

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

**Regular Meeting of Council**

**Agenda**

Monday August 11, 2025 at 6 p.m.

Council Chambers

3720 County Road 34

Alexandria, Ontario K0C 1A0

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

**1. CALL TO ORDER**

**2. DECLARATION OF PECUNIARY INTEREST**

**3. ACCEPT THE AGENDA (Additions/Deletions)**

**4. ADOPTION OF PREVIOUS MINUTES**

- Regular Meeting of Council Minutes – June 23, 2025

- Committee of the Whole Minutes – July 23, 2025

- Special Meeting of Council – July 23, 2025

**5. DELEGATIONS**

**6. STAFF REPORTS**

a. Administrative Department

i. AD 2025- 05: Council Code of Conduct

b. Community Services Department

i. CS 2025-14: Ice Start-up Dates

ii. CS 2025- 15: EASE Grant Funding Opportunity

iii. CS 2025-16: Road Ontario Development program Funding Opportunity

iv. CS 2025-17: Green Municipal Funding for tree Planting

c. Treasury Department

i. DR 2025-03: McRae Branch Abandonment

- ii. TR 2025-13: Q2 Variance Report

## **7. UNFINISHED BUSINESS**

## **8. CONSENT AGENDA**

- i. i. South Nation Conservation Board of Directors Meeting Minutes – May 15, 2025

- ii. FD 2025-03: 2024 Fire Department Annual update

## **9. NEW BUSINESS**

- a. Producer Responsibilities of Blue boxes
- b. Advocacy for Increased Income Support Thresholds for Canadian veterans

## **10. NOTICE OF MOTION**

### **Next Regular Meeting of Council**

**September 8, 2025** at 6 pm. in the Council Chambers, 3720 County Road 34, Alexandria, Ontario

**Note:** Meetings are subject to change and cancellation

## **11. QUESTION PERIOD**

Please note: Questions are to be in relation to the items presented on this agenda. Limit of one question per person and subsequent questions will be at the discretion of the Mayor/Chair)

## **12. CLOSED SESSION**

## **13. CONFIRMATION BY-LAW**

- a. By-law 26-2025

## **14. ADJOURNMENT**

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

Monday June 23 2025 ,at 6 p.m.

Council Chambers

3720 County Road 34

Alexandria, Ontario K0C 1A0

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

**ALSO PRESENT:** CAO/Clerk: Sarah Huskinson  
Deputy Clerk: Jena Doonan  
Economic Development officer: Ainsley Hunt  
  
Director of Finance/Treasurer: Zoe Bougie  
Director of Building, Planning & By-law: Jacob Rheaume  
Director of Public Works: Timothy Wright

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

**Resolution No. 1**

**Moved by:** Carma Williams  
**Seconded by:** Jacques Massie

**THAT** the Council of the Township of North Glengarry accepts the agenda of the Regular Meeting of Council on Monday June 23 2025

**Carried**

- 4. ADOPTION OF PREVIOUS MINUTES**

**Resolution No. 2**

**Moved by:** Jacques Massie  
**Seconded by:** Brian Caddell

**THAT** the minutes of the following meeting(s) be adopted as circulated.

- Regular Meeting of Council – Monday May 26, 2025

**Carried**

## **5. DELEGATIONS**

## **6. STAFF REPORTS**

- a. Administrative Department

### **Resolution No. 3**

**MOVED BY:** Brian Caddell

**SECONDED BY:** Jeff Manley

**THAT** Council receives Staff report AD-2025-04 Municipal Housing Infrastructure Program – Health and Safety Water Stream; and

**THAT** Council authorizes the CAO/Clerk to apply for the MHIP- Health and Safety Water Stream Grant for the Garry River Integrated Water Infrastructure Rehabilitation and Resilience Project.

**Carried**

- b. Community Services Department

### **Resolution No. 4**

**MOVED BY:** Carma Williams

**SECONDED BY:** Jacques Massie

**THAT** the Council of the Township of North Glengarry receives staff report CS-2025-12: North Glengarry Evening of Excellence for information purposes.

**Carried**

- c. Treasury Department

### **Resolution No. 5**

**MOVED BY:** Jeff Manley

**SECONDED BY:** Michael Madden

**THAT** the Council of the Township of North Glengarry receives Staff Report No. TR-2025-11, Community Services Transfers from Reserves; and

**THAT** Council approves the transfer of \$13,500 from the CEMC Contingency Fund for the installation of a generator at the Glengarry Sports Palace;

**AND THAT** Council approves the transfer of \$43,000 from the Facilities Reserve for the installation of two tankless water heaters for the Glengarry Sports Palace.

**Carried**

### **Resolution No. 6**

**MOVED BY:** Michael Madden

**SECONDED BY:** Gary Martin

**THAT** the Council of the Township of North Glengarry receives report DR-2025-02:

Award of RFP DR-2025-01 Abandonment of the MacGillivray-MacLeod Drian, McRae Branch; and

**THAT** Council authorizes the Mayor and CAO to enter into an agreement with Robinson Consultants in the amount of \$5,228+HST.

**Carried**

d. Building, Planning & By-law Department

**Resolution No. 7**

**MOVED BY:** Carma Williams

**SECONDED BY:** Jacques Massie

**THAT** the Council of the Township of North Glengarry receives Staff Report No. BP-2025-15: By-law No. 18-2025- Stop up and Sell Road Allowance; and

**THAT** the Council of the Township of North Glengarry accepts the proposal and passes By-law No. 18-2025 for Stopping up, Closing and Selling a portion of the Road Allowance between Kenyon Concession 14 Indian Lands and Kenyon Concession 15 Indian Lands, Lots 2, 3 & 4, lying East of 14R300, in North Glengarry also known 18408 Kenyon Concession Road 15 IL, Maxville (owned by BOURDON & VALLANCE AG INC).

**THAT** By-law 18-2025 be read a first, second, third time and enacted in Open Council this 23<sup>rd</sup> day of June 2025.

**Carried**

e. Public Works Department

**Resolution No. 8**

**MOVED BY:** Jeff Manley

**SECONDED BY:** Michael Madden

**THAT** the Council of the Township of North Glengarry receives report PW-2025-15: Award of Contract – Rolland Massie Crossing Approach Modifications; and

**THAT** Council authorizes the mayor and CAO to enter into an agreement with Cornwall Gravel to supply the labour and materials to construct the Rolland Massie Crossing Approach Modifications for \$53,189.10 + HST

**Carried**

**Resolution No. 9**

**MOVED BY:** Michael Madden

**SECONDED BY:** Brian Caddell

**THAT** the Council of the Township of North Glengarry receives report PW-2025-16: Award of Contract – Sewer Lining 2025; and

**THAT** Council authorizes the Mayor and CAO/Clerk to enter into an agreement with Clearwater Municipal Services Inc. to supply the labour and materials for the Installation of cured-in-place pipe (CIPP) at designated locations for \$138,500.71 + HST

**Carried**

#### **Resolution No. 10**

**MOVED BY:** Carma Williams

**SECONDED BY:** Gary Martin

**THAT** the Council of the Township of North Glengarry receives report PW-2025-17 Full Lagoon Cleanout Ahead of Main Construction contract; and

**THAT** the Council of the Township of North Glengarry authorizes the Mayor and CAO/Clerk to enter into an agreement with Bishop Water Inc. to complete a full cleanout of the Alexandria Lagoons, Cells A, B, and C for \$1,030,937.00, in accordance with Section 21.1 of the Township's Procurement Policy By-law 35-2018

**Carried**

### **7. UNFINISHED BUSINESS**

### **8. CONSENT AGENDA**

#### **Resolution No. 11**

**Moved by:** Gary Martin

**Seconded by:** Carma Williams

**THAT** the Council of the Township of North Glengarry receives the item(s) from the consent agenda for information purposes only.

**Carried**

### **9. NEW BUSINESS**

### **10. NOTICE OF MOTION**

**Next Regular Meeting of Council**

**Monday July 14 2025 pm. in the Council Chambers, 3720 County Road 34,  
Alexandria, Ontario**

**Note:** Meeting are subject to change and cancellation

### **11. QUESTION PERIOD**

*Please note: Questions are to be in relation to the items presented on this agenda. Limit of one question per person and subsequent questions will be at the discretion of the Mayor/Chair.*

**12. CLOSED SESSION**

**Resolution No. 12**

**Moved by:** Carma Williams  
**Seconded by:** Jacques Massie

**Proceed “In Closed Session”**

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*

**Carried**

**Resolution No. 13**

**Moved by:** Brian Caddell  
**Seconded by:** Jeff Manley

**THAT** we return to the Regular Meeting at 7:53 p.m.

**13. CONFIRMATION BY-LAW**

**Carried**

**Resolution No. 14**

**Moved by:** Jeff Manley  
**Seconded by:** Michael Madden

**THAT** the Council of the Township of North Glengarry adopts by-law 19-2025, being a by-law to adopt, confirm, and ratify the matters dealt with by Resolution; and

**THAT** by-law 19-2025 be read a first, second and third time and enacted in Open Council this 23<sup>rd</sup> day of June 2025.

**Carried**

**14. ADJOURMENT**

**Resolution No. 15**

**Moved by:** Jacques Massie  
**Seconded by:** Brian Caddell

**THERE** being no further business to discuss, the meeting was adjourned at 7:55 p.m.

**Carried**

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CAO/Clerk/Deputy Clerk

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Mayor/Deputy Mayor

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

**Committee of the Whole Meeting**

**MINUTES**

**Wednesday, July 23, 2025 2 p.m.**

**Council Chambers**

**3720 County Road 34**

**Alexandria, On**

**K0C 1A0**

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

**ALSO PRESENT:** CAO/Clerk: Sarah Huskinson  
Deputy Clerk: Jena Doonan  
Director Of Community Services: Stephanie MacRae  
Director of Finance/Treasurer: Zoe Bougie  
Director of Building, Planning & By-law: Jacob Rheaume  
North Glengarry Fire Chief: Matthew Roy

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

**Resolution No.1**

**Moved By:** Carma Williams

**Seconded By:** Jacques Massie

**THAT** the Committee of the Whole for the Township of North Glengarry  
accepts the agenda for the Committee of the Whole meeting on  
Wednesday July 23, 2025

**Carried**

- 4. DELEGATION**
- 5. STAFF REPORT**

a. Administration Department

AD-2024-05: Council Code of Conduct

**Resolution No. 2**

**Moved By:** Brian Caddell  
**Seconded By:** Jeff Manley

**THAT** the Committee of the Whole for the Township of North Glengarry receives Staff report AD-2024-05: Council Code of Conduct; and

**THAT** the Committee of the Whole recommends to Council to approve the attached policy.

**Carried**

b. Community Services Department

CS-2025-13; 2025 Ice Start-up Dates

**Resolution No. 3**

**Moved By:** Jeff Manley  
**Seconded By:** Michael Madden

**THAT** the Committee of the Whole for the Township of North Glengarry receives staff report CS-2025-13; 2025 Ice Start-up Dates; and

**THAT** the Committee of the Whole recommends to Council to approve the ice start-up date at the Glengarry Sports Palace of September 10, 2025 and Maxville & District Sports Complex of September 21, 2025.

**Carried**

c. Building, Planning & By-law Department

BP-2025-16 – 2025 Enhancing public notification

**Resolution No. 4**

**Moved By:** Michael Madden  
**Seconded By:** Gary Martin

**THAT** the Committee of the Whole for the Township of North Glengarry receives Staff Report No. BP-2025-16 – 2025 Enhancing public notification; and

**THAT** the Committee of the Whole recommends to Council to review and adopt the Notification Process on Planning applications that are deemed sensitive in nature.

**Defeated**

BP-2025-17: Review of By-law 44-2014

**Resolution No. 5**

**Moved By:** Gary Martin

**Seconded By:** Carma Williams

**THAT** the Committee of the Whole for the Township of North Glengarry receives Staff Report No. BP-2025-17 being a review of By-law 44-2017, which governs the licensing and operation of Mobile Food Wagons and Chip Stands within the Township of North Glengarry for information purposes.

**Carried**

BP 2025-18: Review of By-law 20-2014

**Resolution No. 6**

**Moved By:** Carma Williams

**Seconded By:** Jacques Massie

**THAT** the Committee of the Whole for the Township of North Glengarry receives Staff Report No. BP-2025-18 being a review of By-law 20-2014, which governs Garage Sales within the Township of North Glengarry for information purposes with emphasis on eliminating licensing requirements, enhancing enforcement provisions, and clarifying the zoning-based limitations for garage sales on private property; and

**THAT** the Committee of the Whole recommends to Council to review and adopt amendments proposed to By-law 20-2014.

**Carried**

d. Fire Department

FD 2025-03: 2024 Fire Department Annual Report

**Resolution No. 7**

**Moved By:** Gary Martin

**Seconded By:** Brian Caddell

**Recommended Motion:**

**THAT** the Committee of the Whole for the Township of North Glengarry receives the 2024 Fire Department Annual Report for information purposes only.

**Carried**

**6. CONSENT AGENDA**

**7. UNFINISHED BUSINESS**

**8. OTHER BUSINESS**

**9. MATTERS ARISING FROM STANDING COMMITTEES**

- a. No update on the Raisin Region Conservation as Councillor Massie not present.
- b. Councillor Gary Martin gave an update on the Maxville Manor Committee.
- c. Councillor Gary Martin gave an update on the Pioneer Museum Committee.
- d. Mayor Jamie MacDonald had no update for Glengarry Archives Committee.

- e. Councillor Jeff Manley gave an on the update Arts, Culture & Heritage Committee.
- f. Deputy Mayor Carma Williams gave an update on County Council
- g. Councillor Jeff Manley gave an update on Friends of the Trails Committee.
- h. Mayor Jamie MacDonald had no update for Community Development Committee.
- i. CAO Sarah Huskinson gave an update on the Rural Affairs Committee

**10. Notice of Motion**

**11. Adjournment**

**Resolution No. 8**

**Moved By:** Jacques Massie

**Seconded By:** Brian Caddell

**THERE** being no further business to discuss, the meeting was  
adjourned at 3:20 p.m.

**Carried**

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CAO/Clerk/Deputy Clerk

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Mayor/Deputy Mayor

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

**Special Meeting of Council**

**Minutes**

**Wednesday, July 23 ,2025 at 3 p.m.**

**Council Chambers**

**3720 County Road 34 Alexandria, Ontario K0C 1A0**

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

**ALSO PRESENT:** CAO/Clerk: Sarah Huskinson  
Deputy Clerk: Jena Doonan  
Director of Community Services: Stephanie MacRae  
Director of Finance/Treasurer: Zoe Bougie  
Director of Building, Planning & By-law: Jacob Rheaume  
Fire Chief: Matthew Roy

**OTHERS PRESENT:** EVB Vice President: Marco Vinelli

**1. CALL TO ORDER**

**2. DECLARATION OF PECUNIARY INTEREST**

**3. ACCEPT THE AGENDA (Additions/Deletions)**

**Resolution No. 1**

**Moved by:** Gary Martin

**Seconded by:** Brian Caddell

**THAT** the Council of the Township of North Glengarry accepts the agenda of the Special Meeting of Council on Wednesday, July 23, 2025.

**Carried**

**4. DELEGATIONS**

**5. STAFF REPORTS**

Public Works Department

PW-2025-18 Alexandria Lagoon Soil Pre-loading

**Resolution No. 2**

**MOVED BY:** Jeff Manley

**SECONDED BY:** Michael Madden

**THAT** the Council of the Township of North Glengarry receive staff report PW-2025-18 Alexandria Lagoon Soil Pre-loading; and

**THAT** the Council of the Township of North Glengarry authorizes the Mayor and CAO to enter into a contract extension agreement with Green Infrastructure Partners to supply granular B material for soil preloading at the Alexandria Lagoon for a value of \$296,480.00.

**Carried**

PW-2025-19 Alexandria Lagoon Tertiary Treatment Selection

**Resolution No. 3**

**MOVED BY:** Michael Madden

**SECONDED BY:** Gary Martin

**THAT** the Council of the Township of North Glengarry receives report PW-2025-19 Alexandria Lagoon Tertiary Treatment Selection; and

**THAT** Council authorizes the Mayor and CAO to enter into a supply and commissioning contract with Nexom Inc for a total potential value of \$1,151,400.00.

**Carried**

**6. UNFINISHED BUSINESS**

**7. CONSENT AGENDA**

**Resolution No. 4**

**Moved by:** Gary Martin

**Seconded by:** Carma Williams

**THAT** the Council of the Township of North Glengarry receives the item(s) from the consent agenda for information purposes only.

**Carried**

## 8. NEW BUSINESS

## 10. NOTICE OF MOTION

### **Next Regular Meeting of Council**

Monday August 11, 2025, at 6 pm. in the Council Chambers, 3720 County Road 34, Alexandria, Ontario

**Note:** Meeting are subject to change and cancellation.

## 11. QUESTION PERIOD

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

## 12. CLOSED SESSION

### **Resolution No. 5**

**Moved by:** Carma Williams

**Seconded by:** Jeff Manley

**Proceed "In closed Session."**

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*)

**Carried**

### **Resolution No. 6**

**Moved by:** Michael Madden

**Seconded by:** Brian Caddell

**THAT** we return to the Regular Meeting at 4:14 p.m.

**Carried**

## 13. CONFIRMATION BY-LAW

### **Resolution No. 7**

**Moved by:** Brain Caddell

**Seconded by:** Jeff Manley

**THAT** the Council of the Township of North Glengarry adopts by-law 21-2025, being a by-law to adopt, confirm, and ratify the matters dealt with by Resolution; and

**THAT** by-law 21-2025 be read a first, second and third time and enacted in Open Council this 23<sup>rd</sup> of July 2025.

**Carried**

#### **14. ADJOURMENT**

**Resolution No. 8**

**Moved by:** Jeff Manley

**Seconded by:** Michael Madden

**THERE** being no further business to discuss, the meeting was adjourned at 4:15 p.m.

**Carried**

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CAO/Clerk/Deputy Clerk

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Mayor/Deputy Mayor



## STAFF REPORT COUNCIL

**Report No: AD-2025-05**

**August 11 2025**

From: Sarah Huskinson, Chief Administrative Officer

RE: Council Code of Conduct

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### **Recommended Motion:**

**THAT** the Council of the Township of North Glengarry receives Staff report AD-2024-05 Council Code of Conduct; and

**THAT** Council to approves the attached policy.

**AND THAT** By-Law 25-2025 be read a first, second, and third time and enacted in Open Council this 11th day of August 2025.

### **Background / Analysis:**

Bill 68, Modernizing Ontario's Municipal Legislation Act, updated the Municipal Act, 2001, section 223, requires municipalities to have a Code of Conduct for members of council of the municipality and its local boards. Section 223.3 of the Act authorizes the municipality to appoint an Integrity Commissioner who reports to Council and who is responsible for performing, in an independent manner the functions assigned by the municipality with respect to application of the code of conduct and any procedures, rules or policies of the municipality governing the ethical behaviour of the members.

Since its inception, the Township of North Glengarry has demanded a high level of integrity and ethical conduct from its Members and has relied upon the good judgement of individual Members. While there have been no issues thus far, a written Code of Conduct helps to ensure the Members share a common basis for acceptable conduct.

The attached Code of Conduct applies to all Members, as defined as members of Council, including the Mayor, and a member of any Committee of Council. The purpose of the Code of Conduct is:

- a) To set out clear expectations of the behaviour of Members in accordance with the principles of the Code;
- b) To provide information to the public as to the behaviour they can expect from their Members;
- c) To provide guidance to Members in the conduct of their duties as selected officials; and,
- d) To provide a mechanism for responding to alleged breaches of the Code.

The Code contains provisions for Staff Relations, Gifts, Use of Municipal Property, Harassment, Social Media and Conflict of Interest. The Code is in support of other applicable legislation and policies, such as the Municipal Act, Municipal Conflict of Interest Act and the Township's Workplace Violence and Harassment Policy.

The Code of Conduct includes an Informal Complaint Procedure, whereby complainants are encouraged to rectify any contraventions of the Code with the Member themselves. It also contains a Formal Complaint procedure, with a form to be filled out by the complainant. Any formal complaints are required to be submitted to the Integrity Commissioner. Penalties under the Municipal Act and this Code are also outlined in the Policy.

**Alternatives:**

Option 1: Recommend to Council to approve the policy.

Option 2 (not recommended): Do not approve the policy.

**Financial Implications:**

None.

**Attachments & Relevant Legislation:**

Council Code of Conduct  
Municipal Act, 2001  
Municipal Conflict of Interest Act, 1990.

**Others Consulted:**

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Reviewed and Approved by:  
Sarah Huskinson, CAO/Clerk

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

**BY-LAW NO. 25-2025**

**FOR THE YEAR 2025**

**BEING A BY-LAW TO ADOPT A COUNCIL CODE OF CONDUCT FOR THE TOWNSHIP OF NORTH GLENGARRY**

**WHEREAS** Section 223.2 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, authorizes a municipality to establish codes of conduct for members of the council of the municipality and of its local boards; and

**WHEREAS** the Council of The Corporation of the Township of North Glengarry deems it expedient to adopt a Council Code of Conduct to set clear expectations for the ethical behaviour of Members of Council and Committee Members, to foster public confidence, and to enhance the accountability and transparency of municipal governance;

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

- 1. THAT** This By-law may be cited as the Council Code of Conduct By-law.
- 2. THAT** The Council Code of Conduct attached hereto as Schedule “A” and forming part of this By-law is hereby adopted as a policy of the Township of North Glengarry.
- 3. THAT** The Code shall apply to all Members of Council and, unless otherwise stated, to all Members of Committees of Council.
- 4. THAT** The Township’s appointed Integrity Commissioner shall be responsible for performing the duties and functions set out in the Code, in accordance with the Municipal Act, 2001.
- 4. THAT** Members shall comply with the provisions of the Code, all applicable municipal policies, by-laws, and the Municipal Conflict of Interest Act.
- 5. AND THAT** Breaches of the Code shall be addressed in accordance with the procedures set out in Schedule “A”.
- 6. AND THAT** If any section or part of this By-law is found by a court of competent jurisdiction to be invalid, such section or part shall be severed and the remainder of the By-law shall continue in full force and effect.
- 7. AND NOW THEREFORE** This By-law shall come into force and take effect on the date of its passing.

**READ** a first, second, and third time and finally passed this 11th day of August, 2025.

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

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

I, hereby certify that the forgoing is a true copy of By-Law No. 25-2025, duly adopted by the Council of the Township of North Glengarry on the 11th day of August 2025

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

\_\_\_\_\_  
Date

## Schedule "A"



**Policy Title:** Council Code of Conduct

**Policy Number:** A25-POLICY- 3V. 1

<b>Policy Type:</b> Council Policy	
<b>Policy Owner:</b> Administration Department	
<b>Approval Authority:</b> Council	
<b>Effective Date:</b>	August 11, 2025
<b>Last Review Date:</b>	August 11, 2025
<b>Related Policy(ies):</b>	Workplace Violence and Harassment Policy
<b>Related By-Law(s):</b>	By- law No. 25-2025
<b>Procedural Document:</b>	N/A

### Purpose

The Code of Conduct sets out and identifies the Township's expectations for its Council and Committee Members and establishes rules for appropriate conduct.

The Public expects the highest moral and ethical standards of conduct from its Members. The behaviour and actions of Members is expected to reflect the principles of accountability, transparency and public trust. Adherence to these standards will protect and maintain the Township's reputation and integrity.

### Definitions

"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.

"Child" shall be the same meaning as set out in the Municipal Conflict of Interest Act, as amended or replaced from time to time.

"Clerk" means the Clerk and Deputy Clerk of the Township and/or designate.

"Code" means Code of Conduct.

“Committee” means any quasi-judicial, administrative, or other similar committees or any other committee established by legislation, or exercising any power or authority under any general or special statute in respect of any of the affairs or purposes of the Township that may be established by Council from time to time.

“Complaint” means a written complaint filed with the Integrity Commissioner that a Member has contravened this Code or an application filed pursuant to section 223.4.1 of the Municipal Act, 2001 that a Member has contravened section 5, 5.1 and 5.2 of the Municipal Conflict of Interest Act, as the case may be.

“Complainant” means a person who has filed a complaint in accordance with this Code or a person who has applied for an investigation by the Integrity Commissioner of an alleged contravention of the Municipal Conflict of Interest Act.

“Confidential information” means information or records:

- i) That are in the possession, in the custody or under the control of the Township that the Township is either precluded from disclosing under the Municipal Act, 2001, or other applicable legislation, its procedural by-law or any of its other by-laws, policies, rules, or procedures,
- ii) That is required to refuse to disclose under the Municipal Freedom of Information and Protection of Privacy Act or other legislation, and
- iii) Arising from any closed meetings.

“Conflict of Interest” means a situation in which a Member has competing interests or loyalties between the Member’s personal or private interests and his or her public interests as an elected representative such that it might influence his or her decision in a particular matter.

“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.

“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.

“Employee” includes anyone employed by the Township including full time, part time, temporary or seasonal staff, contract staff, students, and volunteers.

“Family members” means a child, parent, spouse, sibling, grandparent, aunt, uncle, niece or nephew of the Member, whether through birth or marriage.

“Gift” means any kind of benefit contribution or cash, fees, admission fees, advances, vouchers, invitations, objects of value, services, offers, personal benefits, travel and accommodations or entertainment that are provided to or received by a Member, that

could be seen to be connected directly or indirectly to the performance of the Member's duties.

"Harassment or harass" involves engaging in behaviour, conduct or comment by a Member that is directed at another individual, whether it occurs inside or outside the work environment, that is or ought reasonably to be known to be unwelcome. It includes but is not limited to something which is offensive to another person:

- i) On the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, or family status, as well as any other grounds under the provisions of the Human Rights Code; or,
- ii) Which is reasonably perceived by the recipient as an intention to bully, embarrass, intimidate, or ridicule the recipient.

"Integrity Commissioner" means the person appointed by Council pursuant to subsection 223.1(1) of the Municipal Act, 2001.

"Meeting" means any legally constituted meeting of Council.

"Member" means a member of Council, including the Mayor, and a member of any Committee of Council.

"Municipal property" includes, but is not limited to, all real and personal property, facilities, vehicles, equipment, supplies, services, staff, documents, intellectual property, computer programs belonging to the Township.

"Non-pecuniary interest" means a private or personal interest that a Member may have that is non-financial in nature and that would be considered by a reasonable person, apprised of all the circumstances, as being likely to influence the Member's decision in any matter in which the non-pecuniary interest arises, and may include, but is not limited to, an interest that arises from a relationship with a person or entity.

"Parent" shall be the same meaning as set out in the Municipal Conflict of Interest Act, as amended or replaced from time to time.

"Pecuniary" means relating to or consisting of money or having financial, economic, or monetary value.

"Social media" refers to freely accessible, third-party hosted, interactive internet technologies used to produce, post, and interact through text, images, video, and audio to inform, share, promote, collaborate or network.

"Spouse" shall be the same meaning as set out in the Municipal Conflict of Interest Act, as amended or replaced from time to time.

"Staff" includes anyone employed by the Township including full time, part time, temporary or seasonal staff, contract staff, students, and volunteers.

“Township” means the Township of North Glengarry.

## **General Provisions**

Members of Council have the privilege of attaining elected office. That privilege carries significant responsibilities and obligations with respect to the public trust. In order to strengthen the role of Council and to enhance public trust with respect to the obligations of Members, this Code is established to govern and regulate the ethical conduct of all Members. This Code is also applicable to any Committee of Council. This Code also supplements other existing Federal and Provincial legislation and by-laws and policies of the Township that govern the conduct of Members which include but are not limited to the following:

- Criminal Code of Canada
- Municipal Act, 2001
- Municipal Conflict of Interest Act
- Municipal Freedom of Information and Protection of Privacy Act
- Occupational Health and Safety Act
- Human Rights Code
- Municipal Elections Act, 1996
- Provincial Offences Act
- By-laws and policies of Council as adopted and amended from time to time

The key statements of principle that underline this Code are as follows:

- a) The decision-making process of Council is open, accessible and equitable, and respects the Township’s governance structure;
- b) Members shall serve and be seen to serve their constituents in a conscientious and diligent manner;
- c) Members shall be committed to performing their functions with integrity and avoid any improper or inappropriate use of the influence of their office, and conflicts of interest or bias, both perceived and real;
- d) Members are expected to perform their duties and arrange their private affairs in a manner that promotes public confidence, and which will bear close public scrutiny;
- e) Members shall seek to serve the public interest by upholding both the letter of the law and policies established by the Federal Parliament, Ontario Legislature and the Township;
- f) Public office is not to be used for the personal financial benefit of any Member;
- g) Township residents should have confidence in the integrity of their local government and their Members; and,
- h) The conduct of each Member demonstrates fairness, respect for differences, and a duty to work with other Members together for the common good.

Members, when communicating with the public and media, will accurately and adequately communicate the attitudes and decisions of the Council or Committee, even if a Member disagrees with a majority decision, so that there is respect for and integrity in the decision making process.

### **Scope**

The purpose of this Code is:

- a) To set out clear expectations of the behaviour of Members in accordance with the principles of the Code;
- b) To provide information to the public as to the behaviour they can expect from their Members;
- c) To provide guidance to Members in the conduct of their duties as selected officials; and,
- d) To provide a mechanism for responding to alleged breaches of the Code.

### **Application and Compliance with the Code of Conduct**

This Code applies to all Members of Council and, unless specifically indicated otherwise and with all necessary modifications, to all members of the Township's Committees.

A Member shall:

- a) Observe and comply with every provision of this Code, as well as all other policies and procedures adopted or established by Council affecting the Member, acting in his or her capacity as a Member;
- b) Respect the integrity of the Code and all inquiries and investigations conducted under it and pursuant to the Municipal Conflict of Interest Act; and
- c) Co-operate in every way possible in securing compliance with the application and enforcement of the Code and the Municipal Conflict of Interest Act.

No Member shall:

- a) Undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to the Integrity Commissioner or any other person;
- b) Ostrust the Integrity Commissioner, or any other person involved in applying or furthering the objectives or requirements of this Code, in the carrying out of such responsibilities, or pursuing any such objective; or
- c) Use the influence of their office for any purpose other than for the lawful exercise of their official duties for municipal purposes.

## **Conduct of Members**

In all respects, Members shall:

- a) always act civilly, respectfully and professionally when dealing with or communicating with any persons, including a member of the public and other Members;
- b) Respect the individual rights, values, beliefs and personality traits of any other person;
- c) Refrain from making statements the Member knows, or ought reasonably to know, to be false or with the intent to mislead Council or the public;
- d) Make it clear that he or she is expressing a personal opinion when expressing disagreement with a decision of Council; and
- e) Refrain from making disparaging comments about another Member or unfounded accusations about the motives of another Member.

## **Access to Information and Confidentiality**

A Member shall:

- a) Only be entitled to have access to information in the possession of the Township that is relevant to matters before Council or a Committee or that is relevant to his or her role as a Member of Council. Otherwise, they shall have the same access rights to information as any member of the public; and
- b) Have a continuing obligation to keep information confidential, even if the Member ceases to be a Member.

No Member shall:

- a) obtain access, or attempt to gain access, to confidential information in the custody or control of the Township except in accordance with the Municipal Freedom of Information and Protection of Privacy Act;
- b) Disclose, release or publish by any means, including social media any confidential information acquired by virtue of his or her office, in any form, except when required or authorized by Council or otherwise by law to do so;
- c) Provide to any other person to disclose, release, or publish any confidential information acquired by virtue of his or her office, in any form, except when required or authorized by Council or otherwise by law to do so;
- d) Use confidential information for personal or private gain or benefit, or for the personal or private gain or benefit of any other person or body; or
- e) Disclose or discuss, through written, electronic or verbal communication, to any individual or corporate third party, any information that has been or will be discussed at a closed session meeting of Council or a Committee until such time that Council or a Committee has determined or has been advised by staff that the matter, or any part of the matter, can be made public subject to review by the head

or designate under the Municipal Freedom of Information and Protection of Privacy Act or if directed to do so by a court.

### **Conduct While Representing the Township**

Members shall make every effort to participate diligently in the activities of the agencies, boards, commissions and committees to which they are appointed.

Members shall ensure their behavior towards other Members, Employees, Representatives and the Public:

- a) Is courteous, professional, respectful, fair and impartial;
- b) Avoids ridicule, sarcasm, derogatory comments or other behavior designed to embarrass, bully, harass or threaten; and,
- c) Avoids inappropriate use of social media.

In all respects, a Member shall:

- a) Make every effort to act with good faith and care;
- b) Conduct themselves with integrity, courtesy and respectability at all meetings of Council or any Committee and in accordance with the Township's Procedural By-law or other applicable procedural rules and policies;
- c) Seek to advance the public interest with honesty;
- d) Seek to serve their constituents in a conscientious and diligent manner;
- e) Respect the individual rights, values, beliefs and personality traits of any other person, recognizing that all persons are entitled to be treated equally with dignity and respect for their personal status regarding gender, sexual orientation, race, creed, religion, ability and spirituality;
- f) Refrain from making statements known to be false or with the intent to mislead Council or the Public;
- g) Recognize that they are representatives of the Township and that they owe a duty of loyalty to the residents of the Township at all times;
- h) Accurately communicate the decisions of Council and respect Council's decision-making process, even if they disagree with Council's ultimate determinations and rulings; and
- i) Refrain from making disparaging comments about another Member or Employee or unfounded accusations about the motives of another Member or Employee.

A Member shall not publicly criticize an Employee or Employees. Should a Member have any issue with respect to any Employee, such issue shall be referred to the CAO who will direct the matter to the particular Employee's appropriate Supervisor.

A Member shall respect the role of Township Staff in the administration and operation of the municipal business and governmental affairs of the Township and acknowledge and appreciate that Township Staff:

- a) Provide advice and make policy recommendations in accordance with their professional ethics, expertise and obligations and that a Member must not falsely or maliciously injure the reputation of Township Staff whether professional or ethical or otherwise;
- b) Work within the administration of many Acts and that a Member must not make requests, statements or take actions which may be construed as an attempt to influence the independent administration of the Acts and, therefore, a Member shall not attempt to intimidate, threaten or influence any Employee from carrying out that person's duties, including any duty to disclose improper activity; and
- c) Carry out their duties based on political neutrality and without undue influence from any individual Member and therefore, a Member must not invite or pressure any Employee to engage in partisan political activities or be subjected to discrimination or reprisal for refusing to engage in such activities.

### **Staff Relations**

Members acknowledge that only Council as a whole and no single Member, including the Mayor, has the authority to direct staff, approve budgets, policy, and other such matters, unless specifically authorized by Council.

A Member shall:

- a) Respect the professional competence of staff and acknowledge that staff is required to provide objective advice while remaining neutral, carry out directions of Council as a whole, and administer the policies of the Township without undue influence from any Member;
- b) Respect the administrative structure ("chain of command") and direct any of the Staff performance concerns through the CAO as the person responsible for the general control and management of the affairs of the Township.

No Member shall:

- a) Maliciously or falsely question the professional or ethical reputation of any staff;
- b) Compel staff to engage in partisan political activities, or subject staff to threat or discrimination for refusing to engage in such activities; or
- c) Use their authority or influence to threaten, intimidate, or coerce staff or interfere with the lawful exercise of the duties of staff or the professional or legal obligations of staff.

### **Gifts**

No Member shall accept a fee, advance, membership, gift or personal benefit that is connected directly or indirectly with the performance of their duties unless authorized by

one of the exceptions below. For these purposes, a gift to a Member's spouse, child, or parent, that is connected directly or indirectly with the performance of the Member's duties of office is deemed to be a gift to that Member.

The following exceptions are applicable:

- a) Gifts received as an incident of protocol or social obligation that normally accompany the responsibilities of elected office;
- b) Gifts that are not connected directly or indirectly with the performance or duties of office;
- c) Compensation authorized by by-law;
- d) A reimbursement of reasonable expenses incurred in the performance of activities connected with a legitimate municipal purpose;
- e) Political contributions that are otherwise offered, accepted and reported in accordance with applicable law;
- f) Services provided without compensation by persons volunteering their time; and,
- g) Food, beverages and/or admission fees provided by banquets, receptions or similar events if attendance is the result of protocol or social obligation consistent with the responsibilities of office, and the person extending the invitation has done so infrequently and that person or a representative of the organization is in attendance.

A Member who has received and accepted a gift or benefit shall file a disclosure of the gift or benefit indicating the person, body or entity from which it was received together with the estimated value of the gift or benefit and what the recipient intends to do with the gift. The list shall be provided to the Township Clerk within 30 days of receiving the gift and shall be a matter of public record and posted to the Township's website.

A Member shall not seek or obtain by reason of his or her office any personal privilege or advantage with respect to municipal services not otherwise available to the general public and not connected directly or indirectly to the performance of the Member's duties.

Where the Integrity Commissioner finds that receipt of the gift was inappropriate, the Integrity Commissioner shall direct the Member to return the gift and/or reimburse the donor for the value of any gift or benefit already used, or, to forfeit the gift and/or remit the value of any gift or benefit already used to the Township. The Member upon returning the gift or remitting the value of the gift shall provide an explanation as to why the gift and benefits cannot be accepted.

### **Use of Municipal Property**

A Member shall:

- a) Only use municipal property for activities relevant to their role as a Member; and
- b) Not obtain any personal financial gain or advantage from the use of municipal property.

## **Harassment**

A Member shall treat all members of the Public, other members and Employees with respect and without abuse, bullying or intimidation and ensure that their work environment is free from discrimination and harassment.

A Member shall not use indecent, abusive or insulting words, phrases or expressions toward any member of the Public, another Member or Employee. A Member shall not make comments or conduct themselves in any manner that is discriminatory to any individual based on the individual's race, colour, ancestry, citizenship, ethnic origin, place of origin, creed or religion, gender, sexual orientation, marital status, family status, disability, age or record of offences for which a pardon has not been granted.

A Member shall comply with the Township's Workplace Harassment and Violence Policy. Members shall abide by the provisions of the Human Rights Code as may be amended and replaced from time to time and shall treat every person, including other Members, Employees, individuals providing services on a contract for service and the public, with dignity, understanding and respect.

## **Respect for the Township and its By-Laws, Policies & Procedures**

A Member shall:

- a) Encourage the public, prospective contractors and members of the public, and their colleagues to abide by the Township's by-laws, policies and procedures, including this Code; and
- b) Accurately communicate the decisions of Council even if they disagree with the majority decision of Council, and by so doing affirm the respect and integrity in the decision-making processes of Council.

## **Social Media**

A Member shall:

- a) Adhere to any and all Township policies and guidelines, regarding social media use; and
- b) Always identify themselves without any attempt to cover, disguise or mislead as to their identity or status as an elected representative of the Township when using social media.

No Member shall use social media to publish anything that is dishonest, untrue, offensive, disrespectful, constitutes harassment, or is defamatory or misleading in any way.

Personal social media accounts are captured by the Code. Anything posted or shared which is publicly accessible (i.e., accessible to any member of the public, staff, or another member of Council, including private messages) through a Member's private or public social media account is subject to the Code of Conduct.

## **Conflict of Interest**

A conflict of interest occurs when a situation arises in the course of the Member's duties where the Member is called upon to deal with a matter in which the Member has a direct or indirect pecuniary interest.

A direct pecuniary interest may occur when a Member may derive some financial or personal benefit or avoid a financial or personal loss as a result of a matter that is before Council or a Committee. An indirect pecuniary interest may occur when the potential benefit or loss would be experienced by another person or corporation having a relationship with the Member. The conflict of interest arises when the Member participates in activities that could advance a personal interest, direct or indirect, where that benefit or loss is not necessarily in the best interests of the Township.

All Members shall declare a conflict of interest where the Member or his or her family member has a pecuniary interest in the matter before Council or a Committee and shall take all of the actions prescribed in the *Municipal Conflict of Interest Act* as if the Act applied to conflicts concerning family members. A contravention of the Municipal Conflict of Interest Act by a Member shall not constitute a breach of the Code but may be enforced in accordance with the provisions of the statute and section 223.4.1 of the *Municipal Act, 2001*.

A Member shall also avoid any conflict of interest that is a non-pecuniary interest in order to maintain public confidence in the Municipality and its local boards. If a Member or his or her family member has a non-pecuniary interest, the Member shall declare the non-pecuniary interest and shall take all of the actions prescribed in the *Municipal Conflict of Interest Act* as if the Act applied to conflicts concerning family members.

## **Complaint Procedure**

The complaint procedure shall not apply retroactively to any alleged contraventions of this Code prior to the date on which the Code of Conduct was formally approved by Council.

## **Informal Complaints**

Any organization, Employee, Member or member of the public who has identified and/or witnessed any behaviour or activity by a Member that is or appears to be in contravention of this Code of Conduct may engage in the following informal process:

- a) Document the incident(s) where the Member may have contravened the Code including dates, times, locations, other persons present and any other relevant information;
- b) Advise the Member that their behaviour or activity is unacceptable and appears to contravene the Code of Conduct;
- c) Encourage the Member to stop the prohibited behaviour or activity;
- d) Identify to the Member the specific provision(s) of the Code that may have been contravened.

- e) If applicable, confirm to the Member your satisfaction or dissatisfaction with the Member's response to the concern identified;
- f) Keep a written record of the incidents including dates, times, locations, other persons present, and any other relevant information, including any steps taken to resolve the matter;
- g) If the complainant is not satisfied with the response received through the informal process, an individual may proceed with a formal complaint through the procedure set out below.

The Informal Complaint Procedure is not a precondition or a prerequisite to pursuing the Formal Complaint Procedure related to the Code set out below.

### **Formal Complaints**

Any Employee, Member or member of the public who has identified or witnessed behaviour or activity by a Member that appears to be in contravention of this Code may have their concerns addressed through the formal complaint process set out below:

- a) All formal complaints must be made in writing, setting out the reasonable and probable grounds for the allegation that a Member has contravened the Code of Conduct on the Complaint Form / Affidavit attached in Appendix A;
- b) The fee to file a complaint is \$125 payable by debit, cash or certified cheque to the Township.
- c) Formal complaints must be filed with the Integrity Commissioner to determine if the matter is a complaint with respect to non-compliance with the Code of Conduct and not covered by any other applicable legislation or Township policies;
- d) Any witnesses in support of the allegation must be identified on the Complaint Form;
- e) The formal complaint shall include the name of the Member alleged to have breached the Code of Conduct, the section of the Code of Conduct that was allegedly contravened, the date, time and location of the alleged contravention;
- f) The Integrity Commissioner may request additional information from the complainant.

### **Integrity Commissioner**

Pursuant to section 223.3 of the Municipal Act, 2001, the Township of North Glengarry shall appoint an Integrity Commissioner who reports to Council and who is responsible for performing the following duties in an independent and consistent manner:

- a) Assessing and investigating formal written complaints respecting alleged contraventions of this Code of Conduct;
- b) Assessing and investigating formal written complaints respecting alleged contraventions of the Municipal Conflict of Interest Act;
- c) Determining whether a Member has violated a protocol, by-law or policy governing their behaviour with the final decision-making authority resting with

Council as to whether or not to impose the recommendation(s) of the Integrity Commissioner; and

- d) Providing Council, through the Township Clerk, with reports resulting from the investigations of the Integrity Commissioner and any other reports prepared above the informal and formal complaint procedure.

### **Complaint Classification/ Referral**

If, after reviewing the complaint, the Integrity Commissioner determines that it does not appear to be a complaint with respect to non-compliance with this Code or the Municipal Conflict of Interest Act, the Integrity Commissioner shall direct the Township Clerk to advise the complainant in writing that if the complaint is an allegation of:

- a) A criminal nature under the Criminal Code, the complainant must pursue such allegation with the appropriate authorities;
- b) Non-compliance with the Municipal Conflict of Interest Act, the complainant should obtain independent legal advice;
- c) Non-compliance with the Municipal Freedom of Information and Protection of Privacy Act, the matter will be referred to the Township Clerk or the Office of the Information and Privacy Commissioner for review; or
- d) Non-compliance with a more specific Township policy with a separate complaint procedure, the matter will be processed under that procedure.
- e) Any other reason not within the jurisdiction of the Integrity Commissioner, the complainant shall be so advised and provided with any reasons and referrals, if any, as the Integrity Commissioner considers appropriate.
- f) A matter which is subject to an outstanding complaint under another process such as a court proceeding, a human rights or workplace harassment complaint or similar process, or to a civil matter that is pending before the courts, the Integrity Commissioner may, in his/her sole discretion, suspend any investigation, in whole or in part, pending the result of the other process.

### **Limitation Period**

The Integrity Commissioner shall not accept a Complaint under the Code of Conduct for which the event giving rise to the Complaint occurred more than six (6) weeks after the complainant became aware of the alleged contravention, and no more than six (6) months after the alleged violation.

### **Investigation Procedure**

If a complaint has been filed and classified as being within the jurisdiction of the Integrity Commissioner, the Integrity Commissioner shall investigate and may attempt to resolve the complaint.

Except where otherwise required by the Public Authorities Act, the Integrity Commissioner shall:

- a) Serve the complaint and supporting material upon the Member whose conduct is in question and advise that the Member may file a written response to the allegation with the Integrity Commissioner within ten (10) days of the date of service upon the Member;
- b) On receipt of the Member's response, serve the complainant with a copy of the Member's written response and advise that the complainant provide a written reply within ten (10) days;
- c) Interview any individuals or examine any documents relevant to the complaint.

If the Integrity Commissioner is of the opinion that the referral of a matter to him or her is frivolous, vexatious, or not made in good faith, or that there are no grounds or insufficient grounds for an investigation, the Integrity Commissioner shall not conduct an investigation and/or shall terminate the investigation if it becomes apparent in the course of an investigation.

### **Opportunities for Resolution**

Following receipt and review of a Complaint or at any time during an investigation where the Integrity Commissioner, in its sole discretion, believes that an opportunity to resolve the matter may be successfully pursued without a formal investigation, and both the complainant and the Member agree, efforts may be pursued to achieve an informal resolution.

### **Investigation Report**

The Integrity Commissioner shall:

- a) Report the general findings of their investigation to the complainant and the Member no later than sixty (60) days after receiving a formal complaint;
- b) Allow the Member at least ten (10) days to respond in writing to the Integrity Commissioner on their findings and any recommended correction actions or sanctions;
- c) Indicate when the Integrity Commissioner anticipates submitting their final report to Council; and,
- d) File their report with the Clerk.

The report on the general findings shall include:

- a) The nature of the complaint;
- b) If the complaint was filed after the expiry of the limitation period set out in this Code, the Integrity Commissioner's findings regarding the limitation period, which findings shall be made in accordance with the civil standard on a balance of probabilities;
- c) The evidence gathered from the complaint and from the inquiry;

- d) The Integrity Commissioner's findings of fact regarding the complaint, which findings shall be made in accordance with the civil standard on a balance of probabilities; and,
- e) The Integrity Commissioner's decision, based on the findings of fact, that the Member contravened or did not contravene the Code of Conduct, Municipal Conflict of Interest Act or other procedures, rules or policies governing a member of Council's ethical behaviour.

If the Integrity Commissioner determines that there has been no contravention of the Code of Conduct or the Municipal Conflict of Interest Act or that a contravention occurred although the Member took all reasonable measures to prevent it, or that a contravention occurred that was trivial or committed through inadvertence or an error of judgment made in good faith, the Integrity Commissioner shall so state in the report and recommend the appropriate penalty, if any, to be imposed.

### **Penalties/ Recommendations of Integrity Commissioner**

Subsection 223.4 of the Municipal Act, 2001 authorizes Council to impose either of two penalties on Members following a report by the Integrity Commissioner that, in their opinion, there has been a violation of the Code of Conduct:

- a) A reprimand; or
- b) Suspension of the remuneration paid to the Member in respect of their services as a member of Council, Committee or Board, as the case may be, for a period of up to ninety (90) days.

Although not expressly authorized by the Municipal Act, 2001, the Integrity Commissioner may also recommend, among other things, that Council take one or more of the following remedial measures:

- a) Remove the Member from a committee or local board;
- b) Remove the Member as Chair of a committee or local board;
- c) Request the Member to repay or reimburse monies received;
- d) Request the Member to return the property or reimburse its value to the provider of the gift or benefit;
- e) Request the Member to provide a written or verbal apology;
- f) Where the Integrity Commissioner decides that the Member has contravened the Code of Conduct or any other procedures, rules or policies governing the Member's behaviour, the Member shall be advised of the penalty, if any, to be imposed, and be provided with a copy of a letter of reprimand, if imposed, or a copy of the notice of suspension of remuneration, if imposed.

In addition to the penalties described above, Council reserves the right to take any other action authorized by law. Any recommended corrective action shall be designed to ensure that the inappropriate behaviour or activity does not continue. Subsection 9 of the Municipal Conflict of Interest Act authorizes a judge to impose penalties when a judge

finds that the member or former member contravened section 5, 5.1 or 5.2 of the Municipal Conflict of Interest Act.

### **Council's Consideration of Integrity Commissioner's Findings**

Where the Integrity Commissioner has filed an investigation report in respect of an inquiry with the Clerk, the Clerk shall place the report on the next available Council In-camera Agenda subject to the provisions of section 239(2) of the Municipal Act.

The Clerk shall submit the findings and recommendations of the Integrity Commissioner to Council for consideration on the next available Council Agenda that is open to the public.

The Integrity Commissioner's findings and recommendations shall remain confidential until the matter has received complete and final disposition by the Integrity Commissioner and the Integrity Commissioner's report has been submitted to the Members of Council by the Clerk.

### **Confidential of Complaint Documents**

The Integrity Commissioner and every person acting under their instructions shall preserve the confidentiality of all documents, material or other information, whether belonging to the Township or not, that have come into their possession or to their knowledge during the course of their duties as required by the Municipal Act, 2001.

In the Integrity Commissioner report to the Council on an investigation into an alleged breach of this Code of Conduct, the report shall only disclose such information that in the Integrity Commissioner's opinion is required for the purposes of the report.

The Integrity Commissioner shall issue an annual and/or interim report to Council on the activities of the Integrity Commissioner and shall summarize the advice given but shall not disclose any confidential information that could identify a person concerned.

### **Complaint and Legal Confidentiality**

The Integrity Commissioner and any person acting under their authority shall preserve the confidentiality of all documents, material or other information, whether belonging to the Township or not, that come into their possession or knowledge during the course of duties or the investigation as required by the Municipal Act.

In accordance with the provisions of the Municipal Act, 2001, the confidentiality of this complaints process prevails over the Municipal Freedom of Information and Protection of Privacy Act.

The Integrity Commissioner is entitled to have access to such information belonging to or used by the Township, including but not limited to legal advice that has been given to Council or Employees, as the Integrity Commissioner deems necessary to conduct an inquiry.

A disclosure to the Integrity Commissioner of legal advice:

- a) Shall be deemed not to constitute a waiver of solicitor-client privilege;
- b) Shall be used for the purpose of conducting an inquiry and not for any other purpose; and
- c) The contents or substance of such legal advice shall not be disclosed in any public report prepared by the Integrity Commissioner or any person acting under the instructions of the Commissioner, including their delegate.

## **Legal Fees**

A Member is entitled to seek the advice of the Integrity Commissioner with respect to their *own* obligations under the Code of Conduct, any ethical procedure, policy or rule, and the *Municipal Conflict of Interest Act*. As such, a Member is solely responsible for their own legal costs if they retain a lawyer or paralegal to provide legal counsel, advice or representation on any matter related to the Code of Conduct, any ethical procedure, policy or rule, and the *Municipal Conflict of Interest Act*, including, but not limited to, an investigation and the imposition of penalties or remedial measures or corrective actions recommended by the Integrity Commissioner or as imposed by Council, a complaint to the Ontario Ombudsman or a judicial review application to the courts from a decision based on a report and recommendations from the Integrity Commissioner, or any other proceeding related to the Integrity Commissioner.



## APPENDIX A

### Code – Formal Complaint Form

#### AFFIDAVIT

I, \_\_\_\_\_ (*first and last name*),  
of the \_\_\_\_\_ in the Province of  
Ontario.

#### MAKE OATH AND SAY (or AFFIRM):

I reside at: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

I have reasonable grounds to believe that:

Name of Member(s) \_\_\_\_\_

Name of Committee (if applicable) \_\_\_\_\_

What provision(s) of the Code do you believe were contravened?

[Set out all provision(s) alleged to have been contravened.]

\_\_\_\_\_  
\_\_\_\_\_

The detailed reasons why I have reasonable grounds to believe the Member has  
contravened the Code are as follows:

[Set out detailed reasons on additional pages if necessary]

[Specify which actions or incidents relate to which provisions of the Code]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have attached supporting records and/or additional pages: ☐ Yes ☐ No

I also intend to file an application for an inquiry regarding a possible contravention of the Municipal Conflict of Interest Act in relation to this matter: ☐ Yes ☐ No

This declaration is made for the purpose of requesting that this matter be investigated by the Integrity Commissioner and for no other purpose.

DECLARED before me at

the \_\_\_\_\_ of \_\_\_\_\_

on \_\_\_\_\_ (date)

A Commissioner for taking affidavits etc.

\_\_\_\_\_  
Signature

### **Suggestions**

- Complainants should review the full text of the Code of Conduct or relevant legislation.
- Complainants should review the Township's Complaint Protocol and may contact the Integrity Commissioner with questions about the process or procedure before filing.

The personal information on this form is collected under authority of the Municipal Act, 2001.



## STAFF REPORT TO COUNCIL

Report No: CS-2025-14

August 11, 2025

From: Stephanie MacRae, Director of Community Services

RE: 2025 Ice Start-Up Dates

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### Recommended Motion:

**THAT** the Council of the Township of North Glengarry approves the start-up date at the Glengarry Sports Palace of September 10, 2025 and September 21, 2025 at the Maxville & District Sports Complex.

### Background / Analysis:

The process of installing ice at the Glengarry Sports Palace (GSP) and Maxville & District Sports Complex (MSC) from beginning to end, takes approximately 14 days for staff to complete at each respective arena. The timing of the start-up process for the ice installation must be considered in alignment with user demand, availability of resources, as well as operating costs.

Throughout the month of August, arena staff are busy assisting with preparation and logistics for numerous large-scale events that take place at Township facilities, in addition to private rentals, festivals and other requirements as part of their duties. Due to the volume of events throughout mid-to-late August, staff would begin the installation process at the GSP effective August 26<sup>th</sup> for a start date of September 10<sup>th</sup>, in order to avoid overlap with summer events and alleviate unnecessary overtime and strain on resources. Staff would then transition to ice installation at the MSC for a start date of September 21<sup>st</sup>. By staggering the installation dates, staff are able to focus resources and personnel at each facility sequentially, ensuring a smoother and more efficient transition.

It should be noted that recent trends of prolonged summer temperatures into September have made early ice installation increasingly challenging. For this reason, the mid-September start-up dates at both arenas, as opposed to earlier start dates, will help mitigate the risk of inefficient ice formation and excessive energy consumption due to higher temperatures that are prominent in late August and early September.

The chart below illustrates the first 7 days of ice use following past start up dates, in contrast to the forecasted hours and revenue anticipated for 2025 based on received ice requests.

**Glengarry Sports Palace**

Start Date	Hrs Rented (Start day + 7 days)	Revenue
2023 (August 25)	18.5	\$ 3,281.45
2024 (September 13)	18	\$ 3,063.06
2025 (September 10)	35.5*	\$ 6,368.60

**Maxville Sports Complex**

Start Date	Hrs Rented (Start day + 7 days)	Revenue
2023 (September 15)	34	\$ 6,498.09
2024 (September 13)	21	\$ 4,188.09
2025 (September 21)	32*	\$ 6,284.00

*\*Forecasted hours & revenue based on requests*

The first seven days are being displayed as it demonstrates the user demand following the ice opening date and ensures the arenas will be well utilized. As the season begins, the number of weekly hours of prime-time ice rented will increase from 35.5 at the GSP to approximately 52 hours. At the MSC, weekly hours will increase from approximately 32 to an estimated 57 hours per week of prime-time ice use. These numbers are approximate and do not include any as-needed ice rentals that are received throughout the season for private rentals.

It should be noted that with surrounding area arena closures due to construction, the Township of North Glengarry has already seen an increase in ice hours being requested for the 2025/2026 season.

The proposed installation dates reflect a balanced approach that considers community needs, operational realities, and environmental factors.

**Alternatives:**

Option 1 – Recommended – That Council approves this resolution.

Or

Option 2 – Not recommended – That Council does not approve this resolution.

**Financial Implications:**

Any staffing and operating costs associated to the proposed start-up dates at the arenas are in alignment with the Council-approved 2025 Budget.

**Attachments & Relevant Legislation:**

**Others Consulted:**

- Nick Hansen – Lead Hand
- Genevieve Lebrun – Community Services Assistant

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Reviewed and Approved by:  
Sarah Huskinson, CAO/Clerk



## STAFF REPORT TO COUNCIL

Report No: CS-2025-15

August 11, 2025

From: Stephanie MacRae, Director of Community Services

RE: Enhancing Access to Spaces for Everyone Grant

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### Recommended Motion:

**THAT** the Council of Township of North Glengarry Council receives staff report CS-2025-15: Council;

**AND THAT** Council direct staff to apply for funding through the Enhancing Access to Spaces for Everyone Grant, in support of accessibility upgrades to the elevator at the Glengarry Sports Palace, for an amount not to exceed \$60,000.00.

### Background / Analysis:

Located within the Glengarry Sports Palace (GSP) on the north side of the building is a hydraulic elevator used to transport users and supplies to and from the second floor landing at the Michel Depratto Hall.

The elevator is original to the building and was installed in 1976. It continues to undergo semi-annual maintenance, as required.

During the planning for the installation of a new generator at the GSP in 2024, it was learned that due to its age and controller being deemed obsolete, the existing elevator controller could not be connected to the new generator and would require modernization before a connection could be made.

In September of 2024, staff had hired an elevator consultant to provide an elevator condition report, at which time it was deemed that the existing elevator is not equipped with emergency power nor is it provided with a battery backup system. If a power failure occurs while the elevator is in travel and there is a person in the cab, they will be entrapped until the maintenance service provider can come and let them out. The consultant further advised that at an age of 48 years, the controller is well past its engineered life expectancy and is now considered obsolete. It was recommended in the final report that a full modernization occur in the next 6-18 months.

The elevator consultant further advised that the current elevator does not comply with barrier free requirements, as the interior cab buttons are too high and lack the presence of braille markings.

As a result, there is an evident need to upgrade and modernize the existing elevator, to ensure it can receive power in the event of an emergency, in addition to the noted accessibility requirements.

Earlier this summer, the Ministry for Seniors and Accessibility opened the application period for the 2025-2026 Enhancing Access to Spaces for Everyone (EASE) Grant. This funding will provide up to a maximum of \$60,000.00 per successful applicant for projects that take place between November 2025 and September 2026 and align with the priority to implement improvements to outdoor spaces and the built environment, to increase accessibility for people with disabilities and older adults.

Following a review of the application guidelines, staff have determined that the modernization of the elevator at the GSP is a strong candidate for this funding. The elevator is frequently used by vulnerable seniors and individuals with accessibility needs to access the Michel Depratto Hall. Staff are pleased to have received a letter of support from Community Living Glengarry, recognizing the positive impact this project would have on their clients.

Staff have identified several key opportunities to enhance the elevator's accessibility and ensure inclusive access for all users, including:

- Lowered and braille-enhanced control panels
- Audio and visual announcements
- Non-slip flooring and handrails
- Emergency lighting

Once the modernization is complete, the elevator is expected to provide a further 15-20 years of reliable service.

Finally, due to the elevator being at the end of its useful life, the request for capital funding in the amount of approximately \$150,000.00 was going to be requested for Council's approval as part of the 2026 budget exercise. If the Township of North Glengarry is successful in securing the EASE Grant, up to \$60,000.00 of the project cost could be offset, resulting in a reduced financial burden for the Township.

**Alternatives:**

Option 1 – Recommended – That Council approves this resolution.

Or

Option 2 – Not recommended – That Council does not approve this resolution.

**Financial Implications:**

The estimated total cost for the modernization of the elevator at the GSP is approximately \$150,000.00. Staff had planned to request this amount in capital funds as part of the 2026 budget exercise.

Should the Township be successful in securing funding through the EASE Grant, up to \$60,000.00 of the project cost could be offset. This would reduce the Township's direct financial contribution to approximately \$90,000.00, resulting in significant cost savings.

**Attachments & Relevant Legislation:****Others Consulted:**

- Nick Hansen – Lead Hand

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Reviewed and Approved by:  
Sarah Huskinson, CAO/Clerk



## **STAFF REPORT TO COUNCIL**

**Report No: CS-2025-16**

**August 11, 2025**

From: Stephanie MacRae, Director of Community Services

RE: Rural Ontario Development Program

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### **Recommended Motion:**

THAT Council receives staff report CS-2025-16; and,

THAT Council directs staff to apply for funding through the Rural Ontario Development Program, specifically under the Economic Diversification, Competitiveness and Capacity Building Stream; and,

THAT the purpose of the application be to secure funding to hire a Project Coordinator to support the planning and implementation of strategic initiatives that align with the Township's economic development goals.

### **Background / Analysis:**

The Township of North Glengarry continues to prioritize economic development as a key pillar of its strategic growth. To support this objective, staff are seeking Council's direction to apply for funding through the Rural Ontario Development (ROD) program, under the Economic Diversification, Competitiveness, and Capacity Building stream.

This funding stream is designed to support initiatives that strengthen rural economies by enhancing local capacity, improving competitiveness, and diversifying economic opportunities. Eligible projects include hiring staff to support economic development planning and implementation.

Staff propose submitting an application to fund a Project Coordinator position. This role would be instrumental in:

- Supporting the development and execution of local economic development strategies
- Coordinating stakeholder engagement and partnerships
- Facilitating business attraction, retention, and expansion initiatives
- Supporting tourism and community development efforts

The Project Coordinator would work closely with municipal staff, local businesses, community organizations, and regional partners to advance economic development goals. This position would be time-limited to a duration of 6-months and funded at 50% through the ROD program.

The addition of a Project Coordinator would be a welcomed resource for the Economic Development Department. The current Economic Development Officer has been effectively managing a broad portfolio of responsibilities; however, the scope and scale of the strategic initiatives and areas of opportunity, as outlined in the ROD program, exceed the capacity of a single staff member. Introducing this new role would provide essential support, enabling the department to expand its reach, enhance service delivery, and more efficiently implement long-term economic development strategies without compromising existing operations.

This opportunity is timely as a result of the many exciting developments and progress taking place across North Glengarry. If successful in receiving these funds, the project coordinator will be instrumental in helping to build strategy around North Glengarry's areas of opportunity.

**Alternatives:**

Option 1 – Recommended – That Council approves this resolution.

Or

Option 2 – Not recommended – That Council does not approve this resolution.

**Financial Implications:**

The ROD program provides funding for up to 50% of eligible project costs, including salaries, benefits, and administrative expenses. Staff propose that the Township commit to covering the remaining 50% through existing economic development budgets, pending approval through the 2026 municipal budget process.

**Attachments & Relevant Legislation:**

**Others Consulted:**

- Ainsley Hunt – Economic Development Officer
- Sarah Huskinson – Chief Administrative Officer

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Reviewed and Approved by:  
Sarah Huskinson, CAO/Clerk



## **STAFF REPORT TO COUNCIL**

**Report No: CS-2025-17**

**August 11, 2025**

From: Stephanie MacRae, Director of Community Services

RE: Green Municipal Funding for Tree Planting

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### **Recommended Motion:**

Whereas, the Township of North Glengarry is committed to the long-term sustainability of its tree canopy, recognizing the vital role trees play in enhancing environmental health, community well-being, and the Township's rural character.

Whereas, the Township of North Glengarry is undertaking a project to restore the tree canopy at Island Park.

Be it resolved that Council acknowledges that the Raisin Region Conservation Authority is applying for a funding opportunity from the Federation of Canadian Municipalities' Growing Canada's Community Canopies initiative for the Island Park Tree Restoration Project in partnership with the Township of North Glengarry.

### **Background / Analysis:**

In June 2025, the Community Services Department was approached by the Raisin Region Conservation Authority regarding a potential partnership with the Township of North Glengarry. The proposed collaboration involves submitting a grant application to the Federation of Canadian Municipalities (FCM) under the Green Municipal Fund (GMF), specifically through the Growing Canada's Community Canopies (GCCC) initiative. This grant supports tree planting projects within municipalities.

The GCCC initiative offers a 50% cost-sharing model, covering eligible expenses such as:

- Tree planting (urban, roadside, parks, afforestation, reforestation)
- Supplies and materials
- Invasive species removal
- Administrative costs
- Staff time

It is important to note that the funding is intended for projects that go beyond routine operations.

Following a review of potential projects, the Community Services Department recommends applying for funding to support a tree restoration initiative at Island Park. The southern section of the park has become overgrown due to unmonitored tree growth, which is now expanding on adjacent private properties. This area, being fully forested and not publicly accessible, is typically not maintained by staff.

This grant presents an opportunity to address this issue, as current park maintenance budgets do not typically account for this section of the park. If successful, the funding would allow staff to remove dead or overgrown trees, reducing risks associated with falling limbs and property damage. In accordance with grant requirements, new trees would then be planted to replace these trees in publicly accessible areas of Island Park, enhancing shade and overall park usability.

To support this initiative, staff propose that the Township contribute up to \$2,500, which would represent its share of the project costs. These expenses—including tree removal, materials, and administration—can be accommodated within the existing Community Services operational budget, avoiding additional financial impact.

The grant application deadline is September 16, 2025, with an estimated approval timeline of 6 to 9 months. Approved projects would have a 2.5-year implementation period, allowing work to begin as early as spring 2026.

It is important to note that the department will continue its regular annual tree planting program, subject to approval in the 2026 municipal budget. This proposed project is distinct from routine efforts, focusing on the removal and revitalization of specific tree species to ensure Island Park remains a safe, shaded, and enjoyable space for all users.

#### **Alternatives:**

Option 1 – Recommended – That Council approves this resolution.

Or

Option 2 – Not recommended – That Council does not approve this resolution.

#### **Financial Implications:**

As noted in the report, staff are suggesting that the Township of North Glengarry commit up to \$2,500 from existing operational budgets contained in the Community Services budget, pending approval of the 2026 North Glengarry municipal budget.

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

**Others Consulted:**

- Jeremy Dubeau – Lead Foreperson
- Ainsley Hunt – Economic Development Officer
- Raisin Region Conservation Authority

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Reviewed and Approved by:  
Sarah Huskinson, CAO/Clerk



## **STAFF REPORT TO COUNCIL**

**Report No: DR-2025-03**

**August 11, 2025**

From: Zoe Bougie – Director of Finance/Treasurer

RE: MacGillivray-MacLeod Drain, McRae Branch Abandonment

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### **Recommended Motion:**

THAT the Council of the Township of North Glengarry receives report DR-2025-03 MacGillivray-MacLeod, McRae Branch Abandonment;

AND THAT Council proceed with the abandonment of the McRae Branch located upstream from Old Military Road;

AND THAT By-Law 24-2025 be read a first, second, and third time and enacted in Open Council this 11<sup>th</sup> day of August 2025.

### **Background / Analysis:**

The Township of North Glengarry started the process to abandon the McRae Branch of the MacGillivray-MacLeod municipal drain in 2023 under Section 84. In June of 2025, Robinson Consultants was appointed to prepare an engineer's report on the abandonment per a landowner's request.

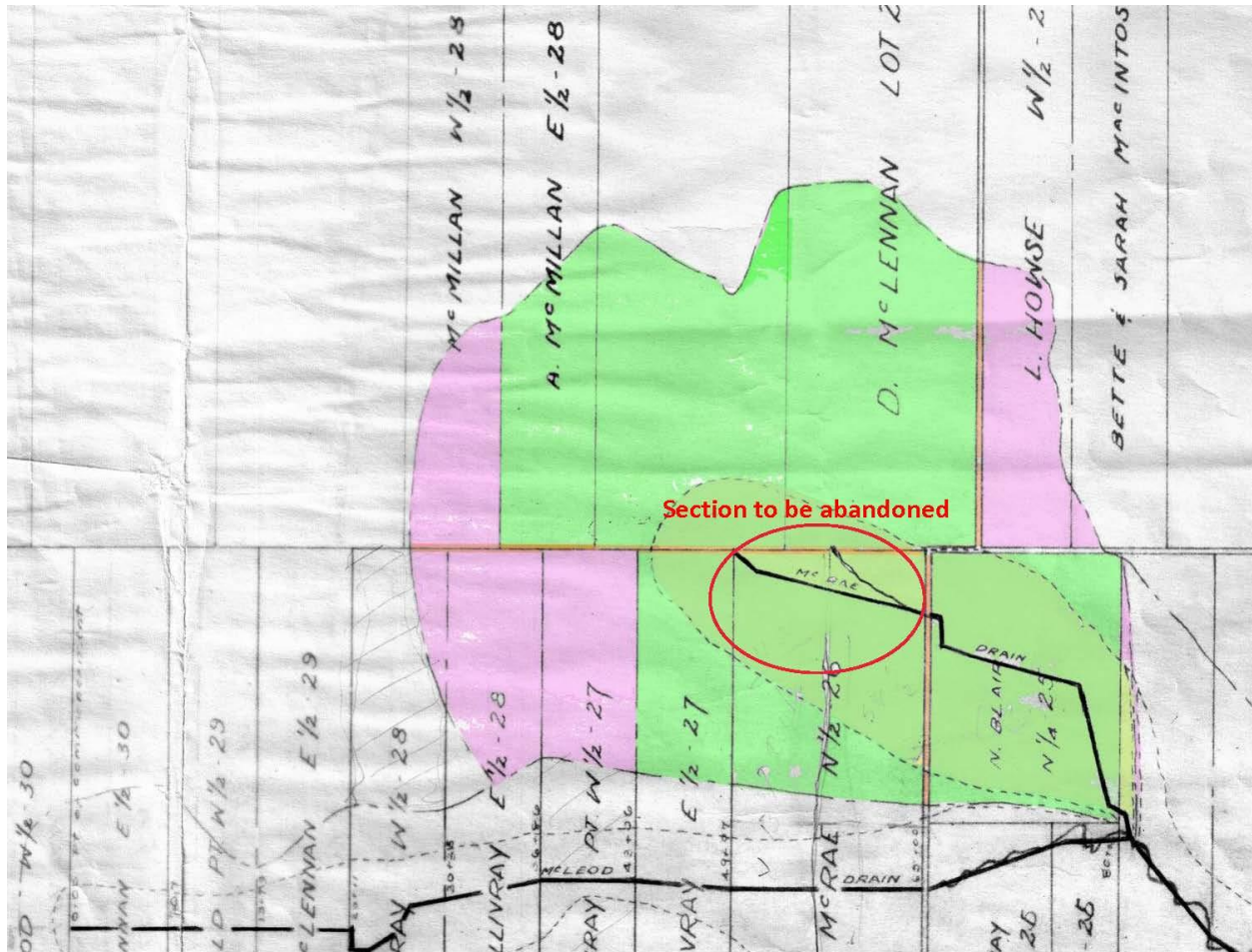
The MacGillivray-MacLeod Drain, McRae Branch was constructed/improved under the 1952 Engineer's report prepared by L. P. Stidwell and the associated by-law, By-Law 338 of the Township of Lochiel to replace an award drain in this location.

A request for abandonment was received in 1985 initially. No additional information from this time could be obtained. Landowners were under the impression that the drain had been abandoned, however because no official record of abandonment, including a by-law, could be found, the McRae Branch still exists and is governed by the 1952 report.

On July 24, 2025, an on-site meeting was held to discuss the abandonment of the section of the McRae Branch from the point of commencement to Old Military Road. All affected landowners

were invited to attend. Landowners were given the opportunity to express their thoughts on the abandonment and were provided additional information on what the abandonment entails.

After careful review of all information, as well as a review of the drain on-site, Robinson Consultants have made the recommendation to proceed with the abandonment of the drain as detailed in the attached engineer's report. As such, staff are recommending that Council officially abandon the section of the McRae Branch upstream of Old Military Road through by-law.



As the report indicates, all rights of appeal as prescribed by the Drainage Act apply to the attached report and findings.

A copy of the report and notice of this meeting was sent to affected landowners by email and mail in advance of this meeting. Notice of the meeting was also provided verbally at the on-site meeting on July 24<sup>th</sup>, 2025.

#### **Alternatives:**

Option 1: Council approves the abandonment and enacts By-Law 24-2025 (recommended)

Option 2: Council does not approve the abandonment and does not enact by-law 24-2025

**Financial Implications:**

Robinson Consultants have determined that the Township of North Glengarry will be responsible for 80% of the costs associated with the report. The report was quoted at \$5,228.00 plus HST.

**Attachments & Relevant Legislation:**

By-Law 24-2025

Engineer's Report, MacGillivray-MacLeod Drain, McRae Branch Abandonment

Excerpt from the 1952 Engineer's Report and Plan

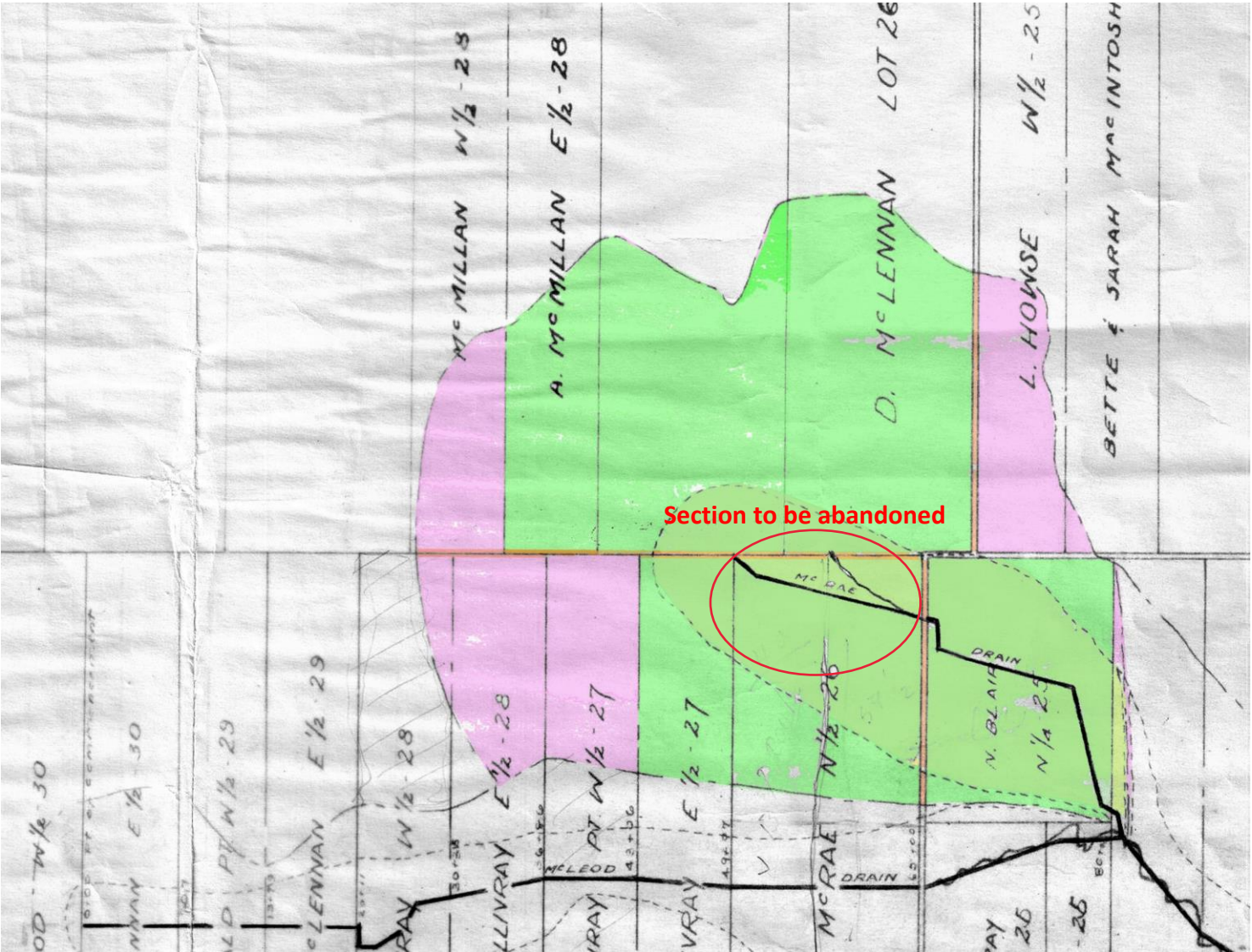
Drainage Act, R.S.O. 1990, c. D.17

**Others Consulted:**

Lorne Franklin, Robinson Consultants

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Reviewed and approved by:  
Sarah Huskinson, CAO/Clerk



EXTRACTED FROM -- SCHEDULE OF ASSESSMENT "A" -- McRAE BRANCH					
McGILLIVRAY-McLEOD DRAINAGE SCHEME -- CON 7, TWP. OF LOCHIEL					
(BY-LAW 338)					
NAME OF OWNER	CON	LOT OR PART	ACRES AFFECTED	OUTLET LIABILITY	BENEFIT
N. J. McLEOD	7	(W 1/2) 24	2	\$ 3.00	\$ -
Mr. McMILLAN	8	(W 1/2) 28	15	\$ 9.00	\$ -
A. McMILLAN	8	(E 1/2) 28	26	\$ 20.80	\$ -
A. McMILLAN	8	(W 1/2) 27	26	\$ 19.76	\$ 27.82
H. DUVAL	8	(E 1/2) 27	26	\$ 21.84	\$ 30.78
D. McLENNAN	8	LOT 26	63	\$ 42.40	\$ 25.20
L. HOWSE	8	(W 1/2) 25	21	\$ 14.70	\$ -
BETTE AND SARAH	8	(E 1/2) 25	1	\$ 0.80	\$ -
...McINTOSH	7	(W 1/2) 28	4	\$ 1.80	\$ -
...J. McGILLIVRAY	7	(E 1/2) 28	21	\$ 14.70	\$ -
...McGILLIVRAY	7	PT. (W 1/2) 27	22	\$ 17.60	\$ -
...McGILLIVRAY	7	(E 1/2) 27	23	\$ 20.70	\$ 41.00
...e	7	(N 1/2) 26	48	\$ 42.40	\$ 276.00
...l	7	(N 1/2) 25	48	\$ 67.20	\$ 344.00
TWP. OF LOCHIEL	--	ROAD ALLOWANCE (BETWEEN LOT 25 & 26, CON 8)	--	\$ 8.00	\$ -
TWP. OF LOCHIEL	--	ROAD ALLOWANCE (BETWEEN CON 7 & CON 8)	--	\$ 16.00	\$ -
TOTAL			346	\$ 320.70	\$ 744.80

Engineer's Report  
MacGillivray-MacLeod Mun. Drain  
McRae Branch Abandonment

Prepared For:



Prepared By:

Robinson Consultants Inc.  
Consulting Engineers

July 31, 2025

Mayor and Members of Council  
Township of North Glengarry  
3720 County Road 34, R.R. 2,  
Alexandria, ON K0C 1A0

**Attention:** **Ms. Zoe Bougie**  
**Director of Finance / Treasurer**

**Reference:** **Engineer's Report**  
**MacGillivray- MacLeod Municipal Drain**  
**McRae Branch Abandonment**  
**Our Project No. 25070**

Dear Ms. Bougie:

This Engineer's Report for the MacGillivray-MacLeod Municipal Drain – McRae Branch Abandonment, which is respectfully submitted for Council's consideration, was initiated by request of an affected landowner in conjunction with the Municipality's Intent to "abandon the McRae Branch under Section 84 of the Drainage Act, R.S.O. 1990, c. D.17.

The purpose of the report is to review and advise on the potential abandonment of the McRae Branch as initiated by the Municipality.

The costs associated with the project including the Engineer's Report will be assessed as per the determination of the Engineer, provided in this report.

If you have any questions, please feel free to contact Lorne Franklin via e-mail at [lfranklin@rcii.com](mailto:lfranklin@rcii.com).

Yours very truly,

ROBINSON CONSULTANTS INC.



A.J. Robinson, P. Eng.  
Drainage Engineer

LJF: plw



Lorne Franklin, L.E.T., C.E.T. rcca, CISEC  
Licensed Engineering Technologist  
Drainage Services

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## **1.0 INTRODUCTION**

### **1.1 Appointment**

Robinson Consultants Inc. (RCI) was appointed by the Township of North Glengarry on June 23<sup>rd</sup>, 2025, as the Drainage Engineer to complete an Engineer's Report under Section 84(3) of the Ontario Drainage Act, R.S.O. 1990, c. D.17 (Drainage Act), on behalf of a requesting landowner for consideration of the proposed abandonment of the McRae Branch of the MacGillivray-MacLeod Municipal Drain.

The McRae Branch of the MacGillivray-MacLeod Municipal Drain is governed by the 1952 Engineer's Report, entitled "MacGillivray-MacLeod Drainage Scheme", prepared by L. P. Stidwill, C.E. and the associated By-Law 338 of the Township of Lochiel.

### **1.2 On-Site Meeting**

An "on-site" meeting of the affected property owners was held on July 24<sup>th</sup>, 2025 at the North Glengarry Township Office. The on-site meeting was conducted by Lorne Franklin of RCI. The meeting was attended by affected landowners. Comments, concerns, and questions from the on-site meeting include the following:

- General belief by the majority of landowners that the drain was previously abandoned in 1985.
- Dissenting opinion by the requesting landowner that the drain was not abandoned and he has the right to use the drain.
- General acceptance that the drain as prescribed by the 1952 Report no longer exists upstream of Old Military Road.
- Clarification by the Municipality that it was not the intent to abandon the portion of the McRae Branch downstream of old Military Road.
- It was noted by the Engineer for information purposes that "abandonment" of the drain may result in the reinstatement of "Common Law" rules for surface drainage and or riparian rights.
- It was noted by the Engineer for information purposes that grants are not available for the costs of abandonment.

### **1.3 History**

The MacGillivray-MacLeod Municipal Drain (including the McRae Branch) was constructed/improved by the 1952 Engineer's Report, entitled "MacGillivray-MacLeod Drainage Scheme", prepared by L. P. Stidwill, C.E. and the associated By-Law 338 of the Township of Lochiel, replacing a previously constructed "Award Drain" in that location.

Portions of the Main Drain and other branches were subsequently improved in 1975 under the Report entitled "Engineer's Report for the Repair and Improvement of the MacGillivray-MacLeod Drainage Works", by A. J. Graham, P.Eng. and associated By-Law 793-75 (Township of Lochiel). However, this report did not make improvements to the McRae Branch and as such, the McRae Branch remains governed by the 1952 Report and By-Law.

It is understood that the Municipality has record of a request for abandonment from 1985 for portions of the McRae Branch, however, no records were available that this request was finalized/accepted. No By-Law for the abandonment from 1985 was available. With no record of official abandonment it is assumed that the branch is not officially abandoned and the by-law remains in place. However, portions of the branch upstream of Old Military Road no longer exist in their prescribed format.

The Township of North Glengarry started the process to abandon the McRae Branch of the MacGillivray-MacLeod municipal drain in 2023 under Section 84 and subsequently consulted with landowners and ultimately deciding to proceed with the abandonment in June of 2025. In conformance with Section 84 of the Ontario Drainage Act, it is generally understood that the reasons for abandonment include (but are not limited to) the following:

- The drain may have been physically removed.
- The drain is sufficiently old, undersized and/or out of repair
- The drain cannot be maintained to the standards of the original engineer's report the drain has been built over, destroyed and/or was not physically constructed.

A dissenting affected landowner made a request for the review of an Engineer under Section 84(3) of the Drainage Act. The Township of North Glengarry subsequently appointed Robinson Consultants Inc. to provide this report

## **2.0 FIELDWORK AND EVALUATION**

Prior to the on-site meeting RCI completed the collection and review of all necessary background information including the following:

- Collected and reviewed copies of the by-law, original engineer's report and drawings.
- Inquired and received confirmation from the Municipality that there were no outstanding legal actions with regard to the Drain
- A request for updated assessment roll data from the Municipality was made.
- Inquired and received confirmation from the Municipality that there were no known assets of the drainage works, outstanding work, nor billings, assessments or costs of repair or maintenance not yet billed out.
- Collected and reviewed current information on the watershed.
- Inquired and confirmed with the Municipality that there are no outstanding Drainage Superintendent or other municipal staff concerns.
- Determined that no specific utilities, or agencies are involved with the drain.
- Inquired and confirmed with the Municipality that there are no outstanding regulatory issues or legal actions related to the drain.

Subsequent to the on-site meeting, RCI completed an on-location field review of the drain along the alignment. The findings of this review are detailed in the following sections.

## **3.0 ON-SITE MEETING**

At the on-site meeting RCI discussed the following:

- Discussed the reasons for the Municipality's intent to abandon, including that the drain no longer exists, has not been maintained and has been covered over or removed for 40 years or more on the basis of an assumed (by not confirmed as finalized) abandonment in 1985.
- Discussed reason(s) for the request for the engineer's report, including that the affected owner requires drainage and if abandoned may petition for a new drain to meet his requirements.
- Requested landowners to identify private surface and subsurface drainage systems that may be impacted. (None identified).
- Confirmed the extent of the drainage system and that the proposed portions to be abandoned were limited to upstream of Old Military Road.

- Discussed the implications of abandoning the drain, such as:
  - The municipality will no longer be responsible for managing the system. The reliance on other property owners to manage the system can result in flooding and it may require civil action to establish drainage rights (e.g., access to an outlet)
  - Permits and approvals for future maintenance and repair will be the responsibility of the property owners.

## 4.0 FINDINGS

### 4.1 Original Extent

The 1952 report and By-Law describes the McRae Branch as follows:

“The McRae Branch of the MacLeod Municipal Drain starts at the northwesterly angle of Lot 26 in the 7<sup>th</sup> Concession and flows southeasterly across lots 26 and 25 and enters the MacLeod Drain at approximately Station 80+00 just east of the southeast corner of the North quarter of Lot 25”

The 1952 report did not assign stationing to this Branch, however, for the purpose of this report and descriptions, RCI has assigned stationing as follows (Stations are approximate/plan measured):

- Station 0+000.0 at the point of intersection with the MacLeod Drain
- Station 0+722.5 – Easterly Limit of ROW, Old Military Road
- Station 0+746.0 – Westerly Limit of ROW, Old Military Road (drain crosses on a skew).
- Station 0+806.0 – approximate location natural watercourse enters from the North.
- Station 0+918.0 – approximate location old/undisturbed forest on alignment commencing on Lot 26, Con.7 and through to the upstream limit of the drain.
- Station 1+140.5 – Southerly Limit of ROW
- Station 1+160.7 – Northerly Limit of ROW (Upstream Limit of Drain)

### 4.2 Intent to Abandon

The Municipality has indicated that it is the intent for the portion downstream of Old Military Road to the outlet (Station 0+746 to station 0+000) to remain a Municipal Drain and not be abandoned. Therefore, abandonment is only considered for the upstream Limit of the Old Military Road ROW to the original upstream extent (Station 0+746 to 1+160.7).

### 4.3 Benefit Landowners

The 1952 Report prescribes benefit to the properties as indicated in table 5.2 (limited to the drainage area as shown on plan):

**Table 5.2**  
**Benefit Owners / Affected Properties**

Con	Lot Or Part	Acres Affected	Percent Total	Dissent	Favour
8	(W 1/2) 27	26	13.98%		13.98%
8	(E 1/2) 27	26	13.98%	13.98%	
8	LOT 26	63	33.87%		33.87%
7	(E 1/2) 27	23	12.37%		12.37%
7	(N 1/2) 26	48	25.81%		25.81%
		<b>186</b>		13.98%	86.02%

Lot 25 Concession 7 was removed from this consideration as it is not the Townships intent to abandon this portion of the drain. It is understood from consultations that landowners marked "Favour" are in favour of the abandonment while those marked "Dissent" are not in favour of abandonment.

Section 82(2) of the Drainage Act (Abandonment by the Municipality) does not require a consensus of the Benefit landowners, however we note that the typical requirements for consensus from alternative sections (Abandonment by Landowners) appears to be met (greater than 75% in favour).

#### **4.4 Site Observations**

Subsequent to the on-site meeting, RCI completed an on-location field review of the drain along the alignment.

Visual inspection indicated that drain downstream of the Old Military Road ROW appeared to exist and be in general conformity with the 1952 plan. This portion is not indicated for abandonment by the Municipality.

Visual inspection indicated that upstream of the Old Military Road, the original alignment had been tiled and infilled and was no longer existing. A short portion of the natural water course that had been indicated on the 1952 plans did remain in place but does not form part of the drain.

Beyond station 0+918 old/undisturbed forest existed with no evidence of the drain along the prescribed alignment. It was not clear that this portion of the drain was constructed in 1952. At the upstream extent of the drain, the dissenting landowner has constructed a pit (approximately 1.2m deep) with field tile outletting to this pit. He currently pumps as required from this pit but has requested the drain be maintained to provide his outlet. Adjacent landowners have expressed concern/complaints with regard to the pumping operation.

#### **5.0 FINDINGS**

It is the finding of the Engineer that the abandonment as proposed from the upstream limit of the ROW for Old Military Road to the original upstream extent of the drain should be abandoned as it does not exist in the form prescribed and reinstatement is neither practical nor would it serve the 1952 intent.

It is noted that the East ½ of Lot 27 does appear to require improved drainage for surface and subsurface outlet. However, this required drainage may be more directly accommodated through new drainage works where petitioned and/or a mutual agreement drain that has been discussed with the Municipality, but not successfully implemented to-date.

#### **6.0 ASSESSMENTS**

##### **6.1 Current Report**

It is the determination of the Engineer that the cost of this abandonment review report (estimated to be \$5,228.00) by split with 80% paid by the Municipality and 20% paid by the requesting landowner.

##### **6.2 Future Maintenance Assessment**

It is the determination of the Engineer that future maintenance for the portion of the drain that is not abandoned be assessed in proportion to the 1952 Schedule of Assessment for outlet only (all benefit assessments removed) and in conformance with normal assessment standards.

## 7.0 APPEALS

All rights of appeal as prescribed by the Drainage Act apply to this report and findings.

## 8.0 CONCLUSIONS

The McRae Branch of the MacGillivray-MacLeod Municipal Drain may be abandoned as noted upstream of Old Military Road.

The downstream extent of the drain remains governed by the 1952 report and by-law unless otherwise updated.

All of which is respectfully submitted,

ROBINSON CONSULTANTS INC.



A.J. Robinson, P. Eng.  
Drainage Engineer



Lorne Franklin, L.E.T, C.E.T., rcca, CISEC  
Licensed Engineering Technologist  
Drainage Services



Professional Engineers  
Ontario

25/07/31

Licensed Engineering Technologist

Name: L. FRANKLIN

Number: 100501335

Limitations: Providing plans, non-technical content of  
reports and other non-technical advice for submission  
under the Ontario Drainage Act.

Association of Professional Engineers of Ontario

**THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY  
BYLAW NO. 24-2025**

**BEING** a by-law to provide for the partial abandonment of drainage works in the Township of North Glengarry – McRae Branch, MacGillivray-MacLeod Drain

**WHEREAS** the McRae Branch, MacGillivray-MacLeod Drain was created under By-law 338 of the Township of Lochiel;

**AND WHEREAS** the lands of the former Township of Lochiel are now included in the Township of North Glengarry;

**AND WHEREAS** a notice of the Council of North Glengarry’s intention to abandon a portion of the McRae Branch of the MacGillivray-MacLeod Drain upstream from Old Military Road has been sent under Subsection 84(2) of the Drainage Act to all owners with lands assessed benefit under the MacGillivray-MacLeod By-Law stating Council’s intention to abandon the portion of the drainage works specified in the notice unless the clerk of the municipality receives a notice under Subsection 84(1) of the Drainage Act from any owner of assessed land requesting that the report of an engineer be made on the proposed abandonment;

**AND WHEREAS** notice was received under Subsection 84(1) of the Drainage Act requesting that the report of an engineer be made on the proposed abandonment in accordance with Subsection 84(3) of the Drainage Act;

**AND WHEREAS** the engineer’s report prepared in accordance with Subsection 84(3) of the Drainage Act recommended the partial abandonment of the McRae Branch, MacGillivray-MacLeod Drain upstream from Old Military Road;

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

**THAT** the section of the MacGillivray-MacLeod Drain, McRae Branch upstream from Old Military Road in the former Township of Lochiel is hereby abandoned.

**THAT** the Township of North Glengarry, pursuant to subsection 84(5) of the Drainage Act, has no further obligation with respect to those parts of the drainage works under the McRae Branch By-Law as described in Section 1 of this by-law.

**THAT** this by-law shall come into force and effect on the date of its final passage.

**READ** a first, second, third time and enacted in Open Council this 11<sup>th</sup> day of August 2025

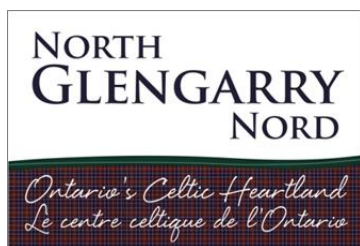
\_\_\_\_\_  
CAO/Clerk/Deputy Clerk

\_\_\_\_\_  
Mayor

I hereby certify this to be a true copy of By-law 24-2025, and that such by-law is in full force and effect.

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

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



## STAFF REPORT TO COUNCIL

**Report No: TR-2025-13**

**August 11, 2025**

From: Zoe Bougie – Director of Finance/Treasurer

RE: 2025 Second Quarter Variance Report

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### **Recommended Motion:**

THAT the Council of the Township of North Glengarry receives staff report TR-2025-13 Second Quarter Variance Report for information purposes only.

### **Background / Analysis:**

This report is being brought to Council to provide an update on the budget after the second quarter. Staff have analyzed the budget as of June 30, 2025, and have provided a detailed breakdown with comments (attached).

This exercise has allowed staff and management to review their budget and identify areas to monitor as well as budget line items that require review during the 2026 budget planning process. By reviewing the budget for each quarter, Directors and staff can reflect on expenditures and adjust their approach as needed when making financial decisions. It also allows staff to ensure that revenue and expenses are received and recorded to the proper general ledger accounts.

As of June 30, 2025, the budget variance is at 31% for the Township overall.

<b>2025 Q1 Actuals</b>	\$1,504,626.40
<b>2025 Q2 Actuals</b>	\$2,186,655.00
<b>Budget</b>	\$7,146,198.00
<b>Variance</b>	31%

The second quarter variance report provides an update on budgeted versus actual spending. As expected, more work has taken place since the first quarter; however, not all planned

construction has started. Some projects are still in progress or nearing completion and are not yet reflected in the budget. Overall, the Township as a whole remains under the 50% threshold mark.

### **Trends:**

#### **Hydro:**

The increase in hydro expenses across most departments in 2025 is primarily due to the timing of bill payments for 2024 consumption. As a result of the Canada Post mail strike, hydro bills were delayed and not received until January 2025. This delay caused the 2024 expenses to be recorded in the 2025 financial year. To prevent this issue in the future, staff have transitioned to pre-authorized payments and now receive hydro bills by email, ensuring timely payments and recording them in the appropriate period. Adjusting entries will be made to remove the 2024 expenses from the 2025 actuals to ensure the amounts are accurately reflected.

After these reallocations are completed, it is possible that certain departments may still be over the 50% variance threshold due to higher than anticipated consumption. Hydro consumption and costs will be reviewed during the preparation of the 2026 budget.

### **Top Variances by Department:**

#### **Administration:**

As of June 30, 2025, the Administration Department has generated 48% of its projected revenue and spent 51% of its approved expenses. This includes the Office of the CAO, the Corporate Services Department and the Finance Department.

The top three categories in the Administration budget that are currently above the 50% variance threshold include Cell Phones, Association and Membership Fees and Senior Support (Legion).

Account Name	Account Code	2025 Actuals	2025 Final Budget	Variance	Percentage
ADM - CELL PHONES	1-4-1200-2049	\$2,966.96	\$3,500.00	\$533.04	85%
ADM - ASSOCIATION & MEMBERSHIP FEES	1-4-1200-2410	\$7,579.99	\$9,000.00	\$1,420.01	84%
ADM - SENIOR SUPPORT (LEGION)	1-4-1200-4267	\$4,051.23	\$5,000.00	\$948.77	81%

Cell Phones: A new cell phone for a staff member was required. This was an unplanned expense. No additional cell phone purchases are anticipated in 2025.

Association and Membership Fees: Association and Memberships Fees are often purchased at the beginning of the year. There may be additional fees incurred in the future; however, this line item is anticipated to remain within budget.

Senior Support (Legion): There has been an increase in costs due to required maintenance on the elevator. This work was not planned; however, it was required for safety reasons.

### **Building, By-Law and Planning:**

As of June 30, 2025, the Building, By-Law and Planning Department has generated 72% of its projected revenue and spent 45% of its approved expenses.

Within the Building, By-Law and Planning budget, the top three categories that have exceeded the 50% variance threshold are Building – Vehicle Maintenance, Building – Materials/Supplies,

Account Name	Account Code	2025 Actuals	2025 Final Budget	Variance	Percentage
CBO - VEHICLE MAINTENANCE	1-4-2100-2399	\$8,722.46	\$3,000.00	-\$5,722.46	291%
CBO - MATERIALS/SUPPLIES	1-4-2100-2125	\$977.79	\$500.00	-\$477.79	196%
CBO - ASSOCIATION & MEMBERSHIP FEES	1-4-2100-2410	\$790.35	\$1,000.00	\$209.65	79%

and Building – Association and Membership Fees.

Building – Vehicle Maintenance: The Chief Building Official's truck is past its useful life and required significant maintenance work to ensure it remains safe and operational. This was unexpected maintenance work that a new mechanic discovered when looking over the truck. The majority of these expenses were incurred during Q1. This line item increased by \$1,272 from Q1 to Q2.

Building – Materials and Supplies: Staff ordered office supplies (ledger paper, legal paper, etc.) for day-to-day activities. These supplies are expected to last for the remainder of the year.

Building – Association and Membership Fees: Though this line item is above the 50% threshold, it is not anticipated to exceed the budgeted amount. Association and Membership fees are often paid at the beginning of the year.

Overall, the Building, By-Law and Planning Department has very few overages and remains within budget.

### **Community Services:**

As of June 30, 2025, the Community Services Department has generated 35% of its projected revenue and spent 44% of its approved expenses. This includes the Maxville Sports Complex, Island Park, the Dome, the Glengarry Sports Palace, the Glengarry Memorial Hospital Pool, Economic Development, Community Development, the Municipal Recreation Associations and Contributions.

Outside of facility utilities, operational and program-related expenses have remained within expected ranges, with no significant variances identified at the end of the second quarter. In

cases where operational costs have exceeded the allocated budget, these overages are often offset by corresponding revenue. As an example, the Township has seen strong public participation in ongoing offerings such as yoga, running programs, Aquafit, and other recreational activities, in which the revenue generated from registration fees is used to offset any associated costs such as instructor fees.

The top three categories in the Community Services budget that have exceeded the 50% variance threshold are GSP – Water/Sewer, GSP – Computer Equipment and Supplies, and HGMG – Booking Software.

Account Name	Account Code	2025 Actuals	2025 Final Budget	Variance	Percentage
GSP - WATER SEWER	1-4-7500-2057	\$11,895.98	\$9,000.00	-\$2,895.98	132%
GSP - COMPUTER SUPPLIES	1-4-7500-2130	\$3,093.26	\$1,000.00	-\$2,093.26	309%
HGMH - BOOKING SOFTWARE	1-4-7600-2028	\$1,994.46	\$600.00	-\$1,394.46	332%

GSP – Water/Sewer: In March, the GSP had a period of high consumption due to a leak. The leak was repaired.

GSP – Computer Equipment and Supplies: A review of this line item has shown that internet costs are expensed here. The cost for internet was higher than originally budgeted and will be reflected in the 2026 budget. Additional expenses in this category include a laptop docking station for a new staff member and other miscellaneous equipment.

HGMH – Booking Software: As discussed in Q1, the booking software was under budgeted as there was no quote available. There were also unexpected additional charges related to accepting online payments. The initial software fee is an annual expense, however there will be fees incurred twice a year. This item will be readjusted appropriately in the 2026 budget.

### **Council:**

In 2025, the Council budget was developed based on the conferences that Council planned to attend during 2025. The Township will be reimbursed by the United Counties of SD&G for conference expenses for the Mayor and Deputy Mayor. The overall variance for Council at the end of Q2 is 49%.

### **Fire:**

As of June 30, 2025, the Fire Department has generated 47% of its projected revenue and spent 52% of its approved expenses. This includes the Community Emergency Management Coordinator budget.

Personal Protective Equipment, Furnace Oil/Propane and Vehicle Maintenance were the three highest variances within the Fire Department budget.

Account Name	Account Code	2025 Actuals	2025 Final Budget	Variance	Percentage
FIRE - PERSONAL PROTECTIVE EQUIP	1-4-2000-2021	\$47,826.12	\$35,000.00	-\$12,826.12	137%
FIRE - FURNACE OIL/PROPANE	1-4-2000-2065	\$9,121.77	\$8,000.00	-\$1,121.77	114%
FIRE - VEHICLE MAINTENANCE	1-4-2000-2399	\$44,762.84	\$50,000.00	\$5,237.16	90%

Personal Protective Equipment: This category includes the purchase of new bunker gear for the firefighters. This is offset by the Fire Protection Grant and otherwise remains on budget.

Furnace Oil/Propane: The expense for oil and propane is currently higher than anticipated. This is primarily due to the winter temperatures which increase the heating demand. There have also been increases in the unit costs for oil and propane that have had an impact on the budget. This line item will be reviewed for the 2026 budget.

Vehicle Maintenance: Maintenance work was required for the fire apparatus. This has caused an increase in spending. Spending is not steady throughout the year.

#### **Fleet and Machinery and Equipment:**

The 2025 budget had three fleet items: an ice resurfacer for the Maxville Sports Complex, a pickup truck outfitted for the Fire Department and a pickup truck for the Roads Department. The ice resurfacer has been purchased as well as the pickup truck. The pickup truck must still be outfitted.

The Machinery & Equipment capital items are all still within the budgeted amounts. Many of these capital purchases have still not occurred and are planned for Q3 and Q4 depending on delivery estimates.

#### **Public Works:**

As of June 30, 2025, the Public Works Department has generated 41% of its projected revenue and spent 34% of its approved expenses. This includes Roads, Waterworks, Landfill and Waste Management.

The work related to the Roads Foundation Program has been completed, however the Township has not yet received an invoice for the work.

The following three categories have been identified as the top variances for the Public Works Department: NGS - Chemicals, Snow Removal – Contracted Services, and NGWT – Chlorine.

Account Name	Account Code	2025 Actuals	2025 Final Budget	Variance	Percentage
NGS - CHEMICALS	1-4-9400-2114	\$12,685.48	\$8,000.00	-\$4,685.48	159%
SNOW REMOVAL - CONTRACTED SERVICES	1-4-3056-4010	\$108,462.26	\$70,000.00	-\$38,462.26	155%
NGWT-CHLORINE	1-4-9300-2116	\$34,484.23	\$27,500.00	-\$6,984.23	125%

NGS – Chemical: An order for chemicals for wastewater treatment was placed. These chemicals are expected to last for the remainder of the year, into 2026.

Snow Removal – Contracted Services: Invoices were received in April for costs relating to snow removal. The need for additional snow removal was linked to the winter weather and was unanticipated.

NGWT – Chlorine: Similarly to the purchase of chemicals for wastewater treatment, staff purchased chlorine in bulk for the treatment of the drinking water. The chlorine is also expected to last for the remained of the year, into 2026.

**Alternatives:**

N/A

**Financial Implications:**

N/A

**Attachments & Relevant Legislation:**

2025Q2 Variance Report

**Others Consulted:**

Senior Management Team

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Reviewed and approved by:  
Sarah Huskinson, CAO/Clerk

2025 Variance Report								
As of June 30 , 2025								
Administration - Revenue								
Category Name	Account Code	Account Name	Cost Centre	2025 Actuals	2025 Final Budget	Variance	Percentage	Comments
PAYMENTS IN LIEU	1-3-1250-4040	P.I.L. - POST OFFICE		\$0.00	-\$3,411.00	-\$3,411.00	0%	
PAYMENTS IN LIEU	1-3-1250-4061	PIL - GLENGARRY MEMORIAL HOSPITAL		\$0.00	-\$2,043.00	-\$2,043.00	0%	
PAYMENTS IN LIEU	1-3-1250-4063	PIL ONTARIO HYDRO - HYDRO ONE		\$0.00	-\$3,789.00	-\$3,789.00	0%	
PAYMENTS IN LIEU	1-3-1250-4064	PIL - MUNICIPAL, MNR, TRANSPORTATION		\$0.00	-\$20,246.00	-\$20,246.00	0%	
PAYMENTS IN LIEU	1-3-1250-4065	RAILWAYS - RIGHT OF WAY		\$0.00	-\$20,978.00	-\$20,978.00	0%	
PENALTIES & INTEREST	1-3-1300-7130	PENALTIES & INTEREST ON TAXES		-\$158,333.70	-\$240,000.00	-\$81,666.30	66%	
UNCONDITIONAL GRANTS	1-3-1500-5009	ONTARIO MUNICIPAL PARTNERSHIP FUND		-\$1,215,550.00	-\$2,431,100.00	-\$1,215,550.00	50%	First and second installment received.
FEES & CHARGES	1-3-1700-7100	LOTTERY LICENCES		-\$4,521.30	-\$10,000.00	-\$5,478.70	45%	
FEES & CHARGES	1-3-1700-7102	TAX CERTIFICATES		-\$6,847.00	-\$12,500.00	-\$5,653.00	55%	
FEES & CHARGES	1-3-1700-7103	MARRIAGE LICENCES		-\$3,305.00	-\$4,375.00	-\$1,070.00	76%	
FEES & CHARGES	1-3-1700-7106	LAND RENTAL - CHIP STAND - OTHER		-\$7,897.05	-\$10,000.00	-\$2,102.95	79%	
FEES & CHARGES	1-3-1700-7111	MARRIAGE OFFICIATING FEES		-\$3,425.00	-\$6,000.00	-\$2,575.00	57%	
FEES & CHARGES	1-3-1700-7120	GENERAL GOVERNMENT INCOME		-\$1,868.43	\$0.00	\$1,868.43	-1868%	
FEES & CHARGES	1-3-1700-7141	INTEREST ON BANK ACCOUNT		-\$123,456.95	-\$300,000.00	-\$176,543.05	41%	
FEES & CHARGES	1-3-1700-7160	RENTAL OF BUILDINGS		-\$2,654.88	\$0.00	\$2,654.88	-2655%	Rental for building space.
FEES & CHARGES	1-3-1700-7161	OVER/SHORT		-\$4.95	\$0.00	\$4.95	-5%	
FEES & CHARGES	1-3-1700-8001	ADM - TRANSFER FROM RESERVES		\$0.00	-\$12,000.00	-\$12,000.00	0%	
AMBULANCE REVENUES	1-3-2300-2300	AMBULANCE - RENT INCOME		-\$10,657.98	-\$21,315.00	-\$10,657.02	50%	
AMBULANCE REVENUES	1-3-2300-2301	AMBULANCE - OPERATING REVENUES		\$0.00	-\$3,000.00	-\$3,000.00	0%	

2025 Variance Report						
As of June 30 , 2025						
AGRICULTURE & DRAINAGE REVENUES	1-3-8020-4010	DRAINAGE - MUNICIPAL DRAIN MTCE. CHARGES	-\$22,484.83	-\$200,000.00	-\$177,515.17	11%
AGRICULTURE & DRAINAGE REVENUES	1-3-8020-4012	DRAINAGE - TILE DRAINAGE INSPECTION FEES	\$0.00	-\$300.00	-\$300.00	0%
AGRICULTURE & DRAINAGE REVENUES	1-3-8020-5095	DRAINAGE SUPT/MAINTENANCE GRANT	-\$28,077.91	-\$45,000.00	-\$16,922.09	62%
LIVESTOCK	1-3-8030-5030	LIVESTOCK & POULTRY GRANT	-\$2,004.13	-\$4,000.00	-\$1,995.87	50%
DRAINAGE	1-3-8040-4013	DRAINAGE - TILE DRAINAGE LOAN - TAXES	-\$47,282.06	-\$50,000.00	-\$2,717.94	95%
Total			-\$1,638,371.17	-\$3,400,057.00	-\$1,761,685.83	48%

Administration - Expenses								
Category Name	Account Code	Account Name	Cost Centre	2025 Actuals	2025 Final Budget	Variance	Percentage	Comments
GENERAL ADMINISTRATION	1-4-1200-1010	ADM - WAGES		\$289,538.82	\$600,300.00	\$310,761.18	48%	
GENERAL ADMINISTRATION	1-4-1200-1110	ADM - EMPLOYEE BENEFITS		\$108,016.92	\$215,000.00	\$106,983.08	50%	
GENERAL ADMINISTRATION	1-4-1200-1225	ADM - INSURANCE		\$117,315.04	\$86,956.00	-\$30,359.04	135%	2025 Insurance.
GENERAL ADMINISTRATION	1-4-1200-1507	ADM - BANK CHARGES		\$5,098.01	\$12,000.00	\$6,901.99	42%	
GENERAL ADMINISTRATION	1-4-1200-2015	ADM - TAXES MUNICIPAL PROPERTY		\$5,124.27	\$26,000.00	\$20,875.73	20%	
GENERAL ADMINISTRATION	1-4-1200-2020	ADM - HEALTH & SAFETY		\$315.46	\$3,000.00	\$2,684.54	11%	
GENERAL ADMINISTRATION	1-4-1200-2025	ADM - MILEAGE & TRAVEL		\$964.38	\$2,000.00	\$1,035.62	48%	
GENERAL ADMINISTRATION	1-4-1200-2026	ADM - MEETING ATTENDANCE		\$600.00	\$1,380.00	\$780.00	43%	
GENERAL ADMINISTRATION	1-4-1200-2035	ADM - CONFERENCES/WORKSHOPS/TRAINING		\$12,248.79	\$16,000.00	\$3,751.21	77%	This expense is not constant throughout the year.
GENERAL ADMINISTRATION	1-4-1200-2049	ADM - CELL PHONES		\$2,966.96	\$3,500.00	\$533.04	85%	New cell phone purchase.
GENERAL ADMINISTRATION	1-4-1200-2050	ADM - TELEPHONE		\$1,700.61	\$4,500.00	\$2,799.39	38%	
GENERAL ADMINISTRATION	1-4-1200-2051	ADM - COURIER		\$0.00	\$500.00	\$500.00	0%	

<div>2025 Variance Report</div> <div>As of June 30 , 2025</div>							
GENERAL ADMINISTRATION	1-4-1200-2055	ADM - ENBRIDGE	\$3,105.86	\$4,500.00	\$1,394.14	69%	
GENERAL ADMINISTRATION	1-4-1200-2056	ADM - HYDRO	\$9,985.37	\$20,000.00	\$10,014.63	50%	
GENERAL ADMINISTRATION	1-4-1200-2100	ADM - POSTAGE & FOLDING LEASING	\$10,539.32	\$15,400.00	\$4,860.68	68%	
GENERAL ADMINISTRATION	1-4-1200-2102	ADM - PARKING LOT RENT	\$2,716.98	\$5,434.00	\$2,717.02	50%	
GENERAL ADMINISTRATION	1-4-1200-2120	ADM - OFFICE SUPPLIES	\$2,081.00	\$15,000.00	\$12,919.00	14%	
GENERAL ADMINISTRATION	1-4-1200-2124	ADM - HOUSEKEEPING & JANITORIAL SUPPLIES	\$12,818.62	\$34,500.00	\$21,681.38	37%	
GENERAL ADMINISTRATION	1-4-1200-2125	ADM - SUPPLIES	\$1,932.09	\$8,000.00	\$6,067.91	24%	
GENERAL ADMINISTRATION	1-4-1200-2130	ADM - COMPUTER FEES AND EQUIPMENT	\$250.47	\$4,000.00	\$3,749.53	6%	
GENERAL ADMINISTRATION	1-4-1200-2131	ADM - COMPUTER WEBSITE HOSTING	\$36,324.78	\$100,000.00	\$63,675.22	36%	
GENERAL ADMINISTRATION	1-4-1200-2140	ADM - PHOTOCOPIER ADMINISTRATION	\$6,500.34	\$10,000.00	\$3,499.66	65%	
GENERAL ADMINISTRATION	1-4-1200-2200	ADM - ACCOUNTING/AUDIT	\$12,211.21	\$40,000.00	\$27,788.79	31%	
GENERAL ADMINISTRATION	1-4-1200-2210	ADM - LEGAL FEES	\$12,100.28	\$16,000.00	\$3,899.72	76%	Increased need for legal services.
GENERAL ADMINISTRATION	1-4-1200-2223	ADM - CONSULTING/PROFESSIONAL FEES	\$1,780.80	\$28,000.00	\$26,219.20	6%	
GENERAL ADMINISTRATION	1-4-1200-2366	ADM - BUILDING/PROP MAINT/SUPPLIES	\$7,331.40	\$48,000.00	\$40,668.60	15%	
GENERAL ADMINISTRATION	1-4-1200-2410	ADM - ASSOCIATION & MEMBERSHIP FEES	\$7,579.99	\$9,000.00	\$1,420.01	84%	Memberships purchased at the beginning of the year.
GENERAL ADMINISTRATION	1-4-1200-2457	ADM - PRINTING ADMINISTRATION	\$0.00	\$5,500.00	\$5,500.00	0%	
GENERAL ADMINISTRATION	1-4-1200-2500	ADM - MARRIAGE LICENCE FEES	\$960.00	\$1,875.00	\$915.00	51%	Offset by revenue.

<div>2025 Variance Report</div> <div>As of June 30 , 2025</div>							
GENERAL ADMINISTRATION	1-4-1200-3600	ADM - ELECTION COSTS	\$1,984.32	\$0.00	-\$1,984.32	1984%	Election software.
GENERAL ADMINISTRATION	1-4-1200-4010	ADM - CONTRACTED SERVICES	\$16,485.12	\$62,000.00	\$45,514.88	27%	
GENERAL ADMINISTRATION	1-4-1200-4267	ADM - SENIOR SUPPORT (LEGION)	\$4,051.23	\$5,000.00	\$948.77	81%	Unforeseen elevator repairs were required as well as regular maintenance.
GENERAL ADMINISTRATION	1-4-1200-4941	ADM - SHREDDING SERVICE	\$2,145.70	\$2,000.00	-\$145.70	107%	Higher than anticipated costs. Staff are still working on digitizing older files which results in an increase in shredding.
GENERAL ADMINISTRATION	1-4-1200-5010	ADM - GENERAL EXPENSES	\$2,061.06	\$5,000.00	\$2,938.94	41%	
GENERAL ADMINISTRATION	1-4-1200-6450	ADM - ACCESSIBILTY FOR ONT DISABILITIES	\$0.00	\$10,000.00	\$10,000.00	0%	
GENERAL ADMINISTRATION	1-4-1200-7111	ADM - MARRIAGE CEREMONY COSTS	\$1,000.00	\$3,750.00	\$2,750.00	27%	
GENERAL ADMINISTRATION	1-4-1200-7120	ADM - TAX WRITE-OFFS	\$7,447.17	\$14,000.00	\$6,552.83	53%	
COMMUNICATIONS	1-4-2002-2300	COMMS - ADVERTISING	\$3,001.92	\$18,000.00	\$14,998.08	17%	
COMMUNICATIONS	1-4-2002-2325	COMMS - PUBLICITY & PROMOTION	\$0.00	\$4,000.00	\$4,000.00	0%	
CROSSING GUARDS	1-4-2260-1015	CROSSING GUARD - PART-TIME WAGES	\$6,041.67	\$8,533.00	\$2,491.33	71%	
CROSSING GUARDS	1-4-2260-1110	CROSSING GUARD BENEFITS	\$727.18	\$1,200.00	\$472.82	61%	
AMBULANCE	1-4-2300-2024	AMBULANCE - OPERATING COSTS	\$0.00	\$3,000.00	\$3,000.00	0%	
CONSERVATION AUTHORITY	1-4-2600-2710	TRANSFER TO RRCA	\$122,541.15	\$122,018.00	-\$523.15	100%	2024 expenses included, to be reallocated.
CONSERVATION AUTHORITY	1-4-2600-2715	TRANSFER TO SNRCA	\$17,113.14	\$17,700.00	\$586.86	97%	Payments complete.
OTHER CONTRIBUTIONS	1-4-7000-5236	CONTRIBUTIONS - COMMUNITY GRANTS	\$18,962.86	\$25,000.00	\$6,037.14	76%	Within expected expenditures.
OTHER CONTRIBUTIONS	1-4-7000-5237	CONTRIBTIONS TO N.G. RECREATION ASSOCIAT	\$80,650.00	\$86,250.00	\$5,600.00	94%	Contributions have been made.
OTHER CONTRIBUTIONS	1-4-7000-5247	CONT GLENGARRY PIONEER MUSEUM TAX & INS.	\$2,474.17	\$16,000.00	\$13,525.83	15%	
OTHER CONTRIBUTIONS	1-4-7000-5258	CONTRIBUTION TO ARCHIVE INITIATIVE	\$20,578.56	\$25,000.00	\$4,421.44	82%	Contribution has been made.
AGRICULTURE & DRAINAGE	1-4-8020-2035	DRAIN - CONFERENCE & WORKSHOP	\$0.00	\$1,500.00	\$1,500.00	0%	
AGRICULTURE & DRAINAGE	1-4-8020-4010	DRAIN - CONTRACT SERVICES	\$6,039.48	\$30,000.00	\$23,960.52	20%	

2025 Variance Report								
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AGRICULTURE & DRAINAGE	1-4-8020-6150	MUNICIPAL DRAIN MAINTENANCE		\$31,652.94	\$200,000.00	\$168,347.06	16%	
AGRICULTURE & DRAINAGE	1-4-8020-6151	MUNCIPAL DRAIN - BEAVER MANAGEMENT		\$412.13	\$10,000.00	\$9,587.87	4%	
LIVESTOCK	1-4-8030-6170	LIVESTOCK EVALUATOR		\$0.00	\$1,000.00	\$1,000.00	0%	
LIVESTOCK	1-4-8030-6171	LIVESTOCK DAMAGES		\$2,234.15	\$5,000.00	\$2,765.85	45%	
TILE DRAINAGE	1-4-8040-6300	TILE DRAINAGE - DEBENTURE PRINCIPAL		\$17,459.29	\$50,000.00	\$32,540.71	35%	Expenses are recovered through taxes.
TILE DRAINAGE	1-4-8040-6301	TILE DRAINAGE - DEBENTURE INTEREST		\$11,006.48	\$0.00	-\$11,006.48	11006%	Expenses are recovered through taxes.
Total				\$1,048,177.49	\$2,062,296.00	\$1,014,118.51	51%	
Administration - Capital								
Category Name	Account Code	Account Name	Cost Centre	2025 Actuals	2025 Final Budget	Variance	Percentage	Comments
CAPITAL - ADMINISTRATION	1-5-1200-8000	CAPITAL - ADMINISTRATION	COMPUT	\$6,662.55	\$20,000.00	\$13,337.45	33%	Within expected expenditures.
Total				\$6,662.55	\$20,000.00	\$13,337.45	33%	
Administration Department Total				-\$583,531.13	-\$1,317,761.00	-\$734,229.87	44%	
Building, By-Law and Planning - Revenue								
Category Name	Account Code	Account Name	Cost Centre	2025 Actuals	2025 Final Budget	Variance	Percentage	Comments
BUILDING DEPARTMENT	1-3-2100-6000	CBO - PROPERTY STANDARDS		-\$1,084.00	-\$2,500.00	-\$2,500.00	43%	
BUILDING DEPARTMENT	1-3-2100-7200	CBO - BUILDING PERMITS		-\$93,543.53	-\$220,000.00	-\$182,103.09	43%	
BUILDING DEPARTMENT	1-3-2100-7205	CBO - CIVIC NUMBERS REVENUE		-\$1,250.00	-\$3,500.00	-\$3,500.00	36%	
BYLAW DEPARTMENT	1-3-2125-7104	BYLAW - BUSINESS LICENSE/PERMITS		-\$8,000.00	-\$7,500.00	-\$500.00	107%	
BYLAW DEPARTMENT	1-3-2125-7201	BYLAW - ENFORCEMENT VIOLATIONS		-\$120.00	-\$1,000.00	-\$880.00	12%	
BYLAW DEPARTMENT	1-3-2125-7203	BYLAW - AMPS REVENUE		-\$490.00	-\$2,500.00	-\$2,500.00	20%	
BYLAW DEPARTMENT	1-3-2125-7207	BYLAW - CLEAN YARDS		\$0.00	-\$1,000.00	-\$1,000.00	0%	
BYLAW DEPARTMENT	1-3-2125-7208	BYLAW - PARKING TICKETS		-\$500.00	-\$2,000.00	-\$1,680.00	25%	
BYLAW DEPARTMENT	1-3-2125-7753	BYLAW - PARKING PASSES		-\$90.00	-\$1,000.00	-\$910.00	9%	
SEPTIC SYSTEMS	1-3-2200-7200	SS - PERMITS		-\$9,285.00	-\$22,000.00	-\$21,630.00	42%	
SEPTIC SYSTEMS	1-3-2200-7203	SS - OTHER REVENUE		-\$140.00	\$0.00	\$70.00	-140%	
PROTECTIVE INSPECTION REVENUES	1-3-2250-7200	ANIMAL CONTROL - KENNEL PERMIT		\$0.00	-\$4,000.00	-\$4,000.00	0%	

2025 Variance Report								
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PROTECTIVE INSPECTION REVENUES	1-3-2250-7210	ANIMAL CONTROL - DOG LICENCES		-\$36,595.00	-\$33,000.00	-\$29,890.00	111%	By-Law staff have been focusing on collecting
PROTECTIVE INSPECTION REVENUES	1-3-2250-7211	ANIMAL CONTROL - POUNDKEEPER		\$0.00	-\$500.00	-\$500.00	0%	
PROTECTIVE INSPECTION REVENUES	1-3-2250-7212	ANIMAL CONTROL - DOG ADOPTION		\$0.00	-\$1,000.00	-\$1,000.00	0%	
PROTECTIVE INSPECTION REVENUES	1-3-2250-8001	ANIMAL CONTROL - TRANSFER FROM RESERVES		\$0.00	-\$10,000.00	-\$10,000.00	0%	
PLANNING REVENUES	1-3-8000-7109	PLN - ZONING CERTIFICATES		-\$2,000.00	-\$5,000.00	-\$3,900.00	40%	
PLANNING REVENUES	1-3-8000-7800	PLN - ZONING & AMENDMENT FEES		-\$12,000.00	-\$15,000.00	-\$6,000.00	80%	
PLANNING REVENUES	1-3-8000-7802	PLN - MINOR VARIANCES		-\$3,000.00	-\$5,000.00	-\$5,000.00	60%	
PLANNING REVENUES	1-3-8000-7803	PLN - SITE PLANS		-\$30,000.00	-\$32,000.00	-\$2,000.00	94%	
PLANNING REVENUES	1-3-8000-7805	PLN - TREE CLEAR CUTTING PERMITS		-\$2,000.00	-\$2,000.00	-\$2,000.00	100%	
PLANNING REVENUES	1-3-8000-7806	PLN - CASH-IN-LIEU PARKLAND FEES		-\$11,000.00	\$0.00	\$7,000.00	-11000%	Moved to reserves at year end.
PLANNING REVENUES	1-3-8000-7807	PLN - PART LOT CONTROL FEES		-\$1,500.00	\$0.00	\$1,500.00	-1500%	
PLANNING REVENUES	1-3-8000-7808	PLN - SEVERANCE APPLICATION FEES		-\$4,500.00	-\$1,000.00	\$3,500.00	450%	
Total				-\$217,097.53	-\$371,500.00	-\$269,423.09	58%	
Building, By-Law and Planning - Expenses								
Category Name	Account Code	Account Name	Cost Centre	2025 Actuals	2025 Final Budget	Variance	Percentage	Comments
BUILDING DEPARTMENT	1-4-2100-1010	CBO - WAGES		\$66,799.63	\$147,934.00	\$81,134.37	45%	
BUILDING DEPARTMENT	1-4-2100-1110	CBO - BENEFITS		\$27,564.79	\$49,750.00	\$22,185.21	55%	Within expected expenditures.
BUILDING DEPARTMENT	1-4-2100-2021	CBO - WORK BOOTS & CLOTHING		\$142.45	\$2,000.00	\$1,857.55	7%	
BUILDING DEPARTMENT	1-4-2100-2025	CBO - MILEAGE & TRAVEL		\$308.05	\$2,000.00	\$1,691.95	15%	
BUILDING DEPARTMENT	1-4-2100-2035	CBO - CONFERENCE/WORKSHOP/TRAINING		\$785.50	\$3,000.00	\$2,214.50	26%	
BUILDING DEPARTMENT	1-4-2100-2049	CBO - CELL PHONE		\$449.98	\$2,000.00	\$1,550.02	22%	
BUILDING DEPARTMENT	1-4-2100-2100	CBO - POSTAGE		\$306.69	\$1,000.00	\$693.31	31%	
BUILDING DEPARTMENT	1-4-2100-2120	CBO - OFFICE SUPPLIES		\$483.18	\$1,000.00	\$516.82	48%	
BUILDING DEPARTMENT	1-4-2100-2125	CBO - MATERIALS/SUPPLIES		\$977.79	\$500.00	-\$477.79	196%	Office supply purchases, used for Building, By-
BUILDING DEPARTMENT	1-4-2100-2130	CBO - COMPUTER EQUIP & SUPPLIES		\$0.00	\$1,000.00	\$1,000.00	0%	
BUILDING DEPARTMENT	1-4-2100-2131	CBO - COMPUTER WEBSITE HOSTING		\$3,776.82	\$9,000.00	\$5,223.18	42%	
BUILDING DEPARTMENT	1-4-2100-2140	CBO - PHOTOCOPIER EXPENSE		\$520.04	\$1,000.00	\$479.96	52%	
BUILDING DEPARTMENT	1-4-2100-2210	CBO - LEGAL FEES		\$0.00	\$2,000.00	\$2,000.00	0%	
BUILDING DEPARTMENT	1-4-2100-2223	CBO - CONSULTING FEES		\$0.00	\$1,000.00	\$1,000.00	0%	
BUILDING DEPARTMENT	1-4-2100-2399	CBO - VEHICLE MAINTENANCE		\$8,722.46	\$3,000.00	-\$5,722.46	291%	Work was missed on the CBO pickup truck last year. Additional expenses required to keep the vehicle operational.
BUILDING DEPARTMENT	1-4-2100-2400	CBO - GAS/OIL/DIESEL		\$1,199.21	\$2,000.00	\$800.79	60%	Within expected expenditures.
BUILDING DEPARTMENT	1-4-2100-2410	CBO - ASSOCIATION & MEMBERSHIP FEES		\$790.35	\$1,000.00	\$209.65	79%	Within expected expenditures, spending is not constant.
BUILDING DEPARTMENT	1-4-2100-4010	CBO - CONTRACT/CONTRACTED SERVICES		\$35,717.76	\$75,779.00	\$40,061.24	47%	
BUILDING DEPARTMENT	1-4-2100-5010	CBO - GENERAL EXPENSES		\$0.00	\$350.00	\$350.00	0%	
BUILDING DEPARTMENT	1-4-2100-7205	CBO - CIVIC NUMBERING COSTS		\$2,278.86	\$3,500.00	\$1,221.14	65%	Offset by revenue.
BYLAW DEPARTMENT	1-4-2125-1010	BY-LAW - WAGES		\$49,417.61	\$106,109.00	\$56,691.39	47%	
BYLAW DEPARTMENT	1-4-2125-1035	BY-LAW - OVERTIME		\$2,213.45	\$6,000.00	\$3,786.55	37%	

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BYLAW DEPARTMENT	1-4-2125-1110	BY-LAW - BENEFITS	\$17,770.09	\$36,400.00	\$18,629.91	49%		
BYLAW DEPARTMENT	1-4-2125-2021	BY-LAW - CLOTHING ALLOWANCE	\$0.00	\$450.00	\$450.00	0%		
BYLAW DEPARTMENT	1-4-2125-2035	BY-LAW - CONFERENCES & TRAINING	\$0.00	\$1,000.00	\$1,000.00	0%		
BYLAW DEPARTMENT	1-4-2125-2049	BY-LAW - CELL PHONES	\$309.82	\$1,000.00	\$690.18	31%		
BYLAW DEPARTMENT	1-4-2125-2125	BYLAW - MATERIALS/SUPPLIES	\$0.00	\$500.00	\$500.00	0%		
BYLAW DEPARTMENT	1-4-2125-2130	BYLAW - COMPUTER FEES	\$30.92	\$680.00	\$649.08	5%		
BYLAW DEPARTMENT	1-4-2125-2210	BY-LAW - LEGAL FEES	\$0.00	\$1,000.00	\$1,000.00	0%		
BYLAW DEPARTMENT	1-4-2125-2399	BY-LAW - TRUCK EXPENSES	\$763.20	\$1,500.00	\$736.80	51%		
BYLAW DEPARTMENT	1-4-2125-2400	BY-LAW - GAS/OIL/DIESEL	\$1,072.26	\$2,500.00	\$1,427.74	43%		
SEPTIC SYSTEMS	1-4-2200-4010	SS - CONTRACTED SERVICES	\$0.00	\$20,000.00	\$20,000.00	0%		
SEPTIC SYSTEMS	1-4-2200-7206	SS - MANDATORY INSPECTIONS	\$0.00	\$2,000.00	\$2,000.00	0%		
PROTECTIVE INSPECTION & CONTROL	1-4-2250-5100	ANIMAL CONTROL - DOG TAGS AND LICENCES	\$0.00	\$500.00	\$500.00	0%		
PROTECTIVE INSPECTION & CONTROL	1-4-2250-5105	ANIMAL CONTROL - DOG POUND FEES	\$872.17	\$3,000.00	\$2,127.83	29%		
PROTECTIVE INSPECTION & CONTROL	1-4-2250-5106	ANIMAL CONTROL - LIVESTOCK POUNDKEEPER	\$0.00	\$1,000.00	\$1,000.00	0%		
PLANNING & DEVELOPMENT	1-4-8000-1010	PLN - WAGES	\$16,024.24	\$29,181.00	\$13,156.76	55%	Within expected expenditures.	
PLANNING & DEVELOPMENT	1-4-8000-1110	PLN - BENEFITS	\$4,933.60	\$14,900.00	\$9,966.40	33%		
PLANNING & DEVELOPMENT	1-4-8000-2025	PLN - MILEAGE & TRAVEL	\$0.00	\$500.00	\$500.00	0%		
PLANNING & DEVELOPMENT	1-4-8000-2026	PLN - MEETING ATTENDANCE	\$0.00	\$240.00	\$240.00	0%		
PLANNING & DEVELOPMENT	1-4-8000-2035	PLN - CONFERENCES/WORKSHOPS/TRAINING	\$1,322.88	\$2,000.00	\$677.12	66%	Within expected expenditures, staff attended a conference in Q1.	
PLANNING & DEVELOPMENT	1-4-8000-2100	PLN-POSTAGE	\$69.23	\$200.00	\$130.77	35%		
PLANNING & DEVELOPMENT	1-4-8000-2210	PLN - LEGAL FEES	\$0.00	\$1,000.00	\$1,000.00	0%		
PLANNING & DEVELOPMENT	1-4-8000-2223	PLN - CONSULTING FEES	\$6,026.46	\$10,000.00	\$3,973.54	60%		
PLANNING & DEVELOPMENT	1-4-8000-2410	PLN - ASSOCIATION & MEMBERSHIPS FEES	\$0.00	\$500.00	\$500.00	0%		
Total			\$251,649.49	\$550,973.00	\$299,323.51	46%		
Building, By-Law and Planning - Capital								
Category Name	Account Code	Account Name	Cost Centre	2025 Actuals	2025 Final Budget	Variance	Percentage	Comments
CAPITAL - ANIMAL CONTROL	1-5-2250-8000	CAPITAL - ANIMAL CONTROL	DOGPND	\$0.00	\$10,000.00	\$10,000.00	0%	
Total				\$0.00	\$10,000.00	\$10,000.00	0%	
Building, By-Law and Planning Department Total				\$34,551.96	\$189,473.00	\$39,900.42	18%	
Community Services - Revenue								
Category Name	Account Code	Account Name	Cost Centre	2025 Actuals	2025 Final Budget	Variance	Percentage	Comments
COMMUNITY DEVELOPMENT	1-3-1900-4962	COMM. DEV. - USER FEES INSURANCE		-\$2,993.97	\$0.00	\$2,993.97	-2994%	Will be remitted to insurance company.
COMMUNITY DEVELOPMENT	1-3-1900-7754	COMM. DEV. - OTHER FUNDING		\$0.00	-\$7,500.00	-\$7,500.00	0%	

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COMMUNITY DEVELOPMENT	1-3-1900-8004	COMM. DEV. - SPECIAL EVENTS	\$500.00	-\$13,050.00	-\$13,550.00	-4%	Income from Evening of Excellence ticket sales
ECONOMIC DEVELOPMENT	1-3-1950-3000	ECON DEV - WAGE SUBSIDY	\$0.00	-\$4,700.00	-\$4,700.00	0%	Grant funding not received to support summer
RECREATION SERVICES	1-3-7000-8001	OTHER ORGS - TRANSFER FROM RESRVES	\$0.00	-\$35,000.00	-\$35,000.00	0%	
MAXVILLE COMPLEX REVENUES	1-3-7100-7710	MSC - HALL RENTAL	-\$1,861.82	-\$12,000.00	-\$10,138.18	16%	
MAXVILLE COMPLEX REVENUES	1-3-7100-7712	MSC - BAR RECEIPTS	-\$1,842.07	-\$5,000.00	-\$3,157.93	37%	
MAXVILLE COMPLEX REVENUES	1-3-7100-7713	MSC - PRO SHOP	-\$285.01	-\$1,000.00	-\$714.99	29%	
MAXVILLE COMPLEX REVENUES	1-3-7100-7714	MSC - PEPSI MACHINE	\$0.00	-\$3,000.00	-\$3,000.00	0%	
MAXVILLE COMPLEX REVENUES	1-3-7100-7715	MSC - BALL FIELDS RENTS	\$0.00	-\$500.00	-\$500.00	0%	
MAXVILLE COMPLEX REVENUES	1-3-7100-7716	MSC - ADVERTISING	-\$1,040.13	-\$5,000.00	-\$3,959.87	21%	
MAXVILLE COMPLEX REVENUES	1-3-7100-7719	MSC - OTHER REVENUES	-\$906.36	\$0.00	\$906.36	-906%	Rent from Bell.
MAXVILLE COMPLEX REVENUES	1-3-7100-7720	MSC - ICE RENTAL	-\$115,779.90	-\$220,000.00	-\$104,220.10	53%	
MAXVILLE COMPLEX REVENUES	1-3-7100-7721	MSC - FLOOR ICE SURFACE	-\$1,512.91	-\$7,000.00	-\$5,487.09	22%	
MAXVILLE COMPLEX REVENUES	1-3-7100-7722	MSC - PROGRAMMING	-\$4,727.42	-\$1,500.00	\$3,227.42	315%	Increase in yoga participants/classess offered.
MAXVILLE COMPLEX REVENUES	1-3-7100-8001	MSC - TRANSFER FROM RESERVES	\$0.00	-\$10,000.00	-\$10,000.00	0%	
ISLAND PARK REVENUES	1-3-7200-4101	ISLAND PARK - FIELD LINING SPORTSFIELD R	-\$16,830.00	-\$9,000.00	\$7,830.00	187%	
ISLAND PARK REVENUES	1-3-7200-7711	ISLAND PARK - CANTEEN REVENUE	-\$1.33	\$0.00	\$1.33	-1%	
ISLAND PARK REVENUES	1-3-7200-7712	ISLAND PARK - BAR REVENUE	-\$236.72	-\$1,500.00	-\$1,263.28	16%	
ISLAND PARK REVENUES	1-3-7200-7748	ISLAND PARK - DUMPING STATION	\$0.00	-\$250.00	-\$250.00	0%	
ISLAND PARK REVENUES	1-3-7200-7751	ISLAND PARK - HALL RENTAL	-\$5,693.51	-\$18,000.00	-\$12,306.49	32%	
ISLAND PARK REVENUES	1-3-7200-7752	ISLAND PARK - DAY CAMP REGISTRATION	-\$320.00	\$0.00	\$320.00	-320%	To be reallocated to the correct GL.
ISLAND PARK REVENUES	1-3-7200-7753	ISLAND PARK - OTHER REVENUE	\$0.00	-\$6,000.00	-\$6,000.00	0%	
ISLAND PARK REVENUES	1-3-7200-8004	ISLAND PARK - SPECIAL EVENTS/FESTIVALS	-\$175.22	\$0.00	\$175.22	-175%	To be reallocated to the correct GL.
DOME - GLENGARRY INDOOR COMPLEX	1-3-7300-4100	DOME - GLENG. WOMEN'S VOLLEYBALL	\$0.00	-\$5,000.00	-\$5,000.00	0%	2025/2026 season to be charged in the Fall
DOME - GLENGARRY INDOOR COMPLEX	1-3-7300-4101	DOME - ADVERTISING REVENUE	-\$632.75	-\$1,000.00	-\$367.25	63%	
DOME - GLENGARRY INDOOR COMPLEX	1-3-7300-4102	DOME - TENNIS REVENUES	-\$20,048.25	-\$25,000.00	-\$4,951.75	80%	
DOME - GLENGARRY INDOOR COMPLEX	1-3-7300-4103	DOME - TRACK REVENUES	-\$15,117.82	-\$18,000.00	-\$2,882.18	84%	
DOME - GLENGARRY INDOOR COMPLEX	1-3-7300-4104	DOME - FIELD REVENUES	-\$36,669.78	-\$50,000.00	-\$13,330.22	73%	
DOME - GLENGARRY INDOOR COMPLEX	1-3-7300-4105	DOME - VENDING REVENUES	-\$432.87	-\$500.00	-\$67.13	87%	
DOME - GLENGARRY INDOOR COMPLEX	1-3-7300-4106	DOME - LAWN BOWLING	-\$265.24	\$0.00	\$265.24	-265%	
DOME - GLENGARRY INDOOR COMPLEX	1-3-7300-4110	DOME - BIRTHDAY PARTIES	-\$4,484.56	-\$8,000.00	-\$3,515.44	56%	
DOME - GLENGARRY INDOOR COMPLEX	1-3-7300-7750	DOME - REGISTRATION FEES	-\$1,999.35	\$0.00	\$1,999.35	-1999%	
DOME - GLENGARRY INDOOR COMPLEX	1-3-7300-7754	DOME - NAMING RIGHTS - TIM HORTON	\$0.00	-\$5,000.00	-\$5,000.00	0%	
DOME - GLENGARRY INDOOR COMPLEX	1-3-7300-7755	DOME - FLAG FOOTBALL LEAGUE	-\$85.65	-\$3,300.00	-\$3,214.35	3%	
LIBRARIES	1-3-7400-7160	LIB - LIBRARY RENT	-\$46,702.29	-\$40,361.00	\$6,341.29	116%	
GSP - AGREEMENT SOUTH GLENGARRY	1-3-7500-3003	GSP - AGREEMENT SOUTH GLENGARRY	-\$50,000.00	-\$50,000.00	\$0.00	100%	Received in full for 2025.
GSP - AGREEMENT SOUTH GLENGARRY	1-3-7500-4105	GSP - VENDING SUPPLIES	\$0.00	-\$750.00	-\$750.00	0%	
GSP - AGREEMENT SOUTH GLENGARRY	1-3-7500-7710	GSP - HALL RENTAL	-\$1,088.51	-\$7,000.00	-\$5,911.49	16%	
GSP - AGREEMENT SOUTH GLENGARRY	1-3-7500-7712	GSP - BAR RECEIPTS	-\$11,859.68	-\$30,000.00	-\$18,140.32	40%	
GSP - AGREEMENT SOUTH GLENGARRY	1-3-7500-7713	GSP - SKATE SHARPENING	-\$2,483.31	-\$6,000.00	-\$3,516.69	41%	
GSP - AGREEMENT SOUTH GLENGARRY	1-3-7500-7714	GSP - PEPSI MACHINES	\$0.00	-\$1,000.00	-\$1,000.00	0%	
GSP - AGREEMENT SOUTH GLENGARRY	1-3-7500-7715	GSP - GSPBALL	-\$96.00	-\$500.00	-\$404.00	19%	
GSP - AGREEMENT SOUTH GLENGARRY	1-3-7500-7716	GSP - BOARD ADVERTISING	-\$1,598.22	-\$7,500.00	-\$5,901.78	21%	
GSP - AGREEMENT SOUTH GLENGARRY	1-3-7500-7719	GSP - OTHER REVENUES	\$0.00	-\$7,000.00	-\$7,000.00	0%	

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GSP - AGREEMENT SOUTH GLENGARRY	1-3-7500-7720	GSP - ICE RENTAL		-\$125,069.20	-\$225,000.00	-\$99,930.80	56%
GSP - AGREEMENT SOUTH GLENGARRY	1-3-7500-7721	GSP - OTHER ICE RENTALS		-\$134.52	-\$5,000.00	-\$4,865.48	3%
GSP - AGREEMENT SOUTH GLENGARRY	1-3-7500-7722	GSP - PROGRAMMING		-\$4,544.59	-\$20,000.00	-\$15,455.41	23%
GSP - AGREEMENT SOUTH GLENGARRY	1-3-7500-7723	GSP - CANTEEN RENTAL		\$0.00	-\$1,250.00	-\$1,250.00	0%
HGMH - GLENGARRY HOSPITAL	1-3-7600-4105	HGMH - VENDING SUPPLIES		-\$1.33	\$0.00	\$1.33	-1%
HGMH - GLENGARRY HOSPITAL	1-3-7600-7720	HGMH - POOL RENTAL		-\$7,714.41	-\$25,000.00	-\$17,285.59	31%
HGMH - GLENGARRY HOSPITAL	1-3-7600-7722	HGMH - PROGRAMMING		-\$21,600.15	-\$40,000.00	-\$18,399.85	54%
Total				-\$506,334.85	-\$942,161.00	-\$435,826.15	54%

Community Services - Expenses							
Category Name	Account Code	Account Name	Cost Centre	2025 Actuals	2025 Final Budget	Variance	Percentage
COMMUNITY DEVELOPMENT	1-4-1900-1225	COMM. DEV - INSURANCE		\$2,600.78	\$1,623.00	-\$977.78	160%
COMMUNITY DEVELOPMENT	1-4-1900-2031	COMM. DEV. - JULY 1ST & CHRISTMAS EXP.		\$12,720.00	\$15,500.00	\$2,780.00	82%
COMMUNITY DEVELOPMENT	1-4-1900-2300	COMM. DEV - ADVERTISING		\$0.00	\$500.00	\$500.00	0%
COMMUNITY DEVELOPMENT	1-4-1900-8004	COMM. DEV - SPECIAL EVENTS		\$2,531.46	\$12,500.00	\$9,968.54	20%
COMMUNITY DEVELOPMENT	1-4-1900-8005	COMM. DEV - COMMITTEE		\$0.00	\$5,000.00	\$5,000.00	0%
COMMUNITY DEVELOPMENT	1-4-1900-8006	COMM DEV - ACH COMMITTEE		\$151.80	\$5,000.00	\$4,848.20	3%
ECONOMIC DEVELOPMENT	1-4-1950-1010	ECON DEV - WAGES		\$47,980.34	\$104,766.00	\$56,785.66	46%
ECONOMIC DEVELOPMENT	1-4-1950-1015	ECON DEV - PART-TIME WAGES		\$0.00	\$10,939.00	\$10,939.00	0%
ECONOMIC DEVELOPMENT	1-4-1950-1110	ECON DEV - BENEFITS		\$15,253.30	\$36,850.00	\$21,596.70	41%
ECONOMIC DEVELOPMENT	1-4-1950-2025	ECON DEV - MILEAGE		\$121.04	\$4,000.00	\$3,878.96	3%
ECONOMIC DEVELOPMENT	1-4-1950-2026	ECON DEV - MEETING		\$423.35	\$3,000.00	\$2,576.65	14%
ECONOMIC DEVELOPMENT	1-4-1950-2034	ECON DEV - SPONSORSHIP		\$250.00	\$5,000.00	\$4,750.00	5%
ECONOMIC DEVELOPMENT	1-4-1950-2035	ECON DEV - TRAINING CONFERENCE		\$1,140.36	\$6,000.00	\$4,859.64	19%
ECONOMIC DEVELOPMENT	1-4-1950-2049	ECON DEV - CELL PHONES		\$174.83	\$1,400.00	\$1,225.17	12%
ECONOMIC DEVELOPMENT	1-4-1950-2050	ECON DEV - TELEPHONE		\$48.58	\$300.00	\$251.42	16%
ECONOMIC DEVELOPMENT	1-4-1950-2125	ECON DEV - SUPPLIES		\$51.71	\$750.00	\$698.29	7%
ECONOMIC DEVELOPMENT	1-4-1950-2130	ECON DEV - COMPUTER EXPENSE		\$0.00	\$1,150.00	\$1,150.00	0%
ECONOMIC DEVELOPMENT	1-4-1950-2140	ECON DEV - PHOTOCOPIER		\$124.78	\$2,000.00	\$1,875.22	6%
ECONOMIC DEVELOPMENT	1-4-1950-2300	ECON DEV - ADVERTISING		\$3,304.61	\$5,000.00	\$1,695.39	66%
ECONOMIC DEVELOPMENT	1-4-1950-2410	ECON DEV - MEMBERSHIP FEES		\$473.18	\$1,500.00	\$1,026.82	32%
ECONOMIC DEVELOPMENT	1-4-1950-3702	ECON DEV - CIP IMPROVEMENT GRANT		\$0.00	\$30,000.00	\$30,000.00	0%
ECONOMIC DEVELOPMENT	1-4-1950-3703	ECON DEV - CIP OPERATING EXPENSE		\$244.22	\$1,000.00	\$755.78	24%
ECONOMIC DEVELOPMENT	1-4-1950-4102	ECON DEV - TREE PROGRAM		\$3,779.10	\$5,000.00	\$1,220.90	76%
OTHER CONTRIBUTIONS	1-4-7000-5248	CONT GLENGARRY PIONEER MUSEUM OPERATING		\$20,000.00	\$20,000.00	\$0.00	100%
OTHER CONTRIBUTIONS	1-4-7000-5249	CONTRIBUTION TO HIGHLAND GAMES COMM (KAS		\$0.00	\$3,000.00	\$3,000.00	0%
OTHER CONTRIBUTIONS	1-4-7000-5260	CONTRIBUION - GLENGARRY SPORTS HALL		\$0.00	\$4,002.00	\$4,002.00	0%
RECREATION BUILDINGS WATER LEGISLATION	1-4-7020-4260	APPLE HILL COMMUNITY CENTRE		\$620.08	\$1,428.00	\$807.92	43%
RECREATION BUILDINGS WATER LEGISLATION	1-4-7020-4261	GLEN ROBERTSON COMMUNITY CENTRE		\$50.72	\$1,429.00	\$1,378.28	4%
RECREATION BUILDINGS WATER LEGISLATION	1-4-7020-4262	DUNVEGAN RECREATION CENTRE		\$180.90	\$1,428.00	\$1,247.10	13%

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RECREATION BUILDINGS WATER LEGISLATION	1-4-7020-4263	DALKEITH RECREATION CENTRE	\$101.44	\$1,429.00	\$1,327.56	7%	
RECREATION BUILDINGS WATER LEGISLATION	1-4-7020-4266	DALKEITH LIBRARY	\$101.44	\$1,429.00	\$1,327.56	7%	
MAXVILLE COMPLEX EXPENSES	1-4-7100-1010	MSC - WAGES	\$55,797.68	\$152,565.00	\$96,767.32	37%	
MAXVILLE COMPLEX EXPENSES	1-4-7100-1015	MSC - PART TIME WAGES	\$35,222.28	\$120,592.00	\$85,369.72	29%	
MAXVILLE COMPLEX EXPENSES	1-4-7100-1035	MSC - OVERTIME	\$7,453.54	\$10,000.00	\$2,546.46	75%	
MAXVILLE COMPLEX EXPENSES	1-4-7100-1110	MSC - BENEFITS	\$35,273.61	\$97,150.00	\$61,876.39	36%	
MAXVILLE COMPLEX EXPENSES	1-4-7100-1225	MSC - INSURANCE	\$19,716.54	\$23,884.00	\$4,167.46	83%	2025 Insurance.
MAXVILLE COMPLEX EXPENSES	1-4-7100-1505	MSC - LTD PAYMENTS	\$0.00	\$19,370.00	\$19,370.00	0%	
MAXVILLE COMPLEX EXPENSES	1-4-7100-1507	MSC - BANK S/C	\$253.95	\$0.00	-\$253.95	254%	Service charges apply for debit machine. Will be included in the 2026 budget.
MAXVILLE COMPLEX EXPENSES	1-4-7100-2020	MSC - HEALTH & SAFETY	\$0.00	\$750.00	\$750.00	0%	
MAXVILLE COMPLEX EXPENSES	1-4-7100-2021	MSC - WORK BOOTS & CLOTHING	\$0.00	\$2,000.00	\$2,000.00	0%	
MAXVILLE COMPLEX EXPENSES	1-4-7100-2025	MSC - MILEAGE & TRAVEL	\$158.72	\$700.00	\$541.28	23%	
MAXVILLE COMPLEX EXPENSES	1-4-7100-2028	MSC - BOOK KING SOFTWARE	\$2,003.74	\$2,000.00	-\$3.74	100%	Quote was not available when creating the budget, additional surcharges for online payments.
MAXVILLE COMPLEX EXPENSES	1-4-7100-2030	MSC - SPORTSFIELDS EXPENSES	\$0.00	\$4,000.00	\$4,000.00	0%	
MAXVILLE COMPLEX EXPENSES	1-4-7100-2035	MSC - CONFERENCES/ WORKSHOPS/TRAINING	\$230.82	\$3,000.00	\$2,769.18	8%	
MAXVILLE COMPLEX EXPENSES	1-4-7100-2049	MSC - CELL PHONE	\$62.67	\$700.00	\$637.33	9%	
MAXVILLE COMPLEX EXPENSES	1-4-7100-2050	MSC - TELEPHONE	\$214.86	\$750.00	\$535.14	29%	
MAXVILLE COMPLEX EXPENSES	1-4-7100-2056	MSC - HYDRO	\$58,296.23	\$60,000.00	\$1,703.77	97%	Actuals were higher in previous years, will be
MAXVILLE COMPLEX EXPENSES	1-4-7100-2057	MSC - WATER/SEWER	\$3,808.54	\$6,000.00	\$2,191.46	63%	Within expected expenditures.
MAXVILLE COMPLEX EXPENSES	1-4-7100-2110	MSC - TOOLS	\$0.00	\$300.00	\$300.00	0%	
MAXVILLE COMPLEX EXPENSES	1-4-7100-2120	MSC - OFFICE SUPPLIES	\$109.90	\$500.00	\$390.10	22%	
MAXVILLE COMPLEX EXPENSES	1-4-7100-2124	MSC - HOUSEKEEPING & JANITORIAL SUPP	-\$764.06	\$6,000.00	\$6,764.06	-13%	
MAXVILLE COMPLEX EXPENSES	1-4-7100-2125	MSC - MATERIALS/SUPPLIES	\$55.26	\$1,500.00	\$1,444.74	4%	
MAXVILLE COMPLEX EXPENSES	1-4-7100-2126	MSC - HALL SUPPLIES	\$409.20	\$4,000.00	\$3,590.80	10%	
MAXVILLE COMPLEX EXPENSES	1-4-7100-2127	MSC - PEPSI SUPPLIES	\$139.04	\$500.00	\$360.96	28%	
MAXVILLE COMPLEX EXPENSES	1-4-7100-2129	MSC - VENDING MACHINE	\$672.55	\$3,000.00	\$2,327.45	22%	
MAXVILLE COMPLEX EXPENSES	1-4-7100-2130	MSC - COMPUTER FEES & EQUIP.	\$0.00	\$1,500.00	\$1,500.00	0%	
MAXVILLE COMPLEX EXPENSES	1-4-7100-2140	MSC - PHOTOCOPIER EXPENSE	\$65.64	\$0.00	-\$65.64	66%	
MAXVILLE COMPLEX EXPENSES	1-4-7100-2300	MSC - ADVERTISING	\$64.34	\$500.00	\$435.66	13%	
MAXVILLE COMPLEX EXPENSES	1-4-7100-2366	MSC - BUILDING MAINTENANCE/GROUND MTCE	\$21,487.57	\$70,000.00	\$48,512.43	31%	
MAXVILLE COMPLEX EXPENSES	1-4-7100-2367	MSC - PROPANE	\$31,417.38	\$35,000.00	\$3,582.62	90%	To be reassessed for 2026 budget.
MAXVILLE COMPLEX EXPENSES	1-4-7100-2368	MSC - EQUIPMENT MTCE	\$5,360.85	\$15,000.00	\$9,639.15	36%	
MAXVILLE COMPLEX EXPENSES	1-4-7100-2400	MSC - GAS/DIESEL/OIL	\$0.00	\$1,000.00	\$1,000.00	0%	
MAXVILLE COMPLEX EXPENSES	1-4-7100-2410	MSC - ASOCIATION & MEMBERSHIP FEES	\$0.00	\$1,000.00	\$1,000.00	0%	
MAXVILLE COMPLEX EXPENSES	1-4-7100-2564	MSC - PRO SHOP	\$1,257.64	\$1,000.00	-\$257.64	126%	Offset by revenue.
MAXVILLE COMPLEX EXPENSES	1-4-7100-4010	MSC - CONTRACTS/CONTRACTED SERVICES	\$2,179.54	\$4,000.00	\$1,820.46	54%	Within expected expenditures.
MAXVILLE COMPLEX EXPENSES	1-4-7100-5120	MSC - SNOW REMOVAL	\$8,876.52	\$9,000.00	\$123.48	99%	Higher than expected winter events over the
MAXVILLE COMPLEX EXPENSES	1-4-7100-7722	MSC - PROGRAMMING	\$2,076.99	\$1,500.00	-\$576.99	138%	Instructor fees, offset by revenue.

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ISLAND PARK	1-4-7200-1010	ISLAND PARK - WAGES	\$75,586.54	\$198,182.00	\$122,595.46	38%	
ISLAND PARK	1-4-7200-1015	ISLAND PARK - PART TIME WAGES	\$21,177.24	\$40,120.00	\$18,942.76	53%	
ISLAND PARK	1-4-7200-1035	ISLAND PARK - OVERTIME	\$6,361.26	\$8,000.00	\$1,638.74	80%	Most of OT incurred during summer months. Staffing shortage to impact OT in Q3 despite efforts to minimize.
ISLAND PARK	1-4-7200-1110	ISLAND PARK - BENEFITS	\$33,617.03	\$70,500.00	\$36,882.97	48%	
ISLAND PARK	1-4-7200-1225	ISLAND PARK - INSURANCE	\$19,719.50	\$16,232.00	-\$3,487.50	121%	2025 Insurance.
ISLAND PARK	1-4-7200-2020	ISLAND PARK - HEALTH & SAFETY	\$27.45	\$500.00	\$472.55	5%	
ISLAND PARK	1-4-7200-2021	ISLAND PARK - CLOTHING ALLOWANCE	\$710.40	\$1,500.00	\$789.60	47%	
ISLAND PARK	1-4-7200-2025	ISLAND PARK - MILEAGE & TRAVEL	\$279.10	\$500.00	\$220.90	56%	
ISLAND PARK	1-4-7200-2028	ISLAND PARK - BOOK KING SOFTWARE	\$2,039.01	\$2,000.00	-\$39.01	102%	Quote was not available when creating the budget, additional surcharges for online payments.
ISLAND PARK	1-4-7200-2030	ISLAND PARK - SPORTSFIELDS EXPENSE	\$8,318.84	\$10,000.00	\$1,681.16	83%	For field lining paint, one time purchase sufficient for the summer, within expected expenditures.
ISLAND PARK	1-4-7200-2035	ISLAND PARK - CONF/WORKSHOP/TRAINING	\$222.49	\$3,500.00	\$3,277.51	6%	
ISLAND PARK	1-4-7200-2049	ISLAND PARK - CELL PHONE	\$511.46	\$1,200.00	\$688.54	43%	
ISLAND PARK	1-4-7200-2050	ISLAND PARK - TELEPHONE	\$218.64	\$500.00	\$281.36	44%	
ISLAND PARK	1-4-7200-2055	ISLAND PARK - ENBRIDGE	\$2,023.83	\$3,000.00	\$976.17	67%	Within expected expenditures.
ISLAND PARK	1-4-7200-2056	ISLAND PARK - HYDRO	\$4,930.74	\$20,000.00	\$15,069.26	25%	
ISLAND PARK	1-4-7200-2057	ISLAND PARK - WATER/SEWER	\$768.58	\$4,200.00	\$3,431.42	18%	
ISLAND PARK	1-4-7200-2120	ISLAND PARK - OFFICE SUPPLIES	\$0.00	\$500.00	\$500.00	0%	
ISLAND PARK	1-4-7200-2124	ISLAND PARK - HOUSEKEEPING & JAN. SUPP	\$1,905.33	\$5,000.00	\$3,094.67	38%	
ISLAND PARK	1-4-7200-2125	ISLAND PARK - MATERIALS/SUPPLIES	\$108.46	\$1,000.00	\$891.54	11%	

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ISLAND PARK	1-4-7200-2126	ISLAND PARK - BAR SUPPLIES	\$131.02	\$1,000.00	\$868.98	13%	
ISLAND PARK	1-4-7200-2130	ISLAND PARK - COMPUTER EQUIPT & SUPPLIES	\$1,257.13	\$750.00	-\$507.13	168%	Replaced a laptop at end of life. No other costs anticipated for 2025.
ISLAND PARK	1-4-7200-2140	ISLAND PARK - PHOTOCOPIER EXPENSE	\$66.77	\$1,000.00	\$933.23	7%	
ISLAND PARK	1-4-7200-2300	ISLAND PARK - ADVERTISING	\$65.47	\$500.00	\$434.53	13%	
ISLAND PARK	1-4-7200-2366	ISLAND PARK - BUILDING MAINT/SUPPLIES	\$9,057.82	\$12,000.00	\$2,942.18	75%	Purchase of new steel event barricades. Cost to be offset by contributions from Community Living and the Alexandria Lion's Club.
ISLAND PARK	1-4-7200-2368	ISLAND PARK - EQUIPMENT MAINT/SUPLIES	\$4,353.11	\$7,000.00	\$2,646.89	62%	Theft from Island Park resulting in unbudgeted purchases of trimmers, leaf blowers, etc. to replace stolen items.
ISLAND PARK	1-4-7200-2370	ISLAND PARK - OUTDOOR FURN & ATTRIBUTES	\$383.09	\$3,000.00	\$2,616.91	13%	
ISLAND PARK	1-4-7200-2399	ISLAND PARK - VEHICLE MAINTENANCE	\$1,953.70	\$2,500.00	\$546.30	78%	Unanticipated battery replacement required for Polaris vehicle
ISLAND PARK	1-4-7200-2400	ISLAND PARK - GAS/OIL/DIESEL	\$2,404.22	\$8,000.00	\$5,595.78	30%	
ISLAND PARK	1-4-7200-2410	ISLAND PARK - MEMBERSHIP FEES	\$197.41	\$1,000.00	\$802.59	20%	
ISLAND PARK	1-4-7200-3704	ISLAND PARK - MILL SQUARE OPERATING	\$0.00	\$1,000.00	\$1,000.00	0%	
ISLAND PARK	1-4-7200-4005	ISLAND PARK - LANDSCAPING/FLOWERS	\$0.00	\$12,000.00	\$12,000.00	0%	
ISLAND PARK	1-4-7200-4010	ISLAND PARK - CONTRACTS/CONTRACTED SERV	\$249.31	\$3,000.00	\$2,750.69	8%	
ISLAND PARK	1-4-7200-4102	ISLAND PARK - TREE REMOVAL	\$0.00	\$5,000.00	\$5,000.00	0%	
ISLAND PARK	1-4-7200-4104	ISLAND PARK - KING GEORGE PARK	\$0.00	\$500.00	\$500.00	0%	
ISLAND PARK	1-4-7200-4108	ISLAND PARK - GOOSE MANAGEMENT STRATEGY	\$11.00	\$250.00	\$239.00	4%	
ISLAND PARK	1-4-7200-8003	ISLAND PARK - SPECIAL PROJECTS	\$0.00	\$2,000.00	\$2,000.00	0%	
ISLAND PARK	1-4-7200-8004	ISLAND PARK - SPECIAL EVENTS/FESTIVALS	\$0.00	\$1,500.00	\$1,500.00	0%	
DOME - GLENGARRY INDOOR COMPLEX	1-4-7300-1010	DOME - WAGES	\$38,127.84	\$95,177.00	\$57,049.16	40%	

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DOME - GLENGARRY INDOOR COMPLEX	1-4-7300-1015	DOME - PART TIME WAGES	\$26,094.16	\$55,725.00	\$29,630.84	47%	
DOME - GLENGARRY INDOOR COMPLEX	1-4-7300-1035	DOME - OVERTIME	\$780.42	\$3,000.00	\$2,219.58	26%	
DOME - GLENGARRY INDOOR COMPLEX	1-4-7300-1110	DOME - BENEFITS	\$16,660.98	\$53,600.00	\$36,939.02	31%	
DOME - GLENGARRY INDOOR COMPLEX	1-4-7300-1225	DOME - INSURANCE	\$19,783.60	\$12,522.00	-\$7,261.60	158%	2025 Insurance.
DOME - GLENGARRY INDOOR COMPLEX	1-4-7300-2021	DOME - CLOTHING ALLOWANCE	\$0.00	\$500.00	\$500.00	0%	
DOME - GLENGARRY INDOOR COMPLEX	1-4-7300-2025	DOME - MILEAGE	\$69.20	\$500.00	\$430.80	14%	
DOME - GLENGARRY INDOOR COMPLEX	1-4-7300-2028	DOME - BOOK KING SOFTWARE	\$2,039.00	\$2,000.00	-\$39.00	102%	Quote was not available when creating the budget, additional surcharges for online payments.
DOME - GLENGARRY INDOOR COMPLEX	1-4-7300-2030	DOME - SPORTS EQUIP & SUPPLIES	\$119.99	\$1,500.00	\$1,380.01	8%	
DOME - GLENGARRY INDOOR COMPLEX	1-4-7300-2035	DOME - TRAINING/CONFERENCE	\$254.85	\$1,000.00	\$745.15	25%	
DOME - GLENGARRY INDOOR COMPLEX	1-4-7300-2049	DOME- CELL PHONE	\$113.40	\$750.00	\$636.60	15%	
DOME - GLENGARRY INDOOR COMPLEX	1-4-7300-2050	DOME - TELEPHONE	\$214.86	\$300.00	\$85.14	72%	Within expected expenditures.
DOME - GLENGARRY INDOOR COMPLEX	1-4-7300-2055	DOME - ENBRIDGE	\$40,483.65	\$40,000.00	-\$483.65	101%	Within expected expenditures, normally higher in winter.
DOME - GLENGARRY INDOOR COMPLEX	1-4-7300-2056	DOME - HYDRO	\$16,049.85	\$20,000.00	\$3,950.15	80%	Actuals were higher in previous years, will be reassessed in the 2026 budget.
DOME - GLENGARRY INDOOR COMPLEX	1-4-7300-2057	DOME - WATER/SEWER	\$666.68	\$1,300.00	\$633.32	51%	
DOME - GLENGARRY INDOOR COMPLEX	1-4-7300-2120	DOME - OFFICE SUPPLIES	\$320.54	\$500.00	\$179.46	64%	
DOME - GLENGARRY INDOOR COMPLEX	1-4-7300-2124	DOME - JANITORIAL SUPP & HOUSEKEEPING	\$1,528.48	\$2,000.00	\$471.52	76%	Increase in supply cost. To be monitored for duration of 2025.
DOME - GLENGARRY INDOOR COMPLEX	1-4-7300-2125	DOME - SUPPLIES	\$20.99	\$500.00	\$479.01	4%	
DOME - GLENGARRY INDOOR COMPLEX	1-4-7300-2127	DOME - VENDING SUPPLIES (PEPSI ...)	\$166.92	\$250.00	\$83.08	67%	Within expected expenditures.
DOME - GLENGARRY INDOOR COMPLEX	1-4-7300-2130	DOME - COMPUTER EQUIPT & SUPPLIES	\$0.00	\$500.00	\$500.00	0%	
DOME - GLENGARRY INDOOR COMPLEX	1-4-7300-2140	DOME - PHOTOCOPIER EXPENSE	\$826.02	\$1,000.00	\$173.98	83%	

<div>2025 Variance Report</div> <div>As of June 30 , 2025</div>							
DOME - GLENGARRY INDOOR COMPLEX	1-4-7300-2300	DOME - ADVERTISING	\$0.00	\$500.00	\$500.00	0%	
DOME - GLENGARRY INDOOR COMPLEX	1-4-7300-2366	DOME - BLDG/PROP MAINT/SUPPLIES	\$2,522.40	\$12,000.00	\$9,477.60	21%	
DOME - GLENGARRY INDOOR COMPLEX	1-4-7300-2368	DOME - EQUIPMENT MTCE	\$0.00	\$100.00	\$100.00	0%	
DOME - GLENGARRY INDOOR COMPLEX	1-4-7300-2371	DOME - REFEREE	\$900.00	\$1,000.00	\$100.00	90%	Referee fees complete for 2025.
DOME - GLENGARRY INDOOR COMPLEX	1-4-7300-2399	DOME - VEHICLE REPAIRS	\$305.91	\$750.00	\$444.09	41%	
DOME - GLENGARRY INDOOR COMPLEX	1-4-7300-2410	DOME - MEMBERSHIP FEES	\$0.00	\$100.00	\$100.00	0%	
DOME - GLENGARRY INDOOR COMPLEX	1-4-7300-4000	DOME - VOLLEYBALL EXPENSE	\$116.58	\$250.00	\$133.42	47%	
DOME - GLENGARRY INDOOR COMPLEX	1-4-7300-4001	DOME - RUNNING PROGRAM	\$1,050.00	\$1,000.00	-\$50.00	105%	Offset by revenue.
DOME - GLENGARRY INDOOR COMPLEX	1-4-7300-4005	DOME - LANDSCAPING	\$0.00	\$500.00	\$500.00	0%	
DOME - GLENGARRY INDOOR COMPLEX	1-4-7300-4110	DOME - BIRTHDAY SUPPLIES	\$1,598.42	\$3,000.00	\$1,401.58	53%	Offset by revenue.
DOME - GLENGARRY INDOOR COMPLEX	1-4-7300-5120	DOME - SNOW REMOVAL	\$407.04	\$0.00	-\$407.04	407%	Not originally budgeted for in 2025. To be added in 2026.
DOME - GLENGARRY INDOOR COMPLEX	1-4-7300-7722	DOME - PROGRAMMING	\$500.00	\$0.00	-\$500.00	500%	Goalie Clinic, offset by revenue.
LIBRARY	1-4-7400-2056	LIB - HYDRO - DALKEITH & MAXVILLE & ALEX	\$7,234.18	\$13,000.00	\$5,765.82	56%	Within expected expenditures.
LIBRARY	1-4-7400-2366	LIB - BUILDING MAINTENANCE/SUPPLIES	\$0.00	\$8,000.00	\$8,000.00	0%	
GSP	1-4-7500-1010	GSP - WAGES	\$102,330.29	\$176,132.00	\$73,801.71	58%	Within expected expenditures.
GSP	1-4-7500-1015	GSP - PART-TIME WAGES	\$18,810.31	\$74,520.00	\$55,709.69	25%	
GSP	1-4-7500-1035	GSP - OVERTIME	\$8,385.32	\$10,000.00	\$1,614.68	84%	Within expected expenditures.
GSP	1-4-7500-1110	GSP - BENEFITS	\$44,648.44	\$88,400.00	\$43,751.56	51%	
GSP	1-4-7500-1225	GSP - INSURANCE	\$19,619.99	\$23,884.00	\$4,264.01	82%	2025 Insurance.
GSP	1-4-7500-2020	GSP - HEALTH & SAFETY	\$0.00	\$500.00	\$500.00	0%	
GSP	1-4-7500-2021	GSP - CLOTHING ALLOWANCE	\$142.45	\$1,250.00	\$1,107.55	11%	
GSP	1-4-7500-2025	GSP - MILEAGE	\$141.72	\$500.00	\$358.28	28%	
GSP	1-4-7500-2028	GSP - BOOKING SOFTWARE	\$2,003.73	\$2,000.00	-\$3.73	100%	Quote was not available when creating the budget, additional surcharges for online payments.
GSP	1-4-7500-2030	GSP - SPORTSFIELD EXPENSES	\$931.93	\$4,000.00	\$3,068.07	23%	
GSP	1-4-7500-2035	GSP - TRAINING/WORKSHOP	\$248.28	\$4,500.00	\$4,251.72	6%	

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GSP	1-4-7500-2049	GSP - CELL PHONES	\$241.72	\$1,000.00	\$758.28	24%	
GSP	1-4-7500-2050	GSP - TELEPHONE	\$214.86	\$500.00	\$285.14	43%	
GSP	1-4-7500-2055	GSP - ENBRIDGE	\$16,847.74	\$18,000.00	\$1,152.26	94%	To be reassessed for the 2026 budget.
GSP	1-4-7500-2056	GSP - HYDRO	\$71,734.44	\$80,000.00	\$8,265.56	90%	Actuals were higher in previous years, will be
GSP	1-4-7500-2057	GSP - WATER SEWER	\$11,895.98	\$9,000.00	-\$2,895.98	132%	Consumption high in March.
GSP	1-4-7500-2100	GSP - POSTAGE	\$0.00	\$200.00	\$200.00	0%	
GSP	1-4-7500-2120	GSP - OFFICE SUPPLIES	\$519.97	\$1,000.00	\$480.03	52%	
GSP	1-4-7500-2124	GSP - HOUSEKEEPING/JANITORIAL SUPPLIES	\$1,755.38	\$5,000.00	\$3,244.62	35%	
GSP	1-4-7500-2125	GSP - MATERIAL/SUPPLIES	\$75.22	\$200.00	\$124.78	38%	
GSP	1-4-7500-2126	GSP - BAR/HALL EXPENSE	\$3,889.73	\$7,500.00	\$3,610.27	52%	Within expected expenditures.
GSP	1-4-7500-2127	GSP - VENDING/PEPSI MACHINE	\$772.34	\$1,500.00	\$727.66	51%	Within expected expenditures.
GSP	1-4-7500-2130	GSP - COMPUTER SUPPLIES	\$3,093.26	\$1,000.00	-\$2,093.26	309%	
GSP	1-4-7500-2140	GSP - PHOTOCOPIER EXPENSE	\$197.77	\$1,000.00	\$802.23	20%	
GSP	1-4-7500-2300	GSP - ADVERTISING	\$64.33	\$500.00	\$435.67	13%	
GSP	1-4-7500-2366	GSP - BUILDING EXPENSES	\$32,729.31	\$50,000.00	\$17,270.69	65%	Within expected expenditures
GSP	1-4-7500-2368	GSP - EQUIPMENT MTCE	\$3,738.29	\$5,000.00	\$1,261.71	75%	Unforeseen repairs needed to the ice resurfacer - other expenses to be moved.
GSP	1-4-7500-2399	GSP - VEHICLE MTCE	\$479.42	\$1,200.00	\$720.58	40%	
GSP	1-4-7500-2400	GSP - GAS/OIL/DIESEL	\$0.00	\$1,000.00	\$1,000.00	0%	
GSP	1-4-7500-2410	GSP - MEMBERSHIP FEES	\$194.00	\$600.00	\$406.00	32%	
GSP	1-4-7500-2564	GSP - SKATE SHARPENING	\$717.41	\$500.00	-\$217.41	143%	Offset by revenue.
GSP	1-4-7500-4010	GSP - CONTRACTED SERVICES	\$731.40	\$1,500.00	\$768.60	49%	
GSP	1-4-7500-5120	GSP - SNOW REMOVAL	\$6,975.00	\$7,500.00	\$525.00	93%	Higher than expected winter events over the 224/225 winter season.
GSP	1-4-7500-7722	GSP - PROGRAMMING	\$3,600.00	\$5,000.00	\$1,400.00	72%	Fees for yoga & program instructors. Offset by
HGMH - GLENGARRY HOSPITAL	1-4-7600-1015	HGMH - PART-TIME WAGES	\$36,601.94	\$93,704.00	\$57,102.06	39%	
HGMH - GLENGARRY HOSPITAL	1-4-7600-1110	HGMH - BENEFITS	\$3,761.87	\$8,500.00	\$4,738.13	44%	
HGMH - GLENGARRY HOSPITAL	1-4-7600-1225	HGMH - INSURANCE	\$4,188.84	\$3,942.00	-\$246.84	106%	2025 Insurance.
HGMH - GLENGARRY HOSPITAL	1-4-7600-1507	HGMH - BANK S/C	\$410.27	\$1,000.00	\$589.73	41%	
HGMH - GLENGARRY HOSPITAL	1-4-7600-2020	HGMH - HEALTH & SAFETY	\$0.00	\$250.00	\$250.00	0%	
HGMH - GLENGARRY HOSPITAL	1-4-7600-2021	HGMH - CLOTHING ALLOWANCE	\$398.73	\$500.00	\$101.27	80%	New lifeguards hired, resulting in uniform purchase. No new purchases anticipated for duration of year.
HGMH - GLENGARRY HOSPITAL	1-4-7600-2028	HGMH - BOOKING SOFTWARE	\$1,994.46	\$600.00	-\$1,394.46	332%	Quote was not available when creating the budget, additional surcharges for online payments.

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HGMH - GLENGARRY HOSPITAL	1-4-7600-2049	HGMH - CELL PHONES		\$116.34	\$250.00	\$133.66	47%	
HGMH - GLENGARRY HOSPITAL	1-4-7600-2125	HGMH - MATERIALS/SUPPLIES		\$411.49	\$500.00	\$88.51	82%	
Total				\$1,187,555.44	\$2,426,574.00	\$1,239,018.56	49%	
Community Services - Capital								
Category Name	Account Code	Account Name	Cost Centre	2025 Actuals	2025 Final Budget	Variance	Percentage	Comments
CAPITAL - ECONOMIC DEVELOPMENT	1-5-1950-8000	CAPITAL - ECONOMIC DEVELOPMENT	STAGE	\$8,954.89	\$20,000.00	\$11,045.11	45%	Final payment issued in July. Actuals:
CAPITAL - MRA GROUPS	1-5-7000-8000	CAPITAL - MRA GROUPS	MRAALX	\$0.00	\$1,500.00	\$1,500.00	0%	
CAPITAL - MRA GROUPS	1-5-7000-8000	CAPITAL - MRA GROUPS	MRAAPL	\$0.00	\$19,200.00	\$19,200.00	0%	
CAPITAL - MRA GROUPS	1-5-7000-8000	CAPITAL - MRA GROUPS	MRADAL	\$0.00	\$50,000.00	\$50,000.00	0%	
CAPITAL - MRA GROUPS	1-5-7000-8000	CAPITAL - MRA GROUPS	MRADUN	\$0.00	\$7,500.00	\$7,500.00	0%	
CAPITAL - MRA GROUPS	1-5-7000-8000	CAPITAL - MRA GROUPS	MRAFG	\$0.00	\$800.00	\$800.00	0%	
CAPITAL - MRA GROUPS	1-5-7000-8000	CAPITAL - MRA GROUPS	MRAGFL	\$0.00	\$1,500.00	\$1,500.00	0%	
CAPITAL - MRA GROUPS	1-5-7000-8000	CAPITAL - MRA GROUPS	MRAGR	\$0.00	\$10,500.00	\$10,500.00	0%	
CAPITAL - MRA GROUPS	1-5-7000-8000	CAPITAL - MRA GROUPS	MRAGS	\$0.00	\$1,000.00	\$1,000.00	0%	
CAPITAL - MRA GROUPS	1-5-7000-8000	CAPITAL - MRA GROUPS	MRALAG	\$0.00	\$3,500.00	\$3,500.00	0%	
CAPITAL - MRA GROUPS	1-5-7000-8000	CAPITAL - MRA GROUPS	MRAMAX	\$0.00	\$3,000.00	\$3,000.00	0%	
CAPITAL - MAXVILLE ARENA	1-5-7100-8000	CAPITAL - MSC	CEMENT	\$0.00	\$130,000.00	\$130,000.00	0%	
CAPITAL - MAXVILLE ARENA	1-5-7100-8000	CAPITAL - MSC	MAIN	\$0.00	\$10,000.00	\$10,000.00	0%	
CAPITAL - LIBRARY	1-5-7400-8000	CAPITAL - LIBRARY	LIGHTS	\$0.00	\$12,000.00	\$12,000.00	0%	
Total				\$8,954.89	\$270,500.00	\$261,545.11	3%	
Community Services Department Total				\$690,175.48	\$1,754,913.00	\$1,064,737.52	39%	
Council - Expenses								
Category Name	Account Code	Account Name	Cost Centre	2025 Actuals	2025 Final Budget	Variance	Percentage	Comments
COUNCIL	1-4-1000-1010	COUNCIL - SALARIES		\$78,714.09	\$157,428.00	\$78,713.91	50%	
COUNCIL	1-4-1000-1110	COUNCIL - BENEFITS		\$5,017.19	\$15,400.00	\$10,382.81	33%	
COUNCIL	1-4-1000-5000	COUNCIL - MAYOR CONVENTIONS & EXPENSES		\$5,282.47	\$3,500.00	-\$1,782.47	151%	Will receive reimbursement from the Counties at year end.
COUNCIL	1-4-1000-5001	COUNCIL -DPTY MAYOR CONVENTION EXPENSES		\$3,590.34	\$3,500.00	-\$90.34	103%	Will receive reimbursement from the Counties at year end.
COUNCIL	1-4-1000-5002	COUNCILLOR AT LARGE - CONVENTION & EXPEN		\$439.29	\$1,000.00	\$560.71	44%	Within expected expenditures.
COUNCIL	1-4-1000-5003	COUNCILLOR - ALEXANDRIA WARD		\$4,356.61	\$9,600.00	\$5,243.39	45%	Within expected expenditures.

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COUNCIL	1-4-1000-5004	COUNCILLOR - KENYON WARD		\$4,647.01	\$11,800.00	\$7,152.99	39%	Within expected expenditures.
COUNCIL	1-4-1000-5005	COUNCILLOR - LOCHIEL WARD		\$5,077.89	\$11,800.00	\$6,722.11	43%	Within expected expenditures.
COUNCIL	1-4-1000-5006	COUNCILLOR - MAXVILLE WARD		\$5,296.73	\$11,800.00	\$6,503.27	45%	Within expected expenditures.
COUNCIL	1-4-1000-5010	COUNCIL - GENERAL EXPENSES		\$0.00	\$3,000.00	\$3,000.00	0%	
Total				\$112,421.62	\$228,828.00	\$116,406.38	49%	
Council Total				\$112,421.62	\$228,828.00	\$116,406.38	49%	
Fire - Revenue								
Category Name	Account Code	Account Name	Cost Centre	2025 Actuals	2025 Final Budget	Variance	Percentage	Comments
FIRE DEPARTMENT	1-3-2000-7200	FIRE - BURN PERMITS		-\$1,950.00	-\$3,000.00	-\$1,050.00	65%	
FIRE DEPARTMENT	1-3-2000-7206	FIRE - MANDATORY INSPECTIONS		-\$1,210.00	-\$4,000.00	-\$2,790.00	30%	
FIRE DEPARTMENT	1-3-2000-7230	FIRE - FEES FROM RESIDENTS		\$0.00	-\$30,000.00	-\$30,000.00	0%	
FIRE DEPARTMENT	1-3-2000-7231	FIRE - FEES OTHER MUNICIPALITIES		-\$22,742.66	-\$10,000.00	\$12,742.66	227%	
FIRE DEPARTMENT	1-3-2000-7233	FIRE - REVENUES MTO CLAIMS		-\$2,519.37	-\$27,000.00	-\$24,480.63	9%	
FIRE DEPARTMENT	1-3-2000-7503	FIRE - GRANTS		-\$24,691.35	\$0.00	\$24,691.35	-24691%	Fire Protection Grant for bunker gear.
FIRE DEPARTMENT	1-3-2000-7710	FIRE - FACILITY RENTALS		\$0.00	-\$5,000.00	-\$5,000.00	0%	
FIRE DEPARTMENT	1-3-2000-7850	FIRE - SALE OF EQUIPMENT		\$0.00	-\$20,000.00	-\$20,000.00	0%	
FIRE DEPARTMENT	1-3-2000-8001	FIRE - TRANSFER FROM RESERVES		\$0.00	-\$15,000.00	-\$15,000.00	0%	
Total				-\$53,113.38	-\$114,000.00	-\$60,886.62	47%	
Fire - Expenses								
Category Name	Account Code	Account Name	Cost Centre	2025 Actuals	2025 Final Budget	Variance	Percentage	Comments
FIRE DEPARTMENT	1-4-2000-1010	FIRE - WAGES		\$97,545.15	\$184,776.00	\$87,230.85	53%	

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FIRE DEPARTMENT	1-4-2000-1015	FIRE - PART-TIME WAGES	\$167,817.55	\$274,753.00	\$106,935.45	61%	
FIRE DEPARTMENT	1-4-2000-1110	FIRE - EMPLOYEE BENEFITS	\$38,320.78	\$81,355.00	\$43,034.22	47%	
FIRE DEPARTMENT	1-4-2000-1225	FIRE - INSURANCE	\$58,746.66	\$51,710.00	-\$7,036.66	114%	2025 Insurance.
FIRE DEPARTMENT	1-4-2000-1500	FIRE - LOAN PAYMENT VEHICLES	\$93,798.08	\$272,149.00	\$178,350.92	34%	
FIRE DEPARTMENT	1-4-2000-1510	FIRE - LOAN PAYMENT SCBA EQUIPMENT	\$13,738.31	\$13,000.00	-\$738.31	106%	Payments complete.
FIRE DEPARTMENT	1-4-2000-2021	FIRE - PERSONAL PROTECTIVE EQUIP	\$47,826.12	\$35,000.00	-\$12,826.12	137%	The cost of bunker gear is offset by the Fire Protection Grant.
FIRE DEPARTMENT	1-4-2000-2025	FIRE - MILEAGE & TRAVEL	\$728.60	\$1,000.00	\$271.40	73%	
FIRE DEPARTMENT	1-4-2000-2026	FIRE - MEETING	\$667.83	\$2,000.00	\$1,332.17	33%	
FIRE DEPARTMENT	1-4-2000-2039	FIRE - RESPONSE EXPENSES	\$0.00	\$4,000.00	\$4,000.00	0%	
FIRE DEPARTMENT	1-4-2000-2040	FIRE - TRAINING	\$7,219.69	\$26,000.00	\$18,780.31	28%	
FIRE DEPARTMENT	1-4-2000-2041	FIRE - Prevention	\$1,243.44	\$5,000.00	\$3,756.56	25%	
FIRE DEPARTMENT	1-4-2000-2048	FIRE - DISPATCH SERVICE	\$13,890.25	\$54,600.00	\$40,709.75	25%	
FIRE DEPARTMENT	1-4-2000-2049	FIRE - CELL PHONES	\$1,582.34	\$6,000.00	\$4,417.66	26%	
FIRE DEPARTMENT	1-4-2000-2050	FIRE - TELEPHONE	\$929.49	\$2,000.00	\$1,070.51	46%	
FIRE DEPARTMENT	1-4-2000-2051	FIRE - COURIER	\$59.45	\$2,500.00	\$2,440.55	2%	
FIRE DEPARTMENT	1-4-2000-2055	FIRE - ENBRIDGE	\$3,622.49	\$5,500.00	\$1,877.51	66%	
FIRE DEPARTMENT	1-4-2000-2056	FIRE - HYDRO	\$10,945.11	\$18,500.00	\$7,554.89	59%	
FIRE DEPARTMENT	1-4-2000-2057	FIRE - WATER/SEWER	\$1,948.68	\$3,000.00	\$1,051.32	65%	
FIRE DEPARTMENT	1-4-2000-2065	FIRE - FURNACE OIL/PROPANE	\$9,121.77	\$8,000.00	-\$1,121.77	114%	Higher than anticipated due to the long winter.
FIRE DEPARTMENT	1-4-2000-2079	FIRE - FIRST AID MATERIALS	\$0.00	\$2,500.00	\$2,500.00	0%	

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FIRE DEPARTMENT	1-4-2000-2102	FIRE - TRAINING PROPERTY RENTAL	\$1,881.60	\$2,238.00	\$356.40	84%	Lease agreement for training facility.
FIRE DEPARTMENT	1-4-2000-2110	FIRE - TOOLS/EQUIPMENT REPLACEMENT	\$9,906.53	\$13,000.00	\$3,093.47	76%	
FIRE DEPARTMENT	1-4-2000-2111	FIRE - UNIFORMS	\$1,757.35	\$12,000.00	\$10,242.65	15%	
FIRE DEPARTMENT	1-4-2000-2112	FIRE - NEW EQUIPMENT	\$6,453.23	\$15,000.00	\$8,546.77	43%	
FIRE DEPARTMENT	1-4-2000-2120	FIRE - OFFICE SUPPLIES	\$25.41	\$250.00	\$224.59	10%	
FIRE DEPARTMENT	1-4-2000-2124	FIRE - JANITORIAL-HOUSEKEEPING	\$844.23	\$500.00	-\$344.23	169%	Supplies were required at all three stations.
FIRE DEPARTMENT	1-4-2000-2130	FIRE - COMPUTER EQUIP & SUPPLIES	\$1,171.69	\$6,000.00	\$4,828.31	20%	
FIRE DEPARTMENT	1-4-2000-2131	FIRE - CLOUD HOSTING	\$1,902.91	\$4,200.00	\$2,297.09	45%	
FIRE DEPARTMENT	1-4-2000-2140	FIRE - PHOTOCOPIER EXPENSE	\$785.45	\$4,000.00	\$3,214.55	20%	
FIRE DEPARTMENT	1-4-2000-2150	FIRE - MAINTENANCE OF FIRE WELLS	\$0.00	\$1,000.00	\$1,000.00	0%	
FIRE DEPARTMENT	1-4-2000-2270	FIRE - FIRE FEES	\$17,945.41	\$30,000.00	\$12,054.59	60%	
FIRE DEPARTMENT	1-4-2000-2305	FIRE - RECOGNITION	\$8,963.64	\$4,000.00	-\$4,963.64	224%	Recognition banquet from 2024 held in 2025.
FIRE DEPARTMENT	1-4-2000-2366	FIRE - BUILDING MAINTENANCE/SUPPLIES	\$2,220.66	\$13,000.00	\$10,779.34	17%	
FIRE DEPARTMENT	1-4-2000-2367	FIRE - RADIO LICENCES	\$0.00	\$7,600.00	\$7,600.00	0%	
FIRE DEPARTMENT	1-4-2000-2368	FIRE - EQUIPMENT MAINTENANCE	\$11,990.05	\$25,000.00	\$13,009.95	48%	
FIRE DEPARTMENT	1-4-2000-2369	FIRE - PPE MAINTENANCE	\$792.32	\$13,000.00	\$12,207.68	6%	
FIRE DEPARTMENT	1-4-2000-2399	FIRE - VEHICLE MAINTENANCE	\$44,762.84	\$50,000.00	\$5,237.16	90%	Maintenenace work was required for fire apparatus.
FIRE DEPARTMENT	1-4-2000-2400	FIRE - GAS/OIL/DIESEL	\$10,296.21	\$25,000.00	\$14,703.79	41%	
FIRE DEPARTMENT	1-4-2000-2410	FIRE - ASSOCIATION & MEMBERSHIP FEES	\$559.84	\$2,000.00	\$1,440.16	28%	
FIRE DEPARTMENT	1-4-2000-3010	FIRE - EQUIPMENT LEASING	\$3,656.86	\$45,000.00	\$41,343.14	8%	

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FIRE DEPARTMENT	1-4-2000-5010	FIRE - GENERAL EXPENSES		\$0.00	\$800.00	\$800.00	0%	
FIRE DEPARTMENT	1-4-2000-7200	FIRE - BURN PERMIT EXPENSE		\$0.00	\$2,000.00	\$2,000.00	0%	
FIRE DEPARTMENT	1-4-2000-9000	FIRE - TRANSFER TO RESERVES		\$0.00	\$20,000.00	\$20,000.00	0%	
COMMUNITY EMERGENCY MEASURES	1-4-2900-1010	CEMC - WAGES		\$2,046.04	\$4,852.00	\$2,805.96	42%	
COMMUNITY EMERGENCY MEASURES	1-4-2900-1110	CEMC - BENEFITS		\$456.52	\$1,932.00	\$1,475.48	24%	
COMMUNITY EMERGENCY MEASURES	1-4-2900-2035	CEMC - CONFERENCES/TRAINING/WORKSHOPS		\$0.00	\$2,500.00	\$2,500.00	0%	
COMMUNITY EMERGENCY MEASURES	1-4-2900-2125	CEMC - MATERIALS/SUPPLIES		\$0.00	\$500.00	\$500.00	0%	
COMMUNITY EMERGENCY MEASURES	1-4-2900-2131	CEMC - COMPUTER HOSTING FEES		\$0.00	\$2,500.00	\$2,500.00	0%	
COMMUNITY EMERGENCY MEASURES	1-4-2900-2223	CEMC - CONSULTANT		\$0.00	\$1,500.00	\$1,500.00	0%	
COMMUNITY EMERGENCY MEASURES	1-4-2900-2325	CEMC - PUBLICITY/PUBLIC AWARENESS		\$0.00	\$1,000.00	\$1,000.00	0%	
Total				\$698,170.58	\$1,363,715.00	\$665,544.42	51%	
Fire - Capital								
Category Name	Account Code	Account Name	Cost Centre	2025 Actuals	2025 Final Budget	Variance	Percentage	Comments
CAPITAL - FIRE DEPARTMENT	1-5-2000-8000	CAPITAL - FIRE DEPARTMENT	STATIO	\$21,247.62	\$30,000.00	\$8,752.38	71%	
Total				\$21,247.62	\$30,000.00	\$8,752.38	243%	
Community Services Department Total				\$666,304.82	\$1,279,715.00	\$613,410.18	52%	
Fleet - Capital								
Category Name	Account Code	Account Name	Cost Centre	2025 Actuals	2025 Final Budget	Variance	Percentage	Comments
CORPORATE FLEET	1-5-3000-8000	CAPITAL - CORPORATE FLEET	FRTRK	\$65,307.00	\$160,000.00	\$94,693.00	41%	
CORPORATE FLEET	1-5-3000-8000	CAPITAL - CORPORATE FLEET	RE #84	\$0.00	\$75,000.00	\$75,000.00	0%	
MACHINERY & EQUIPMENT	1-5-3001-8000	CAPITAL - MACHINERY & EQUIPMENT	ICERSF	\$18,513.53	\$175,000.00	\$1,486.47	93%	Project underway.
MACHINERY & EQUIPMENT	1-5-3001-8000	CAPITAL - MACHINERY & EQUIPMENT	SDWLK	\$8,038.03	\$8,000.00	\$1,961.97	80%	

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MACHINERY & EQUIPMENT	1-5-3001-8000	CAPITAL - MACHINERY & EQUIPMENT	FORKS	\$134,141.75	\$15,000.00	\$40,858.25	77%	
MACHINERY & EQUIPMENT	1-5-3001-8000	CAPITAL - MACHINERY & EQUIPMENT	GREASE	\$14,856.97	\$16,000.00	\$10,143.03	59%	
MACHINERY & EQUIPMENT	1-5-3001-8000	CAPITAL - MACHINERY & EQUIPMENT	KGTIRE	\$3,887.28	\$20,000.00	\$4,112.72	49%	
MACHINERY & EQUIPMENT	1-5-3001-8000	CAPITAL - MACHINERY & EQUIPMENT	LAWN	\$290.16	\$10,000.00	\$15,709.84	2%	
MACHINERY & EQUIPMENT	1-5-3001-8000	CAPITAL - MACHINERY & EQUIPMENT	MOWER	\$0.00	\$25,000.00	\$15,000.00	0%	
MACHINERY & EQUIPMENT	1-5-3001-8000	CAPITAL - MACHINERY & EQUIPMENT	PLOW	\$0.00	\$20,000.00	\$20,000.00	0%	
MACHINERY & EQUIPMENT	1-5-3001-8000	CAPITAL - MACHINERY & EQUIPMENT	RAZOR	\$0.00	\$10,000.00	\$10,000.00	0%	
MACHINERY & EQUIPMENT	1-5-3001-8000	CAPITAL - MACHINERY & EQUIPMENT	THUMB	\$0.00	\$15,000.00	\$15,000.00	0%	
MACHINERY & EQUIPMENT	1-5-3001-8000	CAPITAL - MACHINERY & EQUIPMENT	TRIM	\$0.00	\$1,000.00	\$1,000.00	0%	
Total				\$245,034.72	\$550,000.00	\$304,965.28	45%	
Fleet Total				\$245,034.72	\$550,000.00	\$304,965.28	45%	

Public Works - Revenue								
Category Name	Account Code	Account Name	Cost Centre	2025 Actuals	2025 Final Budget	Variance	Percentage	Comments
ROADS REVENUE	1-3-3000-3020	ROADS - AGGREGATE RESOURCES		\$0.00	-\$10,000.00	-\$10,000.00	0%	
ROADS REVENUE	1-3-3000-5015	ROADS - OCIF FUNDING		-\$371,849.00	-\$743,696.00	-\$371,847.00	50%	First and second installment received.
ROADS REVENUE	1-3-3000-5089	ROADS - CCBF formerly FEDERAL GAS TAX		\$0.00	-\$331,399.00	-\$331,399.00	0%	
ROADS REVENUE	1-3-3000-7121	ROADS - PERMIT FEES		-\$390.15	-\$4,600.00	-\$4,209.85	8%	
ROADS REVENUE	1-3-3000-7503	ROADS - GRANTS		\$0.00	-\$120,400.00	-\$120,400.00	0%	
ROADS REVENUE	1-3-3000-7911	ROADS - RECOVERABLE		\$0.00	-\$25,000.00	-\$25,000.00	0%	
ROADS REVENUE	1-3-3000-7999	ROADS - OTHER REVENUE		-\$21,350.11	\$0.00	\$21,350.11	-21350%	
ROADS REVENUE	1-3-3000-8001	ROADS - TRANSFER FROM RESERVES		\$0.00	-\$625,907.00	-\$625,907.00	0%	
ROADS REVENUE	1-3-3000-8100	ROADS - FINANCE CAPITAL PURCHASES		\$0.00	-\$335,000.00	-\$335,000.00	0%	
LANDFILL REVENUES	1-3-4020-7400	LF - LANDFILL SITE REVENUES		\$0.00	-\$2,000.00	-\$2,000.00	0%	
LANDFILL REVENUES	1-3-4020-7401	LF - GARBAGE & RECYCLING CHARGES ON TAX		-\$822,525.00	-\$815,000.00	\$7,525.00	101%	
LANDFILL REVENUES	1-3-4020-7402	LF - GARBAGE BAG TAGS & BLUE BOXES		-\$4,908.00	-\$2,500.00	\$2,408.00	196%	

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LANDFILL REVENUES	1-3-4020-7404	LF - MHSW - MUN HAZ SPECIAL WASTE	\$0.00	-\$15,000.00	-\$15,000.00	0%	
LANDFILL REVENUES	1-3-4020-7999	LANDFILL - OTHER REVENUE	-\$2,315.96	\$0.00	\$2,315.96	-2316%	
LANDFILL REVENUES	1-3-4020-8001	LF - TRANSFER FROM RESERVES	\$0.00	-\$90,000.00	-\$90,000.00	0%	
R.A.R.E. PLANT /RECYCLING REVENUES	1-3-4030-7503	RARE - GRANTS	\$0.00	-\$76,750.00	-\$76,750.00	0%	
LARGE ITEM PICKUP	1-3-4031-7753	LARGE ITEM PICKUP - OTHER REVENUE	\$0.00	-\$2,500.00	-\$2,500.00	0%	
WATERWORKS DEPARTMENT - REVENUES	1-3-9300-4900	WATER - DOMESTIC - ALEXANDRIA	-\$676,797.54	-\$1,844,833.00	-\$1,168,035.46	37%	
WATERWORKS DEPARTMENT - REVENUES	1-3-9300-4902	WATER-COMMERCIAL-ALEXANDRIA	-\$231,834.65	\$0.00	\$231,834.65	-231835%	Revenue budgeted for under domestic water.
WATERWORKS DEPARTMENT - REVENUES	1-3-9300-4903	WATER-GLEN ROBERTSON	-\$22,392.00	-\$43,921.00	-\$21,529.00	51%	
WATERWORKS DEPARTMENT - REVENUES	1-3-9300-4905	WATER - PENALTY & INTEREST	-\$10,634.55	-\$20,000.00	-\$9,365.45	53%	
WATERWORKS DEPARTMENT - REVENUES	1-3-9300-4906	WATER-OTHER INCOME	-\$13,675.23	-\$15,000.00	-\$1,324.77	91%	
WATERWORKS DEPARTMENT - REVENUES	1-3-9300-4907	WATER - NSF CHEQUE CHARGE	-\$90.00	\$0.00	\$90.00	-90%	
WATERWORKS DEPARTMENT - REVENUES	1-3-9300-4908	WATER - DOMESTIC - MAXVILLE	-\$135,906.68	-\$249,696.00	-\$113,789.32	54%	
WATERWORKS DEPARTMENT - REVENUES	1-3-9300-4909	WATER - COMMERCIAL - MAXVILLE	-\$45,355.62	-\$78,030.00	-\$32,674.38	58%	
WATERWORKS DEPARTMENT - REVENUES	1-3-9300-4940	SEWER FEES - ALEXANDRIA	-\$467,183.79	-\$999,356.00	-\$532,172.21	47%	
WATERWORKS DEPARTMENT - REVENUES	1-3-9300-4941	SEWER FEES - MAXVILLE	-\$90,620.12	-\$179,195.00	-\$88,574.88	51%	
WATERWORKS DEPARTMENT - REVENUES	1-3-9300-4951	WATER/SEWER CONNECTION FEES	-\$4,000.00	-\$20,000.00	-\$16,000.00	20%	
WATERWORKS DEPARTMENT - REVENUES	1-3-9300-4961	USER FEES - WETLANDS CAPITAL RECOVERY	-\$5,720.30	-\$15,000.00	-\$9,279.70	38%	
WATERWORKS DEPARTMENT - REVENUES	1-3-9300-8001	TRANSFER FROM WATER RESERVES	\$0.00	-\$165,000.00	-\$165,000.00	0%	
TRANSFER FROM RESERVES	1-3-9400-8001	NGS - TRANSFER FROM RESERVES	\$0.00	-\$344,370.00	-\$344,370.00	0%	
Total			-\$2,927,548.70	-\$7,174,153.00	-\$4,246,604.30	41%	

Public Works - Expenses

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Category Name	Account Code	Account Name	Cost Centre	2025 Actuals	2025 Final Budget	Variance	Percentage	Comments
BRIDGES & CULVERTS	1-4-3011-4010	BRIDGES - CONTRACTED SEVICES		\$0.00	\$6,000.00	\$6,000.00	0%	
ROADSIDE MAINTENANCE	1-4-3012-2125	RD MTCE - MATERIALS/SUPPLIES		\$9,620.83	\$25,000.00	\$15,379.17	38%	
ROADSIDE MAINTENANCE	1-4-3012-2325	RD MTCE - BEAUTIFICATION		\$315.13	\$7,000.00	\$6,684.87	5%	
ROADSIDE MAINTENANCE	1-4-3012-4110	RD MTCE - BRUSHING & TRIMMING		\$20.34	\$5,000.00	\$4,979.66	0%	
ROADSIDE MAINTENANCE	1-4-3012-4300	RD MTCE - CATCH BASINS AND CURBS		\$1,017.60	\$500.00	-\$517.60	204%	A damaged catch basin needed to be repaired.
ROADSIDE MAINTENANCE	1-4-3012-4350	RD MTCE - DEBRIS/ LITTER PICK UP		\$451.47	\$1,000.00	\$548.53	45%	
ROADSIDE MAINTENANCE	1-4-3012-4351	RD MTCE - TOP SOIL		\$748.32	\$1,000.00	\$251.68	75%	
SIDEWALKS	1-4-3035-2125	SIDEWK - MATERIALS/SUPPLIES		\$2,849.28	\$7,500.00	\$4,650.72	38%	
LOOSETOP MAINTENANCE	1-4-3045-5205	LSTOP - DUST LAYER		\$117,987.79	\$192,000.00	\$74,012.21	61%	
HARDTOP MAINTENANCE	1-4-3046-5190	HRDTOP MTCE - PATCHING AND WASHOUTS		\$5,449.94	\$14,000.00	\$8,550.06	39%	
HARDTOP MAINTENANCE	1-4-3046-5191	HRDTOP MTCE - BRUSHING AND DITCHING		\$1,660.72	\$20,000.00	\$18,339.28	8%	
HARDTOP MAINTENANCE	1-4-3046-5194	HRDTOP MTCE - SWEEPING AND CLEANING		\$0.00	\$10,000.00	\$10,000.00	0%	
PLOWING/SALTING	1-4-3055-4010	PLOWING/SALTING - CONTRACTED SERVICES		\$5,187.73	\$2,000.00	-\$3,187.73	259%	Higher than expected winter events over the 2024/2025 winter season.
PLOWING/SALTING	1-4-3055-5125	PLOWING/SALTING - SALT		\$21,162.10	\$95,000.00	\$73,837.90	22%	
PLOWING/SALTING	1-4-3055-5126	PLOWING/SALTING - STONE DUST		\$0.00	\$75,000.00	\$75,000.00	0%	
SNOW REMOVAL (HAULING)	1-4-3056-4010	SNOW REMOVAL - CONTRACTED SERVICES		\$108,462.26	\$70,000.00	-\$38,462.26	155%	Higher than expected winter events over the 2024/2025 winter season.
STORM SEWERS	1-4-3060-4010	S.S. - CONTRACTED SERVICES		\$0.00	\$20,000.00	\$20,000.00	0%	
SAFETY DEVICES	1-4-3061-2125	S.D. - MATERIALS/SUPPLIES		\$721.19	\$16,000.00	\$15,278.81	5%	
SAFETY DEVICES	1-4-3061-3010	S.D. - EQUIPMENT RENTALS		\$18,259.40	\$40,000.00	\$21,740.60	46%	

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STREET LIGHTING	1-4-3062-2056	ST. LIGHTS - HYDRO	\$44,171.35	\$70,000.00	\$25,828.65	63%	Within expected expenditures, normally higher in winter.
STREET LIGHTING	1-4-3062-2368	ST. LIGHTS - EQUIPMENT MAINTENANCE	\$5,442.00	\$5,000.00	-\$442.00	109%	
STREET LIGHTING	1-4-3062-5010	ST. LIGHTS - X-MAS DECORATION	\$0.00	\$2,300.00	\$2,300.00	0%	
PUBLIC WORKS BUILDING	1-4-3065-2024	PWB - GARBAGE AND SNOW REMOVAL	\$3,716.39	\$8,000.00	\$4,283.61	46%	
PUBLIC WORKS BUILDING	1-4-3065-2050	PWB - TELEPHONE	\$200.37	\$425.00	\$224.63	47%	
PUBLIC WORKS BUILDING	1-4-3065-2055	PWB - ENBRIDGE	\$1,126.58	\$2,500.00	\$1,373.42	45%	
PUBLIC WORKS BUILDING	1-4-3065-2056	PWB - HYDRO	\$7,486.36	\$9,000.00	\$1,513.64	83%	40% will be moved to WW at year end.
PUBLIC WORKS BUILDING	1-4-3065-2057	PWB - WATER/SEWER	\$649.32	\$600.00	-\$49.32	108%	40% will be moved to WW at year end.
PUBLIC WORKS BUILDING	1-4-3065-2130	PWB - COMPUTER EXPENSES	\$393.81	\$0.00	-\$393.81	394%	This will be accounted for in the 2026 budget. 40% will be moved to WW at year end.
PUBLIC WORKS BUILDING	1-4-3065-2130	PWB - COMPUTER EXPENSES	\$10.17		-\$10.17	10%	
PUBLIC WORKS BUILDING	1-4-3065-2366	PWB - BLG MTCE/SUPPLIES	\$97.56	\$3,000.00	\$2,902.44	3%	
OVERHEAD - ROADS	1-4-3101-1010	ROADS - WAGES - FULL TIME	\$507,338.61	\$1,045,065.00	\$537,726.39	49%	
OVERHEAD - ROADS	1-4-3101-1015	ROADS - PART TIME WAGES	\$47,565.10	\$135,230.00	\$87,664.90	35%	
OVERHEAD - ROADS	1-4-3101-1035	ROADS - OVERTIME	\$110,161.11	\$90,100.00	-\$20,061.11	122%	Higher than expected winter events over the 2024/2025 winter season. This number is expected to decrease after further review due to hours being coded here instead of 1-4-3101-1100.
OVERHEAD - ROADS	1-4-3101-1110	ROADS - BENEFITS	\$211,020.68	\$421,000.00	\$209,979.32	50%	Within expected expenditures.
OVERHEAD - ROADS	1-4-3101-1225	ROADS - INSURANCE	\$120,650.11	\$125,217.00	\$4,566.89	96%	2025 Insurance.
OVERHEAD - ROADS	1-4-3101-1502	ROADS - LTD FINANCE CHARGES	\$75,383.34	\$151,800.00	\$76,416.66	50%	
OVERHEAD - ROADS	1-4-3101-2020	ROADS - HEALTH & SAFETY	\$260.00	\$3,000.00	\$2,740.00	9%	

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OVERHEAD - ROADS	1-4-3101-2021	ROADS - WORK BOOTS & CLOTHING	\$6,190.98	\$10,400.00	\$4,209.02	60%	
OVERHEAD - ROADS	1-4-3101-2025	ROADS - MILEAGE & TRAVEL	\$104.97	\$500.00	\$395.03	21%	
OVERHEAD - ROADS	1-4-3101-2026	ROADS - MEETING ATTENDANCE	\$61.03	\$120.00	\$58.97	51%	
OVERHEAD - ROADS	1-4-3101-2027	ROAD - INSURANCE CLAIMS	\$3,059.14	\$5,000.00	\$1,940.86	61%	
OVERHEAD - ROADS	1-4-3101-2035	ROADS - CONFERENCES/WORKSHOPS/TRAINING	\$13,872.00	\$20,000.00	\$6,128.00	69%	
OVERHEAD - ROADS	1-4-3101-2049	ROADS - CELL PHONES	\$5,873.82	\$12,000.00	\$6,126.18	49%	
OVERHEAD - ROADS	1-4-3101-2050	ROADS - TELEPHONE	\$1,311.93	\$3,000.00	\$1,688.07	44%	
OVERHEAD - ROADS	1-4-3101-2051	ROADS - COURIER	\$0.00	\$1,000.00	\$1,000.00	0%	
OVERHEAD - ROADS	1-4-3101-2055	ROADS - ENBRIDGE	\$9,976.89	\$15,000.00	\$5,023.11	67%	Within expected expenditures, normally higher in winter.
OVERHEAD - ROADS	1-4-3101-2056	ROADS - HYDRO	\$15,057.85	\$18,000.00	\$2,942.15	84%	
OVERHEAD - ROADS	1-4-3101-2057	ROADS - WATER/SEWER	\$650.20	\$1,300.00	\$649.80	50%	
OVERHEAD - ROADS	1-4-3101-2065	ROADS - OIL FURNACE	\$6,088.14	\$9,000.00	\$2,911.86	68%	Within expected expenditures, normally higher in winter.
OVERHEAD - ROADS	1-4-3101-2110	ROADS - TOOLS	\$1,884.56	\$10,000.00	\$8,115.44	19%	
OVERHEAD - ROADS	1-4-3101-2120	ROADS - OFFICE SUPPLIES	\$0.00	\$2,000.00	\$2,000.00	0%	
OVERHEAD - ROADS	1-4-3101-2124	ROADS - JANITORIAL/HOUSEKEEPING SUPPLIES	\$181.18	\$500.00	\$318.82	36%	
OVERHEAD - ROADS	1-4-3101-2125	ROADS - MATERIAL/SUPPLIES	\$6,379.25	\$30,000.00	\$23,620.75	21%	
OVERHEAD - ROADS	1-4-3101-2130	ROADS - COMPUTER FEES & EQUIPMENT	\$2,798.63	\$14,831.00	\$12,032.37	19%	
OVERHEAD - ROADS	1-4-3101-2131	ROADS - COMPUTER HOSTING FEES	\$16,803.93	\$30,000.00	\$13,196.07	56%	
OVERHEAD - ROADS	1-4-3101-2140	ROADS - PHOTOCOPIER EXPENSES	\$934.39	\$1,000.00	\$65.61	93%	
OVERHEAD - ROADS	1-4-3101-2210	ROADS - LEGAL FEES	\$0.00	\$500.00	\$500.00	0%	

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OVERHEAD - ROADS	1-4-3101-2366	ROADS - BUILDING MAINTENANCE/SUPPLIES	\$6,336.09	\$10,000.00	\$3,663.91	63%	
OVERHEAD - ROADS	1-4-3101-2368	ROADS - EQUIPMENT MAINTENANCE	\$111,190.51	\$170,000.00	\$58,809.49	65%	Within expected expenditures, normally higher in winter/spring.
OVERHEAD - ROADS	1-4-3101-2370	ROADS - TRUCK LICENCING	\$2,300.85	\$19,500.00	\$17,199.15	12%	
OVERHEAD - ROADS	1-4-3101-2400	ROADS - GAS/OIL/DIESEL	\$142,881.95	\$195,000.00	\$52,118.05	73%	Higher than expected winter events over the 2024/2025 winter season.
OVERHEAD - ROADS	1-4-3101-2410	ROADS - ASSOC & MEMBERSHIP FEES	\$1,894.72	\$2,000.00	\$105.28	95%	Within expected expenditures. Expenese are not constant throughout the year.
OVERHEAD - ROADS	1-4-3101-4002	ROADS - CENTRE LINE PAINTING	\$0.00	\$30,000.00	\$30,000.00	0%	
OVERHEAD - ROADS	1-4-3101-4010	ROADS - CONTRACT/CONTRACTED SERVICES	\$9,865.33	\$35,600.00	\$25,734.67	28%	
OVERHEAD - ROADS	1-4-3101-4105	ROADS - WEED CONTROL	\$0.00	\$10,000.00	\$10,000.00	0%	
GARBAGE COLLECTION	1-4-4010-2511	WASTE - TRANSPORTATION	\$29.00	\$1,000.00	-\$29.00	29%	
GARBAGE COLLECTION	1-4-4010-2520	WASTE - WEIGHING CHARGES	\$0.00	\$500.00	\$1,000.00	0%	
GARBAGE COLLECTION	1-4-4010-3010	WASTE - EQUIPMENT RENTAL/LEASING	\$0.00	\$32,000.00	\$500.00	0%	
GARBAGE COLLECTION	1-4-4010-4010	WASTE - CONTRACT/CONTRACTED SERVICES	\$39,830.91	\$333,308.00	-\$7,830.91	124%	Purchase of one loader. Offset by a change in
LANDFILL SITES	1-4-4020-1010	LF - WAGES	\$145,487.17	\$38,122.00	\$187,820.83	44%	
LANDFILL SITES	1-4-4020-1015	LF - PART-TIME WAGES	\$8,799.70	\$25,566.00	\$29,322.30	23%	
LANDFILL SITES	1-4-4020-1110	LF - BENEFITS	\$11,009.00	\$17,000.00	\$14,557.00	43%	
LANDFILL SITES	1-4-4020-1225	LF - INSURANCE	\$3,496.09	\$19,478.00	\$13,503.91	21%	
LANDFILL SITES	1-4-4020-2013	LF - COVER MATERIAL	\$18,472.89	\$5,000.00	\$1,005.11	95%	2025 Insurance.
LANDFILL SITES	1-4-4020-2015	LF - PROPERTY TAXES	\$0.00	\$16,000.00	\$5,000.00	0%	
LANDFILL SITES	1-4-4020-2021	LF - CLOTHING ALLOWANCE	\$0.00	\$300.00	\$16,000.00	0%	
LANDFILL SITES	1-4-4020-2024	LF - OPERATING MTCE. EXPENSE	\$0.00	\$20,000.00	\$300.00	0%	
LANDFILL SITES	1-4-4020-2049	LF - CELL PHONE	\$11,494.87	\$600.00	\$8,505.13	57%	
LANDFILL SITES	1-4-4020-2056	LF - HYDRO	\$116.34	\$2,500.00	\$483.66	19%	

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LANDFILL SITES	1-4-4020-2187	LF - WASTE ACCEPTANCE FEES - LAFLECHE	\$1,263.80	\$180,000.00	\$1,236.20	51%	
LANDFILL SITES	1-4-4020-2223	LF - CONSULTING FEES	\$62,494.65	\$65,000.00	\$117,505.35	35%	
LANDFILL SITES	1-4-4020-2300	LF - ADVERTISING/EDUCATION	\$12,249.38	\$1,000.00	\$52,750.62	19%	
LANDFILL SITES	1-4-4020-2368	LF - EQUIPMENT MAINTENANCE	\$264.58	\$5,000.00	\$735.42	26%	
LANDFILL SITES	1-4-4020-2400	LF - GAS/OIL/DIESEL	\$2,414.82	\$700.00	\$2,585.18	48%	
LANDFILL SITES	1-4-4020-2410	LF - ASSOCIATION FEES	\$262.11	\$800.00	\$437.89	37%	
LANDFILL SITES	1-4-4020-2540	LF - SAMPLING AND MONITORING	\$0.00	\$25,675.00	\$800.00	0%	
LANDFILL SITES	1-4-4020-4023	LF - HOUSEHOLD HAZARDOUS WASTE DAY	\$11,374.66	\$80,000.00	\$14,300.34	44%	
LANDFILL SITES	1-4-4020-4024	LF - ELECTRONIC WASTE COLLECTION	\$44,364.64	\$30,000.00	\$35,635.36	55%	
LANDFILL SITES	1-4-4020-7911	LANDFILL - RECOVERABLE COSTS	\$10,997.55	\$0.00	\$19,002.45	37%	Another collection will be held in the fall.
RECYCLING (RARE)	1-4-4030-1010	RARE - WAGES	\$6,671.85	\$0.00	-\$6,671.85	6672%	This GL is recoverable.
RECYCLING (RARE)	1-4-4030-1110	RARE - BENEFITS	\$993.60	\$0.00	-\$993.60	994%	One employee was kept on in January.
RECYCLING (RARE)	1-4-4030-2050	RARE - TELEPHONE	\$10,895.70	\$0.00	-\$10,895.70	10896%	Remainder of 2024 benefits, paid in PP1 of 2025.
LARGE ITEM PICKUP	1-4-4031-1015	LARGE ITEM PICKUP - PART TIME WAGES	\$39.79	\$25,440.00	-\$39.79	40%	To be reallocated to the correct GL.
LARGE ITEM PICKUP	1-4-4031-1110	LARGE ITEM PICKUP - BENEFITS	\$0.00	\$4,800.00	\$25,440.00	0%	
LARGE ITEM PICKUP	1-4-4031-2020	LARGE ITEM PICKUP - HEALTH & SAFETY	\$0.00	\$150.00	\$4,800.00	0%	
LARGE ITEM PICKUP	1-4-4031-2125	LARGE ITEM PICKUP - MATERIALS/SUPPLIES	\$0.00	\$1,920.00	\$150.00	0%	
LARGE ITEM PICKUP	1-4-4031-2400	LARGE ITEM PICKUP - GAS/DIESEL/OIL	\$0.00	\$2,210.00	\$1,920.00	0%	
NORTH GLENGARRY WATER TREATMENT SERVICES	1-4-9300-1010	NGWT-WAGES	\$0.00	\$394,094.00	\$2,210.00	0%	
NORTH GLENGARRY WATER TREATMENT SERVICES	1-4-9300-1015	NGWT - PART TIME WAGES	\$205,224.47	\$15,692.00	\$188,869.53	52%	
NORTH GLENGARRY WATER TREATMENT SERVICES	1-4-9300-1035	NGWT - OVERTIME	\$1,458.50	\$36,000.00	\$14,233.50	9%	
NORTH GLENGARRY WATER TREATMENT SERVICES	1-4-9300-1110	NGWT-BENEFITS	\$26,998.46	\$149,800.00	\$9,001.54	75%	Winter events caused the need for additional overtime, within expected expenditures.
NORTH GLENGARRY WATER TREATMENT SERVICES	1-4-9300-1225	NGWT-INSURANCE	\$77,853.55	\$63,768.00	\$71,946.45	52%	Within expected expenditures.
NORTH GLENGARRY WATER TREATMENT SERVICES	1-4-9300-1500	NGWT - LTD MAXVILLE WATER PROJECT	\$61,576.29	\$433,316.00	\$2,191.71	97%	2025 Insurance.

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NORTH GLENGARRY WATER TREATMENT SERVICES	1-4-9300-2015	NGWT-MUNICIPAL TAXES	\$213,020.55	\$10,000.00	\$220,295.45	49%	
NORTH GLENGARRY WATER TREATMENT SERVICES	1-4-9300-2020	NGWT-HEALTH & SAFETY	\$0.00	\$2,400.00	\$10,000.00	0%	
NORTH GLENGARRY WATER TREATMENT SERVICES	1-4-9300-2021	NGWT-WORK BOOTS & CLOTHING	\$0.00	\$3,240.00	\$2,400.00	0%	
NORTH GLENGARRY WATER TREATMENT SERVICES	1-4-9300-2022	NGWT - PRESCRIPTION SAFETY GLASSES	\$664.42	\$750.00	\$2,575.58	21%	
NORTH GLENGARRY WATER TREATMENT SERVICES	1-4-9300-2023	NGWT-BILLING OPERATING COSTS	\$0.00	\$1,500.00	\$750.00	0%	
NORTH GLENGARRY WATER TREATMENT SERVICES	1-4-9300-2035	NGWT-CONFERENCES & WORKSHOPS	\$47.46	\$19,800.00	\$1,452.54	3%	
NORTH GLENGARRY WATER TREATMENT SERVICES	1-4-9300-2037	NGWT-CERTIFICATE RENEWAL	\$11,118.39	\$2,200.00	\$8,681.61	56%	
NORTH GLENGARRY WATER TREATMENT SERVICES	1-4-9300-2049	NGWT-CELL PHONES	\$2,645.94	\$5,000.00	-\$445.94	120%	Additional renwals for Glen Robertson.
NORTH GLENGARRY WATER TREATMENT SERVICES	1-4-9300-2050	NGWT-TELEPHONE	\$2,470.57	\$4,200.00	\$2,529.43	49%	
NORTH GLENGARRY WATER TREATMENT SERVICES	1-4-9300-2051	NGWT-COURIER	\$3,151.92	\$2,700.00	\$1,048.08	75%	Within expected expenditures.
NORTH GLENGARRY WATER TREATMENT SERVICES	1-4-9300-2055	NGWT-ENBRIDGE	\$1,463.49	\$10,000.00	\$1,236.51	54%	
NORTH GLENGARRY WATER TREATMENT SERVICES	1-4-9300-2056	NGWT-HYDRO	\$7,089.13	\$67,500.00	\$2,910.87	71%	Within expected expenditures, normally higher
NORTH GLENGARRY WATER TREATMENT SERVICES	1-4-9300-2100	NGWT-POSTAGE	\$53,545.12	\$1,000.00	\$13,954.88	79%	Within expected expenditures.
NORTH GLENGARRY WATER TREATMENT SERVICES	1-4-9300-2102	NGWT - RENT & UTILITIES	\$4,021.50	\$0.00	-\$3,021.50	402%	
NORTH GLENGARRY WATER TREATMENT SERVICES	1-4-9300-2110	NGWT-TOOLS	\$5,597.46	\$3,000.00	-\$5,597.46	5597%	Rent for shop at 90 Main St South. Move in is
NORTH GLENGARRY WATER TREATMENT SERVICES	1-4-9300-2114	NGWT-CHEMICALS	\$388.52	\$40,000.00	\$2,611.48	13%	
NORTH GLENGARRY WATER TREATMENT SERVICES	1-4-9300-2115	NGWT-COAGULENT	\$23,355.24	\$100,000.00	\$16,644.76	58%	
NORTH GLENGARRY WATER TREATMENT SERVICES	1-4-9300-2116	NGWT-CHLORINE	\$33,905.38	\$27,500.00	\$66,094.62	34%	
NORTH GLENGARRY WATER TREATMENT SERVICES	1-4-9300-2120	NGWT-OFFICE SUPPLIES	\$34,484.23	\$3,000.00	-\$6,984.23	125%	These chemicals should last into next year.
NORTH GLENGARRY WATER TREATMENT SERVICES	1-4-9300-2125	NGWT-MATERIALS & SUPPLIES	\$2,126.27	\$13,000.00	\$873.73	71%	
NORTH GLENGARRY WATER TREATMENT SERVICES	1-4-9300-2130	NGWT-COMPUTER SUPPLIES	\$2,194.03	\$6,500.00	\$10,805.97	17%	
NORTH GLENGARRY WATER TREATMENT SERVICES	1-4-9300-2140	NGWT - PHOTOCOPIER EXPENSE	\$4,189.86	\$2,000.00	\$2,310.14	64%	Within normal expenditures, spending is not
NORTH GLENGARRY WATER TREATMENT SERVICES	1-4-9300-2162	NGWT - NW WATER METER/REPAIRS	\$1,249.44	\$2,000.00	\$750.56	62%	
NORTH GLENGARRY WATER TREATMENT SERVICES	1-4-9300-2164	NGWT - WATER MAIN REPAIRS	\$0.00	\$120,000.00	\$2,000.00	0%	
NORTH GLENGARRY WATER TREATMENT SERVICES	1-4-9300-2166	NGWT - FROZEN LINE REPAIRS	\$50,606.77	\$500.00	\$69,393.23	42%	
NORTH GLENGARRY WATER TREATMENT SERVICES	1-4-9300-2201	NGWT-QMS AUDITING	\$0.00	\$5,000.00	\$500.00	0%	
NORTH GLENGARRY WATER TREATMENT SERVICES	1-4-9300-2210	NGWT-LEGAL FEES	\$0.00	\$10,000.00	\$5,000.00	0%	
NORTH GLENGARRY WATER TREATMENT SERVICES	1-4-9300-2223	NGWT-CONSULTING FEES	\$0.00	\$10,000.00	\$10,000.00	0%	
NORTH GLENGARRY WATER TREATMENT SERVICES	1-4-9300-2300	NGWT-ADVERTISING	\$0.00	\$1,500.00	\$10,000.00	0%	
NORTH GLENGARRY WATER TREATMENT SERVICES	1-4-9300-2366	NGWT-BUILDING MTCE/SUPPLIES	\$0.00	\$7,000.00	\$1,500.00	0%	
NORTH GLENGARRY WATER TREATMENT SERVICES	1-4-9300-2368	NGWT-EQUIPMENT MTCE	\$4,413.30	\$45,000.00	\$2,586.70	63%	
NORTH GLENGARRY WATER TREATMENT SERVICES	1-4-9300-2370	NGWT - TRUCK LICENSING	\$25,314.53	\$1,000.00	\$19,685.47	56%	
NORTH GLENGARRY WATER TREATMENT SERVICES	1-4-9300-2399	NGWT - VEHICLE MAINTENANCE	\$0.00	\$2,500.00	\$1,000.00	0%	
NORTH GLENGARRY WATER TREATMENT SERVICES	1-4-9300-2400	NGWT-GAS/OIL/DIESEL	\$847.91	\$12,000.00	\$1,652.09	34%	
NORTH GLENGARRY WATER TREATMENT SERVICES	1-4-9300-2410	NGWT-ASSOC. & MEMBERSHIP FEES	\$3,747.49	\$1,500.00	\$8,252.51	31%	
NORTH GLENGARRY WATER TREATMENT SERVICES	1-4-9300-2540	NGWT-SAMPLING	\$239.14	\$27,000.00	\$1,260.86	16%	
NORTH GLENGARRY WATER TREATMENT SERVICES	1-4-9300-3065	NGWT- PUBLIC WORKS BUILDING	\$14,276.00	\$14,115.00	\$12,724.00	53%	

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NORTH GLENGARRY WATER TREATMENT SERVICES	1-4-9300-3753	NGWT - METER READING	\$307.01	\$15,000.00	\$13,807.99	2%	
NORTH GLENGARRY WATER TREATMENT SERVICES	1-4-9300-4010	NGWT-CONTRACTS/CONTRACTED SERVICES	\$6,588.87	\$6,500.00	\$8,411.13	44%	
NORTH GLENGARRY WATER TREATMENT SERVICES	1-4-9300-4114	NGWT - LOCATES	\$1,701.68	\$12,000.00	\$4,798.32	26%	
NORTH GLENGARRY WATER TREATMENT SERVICES	1-4-9300-5020	NGWT-BAD DEBT EXPENSE	\$4,984.46	\$0.00	\$7,015.54	42%	
NORTH GLENGARRY WATER TREATMENT SERVICES	1-4-9300-5120	NGWT - SNOW REMOVAL	\$1,400.24	\$13,000.00	-\$1,400.24	1400%	Bad debt write off.
NORTH GLENGARRY SEWER SERVICES	1-4-9400-1010	NGS - WAGES	\$7,309.06	\$262,730.00	\$5,690.94	56%	Snow removal for water was more reasonable as removal was less urgent.
NORTH GLENGARRY SEWER SERVICES	1-4-9400-1015	NGS - PART-TIME WAGES	\$83,782.08	\$10,461.00	\$178,947.92	32%	
NORTH GLENGARRY SEWER SERVICES	1-4-9400-1035	NGS - OVERTIME	\$0.00	\$24,000.00	\$10,461.00	0%	
NORTH GLENGARRY SEWER SERVICES	1-4-9400-1110	NGS - BENEFITS	\$7,139.56	\$99,920.00	\$16,860.44	30%	
NORTH GLENGARRY SEWER SERVICES	1-4-9400-1225	NGS - INSURANCE	\$37,078.07	\$34,551.00	\$62,841.93	37%	
NORTH GLENGARRY SEWER SERVICES	1-4-9400-1505	NGS - LTD PAYMENTS	\$34,657.35	\$20,000.00	-\$106.35	100%	2025 Insurance.
NORTH GLENGARRY SEWER SERVICES	1-4-9400-1515	NGS - LTD WETLANDS	\$0.00	\$26,640.00	\$20,000.00	0%	
NORTH GLENGARRY SEWER SERVICES	1-4-9400-2015	NGS - MUNICIPAL TAXES	\$12,807.06	\$8,000.00	\$13,832.94	48%	
NORTH GLENGARRY SEWER SERVICES	1-4-9400-2020	NGS - HEALTH & SAFETY	\$0.00	\$2,000.00	\$8,000.00	0%	
NORTH GLENGARRY SEWER SERVICES	1-4-9400-2021	NGS - WORK BOOTS & CLOTHING	\$2,665.34	\$2,240.00	-\$665.34	133%	Additional safety items were required.
NORTH GLENGARRY SEWER SERVICES	1-4-9400-2023	NGS - BILLING OPERATING COSTS	\$340.87	\$2,000.00	\$1,899.13	15%	
NORTH GLENGARRY SEWER SERVICES	1-4-9400-2027	NGS - INSURANCE CLAIMS	\$0.00	\$10,000.00	\$2,000.00	0%	
NORTH GLENGARRY SEWER SERVICES	1-4-9400-2035	NGS - CONFERENCE & WORKSHOPS	\$0.00	\$13,200.00	\$10,000.00	0%	
NORTH GLENGARRY SEWER SERVICES	1-4-9400-2037	NGS - LICENSE RENEWAL	\$4,483.84	\$1,000.00	\$8,716.16	34%	
NORTH GLENGARRY SEWER SERVICES	1-4-9400-2049	NGS - CELL PHONES	\$0.00	\$2,500.00	\$1,000.00	0%	
NORTH GLENGARRY SEWER SERVICES	1-4-9400-2050	NGS - TELEPHONE	\$871.84	\$4,000.00	\$1,628.16	35%	
NORTH GLENGARRY SEWER SERVICES	1-4-9400-2051	NGS - COURIER	\$2,088.98	\$1,800.00	\$1,911.02	52%	Within expected expenditures.

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NORTH GLENGARRY SEWER SERVICES	1-4-9400-2056	NGS - HYDRO	\$1,433.14	\$75,000.00	\$366.86	80%	Within normal expenditures, spending is not constant throughout the year.
NORTH GLENGARRY SEWER SERVICES	1-4-9400-2110	NGS - TOOLS	\$49,436.38	\$1,000.00	\$25,563.62	66%	Within expected expenditures.
NORTH GLENGARRY SEWER SERVICES	1-4-9400-2114	NGS - CHEMICALS	\$282.61	\$8,000.00	\$717.39	28%	
NORTH GLENGARRY SEWER SERVICES	1-4-9400-2115	NGS - COAGULENT	\$12,685.48	\$65,000.00	-\$4,685.48	159%	These chemicals should last into next year.
NORTH GLENGARRY SEWER SERVICES	1-4-9400-2116	NGS - CHLORINE	\$33,299.77	\$25,000.00	\$31,700.23	51%	
NORTH GLENGARRY SEWER SERVICES	1-4-9400-2120	NGS - OFFICE SUPPLIES	\$0.00	\$400.00	\$25,000.00	0%	
NORTH GLENGARRY SEWER SERVICES	1-4-9400-2125	NGS - MATERIALS/SUPPLIES	\$435.96	\$6,000.00	-\$35.96	109%	
NORTH GLENGARRY SEWER SERVICES	1-4-9400-2130	NGS - COMPUTER SUPPLIES	\$1,872.33	\$1,000.00	\$4,127.67	31%	
NORTH GLENGARRY SEWER SERVICES	1-4-9400-2131	NGS - COMPUTER HOSTING FEES	\$1,239.36	\$8,000.00	-\$239.36	124%	A laptop was due for replacement.
NORTH GLENGARRY SEWER SERVICES	1-4-9400-2140	NGS - PHOTOCOPIER EXPENSE	\$611.53	\$1,000.00	\$7,388.47	8%	
NORTH GLENGARRY SEWER SERVICES	1-4-9400-2163	NGS - SEWER LINE REPAIRS	\$72.55	\$75,000.00	\$927.45	7%	
NORTH GLENGARRY SEWER SERVICES	1-4-9400-2210	NGS - LEGAL FEES	\$18,501.16	\$5,000.00	\$56,498.84	25%	
NORTH GLENGARRY SEWER SERVICES	1-4-9400-2223	NGS - CONSULTING FEES	\$0.00	\$10,000.00	\$5,000.00	0%	
NORTH GLENGARRY SEWER SERVICES	1-4-9400-2300	NGS-ADVERTISING	\$5,342.41	\$500.00	\$4,657.59	53%	
NORTH GLENGARRY SEWER SERVICES	1-4-9400-2366	NGS-BUILDING MTCE/SUPPLIES	\$0.00	\$5,000.00	\$500.00	0%	
NORTH GLENGARRY SEWER SERVICES	1-4-9400-2368	NGS-EQUIPMENT MTCE	\$2,606.24	\$35,000.00	\$2,393.76	52%	Within normal expenditures, spending is not constant throughout the year.
NORTH GLENGARRY SEWER SERVICES	1-4-9400-2369	NGS-LAGOON MTCE	\$7,214.80	\$5,000.00	\$27,785.20	21%	
NORTH GLENGARRY SEWER SERVICES	1-4-9400-2370	NGS-TRUCK LICENCING	\$1,728.21	\$250.00	\$3,271.79	35%	
NORTH GLENGARRY SEWER SERVICES	1-4-9400-2399	NGS-VEHICLE MTCE	\$0.00	\$3,500.00	\$250.00	0%	
NORTH GLENGARRY SEWER SERVICES	1-4-9400-2400	NGS-GAS/OIL/DIESEL	\$1,000.96	\$12,000.00	\$2,499.04	29%	

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NORTH GLENGARRY SEWER SERVICES	1-4-9400-2410	NGS-ASSOC. & MEMBERSHIP FEES	\$5,909.18	\$500.00	\$6,090.82	49%	
NORTH GLENGARRY SEWER SERVICES	1-4-9400-2540	NGS-SAMPLING	\$0.00	\$23,000.00	\$500.00	0%	
NORTH GLENGARRY SEWER SERVICES	1-4-9400-3065	NGS - PUBIC WORKS BUILDING	\$18,611.33	\$9,410.00	\$4,388.67	81%	Within normal expenditures, spending is not constant throughout the year.
NORTH GLENGARRY SEWER SERVICES	1-4-9400-4010	NGS-CONTRACTS/CONTRACTED SERVICES	\$0.00	\$5,000.00	\$9,410.00	0%	
NORTH GLENGARRY SEWER SERVICES	1-4-9400-4114	NGS - LOCATES	\$689.93	\$10,000.00	\$4,310.07	14%	
NORTH GLENGARRY SEWER SERVICES	1-4-9400-5020	NGS-BAD DEBT EXPENSE	\$1,773.61	\$0.00	\$8,226.39	18%	
NORTH GLENGARRY SEWER SERVICES	1-4-9400-5120	NGS - SNOW REMOVAL	\$889.55	\$10,000.00	-\$889.55	890%	Bad debt write off.
NORTH GLENGARRY SEWER SERVICES	1-4-9400-7911	NGS-RECOVERABLE SERVICES & REPAIRS	\$5,914.28	\$0.00	\$4,085.72	59%	Higher than expected winter events over the 2024/2025 winter season.
Total			\$3,457,350.81	\$6,917,734.00	\$3,460,383.19	50%	

Public Works - Capital								
Category Name	Account Code	Account Name	Cost Centre	2025 Actuals	2025 Final Budget	Variance	Percentage	Comments
CAPITAL - BRIDGES	1-5-3011-8000	CAPITAL - BRIDGES	BRIDGE	\$49,940.80	\$70,000.00	\$20,059.20	71%	
CAPITAL - BRIDGES	1-5-3011-8000	CAPITAL - BRIDGES	BR #57	\$38,678.71	\$1,000,000.00	\$961,321.29	4%	
CAPITAL - PUBLIC WORKS BUILDING	1-5-3065-8000	CAPITAL - PUBLIC WORKS BUILDING	PWUPGR	\$5,605.73	\$12,225.00	\$6,619.27	46%	
CAPITAL - PUBLIC WORKS BUILDING	1-5-3065-8000	CAPITAL - PUBLIC WORKS BUILDING	PWHEAT	\$7,123.61	\$21,000.00	\$13,876.39	34%	
CAPITAL - ROADS DEPARTMENT	1-5-3101-8000	CAPITAL - ROADS DEPARTMENT	SIDWLK	\$215,212.84	\$150,000.00	\$159,787.16	57%	
CAPITAL - ROADS DEPARTMENT	1-5-3101-8000	CAPITAL - ROADS DEPARTMENT	CROSS	\$36.60	\$30,000.00	\$149,963.40	0%	
CAPITAL - ROADS DEPARTMENT	1-5-3101-8000	CAPITAL - ROADS DEPARTMENT	CULVRT	\$0.00	\$50,000.00	\$30,000.00	0%	
CAPITAL - ROADS DEPARTMENT	1-5-3101-8000	CAPITAL - ROADS DEPARTMENT	ENGINR	\$0.00	\$20,000.00	\$50,000.00	0%	
CAPITAL - ROADS DEPARTMENT	1-5-3101-8000	CAPITAL - ROADS DEPARTMENT	EV	\$0.00	\$180,000.00	\$20,000.00	0%	
CAPITAL - ROADS DEPARTMENT	1-5-3101-8000	CAPITAL - ROADS DEPARTMENT	GRAVEL	\$0.00	\$375,000.00	\$180,000.00	0%	

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CAPITAL - ROADS DEPARTMENT	1-5-3101-8000	CAPITAL - ROADS DEPARTMENT	KENYON	\$0.00	\$48,000.00	\$48,000.00	0%
CAPITAL - ROADS DEPARTMENT	1-5-3101-8000	CAPITAL - ROADS DEPARTMENT	LOCHL	\$0.00	\$27,000.00	\$27,000.00	0%
CAPITAL - ROADS DEPARTMENT	1-5-3101-8000	CAPITAL - ROADS DEPARTMENT	RINEED	\$0.00	\$1,200,000.00	\$1,200,000.00	0%
CAPITAL - ROADS DEPARTMENT	1-5-3101-8000	CAPITAL - ROADS DEPARTMENT	ROLLAN	\$0.00	\$38,000.00	\$38,000.00	0%
CAPITAL - ROADS DEPARTMENT	1-5-3101-8000	CAPITAL - ROADS DEPARTMENT	STORM	\$0.00	\$80,000.00	\$80,000.00	0%
CAPITAL - LANDFILL SITES	1-5-4020-8000	CAPITAL - LANDFILL SITES	MOE	\$14,672.03	\$25,000.00	\$10,327.97	59%
CAPITAL - LANDFILL SITES	1-5-4020-8000	CAPITAL - LANDFILL SITES	WELL	\$0.00	\$65,000.00	\$65,000.00	0%
CAPITAL - NGWT - WATER TREATMENT	1-5-9300-8000	CAPITAL - NGWT - WATER TREATMENT	GRBLDG	\$8,529.83	\$95,000.00	\$1,470.17	85%
CAPITAL - NGWT - WATER TREATMENT	1-5-9300-8000	CAPITAL - NGWT - WATER TREATMENT	MAINST	\$0.00	\$140,000.00	\$95,000.00	0%
CAPITAL - NGWT - WATER TREATMENT	1-5-9300-8000	CAPITAL - NGWT - WATER TREATMENT	METER	\$0.00	\$10,000.00	\$140,000.00	0%
CAPITAL - NGWT - WATER TREATMENT	1-5-9300-8000	CAPITAL - NGWT - WATER TREATMENT	PROCES	\$0.00	\$56,000.00	\$56,000.00	0%
CAPITAL - NGWT - WATER TREATMENT	1-5-9300-8000	CAPITAL - NGWT - WATER TREATMENT	PWHEAT	\$0.00	\$12,600.00	\$12,600.00	0%
CAPITAL - NGWT - WATER TREATMENT	1-5-9300-8000	CAPITAL - NGWT - WATER TREATMENT	PWUPGR	\$0.00	\$7,335.00	\$7,335.00	0%
CAPITAL - NGWT - WATER TREATMENT	1-5-9300-8000	CAPITAL - NGWT - WATER TREATMENT	REDUN	\$0.00	\$26,000.00	\$26,000.00	0%
CAPITAL - NGWT - WATER TREATMENT	1-5-9300-8000	CAPITAL - NGWT - WATER TREATMENT	REFURB	\$0.00	\$30,000.00	\$30,000.00	0%
CAPITAL - NGWT - WATER TREATMENT	1-5-9300-8000	CAPITAL - NGWT - WATER TREATMENT	SCADA	\$0.00	\$30,000.00	\$30,000.00	0%
CAPITAL - NGWT - WATER TREATMENT	1-5-9300-8000	CAPITAL - NGWT - WATER TREATMENT	VALVE	\$0.00	\$30,000.00	\$30,000.00	0%
CAPITAL - NGWT - WATER TREATMENT	1-5-9300-8000	CAPITAL - NGWT - WATER TREATMENT	WMASTR	\$0.00	\$10,000.00	\$10,000.00	0%
CAPITAL - NGWT - WATER TREATMENT	1-5-9300-8000	CAPITAL - NGWT - WATER TREATMENT	WTOWER	\$0.00	\$6,000.00	\$6,000.00	0%
CAPITAL - NGS - SEWAGE	1-5-9400-8000	CAPITAL - NGS - SEWAGE	SRLINE	\$120,503.44	\$300,000.00	\$179,496.56	40%

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CAPITAL - NGS - SEWAGE	1-5-9400-8000	CAPITAL - NGS - SEWAGE	ALXLG	\$19,824.80	\$50,000.00	\$30,175.20	40%
CAPITAL - NGS - SEWAGE	1-5-9400-8000	CAPITAL - NGS - SEWAGE	MAXLG	\$11,767.03	\$60,000.00	\$128,232.97	8%
CAPITAL - NGS - SEWAGE	1-5-9400-8000	CAPITAL - NGS - SEWAGE	PMPSTN	\$0.00	\$310,000.00	\$60,000.00	0%
CAPITAL - NGS - SEWAGE	1-5-9400-8000	CAPITAL - NGS - SEWAGE	PWHEAT	\$0.00	\$8,400.00	\$310,000.00	0%
CAPITAL - NGS - SEWAGE	1-5-9400-8000	CAPITAL - NGS - SEWAGE	PWUPGR	\$0.00	\$4,890.00	\$8,400.00	0%
CAPITAL - NGS - SEWAGE	1-5-9400-8000	CAPITAL - NGS - SEWAGE	SLUDG	\$0.00	\$140,000.00	\$4,890.00	0%
Total				\$491,895.42	\$4,717,450.00	\$4,225,554.58	10%
Public Works Department Total				\$1,021,697.53	\$4,461,031.00	\$3,439,333.47	23%



## BOARD OF DIRECTORS MEETING

Meeting No. 05/25

Thursday, May 15<sup>th</sup>, 2025 – 9:00 a.m.

Watershed Room, SNC

Directors Present:	Steve Densham, Stormont Dundas Glengarry, Chair Catherine Kitts, City of Ottawa, Second Vice Chair ( <i>electronic participation</i> ) Linda Payant, City of Ottawa Bill Smirle, Stormont Dundas Glengarry Tom Smyth, Stormont Dundas Glengarry François St. Amour, Prescott Russell Mike Tarnowski, Prescott Russell Deb Wilson, Leeds Grenville Adrian Wynands, Leeds Grenville, Vice Chair
Regrets:	Genevieve Lajoie, Prescott Russell Mathew Luloff, City of Ottawa
Staff Present:	Carl Bickerdike, Chief Administrative Officer Johanna Barkley, Director of Finance Ronda Boutz, Secretary-Treasurer Jennifer Boyer, Managing Director, Approvals Michelle Cavanaugh, Team Lead, Special Project James Holland, Senior Planner Sandra Mancini, Managing Director, Natural Hazards and Infrastructure John Mesman, Managing Director, Property, Conservation Lands and Community Outreach Eric McGill, Corporate Counsel Gregory Payne, Permitting Officer Pat Piitz, Team Lead, Property Marieh Rajaie, Water Resource Specialist - Engineering Monique Sauve, Chief Building Official Andy Stefan, Resource Assistant



**TRADITIONAL LAND ACKNOWLEDGEMENT**

Ronda Boutz, Secretary-Treasurer, read an Indigenous land acknowledgement.

**CHAIRS REMARKS**

Steve Densham, Chair, called the SNC Board of Directors meeting of May 15<sup>th</sup>, 2025 to order at 9:00 a.m.

**APPROVAL OF SNC BOARD OF DIRECTORS MEETING AGENDA AND SUPPLEMENTAL AGENDA**

RESOLUTION NO. BD-099/25

Moved by: Mike Tarnowski

Seconded by: Bill Smirle

RESOLVED THAT:

The Members approve the May 15<sup>th</sup>, 2025 main and supplemental agendas with the following amendment:

- a. Supplemental Agenda item 2a. "Request for Approval: Land Acquisition 2025-NAT-01" and main Agenda item 12a. "Request for Approval: Negotiations Related to Leased Facility" be moved to follow main Agenda item 4. "Declaration of Conflict of Interest".

CARRIED

**DECLARATION OF CONFLICT OF INTEREST**

Chair Steve Densham declares a conflict of interest on Agenda Item 12.a) Request for Approval: Negotiations Related to Leased Facility.

**CLOSED SESSION**

RESOLUTION NO. BD-100/25

Moved by: Bill Smirle

Seconded by: François St. Amour

RESOLVED THAT:

The Board of Directors move into Closed Session for the following:

- a. Update: Negotiations Related to Leased Facility (verbal)
- b. Request for Approval: Land Acquisition 2025-NAT-01.

CARRIED



**The Board of Directors convened closed session at 9:05 a.m.**

**Having declared a conflict of interest, Chair Densham left the Closed Session for Main Agenda item 12a); Vice-Chair Wynands assumed the role of Chair.**

**Chair Densham rejoined the Closed Session for Supplemental Agenda item 2a).**

**Catherine Kitts left the meeting at 9:23 a.m.**

**OPEN SESSION**

RESOLUTION NO. BD-101/25

Moved by: Adrian Wynands

Seconded by: Deb Wilson

RESOLVED THAT:

The Board of Directors move into Open Session.

CARRIED

**REQUEST FOR APPROVAL: NEGOTIATIONS RELATED TO LEASED FACILITY (VERBAL)**

Chair Densham, declared a conflict of interest on this item, Vice-Chair Wynands chaired the discussion and resolution vote.

RESOLUTION NO. BD-102/25

Moved by: François St. Amour

Seconded by: Linda Payant

RESOLVED THAT:

That the Board of Directors approve the purchase the facility, 2025-NST-01, with an upset limit as discussed.

CARRIED

**REQUEST FOR APPROVAL: LAND ACQUISITION 2025-NAT-01**

RESOLUTION NO. BD-103/25

Moved by: Tom Smyth

Seconded by: Mike Tarnowski

RESOLVED THAT:

The Board of Directors approve Land Acquisition 2025-NAT-01 as discussed in the report.

CARRIED

**SNC PROJECT UPDATE – POWERPOINT PRESENTATION**

Staff presented the members with a PowerPoint presentation on project updates.



The Board of Directors recessed for a break at 10:90 a.m.  
The Board of Directors reconvened at 10:21 a.m.

**REQUEST FOR APPROVAL:**

**A. BOARD OF DIRECTORS MEETING MINUTES OF APRIL 17<sup>TH</sup>, 2025**

RESOLUTION NO. BD-104/25

Moved by: Mike Tarnowski  
Seconded by: Bill Smirle

RESOLVED THAT:

The Members approve the Board of Directors Meeting Minutes of April 17<sup>th</sup>, 2025 as submitted.

CARRIED

**B. SNC COMMITTEE MEETING HIGHLIGHTS AND MINUTES OF**

i. Joint Occupational Health and Safety Committee Meeting Minutes of April 16<sup>th</sup>, 2025

RESOLUTION NO. BD-105/25

Moved by: Bill Smirle  
Seconded by: Tom Smyth

RESOLVED THAT:

The Members approve the Joint Occupational Health and Safety Committee meeting minutes of April 16<sup>th</sup>, 2025 as submitted.

CARRIED

**NEW BUSINESS**

**2025 SNC EMERGENCY PREPAREDNESS PLANS**

RESOLUTION NO. BD-106/25

Moved by: Adrian Wynands  
Seconded by: Deb Wilson

RESOLVED THAT:

The Board of Directors approve the following 2025 South Nation Conservation Emergency Preparedness Plans:

- i. Crisis Communications Kit for Landslides;
- i. Forest Fire Emergency Plan; and
- ii. Low Water Response Plan.

CARRIED



**REQUEST FOR APPROVAL: CAMP SHELDRIK MANAGEMENT AGREEMENT**

RESOLUTION NO. BD-107/25

Moved by: Bill Smirle  
Seconded by: Tom Smyth

RESOLVED THAT:

The Board of Directors approve renewing the Camp Sheldrick Management Agreement with Scouts Canada for a 5-year term (June 2025 – May 2030).

CARRIED

**REQUEST FOR APPROVAL: IT NETWORK INFRASTRUCTURE REPLACEMENT**

RESOLUTION NO. BD-108/25

Moved by: Adrian Wynands  
Seconded by: François St. Amour

RESOLVED THAT:

The Board of Directors approve the replacement of IT Network Infrastructure, at an upset cost of approximately \$35,000 plus taxes.

CARRIED

**REQUEST FOR APPROVAL: FUNDING SUBMISSION**

RESOLUTION NO. BD-109/25

Moved by: Mike Tarnowski  
Seconded by: Linda Payant

RESOLVED THAT:

The Board of Directors approves funding application submissions to the following programs:

Project	Funding Request
1. Fisheries and Oceans Canada Drain Classification	\$10,000
2. TD Tree Days: Leitrim Wetland Planting	\$9,000
<b>Total</b>	<b>\$19,000</b>

CARRIED



**UPDATE: NAVAN FOREST RESTORATION**

RESOLUTION NO. BD-110/25

Moved by: Mike Tarnowski  
Seconded by: Linda Payant

RESOLVED THAT:

The Board of Directors receive and file on the update on the restoration of Navan Forest, SNC Property 185, Ottawa.

CARRIED

**UPDATE: NEW SNC WEBSITE DEMONSTRATION**

John Mesman did a presentation to the Board Members on the new SNC website currently under development.

**REQUEST FOR APPROVAL: MONIES RECEIVED AND DISBURSEMENT REGISTER FOR APRIL 2025**

RESOLUTION NO. BD-111/25

Moved by: Tom Smyth  
Seconded by: Mike Tarnowski

RESOLVED THAT:

The Board of Directors receive and file the money received report for April 2025; and

FURTHER THAT:

The Board approve the Disbursement Register of \$1,139,157.85.

CARRIED

**UPDATE: PLANNING ACTIVITY**

RESOLUTION NO. BD-112/25

Moved by: Adrian Wynands  
Seconded by: Deb Wilson

RESOLVED THAT:

The Board of Directors receive and file the planning activity update for April 2025.

CARRIED

**UPDATE: TECHNICAL REVIEWS**

RESOLUTION NO. BD-113/25

Moved by: Mike Tarnowski  
Seconded by: François St. Amour

RESOLVED THAT:

The Board of Directors receive and file the Technical Reviews update for April 2025.

CARRIED



**UPDATE: SECTION 28.1 PERMITS ISSUED**

RESOLUTION NO. BD-114/25

Moved by: Adrian Wynands

Seconded by: Mike Tarnowski

RESOLVED THAT:

The Board of Directors receive and file the update on permits issued under Section 28.1 of the *Conservation Authorities Act* for April 2025.

CARRIED

**UPDATE: ENFORCEMENT OF PARTS VI AND VII OF THE ACT**

RESOLUTION NO. BD-115/25

Moved by: Mike Tarnowski

Seconded by: Bill Smirle

RESOLVED THAT:

The Board of Directors receive and file the update on reported *Conservation Authorities Act* regulation concerns received in the month of April 2025.

CARRIED

**UPDATE: ON-SITE SEWAGE PERMITS RECEIVED**

RESOLUTION NO. BD-116/25

Moved by: Deb Wilson

Seconded by: François St. Amour

RESOLVED THAT:

The Board of Directors receive and file the on-site sewage permits received for April 2025.

CARRIED

**RECOGNITION YEARS OF SERVICE**

RESOLUTION NO. BD-117/25

Moved by: Bill Smirle

Seconded by: Adrian Wynands

RESOLVED THAT:

The Board of Directors congratulate Pat Piitz and John Mesman for their years of service with South Nation Conservation.

CARRIED



**SUPPLEMENTAL AGENDA**

**UPDATE: ESTIMATED STATEMENT OF OPERATIONS FOR APRIL 30<sup>TH</sup>, 2025**

RESOLUTION NO. BD-118/25

Moved by: Adrian Wynands  
Seconded by: François St. Amour

RESOLVED THAT:

The Board of Directors receive and file the Estimated Statement of Operations for the year ending December 31<sup>st</sup>, 2025, as of April 30<sup>th</sup>, 2025 update.

CARRIED

**CORRESPONDENCE**

None.

**DATES OF UCOMING MEETINGS, THIRD THURSDAY, AT 9:00 A.M. UNLESS INDICATED OTHERWISE:**

- June 19<sup>th</sup>, 2025
- July – no scheduled meeting
- August 21<sup>st</sup>, 2025 (AMO Conference August 17 – 20)

**FUTURE MOTIONS OF THE BOARD AND/OR DISCUSSION OF SNC ISSUES**

None.

**ADJOURNMENT**

RESOLUTION NO. BD-119/25

Moved by: Bill Smirle  
Seconded by: Tom Smyth

RESOLVED THAT:

The Board of Directors Meeting of May 15<sup>th</sup>, 2025 be adjourned at 11:28 a.m.

CARRIED

Steve Densham,  
Chair.

Carl Bickerdike,  
Chief Administrative Officer.

/rb

# 2024 ANNUAL REPORT



# NORTH GLENGARRY FIRE DEPARTMENT



# NORTH GLENGARRY FIRE DEPARTMENT

## MISSION

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North Glengarry Fire Department's mission is to protect people and property. We work and train in a collaborative manner, while promoting fire safety initiatives.



## VISION

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A modern fire department, responsive to community needs, delivered by well-trained personnel with broad roles and skills.

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Communication Division	14
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# MESSAGE FROM THE FIRE CHIEF



The members of the North Glengarry Fire Department are pleased to present the 2024 Annual Report. As an essential emergency service, we strive to achieve excellence in all service, activities, projects, and programs that we provide.

It is with pride that I look back on the achievements in the past year. With the continued support of the Mayor, Council, and Chief Administrative Officer, this department remains an exemplary organization committed to training its firefighters to meet the emergency needs of the community and assist our citizens in building resiliency to a wide range of community risks.

Our members work and train hard to provide superior emergency response in firefighting, medical aid, and rescue services to our

community. NGFD is committed to providing the highest level of service to our community through a comprehensive delivery of service using three lines of defence: fire safety education, fire code enforcement, and efficient emergency response.

Our first line of defence, fire safety education, continues to improve through ongoing and new local and provincial initiatives. Our local smoke alarm campaigns, along with provincial efforts, will continue to help increase fire safety within our community. Our second line of defence, fire code enforcement, continues to focus on more comprehensive risk management and alignment of resources to enhance fire code enforcement efforts. Our fire prevention division conducts mandatory inspections along with proactive initiatives in high-risk sectors.

Our third line of defence, efficient emergency response, was further developed in 2024 through enhanced training including firefighter certification of NFPA 1001 Firefighter I and II and Hazmat Operations. Our members have remained focused and dedicated to achieving these certifications since the implementation of provincial regulations in 2022.

Through a consolidated effort, the three lines of defence improve fire safety, help to reduce loss of property, injuries, or deaths, and ensure firefighter health and safety. I would like to thank our exceptional members who are dedicated and proud to provide a high level of fire safety within our community.



*Members of Station 1 (Alexandria) welcomed the new Pump 1 in February 2024.*

A handwritten signature in black ink.

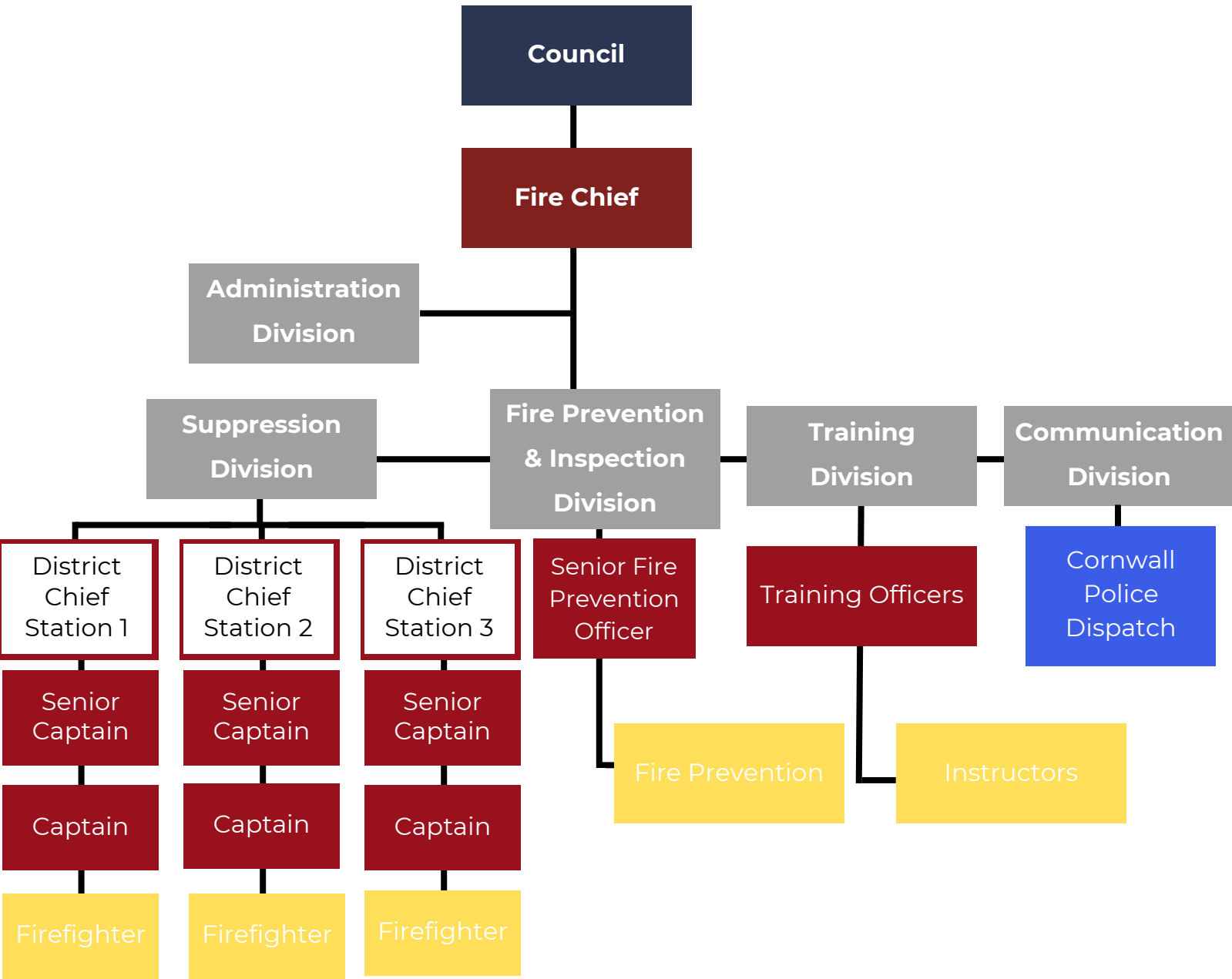
Matthew Roy, Fire Chief

# FIRE DEPARTMENT ORGANIZATIONAL STRUCTURE

North Glengarry Fire Department is organized into 5 divisions:

- Administration Division
- Fire Prevention/Public Education
- Training Division
- Communication Division
- Suppression Division

The following is the North Glengarry Fire Department Organizational Chart:



# ADMINISTRATION DIVISION

The Administration Division of the North Glengarry Fire Department is comprised of the Administrative Assistant to the Fire Chief, and the Fire Chief. Administration is part of the Township of North Glengarry leadership, and is responsible for ensuring a systems approach, oversight, and transparency for all fire protection services by:

- Supporting the provision of fire protection services
- Providing training courses and schedules
- Administering the training facility
- Managing the capital and operating budgets
- Coordinating the Mutual Aid Plan and Automatic Aid agreements
- Recruiting members and celebrating retirements
- Maintaining the Township of North Glengarry Emergency Operations Centre in a constant state of readiness.

The Fire Chief sets out strategies to manage growth and sustain efficient, effective operations that enhance citizen safety and well-being.

Modernization and collaboration remain an overarching theme for the North Glengarry Fire Department. The Fire Chief develops and implements new programs and initiatives in alignment with the Township Strategic Plan to ensure a modern and efficient fire department.



# FIRE PREVENTION / PUBLIC EDUCATION DIVISION

The Fire Protection and Prevention Act, 1997 (FPPA) was proclaimed into law on October 29, 1997 and introduced a new framework for the provision of fire protection in Ontario. NGFD continues to implement customer-focused changes to enhance this mandate.

NGFD is committed to reducing the loss of life and property and the protection of the environment. This is achieved through the three lines of defence. The first line is through public fire and life safety education. We continue to provide core educational, fire, and life safety messages to numerous groups and organizations. The following information highlights some of the initiatives conducted throughout 2024.

## Fire Prevention Week

During Fire Prevention Week, communities across Canada come together to raise awareness about fire safety and burn prevention. The theme for 2024 was “Smoke Alarms: Make Them Work for You”. It emphasizes simple, yet crucial, actions that individuals can take to protect themselves and their homes with early warning systems. NGFD provided numerous activities and educational events to enforce the fire prevention week theme including a “TOUCH-A-TRUCK”. In its third year, this was our largest attendance yet with both participating vehicles and attendees. In partnership with all the local schools, evacuation drills were conducted. These drills highlighted the importance of escape planning and early warning by having working.

**30**

EVENTS

**4000+**

PEOPLE REACHED

## Community Events

In addition to fire prevention week, NGFD participated in numerous provincial-wide safety campaigns and was actively involved in “Saved by the beep, test your smoke alarm day” and “12 days of holiday safety”. During the year our firefighters, fire prevention staff, and ‘Sparky’® the Fire Safety Dog, our fire safety mascot, attended many other community, organization and social events, such as Halloween, Santa Claus Parades reaching thousands of community members.

## Long Term Care and Group Home Facilities

The Township of North Glengarry has numerous health care and group homes that are considered vulnerable occupancies. Fire Prevention ensured that all of these facilities were completely inspected and fully in compliance with the Ontario Fire Code. Fire drills and training were also conducted at these facilities to enhance fire safety and ensure that staff complied with regulations under the Ontario Fire Code.





## School Programs

Educational programs remain the most effective way to prevent fires. North Glengarry Fire Department continues to focus on a proactive approach to reducing fires by providing an assortment of fire safety education programs to students and youth. NGFD focuses on providing valuable fire safety information to selected grades partnering with Community Safety Net to provide educational Fire Life Safety resources which were distributed to selected grades at each school in our Township.

	MORE THAN	OVER
<b>20</b>	<b>500</b>	<b>60</b>
FIRE DRILLS	RESOURCES DISTRIBUTED	INSPECTIONS

## Fire Cause and Investigations

All fires are investigated for cause and origin and when required a comprehensive investigation is completed. In 2024, investigators conducted various investigations identifying fire safety risks, preventable behaviors. Joint investigations are conducted with the Office of the Fire Marshal and other agencies to identify fire origins.



## Code Enforcement

The enforcement “line of defence” is delivered primarily by the fire prevention division. This is accomplished by enforcement of various codes and performing routine fire safety complaints and inspections requests.

NGFD also conducts target inspections based on selected areas of risk identified within the community. The targeted inspection approach provides a proactive approach to addressing enforcement and risk.



The enforcement element addresses mandated code compliance issues, enforcing municipal by-laws, issuing orders and court action as required.

Our fire inspectors strive for voluntary compliance with the Ontario Fire Code however there are times when this is not possible. In these instances, the fire code violations are pursued in Provincial Offences Court.

## Media Resources

North Glengarry Fire Department maintains a comprehensive website, with an enormous selection of fire safety and fire service information at: Fire Department - Township of North Glengarry.

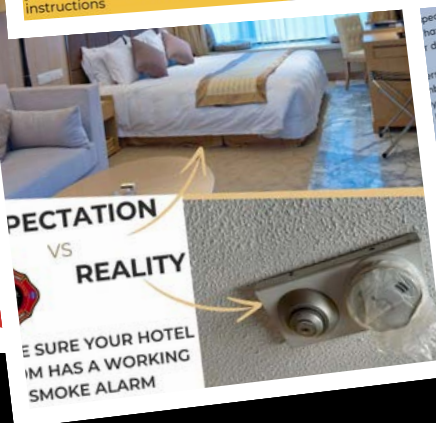
North Glengarry Fire Department continues to build on its social media presence with the ongoing development of the North Glengarry Fire Department's Facebook page and Instagram account. NGFD is also actively engaged with local media ensuring timely and appropriate messages are relayed to the public.

Interactions

10,000 +

Followers

2,000 +





# TRAINING DIVISION

The Training Division consists of Training Officers and Instructors. They work in concert with all stations of NGFD, as well as other fire services, to deliver excellent training and knowledge to our firefighters.

There were some major changes in the training requirements for NGFD personnel 2022. The Ontario Fire Marshal Office has regulated training towards NFPA standards for firefighter professional qualifications. This change now requires that all NGFD firefighters are certified to NFPA standards as set out in O/Reg 343/22 or grandfathered.

In 2024, 22 firefighters achieve their full NFPA certification.

## Recruit Training

The 2024 recruit class completed all requirements for NFPA Firefighter I. Training will continue to become fully NFPA certified.

## Hazmat Operations

14 firefighters completed their Hazmat Awareness and Operations training as the final component of the NFPA firefighter certification.

## Bi-Weekly

The Training Division offers a high level of training, through regular training nights at our training facility. Through Ontario Fire College learning contracts or online learning, NGFD firefighters completed NFPA 1001 Firefighter I & II, NFPA 1041, NFPA 1035 Fire Life Safety Educator, NFPA 1031 Fire Inspector I, First Aid/CPR/BLS, Class A live fire, water shuttle, auto extrication, Ice Water Rescue.



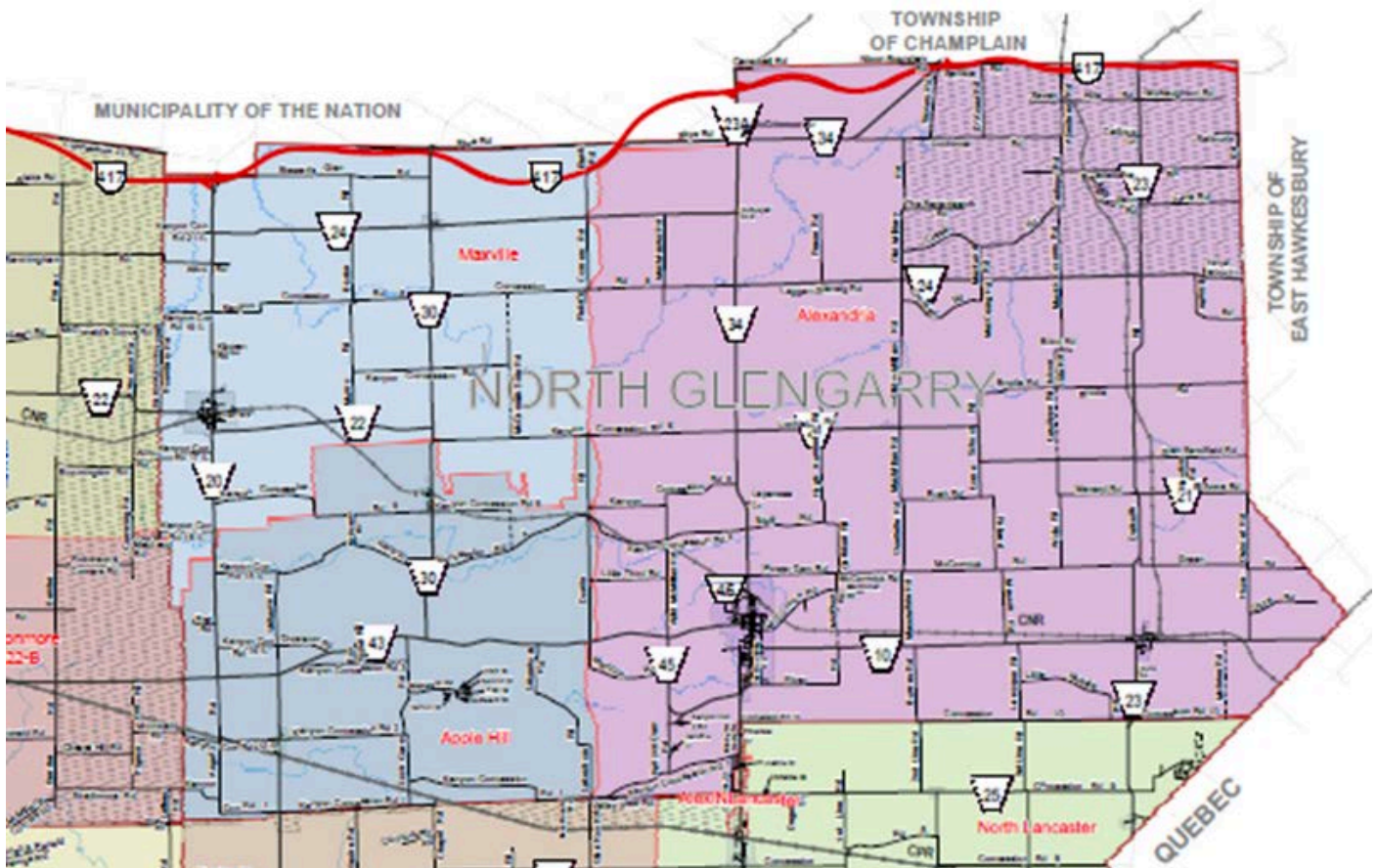
# SUPPRESSION DIVISION

North Glengarry Fire Department is a composite force made up of 1 career Fire Chief and 70 volunteer suppression personnel. NGFD responds to emergency incidents such as fires, motor vehicle collisions, medical assistance, and hazardous materials spills. Upon arrival at all emergency incidents, the primary response objectives are preservation of life safety, fire incident control, and property and environmental conservation. These objectives enable our suppression personnel to have clear and consistent direction during an emergency incident.

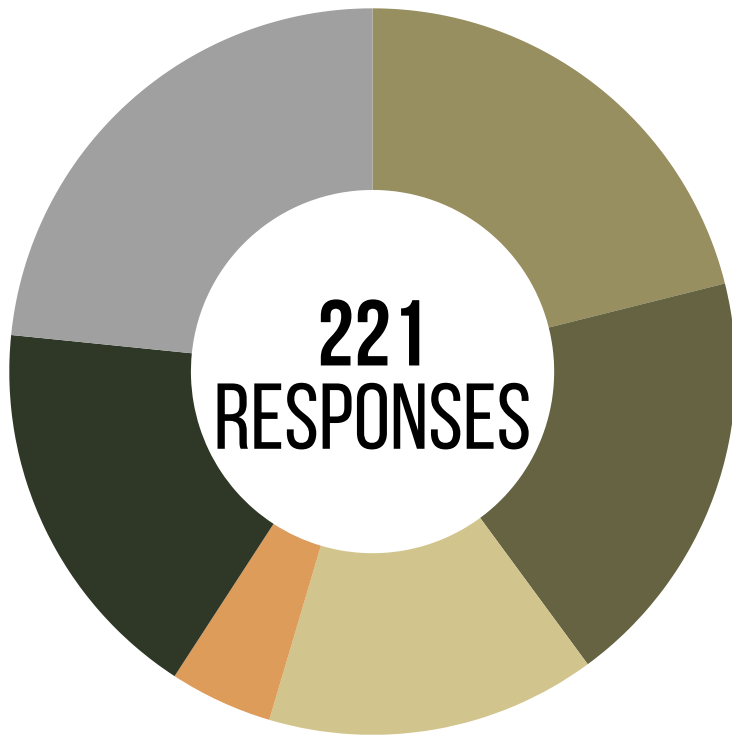
Fire suppression personnel also provide the public with fire safety education and support prevention in fire cause determination. In 2024, fire suppression personnel assisted fire prevention with the “Saved by the beep, test your smoke alarm day” program by conducting door-to-door smoke alarm inspections in defined areas of the township. They tested and ensured that working smoke alarms were on every level of the home.

For the purpose of emergency response, the North Glengarry Fire Department is divided into three districts with a total of 3 strategically located fire stations.

The following is a Township of North Glengarry Fire Department District Map:



# INCIDENT RESPONSES



**Fires - 46**  
Including outdoor fires, burn complaints  
and structure fires

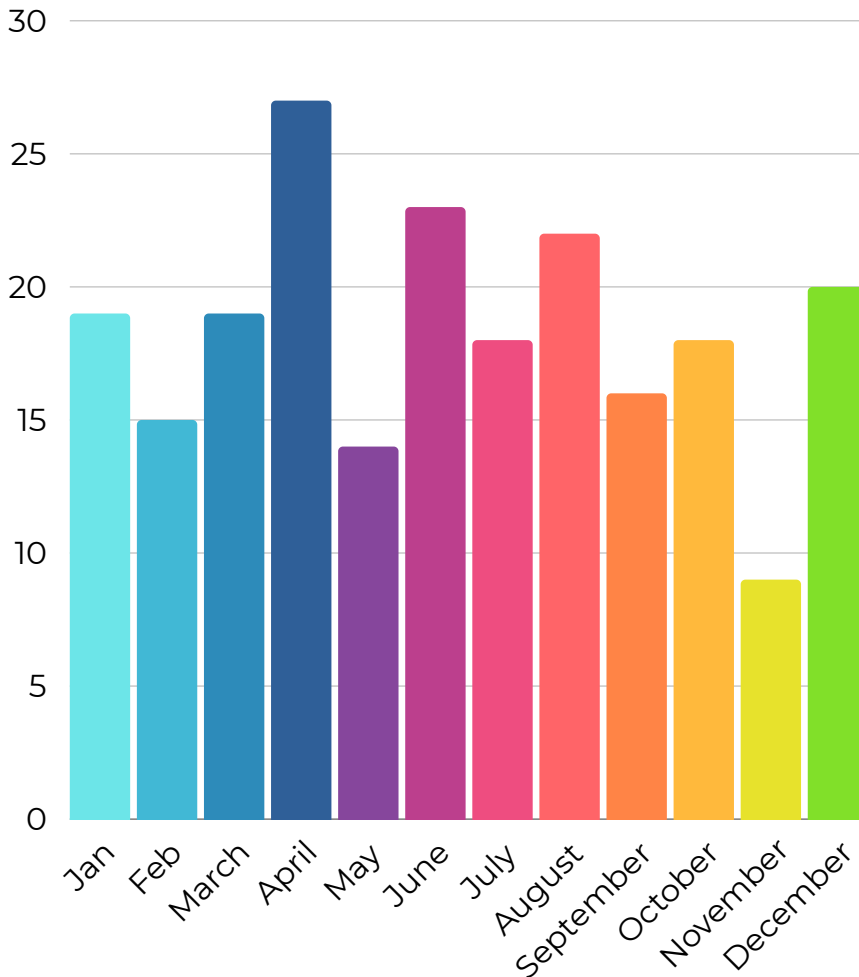
**Medical - 41**  
EMS assistance and medical responses

**Fire Alarms - 32**  
Including accidental activation due to  
human error or equipment malfunction

**Vehicle Collisions - 38**  
Including accidents and extractions

**CO Alarms - 12**  
Both CO present and accidental  
activation

**Other - 52**  
Includes automatic and mutual aid,  
public hazards and pre-fire conditions



# COMMUNICATION DIVISION

The North Glengarry Fire Department communication division is contracted service through the Cornwall Police Service Dispatch Centre. The Communication Centre operates a 24-hour-a-day, seven days a week, 365 days of the year service to emergency agencies. The centre is staffed with a Supervisor, full-time and part-time civilian dispatchers. Cornwall Police Communication Centre is equipped with the latest communication systems. The Computer-Aided Dispatch system interfaces with many other systems such as station alerting, digital telephone and radio recording.

The primary function of the Communications Centre is to answer emergency calls for service received from the public and maintain two-way communication with fire units responding to emergency calls using data and voice transmissions. The Communication Centre also receives and processes non-emergency calls for service.



# TRAINING FACILITY

The North Glengarry Fire Department Training Facility operates in a centralized location in our Township under a lease agreement. Located at 18611 Diversion Rd, Apple Hill, the Training Facility is a unique fire training facility designed to give realistic training to firefighters.

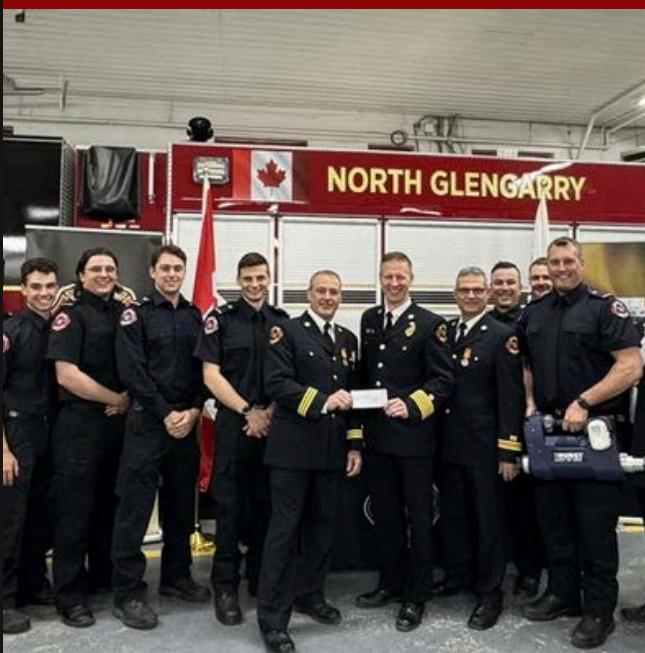
The Training Facility officially opened in 2021, with the ability to incorporate multiple phases of expansion. It continues to grow and develop to meet the demands and opportunities of North Glengarry Fire Department.

The live fire props within the training centre are designed to simulate several key types of fires. The propane live fire training props include a vehicle, assorted gas containment failures, a residential room and content fires all of which provide for skills development. The training ranges from pump operations to incident command, forcible entry, search and rescue, ventilation and fire attack to be practiced in a practical and safe environment. Combining all of the skills in a sequential, comprehensive manner is the key to be able to function efficiently and skillfully on a fire scene.



The closure of the Ontario Fire College, coupled with the introduction of legislation O.Reg 343/22 under the Fire Protection and Prevention Act (FPPA) requiring firefighter skillset certification outlining specific job performance requirements for firefighters, mandating training including live fire training, meant that municipalities had to adapt. These certifications can only be completed at training facilities with live burn capabilities. Our training facility can provide training opportunities to external stakeholders and County Mutual Aid partners through the rental of our facility. External rental opportunities grew in 2024 with nearby departments from South Glengarry, South Stormont and the City of Cornwall utilizing the facility for their training needs to prepare first responders, and external organizations for emergency response, specialized job skills and incident management techniques.

# 2024 ANNUAL REPORT



**THE CORPORATION OF THE  
TOWNSHIP OF NORTH GLENGARRY  
Council Meeting**

**Resolution #**

**Date:** Monday August 11, 2025

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**Moved By:** Michael Madden

**Second By:** Jeff Manley

**WHEREAS** under Ontario Regulation 391/21: Blue Box producers are fully accountable and financially responsible for their products and packaging once they reach their end of life and are disposed of, for 'eligible' sources only;

**AND WHEREAS** 'ineligible' sources, which producers are not responsible for, include businesses,

places of worship, daycares, campgrounds, public-facing and internal areas of municipal-owned buildings, and not-for-profit organizations, such as shelters and food banks;

**AND WHEREAS** failure to include 'ineligible' sources under the Ontario Regulation 391/21: Blue Box program is in essence a provincial tax on ineligible sources;

**AND WHEREAS** should a municipality continue to provide services to the 'ineligible' sources, the municipality will be required to oversee the collection, transportation, processing of the recycling, assuming 100% of the cost which amounts to yet another provincial municipal download;

**NOW THEREFORE IT BE RESOLVED THAT** the Council of the Township of North Glengarry hereby requests that the province amend Ontario Regulation 391/21: Blue Box so that producers are responsible for the end of life management of recycling product from all sources;

**AND FURTHER THAT** Council hereby requests the support of all Ontario Municipalities;

**AND FURTHER THAT** this resolution be forwarded to the Honourable Doug Ford, Premier of Ontario, the honourable Todd McCarthy, Minister of the Environment, Conservation, and Parks, Mike Harris, Minister of Natural Resources and Forestry, Ric Bresse, Nolan Quinn Member of Provincial Parliament for Stormont, Dundas and Glengarry, Minister of Affairs and Housing, Rob Flack and all Ontario Municipalities.

**CARRIED**

**DEFEATED**

**DEFERRED**

---

**MAYOR / DEPUTY MAYOR**

**Deputy Mayor:** Carma Williams

**Councillor:** Jacques Massie

**Councillor:** Brian Caddell

**Councillor:** Jeff Manley

**Councillor:** Michael Madden

**Councillor:** Gary Martin

**Mayor:** Jamie MacDonald

**YEA**

**NEA**

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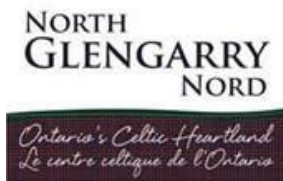
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**THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY**

372 county road 34  
Alexandria, on  
K0c 1a0

PHONE: 613-525-1110 FAX:613-525-1649

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

August 12 2025

The Honourable Doug Ford  
premier of Ontario  
legislative building  
queen's park  
Toronto, on M7A 1A1  
Via email: [premier@ontario.ca](mailto:premier@ontario.ca)

**Re: request to amend Ontario regulation 391/21: blue box – inclusion of currently ineligible sources**

Dear Premier Ford,

Please be advised that at its regular meeting held on August 11, 2025, the council of the Township of North Glengarry passed a resolution (copy enclosed) urging the province of Ontario to amend Ontario regulation 391/21: blue box to ensure producers are responsible for the end-of-life management of recyclable materials from all sources, including those currently deemed ineligible.

**Respectfully,**

**Jamie MacDonald**  
Mayor  
Township of North Glengarry  
[jamiemacdonald@northglengarry.ca](mailto:jamiemacdonald@northglengarry.ca)

**Enclosure:** Council Resolution – Ontario Regulation 391/21: Blue Box Amendment Request

**cc:** The Honourable Todd McCarthy, Minister of the Environment, Conservation and Parks

The Honourable Mike Harris, Minister of Natural Resources and Forestry

The Honourable Rob Flack, Minister of Municipal Affairs and Housing

Mr. Nolan Quinn, MPP for Stormont—Dundas—South Glengarry

All 444 Ontario Municipalities

**THE CORPORATION OF THE  
TOWNSHIP OF NORTH GLENGARRY  
Council Meeting**

**Resolution #**

**Date:** Monday August 11, 2025

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**MOVED BY:** Brian Caddell

**SECONDED BY:** Carma Williams

**WHEREAS** the Township of North Glengarry recognizes the selfless service and enduring sacrifices made by Canadian Armed Forces veterans in the defence of our country and values; and

**WHEREAS** the current \$20,000 annual income threshold for Veterans Affairs Canada's income replacement benefit (IRB) program does not reflect the rising cost of living in Canada;

**AND WHEREAS** this outdated threshold may discourage veterans from seeking employment or reintegrating into their communities due to financial penalties;

**AND WHEREAS** all levels of government have a responsibility to support Canadian veterans and ensure they can live with dignity and financial security;

**NOW THEREFORE BE IT RESOLVED** that the Council of the Township of North Glengarry urges the government of Canada to increase the IRB eligibility threshold to no less than \$40,000 annually for single person households;

**AND THAT** Veterans Affairs Canada be requested to review and modernize all income support programs to reflect the current economic realities facing veterans.

**AND THAT** this resolution be sent to the right honourable Mark Carney, Prime Minister of Canada; the Honourable Jill McKnight, Minister of Veteran's Affairs; Eric Duncan, MP for Stormont–Dundas–Glengarry; all 444 municipalities in Ontario, and The association of municipalities of Ontario (AMO)

**Carried**

**defeated**

**deferred**

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**Mayor / deputy mayor**

**Deputy mayor:** Carma Williams

**Councillor:** Jacques Massie

**Councillor:** Brian Caddell

**Councillor:** Jeff Manley

**Councillor:** Michael Madden

**Councillor:** Gary Martin

**Mayor:** Jamie Macdonald

**yea**

**nea**

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

372 County Road 34

Alexandria, on

K0C 1A0

PHONE: 613-525-1110 FAX: 613-525-1649

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

August 11, 2025

The Right Honourable Mark Carney

Prime Minister of Canada

80 Wellington Street

Ottawa, ON K1A 0A2

**Re: Township of North Glengarry Support – Advocacy for Increased Income Support Thresholds for Canadian Veterans**

Dear Prime Minister Carney,

Please be advised that at its regular meeting held on August 11, 2025, the Council of The Corporation of the Township of North Glengarry passed a resolution in support of advocacy efforts aimed at increasing the income support thresholds for Canadian veterans.

A copy of the supporting resolution is enclosed for your review and consideration.

Sincerely,

Jamie MacDonald

Mayor

The Corporation of the Township of North Glengarry

[jamiemacdonald@northglengarry.ca](mailto:jamiemacdonald@northglengarry.ca)

Enclosure: Resolution – Advocacy for Increased Income Support Thresholds for Canadian Veterans

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

**BY-LAW 26-2025  
FOR THE YEAR 2025**

**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 Monday August 11, 2025, 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 11th day of August 2025.

\_\_\_\_\_  
**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. 26-2025, duly adopted by the Council of the Township of North Glengarry on the 11th day of August 2025

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

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