upon or in view of any highway any sign, signal, marking or device which purports to be or is in an imitation of or resembles any parking control device.

**5.4 EFFECTIVE DATE OF BY-LAW/BY LAW IN FORCE**

**READ** a first, second, third time and enacted in Open Council this 11<sup>th</sup> day February, 2014.

\_\_\_\_\_  
**CAO/Clerk / Deputy Clerk**

\_\_\_\_\_  
**Mayor / Deputy Mayor**

I hereby certify this to be a true copy of By-law No. 13-2014, and that such by-law is in full force and effect.

\_\_\_\_\_  
**Date Certified**

\_\_\_\_\_  
**CAO/Clerk / Deputy Clerk**



**Township of North Glengarry**

**Part II Provincial Offences Act**

**Bylaw 13-2014: Parking Enforcement**

**Schedule A**

**Penalties – Amounts**

<b>Items</b>	<b>Colum 1 Short Form Wording</b>	<b>Colum 2 Provision Creating or Defining Offense</b>	<b>Colum 3 Voluntary Payment within 15 days</b>	<b>Colum 4 Set Fines</b>
1	Parking disabled space - no permit	Section 2.1 (d)	\$300.00	\$350.00
2	Parked-more than 15cm from curb	Section 3.1 (a)	\$27.00	\$40.00
3	Parked facing wrong way	Section 3.1 (a)	\$27.00	\$40.00
4	Parked on sidewalk	Section 3.2 (a)	\$40.00	\$60.00
5	Parked obstructing driveway	Section 3.2 (b)	\$40.00	\$60.00
6	Parked within 9m of an intersection	Section 3.2 (c)	\$2700	\$40.00
7	Parked within 3 meters of fire hydrant	Section 3.2 (d)	\$27.00	\$40.00
8	Parked on a crosswalk	Section 3.2 (e)	\$27.00	\$40.00
9	Parked within 6m of a crosswalk	Section 3.2 (f)	\$27.00	\$40.00
10	Parked on private property without consent	Section 3.2 (g)	\$27.00	\$40.00
11	Parked on a bridge	Section 3.2 (h)	\$27.00	\$40.00
12	Parked obstructing traffic	Section 3.2 (i)	\$27.00	\$40.00
13	Parked blocking a parked vehicle	Section 3.2 (j)	\$27.00	\$40.00
14	Parked on TWP property without consent	Section 3.2 (k)	\$27.00	\$40.00
15	Parked on a boulevard	Section 3.2 (l)	\$27.00	\$40.00
16	Parked exceeding 24 hours	Section 3.2 (m)	\$27.00	\$40.00
17	Parked No Parking Area – Signed	Section 3.3	\$27.00	\$40.00
18	Parked Fire Access Route	Section 3.3 (a)	\$27.00	\$40.00
19	Parked in cul-de-sac turnaround	Section 3.3 (c)	\$27.00	\$40.00
20	Parked within 15 metres of end of highway	Section 3.3 (d)	\$27.00	\$40.00
21	Parked on public lane	Section 3.3 (e)	\$27.00	\$40.00
22	Parked within 50m of intersection	Section 3.3 (g)	\$27.00	\$40.00
23	Parked within 50m of railway crossing	Section 3.3 (h)	\$27.00	\$40.00
24	Parked disobey sign	Section 3.4	\$27.00	\$40.00
25	Parked Emergency circumstances	Section 3.5(4)	\$40.00	\$60.00
26	Stopped on a crosswalk	Section 3.8(h)	\$27.00	\$40.00
27	Stopped within 3m of fire hydrant	Section 3.8(a)	\$27.00	\$40.00
28	Stopped within 50m of an intersection Highway	Section 3.9 (a)	\$27.00	\$40.00
29	Stopped abutting school property	Section 3.9 (b)	\$27.00	\$40.00
30	Stopped abutting park/playground	Section3.9(c)	\$27.00	\$40.00
31	Stopped in front of fire hall	Section3.9 (d)	\$27.00	\$40.00
32	Parked Winter prohibited hours	Section 3.11(1)	\$40.00	\$60.00
33	Parked - snow removal	Section 3.11(2)	\$40.00	\$60.00

**Note: the general penalty provision for the offences listed above is section 4.2 of bylaw 13-2014, a certified copy of which has been filed.**

**THE CORPORATION  
OF THE TOWNSHIP OF NORTH GLENGARRY  
BY-LAW No. 27-2023**

**BEING** a by-law prohibiting or regulating parking on highways and in properties other than highways. It also authorizes a municipality to pass by-laws where if a vehicle has been left parked, stopped or standing in contravention of a parking by-law, the owner is liable to the applicable fine.

**AND WHEREAS** the Municipality did adopt By-law No. 13-2014 on February 11<sup>th</sup>, 2014.

**AND WHEREAS** the Municipality wishes to amend By-law No. 13-2014, as it pertains to a change in prohibited hours of winter parking.

**NOW THEREFORE** the Corporation of the Township of North Glengarry, hereby enacts as follows:

1. That Part 3 – PARKING AND STOPPING

**“3.11 Winter Parking”**

(1) No person shall park, or stand a vehicle or permit a vehicle to remain parked on any highway or in a municipal parking lot between the hours of 11:00 p.m. to 7:00 a.m. the following day from November 15th to April 15th of the following year, both dates inclusive.

2. That By-law No.13-2014, is hereby amended.

3. That this by-law shall come into effect on October 10th, 2023.

**READ** a first, second and third time and enacted in Open Council this 10th day of October 2023.

\_\_\_\_\_  
**Clerk / Deputy Clerk**

\_\_\_\_\_  
**Mayor/Deputy Mayor**

I hereby certify this is a true copy of By-law No. 27-2023, duly passed by the Council of the Corporation of the Township of North Glengarry, on this 10th day of October 2023.

\_\_\_\_\_  
**Date Certified**

\_\_\_\_\_  
**Clerk / Deputy Clerk**



## STAFF REPORT TO COUNCIL

Report No: BP-2023-28

October 10, 2023

From: Jacob Rheume, Director of Building, By-law & Planning

RE: **ZONING BY-LAW AMENDMENT No. Z-14-2023**

**Owner:** Lois Ann MACKINNON

**Location:** 1090 Aberdeen Road, Vankleek Hill, ON, K0B 1R0

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### Recommended Motion:

**THAT** the Council of the Township of North Glengarry adopts Zoning By-Law No. Z-14-2023.

### Background / Analysis:

A zoning amendment application was presented during a public meeting of planning on September 25, 2023.

The purpose of the application is to re-zone both the severed and retained portions subject to Consent Application B-34-23 condition No. 2 & 3 as follows;

The retained portion of the property (75.33 acres) from General Agricultural (AG) to General Agricultural Special Exception (AG-234) to:

- prohibit residential development and;

The severed portion of the property (1.78 acres) from General Agricultural (AG) to General Agricultural Special Exception (AG-235) to:

- acknowledge the deficiency in lot frontage (Aberdeen) from the required 45m to the proposed 10m and;
- acknowledge the interior yard setback deficiency from the required 6m to the proposed 3m for the accessory storage building (one-and-on-half storey garage) higher than 5m (6.32m) and;
- prohibit agricultural uses.

The application was circulated as per the *Planning Act*, being by regular mail, advertised in the Glengarry News and posted on the property. No questions or concerns from the public or other agencies have been brought forward.

The application is being presented this evening to the Council of The Township of North Glengarry for further discussion and adoption.

**Alternatives: Option #1 That Council adopt the by-law as presented**

OR

**Option #2 Council does not adopt the by-law**

**Financial Implications:**

No financial implications to the Township

**Attachments & Relevant Legislation:**

- By-Law Z-14-2023
- Public Meeting of Planning Staff report from September 25, 2023

**Others Consulted:**

N/A

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Reviewed and approved by:  
Sarah Huskinson, CAO/Clerk

**THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY**

**BY-LAW NO. Z-14-2023**

**BEING A BY-LAW TO AMEND ZONING BY-LAW NO. 39-2000**

**WHEREAS** By-Law No. 39-2000 regulates the use of land and erection of buildings and structures within the Township of North Glengarry, United Counties of Stormont, Dundas & Glengarry;

**AND WHEREAS** the Council of the Corporation of the Township of North Glengarry deems it advisable to amend By-Law 39-2000 as hereinafter set forth;

**NOW THEREFORE** the Council of the Corporation of the Township of North Glengarry enacts as follows:

1. Notwithstanding the provisions of Section 11.2 to the contrary, on the lands described as being Conc 9 Part Lot 14 (1090 Aberdeen Rd., Vankleek Hill, ON) of North Glengarry zoned General Agricultural Special Exception 234 (AG-234) and General Agricultural Special Exception 235 (AG-235) on Schedule “A” attached hereto, the following provisions shall apply:
  - i) AG-234 Special Exception on the retained portion to:
    - Prohibit residential development and;
  - ii) AG-235 Special Exception on the severed portion to:
    - Prohibit agricultural uses
    - Acknowledge the interior yard setback deficiency from the required 6m to the proposed 3m for the accessory storage building higher than 5m and;
    - Acknowledge the deficiency in the lot frontage (Aberdeen Rd) from the required 45m to the proposed 10m.
2. That Schedule “B” of By-Law 39-2000 is hereby amended by changing the “AG” Zone Symbol on the subject lands to “AG-234” and “AG-235” on the Schedule “B” hereto.
3. That Schedule “A” attached hereto is hereby made fully part of the By-Law.

This By-Law shall come into effect on the date of passing hereof subject to the provisions of the *Planning Act*.

**READ** a first, second, third time and enacted in Open Council, this 10<sup>th</sup> day of October 2023.

\_\_\_\_\_  
CAO/Clerk/Deputy Clerk

\_\_\_\_\_  
Mayor/Deputy Mayor

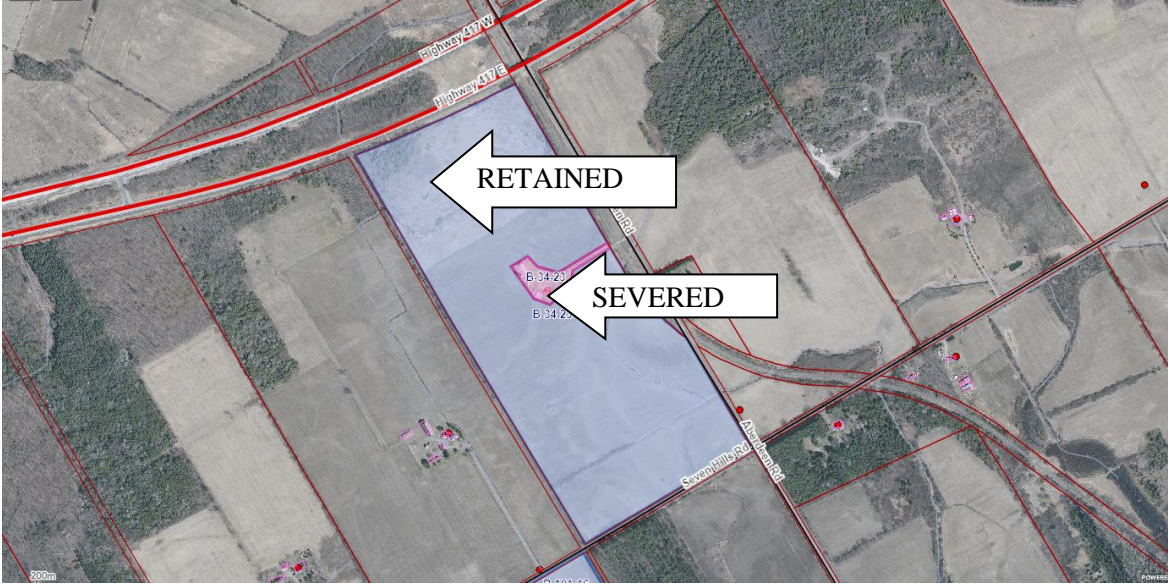
I, hereby certify that the forgoing is a true copy of By-Law No. Z-14-2023, duly adopted by the Council of the Township of North Glengarry, on the 10<sup>th</sup> day of October, 2023.

\_\_\_\_\_  
Date Certified

\_\_\_\_\_  
Clerk / Deputy Clerk

**SCHEDULE “A”  
TO BY-LAW NUMBER Z-14-2023**

**Legend  
Subject Lands  
Zone Change from “AG” to “AG-234” and “AG-235”**

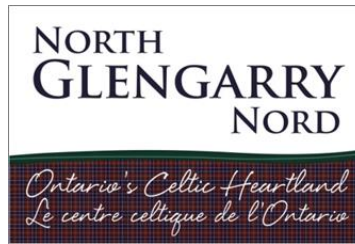


**CON 9 PART LOT 14 (1090 Aberdeen Rd., Vankleek, ON)  
Township of North Glengarry  
United Counties of Stormont, Dundas & Glengarry**

**This is Schedule “A” to By-Law Z-14-2023.  
Passed this 10<sup>th</sup> day of October 2023.**

\_\_\_\_\_  
**Mayor/Deputy Mayor**

\_\_\_\_\_  
**CAO/Clerk/Deputy Clerk**



**STAFF REPORT  
PUBLIC MEETING OF PLANNING**

**DATE:** September 25, 2023

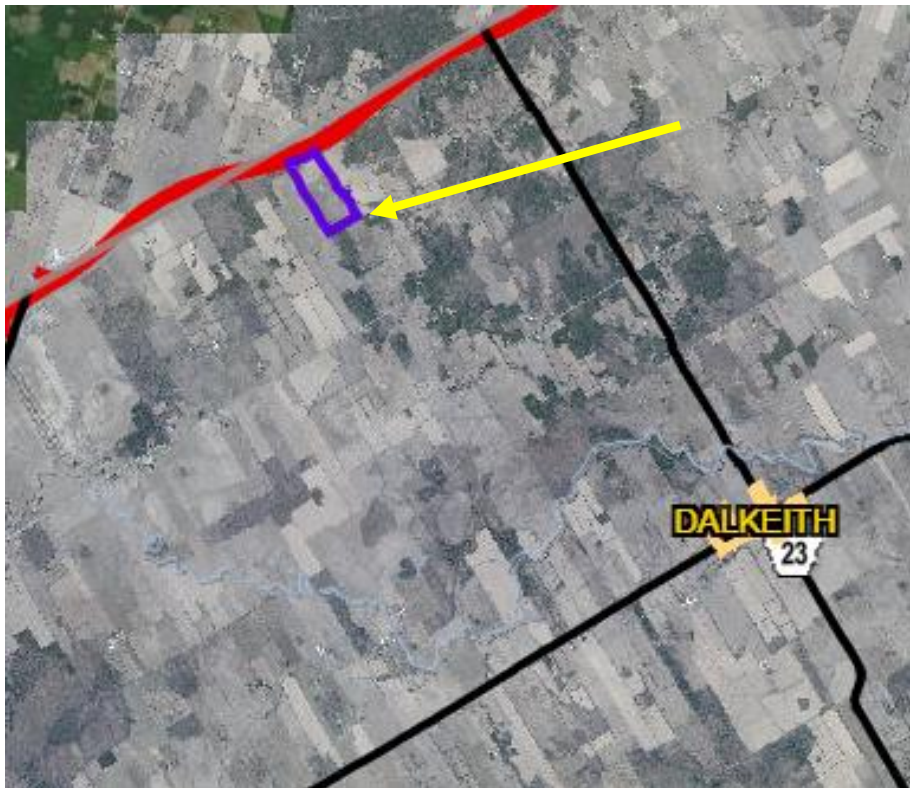
**TO:** Mayor and Council Members

**FROM:** Jacob Rheaume, Director of Building, By-law & Planning

**RE: Zoning By-law Amendment No. Z-14-2023**

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**Owner:** Lois Ann MACKINNON  
1090 Aberdeen Road, Vankleek Hill, ON, K0B 1R0



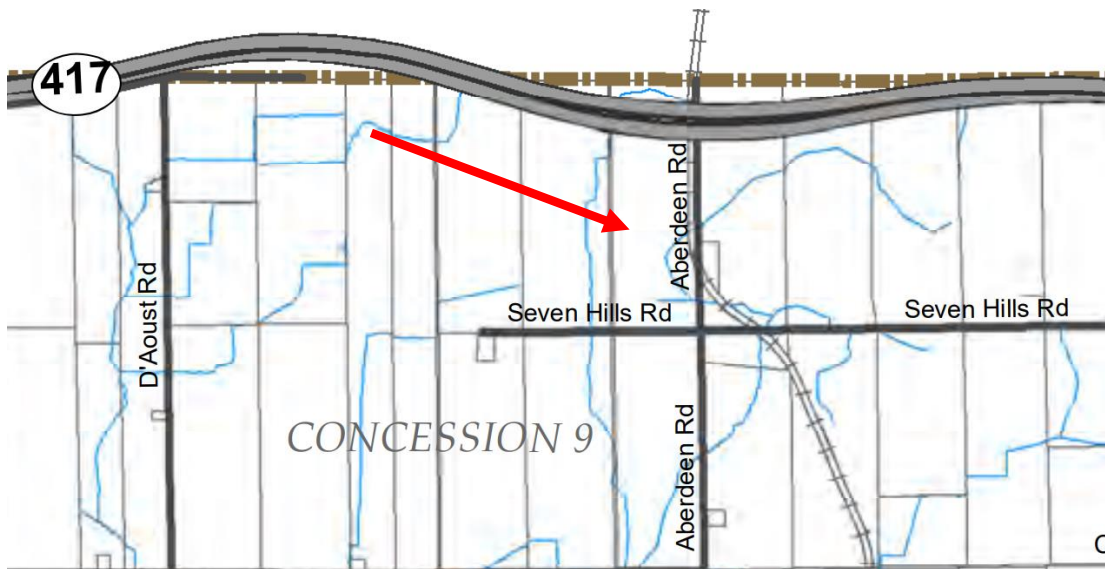








**Official Plan designation:** Agricultural Resource Lands



**Zoning designation:** General Agricultural (AG)



**Purpose of application:** to re-zone both the severed and retained portion subject to Consent Application B-34-23 condition No. 2 & 3 as follows;

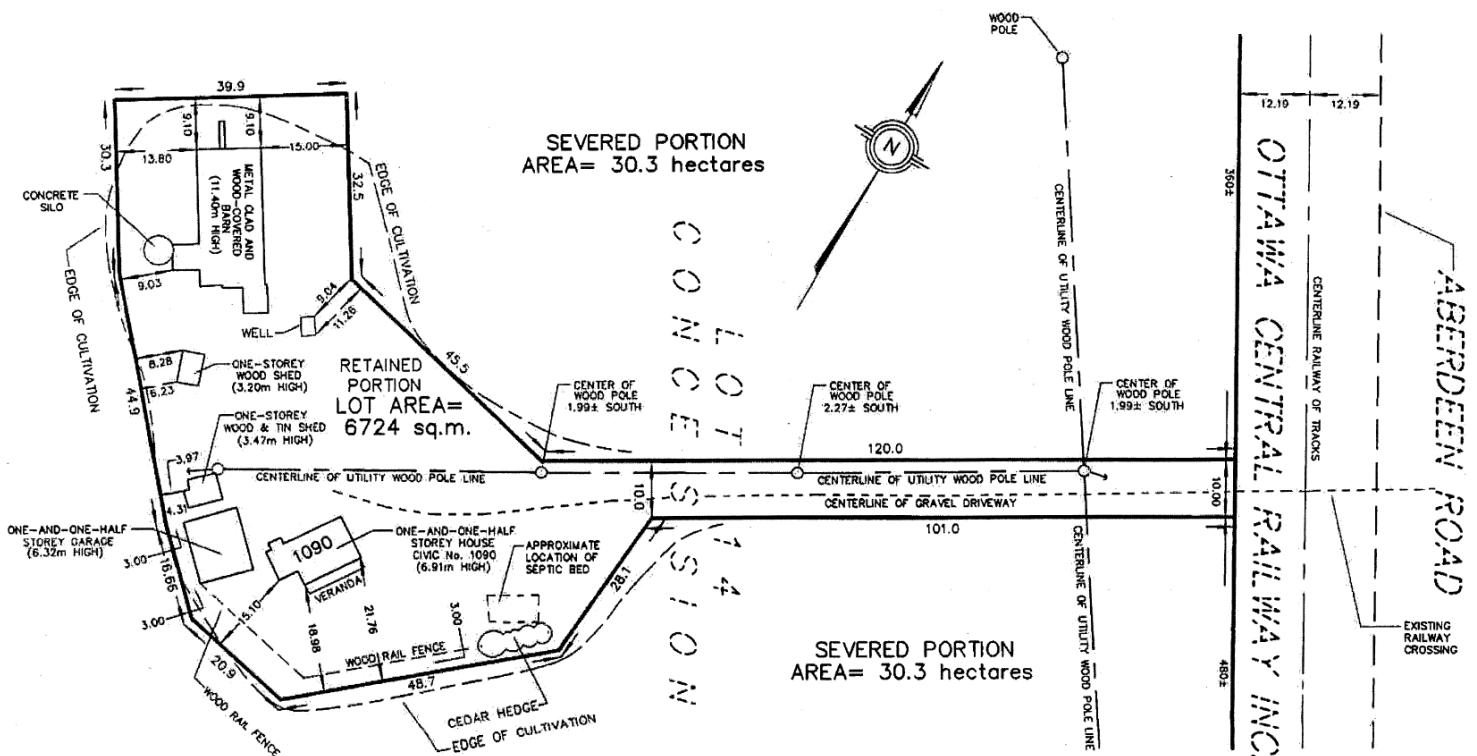
The **retained** portion of the property (75.33 acres) from General Agricultural (AG) to General Agricultural Special Exception (AG-234) to:

- prohibit residential development and;

The **severed** portion of the property (1.78 acres) from General Agricultural (AG) to General Agricultural Special Exception (AG-235) to:

- acknowledge the deficiency in lot frontage (Aberdeen) from the required 45m to the proposed 10m and;
- acknowledge the interior yard setback deficiency from the required 6m to the proposed 3m for the accessory storage building (one-and-on-half storey garage) higher than 5m (6.32m) and;
- prohibit agricultural uses.

**Discussion:** The subject land area is approximately 77.11 acres. The applicant received conditional approval from the United Counties of Stormont Dundas & Glengarry on April 20, 2023, to sever approximately 1.78 acres of land deemed surplus to the needs of the farming operation.





The newly created property lines will be created in accordance with the Zoning By-law requirements for both the retained and the severed portions, except for the West property line setback to the one-and-on-half storey garage that is closer to the accessory storage building than what is required as it is more than 5m in height, hence the request for reduction for interior yard setback. The new line is proposed to be in such a location to keep the area to a minimum to accommodate the residential use for the dwelling, septic, well and all accessory buildings.

Most of the East property line follows the CN railway therefore the applicant will have to register an environmental easement for the operational noise and vibration emissions, in favor of CN, and the applicant will also have to provide CN with a written confirmation that the severance will not result in any additional crossings over CN track.



There is currently only one entrance on the property, for the residential portion with the assigned civic number 1090, which will remain. A new entrance and civic number could be issued for the agricultural portion of the severance on either the South end of the property adjacent to Aberdeen, or on Seven Hills Road, both municipal roads.



The owner has applied for a change-of-use permit for the old barn/agricultural building to be now considered a residential accessory storage building as it will remain on the severed portion, being the residential parcel. Prior to clearing all the conditions, the Chief Building Official will go on site to ensure no other structures are creating a health and safety hazard for the public and future owners, such as sheds, silo, other old buildings, etc.

The surrounding official plan designation is Agricultural Resource Lands for all adjacent and neighboring properties for both Stormont, Dundas & Glengarry and for Prescott & Russell.

The surrounding zoning is General Agricultural (AG) for all adjacent and neighboring properties for both North Glengarry and Champlain.

The surrounding uses includes mostly agricultural cash crop/fields and livestock facilities, with some rural residential properties.



We have received a comment from RRCA as there is a mapped watercourse on and within 15m of the subject lot. Alterations to the watercourse including but not limited to shoreline restoration, crossings, bridges, culverts, channelization, channel closures, realignment and cleanouts shall require permission from the Raisin Region Conservation Authority, as per O. Reg. 175/06.

No other agencies, Township departments or members of public expressed concerns or provided any comments regarding this Zoning By-law Amendment.

### **Provincial Policy Statement (2020)**

According to the Provincial Policy Statement (2020) lot creation in prime agricultural areas is discouraged and may only be permitted in certain circumstances. A residence surplus to a farming operation is the most common reason and is applicable to this application provided that:

The new lot will be limited to a minimum size needed to accommodate the use, accessory uses, and appropriate sanitary sewage and water services, and the planning authority ensures that new residential dwellings are prohibited on any remnant parcel or farmland created by the severance.

### **SDG Counties Official Plan (2018)**

The SDG Counties Official Plan Policy (8.12.13.3(7)) permits lot creation in agricultural lands for a residence surplus to a farming operation if the new lot will be limited to a minimum size needed to accommodate the use, accessory uses, and appropriate sanitary sewage and water services, and the municipality prohibits further dwellings (residential development) on the vacant retained lands created by the subject consent.

**In conclusion, based on the criteria above, the proposed zoning amendment conforms to the relevant policies of the United Counties of Stormont Dundas and Glengarry's Official Plan, it is consistent with Provincial Policy Statement and compliant with the Township of North Glengarry Zoning By-law No. 39-2000.**





## STAFF REPORT TO COUNCIL

Report No: BP-2023-29

October 10, 2023

From: Jacob Rheume, Director of Building, By-law & Planning

RE: **ZONING BY-LAW AMENDMENT No. Z-15-2023**

**Owner:** Richard Paul BURTON & Nicole Fleurette DECAIRE

**Location:** 3744 Angel Road, Apple Hill, ON, K0C 1B0

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### Recommended Motion:

**THAT** the Council of the Township of North Glengarry adopts Zoning By-Law No. Z-15-2023.

### Background / Analysis:

A zoning amendment application was presented during a public meeting of planning on September 25, 2023.

Purpose of application is to re-zone both the severed and retained portion subject to Consent Application B-81-23 condition No. 3 & 4 as follows:

The retained portion of the property (58.82 acres) from General Agricultural (AG) to General Agricultural Special Exception (AG-236) to:

- acknowledge the deficiency in lot area from the required 74 acres to the proposed 58.82 acres and;
- prohibit residential development and;

The severed portion of the property (4.95 acres) from General Agricultural (AG) to General Agricultural Special Exception (AG-237) to:

- prohibit agricultural uses.

The application was circulated as per the *Planning Act* being by regular mail, advertised in the Glengarry News and posted on the property. No questions or concerns from the public or other agencies have been brought forward.

The application is being presented this evening to the Council of The Township of North Glengarry for further discussion and adoption.

**Alternatives: Option #1 That Council adopt the by-law as presented**

OR

**Option #2 Council does not adopt the by-law**

**Financial Implications:**

No financial implications to the Township

**Attachments & Relevant Legislation:**

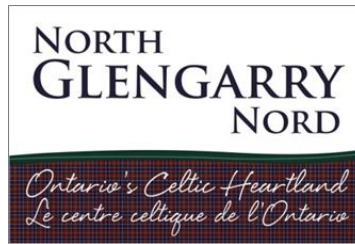
- By-Law Z-15-2023
- Public Meeting of Planning Staff report from September 25, 2023

**Others Consulted:**

n/a

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Reviewed and approved by:  
Sarah Huskinson, CAO/Clerk



## STAFF REPORT PUBLIC MEETING OF PLANNING

**DATE:** September 25, 2023

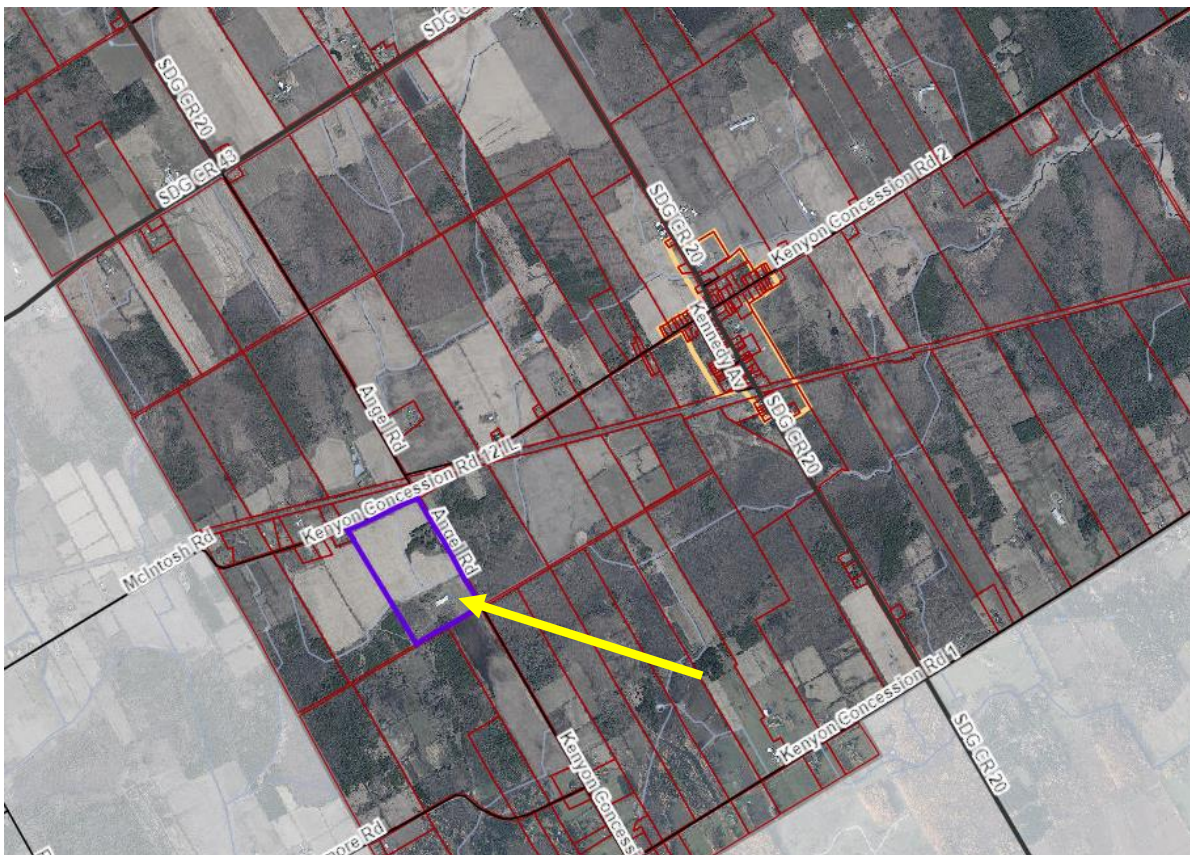
**TO:** Mayor and Council Members

**FROM:** Jacob Rheaume, Director of Building, By-law & Planning

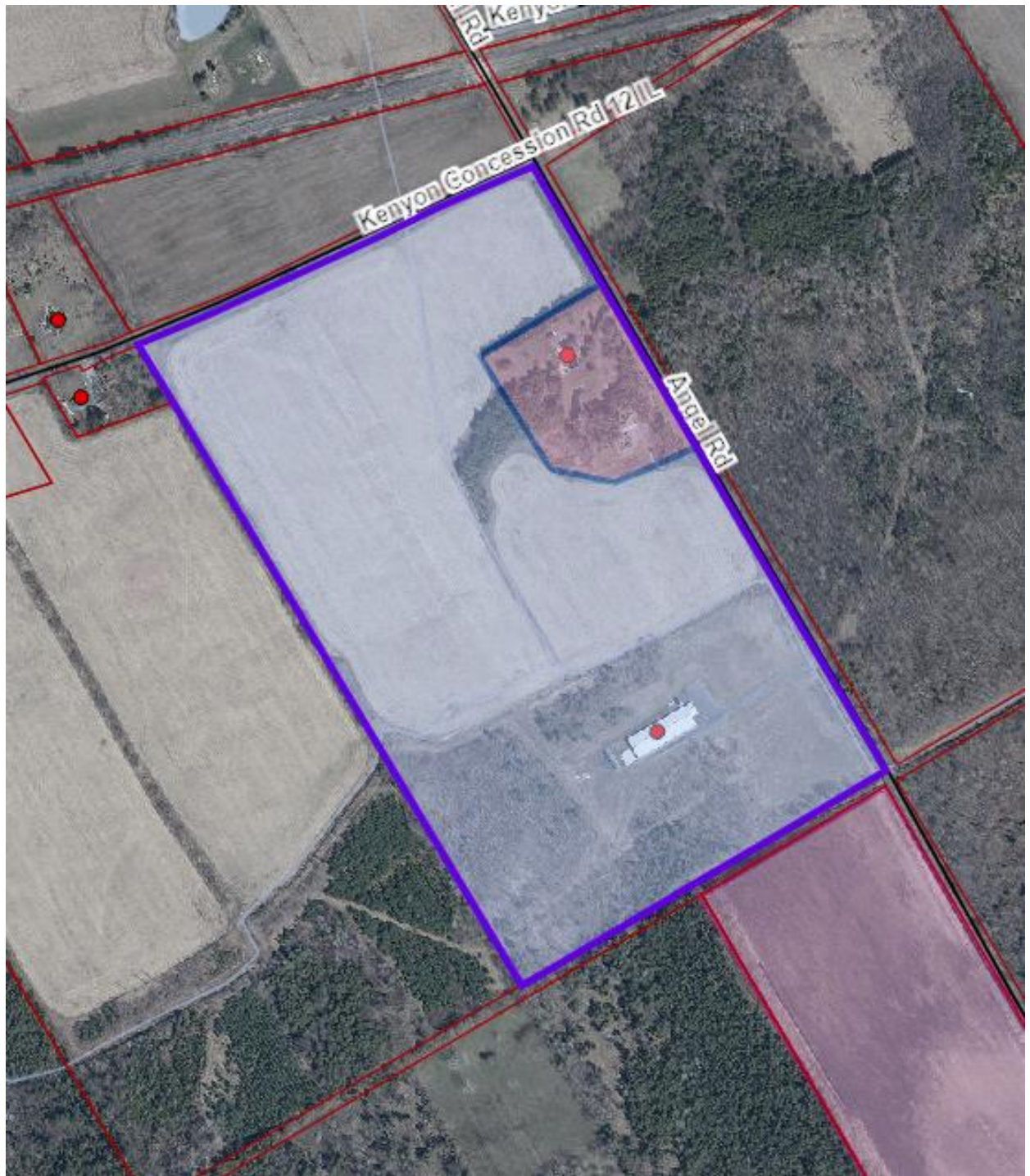
**RE:** Zoning By-law Amendment No. Z-15-2023

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**Owner:** Richard Paul BURTON & Nicole Fleurette DECAIRE  
3744 Angel Road, Apple Hill, ON, K0C 1B0



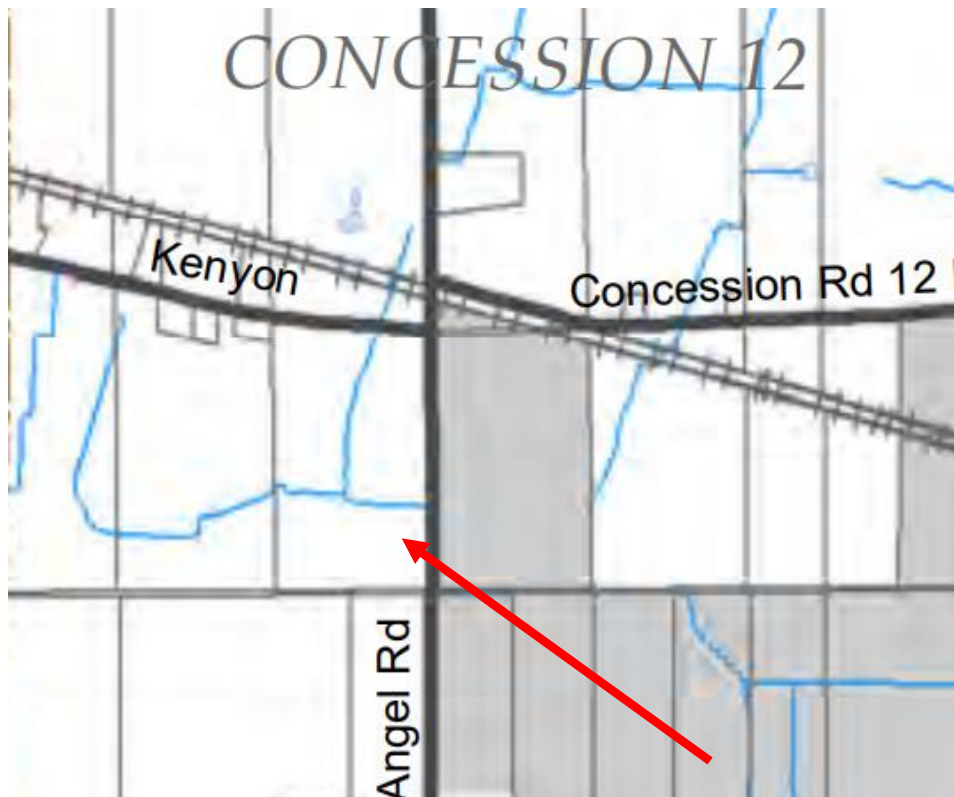








**Official Plan designation:** Agricultural Resource Lands



**Zoning designation:** General Agricultural (AG)



**Purpose of application:** to re-zone both the severed and retained portion subject to Consent Application B-81-23 condition No. 3 & 4 as follows;

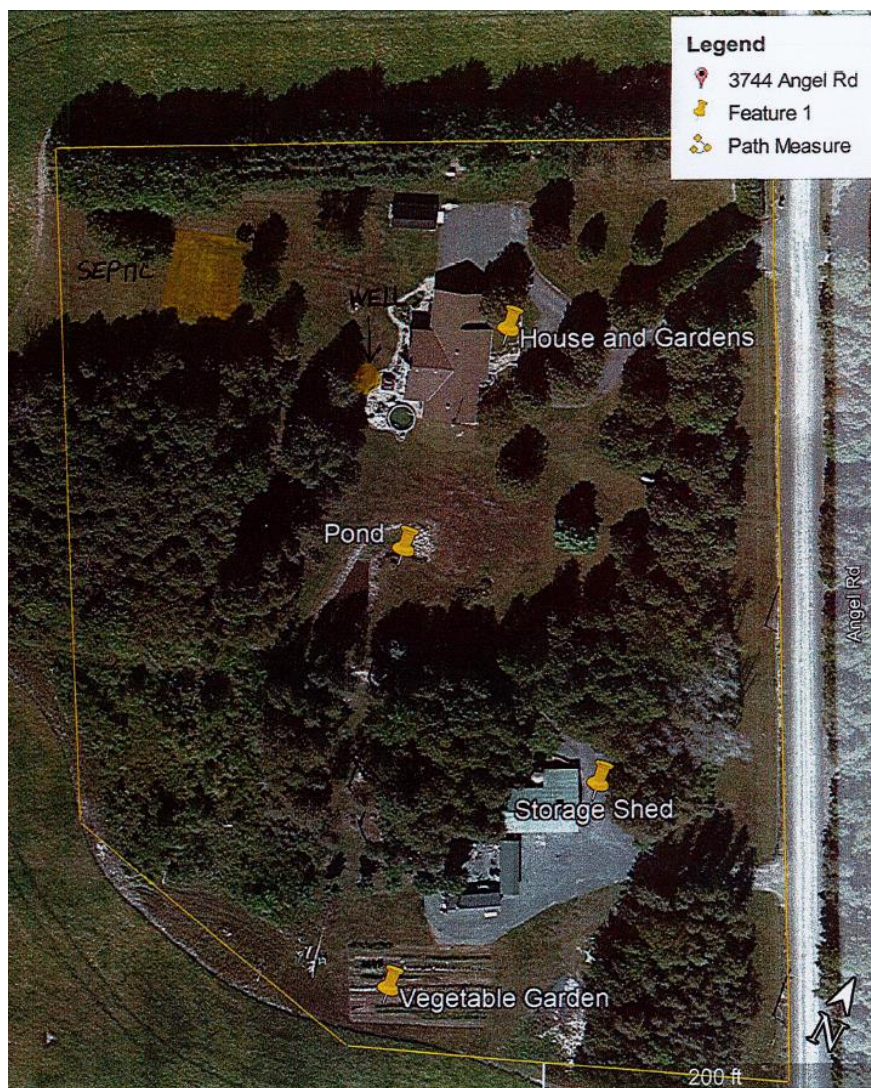
The **retained** portion of the property (58.82 acres) from General Agricultural (AG) to General Agricultural Special Exception (AG-236) to:

- acknowledge the deficiency in lot area from the required 74 acres to the proposed 58.82 acres and;
- prohibit residential development and;

The **severed** portion of the property (4.95 acres) from General Agricultural (AG) to General Agricultural Special Exception (AG-237) to:

- prohibit agricultural uses.

**Discussion:** The subject land area is approximately 63.77 acres. The applicant received conditional approval from the United Counties of Stormont Dundas & Glengarry on August 8, 2023, to sever approximately 4.95 acres of land deemed surplus to the needs of the farming operation.





The newly created property lines will be created in accordance with the Zoning By-law requirements for both the retained and the severed portions, except for the lot area of the retained portion that will be less than the minimum required 74 acres, the severance can still be deemed as a surplus dwelling consent application as per the Planning Act. The new proposed property lines are proposed to be in such a location to keep the area to a minimum to accommodate the residential use for the dwelling, septic, well and all accessory buildings, and is created to follow the natural features of the lands.

There are currently three entrances on the property, two for the residential portion with the assigned civic number 3744, which will remain. There is an entrance for the dwelling and another entrance, also off Angel Road for the accessory storage buildings. An existing entrance is also to remain for the agricultural portion, located East of the existing livestock facility, with the assigned civic number 3794 Angel Road. No new entrances are proposed.

The owner does not have to apply for a change-of-use permit for any buildings as the ones being kept on the residential portion are already constructed and used for residential purposes. Prior to clearing all the conditions, the Chief Building Official will go on site to ensure no other structures are creating a health and safety hazard for the public and future owners, such as sheds, other old buildings, etc.

The surrounding official plan designation is Agricultural Resource Lands for all adjacent and neighboring properties except for a few on the East side being designated as Rural District, as you get closer to Apple Hill.

The surrounding zoning is General Agricultural (AG) for all adjacent and neighboring properties except for one Rural Residential property on the West side.

The surrounding uses includes mostly agricultural cash crop/fields and livestock facilities, with some rural residential properties.

We have received a comment from RRCA as there is a mapped watercourse on and within 15m of the subject lot. Alterations to the watercourse including but not limited to shoreline restoration, crossings, bridges, culverts, channelization, channel closures, realignment and cleanouts shall require permission from the Raisin Region Conservation Authority, as per O. Reg. 175/06.

No other agencies, Township departments or members of public expressed concerns or provided any comments regarding this Zoning By-law Amendment.





### **Provincial Policy Statement (2020)**

According to the Provincial Policy Statement (2020) lot creation in prime agricultural areas is discouraged and may only be permitted in certain circumstances. A residence surplus to a farming operation is the most common reason and is applicable to this application provided that:

The new lot will be limited to a minimum size needed to accommodate the use, accessory uses, and appropriate sanitary sewage and water services, and the planning authority ensures that new residential dwellings are prohibited on any remnant parcel or farmland created by the severance.

### **SDG Counties Official Plan (2018)**

The SDG Counties Official Plan Policy (8.12.13.3(7)) permits lot creation in agricultural lands for a residence surplus to a farming operation if the new lot will be limited to a minimum size needed to accommodate the use, accessory uses, and appropriate sanitary sewage and water services, and the municipality prohibits further dwellings (residential development) on the vacant retained lands created by the subject consent.

**In conclusion, based on the criteria above, the proposed zoning amendment conforms to the relevant policies of the United Counties of Stormont Dundas and Glengarry's Official Plan, it is consistent with Provincial Policy Statement and compliant with the Township of North Glengarry Zoning By-law No. 39-2000.**



**THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY**  
**BY-LAW NO. Z-15-2023**  
**BEING A BY-LAW TO AMEND ZONING BY-LAW NO. 39-2000**

**WHEREAS** By-Law No. 39-2000 regulates the use of land and erection of buildings and structures within the Township of North Glengarry, United Counties of Stormont, Dundas & Glengarry;

**AND WHEREAS** the Council of the Corporation of the Township of North Glengarry deems it advisable to amend By-Law 39-2000 as hereinafter set forth;

**NOW THEREFORE** the Council of the Corporation of the Township of North Glengarry enacts as follows:

1. Notwithstanding the provisions of Section 11.2 to the contrary, on the lands described as being Conc 12 IL S Part Lots 9, 10 (3744 Angel Rd., Apple Hill, ON) of North Glengarry zoned General Agricultural Special Exception 236 (AG-236) and General Agricultural Special Exception 237 (AG-237) on Schedule “A” attached hereto, the following provisions shall apply:
  - i) AG-236 Special Exception on the retained portion to:
    - Prohibit residential development
    - Acknowledge the lot area deficiency from the required 74 acres to the proposed 58 acres and;
  - ii) AG-237 Special Exception on the severed portion to:
    - Prohibit agricultural uses
2. That Schedule “A” of By-Law 39-2000 is hereby amended by changing the “AG” Zone Symbol on the subject lands to “AG-236” and “AG-237” on the Schedule “A” hereto.
3. That Schedule “A” attached hereto is hereby made fully part of the By-Law.

This By-Law shall come into effect on the date of passing hereof subject to the provisions of the Planning Act.

**READ** a first, second, third time and enacted in Open Council, this 10<sup>th</sup> day of October 2023.

\_\_\_\_\_  
CAO/Clerk/Deputy Clerk

\_\_\_\_\_  
Mayor/Deputy Mayor

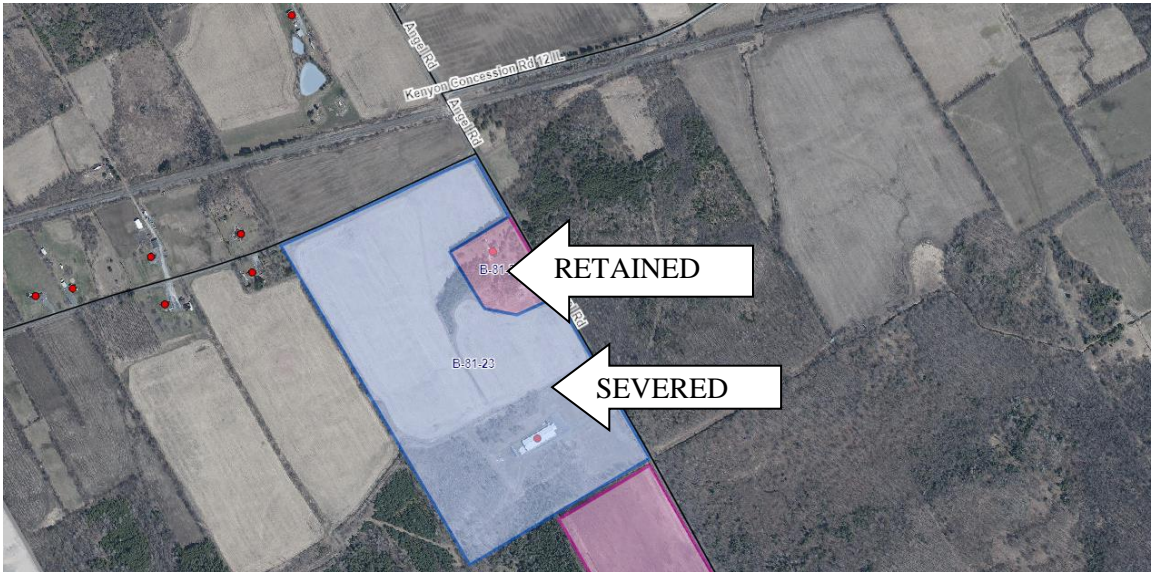
I, hereby certify that the forgoing is a true copy of By-Law No. Z-15-2023, duly adopted by the Council of the Township of North Glengarry, on the 10<sup>th</sup> day of October, 2023.

\_\_\_\_\_  
Date Certified

\_\_\_\_\_  
Clerk / Deputy Clerk

**SCHEDULE “A”  
TO BY-LAW NUMBER Z-15-2023**

**Legend  
Subject Lands  
Zone Change from “AG” to “AG-236” and “AG-237”**



**CON 12 IL S PART LOTS 9, 10 (3744 Angel Rd., Apple Hill, ON)  
Township of North Glengarry  
United Counties of Stormont, Dundas & Glengarry**

**This is Schedule “A” to By-Law Z-15-2023.  
Passed this 10<sup>th</sup> day of October 2023.**

\_\_\_\_\_  
**Mayor/Deputy Mayor**

\_\_\_\_\_  
**CAO/Clerk/Deputy Clerk**



## STAFF REPORT TO COUNCIL

Report No: AD-2023-08

October 10, 2023

From: Sarah Huskinson, Chief Administrative Officer

RE: Amendment to the Procedural By-law

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### Recommended Motion:

THAT the Council of the Township of North Glengarry receives Staff Report No. AD-2023-08;

AND THAT Council adopts by-law 26-2023, being a by-law to govern and regulate the proceedings of the Municipal Council, the conduct of its members, and the calling of meetings for the Township of North Glengarry;

AND THAT by-law 26-2023 be read a first, second and third time and enacted in Open Council this 10th day of October 2023.

### Background / Analysis:

Committees may be appointed by Council from time to time to consider specific matters or to serve in an advisory capacity.

The Township's insurance provider has clarified its standing on Committee of Council as follows:

The Intact Public Entities Municipal Liability Policy provides coverage to Committees of Council. They are included in our definition of "Insured". This extension of coverage often brings with it misconceptions of what constitutes a Committee of Council. In order for a Committee to qualify as a Committee of Council, under our policy, the following criteria must be met.

1. Council must pass a resolution stating that a group of individuals will be acting as a Committee of Council;
2. The Committee must be accountable to Council for all their actions and activities;
3. All finances are directed by Council, or at least approved by Council;
4. Typically, one or two Council Members are appointed to sit on the Committee.

Where all the above conditions apply, the Municipal Liability Insurance protection for these committees is automatic and no endorsement to the policy is required. Volunteers to these Committees of Council are also included in the definition of “Insured”.

During an in-depth examination of the Township’s Procedural By-law, it was noted that the Municipal Recreation Associations Committee was not included as one of the Committees of Council.

The attached Procedural By-law includes the Municipal Recreation Associations Committee which now satisfies all the criteria identified by the municipality’s insurer. The information concerning the Municipal Recreation Associations Committee was added to Section 23, point f.

The Municipal Recreation Associations Committee met on October 4, 2023, and passed resolution No. 4, recommending that the Council for the Township of North Glengarry adopts the amended Procedural Policy By-law which includes the Municipal Recreation Associations Committee as a Committee of Council effective immediately.

**Alternatives:**

Option 1: That Council adopts the changes to the Procedural by-law.

Option 2 (not recommended): That Council does not adopt the changes to the procedural by-law.

**Financial Implications:**

None.

**Attachments & Relevant Legislation:**

MRAC Res. No. 4 dated October 4, 2023  
By-law No. 26-2023 Procedural by-law

**Others Consulted:**

Municipal Recreation Associations Committee  
Kimberley Goyette – Director of Finance

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Reviewed and approved by:  
Sarah Huskinson, CAO/Clerk



**MRAC Res No. 4**

**MUNICIPAL RECREATION ASSOCIATIONS  
COMMITTEE**

Resolution No: 4

Meeting of: October 4, 2023

Moved By: Rejean Boudanger Seconded By: Budum Grant

Be it resolved that the Municipal Recreation Associations Committee receives Staff Report No. MRAC-2023-01; and

That the Municipal Recreation Associations Committee recommends that the Council for the Township of North Glengarry adopts the amended Procedural Policy By-law which includes the Municipal Recreation Associations Committee as a Committee of Council effective immediately.

Carried: 

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

BY-LAW NO. 26-2023

**BEING** a by-law to govern and regulate the proceedings of the Municipal Council, the conduct of its members, and the calling of meetings for the Township of North Glengarry.

**WHEREAS** the Council of The Corporation of the Township of North Glengarry deems it important to revise the current Procedural By-law;

**AND WHEREAS** the Municipal Act, 2001. c. 25, s 238 (2) states that every Council and local board shall adopt a procedural by-law to govern the calling, place and proceedings of meetings;

**AND WHEREAS** the Municipal Act, 2001 c. 25, s 5 (3) that municipal power, including a municipality’s capacity, rights, powers and privileges shall be exercised by by-law;

**NOW THEREFORE BE IT ENACTED BY THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY AS FOLLOWS:**

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## 1) DEFINITIONS

In this By-law;

- a) "Agenda" means the written Order of Business such as an agenda for a Council or Committee Meeting.
- b) "Ad Hoc Committee" means a committee established by Council from time to time to act on a temporary or singular initiative or matter and shall be deemed discontinued when its recommendations upon the specified initiative or matter has been provided and further recommendations are no longer required unless it is continued by Council.
- c) "Adjourn" means to end the meeting.
- d) "By-law" means this procedural by-law.
- e) "CAO" means the individual appointed by by-law to the position of Chief Administrative Officer (CAO) to generally manage the corporate affairs of the Township of North Glengarry.
- f) "Chair" means the person presiding over a meeting who is charged with the responsibility to decide questions and points of order or practice, preserve order and maintain decorum in the proceeding.
- g) "Clerk" means the Clerk and Deputy Clerk of the Township and/or designate.
- h) "Closed session" means a meeting or portion thereof which is closed to the public in accordance with applicable legislation.
- i) "Committee" means a committee of Council which has been duly appointed to deal with specific administrative matters and provides advice and/or recommendations to Council.
- j) "Committee of the Whole" means a Committee composed of all Members of Council.
- k) "Confirming By-Law" means a by-law passed for the purpose of giving general effect to a previous decision or proceedings of Council.
- l) "Council" means the Council of the Corporation of the Township of North Glengarry acting as per the Municipal Act as the governing body of the Township, comprised of seven members; Mayor, Deputy Mayor and five Councillors.
- m) "Defer" means to postpone a decision or discussion on a matter until later in the same meeting or at a future meeting of Council or Committee.
- n) "Delegation" means a person or group who has made a written request to address Council on a specific matter, and by virtue of the written request shall appear as a delegation on an agenda.
- o) "Department Head" means Township management staff reporting to the CAO and solely responsible to manage the affairs of the: Public Works; Treasury; Planning, Building, and By-Law; Fire; and, Community Services departments.
- p) "Deputy Mayor" means the councillor for the Township of North Glengarry elected or appointed to the position of Deputy Mayor to act in the place of the Mayor, in his/her absence.
- q) "Emergency" means a sudden, generally unexpected or time sensitive occurrence demanding immediate action by Council.
- r) "In Camera" means a meeting or portion thereof which is closed to the public in accordance with applicable legislation.
- s) "Majority" means more than half of votes cast by members entitled to vote.
- t) "Mayor" means the Head of Council as defined in the Municipal Act, 2001, of the Township of North Glengarry
- u) "Meeting" means any regular or special meeting of Council or Committee, where, a) a quorum of members is present, and b) members otherwise deal with any matter in a way that materially advances the business or decision making of the Council or Committee.
- v) "Member of Council" means a person duly elected or appointed by by-law to serve on the Council for the Corporation of the Township of North Glengarry.
- w) "Motion" means a proposal moved by a Member, seconded by another Member, to adopt, amend, or otherwise deal with a matter before Council or a Committee.
- x) "Municipal Act" means the Municipal Act, 2001, S.O. 2001, c. 25, as amended from time to time.
- y) "Notice of Motion" means an advance notice to members on a matter which Council will be asked to take a position.
- z) "Ombudsman" means the Investigator appointed by Council pursuant to Section 223.13 of the Municipal Act.
- aa) "Order of Business" means the sequence of business under consideration at a meeting that has been duly called and constituted.
- bb) "Pecuniary Interest" means an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person.
- cc) "Petitions" means the presentation of a formal request, in writing, to Council or committee.
- dd) "Point of Order" means a motion raised by a member drawing attention to an infraction of this Procedural By-law.

- ee) "Point of Personal Privilege" means a matter that a member considers to impugn their integrity or the integrity of the Council, Committee, or Staff.
- ff) "Quorum" means the majority of the whole number of the members of Council or Committee who are present in person.
- gg) "Recorded Vote" means the recording in the Council minutes, the names of each member present and the manner or question before the Council. In the case of a member who has declared a conflict on the matter or question, the minutes shall reflect the member abstained from the vote.
- hh) "Regular Meeting" means a scheduled business meeting held in accordance with the approved calendar/schedule of meetings.
- ii) "Resolution" means a formal determination made by Council or Committee on the basis of a motion, duly placed before a regularly constituted Council or Committee meeting for debate and decision, and duly passed.
- jj) "Rules of Procedures" means the applicable procedural rules and rules of conduct contained in this by-law.
- kk) "Special Meeting" means a meeting not scheduled in accordance with the approved calendar/schedule of meetings.
- ll) "Township" means the Township of North Glengarry.

## **2) GENERAL APPLICATION OF THIS BY-LAW**

- a) The rules of procedure contained in this by-law shall be observed in all proceedings of Council, committee members and Staff and shall be the rules for the order and dispatch of business in the Council and all committees thereof.
- b) In the event of conflict between this Procedural by-law and legislation, the provisions of the legislation prevail.
- c) If there is a conflict between two or more rules in this Procedural by-law, or if there is no specific rule on a matter, the Chair will rule. In making a ruling, the Chair may consult the Clerk, rely on previous rulings and practices, or refer to Roberts Rules of Order.
- d) Unless a contrary intention appears, in this by-law, words in the singular include the plural and words importing masculine gender include the feminine.
- e) All members, except the Mayor, shall be addressed as "Councillor Surname"
- f) The Mayor, shall be addressed as "Mayor Surname".

## **3) SUSPENSION OF RULES**

- a) Rules of Procedure provided for in this Procedural by-law may be suspended by a two-thirds majority vote of Council or Committee, with the exception of the following circumstances:
  - i) Where required by law;
  - ii) Contractual agreements binding the Township;
  - iii) Quorum requirements.
- b) A motion to suspend the Rules of Procedure required by this Procedural by-law shall not be debatable or amendable.

## **4) MEETINGS**

- a) Inaugural Meeting
  - i) The first meeting in a new term of Council shall be held no later than the first Monday in December in each election year, at the hour of seven o'clock in the evening.
  - ii) The location of the inaugural meeting shall be in the Council Chambers of the Township of North Glengarry, unless otherwise determined by the resolution of the outgoing Council
- b) Location and Schedule of Meetings
  - i) All regular meetings of Council shall be held in the Council Chambers of the Township of North Glengarry at 3720 County Road 34, Alexandria, or at such other place within the Township of North Glengarry as Council may from time to time determine
  - ii) Council meetings shall be held the second and fourth Monday of each month at 6:00 p.m. Committee of the Whole meetings shall be held on the third Wednesday of each quarter at 3:00pm. A meeting calendar will be presented to Council for approval by the Clerk by the first meeting in December of each year detailing the dates for all Regular Council or Committee of the Whole meetings.

- iii) In the event the designated day for holding of a Regular Council or Committee of the Whole meeting falls on a public or civic holiday or on a day when City Hall is closed for business, Council shall meet at the designated hour on the first day following which is not a public or civic holiday.
- c) Notice of Meeting/ Agenda circulation
  - i) The Clerk shall cause to be delivered to all members of Council a notice/agenda package for each regular meeting of Council via email, electronic download or on the Township Meeting Management system. If requested a hardcopy to the mail box designated for the Member in the Township Office. The notice/agenda package of the regular meeting shall be provided not less than 72 hours before the hour appointed for the holding of such meeting. Shortly thereafter, the Clerk shall also distribute a copy of the notice/agenda package to the Department Heads and post the agenda on the corporate website or Township Meeting Management system.
- d) Special Meeting of Council
  - i) In addition to regular meetings, the Mayor may at any time summon a special meeting of Council by providing written (or email) direction to the Clerk stating the date, time and purpose for the special meeting. A minimum of 24-hour notice is required to hold any special meeting.
  - ii) In addition, a majority of Council Members may at any time petition the Clerk to call a special meeting of Council by providing the written (or email) petition to the Clerk stating the date, time and purpose for the special meeting.
  - iii) In addition, in the absence of the Mayor, the Deputy Mayor may at any time summon a special meeting of Council by providing written (or email) direction to the Clerk stating the date, time and purpose for the special meeting.
  - iv) The Clerk shall give notice to the members of the Council of all special meetings of Council whenever required without delay using email or electronic download. Shortly thereafter, the Clerk shall also distribute a copy of the notice to Department Heads and the Media; and post the notice / agenda on the corporate website or Township Meeting Management software in order to provide the required 24 hours public notice of a meeting.
- e) Closed Meetings of Council
  - i) Standing Committee and Council meetings, or portions thereof, may be held "In Camera" only in accordance with the Municipal Act, 2001 (as amended). The Clerk in conjunction with the Mayor and the Senior Management Team will place the "In Camera" session, at the end of the meeting. The only matters to be considered "In Camera" are as follows:
    - (1) The security of the property of the municipality or local board.
    - (2) Personal matters about an identifiable individual, including municipal or local board employees.
    - (3) Proposed or pending acquisition of land for municipal or local board purposes.
    - (4) labour relations or employee negotiations.
    - (5) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.
    - (6) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
    - (7) A matter in respect of which a council, board, committee or other body has authorized a meeting to be closed under another Act.
    - (8) A matter in respect of the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act, if the council is designated as the "Head" for the purpose of that Act.
    - (9) Information explicitly supplied in confidence to the municipality the federal government, a province, or territory or a Crown agency of any of them.
    - (10) A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization.
    - (11) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on, or to be carried, by on or behalf of the municipality.

- (12) An ongoing investigation respecting the municipality, a local board or municipally-controlled corporation by the Ombudsman appointed under the Ombudsman Act, an Ombudsman referred to in subsection 223.13(1), or the investigator referred to in subsection 239.2(1) of the Municipal Act.
  - ii) A meeting may be closed to the public if both of the following conditions are satisfied:
    - (1) The meeting is held for the purpose of educating or training the members.
    - (2) At the meeting, no member discusses or otherwise deals with any matter that materially advances the business or decision-making of the Council or Committee.
  - iii) Prior to moving “In Camera” for one of the reasons listed in Section 4 e) Council shall pass a motion in public session stating:
    - (1) The fact of the holding of the closed meeting;
    - (2) The general nature of the matter to be considered; and
    - (3) The relevant legislative authority
  - iv) A meeting may be closed to the public during the taking of a vote if Section 4 e) permits it, or requires that the meeting be closed to the public; and the vote is for a procedural matter or for giving direction or instructions to officers, employees, or agents of the municipality or local board or persons retained by or under a contract with, the municipality or local board.
  - v) All resolutions, resulting from “In Camera” discussions shall be adopted in either a closed or an open session.
  - vi) The rules of Council as outlined in the procedural by-law shall apply during closed meetings of Council.
- f) Adjournment Hour/All Meetings
- i) All regular meetings shall stand adjourned when the Council has completed all business as listed on the Order of Business or automatically adjourn at the hour of 9:00 p.m.
- g) Quorum/Call to Order
- i) As soon as there is a quorum after the time set for the start of the meeting, the Mayor shall take the chair and call the meeting to order.
  - ii) A majority of Members (more than half the total of the Council) is necessary to constitute a quorum of the Council.
  - iii) In the event that a quorum is not present within 30 minutes after the designated start time of the meeting, the Clerk shall record the names of the members present and the meeting shall stand adjourned.
  - iv) In the case where a quorum is present, and the Mayor has not attended within fifteen minutes after the time appointed, the Clerk shall call the members to order, and the Deputy Mayor shall assume the Chair during the meeting or until the arrival of the Mayor.
  - v) In the event the Deputy Mayor is not present then the members shall nominate and elect a Chair among the members present who shall preside during the meeting or until the arrival of the Mayor.
  - vi) Members of Council are encouraged to notify the Clerk when the Member is aware that he/she will be absent from any meeting of Council.
  - vii) If a quorum ceases to be present during the course of a meeting, proceedings must stop, and the Chair must adjourn the meeting to a later date.
  - viii) In the absence of the Mayor, either if a vacancy occurs or the Mayor is otherwise unavailable to perform mayoral duties, it is understood that the Deputy Mayor will assume Mayoral responsibilities, including signing authority, chairing meetings and other duties normally done by the Head of Council.

## 5) ORDER OF BUSINESS

- a) The Clerk shall prepare for the use of the members at the Regular Meetings of the Council an “Order of Business” (also known as the Council Agenda) in the following form and order:
  - 1. Call to Order
  - 2. Declarations of Pecuniary Interest
  - 3. Accept the Agenda (Additions/ Deletions)
  - 4. Adoption of Previous Minutes
  - 4. Delegations
  - 5. Staff Reports
  - 6. Unfinished Business
  - 7. Consent Agenda

8. New Business
9. Notice of Motion
10. Question Period
11. Closed Session Business
12. Confirming By-law
13. Adjourn

- b) The Clerk shall prepare for the use of the members at a regular Committee of the Whole meeting an agenda under the following headings:
  1. Call to Order
  2. Declaration of Pecuniary Interest
  3. Delegations
  4. Staff Reports
  5. Unfinished Business
  6. Other Business
  7. Matters arising from Standing Committees
  8. Notice of Motion
  9. Adjournment
- c) The Clerk may, under the direction of the Mayor, prepare a supplementary Order of Business in order to deal with urgent matters only. Individual Council members should notify the Mayor of a proposed addition at least 24 hours in advance of the meeting. If notice cannot be provided, Councillors or the CAO/Clerk may raise additions to the agenda at the beginning of the meeting to be added and approved by Council resolution as amendments to the agenda.
- d) The Council Agenda (Order of Business) will be established through the agenda review process, consisting of the CAO / Clerk and department heads for the purpose of determining capacity for consideration at any given meeting.
- e) The introduction of the Notice of Motion is governed by the following procedure:
  - i) The notice must be signed by the mover and the seconder of the motion, and must state the date of the meeting to which it is directed
  - ii) The motion must be accompanied by information supporting the motion, a statement of the purpose of the motion, and the advantages and disadvantages of passing the motion,
  - iii) Only the member making the motion may make introductory remarks.
- f) Unfinished business
  - i) The items listed in the order of the topics set out in the agenda of previous meetings, which have not been disposed of by Council and the date of their first appearance on the agenda shall be noted and repeated on each subsequent agenda until disposed of by Council, unless removed from the agenda by leave of Council.
- g) Consent Agenda
  - i) The consent agenda will include the following items:
    - a. Receipt of minutes.
    - b. Communications addressed to Council.
    - c. Information reports which require no direction from Council.
    - d. Items as directed by the CAO or Clerk.
  - ii) Questions of clarification may be asked by members about any consent item during the adoption of the consent agenda without requiring a separate vote;
  - iii) Items on the Consent Agenda or the balance of the items shall be adopted in one motion.

## 6) RECORD OF MEETINGS

- a) The Clerk records the minutes of meeting of the Committee of the Whole and Council without note or comment. The minutes record:
  - a. The date, time and location of the meeting;
  - b. The name of the Chair and a record of attendance at the meeting;
  - c. The name and nature of presenters and delegations;
  - d. All resolutions, decision and other proceedings of the meeting
  - e. Disclosure(s) of pecuniary interest, and
  - f. The late arrivals and early departures of members



- b) Minutes of committees are submitted to Committee of Whole for receipt.
- c) The receipt of committee minutes by Council does not constitute endorsement by the Township of any recommendations or actions contained in the minutes.
- d) A Committee of the Whole report is submitted to the next regular Council meeting for consideration of the recommendations to Council.
- e) Minutes of each meeting of Council are presented to the subsequent regular meeting of Council for approval. The approved minutes for the official record of the meeting.
- f) After the Council meeting minutes have been approved by Council, they shall be signed by the Mayor and Clerk.
- a) Approved minutes of Council will be posted on the Township's website as they become available.

## **7) BY-LAWS**

- b) By-laws are considered by Council and approved by Motion.
- c) Every by-law adopted by Council is done so under the seal of the Township and signed by the Clerk and Mayor.
- d) All by-laws shall be given first, second and third readings in a single Motion, unless the member wishes to discuss the contents of the by-law, at which time the subject by-law shall be removed from the motion and dealt with separately.
- e) Every Council meeting shall be confirmed by by-law so that every decision of Council at that Council Meeting and every resolution of the meeting shall have the same force and effect as if each and every one of them had been the subject matter of a separate by-law duly enacted.
- f) All by-laws, including the confirmatory by-law, shall be voted on prior to adjournment.

## **8) DECLARATIONS OF PECUNIARY INTEREST**

- a) It is the responsibility of each Member to identify and disclose any pecuniary interest (as defined by the Municipal Conflict of Interest Act) in any item or matter before the Council or any Committee of Council.
- b) Where a Member, either on his own behalf or while acting, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Council or standing Committee at which the matter is the subject of consideration, the member shall:
  - i) Prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof.
  - ii) Not take part in the discussion of or vote on any question in respect of the matter.
  - iii) Not attempt in any way whether before, during, or after the meeting to influence the voting on any such question
  - iv) Submit to the Clerk a written statement not later than 72 hours after declaring the pecuniary interest on the prescribed Declaration of Interest Form.
- c) The written statements shall be posted on the municipal website and form the Municipal Conflict of Interest Act Registry.
- d) Where a meeting is not open to the public, in addition to complying with the requirements, the Member shall forthwith leave the meeting for the part of the meeting during which the matter is under consideration.
- e) Where the interest of a Member has not been disclosed by reason of absence from the particular meeting, the Member shall disclose the interest and otherwise comply at the first meeting of Council or Committee, as the case may be, attended by the Member after the particular meeting.
- f) The Clerk shall record the particulars of any disclosure of pecuniary interest made by members of Council or Committees, as the case may be, and any such record shall appear in the minutes of that particular meeting of Council or of Committee, as the case may be.

## **9) DELEGATIONS**

- a) Any person who wishes to appear before Council shall make application to the Clerk by 4:00 p.m. (EST) on the Wednesday preceding the Council meeting in order to be placed on the Agenda. A written brief is encouraged and, if submitted to the Clerk by 4:00 p.m. on the Wednesday preceding the Council meeting shall be copied and distributed as "Delegation" submissions to Council members.
- b) Where the subject matter of the delegation falls outside of the scope and responsibility of the Council, the Clerk reserves the right to notify the person(s) that the presentation should be

properly referred to the most appropriate board, commission, agency or Provincial or Federal government ministry for consideration.

- c) A maximum of 3 delegations shall be scheduled to take place during a regular Council meeting. A maximum five (5) minutes shall be allotted for each delegation to present his/her position of support or opposition to the relevant item on the Order of Business. The Chair may waive the time limit at his/her discretion. Where there are numerous delegates taking the same position on a matter, they are encouraged to select a spokesperson to present their views. Delegations are encouraged not to repeat information presented by an earlier delegation.
- d) Where there is no accompanying staff report to the delegation, the matter may be referred to a future Committee of the Whole or Council meeting and reported requested for that meeting.

#### **10) RULES OF DEBATE IN COUNCIL**

- a) No Member shall speak to a question or motion until the Member has been recognized by the Mayor or Chair.
- b) When a Member is speaking, no other Member shall interrupt that member except to raise a point of order.
- c) Prior to the taking of a vote, a Member may require the question or motion under discussion to be read at any time during the debate but not so as to interrupt a Member who is speaking.

#### **11) POINTS OF ORDER**

- a) A Member may interrupt the person who has the floor to raise a Point of Order when such Member feels that there has been:
  - a. A deviation or departure from this Procedural by-law; or
  - b. A deviation from the matter under consideration and the current discussion is not within the scope of the proposed Motion.
- b) Upon hearing such Point of Order, the Chair decides and states his/her ruling on the matter
- c) Upon hearing the Point of Order ruling, a Member only addresses the Chair for the purpose of appealing the Chair's decision to the Council or a Committee.
- d) If no Member appeals, the decision of the Chair is final.

#### **12) POINT OF PERSONAL PRIVILEGE**

- a) A member may rise at any time on a Point of Personal Privilege where such Member feels that the health, safety, rights, or integrity of his/her own person, the Council, a Committee Member, Staff or anyone present at the Meeting has been called into question by another member or by anyone present at the meeting.
- b) Upon hearing such Point of Privilege, the Chair decides and states his/her ruling on the matter.
- c) Where the Chair rules that a breach of privilege has taken place, he/she demands that the offending Member or individual apologize and, failing such apology, requires said Member or individual to vacate the Meeting room for the duration of the meeting.

#### **13) MOTIONS**

- a) A "Main Motion" is a motion to consider any subject that is brought before Council for its consideration. Main motions yield to Privileged and/or Secondary motions.
- b) A "Secondary Motion" is a motion which affects the disposition of a Main Motion. Secondary Motions take precedence over Main Motions and must be decided before the Main Motion can be acted upon. Examples include motions to refer, amend, and defer to a day certain.
- c) A "Privileged Motion", due to its importance, takes precedence over all other questions and is not debatable. Examples include motions to adjourn and questions relating to the rights and privileges of Council and its Members.
- d) Order of Consideration
  - i) When a motion is under consideration, no motion shall be received except a procedural motion or motion to amend.
- e) Procedural motions shall be considered immediately upon receipt and are subject to debate as follows:
  - i) To adjourn

- ii) To refer
- iii) To defer to a day certain
- f) Motion to refer
  - i) The purpose of a Motion to Refer is to refer a question to a Standing Committee, Committee of the Whole, Special Committee, or CAO. A motion to refer:
    - a) Need not be in writing;
    - b) Shall receive disposition of Council before the vote of the main motion;
    - c) Shall state the committee or appointed official to which the matter shall be referred;
    - d) Shall preclude all amendments of the main question until it is decided.
- g) Motion to defer
  - i) The purpose of the Motion to Defer is to have a matter postponed or deferred to a definite date.
- h) Motion to Amend
  - i) The purpose of a Motion to Amend is to add or insert certain words or phrases, to strike out certain words or phrases, or to amend certain words or phrases. A motion to amend.
    - a) Shall be relevant and not contrary to the principle of the motion or report under consideration.
    - b) May propose a separate and distinct disposition of a motion provided that such altered disposition continues to relate to the main issue and subject matter of the motion.
    - c) Shall be voted on before the main motion.
- i) Amendments shall be voted on in reverse order to their introduction. The amendment to the amendment must be disposed of before the amendment and the amendment must be voted on before the main motion.
- j) Recorded vote
  - i) When a Member requests a recorded vote, all Members who are present at the Meeting shall vote when called by the Clerk unless he/she has disclosed a pecuniary interest. The name of each Member who voted and the manner in which he/she voted, shall be noted in the minutes. If a Member at a Meeting of Council, where a motion is put to a vote and a recorded vote is taken, does not vote, he/she shall be deemed to have voted in the negative unless the Member's reason for abstaining is due to disclosure of pecuniary interest in which case his/her abstention shall not be deemed to be either a negative or an affirmative vote. The Clerk shall announce the results.

#### **14) VOTING PROCEDURES**

- a) Every Member present at a meeting of the Council or Committee when a question is put shall vote unless prohibited by statute, in which case, the Clerk shall record the name of the Member and the reason that he or she is prohibited from voting and if a member is absent, the Clerk shall also record his/her absence during the vote. All members present at the time of the vote must vote unless otherwise disqualified, regardless of whether they were present for the debate.
- b) When a vote is taken and a tie results, it is deemed to be lost.
- c) If any Member at a meeting of the Council or Committee does not vote when a question is put, and a recorded vote is taken, he or she shall be deemed to have voted in the negative except where the Member has abstained from the vote as a result of declaring an interest in the matter or question before the Council.
- d) When a recorded vote is requested by a Member, the Clerk shall record the name and vote of every Member on the question under consideration.
- e) Reconsideration of a matter
  - i) Council cannot reconsider a matter until six (6) months have passed from the date of the matter's original disposition by Council, except upon a vote in the affirmative of two-thirds majority of the Members present.
  - ii) Decisions which contractually bind the Township shall not be reconsidered.
  - iii) A Motion to reconsider shall be introduced by way of a Notice of Motion and considered either at the next Council Meeting or at a Special Meeting called to reconsider the Motion unless the Council, without debate, dispenses with the requirement for a Notice of Motion on a two-thirds vote.
  - iv) A Motion to reconsider is debatable, which debate will be restricted to the rationale for reconsidering the matter, and no debate of the main Motion shall be allowed until the Motion for reconsideration is carried.

- v) Once the reconsideration Motion has carried, the matter is reopened in its entirety unless the reconsideration Motion specifies otherwise.
- vi) If the matter is reopened, all previous decision of the Council remain in force until the Council decides otherwise.

#### **15) RECORDING, BROADCASTING, AND LIVE STREAMING MEETINGS**

- a) All meetings with a quorum of members may be audio and/or visually recorded, broadcast and/or live streamed publicly by the Township, with the exception of meetings closed to the public provided for in the Closed Session section of this Procedural by-law.
- b) The approved minutes of a Meeting will form the official record of the meeting. Any audio, video, or other record of the Meeting shall not be considered an official record.

#### **16) ROLE OF THE COUNCIL**

- a) Council is responsible for establishing policies within the authority of enabling legislation for the purpose of guiding the administration of municipal government in the Township of North Glengarry.
- b) Subject to legislative restrictions, develop regulations to be adopted in by-laws and resolutions for the overall benefit of the community.
- c) Appoint statutory officers and senior officials to ensure that an appropriate management system is in place to administer the Township within the adopted policies of Council.
- d) Collectively oversees the administrative functions as carried out by appointed officials within delegated authority and the policies adopted by Council.
- e) To be prepared to attend regular and special meetings of Council and committees to which a Member has been appointed by Council to participate in the development and adoption of policies and directions for the Township of North Glengarry.
- f) To act as liaison between the citizens they represent and the municipality, to ensure that the intention of the established policies and regulations are applied in a manner that is conducive to the citizens and community as a whole.
- g) To oversee the financial affairs and delivery of municipal services through the adoption of policies and budget control guidelines and to ensure that appropriate audit procedures and monitoring programs are in effect.
- h) Council Members shall be guided by the Corporate Code of Conduct.
- i) To carry out the responsibilities of the role of Council as described in the Municipal Act, 2001.
- j) Carefully consider and make decisions about meeting business, including seeking information and advice from staff prior to and during a meeting.
- k) Vote on motions put to a vote, unless the Municipal Conflict of Interest Act prohibits it.
- l) Respect the rules of procedure in this Procedural by-law.
- m) Listen attentively, participate in a meeting and not interrupt, unless to raise a point of order or point of personal privilege.
- n) Remain silent in their seats while Council or Committee votes and until the Chair announces the result of the vote.
- o) Refrain from using indecent, offensive or insulting language or speak disrespectfully of any individual.
- p) Respect and follow the decisions of Council or a Committee.
- q) Not disclose any of the content of a meeting that was closed to the public or provide confidential documents or materials to unauthorized individuals.
- r) Comply with the Chair's rulings and Council's decisions.

#### **17) ROLE OF THE MAYOR**

- a) In addition to the responsibilities of Council as outlined in Part 16 of this by-law, the Mayor is responsible to act as the Head of Council, providing leadership to Council.
- b) The Mayor shall act as Council's representative when dealing with other levels of government, their agencies, the private sector and the media.
- c) The Mayor shall coordinate political representation on behalf of the Township when required at meetings, receptions, functions and community activities, and to direct administrative functions to the attention of the CAO.
- d) The Mayor shall preside at Council meetings and conduct the meetings consistent with the provisions of this by-law.

- e) The Mayor shall be the official spokesperson on matters discussed in closed meetings of Council until such time as those matters have been ratified at an open Council meeting.
- f) The Mayor shall be guided by the Corporate Code of Conduct.
- g) In the absence of the Mayor and during said absence, the Deputy Mayor shall assume the roles described above.

#### **18) DUTIES OF THE CHAIR**

- a) Carry out the roles and responsibilities of his/her role as described in the Municipal Act, 2001.
- b) Chair the meeting in an objective manner in accordance with this Procedural by-law;
- c) Enforce the Rules of Procedure in this Procedural By-law;
- d) Announce the business before Council or a Committee and the order in which it is to be considered;
- e) Rule on whether a motion is in order;
- f) Ensure that all members who wish to speak on a Motion have spoken;
- g) Ensure clarity, where required, by reading or requesting the Clerk or other appropriate person to read motions before voting;
- h) Put all motions to vote and announce the results;
- i) Call all members to order;
- j) Adjourn the meeting when the business of the meeting has concluded;
- k) Sign all by-laws, resolutions and minutes when required;
- l) Recess the meeting for a specified time if there is a threat or imminent threat to the health or safety of any person, or if there is a possibility of public disorder;
- m) Recess the meeting for a brief, specified time, to consult the Clerk, the CAO, or other staff person if necessary.

#### **19) ROLE OF THE CAO**

- a) The CAO is responsible to Township Council for the efficient management of the administration of the Corporation's various departments.
- b) All presentations, written reports and recommendations of department heads to Council shall be co-ordinated through the CAO.
- c) The CAO and all Township staff shall be guided by the Corporate Code of Conduct.

#### **20) ROLE OF THE DEPARTMENT HEADS**

- a) Shall act in accordance with any statutory duties.
- b) Shall be responsible to and subject to direction and control by the CAO.
- c) Shall be guided by the Corporate Code of Conduct.

#### **21) ROLE OF THE CLERK**

- a) The Clerk shall be responsible for preparing and distributing the agenda for all meetings of Council and Committees in accordance with the provisions of this by-law.
- b) The Clerk shall make a copy of the Regular Agenda available to the Department Heads, the public and the media following distribution of the regular agenda to members of Council.
- c) The Clerk may prepare the agenda in electronic format.
- d) The Clerk shall ensure that administrative processes relative to the agenda preparation and distribution are comprehensive, efficient and cost-effective.
- e) The Clerk or his/her designate shall attend all meetings of Council and Committees of Council.
- f) The Clerk shall record without note or comment all resolutions, decisions and proceedings of Council and Committees of Council.
- g) The Clerk shall forward a copy of all decisions, resolutions and directions of Council to the appropriate members of administration, public, agencies, boards, committees and governments.
- h) The Clerk shall make minor clerical, typographical or grammatical corrections in form to any by-law, motion, resolution and/or minutes as may be required for the purpose of ensuring correct and complete implementation of the actions of Council.
- i) The Clerk shall present by-laws directly to Council for
  - i) the appointment of staff for municipal law enforcement and Provincial Offences administration
  - ii) consolidation of by-laws for housekeeping amendments
  - iii) minor amendments resulting from changes to Provincial enabling legislation

- j) The Clerk shall maintain the originals of all by-laws and minutes of the proceedings of Council.
- k) The Clerk shall present an annual meeting calendar in December for consideration by Council.
- l) The Clerk shall be guided by the Corporate Code of Conduct.

## **22) MEMBERS OF THE PUBLIC**

- a) The Chair may expel or exclude any person who disrupts a meeting and may request security and/or police assistance in doing so.
- b) Attendees will submit any materials for Council or committee through the Clerk.
- c) Attendees are responsible for:
  - a. Maintaining order and not heckling, or engaging in conversations, displaying placards or props, or any behaviour that may be considered disruptive
  - b. Speaking respectfully at all times.

## **23) COMMITTEES**

- a) Committees may be appointed by Council from time to time to consider specific matters or to serve in an advisory capacity. Those committees can be for a specified time (i.e. ad hoc nature) or the Standing Committees outlined below.
- b) The following applies to all committees:
  - i) All committees are governed by this procedural bylaw, the Municipal Act and Roberts Rules of Order.
  - ii) Committees shall appoint a chair from among its members for the term of Council.
  - iii) Unless authorized by by-law, no committee or member of a committee shall incur any expense or liability in the name of the Corporation.
  - iv) The CAO/Clerk is a non-voting resource to all committees and may delegate staff to act as resources to any committee at his/her discretion.
  - v) Working Groups of Standing Committees may be formed from time to time to research or complete specific task.
  - vi) The Clerk, Deputy Clerk, Secretary to the Committee or designate shall prepare and distribute to all Members of the Committee an agenda setting forth the business to be considered at regular Committee meetings. The items of business to be included on the agenda shall be developed under the direction of the CAO, Clerk and/or Committee Chair.
  - vii) The following headings shall be used in preparing the agenda for regular Committee meetings:
    1. Call to order
    2. Disclosure of Pecuniary Interest and General Nature Thereof
    3. Adoption of the Minutes
    4. Presentations
    5. Business
    6. Information Items
    7. Adjournment
- c) Arts, Culture and Heritage Advisory Committee:
  - i) An Arts, Culture and Heritage Advisory Committee is hereby established and shall be composed of 2 members of Council and a minimum of 5 lay persons appointed by Council resolution for the term of Council.
  - ii) The terms of reference for the Arts, Culture and Heritage Advisory Committee are as follows:
    - (1) To promote and support arts, culture and heritage as central elements in the well-being of North Glengarry
    - (2) To assist the municipal administration in the development of recommendations concerning Council policy;
    - (3) To assist municipal administration, when requested, to develop administrative policies;
    - (4) To review and vet application to the community grant program
    - (5) To act as a Municipal Heritage Committee and advise and assist Council on all matters relating to Parts IV and V of the Ontario Heritage Act, R.S.O. 1990, CHAPTER O.18;
    - (6) Foster cross-cultural cooperation by liaising with community groups and stakeholders
    - (7) Advocating on behalf of arts, culture and heritage in the community.
    - (8) To review and vet application to the Community Improvement Plan and forward recommendations to Council.
- d) Community Development Committee



- i) A Community Development Committee is hereby established and shall be composed of 3 members of Council and a minimum of 4 lay persons appointed by Council resolution for the term of Council.
  - ii) The terms of reference for the Community Development Committee are as follows:
    - (1) To examine community issues that arise in North Glengarry and provide recommendations to Council.
- e) Rural Committee
  - i) A Rural Committee is hereby established and shall be composed of 3 members of Council and a minimum of 4 lay persons appointed by Council resolution for the term of Council.
  - ii) The terms of reference for the Rural Committee are as follows:
    - (1) To examine rural issues that arise in North Glengarry and provide recommendations to Council.
- f) Municipal Recreation Associations Committee
  - i) A Municipal Recreation Associations Committee is hereby established and shall be composed of 2 members of Council and a minimum of 1 representative from the Alexandria, Apple Hill, Dalkeith, Dunvegan, Father Gauthier, Glen Robertson, Glen Sandfield, Greenfield, Laggan, and Maxville Recreation Associations.
  - ii) The terms of reference for the Municipal Recreation Associations Committee are as follows:
    - (1) To develop, deliver and support recreational activities, programs, and events for the community.

**READ** a first, second, third time and enacted in Open council this 10th day of October, 2023

\_\_\_\_\_  
Clerk/Deputy Clerk

\_\_\_\_\_  
Mayor

I hereby certify this to be a true copy of By-law 26-2023, and that such by-law is in full force and effect.

\_\_\_\_\_  
Date Certified

\_\_\_\_\_  
Clerk/Deputy Clerk



## STAFF REPORT TO COUNCIL

Report No: CS-2023-19

October 10, 2023

From: Anne Leduc – Director of Community Services

RE: CIP Application for 90 Main Street South, Alexandria ON

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### Recommended Motion:

THAT Council of the Township of North Glengarry approves the Community Improvement Plan at 90 Main Street South in Alexandria as submitted by the property owner Amanda Haley.

- Program A – Planning & Design Grant representing a grant of 50% up to a maximum of \$550.23 toward the cost of preparing architectural and/or site plans for the building façade improvements.
- Program B - Building Improvement Grant representing a matching grant of 50% up to a maximum of \$5,000.00 for one façade visible from the street.
- Program C – Commercial Signage Grant representing a matching grant of 50% up for a maximum of \$2,000.00.
- Program E – Building Permit Grant representing a grant equal to 100% of the eligible building permit fees to a maximum of \$281.75.
- Program F – Municipal Loan Program of \$10,000.00.

Total Grants: \$7,831.98

Total Loan: \$10,000.00

### Background / Analysis:

The property located at 90 Main Street South in Alexandria was purchased by Amanda Haley after serving as the Township of North Glengarry's Municipal Office. Since purchasing the property, the owner has invested \$50,000.00 in demolition as well as another \$37,000.00 of expenses due to asbestos abatement. The property has been successful in being approved for a \$20,000.00 building conversion grant from the Regional Incentives Program in 2023.

The property owner is converting the 2,200-square-foot main floor into an expanded market (The Glengarry Market), commercial kitchen/micro-bakery, and Café.

The applicant has already replaced the windows and added a new door to the front of the building, and with that had to remove the existing concrete walkway and ramp. They are installing a new

walkway and ramp, with decking materials and adding black Hardie board to the front of the building where the brown tin was previously installed.

The property owner is also applying for commercial signage for their building. This will include removal of existing signage, fabrication of new signage and installation of hardware and lighting. The owner is applying for the Municipal Loan to help offset the cost of renovations and finishing up the project so they can open their doors.

The Arts, Culture and Heritage Committee met on October 3, 2023 and recommends that Council approve the proposed Community Improvement Plan for this project.

**Details:**

**Program A – Planning and Design Grant** – provides a one-time grant of 50% up to a maximum of \$550.23 toward the cost of preparing architectural and/or site plans for the building façade improvements.

- Architectural plans were made for the entire project, which included the interior changes as well. The cost of the plans for the commercial ramp and new siding were calculated based on the percentage of the building permit required for those works.

**Program A – total eligible expenses are \$550.23**

**Program B – Building Improvement Grant** - provides a matching grant of 50% up to \$2,500.00 toward the cost of one façade.

- Applicant received two quotes for the entrance and ramp, both quotes included:
  - Excavation, demolition and removal of existing asphalt and hand railings
  - Provide additional 12" granular base to support blocking and footings
  - Supply and install non-penetrable, heavy-duty moisture barrier
  - Supply and install blocking, footings and 4x4 posts
  - Supply and install pressure treated ramp and decking materials
  - Supply and install stain and sealant
  - Supply and install hand railings/hand railing systems
  - Supply and install colour contrasting strip as per sketch provided, or install modified aluminum plate
- Applicant received two quotes for the installation of new siding and both quotes included the following works:
  - Refuse and disposal of existing metal board and batten siding, trim and flashing
  - Clean edges and apply sealant to cement, if required
  - Supply and install Tyvek and 6 inch moisture proofing
  - Supply and install hardie board or similar product, board and batten siding in black abyss or midnight black.
  - Supply and install trim and flashing

**Estimated value of the improvements:**

<b>Planning and Design Fees</b>	<b>Element</b>	<b>\$ before tax</b>	<b>% of eligible design cost</b>	<b>Eligible</b>
Wilson Architectural Design Inc.	Building Measurements, drafting of the existing, concept design, building code review and revisions of concepts	\$12,075.00	\$550.23	Yes
<b>Contractors</b>		<b>\$ before tax</b>	<b>50%</b>	<b>Eligible</b>
	<b><u>Entrance ramp/walkway</u></b>			
NorgaarD	Supply and install non-penetrable heavy-duty moisture barrier, blocking, footings and 4x4 posts, pressure treated ramp and decking materials, stain and sealant, hand railings/hand railing system, colour contrasting strip or modified aluminum plate with existing colour contrasting strip.	\$19,050.00	\$9,525.00	No
Perras Distefano	Supply and install non-penetrable, heavy duty moisture barrier, blocking, footings and 4x4 posts, pressure treated ramp and decking materials, sealant, hand railings/hand railing system and colour contrasting strip.	\$15,065.00	\$7,532.50	Yes

	<b><u>Siding</u></b>			
NorgaarD	Refuse and disposal of existing metal board and batten siding, trim and flashing. Clean edges and apply sealant to cement, if required. Supply and install Tyvek and 6 inch moisture barrier, hardie board or similar product, board and batten siding, trim and flashing.	\$7,390.00	\$3,695.00	No
Perras Distefano	Refuse and disposal, final construction cleaning, supply and install Tyvek and moisture resistant sealant, hardie board or similar product, board and batten siding, trim and flashing around windows and edges.	\$7,050.00	\$3,525.00	Yes
<b><u>Building Permit Fee</u></b>			<b>100% Max of \$750.00</b>	
Township of North Glengarry Building Department	Alterations and Improvements, Renovations/Alter/Repair	\$6,183.14	\$281.75	Yes
	<b>TOTAL Eligible Expenses</b>	<b>\$40,373.14</b>	<b>\$11,889.48</b>	<b>\$5,331.98</b>

The estimated total cost of the project is \$40,373.14

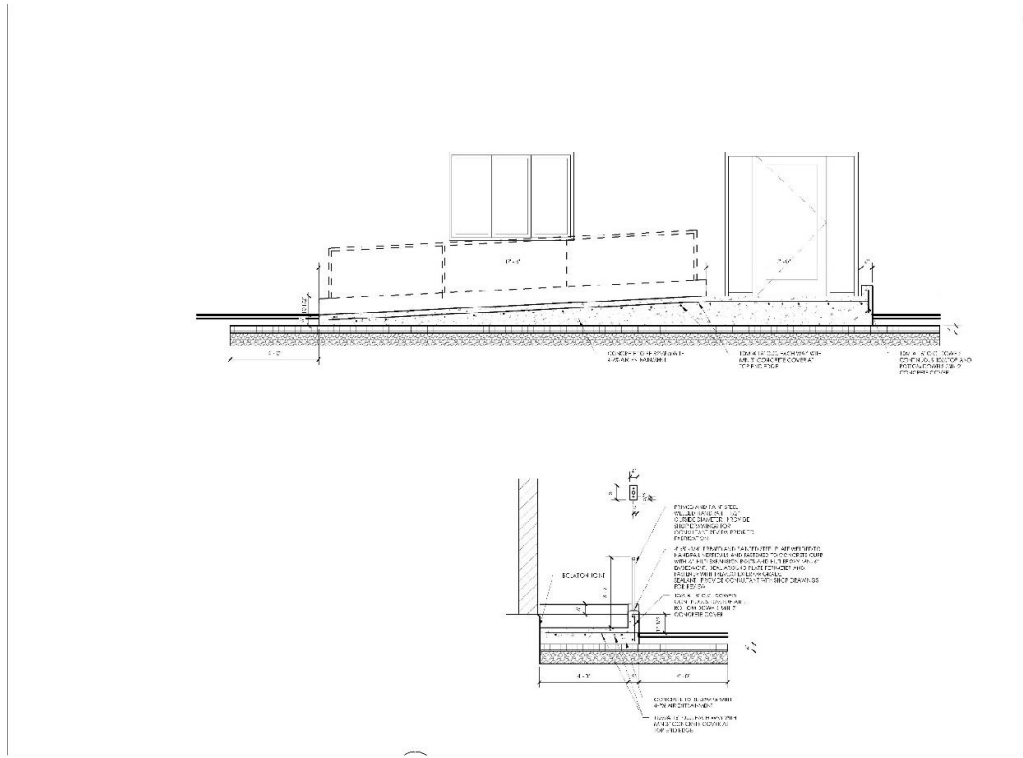
**Program B – total eligible expenses are \$5,000.00**



## Current Photos of the Property



## Concept drawings of new ramp and façade material



### Black Hardie board



**Program C – Commercial Signage Grant** – representing a matching grant of 50% up to a maximum of \$2,000.00.

- Applicant was able to obtain one quote for each sign, one being the outdoor commercial sign which will be installed on the lawn, and the other being lettering for the building.
  - New Location Sign (Lawn)
    - 30" round double sided outdoor sign board
    - Hand painted (black graphics with white background)

- Bracket and hardware
- Signpost – sanded, primed and painted
- Lettering for Building
  - 6” high white acrylic lettering
  - Installation on brick wall

### New Location Signage



Lettering for building



**Program E – Building Permit Grant** - representing a grant equal to 100% of the eligible building permit fees to a maximum of \$281.75

- To assist with the cost of the building permits
  - Commercial Ramp
  - New Siding and/or Exterior Foam Board Insulation

**Program E – Total eligible expenses are \$281.75**

**Program F – CIP Municipal Loan Program** – Provides an interest-free loan to property owners to help finance the restoration, repair, or renovation of the façade of a building that faces a street, park or public gathering space up to a maximum of \$10,000.00 and not to surpass the total cost of the project once other grants are factored in)

- To assist with the total cost of the project
- Additional works to be completed are:
  - Electrical work for outdoor signage lighting
  - Additional architectural and building permit costs

- Additional installation and construction costs associated with both the commercial ramp and siding

**Program F – total eligible expenses are \$10,000.00**

**Alternatives:**

**Option 1 – Recommended** – That Council approves the Community Improvement Plan Project at 90 Main Street South, Alexandria, Ontario, as submitted by the property owner, Amanda Haley.

- Program A – Planning & Design Grant representing a grant of 50% up to a maximum of \$550.23 toward the cost of preparing architectural and/or site plans for the building façade improvements.
- Program B - Building Improvement Grant representing a matching grant of 50% up to a maximum of \$5,000.00 for one façade visible from the street.
- Program C – Commercial Signage Grant representing a matching grant of 50% up for a maximum of \$2,000.00.
- Program E – Building Permit Grant representing a grant equal to 100% of the eligible building permit fees to a maximum of \$281.75.
- Program F – Municipal Loan Program of \$10,000.00.

Total Grants: \$7,831.98

Total Loan: \$10,000.00

**OR:**

**Option 2 – Not Recommended:** That Council does not approve this application.

**Financial Implications:**

Council has approved the 2023 budget which allocates funds for the Community Improvement Plan Program.

A \$7,831.98 grant derived from GL 1-4-1950-3702 would be attributed to the Community Improvement Plan project for the property located at 90 Main Street South in Alexandria

**Attachments & Relevant Legislation:**

- Community Improvement Plan (Relevant documentation)

**Others Consulted:**

Arts, Culture and Heritage Committee

Kimberley Goyette – Director of Finance

Natalie Charette – Economic Development and Communications Officer

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Reviewed and approved by:  
Sarah Huskinson, CAO/Clerk





## STAFF REPORT TO COUNCIL

Report No: TR2023-17

October 3, 2023

From: Kimberley Goyette – Director of Finance/Treasurer

RE: September 2023 Variance Report

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### Recommended Motion:

THAT Council of the Township of North Glengarry accepts report TR2023-17, being a variance report for September 2023 for information purposes only.

### Background / Analysis:

As promised, the Treasury Department will provide Council with quarterly variance reports to inform Council of any financial concerns or trends.

- Attached is the quarterly report for September 2023 with comments made for some of the variances. At this point, it looks as though we are on track for the operating budget with some line items being over budget and others being underbudget to offset them. Capital expense invoices have not yet all been received for the work that was completed but will be coming in by year end.

Please note the following:

- Penalty revenues are less than budgeted due to aggressive tax collection
- Most grants still have other installments to yet be received or are not complete to claim for (Skateboard Park)
- An unplanned revenue is noted for the sale of the building at 63 Kenyon
- MTO claims for the fire department are higher due to late billing of Champlain and subsequent remittance to MTO for reimbursement
- The railway crossing grant was not received so the work was also not completed
- Insurance overall is right on budget however the allocation is different that what was budgeted as actuals had been charged based on a percentage increase and not on the actuals applicable to that area.
- Computer hosting fees are on the rise with more programs being brought on board (HR Downloads, CityWide, Microsoft fees, CGIS, the Website)
- Contracted services and prices of commodities are on the rise with building supplies, fuel, hydro, coagulants for water, etc. are coming in over budget
- Recreation facilities have increased overtime due to shortage of staff and full time staff having to work extra hours



The full variance report is attached for Council's information.

**Alternatives:**

N/A

**Financial Implications:**

As noted

**Attachments & Relevant Legislation:**

Variance report September 2023

**Others Consulted:**

Directors of Public Works and Community Services

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Reviewed and approved by:  
Sarah Huskinson, CAO/Clerk

**VARIANCE REPORT AS OF SEPTEMBER 28, 2023**

Account No.	Account Name	CENTRE	23 FINAL BUDGET	23 ACTUAL VALUES	VARIANCE	COMMENTS
<b>REVENUES</b>						
1-3-1200-8001	ADM - TRANSFER FROM RESERVES		(100,000)	-	(100,000)	Done at year end
1-3-1250-4040	P.I.L. - POST OFFICE		(4,000)	(3,889)	(111)	
1-3-1250-4060	PIL - MUNICIPAL TAX ASSISTANCE ACT		(54,350)	(16,739)	(37,611)	Agencies can pay what they wish
1-3-1250-4061	PIL - GLENGARRY MEMORIAL HOSPITAL		(2,000)	(2,047)	47	
1-3-1250-4063	PIL ONTARIO HYDRO - HYDRO ONE		(4,100)	(4,148)	48	
1-3-1250-4064	PIL - MUNICIPAL, MNR, TRANSPORTATION		(48,100)	(49,745)	1,645	
1-3-1250-4065	RAILWAYS - RIGHT OF WAY		(30,000)	(21,017)	(8,983)	
1-3-1300-7130	PENALTIES & INTEREST ON TAXES		(280,000)	(158,502)	(121,498)	Less due to aggressive tax collection
1-3-1500-5009	ONTARIO MUNICIPAL PARTNERSHIP FUND		(2,242,900)	(1,682,175)	(560,725)	Payments yet to come
1-3-1600-5089	FEDERAL GAS TAX GRANT		-	-	-	
1-3-1700-7100	LOTTERY LICENCES		(10,000)	(6,877)	(3,123)	
1-3-1700-7102	TAX CERTIFICATES		(22,000)	(7,220)	(14,780)	
1-3-1700-7103	MARRIAGE LICENCES		(4,000)	(3,500)	(500)	
1-3-1700-7106	LAND RENTAL - CHIP STAND - OTHER		(27,452)	(5,690)	(21,762)	
1-3-1700-7111	MARRIAGE OFFICIATING FEES		-	(4,950)	4,950	
1-3-1700-7120	GENERAL GOVERNMENT INCOME		-	(1,784)	1,784	Credit on OMERS account
1-3-1700-7132	SALE OF LAND AND BUILDINGS		-	(306,972)	306,972	Sale of 63 Kenyon
1-3-1700-7141	INTEREST ON BANK ACCOUNT		(93,000)	(205,042)	112,042	Higher than budgeted
1-3-1700-7160	RENTAL OF BUILDINGS		-	(3,540)	3,540	CEBEM Catering
1-3-1700-7161	OVER/SHORT		-	825	(825)	
1-3-1900-4962	COMM. DEV. - USER FEES INSURANCE		-	(1,462)	1,462	Insurance for recreation groups
1-3-1900-7754	COMM. DEV. - OTHER FUNDING		(7,500)	(8,000)	500	Funding for July 1st events
1-3-1900-8004	COMM. DEV. - SPECIAL EVENTS		(11,000)	(8,475)	(2,525)	
1-3-1950-2036	ECON DEV - SDG INCENTIVE PROGRAM		-	(19,498)	19,498	Offset with expenses for the program
1-3-1950-3000	ECON DEV - WAGE SUBSIDY		(50,000)	(3,812)	(46,188)	Grant for Darryl
1-3-2000-7122	FIRE DEPT DONATIONS		-	(1,500)	1,500	Legion
1-3-2000-7200	FIRE - BURN PERMITS		(3,000)	(2,900)	(100)	
1-3-2000-7206	FIRE - MANDATORY INSPECTIONS		(6,000)	(1,400)	(4,600)	
1-3-2000-7230	FIRE - FEES FROM RESIDENTS		(30,000)	(1,260)	(28,740)	
1-3-2000-7231	FIRE - FEES OTHER MUNICIPALITIES		(10,000)	(2,996)	(7,004)	
1-3-2000-7233	FIRE - REVENUES MTO CLAIMS		(27,000)	(34,356)	7,356	2022 claims that were billed in 2023
1-3-2000-7710	FIRE - FACILITY RENTALS		-	(2,010)	2,010	For training facility
1-3-2000-7850	FIRE - SALE OF EQUIPMENT		(20,000)	-	(20,000)	
1-3-2000-8001	FIRE - TRANSFER FROM RESERVES		(70,000)	-	(70,000)	Done at year end
1-3-2100-6000	CBO - PROPERTY STANDARDS		(2,500)	(690)	(1,810)	
1-3-2100-7200	CBO - BUILDING PERMITS		(225,000)	(124,237)	(100,763)	
1-3-2100-7203	CBO - REVENUE - OTHER		(1,000)	-	(1,000)	
1-3-2100-7205	CBO - CIVIC NUMBERS REVENUE		(3,500)	(3,575)	75	Offset with expenses for signage
1-3-2125-7104	BYLAW - BUSINESS LICENSE/PERMITS		(3,500)	(7,509)	4,009	

Account No.	Account Name	CENTRE	23 FINAL BUDGET	23 ACTUAL VALUES	VARIANCE	COMMENTS
1-3-2125-7201	BYLAW - ENFORCEMENT VIOLATIONS		(2,000)	(884)	(1,116)	
1-3-2125-7203	BYLAW - AMPS REVENUE		-	(765)	765	New program in 2023, not budgeted
1-3-2125-7207	BYLAW - CLEAN YARDS		(1,000)	-	(1,000)	
1-3-2125-7208	BYLAW - PARKING TICKETS		(2,000)	(1,984)	(16)	
1-3-2125-7753	BYLAW - PARKING PASSES		(1,000)	(710)	(290)	
1-3-2200-7200	SS - PERMITS		(22,000)	(11,895)	(10,105)	
1-3-2200-7203	SS - OTHER REVENUE		-	(420)	420	
1-3-2250-7200	ANIMAL CONTROL - KENNEL PERMIT		(3,500)	-	(3,500)	
1-3-2250-7210	ANIMAL CONTROL - DOG LICENCES		(33,000)	(34,425)	1,425	
1-3-2250-7211	ANIMAL CONTROL - POUNDKEEPER		-	(120)	120	
1-3-2300-2300	AMBULANCE - RENT INCOME		(21,315)	(17,763)	(3,552)	
1-3-2300-2301	AMBULANCE - OPERATING REVENUES		(3,000)	-	(3,000)	
1-3-3000-3020	ROADS - AGGREGATE RESOURCES		(16,700)	(7,735)	(8,965)	Amount varies based on the year
1-3-3000-5015	ROADS - OCIF FUNDING		(562,341)	(374,893)	(187,448)	More funds coming
1-3-3000-5089	ROADS - CCBF formerly FEDERAL GAS TAX		(334,548)	(167,274)	(167,274)	More funds coming
1-3-3000-7121	ROADS - PERMIT FEES		(500)	(3,195)	2,695	
1-3-3000-7503	ROADS - GRANTS		(152,264)	-	(152,264)	Railway crossing grant not received
1-3-3000-7850	ROADS - SALE OF EQUIPMENT		-	(21,235)	21,235	Old tandem trucks
1-3-3000-7911	ROADS - RECOVERABLE		(12,000)	-	(12,000)	
1-3-3000-8001	ROADS - TRANSFER FROM RESERVES		(656,800)	-	(656,800)	Done at year end
1-3-3000-8100	ROADS - FINANCE CAPITAL PURCHASES		(1,810,000)	-	(1,810,000)	Done at year end
1-3-4020-7400	LF - LANDFILL SITE REVENUES		(5,000)	-	(5,000)	
1-3-4020-7401	LF - GARBAGE & RECYCLING CHARGES ON TAX		(795,000)	(814,275)	19,275	
1-3-4020-7402	LF - GARBAGE BAG TAGS & BLUE BOXES		(1,000)	(5,097)	4,097	
1-3-4020-7403	LF - LAFLECHE - COMMERCIAL PORTION		(8,000)	-	(8,000)	
1-3-4020-7404	LF - MHSW - MUN HAZ SPECIAL WASTE		(15,000)	(11,653)	(3,347)	
1-3-4020-7405	LF - FUEL SURCHARGE REVENUE		(500)	-	(500)	
1-3-4020-7503	LF - GRANTS		(2,000)	-	(2,000)	
1-3-4020-8001	LF - TRANSFER FROM RESERVES		(100,000)	-	(100,000)	Done at year end
1-3-4030-3000	RARE - WAGE SUBSIDY		(2,000)	(1,902)	(98)	
1-3-4030-7419	RARE - LCBO BOTTLE DEPOSIT		(22,000)	(10,117)	(11,883)	
1-3-4030-7422	RARE - TUBS & LIDS 3 TO 7		(3,760)	-	(3,760)	
1-3-4030-7423	RARE - OTHER REVENUE		(500)	(1,228)	728	
1-3-4030-7424	RARE - ALUMINUM		(25,000)	(28,129)	3,129	Based on the market
1-3-4030-7425	RARE - METAL		(8,400)	(1,190)	(7,210)	
1-3-4030-7428	RARE - PLASTIC HDPE#2		(10,000)	-	(10,000)	
1-3-4030-7429	RARE - PET #1		(20,000)	(14,554)	(5,446)	
1-3-4030-7430	RARE - CARDBOARD		(90,000)	(33,446)	(56,554)	
1-3-4030-7431	RARE - MIXED PLASTICS 1 TO 7		(1,400)	-	(1,400)	
1-3-4030-7432	RARE - NEWSPRINT #8		(15,000)	(6,426)	(8,574)	
1-3-4030-7433	RARE - OFFICE MIX		(1,600)	-	(1,600)	
1-3-4030-7503	RARE - GRANTS		(145,000)	(83,719)	(61,281)	
1-3-4030-8001	RARE - TRANSFER FROM RESERVES		(30,000)	-	(30,000)	Done at year end
1-3-4031-7753	LARGE ITEM PICKUP - OTHER REVENUE		(2,239)	(575)	(1,664)	

Account No.	Account Name	CENTRE	23 FINAL BUDGET	23 ACTUAL VALUES	VARIANCE	COMMENTS
1-3-7000-8001	OTHER ORGS - TRANSFER FROM RESRVES		(50,000)	-	(50,000)	Done at year end
1-3-7100-2129	MSC - VENDING MACHINES		-	(1,192)	1,192	
1-3-7100-4105	MSC - VENDING REVENUES		(6,000)	-	(6,000)	
1-3-7100-7122	MSC - DONATIONS		-	(200)	200	
1-3-7100-7710	MSC - HALL RENTAL		(7,000)	(9,637)	2,637	Higher than budgeted
1-3-7100-7711	MSC - CANTEEN		(10,000)	(1,000)	(9,000)	Canteen is not operating
1-3-7100-7712	MSC - BAR RECEIPTS		(5,000)	(5,367)	367	
1-3-7100-7713	MSC - PRO SHOP		(1,000)	(554)	(446)	
1-3-7100-7714	MSC - PEPSI MACHINE		(1,000)	(785)	(215)	
1-3-7100-7715	MSC - BALL FIELDS RENTS		(500)	(471)	(29)	
1-3-7100-7716	MSC - ADVERTISING		(5,000)	239	(5,239)	
1-3-7100-7719	MSC - OTHER REVENUES		-	(1,132)	1,132	
1-3-7100-7720	MSC - ICE RENTAL		(170,000)	(100,195)	(69,805)	
1-3-7100-7721	MSC - FLOOR ICE SURFACE		-	(930)	930	
1-3-7100-7722	MSC - PROGRAMMING		-	(1,650)	1,650	
1-3-7200-4101	ISLAND PARK - FIELD LINING SPORTSFIELD R		(9,000)	(8,304)	(696)	
						For Skateboard park. We should
1-3-7200-7503	ISLAND PARK - GRANTS		(375,000)	(60,897)	(314,103)	hopefully have this by year end.
1-3-7200-7712	ISLAND PARK - BAR REVENUE		(5,000)	(1,745)	(3,255)	
1-3-7200-7748	ISLAND PARK - DUMPING STATION		(250)	-	(250)	
1-3-7200-7751	ISLAND PARK - HALL RENTAL		(10,000)	(8,934)	(1,066)	
1-3-7200-7753	ISLAND PARK - OTHER REVENUE		(850)	(6,436)	5,586	Rental of facility
1-3-7200-7754	ISLAND PARK - OTHER FUNDING		-	(100)	100	
1-3-7200-8001	ISLAND PARK - TRANSFER FROM RESERVES		(30,000)	-	(30,000)	Done at year end
1-3-7300-4100	DOME - GLENG. WOMEN'S VOLLEYBALL		(5,000)	(1,181)	(3,819)	
1-3-7300-4101	DOME - ADVERTISING REVENUE		(2,500)	(188)	(2,312)	
1-3-7300-4102	DOME - TENNIS REVENUES		(20,000)	(17,538)	(2,462)	
1-3-7300-4103	DOME - TRACK REVENUES		(10,000)	(14,598)	4,598	
1-3-7300-4104	DOME - FIELD REVENUES		(40,000)	(39,562)	(438)	
1-3-7300-4105	DOME - VENDING REVENUES		(500)	(641)	141	
1-3-7300-4106	DOME - LAWN BOWLING		-	(562)	562	
1-3-7300-4110	DOME - BIRTHDAY PARTIES		(1,500)	(5,273)	3,773	Higher than budgeted
1-3-7300-7713	DOME - PRO SHOP REVENUE		-	(19)	19	
1-3-7300-7753	DOME - OTHER REVENUE		-	(2,080)	2,080	
1-3-7300-7754	DOME - NAMING RIGHTS - TIM HORTON		(5,000)	-	(5,000)	Needs to be invoiced
1-3-7300-7755	DOME - FLAG FOOTBALL LEAGUE		(3,300)	-	(3,300)	
1-3-7400-7160	LIB - LIBRARY RENT		(37,805)	-	(37,805)	Negotiating new rental rates
1-3-7500-3003	GSP - AGREEMENT SOUTH GLENGARRY		(50,000)	(50,000)	-	
1-3-7500-4105	GSP - VENDING SUPPLIES		(750)	-	(750)	
1-3-7500-7122	GSP - DONATIONS		-	(1,000)	1,000	
1-3-7500-7710	GSP - HALL RENTAL		(2,000)	(3,504)	1,504	
1-3-7500-7712	GSP - BAR RECEIPTS		(32,000)	(17,418)	(14,582)	
1-3-7500-7713	GSP - SKATE SHARPENING		(6,000)	(2,547)	(3,453)	
1-3-7500-7714	GSP - PEPSI MACHINES		-	(988)	988	

Account No.	Account Name	CENTRE	23 FINAL BUDGET	23 ACTUAL VALUES	VARIANCE	COMMENTS
1-3-7500-7715	GSP - GSP BALL		-	(740)	740	
1-3-7500-7716	GSP - BOARD ADVERTISING		(12,800)	-	(12,800)	Needs to be invoiced
1-3-7500-7719	GSP - OTHER REVENUES		(4,250)	(4,178)	(72)	
1-3-7500-7720	GSP - ICE RENTAL		(197,500)	(98,665)	(98,835)	
1-3-7500-7721	GSP - OTHER ICE RENTALS		(1,300)	(4,050)	2,750	
1-3-7500-7722	GSP - PROGRAMMING		(20,000)	(19,205)	(795)	
1-3-7500-7723	GSP - CANTEEN RENTAL		(2,400)	(750)	(1,650)	
1-3-8000-7109	PLN - ZONING CERTIFICATES		(10,000)	(3,180)	(6,820)	
1-3-8000-7800	PLN - ZONING & AMENDMENT FEES		(30,000)	(19,672)	(10,328)	
1-3-8000-7802	PLN - MINOR VARIANCES		(5,000)	(4,000)	(1,000)	
1-3-8000-7803	PLN - SITE PLANS		(32,000)	5,000	(37,000)	
1-3-8000-7805	PLN - TREE CLEAR CUTTING PERMITS		-	(750)	750	
1-3-8000-7806	PLN - CASH-IN-LIEU PARKLAND FEES		-	(10,000)	10,000	Moved to reserve at year end
1-3-8000-7807	PLN - PART LOT CONTROL FEES		-	(750)	750	
1-3-8020-4010	DRAINAGE - MUNICIPAL DRAIN MTCE. CHARGES		(233,608)	(57,849)	(175,759)	
1-3-8020-4012	DRAINAGE - TILE DRAINAGE INSPECTION FEES		(4,391)	(75)	(4,316)	
1-3-8020-5095	DRAINAGE SUPT/MAINTENANCE GRANT		(32,381)	(44,049)	11,668	
1-3-8020-6180	FENCEVIEWERS REVENUE		-	(1,350)	1,350	
1-3-8030-5030	LIVESTOCK & POULTRY GRANT		(4,000)	(100)	(3,900)	
						Should be about \$45K, adjust 2024 budget based on actuals, offset with
1-3-8040-4013	DRAINAGE - TILE DRAINAGE LOAN - TAXES		(91,250)	(40,597)	(50,653)	expenses
	<b>TOTAL REVENUES</b>		<b>(9,912,104)</b>	<b>(5,033,650)</b>	<b>(4,878,454)</b>	
<b>EXPENSES</b>						
1-4-1000-1010	COUNCIL - SALARIES		144,922	104,156	40,766	
1-4-1000-1110	COUNCIL - BENEFITS		11,448	6,608	4,840	
1-4-1000-5000	COUNCIL - MAYOR CONVENTIONS & EXPENSES		8,360	10,910	(2,550)	
						Partial reimbursement by SDG County at
1-4-1000-5001	COUNCIL -DPTY MAYOR CONVENTION EXPENSES		3,360	6,983	(3,623)	year end
1-4-1000-5002	COUNCILLOR AT LARGE - CONVENTION & EXPEN		5,510	2,322	3,188	
1-4-1000-5003	COUNCILLOR - ALEXANDRIA WARD		5,510	4,568	942	
1-4-1000-5004	COUNCILLOR - KENYON WARD		5,510	6,347	(837)	
1-4-1000-5005	COUNCILLOR - LOCHIEL WARD		5,510	8,904	(3,394)	ROMA, cell phone, OGRA, AMO
1-4-1000-5006	COUNCILLOR - MAXVILLE WARD		5,510	10,206	(4,696)	ROMA, AMO, OGRA, OEMC, cell phone
1-4-1000-5010	COUNCIL - GENERAL EXPENSES		3,000	2,988	12	
1-4-1200-1010	ADM - WAGES		627,002	454,252	172,750	
1-4-1200-1035	ADM - OVERTIME		-	858	(858)	Todd's time camera monitoring
1-4-1200-1110	ADM - EMPLOYEE BENEFITS		199,175	147,257	51,918	
						Reallocation to budget for 2024, overall charges throughout the budget are on
1-4-1200-1225	ADM - INSURANCE		68,770	83,377	(14,607)	track
1-4-1200-1307	ADM - CEMETERIES EXPENSE		-	350	(350)	Clean up Dalkeith cemetery
1-4-1200-1507	ADM - BANK CHARGES		12,000	9,132	2,868	

Account No.	Account Name	CENTRE	23 FINAL BUDGET	23 ACTUAL VALUES	VARIANCE	COMMENTS
1-4-1200-2015	ADM - TAXES MUNICIPAL PROPERTY		25,600	26,240	(640)	Higher than budgeted
1-4-1200-2020	ADM - HEALTH & SAFETY		3,000	3,878	(878)	
1-4-1200-2025	ADM - MILEAGE & TRAVEL		2,000	1,827	173	
1-4-1200-2026	ADM - MEETING ATTENDANCE		300	1,560	(1,260)	Council meeting attendnace
1-4-1200-2035	ADM - CONFERENCES/WORKSHOPS/TRAINING		16,000	20,931	(4,931)	
1-4-1200-2048	ADM - STAFF CELL PHONES C/B		-	(24)	24	
1-4-1200-2049	ADM - CELL PHONES		3,500	1,306	2,194	
1-4-1200-2050	ADM - TELEPHONE		4,500	2,615	1,885	
1-4-1200-2051	ADM - COURIER		500	105	395	
1-4-1200-2055	ADM - ENBRIDGE		4,500	6,070	(1,570)	
1-4-1200-2056	ADM - HYDRO		20,000	17,617	2,383	
1-4-1200-2057	ADM - WATER/SEWER		2,500	385	2,115	
1-4-1200-2100	ADM - POSTAGE & FOLDING LEASING		25,400	14,139	11,261	
1-4-1200-2102	ADM - PARKING LOT RENT		3,100	3,663	(563)	
1-4-1200-2120	ADM - OFFICE SUPPLIES		15,000	6,924	8,076	
1-4-1200-2124	ADM - HOUSEKEEPING & JANITORIAL SUPPLIES		34,500	27,996	6,504	
1-4-1200-2125	ADM - SUPPLIES		4,000	4,730	(730)	
						Hosting charges, need to be budgeted higher in 2024- Cybersecurity, HR
1-4-1200-2130	ADM - COMPUTER FEES AND EQUIPMENT		3,100	25,086	(21,986)	Downloads, Website, CityWide, Microsoft
1-4-1200-2131	ADM - COMPUTER WEBSITE HOSTING		70,000	53,572	16,428	
1-4-1200-2140	ADM - PHOTOCOPIER ADMINISTRATION		6,500	7,050	(550)	
1-4-1200-2143	ADM - EQUIPMENT MTCE & SUPPLIES		-	30	(30)	
1-4-1200-2200	ADM - ACCOUNTING/AUDIT		28,000	25,440	2,560	
1-4-1200-2210	ADM - LEGAL FEES		21,000	2,013	18,987	
1-4-1200-2223	ADM - CONSULTING/PROFESSIONAL FEES		28,000	24,984	3,016	
1-4-1200-2300	ADM - ADVERTISING		6,000	2,050	3,950	
						Contracted services, used to be done by
1-4-1200-2366	ADM - BUILDING/PROP MAINT/SUPPLIES		17,000	61,541	(44,541)	staff
1-4-1200-2410	ADM - ASSOCIATION & MEMBERSHIP FEES		6,000	7,352	(1,352)	
1-4-1200-2457	ADM - PRINTING ADMINISTRATION		5,500	3,315	2,185	
1-4-1200-2500	ADM - MARRIAGE LICENCE FEES		1,000	960	40	
						Reimbursement of nomination fees and
1-4-1200-3600	ADM - ELECTION COSTS		-	2,584	(2,584)	Data Fix election charges
1-4-1200-4005	ADM - LANDSCAPING		-	114	(114)	
						Maintenance unbudgeted for elevator,
1-4-1200-4267	ADM - SENIOR SUPPORT (LEGION)		5,000	18,918	(13,918)	windows, correction of drainage issue
1-4-1200-4941	ADM - SHREDDING SERVICE		1,000	1,139	(139)	
1-4-1200-5010	ADM - GENERAL EXPENSES		5,000	3,406	1,594	
1-4-1200-6450	ADM - ACCESSIBILTY FOR ONT DISABILITIES		20,000	4,464	15,536	
						New for 2023, not budgeted, offset with
1-4-1200-7111	ADM - MARRIAGE CEREMONY COSTS		-	1,970	(1,970)	revenues



Account No.	Account Name	CENTRE	23 FINAL BUDGET	23 ACTUAL VALUES	VARIANCE	COMMENTS
1-4-1200-7120	ADM - TAX WRITE-OFFS		14,043	6,607	7,436	
1-4-1200-9000	ADM - TRANSFERS TO RESERVES		7,500	-	7,500	
						Reallocation to budget for 2024, overall charges throughout the budget are on
1-4-1900-1225	COMM. DEV - INSURANCE		-	2,446	(2,446)	track
1-4-1900-2025	COMM. DEV. - MILEAGE		200	6	194	
1-4-1900-2031	COMM. DEV. - JULY 1ST & CHRISTMAS EXP.		15,500	27,829	(12,329)	Increase cost of fireworks
1-4-1900-2035	COMM. DEV. - CONFERENCES/TRAINING		-	110	(110)	
1-4-1900-2049	COMM. DEV - CELL PHONES		-	(84)	84	
1-4-1900-2300	COMM. DEV - ADVERTISING		1,400	146	1,254	
1-4-1900-2410	COMM. DEV - MEMBERSHIP FEES		-	75	(75)	
1-4-1900-4107	COMM. DEV - SPECIAL GRANTS DISBUR		7,500	-	7,500	
1-4-1900-5010	COMM. DEV - GENERAL EXPENSE		-	(9)	9	
1-4-1900-8004	COMM. DEV - SPECIAL EVENTS		12,500	7,594	4,906	
1-4-1900-8005	COMM. DEV - COMMITTEE		5,000	127	4,873	
1-4-1900-8006	COMM DEV - ACH COMMITTEE		5,000	127	4,873	
1-4-1950-1010	ECON DEV - WAGES		89,907	63,523	26,384	
1-4-1950-1015	ECON DEV - PART-TIME WAGES		11,408	24,647	(13,239)	Darryl's contract extended
1-4-1950-1035	ECON DEV - OVERTIME		-	455	(455)	
1-4-1950-1110	ECON DEV - BENEFITS		28,081	23,899	4,182	
1-4-1950-2025	ECON DEV - MILEAGE		4,000	2,124	1,876	
1-4-1950-2026	ECON DEV - MEETING		3,000	1,040	1,960	
1-4-1950-2034	ECON DEV - SPONSORSHIP		5,000	3,254	1,746	
1-4-1950-2035	ECON DEV - TRAINING CONFERENCE		6,000	6,362	(362)	
1-4-1950-2036	ECON DEV - SDG INCENTIVE PROGRAM		-	19,498	(19,498)	Offset with revenues in the same amount
1-4-1950-2049	ECON DEV - CELL PHONES		1,250	867	383	
1-4-1950-2050	ECON DEV - TELEPHONE		300	105	195	
1-4-1950-2125	ECON DEV - SUPPLIES		1,000	1,334	(334)	
1-4-1950-2130	ECON DEV - COMPUTER EXPENSE		1,150	229	921	
1-4-1950-2140	ECON DEV - PHOTOCOPIER		2,000	261	1,739	
1-4-1950-2300	ECON DEV - ADVERTISING		22,000	6,109	15,891	
1-4-1950-2410	ECON DEV - MEMBERSHIP FEES		1,500	1,448	52	
1-4-1950-3702	ECON DEV - CIP IMPROVEMENT GRANT		60,000	14,714	45,286	
1-4-1950-3703	ECON DEV - CIP OPERATING EXPENSE		1,000	700	300	
1-4-1950-4102	ECON DEV - TREE PROGRAM		5,000	-	5,000	
1-4-1950-5010	ECON DEV - GENERAL EXP		-	41	(41)	
						Wagon rides family day, Kilt Skate, Meet
1-4-1950-8004	ECON DEV - SPECIAL EVENTS		-	2,917	(2,917)	me on Main Street
1-4-2000-1010	FIRE - WAGES		162,251	122,396	39,855	
1-4-2000-1015	FIRE - PART-TIME WAGES		251,000	116,149	134,851	Second half of year not yet paid
1-4-2000-1035	FIRE - OVERTIME		-	943	(943)	
1-4-2000-1110	FIRE - EMPLOYEE BENEFITS		43,718	52,898	(9,180)	
1-4-2000-1210	FIRE - WSIB CLAIMS PAID		-	1,039	(1,039)	

Account No.	Account Name	CENTRE	23 FINAL BUDGET	23 ACTUAL VALUES	VARIANCE	COMMENTS
1-4-2000-1225	FIRE - INSURANCE		134,888	55,783	79,105	
1-4-2000-1500	FIRE - LOAN PAYMENT VEHICLES		202,836	166,818	36,018	
1-4-2000-1510	FIRE - LOAN PAYMENT SCBA EQUIPMENT		31,000	14,241	16,759	
1-4-2000-2013	FIRE - COMM. EQUIP. MTCE		-	(1,944)	1,944	
1-4-2000-2021	FIRE - PERSONAL PROTECTIVE EQUIP		35,000	16,732	18,268	
1-4-2000-2025	FIRE - MILEAGE & TRAVEL		1,000	504	496	
1-4-2000-2026	FIRE - MEETING		2,000	1,463	537	
1-4-2000-2039	FIRE - RESPONSE EXPENSES		2,500	922	1,578	
1-4-2000-2040	FIRE - TRAINING		26,000	14,039	11,961	
1-4-2000-2041	FIRE - Prevention		5,000	2,192	2,808	
1-4-2000-2048	FIRE - DISPATCH SERVICE		52,480	40,053	12,427	
1-4-2000-2049	FIRE - CELL PHONES		6,000	4,451	1,549	
1-4-2000-2050	FIRE - TELEPHONE		2,000	1,347	653	
1-4-2000-2051	FIRE - COURIER		2,500	275	2,225	
1-4-2000-2055	FIRE - ENBRIDGE		5,500	4,978	522	
1-4-2000-2056	FIRE - HYDRO		22,000	12,052	9,948	
1-4-2000-2057	FIRE - WATER/SEWER		2,000	2,641	(641)	
1-4-2000-2065	FIRE - FURNACE OIL/PROPANE		8,000	7,279	721	
1-4-2000-2079	FIRE - FIRST AID MATERIALS		1,500	2,476	(976)	
1-4-2000-2102	FIRE - TRAINING PROPERTY RENTAL		2,238	1,674	564	
1-4-2000-2110	FIRE - TOOLS/EQUIPMENT REPLACEMENT		9,000	1,201	7,799	
1-4-2000-2111	FIRE - UNIFORMS		9,000	2,039	6,961	
1-4-2000-2112	FIRE - NEW EQUIPMENT		15,000	12,382	2,618	
1-4-2000-2120	FIRE - OFFICE SUPPLIES		350	173	177	
1-4-2000-2124	FIRE - JANITORIAL-HOUSEKEEPING		500	499	1	
1-4-2000-2125	FIRE - MATERIAL/SUPPLIES		4,000	4,479	(479)	
1-4-2000-2130	FIRE - COMPUTER EQUIP & SUPPLIES		6,000	5,758	242	
1-4-2000-2131	FIRE - CLOUD HOSTING		4,200	1,553	2,647	
1-4-2000-2140	FIRE - PHOTOCOPIER EXPENSE		4,000	1,110	2,890	
1-4-2000-2150	FIRE - MAINTENANCE OF FIRE WELLS		1,000	-	1,000	
						Due to late billing by Champlain for events in 2022, offset with some MTO revenues
1-4-2000-2270	FIRE - FIRE FEES		30,000	67,805	(37,805)	
1-4-2000-2300	FIRE - ADVERTISING		1,500	141	1,359	
1-4-2000-2305	FIRE - RECOGNITION		4,000	538	3,462	
1-4-2000-2366	FIRE - BUILDING MAINTENANCE/SUPPLIES		13,000	15,840	(2,840)	
1-4-2000-2367	FIRE - RADIO LICENCES		5,000	7,232	(2,232)	License fees higher than budgeted
1-4-2000-2368	FIRE - EQUIPMENT MAINTENANCE		25,000	15,505	9,495	
1-4-2000-2369	FIRE - PPE MAINTENANCE		10,000	12,353	(2,353)	
1-4-2000-2399	FIRE - VEHICLE MAINTENANCE		40,000	46,452	(6,452)	Based on age of vehicles and usage
1-4-2000-2400	FIRE - GAS/OIL/DIESEL		19,000	18,820	180	
1-4-2000-2410	FIRE - ASSOCIATION & MEMBERSHIP FEES		2,000	1,903	97	
1-4-2000-3010	FIRE - EQUIPMENT LEASING		45,000	23,614	21,386	
1-4-2000-5010	FIRE - GENERAL EXPENSES		800	421	379	

Account No.	Account Name	CENTRE	23 FINAL BUDGET	23 ACTUAL VALUES	VARIANCE	COMMENTS
1-4-2000-7200	FIRE - BURN PERMIT EXPENSE		2,000	1,883	117	
1-4-2100-1010	CBO - WAGES		243,493	178,283	65,210	
1-4-2100-1110	CBO - BENEFITS		77,850	58,936	18,914	
1-4-2100-2021	CBO - WORK BOOTS & CLOTHING		2,000	387	1,613	
1-4-2100-2025	CBO - MILEAGE & TRAVEL		2,000	1,524	476	
1-4-2100-2035	CBO - CONFERENCE/WORKSHOP/TRAINING		3,000	1,730	1,270	
1-4-2100-2049	CBO - CELL PHONE		2,000	784	1,216	
1-4-2100-2100	CBO - POSTAGE		1,000	287	713	
1-4-2100-2120	CBO - OFFICE SUPPLIES		1,000	204	796	
1-4-2100-2125	CBO - MATERIALS/SUPPLIES		2,000	249	1,751	
1-4-2100-2130	CBO - COMPUTER EQUIP & SUPPLIES		7,680	23	7,657	
						CGIS hosting fees - needs budget change
1-4-2100-2131	CBO - COMPUTER WEBSITE HOSTING		3,000	7,209	(4,209)	for 2024
1-4-2100-2140	CBO - PHOTOCOPIER EXPENSE		1,000	1,101	(101)	
1-4-2100-2210	CBO - LEGAL FEES		2,000	396	1,604	
1-4-2100-2223	CBO - CONSULTING FEES		1,000	-	1,000	
1-4-2100-2399	CBO - VEHICLE MAINTENANCE		2,000	2,638	(638)	
1-4-2100-2400	CBO - GAS/OIL/DIESEL		3,000	919	2,081	
1-4-2100-2410	CBO - ASSOCIATION & MEMBERSHIP FEES		1,000	853	147	
1-4-2100-5010	CBO - GENERAL EXPENSES		-	331	(331)	
1-4-2100-7205	CBO - CIVIC NUMBERING COSTS		3,500	3,536	(36)	
1-4-2125-1010	BY-LAW - WAGES		74,150	49,017	25,133	
1-4-2125-1035	BY-LAW - OVERTIME		-	3,595	(3,595)	Based on calls received after hours
1-4-2125-1110	BY-LAW - BENEFITS		24,677	17,510	7,167	
1-4-2125-2021	BY-LAW - CLOTHING ALLOWANCE		500	-	500	
1-4-2125-2035	BY-LAW - CONFERENCES & TRAINING		1,500	1,192	308	
1-4-2125-2049	BY-LAW - CELL PHONES		1,000	459	541	
1-4-2125-2125	BYLAW - MATERIALS/SUPPLIES		500	385	115	
1-4-2125-2130	BYLAW - COMPUTER FEES		680	-	680	
1-4-2125-2210	BY-LAW - LEGAL FEES		1,000	-	1,000	
1-4-2125-2399	BY-LAW - TRUCK EXPENSES		2,000	666	1,334	
1-4-2125-2400	BY-LAW - GAS/OIL/DIESEL		2,000	2,285	(285)	
1-4-2125-6000	BY-LAW - PROPERTY STANDARDS		1,500	-	1,500	
1-4-2125-7207	BY-LAW - CLEAN YARDS		1,500	(150)	1,650	
1-4-2200-4010	SS - CONTRACTED SERVICES		20,000	6,548	13,452	
1-4-2200-7206	SS - MANDATORY INSPECTIONS		2,000	-	2,000	
1-4-2250-4010	ANIMAL CONTROL - CONTRACTED SERVICES		-	195	(195)	
1-4-2250-5010	ANIMAL CONTROL - GENERAL EXPENSES		-	27	(27)	
1-4-2250-5105	ANIMAL CONTROL - DOG POUND FEES		2,000	61	1,939	
1-4-2250-5106	ANIMAL CONTROL - LIVESTOCK POUNDKEEPER		3,000	-	3,000	
1-4-2260-1015	CROSSING GUARD - PART-TIME WAGES		6,770	4,143	2,627	
1-4-2260-1110	CROSSING GUARD BENEFITS		910	434	476	
1-4-2300-2024	AMBULANCE - OPERATING COSTS		3,000	-	3,000	

Account No.	Account Name	CENTRE	23 FINAL BUDGET	23 ACTUAL VALUES	VARIANCE	COMMENTS
1-4-2600-2710	TRANSFER TO RRCA		113,862	119,812	(5,950)	Levy budget amount needs adjusting
1-4-2600-2715	TRANSFER TO SNRCA		16,082	16,042	40	
1-4-2900-1015	CEMC -PART TIME WAGES		4,340	1,357	2,983	
1-4-2900-1110	CEMC - BENEFITS		977	125	852	
1-4-2900-2035	CEMC - CONFERENCES/TRAINING/WORKSHOPS		2,500	231	2,269	
1-4-2900-2049	CEMC - CELL PHONE		-	324	(324)	
1-4-2900-2120	CEMC - OFFICE SUPPLIES		500	-	500	
1-4-2900-2125	CEMC - MATERIALS/SUPPLIES		500	394	106	
1-4-2900-2223	CEMC - CONSULTANT		500	-	500	
1-4-2900-2325	CEMC - PUBLICITY/PUBLIC AWARENESS		1,000	453	547	
1-4-2900-5010	CEMC - GENERAL EXPENSES		-	671	(671)	
						Wages allocated throughout public
1-4-3011-1015	BRIDGES - PART TIME WAGES		-	2,841	(2,841)	works, but main budget is in 3101
1-4-3011-1110	BRIDGES - BENEFITS		-	543	(543)	
1-4-3011-2125	BRIDGES - MATERIALS/SUPPLIES		20,000	55	19,945	
1-4-3011-4010	BRIDGES - CONTRACTED SERVICES		6,000	-	6,000	
						Wages allocated throughout public
1-4-3012-1010	RD MTCE - WAGES		-	183,793	(183,793)	works, but main budget is in 3101
1-4-3012-1015	RD MTCE - PART TIME WAGES		-	48,155	(48,155)	
1-4-3012-1035	RD MTCE - OVERTIME		-	8,959	(8,959)	
1-4-3012-1110	RD MTCE - BENEFITS		-	48,365	(48,365)	
1-4-3012-2125	RD MTCE - MATERIALS/SUPPLIES		25,000	11,789	13,211	
1-4-3012-2325	RD MTCE - BEAUTIFICATION		7,000	4,940	2,060	
1-4-3012-4110	RD MTCE - BRUSHING & TRIMMING		5,000	3,171	1,829	
1-4-3012-4300	RD MTCE - CATCH BASINS AND CURBS		500	-	500	
1-4-3012-4350	RD MTCE - DEBRIS/ LITTER PICK UP		1,000	721	279	
1-4-3012-4351	RD MTCE - TOP SOIL		1,000	586	414	
						Wages allocated throughout public
1-4-3035-1010	SIDEWK - WAGES		-	445	(445)	works, but main budget is in 3101
1-4-3035-1015	SIDEWK - PART TIME WAGES		-	141	(141)	
1-4-3035-1110	SIDEWK - BENEFITS		-	116	(116)	
1-4-3035-2125	SIDEWK - MATERIALS/SUPPLIES		7,500	27	7,473	
1-4-3035-4010	SIDEWK - CONTRACTED SERVICES		1,000	-	1,000	
						Wages allocated throughout public
1-4-3045-1010	LSTOP - WAGES		-	50,413	(50,413)	works, but main budget is in 3101
1-4-3045-1015	LSTOP - PART TIME WAGES		-	1,697	(1,697)	
1-4-3045-1035	LSTOP - OVERTIME		-	4,030	(4,030)	
1-4-3045-1110	LSTOP - BENEFITS		-	11,780	(11,780)	
1-4-3045-2125	LSTOP - MATERIALS/SUPPLIES		4,000	133	3,867	
1-4-3045-5205	LSTOP - DUST LAYER		145,000	185,846	(40,846)	Increase price of product
						Wages allocated throughout public
1-4-3046-1010	HRD TOP MTCE - WAGES		-	11,271	(11,271)	works, but main budget is in 3101
1-4-3046-1015	HRD TOP MTCE - PART TIME WAGES		-	2,970	(2,970)	

Account No.	Account Name	CENTRE	23 FINAL BUDGET	23 ACTUAL VALUES	VARIANCE	COMMENTS
1-4-3046-1035	HDRDTOP MTCE - OVERTIME		-	2,138	(2,138)	
1-4-3046-1110	HRDTOP MTCE - BENEFITS		-	3,049	(3,049)	
1-4-3046-5190	HRDTOP MTCE - PATCHING AND WASHOUTS		10,000	13,600	(3,600)	
1-4-3046-5194	HRDTOP MTCE - SWEEPING AND CLEANING		30,000	7,700	22,300	
						Wages allocated throughout public
1-4-3055-1010	PLOWING/SALTING - WAGES		-	88,808	(88,808)	works, but main budget is in 3101
1-4-3055-1015	PLOWING/SALTING - PART TIME WAGES		-	5,666	(5,666)	
1-4-3055-1035	PLOWING/SALTING - OVERTIME		-	67,132	(67,132)	
1-4-3055-1110	PLOWING/SALTING - BENEFITS		-	27,227	(27,227)	
1-4-3055-2125	PLOWING/SALTING - MATERIALS/SUPPLIES		500	-	500	
1-4-3055-4010	PLOWING/SALTING - CONTRACTED SERVICES		2,000	326	1,674	
1-4-3055-5125	PLOWING/SALTING - SALT		91,000	43,659	47,341	
1-4-3055-5126	PLOWING/SALTING - STONE DUST		70,000	-	70,000	
						Wages allocated throughout public
1-4-3056-1010	SNOW REMOVAL - WAGES		-	23,560	(23,560)	works, but main budget is in 3101
1-4-3056-1015	SNOW REMOVAL - WAGES PART TIME		-	1,117	(1,117)	
1-4-3056-1035	SNOW REMOVAL - OVERTIME		-	10,432	(10,432)	
1-4-3056-1110	SNOW REMOVAL - BENEFITS		-	6,459	(6,459)	
1-4-3056-2125	SNOW REMOVAL - MATERIALS/SUPPLIES		1,000	-	1,000	
1-4-3056-4010	SNOW REMOVAL - CONTRACTED SERVICES		70,000	61,730	8,270	
						Wages allocated throughout public
1-4-3060-1010	S.S. - WAGES		-	2,320	(2,320)	works, but main budget is in 3101
1-4-3060-1035	S.S. - OVERTIME		-	341	(341)	
1-4-3060-1110	S.S. - BENEFITS		-	557	(557)	
1-4-3060-2125	S.S. - MATERIALS/SUPPLIES		2,500	-	2,500	
1-4-3060-4010	S.S. - CONTRACTED SERVICES		20,000	-	20,000	
						Wages allocated throughout public
1-4-3061-1010	S.D. - WAGES		-	4,485	(4,485)	works, but main budget is in 3101
1-4-3061-1015	S.D. - PART TIME WAGES		-	1,026	(1,026)	
1-4-3061-1035	S.D. - OVERTIME		-	332	(332)	
1-4-3061-1110	S.D. - BENEFITS		-	1,163	(1,163)	
1-4-3061-2125	S.D. - MATERIALS/SUPPLIES		10,000	13,072	(3,072)	Safety device supplies
1-4-3061-3010	S.D. - EQUIPMENT RENTALS		40,000	24,324	15,676	
1-4-3061-4010	S.D. - CONTRACTED SERVICES		-	653	(653)	
1-4-3062-2056	ST. LIGHTS - HYDRO		73,500	47,629	25,871	
1-4-3062-2125	ST. LIGHTS - MATERIALS/SUPPLIES		1,000	-	1,000	
1-4-3062-2368	ST. LIGHTS - EQUIPMENT MAINTENANCE		4,000	6,806	(2,806)	
1-4-3062-5010	ST. LIGHTS - X-MAS DECORATION		1,500	-	1,500	
						Left over amounts for 63 Kenyon, now
1-4-3065-2055	PWB - ENBRIDGE		-	1,252	(1,252)	sold
1-4-3065-2056	PWB - HYDRO		-	1,244	(1,244)	
1-4-3065-2057	PWB - WATER/SEWER		-	361	(361)	

Account No.	Account Name	CENTRE	23 FINAL BUDGET	23 ACTUAL VALUES	VARIANCE	COMMENTS
						Wages allocated throughout public works, but budgeted here. In 2024, all wages will be charged here.
1-4-3101-1010	ROADS - WAGES - FULL TIME		1,007,340	294,744	712,596	
1-4-3101-1015	ROADS - PART TIME WAGES		88,421	20,788	67,633	
1-4-3101-1035	ROADS - OVERTIME		85,000	3,635	81,365	
1-4-3101-1110	ROADS - BENEFITS		357,234	159,060	198,174	
1-4-3101-1210	ROADS - WSIB CLAIMS		-	174	(174)	
						Reallocation to budget for 2024, overall charges throughout the budget are on track
1-4-3101-1225	ROADS - INSURANCE		95,323	102,068	(6,745)	
1-4-3101-1502	ROADS - LTD FINANCE CHARGES		81,944	42,235	39,709	
1-4-3101-2020	ROADS - HEALTH & SAFETY		2,000	1,540	460	
1-4-3101-2021	ROADS - WORK BOOTS & CLOTHING		9,600	10,569	(969)	
1-4-3101-2025	ROADS - MILEAGE & TRAVEL		500	1,257	(757)	
1-4-3101-2026	ROADS - MEETING ATTENDANCE		120	-	120	
1-4-3101-2027	ROAD - INSURANCE CLAIMS		10,000	151	9,849	
1-4-3101-2035	ROADS - CONFERENCES/WORKSHOPS/TRAINING		20,000	16,244	3,756	
1-4-3101-2049	ROADS - CELL PHONES		11,000	7,685	3,315	
1-4-3101-2050	ROADS - TELEPHONE		3,000	1,931	1,069	
1-4-3101-2051	ROADS - COURIER		2,500	418	2,082	
1-4-3101-2055	ROADS - ENBRIDGE		13,000	12,902	98	
1-4-3101-2056	ROADS - HYDRO		20,000	11,809	8,191	
1-4-3101-2057	ROADS - WATER/SEWER		1,300	942	358	
1-4-3101-2065	ROADS - OIL FURNACE		8,000	8,516	(516)	
1-4-3101-2110	ROADS - TOOLS		10,000	5,434	4,566	
1-4-3101-2120	ROADS - OFFICE SUPPLIES		2,000	1,028	972	
1-4-3101-2124	ROADS - JANITORIAL/HOUSEKEEPING SUPPLIES		500	1,009	(509)	
1-4-3101-2125	ROADS - MATERIAL/SUPPLIES		23,000	18,050	4,950	
1-4-3101-2130	ROADS - COMPUTER FEES & EQUIPMENT		44,831	23,845	20,986	
1-4-3101-2140	ROADS - PHOTOCOPIER EXPENSES		-	2,262	(2,262)	Based on actuals
1-4-3101-2210	ROADS - LEGAL FEES		3,500	-	3,500	
1-4-3101-2223	ROADS - CONSULTING FEES		5,000	-	5,000	
1-4-3101-2300	ROADS - ADVERTISING		2,000	1,287	713	
1-4-3101-2366	ROADS - BUILDING MAINTENANCE/SUPPLIES		10,000	6,409	3,591	
1-4-3101-2368	ROADS - EQUIPMENT MAINTENANCE		170,000	161,416	8,584	
1-4-3101-2370	ROADS - TRUCK LICENCING		18,000	19,314	(1,314)	
1-4-3101-2400	ROADS - GAS/OIL/DIESEL		221,658	200,838	20,820	
1-4-3101-2410	ROADS - ASSOC & MEMBERSHIP FEES		2,000	1,487	513	
1-4-3101-4010	ROADS - CONTRACT/CONTRACTED SERVICES		25,600	24,129	1,471	
1-4-3101-4105	ROADS - WEED CONTROL		10,000	595	9,405	
1-4-3101-5010	ROADS - GENERAL EXPENSES		-	323	(323)	
1-4-4010-4010	WASTE - CONTRACT/CONTRACTED SERVICES		260,000	186,685	73,315	
1-4-4010-4011	WASTE - RECYLING CONTRACTED SERVICES		173,500	120,283	53,217	
1-4-4020-1015	LF - PART-TIME WAGES		16,204	17,528	(1,324)	



Account No.	Account Name	CENTRE	23 FINAL BUDGET	23 ACTUAL VALUES	VARIANCE	COMMENTS
1-4-4020-1110	LF - BENEFITS		2,190	2,214	(24)	Reallocation to budget for 2024, overall charges throughout the budget are on track
1-4-4020-1225	LF - INSURANCE		-	11,831	(11,831)	
1-4-4020-2013	LF - COVER MATERIAL		25,000	4,381	20,619	
1-4-4020-2015	LF - PROPERTY TAXES		16,000	15,277	723	
1-4-4020-2021	LF - CLOTHING ALLOWANCE		300	-	300	
1-4-4020-2024	LF - OPERATING MTCE. EXPENSE		20,000	17,432	2,568	
1-4-4020-2035	LF - CONFERENCES & WORKSHOPS		-	1,603	(1,603)	
1-4-4020-2049	LF - CELL PHONE		600	175	425	
1-4-4020-2056	LF - HYDRO		2,500	1,456	1,044	
1-4-4020-2161	LF - COMPACTOR EXPENSE		5,000	505	4,495	
1-4-4020-2187	LF - WASTE ACCEPTANCE FEES - LAFLECHE		166,451	124,416	42,035	
1-4-4020-2210	LF - LEGAL COSTS		5,000	-	5,000	
1-4-4020-2223	LF - CONSULTING FEES		35,000	33,618	1,382	
1-4-4020-2300	LF - ADVERTISING/EDUCATION		1,000	3,815	(2,815)	
1-4-4020-2368	LF - EQUIPMENT MAINTENANCE		1,500	-	1,500	
1-4-4020-2400	LF - GAS/OIL/DIESEL		700	431	269	
1-4-4020-2410	LF - ASSOCIATION FEES		800	-	800	
1-4-4020-2540	LF - SAMPLING AND MONITORING		75,675	5,900	69,775	
1-4-4020-4023	LF - HOUSEHOLD HAZARDOUS WASTE DAY		60,000	69,626	(9,626)	Actual costs higher than budgeted
1-4-4020-4028	LF - LEACHATE HAULING		30,000	-	30,000	
1-4-4020-4029	LF - NG COMMUNITY CLEAN-UP DAY		3,500	4,391	(891)	
1-4-4020-9000	LF - TRANSFER TO RESERVES		50,000	-	50,000	
1-4-4030-1010	RARE - WAGES		226,926	164,360	62,566	
1-4-4030-1015	RARE- PART TIME WAGES		151,183	104,439	46,744	
1-4-4030-1035	RARE - OVERTIME		-	192	(192)	
1-4-4030-1110	RARE - BENEFITS		98,812	76,682	22,130	
1-4-4030-1225	RARE - INSURANCE		17,878	9,435	8,443	
1-4-4030-2015	RARE - PROPERTY TAXES		12,750	12,705	45	
1-4-4030-2020	RARE - HEALTH & SAFETY		1,500	342	1,158	
1-4-4030-2021	RARE - WORK BOOTS & CLOTHING		2,000	668	1,332	
1-4-4030-2024	RARE - GARBAGE & SNOW REMOVAL		16,000	6,905	9,095	
1-4-4030-2025	RARE - MILEAGE & TRAVEL		300	-	300	
1-4-4030-2026	RARE - MEETING ATTENDANCE		250	-	250	
1-4-4030-2035	RARE - CONFERENCES/WORKSHOPS/TRAINING		2,000	600	1,400	
1-4-4030-2049	RARE - CELL PHONE		1,800	924	876	
1-4-4030-2050	RARE - TELEPHONE		850	415	435	
1-4-4030-2055	RARE - ENBRIDGE		5,000	4,039	961	
1-4-4030-2056	RARE - HYDRO		18,000	12,772	5,228	
1-4-4030-2057	RARE - WATER/SEWER		1,200	943	257	
1-4-4030-2100	RARE - POSTAGE		100	320	(220)	
1-4-4030-2110	RARE - TOOLS		1,000	560	440	
1-4-4030-2120	RARE - OFFICE SUPPLIES		500	126	374	

Account No.	Account Name	CENTRE	23 FINAL BUDGET	23 ACTUAL VALUES	VARIANCE	COMMENTS
1-4-4030-2124	RARE - HOUSEKEEPING & JANITORIAL SUPPLIE		600	533	67	
1-4-4030-2125	RARE - WIRE MATERIAL		7,500	35	7,465	
1-4-4030-2130	RARE - COMPUTER EXPENSE		780	946	(166)	
1-4-4030-2140	RARE - PHOTOCOPIER EXPENSE		1,200	558	642	
1-4-4030-2155	RARE - REPAIRS - MAGNETIC SEPARATOR		1,000	-	1,000	
1-4-4030-2156	RARE - REPAIRS - CONVEYOR		3,000	448	2,552	
1-4-4030-2157	RARE - REPAIRS - BOBCAT		1,500	377	1,123	
1-4-4030-2159	RARE - REPAIRS - VANS		500	113	387	
1-4-4030-2160	RARE - REPAIRS - BALER		2,000	59	1,941	
1-4-4030-2165	RARE - BALLISTIC/OCC HT STORAGE		500	-	500	
1-4-4030-2210	RARE - LEGAL FEES		1,000	-	1,000	
1-4-4030-2223	RARE - CONSULTING FEES		2,000	-	2,000	
1-4-4030-2300	RARE - ADVERTISING		1,200	670	530	
1-4-4030-2325	RARE - PUBLICITY & PROMOTION		3,000	1,600	1,400	
1-4-4030-2366	RARE - BUILDING/ MAINTENANCE/SUPPLIES		6,000	2,852	3,148	
1-4-4030-2367	RARE - SHOP EQUIPMENT INVENTORY		4,500	119	4,381	
1-4-4030-2370	RARE - TRUCK LICENCING		150	-	150	
1-4-4030-2399	RARE - VEHICLE MAINTENANCE		1,000	203	797	
1-4-4030-2400	RARE - GAS/OIL/DIESEL		4,500	3,767	733	
1-4-4030-2410	RARE - ASSOC. & MEMBERSHIP FEES		1,000	582	418	
1-4-4030-2511	RARE - TRANSPORTATION		1,000	-	1,000	
1-4-4030-2520	RARE - WEIGHING CHARGES		500	148	352	
1-4-4030-3010	RARE - EQUIPMENT RENTAL/LEASING		32,000	23,880	8,120	
1-4-4030-3021	RARE - EQUIPMENT PURCHASES - OFFICE		500	-	500	
1-4-4030-5010	RARE - GENERAL EXPENSES		750	395	355	
1-4-4030-7430	RARE - PURCHASE - CARDBOARD		8,000	2,404	5,596	
1-4-4031-1015	LARGE ITEM PICKUP - PART TIME WAGES		1,573	-	1,573	
1-4-4031-2020	LARGE ITEM PICKUP - HEALTH & SAFETY		150	-	150	
1-4-4031-2024	LARGE ITEM PICKUP - GARBAGE DISPOSAL		1,673	595	1,078	
1-4-4031-2125	LARGE ITEM PICKUP - MATERIALS/SUPPLIES		480	160	320	
1-4-4031-2400	LARGE ITEM PICKUP - GAS/DIESEL/OIL		442	153	289	
1-4-7000-5236	CONTRIBUTIONS - COMMUNITY GRANTS		25,000	21,796	3,204	
1-4-7000-5237	CONTRIBTIONS TO N.G. RECREATION ASSOCIAT		82,980	87,137	(4,157)	
1-4-7000-5247	CONT GLENGARRY PIONEER MUSEUM TAX & INS.		14,000	5,298	8,702	
1-4-7000-5248	CONT GLENGARRY PIONEER MUSEUM OPERATING		20,000	20,000	-	
1-4-7000-5249	CONTRIBUTION TO HIGHLAND GAMES COMM (KAS		3,000	3,000	-	
1-4-7000-5258	CONTRIBUTION TO ARCHIVE INITIATIVE		46,000	23,473	22,527	
1-4-7000-5260	CONTRIBUION - GLENGARRY SPORTS HALL		4,001	4,001	-	
1-4-7020-4260	APPLE HILL COMMUNITY CENTRE		1,428	267	1,161	
1-4-7020-4261	GLEN ROBERTSON COMMUNITY CENTRE		1,429	159	1,270	
1-4-7020-4262	DUNVEGAN RECREATION CENTRE		1,428	159	1,269	
1-4-7020-4263	DALKEITH RECREATION CENTRE		1,429	559	870	
1-4-7020-4264	MAXVILLE RECREATION CENTRE		1,428	-	1,428	
1-4-7020-4265	MAXVILLE LIBRARY		1,429	-	1,429	

Account No.	Account Name	CENTRE	23 FINAL BUDGET	23 ACTUAL VALUES	VARIANCE	COMMENTS
1-4-7020-4266	DALKEITH LIBRARY		1,429	334	1,095	
1-4-7100-1010	MSC - WAGES		103,748	70,943	32,805	
1-4-7100-1015	MSC - PART TIME WAGES		77,337	49,868	27,469	
1-4-7100-1035	MSC - OVERTIME		5,000	9,530	(4,530)	Short staffed causing OT
1-4-7100-1110	MSC - BENEFITS		59,090	48,694	10,396	
						Reallocation to budget for 2024, overall charges throughout the budget are on
1-4-7100-1225	MSC - INSURANCE		20,038	25,484	(5,446)	track
1-4-7100-2020	MSC - HEALTH & SAFETY		750	-	750	
1-4-7100-2021	MSC - WORK BOOTS & CLOTHING		1,500	581	919	
1-4-7100-2025	MSC - MILEAGE & TRAVEL		700	1,739	(1,039)	
1-4-7100-2028	MSC - BOOK KING SOFTWARE		1,500	1,976	(476)	
1-4-7100-2030	MSC - SPORTSFIELDS EXPENSES		1,750	4,618	(2,868)	
1-4-7100-2035	MSC - CONFERENCES/ WORKSHOPS/TRAINING		4,000	75	3,925	
1-4-7100-2049	MSC - CELL PHONE		700	736	(36)	
1-4-7100-2050	MSC - TELEPHONE		750	622	128	
1-4-7100-2056	MSC - HYDRO		60,000	51,916	8,084	
1-4-7100-2057	MSC - WATER/SEWER		6,000	3,430	2,570	
1-4-7100-2110	MSC - TOOLS		300	-	300	
1-4-7100-2120	MSC - OFFICE SUPPLIES		500	813	(313)	
1-4-7100-2124	MSC - HOUSEKEEPING & JANITORIAL SUPP		6,000	2,298	3,702	
1-4-7100-2125	MSC - MATERIALS/SUPPLIES		2,000	185	1,815	
1-4-7100-2126	MSC - HALL SUPPLIES		4,000	1,916	2,084	
1-4-7100-2127	MSC - PEPSI SUPPLIES		1,250	-	1,250	
1-4-7100-2129	MSC - VENDING MACHINE		4,000	179	3,821	
1-4-7100-2130	MSC - COMPUTER FEES & EQUIP.		1,500	-	1,500	
1-4-7100-2140	MSC - PHOTOCOPIER EXPENSE		-	194	(194)	
1-4-7100-2300	MSC - ADVERTISING		500	186	314	
1-4-7100-2366	MSC - BUILDING MAINTENANCE/GROUND MTCE		70,000	37,291	32,709	
1-4-7100-2367	MSC - PROPANE		35,000	26,083	8,917	
1-4-7100-2368	MSC - EQUIPMENT MTCE		15,000	8,620	6,380	
1-4-7100-2369	MSC - MAINTENANCE COSTS		-	43	(43)	
1-4-7100-2400	MSC - GAS/DIESEL/OIL		-	241	(241)	
1-4-7100-2410	MSC - ASOCIATION & MEMBERSHIP FEES		1,000	366	634	
1-4-7100-2564	MSC - PRO SHOP		1,000	-	1,000	
1-4-7100-4010	MSC - CONTRACTS/CONTRACTED SERVICES		9,000	1,408	7,592	
1-4-7100-5010	MSC - GENERAL EXPENSES		-	111	(111)	
1-4-7100-5120	MSC - SNOW REMOVAL		7,000	12,345	(5,345)	
1-4-7100-7722	MSC - PROGRAMMING		500	432	68	
1-4-7200-1010	ISLAND PARK - WAGES		120,423	104,417	16,006	
1-4-7200-1015	ISLAND PARK - PART TIME WAGES		11,445	31,527	(20,082)	
1-4-7200-1035	ISLAND PARK - OVERTIME		5,000	8,110	(3,110)	
1-4-7200-1110	ISLAND PARK - BENEFITS		40,598	43,242	(2,644)	
1-4-7200-1225	ISLAND PARK - INSURANCE		14,573	39,159	(24,586)	

Account No.	Account Name	CENTRE	23 FINAL BUDGET	23 ACTUAL VALUES	VARIANCE	COMMENTS
1-4-7200-2020	ISLAND PARK - HEALTH & SAFETY		500	378	122	
1-4-7200-2021	ISLAND PARK - CLOTHING ALLOWANCE		1,500	1,133	367	
1-4-7200-2025	ISLAND PARK - MILEAGE & TRAVEL		500	607	(107)	
1-4-7200-2026	ISLAND PARK - MEETING ATTENDANCE		-	204	(204)	
1-4-7200-2028	ISLAND PARK - BOOK KING SOFTWARE		1,500	2,125	(625)	
1-4-7200-2030	ISLAND PARK - SPORTSFIELDS EXPENSE		8,000	9,425	(1,425)	
1-4-7200-2035	ISLAND PARK - CONF/WORKSHOP/TRAINING		3,500	545	2,955	
1-4-7200-2049	ISLAND PARK - CELL PHONE		1,200	1,187	13	
1-4-7200-2050	ISLAND PARK - TELEPHONE		500	317	183	
1-4-7200-2055	ISLAND PARK - ENBRIDGE		3,000	2,749	251	
1-4-7200-2056	ISLAND PARK - HYDRO		10,000	7,255	2,745	
1-4-7200-2057	ISLAND PARK - WATER/SEWER		4,000	3,186	814	
1-4-7200-2120	ISLAND PARK - OFFICE SUPPLIES		1,000	446	554	
1-4-7200-2124	ISLAND PARK - HOUSEKEEPING & JAN. SUPP		7,000	2,191	4,809	
1-4-7200-2125	ISLAND PARK - MATERIALS/SUPPLIES		1,550	224	1,326	
1-4-7200-2126	ISLAND PARK - BAR SUPPLIES		1,000	3,660	(2,660)	
1-4-7200-2128	ISLAND PARK - VANDALISM REPAIRS		-	163	(163)	
1-4-7200-2130	ISLAND PARK - COMPUTER EQUIPT & SUPPLIES		1,500	106	1,394	
1-4-7200-2140	ISLAND PARK - PHOTOCOPIER EXPENSE		1,000	1,537	(537)	
1-4-7200-2300	ISLAND PARK - ADVERTISING		750	125	625	
1-4-7200-2366	ISLAND PARK - BUILDING MAINT/SUPPLIES		11,000	17,417	(6,417)	
1-4-7200-2368	ISLAND PARK - EQUIPMENT MAINT/SUPLIES		7,000	2,698	4,302	
1-4-7200-2370	ISLAND PARK - OUTDOOR FURN & ATTRIBUTES		3,000	45	2,955	
1-4-7200-2399	ISLAND PARK - VEHICLE MAINTENANCE		2,500	2,372	128	
1-4-7200-2400	ISLAND PARK - GAS/OIL/DIESEL		8,000	7,630	370	
1-4-7200-2410	ISLAND PARK - MEMBERSHIP FEES		1,000	366	634	
1-4-7200-3704	ISLAND PARK - MILL SQUARE OPERATING		1,000	107	893	
1-4-7200-4005	ISLAND PARK - LANDSCAPING/FLOWERS		10,000	8,046	1,954	
1-4-7200-4010	ISLAND PARK - CONTRACTS/CONTRACTED SERV		5,000	249	4,751	
1-4-7200-4102	ISLAND PARK - TREE REMOVAL		1,500	520	980	
1-4-7200-4103	ISLAND PARK - CENTENNIAL PARK		-	142	(142)	
1-4-7200-4104	ISLAND PARK - KING GEORGE PARK		500	42	458	
1-4-7200-4108	ISLAND PARK - GOOSE MANAGEMENT STRATEGY		250	230	20	
1-4-7200-5010	ISLAND PARK - GENERAL EXPENSES		-	3,591	(3,591)	
1-4-7200-8003	ISLAND PARK - SPECIAL PROJECTS		2,000	2,070	(70)	
1-4-7200-8004	ISLAND PARK - SPECIAL EVENTS/FESTIVALS		1,500	1,000	500	
1-4-7300-1010	DOMES - WAGES		99,434	63,262	36,172	
1-4-7300-1015	DOMES - PART TIME WAGES		34,620	25,624	8,996	
1-4-7300-1035	DOMES - OVERTIME		-	3,511	(3,511)	
1-4-7300-1110	DOMES - BENEFITS		27,413	25,583	1,830	
						Reallocation to budget for 2024, overall charges throughout the budget are on
1-4-7300-1225	DOMES - INSURANCE		2,004	12,658	(10,654)	track
1-4-7300-2021	DOMES - CLOTHING ALLOWANCE		500	344	156	

Account No.	Account Name	CENTRE	23 FINAL BUDGET	23 ACTUAL VALUES	VARIANCE	COMMENTS
1-4-7300-2025	DOME - MILEAGE		500	774	(274)	
1-4-7300-2028	DOME - BOOK KING SOFTWARE		1,500	2,011	(511)	
1-4-7300-2030	DOME - SPORTS EQUIP & SUPPLIES		1,500	410	1,090	
1-4-7300-2035	DOME - TRAINING/CONFERENCE		1,000	1,027	(27)	
1-4-7300-2049	DOME- CELL PHONE		1,000	436	564	
1-4-7300-2050	DOME - TELEPHONE		300	104	196	
1-4-7300-2055	DOME - ENBRIDGE		45,000	39,591	5,409	
1-4-7300-2056	DOME - HYDRO		20,000	14,296	5,704	
1-4-7300-2057	DOME - WATER/SEWER		1,300	943	357	
1-4-7300-2120	DOME - OFFICE SUPPLIES		1,000	544	456	
1-4-7300-2124	DOME - JANITORIAL SUPP & HOUSEKEEPING		2,000	1,154	846	
1-4-7300-2125	DOME - SUPPLIES		500	210	290	
1-4-7300-2127	DOME - VENDING SUPPLIES (PEPSI ..)		250	78	172	
1-4-7300-2130	DOME - COMPUTER EQUIPT & SUPPLIES		500	-	500	
1-4-7300-2140	DOME - PHOTOCOPIER EXPENSE		100	894	(794)	
1-4-7300-2300	DOME - ADVERTISING		500	308	192	
1-4-7300-2366	DOME - BLDG/PROP MAINT/SUPPLIES		12,000	3,201	8,799	
1-4-7300-2368	DOME - EQUIPMENT MTCE		1,500	1,205	295	
1-4-7300-2371	DOME - REFEREE		-	1,274	(1,274)	
1-4-7300-2399	DOME - VEHICLE REPAIRS		500	-	500	
1-4-7300-2410	DOME - MEMBERSHIP FEES		-	267	(267)	
1-4-7300-4000	DOME - VOLLEYBALL EXPENSE		500	6	494	
1-4-7300-4001	DOME - RUNNING PROGRAM		1,000	840	160	
1-4-7300-4005	DOME - LANDSCAPING		500	-	500	
1-4-7300-4110	DOME - BIRTHDAY SUPPLIES		750	2,786	(2,036)	
1-4-7300-4112	DOME - OUTDOOR FURNITURE		500	-	500	
1-4-7300-4113	DOME - FIELD MAINTENANCE		1,750	-	1,750	
1-4-7300-5010	DOME - GENERAL EXPENSES		-	823	(823)	
1-4-7300-7755	DOME-FLAG FOOTBALL		500	-	500	
1-4-7400-2056	LIB - HYDRO - DALKEITH & MAXVILLE & ALEX		8,000	10,648	(2,648)	Increased cost of hydro
1-4-7400-2366	LIB - BUILDING MAINTENANCE/SUPPLIES		8,000	2,242	5,758	
1-4-7400-4268	LIB - ALEXANDRIA LIBRARY		4,000	3,206	794	
1-4-7400-5012	LIB - MAXVILLE LIBRARY		100	171	(71)	
1-4-7400-5014	LIB - DALKEITH LIBRARY		100	405	(305)	
1-4-7500-1010	GSP - WAGES		166,410	107,587	58,823	
1-4-7500-1015	GSP - PART-TIME WAGES		54,865	35,367	19,498	
1-4-7500-1035	GSP - OVERTIME		-	10,343	(10,343)	Short staffed causing OT
1-4-7500-1110	GSP - BENEFITS		68,150	46,938	21,212	
1-4-7500-1225	GSP - INSURANCE		25,040	37,936	(12,896)	
1-4-7500-2020	GSP - HEALTH & SAFETY		500	128	372	
1-4-7500-2021	GSP - CLOTHING ALLOWANCE		1,000	772	228	
1-4-7500-2025	GSP - MILEAGE		500	212	288	
1-4-7500-2026	GSP - MEETING ATTENDANCE		-	75	(75)	
1-4-7500-2028	GSP - BOOKING SOFTWARE		1,500	1,976	(476)	

Account No.	Account Name	CENTRE	23 FINAL BUDGET	23 ACTUAL VALUES	VARIANCE	COMMENTS
1-4-7500-2030	GSP - SPORTSFIELD EXPENSES		1,000	4,059	(3,059)	
1-4-7500-2035	GSP - TRAINING/WORKSHOP		4,500	1,611	2,889	
1-4-7500-2049	GSP - CELL PHONES		1,000	775	225	
1-4-7500-2050	GSP - TELEPHONE		500	207	293	
1-4-7500-2055	GSP - ENBRIDGE		18,000	26,241	(8,241)	Cost of services increased
1-4-7500-2056	GSP - HYDRO		80,000	44,499	35,501	
1-4-7500-2057	GSP - WATER SEWER		9,000	5,721	3,279	
1-4-7500-2100	GSP - POSTAGE		200	-	200	
1-4-7500-2110	GSP - TOOLS		-	33	(33)	
1-4-7500-2120	GSP - OFFICE SUPPLIES		1,000	460	540	
1-4-7500-2124	GSP - HOUSEKEEPING/JANITORIAL SUPPLIES		5,000	3,275	1,725	
1-4-7500-2125	GSP - MATERIAL/SUPPLIES		200	175	25	
1-4-7500-2126	GSP - BAR/HALL EXPENSE		5,000	5,382	(382)	
1-4-7500-2127	GSP - VENDING/PEPSI MACHINE		500	172	328	
1-4-7500-2130	GSP - COMPUTER SUPPLIES		1,000	4,950	(3,950)	Fibre optics needs to be adjusted in 2024 Bought copier outright to save in the
1-4-7500-2140	GSP - PHOTOCOPIER EXPENSE		-	4,726	(4,726)	longer term
1-4-7500-2300	GSP - ADVERTISING		500	275	225	
1-4-7500-2366	GSP - BUILDING EXPENSES		50,000	54,024	(4,024)	Increased costs of contractors
1-4-7500-2368	GSP - EQUIPMENT MTCE		5,000	5,637	(637)	
1-4-7500-2371	GSP - REFEREE		-	816	(816)	
1-4-7500-2399	GSP - VEHICLE MTCE		1,200	-	1,200	
1-4-7500-2400	GSP - GAS/OIL/DIESEL		600	458	142	
1-4-7500-2410	GSP - MEMBERSHIP FEES		600	452	148	
1-4-7500-2564	GSP - SKATE SHARPENING		500	-	500	
1-4-7500-4010	GSP - CONTRACTED SERVICES		1,000	1,215	(215)	
1-4-7500-5010	GSP - GENERAL EXPENSES		-	290	(290)	
1-4-7500-5120	GSP - SNOW REMOVAL		5,500	-	5,500	
1-4-7500-7722	GSP - PROGRAMMING		5,000	4,849	151	
1-4-7600-2025	HGMH - MILEAGE		-	3	(3)	
1-4-7600-2300	HGMH - ADVERTISING		-	301	(301)	
1-4-7600-5010	HGMH - GENERAL EXPENSES		-	41	(41)	
1-4-8000-1010	PLN - WAGES		52,748	48,979	3,769	
1-4-8000-1035	PLN - OVERTIME		-	162	(162)	
1-4-8000-1110	PLN - BENEFITS		19,752	17,947	1,805	
1-4-8000-2025	PLN - MILEAGE & TRAVEL		1,000	-	1,000	
1-4-8000-2026	PLN - MEETING ATTENDANCE		1,500	360	1,140	
1-4-8000-2035	PLN - CONFERENCES/WORKSHOPS/TRAINING		2,000	1,520	480	
1-4-8000-2049	PLN - CELL PHONES		500	-	500	
1-4-8000-2100	PLN-POSTAGE		200	256	(56)	
1-4-8000-2120	PLN - OFFICE SUPPLIES		200	396	(196)	
1-4-8000-2125	PLN - MATERIALS/SUPPLIES		300	27	273	
1-4-8000-2210	PLN - LEGAL FEES		1,000	34	966	



Account No.	Account Name	CENTRE	23 FINAL BUDGET	23 ACTUAL VALUES	VARIANCE	COMMENTS
1-4-8000-2223	PLN - CONSULTING FEES		10,000	1,380	8,620	
1-4-8000-2300	PLN - ADVERTISING		6,000	6,567	(567)	
1-4-8000-9000	PLN - TRF TO RESERVE		5,000	-	5,000	
1-4-8020-1010	MUN. DRAIN - WAGES		41,653	17,177	24,476	
1-4-8020-1035	MUN. DRAIN - OVERTIME		-	256	(256)	
1-4-8020-1110	MUN. DRAIN - BENEFITS		13,753	5,887	7,866	
1-4-8020-2021	DRAIN - WORK BOOTS & CLOTHING		500	-	500	
1-4-8020-2024	DRAIN SUPT - OPERATING EXPENSES		800	-	800	
1-4-8020-2025	DRAIN SUPT - MILEAGE & TRAVEL		200	-	200	
1-4-8020-2026	DRAIN - MEETING ATTENDANCE		120	-	120	
1-4-8020-2035	DRAIN - CONFERENCE & WORKSHOP		3,000	370	2,630	
1-4-8020-2049	DRAIN SUPT - CELL PHONE		500	178	322	
1-4-8020-2399	DRAIN - VEHICLE MAINTENANCE		1,500	-	1,500	
1-4-8020-4010	DRAIN - CONTRACT SERVICES		-	2,082	(2,082)	
1-4-8020-6150	MUNICIPAL DRAIN MAINTENANCE		200,000	63,508	136,492	
1-4-8020-6151	MUNCIPAL DRAIN - BEAVER MANAGEMENT		10,000	6,622	3,378	
1-4-8020-6180	FENCEVIEWERS		-	98	(98)	
1-4-8030-6170	LIVESTOCK EVALUATOR		1,000	280	720	
1-4-8030-6171	LIVESTOCK DAMAGES		5,000	-	5,000	
1-4-8040-5010	TILE DRAINAGE - GENERAL/ADJUSTMENTS		-	553	(553)	
						Offset with revenues based on tile drainage loans, needs to be reduced to \$45K to match actuals
1-4-8040-6300	TILE DRAINAGE - DEBENTURE PRINCIPAL		91,250	20,998	70,252	
1-4-8040-6301	TILE DRAINAGE - DEBENTURE INTEREST		-	8,051	(8,051)	
<b>TOTAL EXPENSES</b>			<b>10,582,441</b>	<b>7,781,731</b>	<b>2,800,710</b>	
<b>CAPITAL</b>						
1-5-1200-8000	CAPITAL - ADMINISTRATION	BUDGET	120,000	-	120,000	
1-5-1200-8000	CAPITAL - ADMINISTRATION	ASSET	-	3,663	(3,663)	
1-5-1200-8000	CAPITAL - ADMINISTRATION	COMPUT	-	7,835	(7,835)	
1-5-1200-8000	CAPITAL - ADMINISTRATION	RECORD	-	39,686	(39,686)	
			120,000	51,184	68,816	
1-5-2000-8000	CAPITAL - FIRE DEPARTMENT	BUDGET	145,000	-	145,000	
1-5-2000-8000	CAPITAL - FIRE DEPARTMENT	PROPS	-	69,360	(69,360)	
1-5-2000-8000	CAPITAL - FIRE DEPARTMENT	RENOS	-	2,880	(2,880)	
			145,000	72,240	72,760	
1-5-3000-8000	CAPITAL - CORPORATE FLEET	BUDGET	1,972,800	-	1,972,800	
1-5-3000-8000	CAPITAL - CORPORATE FLEET	PICKUP	-	67,090	(67,090)	
1-5-3000-8000	CAPITAL - CORPORATE FLEET	RE #5	-	27,084	(27,084)	
1-5-3000-8000	CAPITAL - CORPORATE FLEET	RE #61	-	27,084	(27,084)	
1-5-3000-8000	CAPITAL - CORPORATE FLEET	TRAILR	-	53,466	(53,466)	
			1,972,800	174,724	1,798,076	Tandems not coming until 2024

Account No.	Account Name	CENTRE	23 FINAL BUDGET	23 ACTUAL VALUES	VARIANCE	COMMENTS
1-5-3001-8000	CAPITAL - MACHINERY & EQUIPMENT	BUDGET	187,000	-	187,000	
1-5-3001-8000	CAPITAL - MACHINERY & EQUIPMENT	CSTR	-	130,402	(130,402)	
1-5-3001-8000	CAPITAL - MACHINERY & EQUIPMENT	MOWER	-	44,719	(44,719)	
			187,000	175,121	11,879	
1-5-3011-8000	CAPITAL - BRIDGES	BUDGET	423,500	-	423,500	
1-5-3011-8000	CAPITAL - BRIDGES	BR #47	-	928	(928)	
			-	928	(928)	
1-5-3101-8000	CAPITAL - ROADS DEPARTMENT	BUDGET	2,225,708	-	2,225,708	
1-5-3101-8000	CAPITAL - ROADS DEPARTMENT	ENGINR	-	6,599	(6,599)	
1-5-3101-8000	CAPITAL - ROADS DEPARTMENT	GRAVEL	-	424,702	(424,702)	
1-5-3101-8000	CAPITAL - ROADS DEPARTMENT	RADAR	-	27,737	(27,737)	
1-5-3101-8000	CAPITAL - ROADS DEPARTMENT	RINEED	-	682,455	(682,455)	
1-5-3101-8000	CAPITAL - ROADS DEPARTMENT	SIDWLK	-	50,936	(50,936)	
1-5-3101-8000	CAPITAL - ROADS DEPARTMENT	SWPLAN	-	50	(50)	
			2,225,708	1,192,479	1,033,229	
1-5-4020-8000	CAPITAL - LANDFILL SITES	BUDGET	100,000	-	100,000	
1-5-4030-8000	CAPITAL - RARE PLANT	BUDGET	30,000	-	30,000	
1-5-4030-8000	CAPITAL - RARE PLANT	HVAC	-	12,281	(12,281)	
			30,000	12,281	17,719.0	
1-5-7000-8000	CAPITAL - MRA GROUPS		113,500	-	113,500	
1-5-7008-8000	CAPITAL - MRA GREENFIELD		-	355	(355)	
1-5-7009-8000	CAPITAL - MRA LAGGAN		-	3,507	(3,507)	
1-5-7010-8000	CAPITAL - MRA MAXVILLE		-	46,716	(46,716)	
			113,500	50,578	62,922	
1-5-7100-8000	CAPITAL - MSC	BUDGET	25,000	-	25,000	
1-5-7100-8000	CAPITAL - MSC	COMPRS	-	9,538	(9,538)	
1-5-7100-8000	CAPITAL - MSC	FURNIT	-	15,075	(15,075)	
			25,000	24,613	387	
1-5-7200-8000	CAPITAL - ISLAND PARK	BUDGET	466,000	-	466,000	
1-5-7200-8000	CAPITAL - ISLAND PARK	BATHRM	-	9,954	(9,954)	
1-5-7200-8000	CAPITAL - ISLAND PARK	SIDING	-	50,440	(50,440)	Skateboard park not yet complete
1-5-7200-8000	CAPITAL - ISLAND PARK	SKATE	-	82,437	(82,437)	
			466,000	142,831	323,169	
1-5-7500-8000	CAPITAL - GSP	BUDGET	45,000	-	45,000	
1-5-7500-8000	CAPITAL - GSP	GSPBLG	-	6,652	(6,652)	

Account No.	Account Name	CENTRE	23 FINAL BUDGET	23 ACTUAL VALUES	VARIANCE	COMMENTS
1-5-7500-8000	CAPITAL - GSP	LIGHTS	-	7,000	(7,000)	
1-5-7500-8000	CAPITAL - GSP	PAINT	-	21,480	(21,480)	
			45,000	35,132	9,868	
TOTAL CAPITAL			5,430,008	1,932,111	3,497,897	
GRAND TOTAL			6,100,345	4,680,192	1,420,153	

**VARIANCE REPORT AS OF SEPTEMBER 28, 2023**

Account No.	Account Name	CENTRE	23 FINAL BUDGET	23 ACTUAL VALUES	VARIANCE	COMMENTS
<b>REVENUES</b>						
1-3-9300-4900	WATER - DOMESTIC - ALEXANDRIA		(1,141,845)	(978,774)	(163,071)	
1-3-9300-4902	WATER-COMMERCIAL-ALEXANDRIA		(631,351)	(317,715)	(313,636)	
1-3-9300-4903	WATER-GLEN ROBERTSON		(42,216)	(36,400)	(5,816)	
1-3-9300-4905	WATER - PENALTY & INTEREST		(20,000)	(15,241)	(4,759)	
1-3-9300-4906	WATER-OTHER INCOME		(10,000)	(25,748)	15,748	Water fill ups, Xplornet rental income
1-3-9300-4907	WATER - NSF CHEQUE CHARGE		-	(140)	140	
1-3-9300-4908	WATER - DOMESTIC - MAXVILLE		(240,000)	(195,674)	(44,326)	
1-3-9300-4909	WATER - COMMERCIAL- MAXVILLE		(75,000)	(62,237)	(12,763)	
1-3-9300-4961	USER FEES - WETLANDS CAPITAL RECOVERY		(15,000)	(8,333)	(6,667)	
1-3-9300-4971	WATER -HYDRANT RENTAL		(20,000)	-	(20,000)	
<b>TOTAL REVENUES</b>			<b>(2,195,412)</b>	<b>(1,640,262)</b>	<b>(555,150)</b>	
<b>EXPENSES</b>						
1-4-9200-1210	NGWD-WSIB CLAIMS PAID		500	-	500	
1-4-9200-1225	NGWD-INSURANCE		39,304	17,626	21,678	
1-4-9200-1500	NGWD - LTD MAXVILLE WATER PROJECT		454,110	220,062	234,048	
1-4-9200-1505	NGWD-LTD PAYMENTS		45,240	-	45,240	
1-4-9200-2015	NGWD-MUNICIPAL TAXES		1,200	2,335	(1,135)	Actual taxes higher than budgeted
1-4-9200-2020	NGWD-HEALTH & SAFETY		1,200	203	997	
1-4-9200-2021	NGWD-WORK BOOTS & CLOTHING ALLOWANCE		1,800	686	1,114	
1-4-9200-2022	NGWD - PRESCRIPTION SAFETY GLASSES		750	-	750	
1-4-9200-2023	NGWD-BILLING OPERATING COSTS		1,500	1,102	398	
1-4-9200-2035	NGWD-CONFERENCE & WORKSHOPS		9,000	2,553	6,447	
1-4-9200-2037	NGWD-CERTIFICATE RENEWAL		1,200	-	1,200	
1-4-9200-2049	NGWD-CELL PHONES		2,500	2,032	468	
1-4-9200-2050	NGWD-TELEPHONE		3,200	3,947	(747)	
1-4-9200-2051	NGWD-COURIER		1,000	1,267	(267)	
1-4-9200-2056	NGWD-HYDRO		8,100	4,267	3,833	
1-4-9200-2057	NGWD-WATER/SEWER		200	-	200	
						Unbudgeted rental of office space 90 Main
1-4-9200-2102	NGWD - 90 MAIN ST RENT & UTIL		-	5,074	(5,074)	Street
1-4-9200-2110	NGWD-TOOLS		2,500	177	2,323	
1-4-9200-2114	NGWD-CHEMICALS		22,000	11,793	10,207	
1-4-9200-2116	NGWD-CHLORINE		2,500	(2,436)	4,936	
1-4-9200-2120	NGWD-OFFICE SUPPLIES		1,500	1,212	288	
1-4-9200-2125	NGWD-MATERIALS & SUPPLIES		5,000	1,996	3,004	
1-4-9200-2130	NGWD - COMPUTER SUPPLIES		5,500	8,545	(3,045)	Xplornet, Bell, Eastlink charges
1-4-9200-2140	NGWD - PHOTOCOPIER EXPENSES		1,000	1,412	(412)	
1-4-9200-2162	NGWD-NEW WATER METER /REPAIRS		2,000	5,303	(3,303)	Unanticipated increase in repairs
1-4-9200-2164	NGWD-WATER MAIN REPAIRS		120,000	108,365	11,635	

Account No.	Account Name	CENTRE	23 FINAL BUDGET	23 ACTUAL VALUES	VARIANCE	COMMENTS
1-4-9200-2166	NGWD-FROZEN LINES SERVICES		500	-	500	
1-4-9200-2201	NGWD-QMS AUDITING		3,500	2,874	626	
1-4-9200-2210	NGWD-LEGAL FEES		5,000	-	5,000	
1-4-9200-2223	NGWD-CONSULTING FEES		5,000	-	5,000	
1-4-9200-2300	NGWD-ADVERTISING		1,000	295	705	
1-4-9200-2366	NGWD-BUILDING MTCE/SUPPLIES		2,000	558	1,442	
1-4-9200-2368	NGWD-EQUIPMENT MTCE		5,000	5,356	(356)	
1-4-9200-2370	NGWD-TRUCK LICENCING		1,000	-	1,000	
1-4-9200-2399	NGWD-VEHICLE MTCE		2,500	488	2,012	
1-4-9200-2400	NGWD-GAS/OIL/DIESEL		10,000	8,541	1,459	
1-4-9200-2410	NGWD-ASSOC. & MEMBERSHIP FEES		500	-	500	
1-4-9200-2540	NGWD-SAMPLING		500	539	(39)	
1-4-9200-3010	NGWD-EQUIPMENT RENTAL		250	-	250	
1-4-9200-3753	NGWD-METER READING		15,000	11,641	3,359	
1-4-9200-4010	NGWD-CONTRACTS/CONTRACTED SERVICES		8,000	1,113	6,887	
1-4-9200-4100	NGWD-GRASS CUTTING		500	-	500	
1-4-9200-4114	NGWD - LOCATES		12,000	5,603	6,397	
1-4-9200-5010	NGWD-GENERAL EXPENSES		-	56	(56)	
1-4-9200-5020	NGWD-BAD DEBT EXPENSE		-	(287)	287	
1-4-9200-5120	NGWD - SNOW REMOVAL		5,000	7,699	(2,699)	Contract price increase
1-4-9200-7997	NGWD-EMERGENCY PHONE SERVICE		1,500	-	1,500	
1-4-9200-7999	NGWD-BOIL WATER ADVISORY		500	-	500	
1-4-9300-1010	NGWT-WAGES		277,780	236,582	41,198	
1-4-9300-1015	NGWT - PART TIME WAGES		6,164	128	6,036	
1-4-9300-1035	NGWT - OVERTIME		36,000	23,650	12,350	
1-4-9300-1110	NGWT-BENEFITS		98,246	79,422	18,824	
1-4-9300-1225	NGWT-INSURANCE		39,300	17,626	21,674	
1-4-9300-1505	NGWT-LTD PAYMENTS		19,388	-	19,388	
1-4-9300-2015	NGWT-MUNICIPAL TAXES		8,800	10,765	(1,965)	
1-4-9300-2020	NGWT-HEALTH & SAFETY		1,200	-	1,200	
1-4-9300-2021	NGWT-WORK BOOTS & CLOTHING		700	297	403	
1-4-9300-2023	NGWT-BILLING OPERATING COSTS		-	1,516	(1,516)	
1-4-9300-2035	NGWT-CONFERENCES & WORKSHOPS		9,000	8,946	54	
1-4-9300-2037	NGWT-CERTIFICATE RENEWAL		1,000	556	444	
1-4-9300-2049	NGWT-CELL PHONES		2,500	2,723	(223)	
1-4-9300-2050	NGWT-TELEPHONE		1,000	681	319	
1-4-9300-2051	NGWT-COURIER		1,000	477	523	
1-4-9300-2055	NGWT-ENBRIDGE		9,000	9,007	(7)	
1-4-9300-2056	NGWT-HYDRO		65,000	46,596	18,404	
1-4-9300-2100	NGWT-POSTAGE		4,100	-	4,100	
1-4-9300-2110	NGWT-TOOLS		500	133	367	
1-4-9300-2114	NGWT-CHEMICALS		30,000	15,463	14,537	
1-4-9300-2115	NGWT-COAGULENT		60,000	95,952	(35,952)	Increase cost of materials

Account No.	Account Name	CENTRE	23 FINAL BUDGET	23 ACTUAL VALUES	VARIANCE	COMMENTS
1-4-9300-2116	NGWT-CHLORINE		25,000	2,424	22,576	
1-4-9300-2120	NGWT-OFFICE SUPPLIES		1,500	710	790	
1-4-9300-2125	NGWT-MATERIALS & SUPPLIES		8,000	5,177	2,823	
1-4-9300-2130	NGWT-COMPUTER SUPPLIES		1,400	670	730	
1-4-9300-2140	NGWT - PHOTOCOPIER EXPENSE		1,000	1,078	(78)	
1-4-9300-2201	NGWT-QMS AUDITING		2,400	2,874	(474)	
1-4-9300-2210	NGWT-LEGAL FEES		5,000	-	5,000	
1-4-9300-2223	NGWT-CONSULTING FEES		5,000	-	5,000	
1-4-9300-2300	NGWT-ADVERTISING		500	213	287	
1-4-9300-2366	NGWT-BUILDING MTCE/SUPPLIES		5,000	2,115	2,885	
1-4-9300-2368	NGWT-EQUIPMENT MTCE		40,000	37,153	2,847	
1-4-9300-2400	NGWT-GAS/OIL/DIESEL		2,000	1,265	735	
1-4-9300-2410	NGWT-ASSOC. & MEMBERSHIP FEES		1,000	315	685	
1-4-9300-2540	NGWT-SAMPLING		23,000	21,901	1,099	
1-4-9300-3010	NGWT-EQUIPMENT RENTAL		250	-	250	
1-4-9300-4010	NGWT-CONTRACTS/CONTRACTED SERVICES		3,500	2,301	1,199	
1-4-9300-4013	NGWT-OPERATING MONITORING/ANALYSIS COSTS		1,000	-	1,000	
1-4-9300-4100	NGWT-GRASS CUTTING		500	-	500	
1-4-9300-5020	NGWT-BAD DEBT EXPENSE		-	799	(799)	
1-4-9300-9000	NGWT-TRANSFER TO RESERVES		89,730	-	89,730	
<b>TOTAL EXPENSES</b>			<b>1,698,512</b>	<b>1,071,512</b>	<b>627,000</b>	
<b>CAPITAL</b>						
1-5-9200-8000	CAPITAL - NGWD - WATER DISTRIBUTION	BUDGET	496,900	-	496,900	
1-5-9200-8000	CAPITAL - NGWD - WATER DISTRIBUTION	DYKE	-	35,107	(35,107)	
1-5-9200-8000	CAPITAL - NGWD - WATER DISTRIBUTION	FLOWM	-	6,106	(6,106)	
1-5-9200-8000	CAPITAL - NGWD - WATER DISTRIBUTION	METER	-	2,634	(2,634)	
1-5-9200-8000	CAPITAL - NGWD - WATER DISTRIBUTION	RE #48	-	27,084	(27,084)	
1-5-9200-8000	CAPITAL - NGWD - WATER DISTRIBUTION	VALVE	-	23,692	(23,692)	
1-5-9200-8000	CAPITAL - NGWD - WATER DISTRIBUTION	WMASTR	-	17,221	(17,221)	
1-5-9200-8000	CAPITAL - NGWD - WATER DISTRIBUTION	WRLINE	-	2,455	(2,455)	
<b>TOTAL CAPITAL</b>			<b>496,900</b>	<b>114,299</b>	<b>382,601</b>	
<b>GRAND TOTAL</b>			<b>-</b>	<b>(454,451)</b>	<b>454,451</b>	



**VARIANCE REPORT AS OF SEPTEMBER 28, 2023**

Account No.	Account Name	CENTRE	23 FINAL BUDGET	23 ACTUAL VALUES	VARIANCE	COMMENTS
<b>REVENUES</b>						
1-3-9300-4940	SEWER FEES - ALEXANDRIA		(960,550)	(664,451)	(296,099)	
1-3-9300-4941	SEWER FEES - MAXVILLE		(172,236)	(128,464)	(43,772)	
1-3-9300-4951	WATER/SEWER CONNECTION FEES		(20,000)	(37,000)	17,000	Higher than anticipated
1-3-9400-8001	NGS - TRANSFER FROM RESERVES		(5,803)	-	(5,803)	Done at year end
<b>TOTAL REVENUES</b>			<b>(1,158,589)</b>	<b>(829,915)</b>	<b>(328,674)</b>	
<b>EXPENSES</b>						
1-4-9400-1010	NGS - WAGES		185,186	106,240	78,946	
1-4-9400-1035	NGS - OVERTIME		24,000	22,891	1,109	
1-4-9400-1110	NGS - BENEFITS		65,498	42,418	23,080	
1-4-9400-1225	NGS - INSURANCE		47,640	18,592	29,048	
1-4-9400-1515	NGS - LTD WETLANDS		26,640	17,076	9,564	
1-4-9400-2015	NGS - MUNICIPAL TAXES		8,000	12,754	(4,754)	Higher than actuals
1-4-9400-2020	NGS - HEALTH & SAFETY		2,000	1,562	438	
1-4-9400-2021	NGS - WORK BOOTS & CLOTHING		425	2,709	(2,284)	Higher than actuals
1-4-9400-2023	NGS - BILLING OPERATING COSTS		2,000	1,745	255	
1-4-9400-2027	NGS - INSURANCE CLAIMS		10,000	-	10,000	
1-4-9400-2035	NGS - CONFERENCE & WORKSHOPS		9,000	9,265	(265)	
1-4-9400-2037	NGS - LICENSE RENEWAL		1,000	981	19	
1-4-9400-2049	NGS - CELL PHONES		2,500	2,318	182	
1-4-9400-2050	NGS - TELEPHONE		4,000	3,260	740	
1-4-9400-2051	NGS - COURIER		700	1,784	(1,084)	
1-4-9400-2056	NGS - HYDRO		75,000	64,979	10,021	
1-4-9400-2100	NGS-POSTAGE		4,100	-	4,100	
1-4-9400-2110	NGS - TOOLS		1,000	1,073	(73)	
1-4-9400-2114	NGS - CHEMICALS		5,000	7,404	(2,404)	Higher cost
1-4-9400-2115	NGS - COAGULENT		47,000	60,181	(13,181)	Cost of materials
1-4-9400-2116	NGS - CHLORINE		30,000	21,019	8,981	
1-4-9400-2120	NGS - OFFICE SUPPLIES		400	629	(229)	
1-4-9400-2125	NGS - MATERIALS/SUPPLIES		7,500	3,020	4,480	
1-4-9400-2130	NGS - COMPUTER SUPPLIES		1,000	1,259	(259)	
1-4-9400-2140	NGS - PHOTOCOPIER EXPENSE		1,000	1,461	(461)	
Unplanned discovered items that needed						
1-4-9400-2163	NGS - SEWER LINE REPAIRS		50,000	60,779	(10,779)	to be fixed - increase budget for 2024
1-4-9400-2200	NGS - ACCOUNTING/AUDIT FEES		1,000	-	1,000	
1-4-9400-2210	NGS - LEGAL FEES		5,000	-	5,000	
1-4-9400-2223	NGS - CONSULTING FEES		15,000	6,614	8,386	

Account No.	Account Name	CENTRE	23 FINAL BUDGET	23 ACTUAL VALUES	VARIANCE	COMMENTS
1-4-9400-2225	NGS - MOE/FINES		-	100	(100)	
1-4-9400-2300	NGS-ADVERTISING		500	110	390	
1-4-9400-2366	NGS-BUILDING MTCE/SUPPLIES		10,000	1,784	8,216	
1-4-9400-2368	NGS-EQUIPMENT MTCE		40,000	22,573	17,427	
1-4-9400-2369	NGS-LAGOON MTCE		5,000	6,883	(1,883)	
1-4-9400-2370	NGS-TRUCK LICENCING		250	-	250	
1-4-9400-2399	NGS-VEHICLE MTCE		3,000	3,815	(815)	
1-4-9400-2400	NGS-GAS/OIL/DIESEL		12,000	10,400	1,600	
1-4-9400-2410	NGS-ASSOC. & MEMBERSHIP FEES		500	-	500	
1-4-9400-2540	NGS-SAMPLING		23,000	13,666	9,334	
1-4-9400-3010	NGS-EQUIPMENT RENTAL- EOS RENTAL		250	-	250	
1-4-9400-4010	NGS-CONTRACTS/CONTRACTED SERVICES		7,000	3,514	3,486	
1-4-9400-4100	NGS-GRASS CUTTING		1,000	-	1,000	
1-4-9400-4114	NGS - LOCATES		10,000	5,603	4,397	
1-4-9400-5010	NGS-GENERAL EXPENSES		1,000	-	1,000	
1-4-9400-5020	NGS-BAD DEBT EXPENSE		-	151	(151)	
1-4-9400-5120	NGS - SNOW REMOVAL		4,500	5,832	(1,332)	
<b>TOTAL EXPENSES</b>			<b>749,589</b>	<b>546,444</b>	<b>203,145</b>	
<b>CAPITAL</b>						
1-5-9400-8000	CAPITAL - NGS - SEWAGE	BUDGET	409,000	-	409,000	
1-5-9400-8000	CAPITAL - NGS - SEWAGE	ALXLG	-	14,701	(14,701)	
1-5-9400-8000	CAPITAL - NGS - SEWAGE	MOTOR	-	1,414	(1,414)	
1-5-9400-8000	CAPITAL - NGS - SEWAGE	SMASTR	-	50,144	(50,144)	
1-5-9400-8000	CAPITAL - NGS - SEWAGE	SRLINE	-	81,481	(81,481)	
<b>TOTAL CAPITAL</b>			<b>409,000</b>	<b>147,740</b>	<b>261,260</b>	
<b>GRAND TOTAL</b>			<b>-</b>	<b>(135,731)</b>	<b>135,731</b>	



## STAFF REPORT TO COUNCIL

Report No: PW-2023-34

October 10, 2023

From: Timothy Wright, Director of Public Works

RE: Proclamation – Circular Economy Month

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### Recommended Motion:

THAT Council of the Township of North Glengarry receives staff report PW-2023-34, and that Council proclaims October to be Circular Economy month in an effort to raise awareness of the need for our society to consider the full life cycle of the products and processes that we utilize in our day to day lives.

### Background / Analysis:

1. The Circular Innovation Council is asking communities, businesses, schools, and individuals from across Canada to renew their commitment and celebrate sustainability by proclaiming Oct. 1 – 31, 2023 as Circular Economy Month.
2. Circular economy aims to reduce waste and maximize resources by moving away from the linear take-make-and-dispose approach to a more circular system that focuses on product longevity, renewability, reuse and repair as well as resource recovery. Instead of taking from the planet, a circular economy approach challenges us to be a part of it by:
  - a. taking less
  - b. using better
  - c. making sure our economies and our choices support the natural environment we rely on.
3. The Circular Economy Month in Canada program is structured into four weekly themes. The weekly themes center around a different pillar of the circular economy that will educate and encourage sustainable action across Canada.



#### WEEK 1: INTRODUCING THE CIRCULAR ECONOMY

Circular economy is a new way of looking at how we use—and ultimately reuse—materials and resources. While the 3Rs (reduce, reuse, recycle) have become everyday terms and are the foundation to

environmental education, moving to a circular economy shifts our focus to prioritize environmental protection from the start.



#### **WEEK 2: ENVIRONMENTAL BENEFITS**

A circular economy benefits the environment – and by extension, humans and biodiversity – in several ways. Learn about how a circular economy lowers greenhouse gas emissions, conserves natural resources, expands the definition of the economy.



#### **WEEK 3: WASTE REDUCTION WEEK**

Waste Reduction Week continues its 22-year legacy during the third week of October! Explore a different theme each day to celebrate themes including innovation, plastics, food waste, and more.



#### **WEEK 4: SOCIAL AND ECONOMIC BENEFITS**

Can a circular economy save you money on groceries, benefit your mental health, and more? Yes, it can! In the final week of Circular Economy Month, explore the social and economic benefits that come with circularity.

4. Circular economy is a big idea. Taking action towards a circular economy is an even larger undertaking. Supporting / taking action towards transitioning to a circular economy would play a key role in building a resilient, inclusive, green, and prosperous future for North Glengarry residents and businesses.
5. Proclaiming October as Circular Economy Month would be another step forward for the community in raising awareness and showing the Township's support and leadership.
6. The Circular Innovation Council is providing materials for municipal and community use which will be adapted for a once-a-week post to social media.
7. All communities and municipalities who proclaim October to be Circular Economy Month that include some of our close neighbours will be listed on the Circular Innovation Council's [website](#).

#### **Alternatives:**

N/A

#### **Financial Implications:**

N/A

#### **Attachments & Relevant Legislation:**

N/A

**Others Consulted:**

Sarah McDonald – Manager of Infrastructure – South Glengarry

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Reviewed and approved by:

Sarah Huskinson, CAO/Clerk

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hereby declares

# CIRCULAR ECONOMY MONTH

October 1-31, 2023

We commit to waste reduction, resource conservation, and community education for sustainable living. We recognize that losing waste to disposal and as litter are local and global threats to the environment. We will take action to reduce our waste and support the circular economy.

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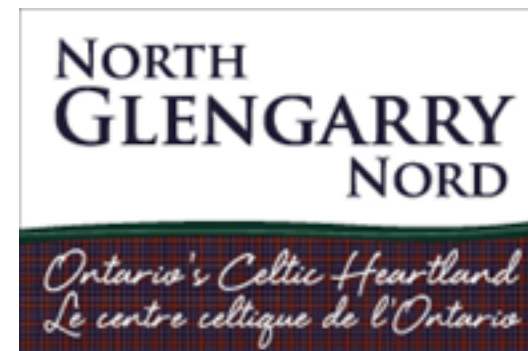
Name, Title

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Signed

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Date



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déclare par la présente

# MOIS DE L'ÉCONOMIE CIRCULAIRE

1-31 octobre 2023

Nous nous engageons à réduire les déchets, à préserver les ressources et à éduquer la communauté pour un mode de vie durable. Nous reconnaissons que la perte de déchets à éliminer et en tant que déchets constitue une menace locale et mondiale pour l'environnement. Nous agissons pour réduire nos déchets et soutenir l'économie circulaire.

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Nom, Title

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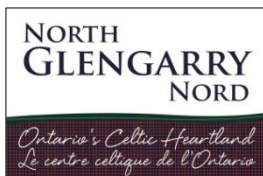
Signé

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Date







## Arts, Culture and Heritage Committee

### MINUTES

**Monday, August 8, 2023 at 4:30 pm**

In-Person in the Council Chambers at the Township Main Office  
3720 County Road 34, R.R.2, Alexandria ON K0C 1A0

**PRESENT:** Jeff Manley, Chair  
Carma Williams, Deputy Mayor  
Deirdre Hill, Member at Large  
Sharon McRae, Member at Large  
Nicole Nadeau, Member at Large  
Elizabeth Caddell, Member at Large  
Anne Leduc, Director of Community Services  
Natalie Charette, EDO/Recording Secretary

**REGRETS:** Laura Eustace-Lormier, Member at Large  
Sarah Huskinson, Chief Administrative Officer

#### **1) CALL TO ORDER**

The meeting was called to order at 4:34 pm by the Chair.

#### **2) DECLARATIONS OF PECUNIARY INTEREST**

None

#### **3) ADDITIONS, DELETIONS OR AMENDMENTS**

Map added to the agenda to reference where the CIP would be located in Glen Robertson, confirming it qualifies for funding.

#### **4) ADOPTION OF THE AGENDA**

**Moved by: Deedee Hill      Seconded by: Sharon McRae**

That the agenda for the Arts, Culture and Heritage Meeting of August 8 , 2023 be adopted as amended.

**Carried.**

## **5) ADOPTION OF PREVIOUS MINUTES**

**Moved by: Carma Williams**

**Seconded by: Deedee Hill**

That the minutes for the Arts, Culture and Heritage Meeting of June 5, 2023 be adopted as presented.

**Carried.**

## **6) BUSINESS ARISING FROM THE MINUTES**

## **7) DELEGATIONS**

None

## **8) AGENDA ITEMS**

- a. Economic Development Update – Document Attached
  - Natalie will be researching portable stages for next years' Meet Me on Main Street events, as we may have interest from a local company to help cover the cost.
- b. Economic Development Update (Document Attached)
  - Committee members agreed to allow the applicant to apply for two facades facing the street in lieu of two civic addresses.
  - They have also agreed that the beautification of a home in Glen Roberston would be great for the program and are happy to see applicants coming from outside of Alexandria and Maxville.
- c. Blue Plaque Ideas
  - Committee members agreed to bring some research of their own to the next meeting or coming meetings to discuss new plaque ideas.
  - Anne Leduc was hoping to have on before the end of this year, we can have it installed in the spring, but would like to have one from 2023.
- d. Heritage Plaque Update
  - Natalie has connected Todd Lihou (SDG Counties) and Jennifer Black (Glengarry Pioneer Museum) and they were going to bring the artwork to the artist.
  - Once the artwork has been decided on between them then the writing will be done at the committee level with the help of Jennifer and Allan MacDonald at the Glengarry County Archives.
- e. Community Heritage Ontario News

- Natalie to schedule training for the next ACHC meeting if possible and communicate with the committee on dates and times.

## **9) PENDING BUSINESS**

None

## **10) CORRESPONDENCE/INFORMATION ITEMS**

- Liz Cadell asked if Ameteor had submitted their final report from the talent show.
- Anne Leduc mentioned that “Max the Piper” may cost more than anticipated by the Horticultural Society in Maxville.

## **11) NEXT MEETING**

The next meeting will be held Monday, October 2, 2023, at 4:30 pm in the Council Chambers at the Township Main Office.

## **12) ADJOURNMENT**

The meeting was adjourned at 5:28 pm by Deedee Hill.

**Jeff Manley**

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## **MEMORANDUM**

**To:** Township of North Glengarry Council, CAO, and Clerk  
**From:** Lisa Van De Ligt, Team Lead, Communications and Stewardship  
**Date:** September 29, 2023  
**Subject:** RRCA Board of Directors meeting highlights (September 21, 2023)

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The Raisin Region Conservation Authority (RRCA) Board of Directors consists of 8 representatives from the RRCA's 5 member municipalities: City of Cornwall and Townships of North Glengarry, South Glengarry, South Stormont and North Stormont.

Following every Board meeting, councils, CAOs and clerks of the RRCA's 5 member municipalities are sent meeting highlights and the date of the next meeting. The RRCA Board meets monthly (except for July, August, and December, unless a special meeting is called).

### **September 21, 2023 RRCA Board of Directors Meeting Highlights:**

- Approved minutes from the June 15 regular meeting, July 13 special meeting, and July 26 electronic poll can be found at <http://www.rrca.on.ca/page.php?id=15>
- July 13 special meeting: a property matter was discussed in closed session.
- July 26 electronic poll: The Board approved awarding the Fly Creek Flood Control pumping station roof replacement.
- Board approved the 2024 Charlottenburgh Park and Gray's Creek Marina Fee Schedules.
- Board approved two funding proposals to offset youth summer employment salaries and a St. Lawrence River Area of Concern Remedial Action Plan study.
- Board received an update on the RRCA's three Conservation Areas:
  - 13 summer staff employed
  - Gray's Creek Conservation Area: Marina open from May 1 to September 30, self-guided arboretum tour launched, picnic shelter replacement planned for October, select trails remain closed due to hazard tree management.
  - Charlottenburgh Park: campground open from May 19 to October 9.
  - Cooper Marsh Conservation Area: Visitors Centre open from May 3 to September 1, hazard tree removal in picnic area completed, select European buckthorn removal completed, grassland enhancements underway, select trails remain closed due to earthen dyke repairs, fall community tree planting event is planned.

**Next RRCA Board meeting date: October 19, 2023**

# **23<sup>rd</sup> Annual Child Care Worker and Early Childhood Educator Appreciation Day**

**October 17, 2023**

## **Proclamation**

**Whereas** years of research confirms the benefits of high-quality early learning and child care for young children's intellectual, emotional, social and physical development and later life outcomes; and

**Whereas** child care promotes the well-being of children and responds to the needs of families and the broader community by supporting quality of life so that citizens can fully participate in and contribute to the economic and social life of their community; and

**Whereas** trained and knowledgeable Registered Early Childhood Educators and child care staff are the key to quality in early learning and child care programs;

**Whereas** Registered Early Childhood Educators and child care workers will be vital to the success of the Canada-Wide Early Learning and Child Care system;

**Therefore, Be It Resolved** that October 17, 2023 be designated the 23<sup>rd</sup> annual "Child Care Worker & Early Childhood Educator Appreciation Day" in recognition of the education, dedication and commitment of child care workers to children, their families and quality of life of the community.

**THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY**

**BY-LAW 29-2023  
FOR THE YEAR 2023**

**BEING A BY-LAW TO ADOPT, CONFIRM AND RATIFY MATTERS DEALT WITH BY RESOLUTION.**

**WHEREAS** s. 5(3) of the *Municipal Act, 2001*, provides that the powers of municipal corporation are to be exercised by its Council by by-law; and

**WHEREAS** it is deemed expedient that the proceedings, decisions and votes of the Council of the Corporation of the Township of North Glengarry at this meeting be confirmed and adopted by by-law;

**THEREFORE**, the Council of the Corporation of the Township of North Glengarry enacts as follows:

- 1. **THAT** the action of the Council at its regular meeting of October 10th, 2023, in respect to each motion passed and taken by the Council at its meetings, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by its separate by-law and;
- 2. **THAT** the Mayor and the proper officers of the Township of North Glengarry are hereby authorized and directed to do all things necessary to give effect to the said action, or to obtain approvals where required, and except where otherwise provided, The Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the corporate seal of the Township to all such documents.
- 3. **THAT** if due to the inclusion of a particular resolution or resolutions this By-law would be deemed invalid by a court of competent jurisdiction then Section 1 to this By-law shall be deemed to apply to all motions passed except those that would make this By-law invalid.
- 4. **THAT** where a “Confirming By-law” conflicts with other by-laws the other by-laws shall take precedence. Where a “Confirming By-Law” conflicts with another “Confirming By-law” the most recent by-law shall take precedence.

**READ** a first, second and third time, passed, signed and sealed in Open Council this 10th day of October 2023.

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**CAO/Clerk / Deputy Clerk**

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**Mayor / Deputy Mayor**

I, hereby certify that the forgoing is a true copy of By-Law No. 29-2023, duly adopted by the Council of the Township of North Glengarry on the 10<sup>th</sup> day of October 2023.

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**Date Certified**

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**CAO/Clerk / Deputy Clerk**