



**Municipality of Mississippi Mills**

**COMMITTEE OF THE WHOLE AGENDA**

**Tuesday, February 21, 2023**

**IMMEDIATELY FOLLOWING COUNCIL**

**Hybrid**

**3131 Old Perth Road.**

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	<b>Pages</b>
<b>A. CALL TO ORDER (immediately following Council)</b>	
<b>B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF</b>	
<b>C. APPROVAL OF AGENDA</b> Recommended Motion: THAT the agenda be approved as presented.	
<b>D. APPROVAL OF MINUTES</b> Recommended Motion: THAT the minutes dated February 7, 2023, be approved.	5 - 9
<b>E. CONSENT REPORTS</b> Recommended Motion: THAT the following consent reports and committee minutes be received.	
<b>E.1 Childcare Services Department Quarterly Report – Q1</b>	10 - 11
<b>E.2 Protective Services Department Report – Q1</b>	12 - 25
<b>E.3 Drinking Water Quality Management Q4 Report</b>	26 - 29
<b>F. STAFF REPORTS</b>	
<u>Roads and Public Works</u>	
<b>F.1 Garbage Bag Tag Third Party Sale Discount</b> Recommended Motion: THAT Committee of the Whole direct Council to authorize a \$0.10 discount per bag tag sold through wholesale means to cover electronic payment processing fees borne by third-party retailers that sell bag tags on behalf of the Municipality.	30 - 32

**F.2 2023 Draft Budget**

33 - 159

**Recommended Motion:**

**Motion 1:**

**THAT** Committee of the Whole recommend that Council Reduce the Police Levy and increase the Municipal tax rate to generate an additional \$178,760 of funds for general purposes – Council to provide direction on how these are to be used.

**Recommended Motion:**

**Motion 2:**

**THAT** Committee of the Whole direct Staff to increase borrowing and to bring back a list of additional projects to be funded from borrowed funds.

**Recommended Motion:**

**Motion 3:**

**THAT** Committee of the Whole recommend that Council approve reallocating \$73,000 in funds that have been unspent on previous projects to new capital projects or add these funds to the capital reserves.

**Recommended Motion:**

**Motion 4:**

**THAT** Committee of the Whole recommend that Council approve reallocating \$67,000 in funds previously budgeted for projects that will not be initiated in 2023.

**Recommended Motion:**

**Motion 5:**

**THAT** Committee of the Whole recommend that Council approve the draft budget as amended.

**Recommended Motion:**

**Motion 1:**

**THAT** Committee of the Whole receive this report as information.

**Recommended Motion:**

**Motion 2:**

**THAT** Committee of the Whole direct staff to develop a Community Engagement Framework.

**Recommended Motion:**

**Motion 3:**

**THAT** Committee of the Whole recommend that Council approve separating Committee of Adjustment from Property Standards to create two distinct Committees;

**AND THAT** Property Standards Committee will be called on an as needed basis;

**AND THAT** Committee of the Whole direct staff to bring forward draft changes to the Property Standards Terms of Reference and By-law for consideration.

**Recommended Motion:**

**Motion 4:**

**THAT** Committee of the Whole recommend that Council approve the amendments to the Committee of Adjustment Terms of Reference and corresponding By-law.

**Recommended Motion:**

**Motion 5:**

**THAT** Committee of the Whole recommend that Council approve the proposed changes to the Heritage Committee Terms of Reference and the Heritage Grant Program By-law 09-16.

**Recommended Motion:**

**Motion 6:**

**THAT** Committee of the Whole direct staff to bring forward proposed edits to the Council and Committee Code of Conduct to be consistent with other municipalities in Lanark County;

**AND THAT** Committee of the Whole direct staff to make the necessary administrative changes to the Policy HR-03 “Council Staff Relations Policy” to be consistent with corresponding by-laws and policies.

**Recommended Motion:**

**Motion 7:**

**THAT** Committee of the Whole direct staff to proceed with Option \_\_\_\_\_ for amendments to the Procedural By-law;

**AND THAT** Committee of the Whole direct staff to bring forward the draft Procedural By-law for consideration.

<b>F.4</b>	<b>2022 Freedom of Information Summary Report</b>	<b>346 - 351</b>
	<b>Recommended Motion:</b> <b>THAT</b> the 2022 Freedom of Information (FOI) Summary be received for information.	
<b>G.</b>	<b>NOTICE OF MOTION</b>	
<b>H.</b>	<b>INFORMATION ITEMS</b>	
<b>H.1</b>	<b>Mayor's Report</b>	
<b>H.2</b>	<b>County Councillor's Report</b>	
<b>H.3</b>	<b>Mississippi Valley Conservation Authority Report</b>	
<b>H.4</b>	<b>Library Board Report</b>	
	<b>a. Mississippi Mills Public Library Board Minutes - November 18, 2022</b>	<b>352 - 354</b>
<b>H.5</b>	<b>Information List #04-23</b>	
	<b>Recommended Motion:</b> <b>THAT</b> the information list #04-23 be received for information.	
	<b>a. February 3, 2023 - Letter from Minister Prabmeet Singh Sarkaria re: Provincial Emergency Management Strategy and Action Plan</b>	<b>355</b>
	<b>b. February 1, 2023 - County of Huron re: Warden's Letter Regarding the Cannabis Act</b>	<b>356 - 358</b>
	<b>c. February 1, 2023 - Mothers Against Drunk Driving re: Yearbook Advertising Information</b>	<b>359 - 390</b>
<b>H.6</b>	<b>Meeting Calendar</b>	<b>391 - 392</b>
<b>I.</b>	<b>OTHER/NEW BUSINESS</b>	
<b>J.</b>	<b>PENDING LIST</b>	<b>393 - 394</b>
<b>K.</b>	<b>ADJOURNMENT</b>	
	<b>Recommended Motion:</b> <b>THAT</b> the meeting be adjourned at X:XX p.m.	





**The Municipality of Mississippi Mills  
Committee of the Whole Meeting  
MINUTES**

**February 7, 2023  
Hybrid  
3131 Old Perth Road.**

Committee Present: Mayor Lowry  
Deputy Mayor Minnille  
Councillor Ferguson  
Councillor Holmes  
Councillor Lowe  
Councillor Souter  
Councillor Torrance

Staff Present: Ken Kelly, CAO  
Jeanne Harfield, Clerk  
Casey Munro, Deputy Clerk  
Melanie Knight, Senior Planner

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**A. CALL TO ORDER (immediately following Council)**

Deputy Mayor Minnille called the meeting to order at 7:32 p.m.

**B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE  
THEREOF**

None were declared

**C. APPROVAL OF AGENDA**

**Resolution No CW24-23**

**Moved by** Councillor Ferguson

**Seconded by** Councillor Souter

**THAT** the agenda be approved as presented.

**CARRIED**

**D. APPROVAL OF MINUTES**

**Resolution No CW25-23**

**Moved by** Councillor Holmes

**Seconded by** Councillor Lowe

**THAT** the minutes dated January 31, 2023, be approved.

**CARRIED**

**E. CONSENT REPORTS**

**Resolution No CW26-23**

**Moved by** Mayor Lowry

**Seconded by** Councillor Holmes

**THAT** the following consent reports be received.

**E.1 Clerk's Department Quarterly Report – Q1**

**E.2 Department of Roads and Public Works – Q1**

**E.3 Corporate Services Quarterly Report - Q1**

**CARRIED**

**F. STAFF REPORTS**

**F.1 Z-16-22 - 364 and 366 Spring St (Houchaimi) Recommendation Report**

**Resolution No CW27-23**

**Moved by** Councillor Holmes

**Seconded by** Councillor Ferguson

**THAT** Committee of the Whole recommend that Council approve the Zoning By-law Amendment to amend the zoning of the subject lands which are municipally known as Lots 67 and 68, Plan 27M-88, Almonte Ward, Municipality of Mississippi Mills, municipally known as 364 and 366 Spring Street, from site specific Residential Type 1 and Residential Type 2 zones (R1-20 and R2E-18) to site specific Residential Type 1 and Residential Type 2 zones (R1-31 and R2E-18) in order to align the zoning as a result of a lot addition and to address site specific side yard, similar in effect to the details in Attachment C.

**CARRIED**

**F.2 Z-13-22 10 St Andrews St (Coburn) Recommendation Report**

**Resolution No CW28-23**

**Moved by** Councillor Souter

**Seconded by** Mayor Lowry

**THAT** Committee of the Whole recommend that Council approve the Zoning By-law Amendment to amend the zoning of the subject lands which are municipally known as Part of Lot 150 and 151, Plan 6262, Almonte Ward, Municipality of Mississippi Mills, municipally known as 10 St. Andrews Street, from Residential Type 4 (R4-13) to Residential Type 2 (R2-xx) and Residential Type 3 (R3-xx) in order to permit the development of a four-unit townhouse and a semi-detached dwelling, similar in effect to the details in Attachment D.

**CARRIED**

**F.3 Baker's Quarry Subdivision - 09-T-20001 (Carrs Street Properties) Recommendation Report**

**Moved by** Councillor Holmes

**Seconded by** Councillor Ferguson

**THAT** Committee of the Whole recommend that Council approve the Draft Plan conditions for the subject lands which are legally described as Lots 7 to 16 Malloch Section, Plan 6262, Almonte Ward, Municipality of Mississippi Mills, and authorize staff to submit the Draft Plan conditions, similar in effect to the details in Attachment B.

**Amendment:**

**Moved by** Mayor Lowry

**Seconded by** Councillor Torrance

Insert: AND to include a condition in the Subdivision Agreement requiring a minimum five secondary dwelling units to be roughed-in and incorporated within the development.

**MOTION WITHDRAWN**

**Resolution No CW29-23**

**Moved by** Councillor Lowe

**Seconded by** Councillor Souter

**THAT** the main motion be referred to staff for further review and information.

**CARRIED**

**G. NOTICE OF MOTION**

None.

**H. INFORMATION ITEMS**

**H.1 Mayor's Report**

Mayor Lowry provided an update from the ROMA conference highlights include: delegations with Provincial Ministers and Parliamentary Assistants attended by Mississippi Mills or Lanark County, a session on building officials, and programs on TVO. Councillors Torrance and Lowe also provided additional information from ROMA including: fact sheets, and other sessions.

**H.2 County Councillor's Report**

Deputy Mayor Minnille provided an update on the recent County Council meetings highlights include: Climate Action Committee, presentations from ambulance services.

**H.3 Mississippi Valley Conservation Authority Report**

None

**H.4 Library Board Report**

None

**H.5 Information List #03-23**

**Resolution No CW30-23**

**Moved by** Councillor Holmes

**Seconded by** Councillor Souter

**THAT** the information list #03-23 be received for information;

**AND THAT** item C - January 23, 2023 - Letter from MVCA re: Changes in service per O.Reg 596/22 and Bill 23 be placed on the Municipal website.

**CARRIED**

**H.6 Meeting Calendar**

**I. OTHER/NEW BUSINESS**

**I.1 Lanark County - Climate Action Working Group**

**Resolution No CW31-23**

**Moved by** Councillor Ferguson

**Seconded by** Councillor Lowe

**THAT** Committee of the Whole recommend that Council appoint Zack Moshonas to the Lanark County Climate Action Working Group on an as needed basis.

**CARRIED**

**J. PENDING LIST**

Members reviewed the pending list.

**K. ADJOURNMENT**

**Resolution No CW32-23**

**Moved by** Councillor Lowe

**Seconded by** Councillor Ferguson

**THAT** the meeting be adjourned at 8:45 p.m.

**CARRIED**

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Jeanne Harfield, Clerk

## THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

### QUARTERLY UPDATE

**DATE:** Feb 21/23

**TO:** Committee of the Whole

**FROM:** Anita Legault – Director/Childcare manager

**SUBJECT:** Childcare Quarterly Report – Q#1

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#### DEPARTMENT HIGHLIGHTS:

- Attended a County mtg to discuss general operating and succession planning on Feb 16<sup>th</sup>
- Received an additional \$10,000 for workforce funding from the County to hold professional development events by March 31<sup>st</sup>.
  - Four on – line sessions on Challenging behaviours –
  - First aid course – completed
  - Weekend or evening session planned for the end of March: facilitator yet to be determined.

#### 2023 PROJECT UPDATES:

- Receiving quotes for second floor renovations (floors, counters, and cabinets)
- Roofers have accessed the situation at 208 State Street and will supply a quote for repairs.
- Working on Provincial survey due March 3<sup>rd</sup> which includes site details of each location, including financials and benefits used in 2022.
- CWELCC ( Canada Wide Early Learning ) continues with 52.75% reduction in childcare costs. New Monthly submissions to the County of full fee attendees continue for reimbursement.

#### KPIs:

- The first Ministry childcare inspection for 2023 occurred at 110 Paterson St. on Jan 6<sup>th</sup>. No major non compliances were noted.
- Registrations are up by 13% overall since **February of 2022**
- The School age programs remain relatively stable with minor changes in registration. Interest is increasing and a wait list is being established at all locations.
- Requests for childcare in the younger age groups continues. We received over 50 requests for care since the start of the new year.

#### LOOKING AHEAD:

- Childcare offered our services to the Bi-Centennial committee to promote childcare activities during the summer of 2023.
- Statistical analysis of childcare needs in our community continues and discussion with various developers in the area has begun.

Respectfully submitted :

Name, Anita Legault  
Director/Childcare Manager

## THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

### QUARTERLY UPDATE

**DATE:** February 21, 2023  
**TO:** Committee of the Whole  
**FROM:** Mike Williams, Director of Protective Services  
**SUBJECT:** Protective Services Department Report – Q1

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#### DEPARTMENT HIGHLIGHTS:

During the last quarter we had 2 members retire from the fire department.

With these retirements we took the opportunity to hire 8 new members in November. Four for the Pakenham and Four for the Almonte. With these hires we are at a full complement of 48 firefighters.

We hosted an internal pump operations course to our members, and we have 22 new members certified in pump operations.

#### 2023 PROJECT UPDATES:

- Tender was awarded for a 1-ton truck to be used as Almonte's Bush Truck with an intended delivery for May.
- New bunker gear extractors were purchased and installed as part of our overall decontamination program.
- Working with the building department on various building
- Working with planning and zoning on a few Bylaw
- In the process of updating the Noise Bylaw
- In the process of reviewing the Parking Bylaw

#### KPIs:

Since November 2022, here the following stats of information from the fire department, bylaw and the OPP that is managed by the Fire department.



ACTIVITY	ACTIVITIES PER QUARTER			
	Q1	Q2	Q3	Q4
Incident Response	39			
Fire Inspections	48			
Fire Inspections Compliant	34			
Public Education Events	7			
Bylaw Complaints	120			
Bylaw Resolved	115			
Parking Issues	45			
Animal Control	45			
OPP Total Responses	199			
Regional Training Centre	3			

ACTIVITY	Overview of Activity
Incident Response	<b>5</b> - Fires <b>1</b> - Mutual Aid <b>5</b> - Collisions <b>3</b> - Medical <b>14</b> - Alarms
Fire Inspections	<b>3</b> - Vulnerable Occupancy Inspection <b>25</b> - Routine/Requested Inspections <b>23</b> - Follow up for compliance.
Fire Inspections Compliant	<b>34</b> - Properties were inspected and are in compliance
Public Education Events	<b>4</b> - Fire Station Tours <b>3</b> - Classroom Presentation Smoke/CO display at the Independent Smoke/CO display at Home Hardware
Bylaw Complaints	<b>7</b> - Winter Parking <b>38</b> - Other Parking Violations
OPP Total Responses	<b>87</b> - Vehicle Collisions <b>23</b> - Other Vehicle Incidents <b>31</b> - Alarm type Incidents
Regional Training Centre	Instructor 1 course was run. Firefighter 1 course was run. Pump Operations course was run. Officer 4 course was run.

## By-law Enforcement Inquiry Details

INQUIRY TYPE	COMPLETE	IN PROGRESS	GRAND TOTAL
Animals	45	3	48
Garbage/Waste	4		4
Noise	2		2
Other	10	1	11
Parking	38		38
Property Standards	6	1	7
Trees	1		1
Wildlife	2		2
Winter Parking	7		7
Grand Total	115	5	120

Attached to this report is the OPP East Region 4<sup>th</sup> Quarterly report from 2022, which summarizes incidents and services provided in Mississippi Mills and Lanark County.

### LOOKING AHEAD:

In Q2 the Fire department will undertake a number of projects and reports such as:

- Posting and Hiring new Fire Prevention Officer
- Presenting a Fire Prevention Policy
- Finalizing Master Fire Plan
- Running various courses at the training centre
- Working a review of our current bylaws and services

Respectfully submitted by,

Reviewed by:

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Mike Williams,  
Director of Protective Services

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Ken Kelly,  
CAO

Attachments:

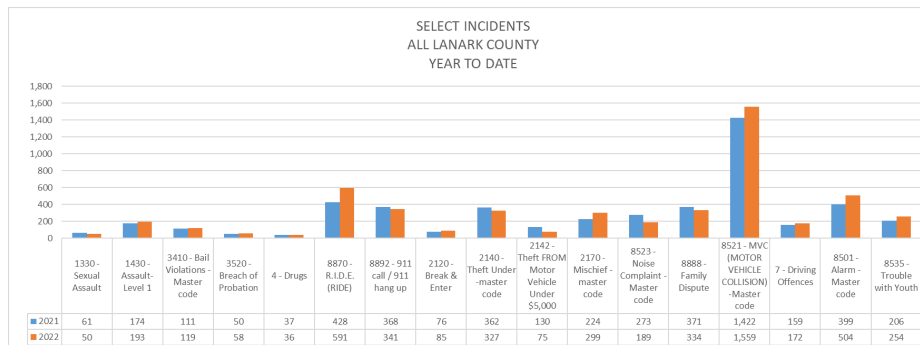
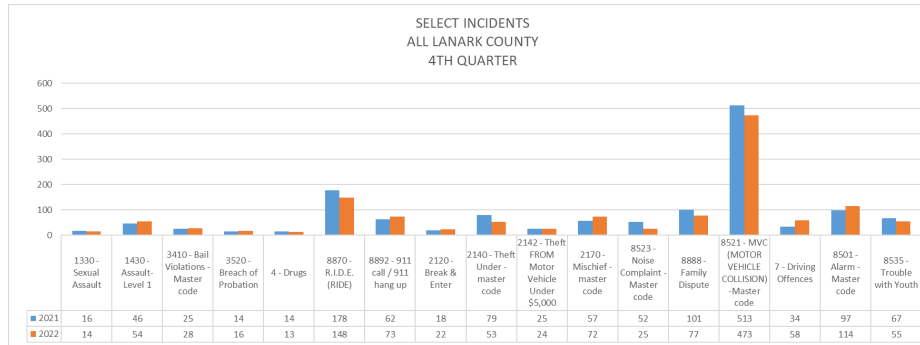
1. OPP 2022 4th Quarter Report

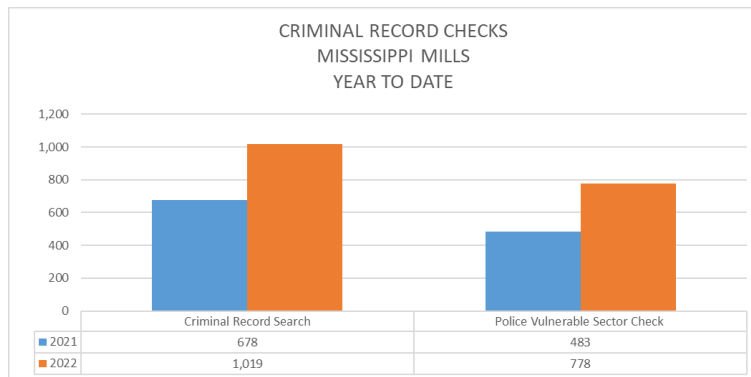
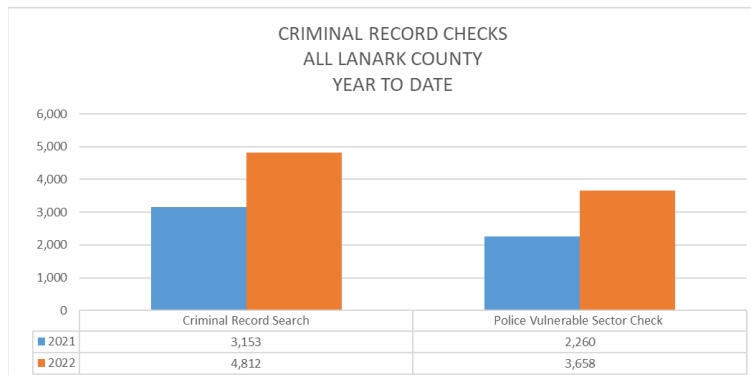
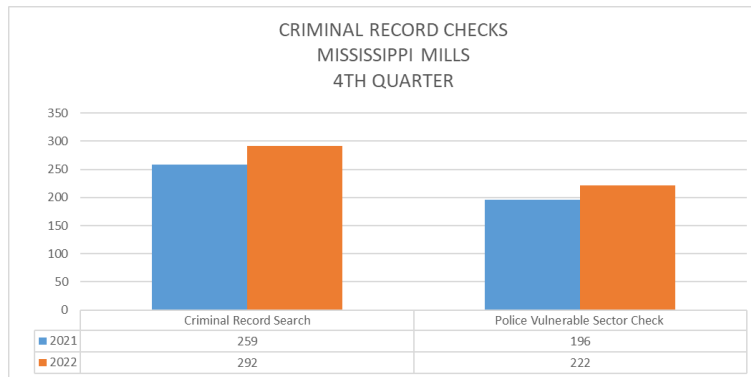
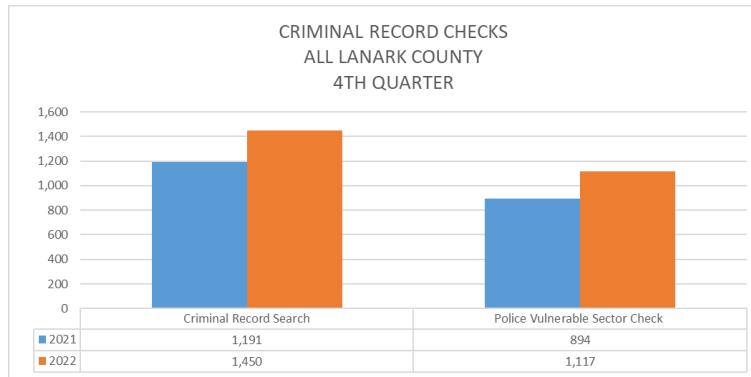


## 2022 4<sup>TH</sup> Quarter Report Lanark County OPP

### Report to MISSISSIPPI MILLS

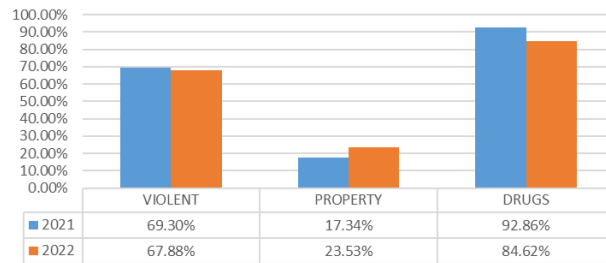
#### RMS (RECORDS MANAGEMENT SYSTEM) INCIDENTS



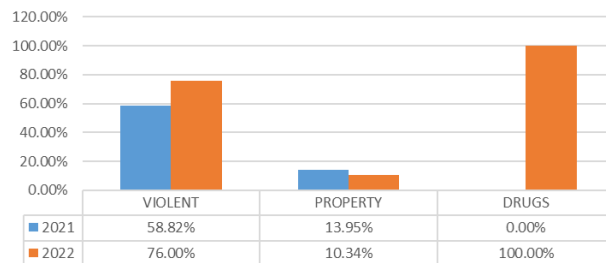




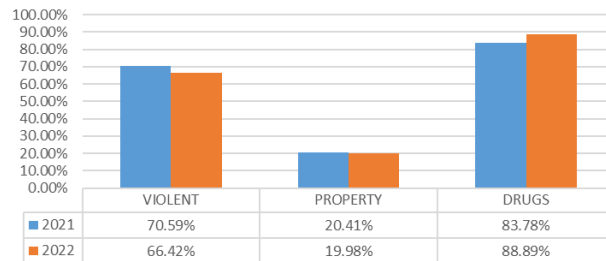
CLEARANCE RATES  
ALL LANARK COUNTY  
4TH QUARTER



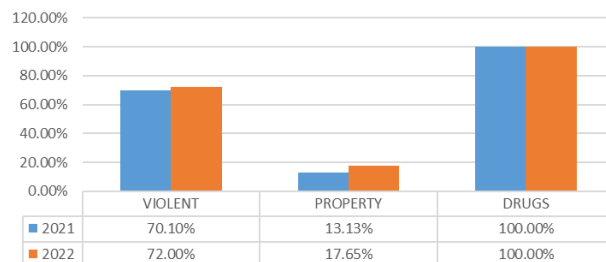
CLEARANCE RATES  
MISSISSIPPI MILLS  
4TH QUARTER

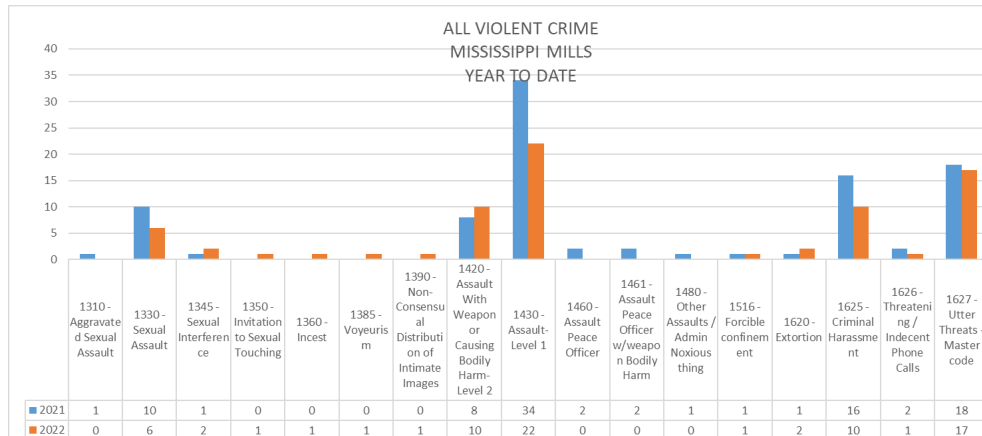
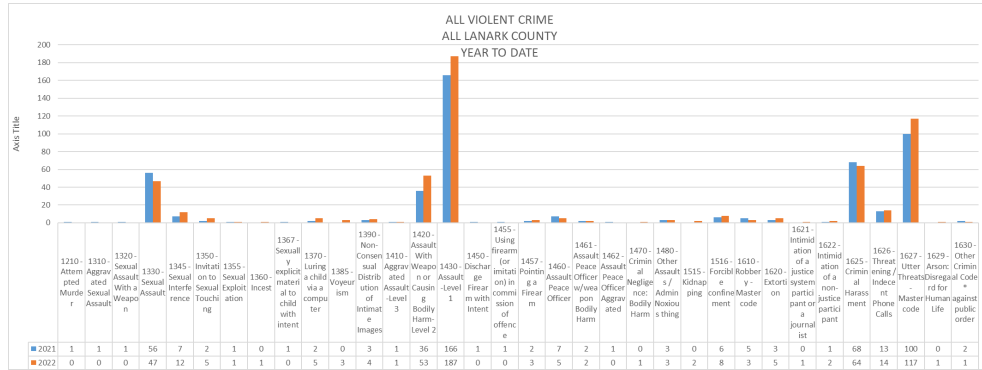
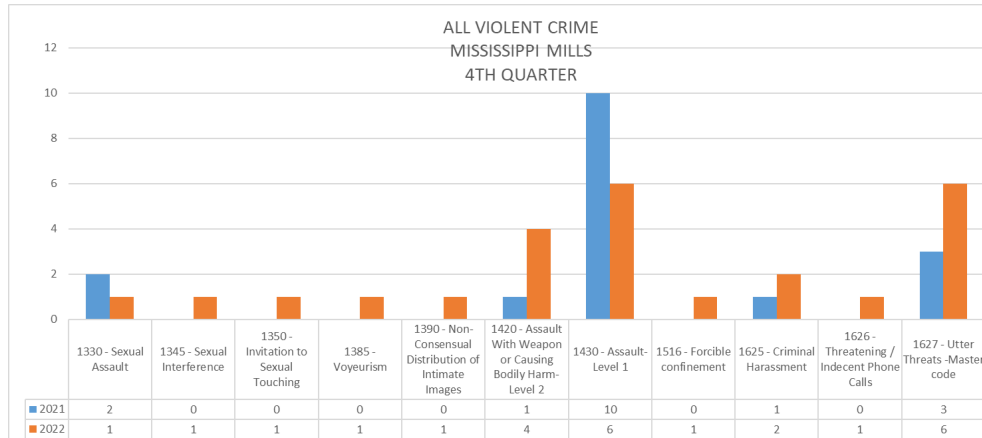
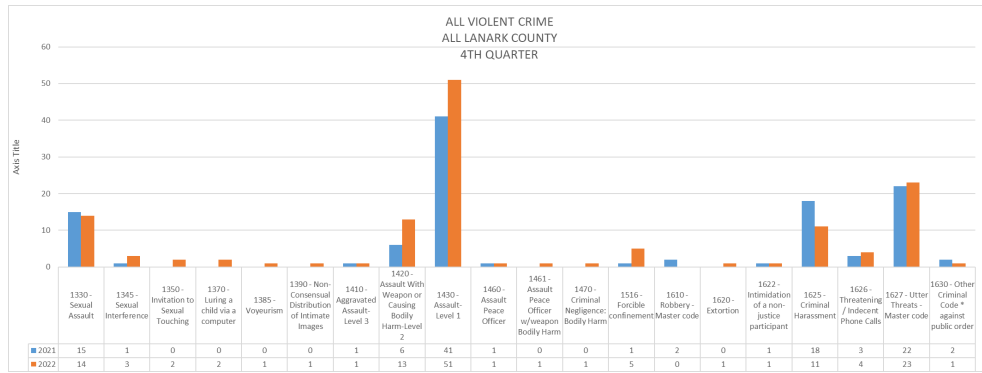


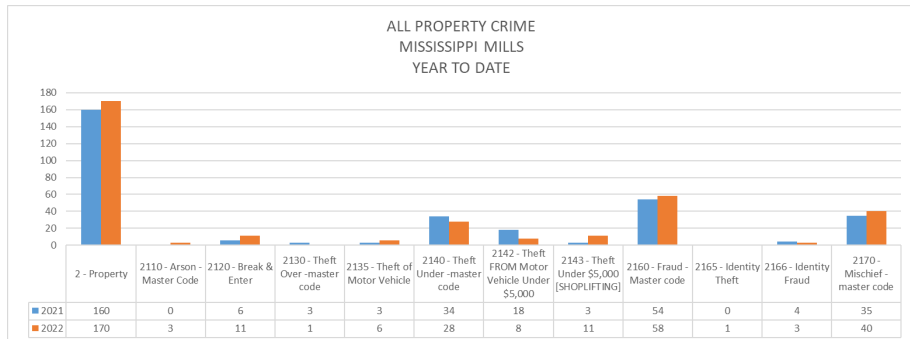
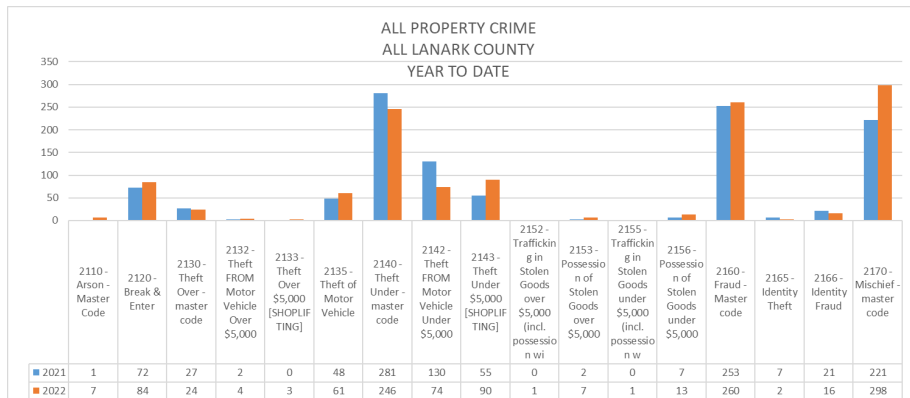
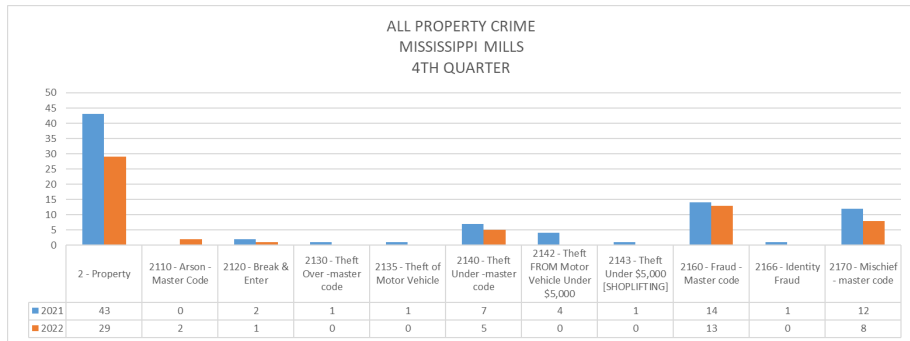
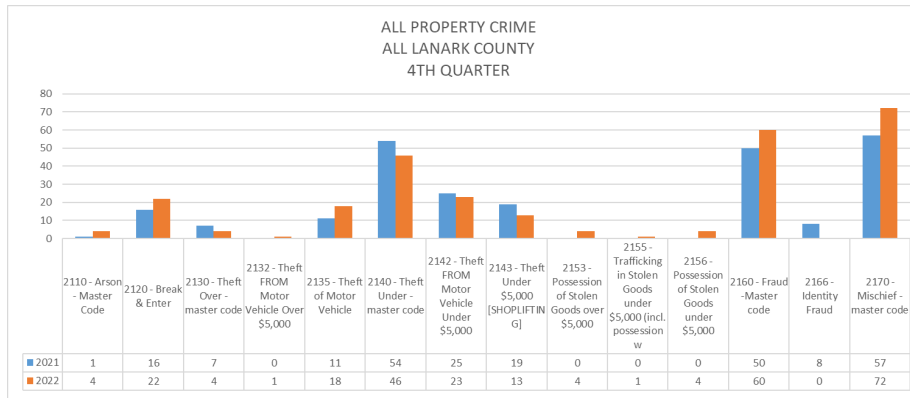
CLEARANCE RATES  
ALL LANARK COUNTY  
YEAR TO DATE



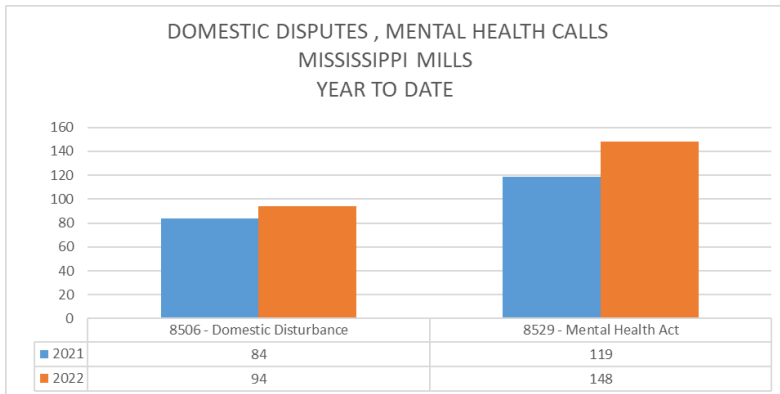
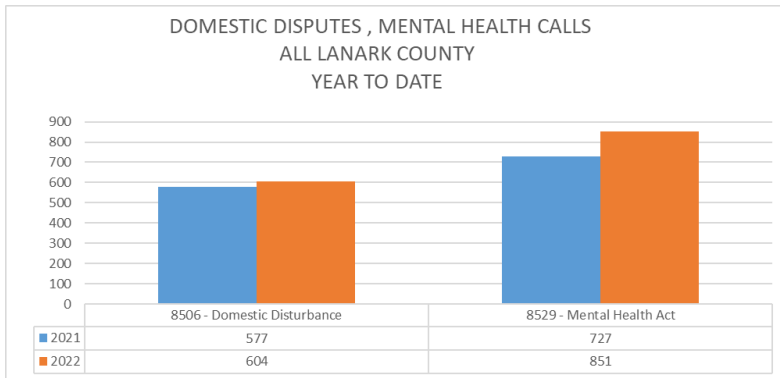
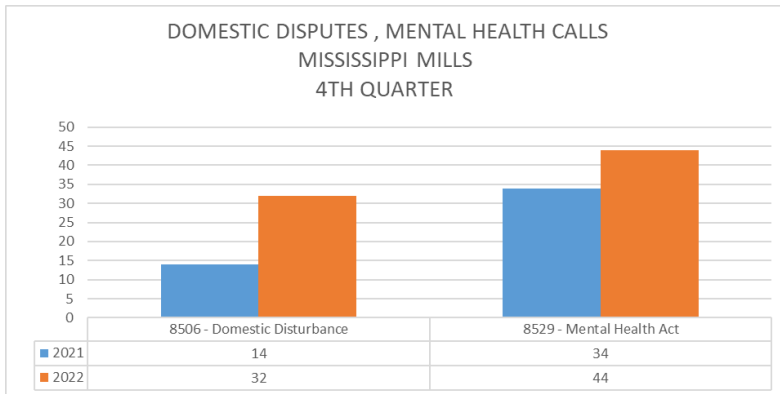
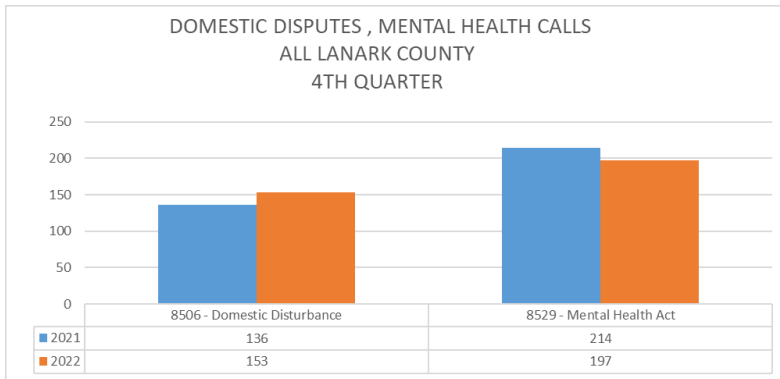
CLEARANCE RATES  
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YEAR TO DATE

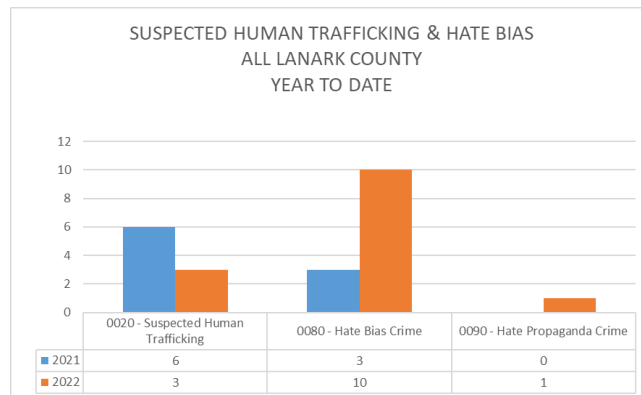
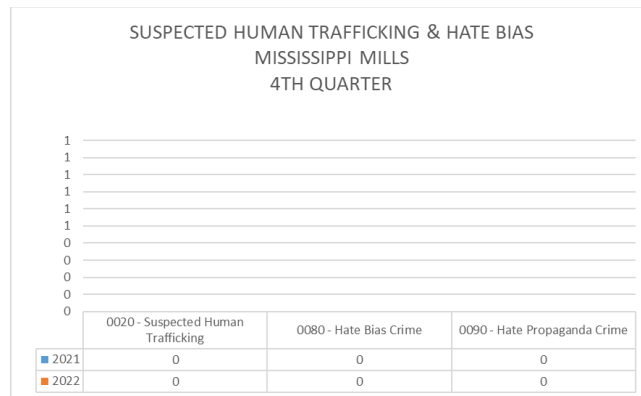
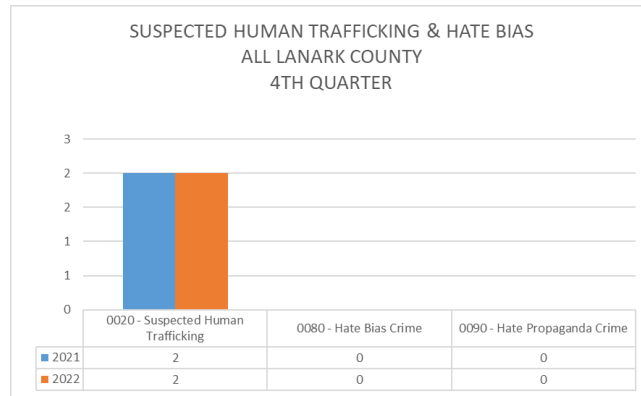


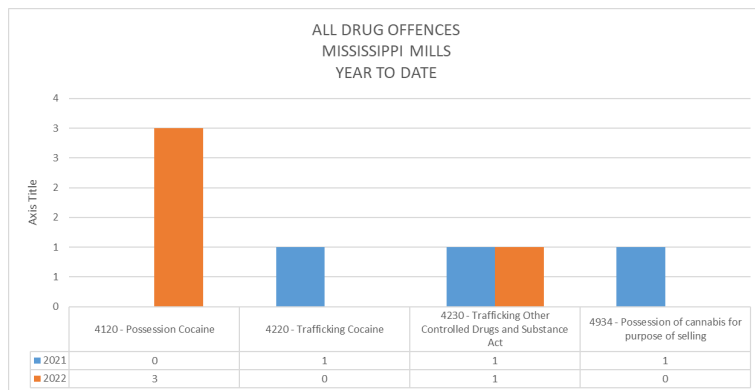
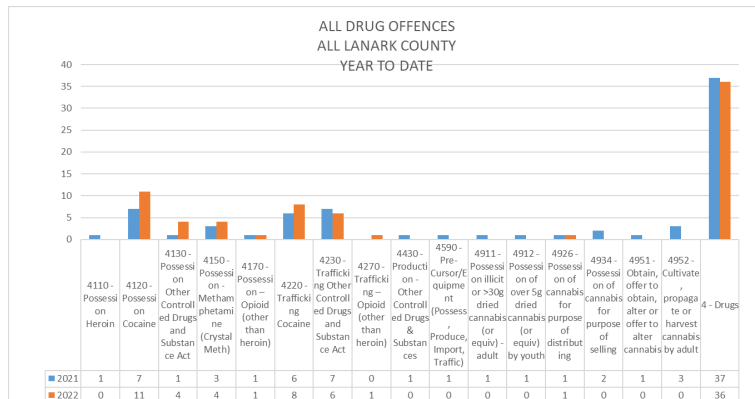
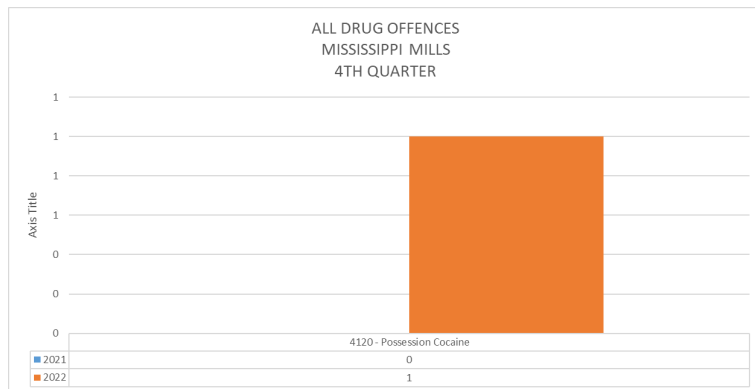
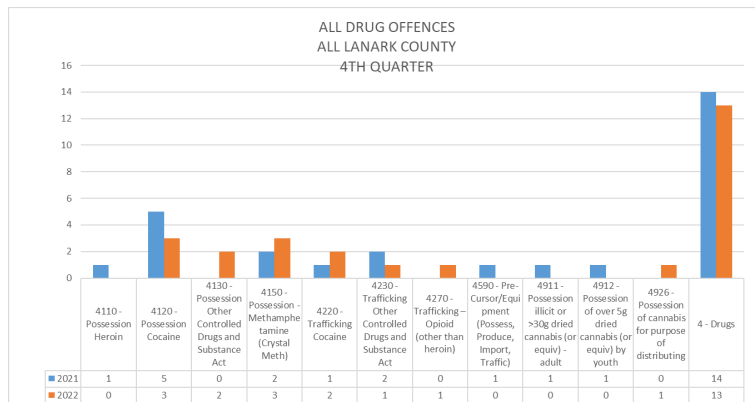














## CRS (Collision Reporting Service)

All Reportable Collisions ALL LANARK COUNTY 4TH QUARTER		
TYPE	2021	2022
<b>Motor Vehicle</b>	<b>353</b>	<b>336</b>
Fatal Injury	1	3
Non-Fatal Injury	31	35
Other	1	
Property Damage Only	320	298
<b>Off-Road Vehicle</b>	<b>1</b>	<b>1</b>
Non-Fatal Injury	1	1
<b>Grand Total</b>	<b>354</b>	<b>337</b>

All Reportable Collisions MISSISSIPPI MILLS 4TH QUARTER		
TYPE	2021	2022
<b>Motor Vehicle</b>	<b>63</b>	<b>62</b>
Fatal Injury		1
Non-Fatal Injury	8	3
Property Damage Only	55	58
<b>Grand Total</b>	<b>63</b>	<b>62</b>

All Reportable Collisions ALL LANARK COUNTY YEAR TO DATE		
TYPE	2021	2022
<b>Motor Vehicle</b>	<b>956</b>	<b>1246</b>
Fatal Injury	4	6
Non-Fatal Injury	117	141
Other	1	1
Property Damage Only	834	1098
<b>Motorized Snow Vehicle</b>	<b>6</b>	<b>0</b>
Non-Fatal Injury	3	0
Property Damage Only	3	0
<b>Off-Road Vehicle</b>	<b>10</b>	<b>6</b>
Non-Fatal Injury	7	5
Property Damage Only	3	1
<b>Grand Total</b>	<b>972</b>	<b>1252</b>

All Reportable Collisions MISSISSIPPI MILLS YEAR TO DATE		
TYPE	2021	2022
<b>Motor Vehicle</b>	<b>162</b>	<b>241</b>
Fatal Injury	1	1
Non-Fatal Injury	24	25
Other		1
Property Damage Only	137	214
<b>Motorized Snow Vehicle</b>	<b>1</b>	
Non-Fatal Injury	1	
<b>Off-Road Vehicle</b>	<b>3</b>	<b>1</b>
Non-Fatal Injury	3	1
<b>Grand Total</b>	<b>166</b>	<b>242</b>



PATROL ALL LANARK COUNTY 4TH QUARTER		
Patrol Type	2021 Q 4	2022 Q 4
160 - Patrol-Cruiser	2,760.00	1,358.75
162 - Patrol-Motorcycle	2.00	0.00
163 - Patrol-Marine	22.00	11.00
164 - Patrol-ATV	56.25	10.00
166 - Patrol-Bicycle	6.00	101.50
167 - Patrol-Foot	111.50	214.00
168 - Patrol-School	18.75	53.75
Patrol	2,976.50	1,749.00

PATROL MISSISSIPPI MILLS 4TH QUARTER		
Patrol Type	Year 2021	Year 2022
Patrol	389.50	216.75
160 - Patrol-Cruiser	375.50	170.00
167 - Patrol-Foot	9.00	29.75
168 - Patrol-School	5.00	17.00

PATROL ALL LANARK COUNTY YEAR TO DATE		
Patrol Type	2021 Q 4	2022 Q 4
160 - Patrol-Cruiser	11,311.50	8,425.25
161 - Patrol-Aircraft	0.00	9.25
162 - Patrol-Motorcycle	2.00	0.00
163 - Patrol-Marine	612.00	365.00
164 - Patrol-ATV	134.25	143.00
165 - Patrol-Snowmobile	313.50	108.75
166 - Patrol-Bicycle	69.25	192.00
167 - Patrol-Foot	733.25	980.50
168 - Patrol-School	71.50	128.50
Patrol	13,247.25	10,352.25

PATROL MISSISSIPPI MILLS YEAR TO DATE		
Patrol Type	Year 2021	Year 2022
Patrol	1,592.75	1,141.00
160 - Patrol-Cruiser	1,347.00	902.25
163 - Patrol-Marine	17.50	20.00
164 - Patrol-ATV	31.50	51.00
165 - Patrol-Snowmobile	113.75	42.25
167 - Patrol-Foot	71.75	97.50
168 - Patrol-School	11.25	28.00



## 4<sup>th</sup> Quarter 2022 Drinking Water Quality Management Standard Report to Members of Council

This report is to summarize the activities of the Roads and Public Works Department (water distribution system) for the period of October 1<sup>st</sup>, 2022 through to December 31, 2022.

### Operational Plan Revisions

There were no changes made to the operational plan during the fourth quarter:

### Internal Audits

The annually conducted internal audit was completed by staff during this quarter and finalized on December 7, 2022. The following administrative non-conformance was identified during the audit.

**Nonconformance Element 7 – Risk Assessment:** It was expected during the audit that the risk assessment would consider the reliability and redundancy of equipment. However the Risk Assessment did not directly consider the reliability and redundancy of equipment as it relates to the Mississippi Mills Drinking Water System. The corrective action for this nonconformance item will be addressed by the Environmental Compliance Coordinator no later than March 31, 2023.

Additionally, the internal audit found seven opportunities for improvement which were all minor in nature.

### External Audits

The Municipality's DWQMS Certification Surveillance System Audit of the Municipality's QMS-Operational Plan (OAP-178) was completed. The process included an off-site audit on March 1, 2022. The Municipality was provided its Audit Report for the audit on March 9, 2022 indicating that the Municipality is in 100% conformance.

### Status of License

The certificate of full-scope accreditation for our QMS – Operational Plan (OAP-178) currently posted with our sub-system licenses was issued on May 28, 2021.

The Municipality's Municipal Drinking Water License (MDWL) was renewed on November 26, 2021 and will expire on November 25, 2026. The Municipality's Drinking Water Works Permit (DWWP) expires on August 31, 2027.

## Drinking Water Quality

### Customer Service Inquiries

During the fourth quarter of 2022, 13 (thirteen) inquiries received relating to water supply and/or qualities are summarized as follows:

Concern	Quantity	Results
Water Meter Issue	1	Slight leak at meter. Required additional tightening.
Inoperable Service Valve	1	Replaced service valve and standpost.
High Water Consumption	3	1- Data logged water meter, determined consumption normal. 2 Determined cause of high consumption to be internal plumbing issue. 3 -Replaced meter, high usage persisted. Determined to be internal plumbing issue..
Water Quality	2	1- Concerns regarding water quality, tested pH and chlorine residual and found both parameters to be within normal range. 2- Concerns regarding inorganic material content tested after water softener. Staff explained that testing water post-softener is not indicative of true water quality.
Low Water Pressure	2	1- Staff found issues with internal plumbing causing low pressure. 2- Staff determined that a second service valve was leaking that was within an easement and identified as private plumbing.
Water Aesthetic	2	1- Report of discoloured water, noted to be due to flushing occurring in neighborhood. 2- No abnormalities in system, noted that it could be caused by water softener or hot water tank.
Service Shut-Off Request	2	1- Resident requested service to be shut off and meter removed for demolition. 2- Shut off requested for internal plumbing work.

### Adverse Water Quality Incidents

There were no reportable adverse quality incidents in the third quarter (per Ontario Regulation 170/03).

## Management Review

The annual Management Review was completed during this quarter. A copy of the meeting minutes will be included on the DWQMS Q1 report.

## Operational Activities

The following activities have been initiated or completed during the fourth quarter:

- Leak detection activities ongoing
- Meter reading

- Meter changes

### Water Production Statistics

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- Refer to attached Graph / Table.

### Upcoming Events / Activities

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#### January

Flushing  
Inspections  
Meter changes  
Locates

#### February

Flushing  
Inspections  
Meter changes  
Meter readings  
Locates

#### March

Flushing  
Inspections  
Meter changes  
Locates

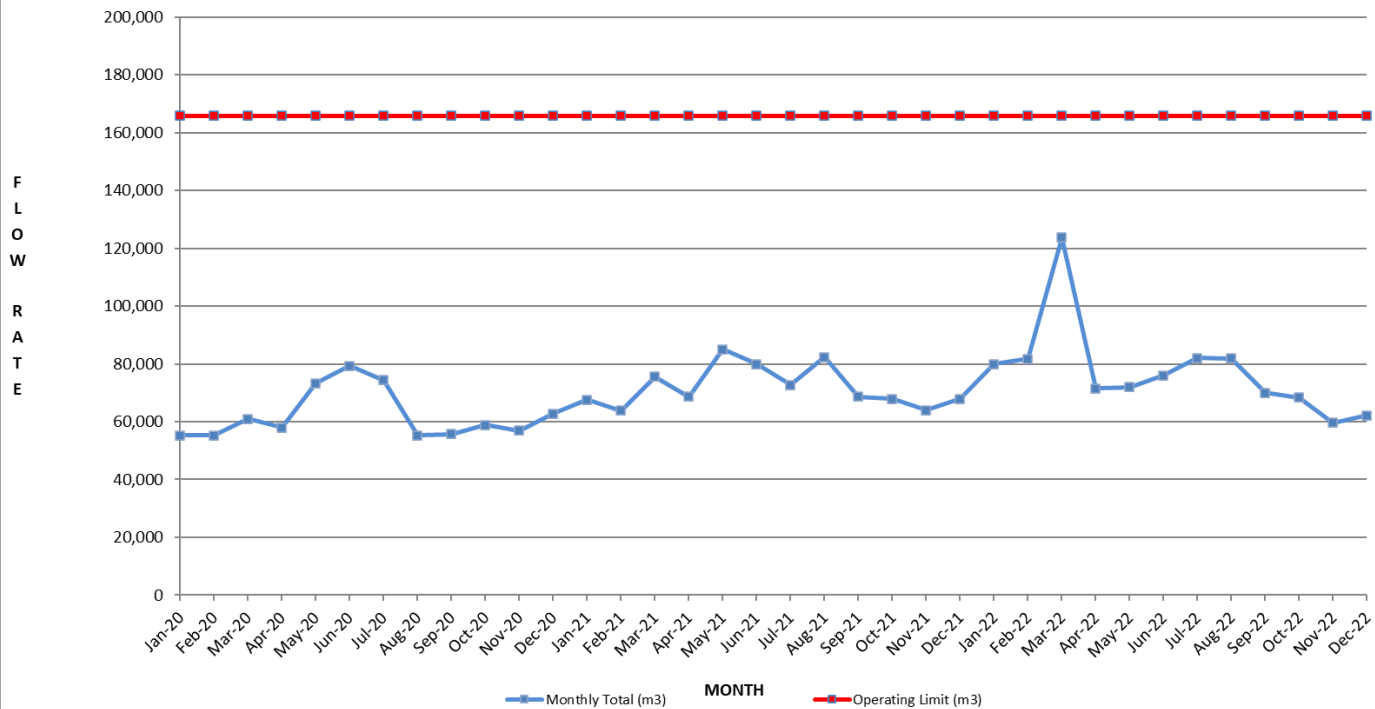
Cc: All waterworks staff  
Cory Smith, Director of Roads and Public Works





Mississippi  
Mills

## WTP Treated Water Trending(m<sup>3</sup>/month)



Mississippi  
Mills

## WATER TREATMENT PRODUCTION (2022 YEAR TO DATE Q4)

Month/Year	Well 3 Monthly Total (m³)	Well 5 Monthly Total (m³)	Well 6 Monthly Total (m³)	Well 7 Monthly Total (m³)	Well 8 Monthly Total (m³)	Monthly Total (m³)	Operating Limit (m³)
Jan-22	12528.7	9851.9	13873.63	43566.03	157.94	79978.2	165826.8
Feb-22	11467.33	7301.72	12704.3	40301.98	0	81775.36	165826.8
Mar-22	16341.44	10571.59	23724.2	73069.23	0	123706.46	165826.8
Apr-22	9977.12	7392.66	7466.95	46615.58	0	71452.31	165826.8
May-22	6667.44	4352.86	7094.04	32593.22	21287.5	71995.06	165826.8
Jun-22	6449.49	4225.99	7183.43	28933.71	29231.59	76024.21	165826.8
Jul-22	5922.79	3868.63	5752.76	34124.41	32329.73	81998.32	165826.8
Aug-22	6200.59	4028.31	6692.73	32850.19	32118.04	81889.86	165826.8
Sep-22	5649.79	3910.31	6552.82	27314.44	26852.92	70010.28	165826.8
Oct-22	4911.29	3297.91	5492.87	27603.5	26974.32	68279.89	165826.8
Nov-22	4050.2	2669.51	3872.42	24821.12	24154.14	59567.39	165826.8
Dec-22	3087.22	2813.78	4735.13	26079.25	25394.18	62109.56	165826.8

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** Date of meeting

**TO:** Committee of the Whole

**FROM:** Zack Moshonas, Environmental Compliance Coordinator  
Cindy Hartwick, Administrative Assistant

**SUBJECT: Garbage Bag Tag Third Party Sale Discount**

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### RECOMMENDATION:

**THAT Committee of the Whole direct Council to authorize a \$0.10 discount per bag tag sold through wholesale means to cover electronic payment processing fees borne by third-party retailers that sell bag tags on behalf of the Municipality.**

### BACKGROUND:

Mississippi Mills provides curbside garbage collection to all residences and some Industrial Commercial & Institutional (IC&I) sources in the Municipality. Users are permitted to dispose of approved bag/container per week at the curbside – additional bags or containers must have a valid bag-tag affixed to be collected. Garbage bags/containers over the one bag limit that do not have a tag affixed are tagged with an “Oops” sticker that informs the resident that a tag is required for extra bags to be collected.

Bag tags are sold at a cost of \$2.00 per tag through two streams – one is directly from the Municipality at the Municipal Office, and the other is through third-party retailers. The Roads and Public Works department provides bag tags to participating retailers and collects the full revenue from the sale of the bag tags. The following retailers currently sell bag tags in Mississippi Mills:

1. ACE Country & Garden Almonte
2. Clayton General Store
3. Nicholson's Sundries

Concerns have been raised by retailers that with the cost of processing credit and debit card transactions, the sale of bag tags on behalf of the Municipality is a cost to the retailer. The Retail Council of Canada reports that Canadians pay some of the highest ‘swipe fees’ in the world. They report that the average rate per transaction (i.e., cost to the retailer) is about 1.5%.

## DISCUSSION:

Since 2020, Mississippi Mills sells 7,500 to 11,000 bag tags per year. The percentage of tags sold by retailers in the community ranges from 50% in 2020 to 57% in 2022. In January of 2023 alone, third party retailers sold 71% of all tags.

In 2022, retailers sold approximately 5328 bag tags resulting in a revenue to the Municipality of \$10,656.00. It should be noted that not all tags sold at retailers are paid for by electronic payment means. Over time, the cost to retailers adds up and may deter retailers from continuing to sell bag tags. A discount applied to the wholesale of bag tags will provide retailers with relief from electronic payment processing fees and also provide a small monetary incentive to sell bag tags.

## OPTIONS:

1. Authorize a \$0.10 wholesale discount per tag sold to retailers to cover fees associated with electronic payment processing and to provide a financial incentive for retailers to sell bag tags. This is the recommended option.
2. Continue with the status quo and offer no discount to third party retailers that sell bag tags on behalf of the Municipality.

## FINANCIAL IMPLICATIONS:

The Waste Management budget includes revenue generated from the sale of bag tags. The below table outlines the projected revenue amounts versus the actual revenue received through the sale of bag tags. The final column of the table displays what the actual revenue would be should a discount have been applied for previous years.

Year	Revenue from Municipal Office Sales @ \$2.00 per bag tag	Revenue from Retailer Sales @ \$2.00 per bag tag	Total Revenue @	Resulting Total Revenue (with discount) @ \$1.90 per bag tag <sup>1</sup>
2020	\$7,608.00	\$7,800.00	\$15,408.00	\$15,018.00
2021	\$7,926.00	\$13,650.00	\$21,576.00	\$20,893.50
2022	\$8,042.00	\$10,656.00	\$18,698.00	\$18,165.20

<sup>1</sup>The discounted rate applies only for bag tags sold to retailers. Tags sold at the Municipal office will continue to receive the full \$2.00 per bag tag.

The revenue generated from the sale of bag tags is less than what is planned in the annual budgets, therefore the potential discount will not result in a deficit for planned bag tag revenue.

**SUMMARY:**

Staff wish to continue to foster positive relationships with local businesses and understand that fees imposed by electronic payment processors can be a burden to businesses. Staff recommend this discount on the wholesale cost for bag tags sold to retailers to alleviate any financial burden that may be passed along to the retailer for selling bag tags on behalf of the Municipality. The retail cost of bag tags will remain the same – costing \$2.00 per tag. The discount will only be applied for the wholesale of tags to retailers.

Respectfully submitted by,

Co-Submitted by:

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Zack Moshonas,  
Environmental Compliance Coordinator

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Cindy Hartwick,  
Administrative Assistant

Reviewed by,

Reviewed by:

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Cory Smith,  
Director of Roads and Public Works

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Ken Kelly,  
Chief Administrative Officer

**THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS**

**STAFF REPORT**

**DATE:** February 21<sup>st</sup>, 2023  
**TO:** Committee of the Whole  
**FROM:** Andrew Hodge, Deputy Treasurer  
**SUBJECT:** 2023 Draft Budget

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**RECOMMENDATION:**

**Motion 1:**

**THAT Committee of the Whole recommend that Council Reduce the Police Levy and increase the Municipal tax rate to generate an additional \$178,760 of funds for general purposes – Council to provide direction on how these are to be used.**

**Motion 2:**

**THAT Committee of the Whole direct Staff to increase borrowing and to bring back a list of additional projects to be funded from borrowed funds.**

**Motion 3:**

**THAT Committee of the Whole recommend that Council approve reallocating \$73,000 in funds that have been unspent on previous projects to new capital projects or add these funds to the capital reserves.**

**Motion 4:**

**THAT Committee of the Whole recommend that Council approve reallocating \$67,000 in funds previously budgeted for projects that will not be initiated in 2023.**

**Motion 5:**

**THAT Committee of the Whole recommend that Council approve the draft budget as amended.**

**BACKGROUND:**

The 2023 budget was tabled on Dec 13, 2022, proposing a 3% increase over the 2022 tax rate. There was a presentation given with a high-level summary, budget schedule, assumptions, highlights, review, and pre-budget approval items. Pre-approvals of \$1,033,380 were presented and pre-approvals of \$783,380 were approved.

On January 10<sup>th</sup> and 12<sup>th</sup>, 2023, departments presented their specific budget areas, providing more detailed information on capital projects, ongoing operations, and service levels pertaining to 2023. Council requested additional information to be brought back and reported.

## DISCUSSION:

The updated draft budget is still proposing a 3% increase over the 2022 tax rate. Adjustments to the budget have been made following the previous meetings as noted Table 1 below.

**Table 1**

Budget Tab	Account	Previous Amt	New Amt	Note
Revenues	1-107-9462-0010	100,000	- 100,000	entry to correct positive to negative
Revenues	1-107-9462-0010	- 100,000	- 400,000	rate increases
Revenues	1-105-1055-0550	- 435,617	-	move to capital fund
Revenues	1-105-1055-0970	-	- 4,000	add - livestock
Revenues	1-105-1055-0950	-	- 47,000	add - not in tabled draft
Revenues	1-105-1055-0960	- 643,107	- 546,641	decrease in actual grant from Prov
Revenues	1-105-1055-0588	-	- 25,000	fire training revenue
Expense	1-210-0212-5630	-	25,000	fire training cost
Capital	2-211-0241-0244	10,400	-	Remove Prefab Shed Study
Capital	2-711-0711-0830	25,000	35,000	Lawn bowling - new info
Corp Serv	1-111-0121-5240	7,901	28,152	insurance as invoiced
Admin Buildings	1-111-0133-5240	17,341	19,500	insurance as invoiced
Fire	1-210-0211-5240	47,145	51,933	insurance as invoiced
Building	1-211-0241-5240	5,985	5,985	insurance as invoiced
Transportation	1-301-0301-5240	44,431	49,500	insurance as invoiced
Transportation	1-305-0306-5240	1,470	1,650	insurance as invoiced
Transportation	1-305-0307-5240	2,457	2,750	insurance as invoiced
Transportation	1-313-0380-5240	4,095	4,500	insurance as invoiced
Transportation	1-313-0381-5240	11,077	15,111	insurance as invoiced
Childcare	3-631-0030-5240	3,943	4,400	insurance as invoiced
Library	4-531-0001-5240	8,967	8,967	insurance as invoiced
Recreation	5-731-0021-5240	11,266	12,550	insurance as invoiced
Recreation	5-737-0021-5240	11,266	12,550	insurance as invoiced
Recreation	5-751-0021-5240	10,799	12,100	insurance as invoiced
Curling	6-741-0021-5240	11,266	14,300	insurance as invoiced
Water & Sewer	1-501-0501-5240	14,831	14,554	insurance as invoiced
Water & Sewer	1-501-0502-5241	2,473	2,750	insurance as invoiced
Corp serv	1-111-0121-7730	-	15,000	election to reserve
Corp serv	1-111-0121-7730	-	36,030	Intl Fin. P&R

Corp serv	1-111-0121-1110	1,319,038	1,294,038	Dept Salary reduced transfer funds for extra student and training
CED	1-811-0814-1130	42,432	52,432	increased extra summer student
Corp serv	1-111-0121-5230	10,500	25,500	increased training
Corp serv	1-111-0133-7730	-	5,500	AOTH Intl Fin. Ext Concrete
CED	1-811-0814-7730	500,000	510,000	Electronic sign - Intl Fin.
PW	1-301-0301-7730	-	114,119	Intl Fin.
Revenues	1-108-9461-0010	-	- 161,794	DC from Reserve Fund
Revenues	1-108-9490-0010	- 383,087	- 221,293	reduced from reserve
Childcare	3-105-1058-D111	-	- 23,100	DC CDSBEO lease
Childcare	3-105-1058-D102	1,836,354	1,813,711	Revenue reduction
Revenues	1-107-9491-0010	-	- 95,870	DC fire debt & Ottawa St Fin
Fire	1-210-0211-7730	15,389	12,348	Reserve transfer decrease

One option to give Council additional taxation funds for general purposes is a reduction in the projected rate for the Police levy that is used in the draft budget for 2023. As of December 31, 2022 the reserve for policing has \$247,000 which is set aside for stabilization in the event that the contract increases significantly. The value of the 2023 OPP contract is \$1,874,182 and the current reserve of \$247,000 is approximately 13% of the 2023 contract. The 2023 draft budget includes a Police levy that is the same rate as 2022. The Police Levy Rate could be reduced by \$178,760 and shifted to the tax levy, for an equal increase of \$178,760 so that no net change in the final tax billing dollar amount would occur but the amount of \$178,760 could be used towards an increased contribution to a reserve other than the police reserve. Although no net increase to a residents overall tax bill would occur this change would result in a “municipal” tax rate increase greater than 3%.

The Reserve Policy is attached to this report and it is the opinion of Staff that this policy needs to be revised. According to the policy capital reserves are tied to amortization of assets but a target rate has not been adopted by Council.

Depreciation amounts per Audited Financial Statements are depicted in Table 2 below.

**Table 2**

	<b>AVG</b>	2021	2020	2019	2018	2017
Depreciation	<b>3,374,156</b>	3,483,296	3,620,704	3,564,635	3,192,267	3,009,880
Additions	<b>7,074,496</b>	8,595,792	4,853,436	5,466,698	8,011,581	8,444,974

Loan repayments to be completed for 2023 are depicted in Table 3 below.

**Table 3**

BMO	loan #246	remaining principal paid	25,557
TD	loan #02	remaining principal paid	40,461
RBC	loan #013	remaining principal paid	1,231,664
		Subtotal 2023	1,297,682

Based on the amortization schedules the total principal being repaid on loans in 2023 is \$1,509,366, compared to \$1,291,012 in 2022.

Capital budgets excluding carryforwards as well as the amounts budgeted to be borrowed in each year of those years depicted in Table 4 below.

**Table 4**

	<u><b>2023</b></u>	<u><b>2022</b></u>	<u><b>2021</b></u>	<u><b>2020</b></u>	<u><b>2019</b></u>	<u><b>2018</b></u>
Capital Budgeted	7,633,457	13,188,579	12,719,922	11,429,756	6,184,905	9,869,763
Less: Carry Fwd.		893,954	1,656,176	835,030	1,248,350	624,100
Total	<b>7,633,457</b>	<b>12,294,625</b>	<b>11,063,746</b>	<b>10,594,726</b>	<b>4,936,555</b>	<b>9,245,663</b>
Avg New Capital	9,294,795					
Borrowed Funds	615,000	3,525,350	3,718,640	3,193,715	1,084,600	5,699,090

As can be seen in Table 4, the budget years that had large capital programs also had more borrowed funds than proposed in the current 2023 draft budget. One option for Council to fund an increase in the proposed capital program is to direct Staff to include additional borrowing in the draft 2023 budget. Council would then need to direct how to spend these additional borrowed funds.

Attached to this report is a table of the Capital Works in Process (WIP) from previous years. This table includes projects that have not been completed in 2020-2022. Some of the projects do have some spending and some have none. The current WIP has an overall value of \$15,195,594.45 with \$8,243,377.82 spent with a remaining unspent amount of \$6.98M which includes the Downtown Core Revitalization with \$4.01M remaining to be spent on these contracts. One project that has an approved multi year workplan accounts for 57% of the total unspent funds or WIP.



Of the projects that have been completed in 2022 and are noted on the WIP there is approximately \$73,000 in unused or surplus funds. This is noted in the WIP table as “report item A”. Council could direct these funds to be used for additional capital spending or as an increase to reserves as per the Reserve Policy.

Staff have reviewed the WIP list and have identified projects that have not been initiated and are not likely to be initiated in 2023. These funds can be reallocated and total \$67,000. This is noted as “report item B” in the WIP table and is depicted below in Table 5.

**Table 5**

Administration	2-111-0131-0144	BUILDING CONDITION ASSESSMENT TO SUPPORT ASSET M	5,000.00
Fire	2-210-0211-0287	Command Centre Trailer	10,000.00
Recreation	2-711-0711-0705	Gemmill Park Improvements	10,000.00
Recreation	2-711-0711-0861	Lighting Study	7,000.00
Recreation	2-711-0711-0862	Canteen Repairs	30,000.00
Recreation	2-711-0711-0870	Parking Lot Lighting	5,000.00
			<b>67,000.00</b>

The NLHS-NLRM is asking for an increase of \$11,439 for a total grant of \$39,300, for account 5-760-0035-2031, which is currently at \$27,861. The MVTM using the same approach could increase from \$72,145 to \$130,771, an increase of \$58,626. These increases totalling \$70,065 could be funded by additional taxation, or from reserves.

The capital budget contains the project for the curling facility chiller/brine pump motor. As previously presented the project is estimated at \$500,000 total cost, of which half was approved in 2022 and is now on the work in process list. The additional funds of \$250,000 are in the 2023 capital budget and presented as being funded through bank financing. The capital investment of \$500,000 would have an estimated asset useful life of 30 years.

The 2023 budget process utilized a public engagement strategy that included an online survey and budget spotlights to engage with the community. In previous years, the municipality used an advisory committee or held a public meeting to obtain feedback from the community on the budget. On average less than 10 members of the public would provide feedback at a public meeting and the advisory committee was made up of 7-9 volunteer members of the community, plus councillors and staff. The survey was available to the public from January 20<sup>th</sup>, 2023 to February 10<sup>th</sup>, 2023 in both digital and in paper formats. The survey was promoted through municipal communications strategies allowing the public to provide input during the budget process and discussions prior to the passing of the final 2023 budget. This approach has allowed the municipality to hear from 167 individuals through submissions of the budget survey (164 online and 3 paper submissions). The survey results are attached.

## **OPTIONS:**

### Option A. (Recommended)

THAT Committee of the Whole recommend that Council Reduce the Police Levy and increase the Municipal tax rate to generate an additional \$178,760 of funds for general purposes – Council to provide direction on how these are to be used.

### Motion 2:

THAT Committee of the Whole direct Staff to increase borrowing and to bring back a list of additional projects to be funded from borrowed funds.

### Motion 3:

THAT Committee of the Whole recommend that Council approve reallocating \$73,000 in funds that have been unspent on previous projects to new capital projects or add these funds to the capital reserves.

### Motion 4:

THAT Committee of the Whole recommend that Council approve reallocating \$67,000 in funds previously budgeted for projects that will not be initiated in 2023.

### Motion 5:

THAT Committee of the Whole recommend that Council approve the draft budget as amended.

### Option B.

THAT Committee of the Whole refer the budget back to staff for further review;  
AND THAT the amended draft budget be brought back to Committee of the Whole for further consideration.

## **FINANCIAL IMPLICATIONS:**

Based on the presented levy requirement, and the estimated assessment value, the Municipal portion of the tax rate would be 0.00473852 for 2023, compared with 0.00460050 in 2022, a 3.0% increase. There are four components to the tax rate that the Municipality levies on residents – Municipal, Police, County and School.

Overall, the financial implications of this report will depend on which additional budget considerations Committee of the Whole recommends to Council for approval.

## **SUMMARY:**

The 2023 budget as presented would authorize the municipal staff to proceed with 2023 operating and capital projects, services, objectives, and priorities, with the tax rate increase being 3% over the 2022 tax rate. The 2023 budget can be brought to Council at a March 2023 meeting.

Respectfully submitted by,

Reviewed by:

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Andrew Hodge,  
Deputy Treasurer

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Ken Kelly,  
CAO

ATTACHMENTS:

1. Reserve Policy
2. 2023 Reserve Schedule – projected
3. 2023 Internal Financing from Reserves
4. 2023 Loan Summary - projected
5. 2023 Work in Process (WIP)
6. 2023 Budget – with updates
7. 2023 Budget Survey Results
8. List of Questions asked by Council Jan 10 and 12, 2023 with Staff Responses with relevant attachments.

MUNICIPALITY OF MISSISSIPPI MILLS					
CONTINUITY OF RESERVE SCHEDULE					
TO DECEMBER 31, 2023 - PROJECTED					
		BAL @	TRANSFERS IN	TRANSFERS OUT	BAL @
A/C#	DESCRIPTION	DEC 31/22			DEC 31/23
	<b>Reserves</b>	\$	\$	\$	\$
3110	<b>Working Capital</b>	1,100,000			<b>1,100,000</b>
3112	<b>Capital</b>				
	Election		15,000		
	Bicentennial			(83,000)	
	Digitization of Records			(35,000)	
	Accessibility upgrades - website			(15,000)	
	Digital Master Plan			(125,000)	
	Repay P&R Capital		36,030		
		5,477,616	51,030	(258,000)	<b>5,270,646</b>
3120	<b>Contingency-General Admin</b>	337,727	-	-	<b>337,727</b>
3130	<b>AOTH Projects</b>				
	2023 Budget		5500		
		34,607	5,500	-	<b>40,107</b>
3140	<b>Policing</b>				
	2023 Budget		178,760		
		247,194	178,760	-	<b>425,954</b>
3145	<b>Building</b>				
	Amish Shed Study				
	From Reserves			(164,397)	
		754,069		(164,397)	<b>589,672</b>
3147	<b>Accessibility</b>	1,670			<b>1,670</b>
3150	<b>Roads-Equipment Replacement</b>				
	Truck - 1/2 Ton (Replaces 004)			(34,289)	
		34,289	-	(34,289)	<b>-</b>
3151	<b>Roads</b>				
	Roadside Mower			(125,000)	
	Traffic Calming Measures			(20,000)	
	Tree Planting			(3,000)	
	Stormwater Review - CLI			(37,000)	
	Pavement Management			(9,750)	
	Bridge Design/Inspections			(29,793)	
		Page 40 of 50	-	(224,543)	<b>295,465</b>

<b>3153</b>	<b>Winter Control</b>	97,620			<b>97,620</b>
<b>3162</b>	<b>Waste Management</b>				
	Transfer			(301,060)	
	Update Waste Mgmt Master Plan			(50,000)	
		724,029	-	(351,060)	<b>372,968</b>
<b>3163</b>	<b>Septage</b>				
	2023 Budget		20,000		
		376,292	20,000	-	<b>396,292</b>
<b>3170</b>	<b>Childcare</b>				
	2023 Budget			(41,791)	
	Expansion Assessment			(30,000)	
	Repairs - stair tiles flooring preschool room			(21,000)	
	State St. - Cupboards			(10,000)	
	Lower roof replacement			(15,000)	
		458,492	-	(117,791)	<b>340,701</b>
<b>3190</b>	<b>Development Services</b>				
	Private Road Study for Official Plan Update			(15,000)	
		29,659	-	(15,000)	<b>14,659</b>
<b>3192</b>	<b>C&amp;EDC</b>				
		740,583	-	-	<b>740,583</b>
<b>3180</b>	<b>Recreation</b>				
	Compressor overhaul Almonte			(20,000)	
	Appleton soccer fence remove/replace			(10,000)	
	Pakenham ball diamond fence			(15,000)	
	Park trees			(3,000)	
	Dehumidifiers- Almonte Arena			(100,000)	
	Almonte Arena hot water tank replacement			(17,000)	
	J Levi CC furnace replacement lobby			(15,000)	
		(23,956)	-	(180,000)	<b>(203,956)</b>
<b>3194</b>	<b>Ticket Surcharge AOTH</b>	15,231			<b>15,231</b>
<b>030-3195</b>	<b>Cash in Lieu of Parkland</b>	121,780			<b>121,780</b>
<b>3125</b>	<b>Parking</b>	55,738			<b>55,738</b>
<b>3135</b>	<b>Water &amp; Sewer</b>				
	2023 Budget			(221,293)	
	2023 Budget		730,578		
	Sewer & Water Renewal - Princess St.			(795,565)	

	Electronic Log book			(10,000)	
	RF Meter conversion per LTFP			(42,120)	
	OCWA-water treatment capital per LTFP			(140,000)	
	OCWA-sanitary pump station capital per LTFP			(67,500)	
	Sample Monitoring - Regulatory			(15,640)	
		3,204,079	730,578	(1,292,118)	<b>2,642,540</b>
<b>031-3195</b>	<b>Business Park Development</b>				
	2023 Budget - Reg Office		510,000		
		1,173,515	510,000	-	<b>1,683,515</b>
<b>3140</b>	<b>Fire Department Equipment</b>				
	2023 Budget		31,701		
		(265,770)	31,701	-	<b>(234,069)</b>
<b>3182</b>	<b>Library</b>				
	Furniture and Equipement			(2,000)	
	Technology Upgrades			(5,000)	
		32,277	-	(7,000)	<b>25,277</b>
<b>3199</b>	<b>General Reserves-Community Hall</b>	2,640			<b>2,640</b>
<b>3198</b>	<b>General Reserves-Parkland</b>	267			<b>267</b>
<b>TOTAL RESERVES</b>		<b>15,249,657</b>	<b>1,527,569</b>	<b>(2,644,199)</b>	<b>14,133,027</b>

**Municipality of Mississippi Mills  
Internally financed projects from Reserves  
Included in 2023 budget:**

	Original Amount	# of years	1st year	last year	2023 PYMT	Prjoected Bal at Dec 31/23	
<b>Administration Buildings:</b>							
Exterior Concrete Work-Almonte Old Town Hall	55,000	10	2022	2026	5,500	44,000	2021 budget
<b>C&amp;EDC</b>							
Electronic Sign	50,000	5	2022	2026	10,000	30,000	
<b>Fire Department:</b>							
2016 Truck	43,680	5	2017	2021	-	-	
2017 Chief's Car	38,535	5	2018	2022		-	
2017 Commercial Washer/Dryer	30,898	5	2018	2022		-	
	113,113				-	-	
<b>Building Department:</b>							
2017 Vehicle	30,000	5	2018	2022		-	
	30,000		2,018	2,022	-	-	
<b>Transportation:</b>							
1/2 ton Truck	33,630	5	2017	2021	-	-	
3/4 Ton Truck	35,000	5	2019	2023	7,000	-	
Boom Flail	17,300	5	2017	2021	-	-	
Steamer Unit	11,690	5	2017	2021	-	-	
Steamer Unit-Pak	13,850	5	2018	2022	-	-	
2017 Truck	36,321	5	2018	2022	-	-	
LED Streetlights	283,240	10	2019	2027	28,324	141,620	
Sidewalk Plow (balance)	34,515	5	2018	2022	-	-	
Shaw Bridge	200,693	10	2020	2029	20,070	120,483	
1/2 ton Truck	32,000	5	2020	2024	6,400	6,400	
Fire Truck Conversion to Plow Truck	205,000	10	2021	2030	20,500	143,500	
Plow Truck	178,250	10	2022	2031	17,825	142,600	2021 budget
Camelon Road Culvert	140,000	10	2022	2026	14,000	112,000	2021 budget
	1,221,489				114,119	666,603	
<b>Parks &amp; Recreation:</b>							
SCC project	121,000	10	2014	2024	12,100	12,100	
Condenser-ACC	52,036	5	2016	2020		-	
Lawn Mowing Equipment	73,100	5	2017	2021	-	-	
Humidifier-SCC	57,480	5	2017	2021	-	-	
1/2 ton Truck	33,050	5	2017	2021	-	-	

Score Clock	8,865		2020		-		Paid \$7,000 in 2020
Lawn Mowing Equipment	28,315	5	2020	2024	5,330	5,325	
Exterior Wall-Pakenham Arena	100,000	10	2022	2026	10,000	80,000	2021 budget-grant approved
Work at Almonte Arena	86,000	10	2022	2026	8,600	68,800	2021 budget
	559,846				36,030	166,225	

<b>Total</b>	<b>2,029,448</b>				<b>165,649</b>	<b>906,828</b>	
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	Original Amount	# of years	1st year	last year	2023 Total	Prjoected Bal at Dec 31/23	
<b>Water and Sewer</b>							
Water Tower	385,000	10	2014	2024	38,500	15,985	
Church St.	325,600	10	2018	2022	-	-	
Victoria St.	127,800	10	2019	2028	12,780	63,900	
SCADA Equipment	170,000	10	2019	2028	17,000	85,000	
Menzie St.	212,000	10	2019	2028	21,200	106,000	
Ottawa/Honeybourne Looping	265,394	10	2020	2029	26,200	157,226	
Sanitary Sewer Repairs	230,976	10	2022	2031	23,097	184,782	2021 Budget
WWTP Turbo Blower 3 Replacement	120,000	10	2022	2031	12,000	96,000	2021 Budget
Total (rate based)	<b>1,836,770</b>				<b>150,777</b>	<b>708,893</b>	
<b>Total</b>	<b>3,866,218</b>				<b>316,426</b>	<b>1,615,721</b>	



Municipality of Mississippi Mills  
Long Term Debt

Project	Total LTD Dec 31/22	2023 Additions	Total LTD Dec 31/23	Financial Institution	Int Rate	Expiry Date of existing loan	Renewal Term	Type of Repayment	Frequency	Annual Repayments Principal-2023	2023 Interest	2023 Total	Department
Municipal Office-Loan #1	194,507.00		165,485.12	RBC	3.92%	2028		Blended P+I	Monthly	29,021.88	6,371.54	35,393.42	Admin. Bldgs
Municipal Office-Loan #2	77,761.00		58,408.77	RBC	3.10%	2026		Blended P+I	Monthly	19,352.23	2,443.05	21,795.28	Admin. Bldgs
Almonte Old Town Hall-Loan #1	172,126.00		146,425.90	RBC	3.92%	2028		Blended P+I	Monthly	25,700.10	6,371.54	32,071.64	Admin. Bldgs
Almonte Old Town Hall-Loan #2	229,112.00		172,159.75	RBC	3.10%	2026		Blended P+I	Monthly	56,952.25	7,189.73	64,141.98	Admin. Bldgs
Almonte Old Town Hall-Loan #3	792,857.00		718,187.34	TD Bank	2.85%	2031		Blended P+I	Monthly	74,669.66	23,529.46	98,199.12	Admin. Bldgs
Fire Halls	23,565.00		-	BMO	3.14%	2023		Principal+Int	Monthly	23,565.00	148.03	23,713.03	Fire Dept.
2013 Fire Truck	55,046.00		27,047.02	TD Bank	2.910%	2024		Blended P+I	Monthly	27,998.98	1,196.44	29,195.42	Fire Dept.
2016 Fire Truck	74,279.00		57,665.94	BMO	2.550%	2027		Blended P+I	Monthly	16,613.06	2,143.07	18,756.13	Fire Dept.
2017 Fire Truck	168,827.00		137,211.85	TD Bank	2.780%	2027		Blended P+I	Monthly	31,615.15	4,250.01	35,865.16	Fire Dept.
2018 Fire Truck Unit #550	128,588.00		108,440.63	TD Bank	3.430%	2028		Blended P+I	Monthly	20,147.37	4,071.05	24,218.42	Fire Dept.
2017 Pakenham Library Expansion	136,647.00		129,698.89	BMO	3.310%	2028	10 years to 2038	Blended P+I	Monthly	6,948.11	4,412.01	11,360.12	Library
Arenas-Loan #1	7,945.00		6,756.15	RBC	3.92%	2028		Blended P+I	Monthly	1,188.85	294.74	1,483.59	Parks & Rec
Arenas-Loan #2	175,501.00		131,838.83	RBC	3.10%	2026		Blended P+I	Monthly	43,662.17	5,511.97	49,174.14	Parks & Rec
Arenas-Loan #3	1,992.00		-	BMO	3.14%	2023		Principal+Int	Monthly	1,992.00	5.13	1,997.13	Parks & Rec
Arenas-Loan #4 (Almonte Comm. Centre)	4,415.00		2,627.29	RBC	1.90%	2025		Blended P+I	Monthly	1,787.71	72.56	1,860.27	Parks & Rec
Arenas-Loan #5 (Almonte Comm. Centre)	368,253.00		326,313.00	RBC	2.70%	2030	10 yrs to 2030	Blended P+I	Monthly	41,940.00	9,336.49	51,276.49	Parks & Rec
2017 Arena Roof	213,951.00		203,010.32	BMO	3.310%	2028	10 years to 2038	Blended P+I	Monthly	10,940.68	6,947.27	17,887.95	Parks & Rec
2018 Ice Resurfacers	48,822.00		41,208.71	TD Bank	3.430%	2028		Blended P+I	Monthly	7,613.29	1,538.37	9,151.66	Parks & Rec
2017 Gemmill Park	431,753.00		411,638.84	TD Bank	2.990%	2029	10 years to 2039	Blended P+I	Monthly	20,114.16	12,571.72	32,685.88	Parks & Rec
2018 Dasherboard Replacement	645,758.00		614,954.99	TD Bank	2.417%	2030	10 years to 2040	Blended P+I	Monthly	30,803.01	15,307.94	46,110.95	Parks & Rec
Public Works Office	15,812.00		13,445.96	RBC	3.92%	2028		Blended P+I	Monthly	2,366.04	586.59	2,952.63	Transportation
Ottawa St./Road Work	237,438.00		141,536.71	RBC	1.90%	2025		Blended P+I	Monthly	95,901.29	3,892.24	99,793.53	Transportation
Plow Truck	10,638.00		-	TD Bank	2.474%	2023		Blended P+I	Monthly	10,638.00	118.00	10,756.00	Transportation
Ann St.	29,823.00		-	TD Bank	2.474%	2023		Blended P+I	Monthly	29,823.00	176.00	29,999.00	Transportation
2013 Mill of Kintail Bridge	400,901.00		371,831.87	TD Bank	3.450%	2024	10 yrs to 2034	Blended P+I	Monthly	29,069.13	13,337.07	42,406.20	Transportation
2013 Sidewalk Plow	24,365.00		11,969.62	TD Bank	2.910%	2024		Blended P+I	Monthly	12,395.38	529.67	12,925.05	Transportation
2014 Grader	64,285.00		31,765.36	TD Bank	2.910%	2024		Blended P+I	Monthly	32,519.64	1,389.61	33,909.25	Transportation
Bridges (Con 6D & Con9)	738,417.00		692,341.76	TD Bank	2.860%	2026	10 years to 2036	Blended P+I	Monthly	46,075.24	20,479.76	66,555.00	Transportation
2016 Plow Truck	102,235.00		78,787.15	BMO	2.550%	2027		Blended P+I	Monthly	23,447.85	2,322.23	25,770.08	Transportation
Nugent Bridge	666,268.00		632,305.22	BMO	3.310%	2028	10 years to 2038	Blended P+I	Monthly	33,962.78	21,566.18	55,528.96	Transportation
2017 Loader	188,983.00		153,331.88	TD Bank	2.780%	2027		Blended P+I	Monthly	35,651.12	4,792.56	40,443.68	Transportation
2018 Bridges and Culverts	2,557,248.00		2,437,746.22	TD Bank	2.990%	2029	10 years to 2039	Blended P+I	Monthly	119,501.78	74,690.83	194,192.61	Transportation
2018 Backhoes	181,409.00		152,998.42	TD Bank	3.430%	2028		Blended P+I	Monthly	28,410.58	5,740.75	34,151.33	Transportation
2018 Grader	233,571.00		196,897.21	TD Bank	3.430%	2028		Blended P+I	Monthly	36,673.79	7,410.44	44,084.23	Transportation
2018 Downtown Renewal 50%	157,168.00		151,224.00						<b>Estimate only</b>	5,944.00	6,507.00	12,451.00	Transportation
2018 Ramsay Garage Renovations	176,574.00		168,291.70	TD Bank	2.990%	2029	10 years to 2039	Blended P+I	Monthly	8,282.30	5,176.59	13,458.89	Transportation
Perth/Country/Bridge Sts.-Loan #1 (W&S)	10,885.00		8,136.17	RBC	3.10%	2026		Blended P+I	Monthly	2,748.83	347.02	3,095.85	W&S
WWTP	6,528,266.00		6,335,056.57	OSIFA	4.13%	2044		Blended P+I	Semi-Annual	193,209.43	267,336.03	460,545.46	W&S
2016 Scada Equipt	94,019.00		72,858.57	BMO	2.550%	2027		Blended P+I	Monthly	21,160.43	2,729.68	23,890.11	W&S
2018 Downtown Renewal 50%	157,168.00		151,224.00						<b>Estimate only</b>	5,944.00	6,507.00	12,451.00	W&S
W&S Capital	362,852.00		345,638.55	TD Bank	2.417%	2030	10 years to 2040	Blended P+I	Monthly	17,213.45	8,554.44	25,767.89	W&S
Victoria St. W&S	1,710,791.00		1,629,383.05	TD Bank	2.417%	2030	10 years to 2040	Blended P+I	Monthly	81,407.95	40,456.70	121,864.65	W&S
Water Storage	2,417,250.00		2,322,967.88	TD Bank	2.850%	2031	10 years to 2041	Blended P+I	Monthly	94,282.12	63,701.36	157,983.48	W&S start 2022
Business Park 2020/2021-Roads	961,055.00		910,943.00	RBC	1.090%	2023	16 months	Blended P+I	Monthly	50,112.00	21,816.00	71,928.00	Transp. Starts in 2
Business Park 2020/2021-W&S	340,335.00		340,335.00	RBC	1.090%	2023	16 months	Blended P+I	Monthly	-	-	-	W&S start 2022
CURLING CLUB CHILLER/BRINE PUMP MOTOR		500,000.00	500,000.00						<b>Estimate</b>			-	
Tandem Plow Truck		365,000.00	365,000.00						<b>Estimate</b>			-	
<b>Total</b>	<b>22,319,461.00</b>	<b>865,000.00</b>	<b>21,675,095.21</b>							<b>1,509,365.79</b>	<b>693,875.87</b>	<b>2,203,241.66</b>	

# MUNICIPALITY OF MISSISSIPPI MILLS

## Work In Progress Capital Summary

Feb 15 2023

Department	Account No.	DESCRIPTION OF PROJECT	Budget Year	Budget Amount \$	Spent To Date \$	Unspent Balance \$	Comments
Administration	2-111-0121-0137	Long term Financial Plan	2022	100,000.00	-	100,000.00	WIP for 2024
Administration	2-111-0131-0142	PAINTING/PATCHING INTERIOR WALLS	2021	8,000.00		8,000.00	WIP for 2023
Administration	2-111-0131-0143	A/C UNIT (FINANCE AREA FOR FOYER & RAMSAY ROOM)	2021	15,000.00		15,000.00	Delayed delivery -work complete in January
Administration	2-111-0121-0146	Asset Management Plan	2021	25,000.00	25,271.31	- 271.31	WIP for 2023
Administration	2-111-0121-0149	Modernization Projects	2022	312,000.00	203,899.68	108,100.32	WIP for 2023
Administration	2-111-0121-0150	Electronic Records Management	2022	50,000.00	15,263.99	34,736.01	WIP for 2023
AOTH	2-111-0133-0200	Misc Lighting/Sound Replacment	2020	5,000.00		5,000.00	
AOTH	2-111-0133-0201	Portable Projector		5,000.00		5,000.00	
AOTH	2-111-0133-0202	Main Entrance Lighting	2020	12,000.00		12,000.00	
AOTH	2-111-0133-0205	Flood Repair	2020	5,000.00		5,000.00	WIP for 2023
AOTH	2-111-0133-0207	Outside Window and Door Painting		110,000.00	99,058.35	10,941.65	Complete
AOTH	2-111-0133-0211	Mechanical Electrical Work		10,000.00	5,923.92	4,076.08	Contract delayed work to be complete and invoiced in January
AOTH	2-111-0133-0213	Exterior Concrete Work	2022	55,000.00		55,000.00	WIP for 2023
AOTH	2-111-0133-0214	Auditorium Curtains		9,000.00	5,638.41	3,361.59	
Fire	2-210-0211-0257	Bunker Gear		36,000.00	30,695.88	5,304.12	Complete
Fire	2-210-0211-0288	Replace Rapid Response Vehicle Pakenham U581	2022	260,000.00		260,000.00	Out for Tender
Fire	2-210-0211-0289	Replace Rapid Response Vehicle Pakenham U580	2022	180,000.00		180,000.00	Out for Tender
Fire	2-210-0211-0292	Drainage and Landscaping	2022	23,500.00	1,450.33	22,049.67	WIP for 2023 waiting oin roof repair
Fire	2-210-0211-0294	Recruit Safety Equipment		16,000.00		16,000.00	WIP for 2023
Public Works	2-301-0301-0320	Design Reconstruction of Marshall (include W&S)		30,000.00	19,674.82	10,325.18	WIP for 2023
Public Works	2-301-0301-0325	Crack Sealing	Annual	45,000.00		45,000.00	
Public Works	2-301-0301-0338	Sidewalk Construction		80,000.00	80,044.56	- 44.56	Complete
Public Works	2-301-0301-0341	Gravel-Pakenham		93,750.00	86,041.35	7,708.65	Complete
Public Works	2-301-0301-0342	Gravel-Ramsay		234,850.00	231,813.71	3,036.29	Complete
Public Works	2-301-0301-0371	Salt Shed-Ramsay		18,751.29	18,751.29	0.00	Complete
Public Works	2-301-0301-0435	Pavement Renewal Projects	Annual	410,800.00	260,773.49	150,026.51	Work Complete Invoice remain outstanding
Public Works	2-301-0301-0436	Surface Treatment Projects		1,171,750.00	1,110,411.28	61,338.72	Work Complete Invoice remain outstanding
Public Works	2-301-0301-0439	Urban Tree Replacements	Annual	3,000.00	1,587.46	1,412.54	Complete
Public Works	2-301-0301-0441	Microsurfacing Projects		262,000.00	296,830.31	- 34,830.31	Complete
Public Works	2-301-0301-0443	Ashpalt Repair Equipment	2022	60,000.00		60,000.00	Out for Tender
Public Works	2-301-0301-0445	Transportation Master Plan	Annual	50,000.00		50,000.00	WIP for 2023
Public Works	2-301-0301-0467	Loader		30,000.00	17,539.81	12,460.19	
Public Works	2-301-0301-0480	Culvert Rehabilitation		15,000.00		15,000.00	WIP for 2023
Public Works	2-301-0301-0483	Downtown Revitilization	2022	4,025,350.00	684,219.97	3,341,130.03	More Invoices to be paid WIP for 2023
Public Works	2-301-0301-0487	Crosswalk-Paterson St.		28,000.00	2,000.00	26,000.00	Complete
Public Works	2-301-0301-0491	Levi Bridge	2021	89,952.71	89,952.71	-	Complete
Public Works	2-301-0301-0493	Martin St. South Drain Repairs	2022	24,000.00		24,000.00	WIP for 2023
Public Works	2-301-0301-0495	Road Network Update/Design/Geotech		35,000.00	3,910.51	31,089.49	Some invoices to be paid
Public Works	2-301-0301-0496	Camelon Road Culvert		140,000.00	126,074.26	13,925.74	Complete
Public Works	2-301-0301-0497	Ramsay Garage Renovations	2022	15,500.00	14,046.89	1,453.11	Complete
Public Works	2-301-0301-0498	Business Park Servicing-Transportation Share	2021	1,370,875.00	1,269,225.00	101,650.00	WIP for 2023 - final lift, landscaping
Waste	2-411-0455-4576	Howie Rd. Garage and Scalehouse repairs	2020	17,000.00		17,000.00	

Waste	2-411-0455-4577	Buffer Lands		2020	35,000.00		35,000.00	WIP for 2023
Waste	2-411-0455-4578	Howie Road Monitoring Well		2020	8,000.00		8,000.00	Invoice to be coming shortly
Water	2-501-0531-4314	Cost Recovery Study/DC Study			20,000.00	4,673.86	15,326.14	
Water	2-501-0531-4318	Radio Frequency Meters	Annual		39,000.00	40,693.29	- 1,693.29	WIP for 2023
Water	2-501-0531-4340	Consulting Fees-Master Plan	Annual		135,000.00	14,788.65	120,211.35	Wip for 2023
Water	2-501-0531-4347	Water System Upgrades OCWA			98,500.00	122,093.82	- 23,593.82	Complete some outstanding invoices
Water	2-501-0531-4348	Sewer & Lagoon Upgrades OCWA	Annual		64,000.00	18,895.69	45,104.31	Complete some outstanding invoices
Water	2-501-0531-4366	Sample Monitoring Wells Upstream of Well 5	Annual		17,000.00	5,821.84	11,178.16	Complete some outstanding invoices
Water	2-501-0531-4367	Annual Infiltration and Inflow Management Program	Annual		45,000.00	39,686.94	5,313.06	Complete
Water	2-501-0531-4372	Water Tower Repairs	Annual		30,000.00		30,000.00	
Water	2-501-0531-4374	OCWA-Wastewater Treatment Plant Capital			164,000.00	220,192.89	- 56,192.89	Complete some outstanding invoices
Water	2-501-0531-4423	Engineering Design/MOECC Approval Farm St. W&S			15,971.99	26,898.34	- 10,926.35	Complete
Water	2-501-0531-4430	WWTP Pump Repairs	Annual		15,000.00		15,000.00	
Water	2-501-0531-4433	WWTP Turbo Blower	Annual		100,000.00		100,000.00	togo to reserves
Water	2-501-0531-4434	WWTP Fencing			17,850.00		17,850.00	Complete works paid under 2-501-0531-4374
Water	2-501-0531-4435	WWTP UV Maintenance	Annual		181,000.00	85,546.89	95,453.11	
Water	2-501-0531-4436	WWTP ATAD-SNDR Tank and Filtrate Cleanout	Annual		300,000.00	21,776.62	278,223.38	
Water	2-501-0531-4438	Downtown Core (Sanitary)		2022	1,308,500.00	1,546,038.32	- 237,538.32	WIP for 2023
Water	2-501-0531-4440	Sanitary Sewer Repairs		2020	15,462.22	15,462.22	-	Complete
Water	2-501-0531-4441	WWTP-Filter Media Top-Up/Replacement	Annual		44,500.00		44,500.00	
Water	2-501-0531-4442	CR29 Engineering and Detailed Design		2022	35,000.00		35,000.00	Wip for 2023
Water	2-501-0531-4443	Downtown Core (Water)		2022	1,314,775.00	431,792.71	905,355.99	Wip for 2023
Water	2-501-0531-4444	Vehicle Replacement			47,500.00		47,500.00	Out for Tender
Water	2-501-0531-4445	Business Park (Water)		2021	504,475.00	517,895.00	- 13,420.00	Complete
Childcare	2-611-0611-0614	Licensing Requirements		2022	2,000.00	230.00	2,000.00	Complete
Childcare	2-611-0611-0615	Furniture/Equipment		2022	5,000.00		5,000.00	WIP for 2023
Childcare	2-611-0611-0620	Painting/Repairs		2022	3,954.00		3,954.00	WIP for 2023
Childcare	2-611-0611-0623	Sunshade		2020	5,000.00	4,251.02	748.98	WIP for 2023
Childcare	2-611-0611-0640	Building Repairs		2021	17,000.00		17,000.00	WIP for 2023
Childcare	2-611-0611-0642	Cupboard/Counter Replacement		2021	25,000.00		25,000.00	WIP for 2023
Childcare	2-611-0611-0651	Playstructure		2021	6,000.00		6,000.00	WIP for 2023
Childcare	2-611-0611-0652	Mechanical Assessment		2021	26,000.00	18,240.47	7,759.53	WIP for 2023
Childcare	2-611-0611-0653	Kitchen		2021	95,000.00	93,779.92	1,220.08	Complete
Recreation	2-711-0711-0722	Roof Replacement ACC			10,000.00	2,871.41	7,128.59	Complete
Recreation	2-711-0711-0739	Fence Repairs			10,000.00	10,000.00	-	Complete
Recreation	2-711-0711-0765	Tables & Chairs-ACC			10,000.00	9,760.00	240.00	Complete
Recreation	2-711-0711-0776	Tennis Court Resurfacing			6,000.00	4,000.00	2,000.00	Complete
Recreation	2-711-0711-0787	Mechanical-Furnaces SCC			10,000.00	11,065.60	- 1,065.60	Complete
Recreation	2-711-0711-0820	Riverfront Estates			2,500.00	2,267.52	232.48	Complete
Recreation	2-711-0711-0822	Trees for Parks	Annual		7,000.00	2,326.77	4,898.23	Complete- more money budgeted in 2023
Recreation	2-711-0711-0830	Almonte Lawn Bowling Club Upgrades	Annual		7,000.00	842.90	6,157.10	Will continue to be worked on in 2023
Recreation	2-711-0711-0831	Mill Run Park			49,106.45	49,106.45	-	Complete
Recreation	2-711-0711-0834	Trail Development			53,500.00	7,150.00	46,350.00	Will continue to be worked on in 2023
Recreation	2-711-0711-0852	Municipal Dog Park		2022	20,000.00		20,000.00	Will continue to be worked on in 2023
Recreation	2-711-0711-0856	Lawn Mowing Equipment			36,000.00	41,629.00	- 5,629.00	Complete
Recreation	2-711-0711-0857	Picnic Tables	Annual		10,000.00	6,181.31	3,818.69	Complete-more money budgeted in 2023
Recreation	2-711-0711-0864	Riverwalk			5,782.00	5,782.00	-	
Recreation	2-711-0711-0866	Almonte Arena Repairs	Annual		86,000.00	7,122.00	78,878.00	Will continue to be worked on in 2023
Recreation	2-711-0711-0868	Community Services Master Plan			80,000.00	44,580.00	35,420.00	Will be finalized in 2023
Recreation	2-711-0711-0871	Curling Rink - Major Work		2022	250,000.00	40,499.82	209,500.18	Will continue to be worked on in 2023
Planning	2-811-0811-0804	Update Zoning By-Law		2022	15,000.00		15,000.00	WIP for 2023
Planning	2-811-0811-0807	Reserve St. Parking		2022	50,000.00		50,000.00	WIP for 2023

Planning	2-811-0811-0829	Land Evaluation Area Review Study		4,107.79	4,107.79	-	Complete
CEDC	2-811-0814-0830	TODS	Annual	5,000.00	763.20	4,236.80	
CEDC	2-811-0814-0833	Christmas Decor	2022	10,000.00	7,988.99	9,715.07	
CEDC	2-811-0814-0836	Flower Baskets	Annual	10,000.00	12,984.58	- 2,984.58	
CEDC	2-811-0814-0840	Banners		2,500.00	1,960.26	539.74	
CEDC	2-811-0814-0842	Business Park Sign	2020	20,000.00		20,000.00	
CEDC	2-811-0814-0855	Vehicle		45,000.00		45,000.00	
CEDC	2-811-0814-0856	Tree Planting Program		2,000.00		2,000.00	
CEDC	2-811-0814-0863	Christmas Lights		15,000.00	20,000.00	- 5,000.00	
CEDC	2-811-0814-0868	Pop Up Tents for Festivals and Events	Annual	4,500.00	6,082.00	- 1,582.00	
CEDC	2-811-0814-0869	Tables and Chairs	Annual	2,000.00		2,000.00	
CEDC	2-811-0814-0875	Welcome Signs	Annual	8,000.00	6,280.63	1,719.37	
CEDC	2-811-0814-0877	Computer and Software		1,500.00		1,500.00	
CEDC	2-811-0814-0879	Directional Signs	2020	1,500.00		1,500.00	
CEDC	2-811-0814-0880	Event Sign Stand	2020	5,000.00		5,000.00	
CEDC	2-811-0814-0881	OVRT Benches		5,000.00	5,000.00	-	
Protection	2-211-0294-0155	File Digitization		50,000.00		50,000.00	Awarded WIP for 2023
Library	2-711-0712-7144	Facility Upgrades (Almonte)	2022	59,031.00	4,167.81	54,863.19	WIP for 2023
<b>TOTAL</b>				<b>15,195,594.45</b>	<b>8,243,377.82</b>	<b>6,982,749.39</b>	

**VALUE                      8,523,975.00   DT Core & Bus Park                      4,097,177.70   DT Core & Bus Park Budget to be spent**

**PROJECTS THAT ARE NOT PROCEEDING**

Administration	2-111-0131-0144	BUILDING CONDITION ASSESSMENT TO SUPPORT ASSET M	2021	5,000.00		5,000.00	Not proceeding
Fire	2-210-0211-0287	Command Centre Trailer		10,000.00		10,000.00	Not proceeding
Recreation	2-711-0711-0705	Gemmill Park Improvements		10,000.00		10,000.00	Not proceeding
Recreation	2-711-0711-0861	Lighting Study		7,000.00		7,000.00	Not proceeding
Recreation	2-711-0711-0862	Canteen Repairs		30,000.00		30,000.00	Not proceeding
Recreation	2-711-0711-0870	Parking Lot Lighting		5,000.00		5,000.00	Not proceeding

**67,000.00   REPORT ITEM B                      67,000.00**

**REPORT ITEM A                      73,332.01   Completed Projects - Amount to declare surplus  
Does not include surpluses or money not spent  
for Waste and WW projects.**

**MUNICIPALITY OF MISSISSIPPI MILLS**  
**2023 Operating & Net Capital Budget Summary**

Line #	DESCRIPTION	2023 Budget	2022 Budget	\$ Change	% Change	2021 Actual	2020 Actual
<b>TAX FUNDED SUMMARY:</b>							
1	GENERAL REVENUE	- 29,555,751.31	- 27,466,753.38	- 2,088,997.93	7.61%	- 28,152,183.18	- 26,080,746.81
2	COUNCIL	307,879.85	219,917.00	87,962.85	40.00%	180,668.39	186,264.68
3	ADMINISTRATION	2,279,177.62	2,176,643.90	102,533.72	4.71%	4,014,341.59	2,610,247.73
4	ADMINISTRATION BUILDINGS	656,060.00	484,100.26	171,959.74	35.52%	402,085.92	446,210.50
5	FIRE DEPARTMENT	1,323,005.23	1,344,077.84	- 21,072.61	-1.57%	1,118,990.32	927,712.81
6	POLICE	2,063,842.00	1,981,799.22	82,042.78	4.14%	1,944,763.90	1,952,552.46
8	PROTECTION	233,838.96	227,463.20	6,375.76	2.80%	317,705.96	298,498.98
9	TRANSPORTATION	5,969,921.18	4,840,751.52	1,129,169.66	23.33%	4,323,566.20	4,791,504.31
10	WASTE MANAGEMENT (SEE NOTE BELOW)	-	-	-	#DIV/0!	- 162,930.20	-
11	SEPTAGE (SEE NOTE BELOW)	-	-	-	#DIV/0!	-	-
7	BUILDING DEPARTMENT (SEE NOTE BELOW)	0.00	0.00	0.00	-33.41%	-	-
18	DEVELOPMENT SERVICES & ENGINEERING	936,134.23	453,679.45	482,454.78	106.34%	554,490.89	427,465.71
12	CHILDCARE SUMMARY	-	17,315.00	- 17,315.00	-100.00%	87,976.88	37,175.00
13	RECREATION SUMMARY	1,375,780.61	1,489,817.00	- 114,036.39	-7.65%	1,425,621.24	1,439,520.54
14	LIBRARY SUMMARY	676,177.08	644,753.00	31,424.08	4.87%	628,136.71	502,185.51
15	COST SHARING	-	-	-	#DIV/0!	92,735.00	150,058.50
16	HERITAGE COMMITTEE	42,023.50	40,675.00	1,348.50	3.32%	36,435.98	25,814.31
17	OTHER CULTURAL	34,390.30	33,765.00	625.30	1.85%	7,500.00	23,350.00
19	CEDC	919,388.75	1,128,321.44	- 208,932.69	-18.52%	826,551.93	242,376.33
20	AGRICULTURE	4,630.00	4,630.00	-	0.00%	4,885.84	5,624.80
21	COUNTY & SCHOOLS	12,733,502.00	12,379,044.56	354,457.44	2.86%	12,169,463.96	12,079,733.40
22	WATER & SEWER (SEE NOTE BELOW)	- 0.00	- 0.00	- 0.00	65.18%	-	-
23	NET	- 0.00	0.00	- 0.01	-216.87%	- 179,192.67	65,548.76
	DESCRIPTION	2023 Budget	2022 Budget	\$ Change	% Change	2021 Actual	2020 Actual
<b>USER FEE FUNDED SUMMARIES:</b>							
23	BUILDING DEPT. REVENUE	- 796,397.17	- 691,591.13	- 104,806.04	15%	- 642,040.62	- 698,125.56
24	BUILDING DEPT EXPENDITURES	796,397.17	691,591.13	104,806.04	15%	642,040.62	698,125.56
	NET	0.00	0.00	0.00	30%	-	-
25	WASTE MANAGEMENT REVENUE	- 2,153,110.28	- 2,115,364.00	- 37,746.28	2%	- 2,001,526.73	- 1,807,029.48
26	WASTE MANAGEMENT EXPENDITURES	2,153,110.28	2,115,364.00	37,746.28	2%	1,838,596.53	1,807,029.48
	NET	-	-	0.00	-100%	- 162,930.20	-
27	SEPTAGE REVENUE	- 50,000.00	- 50,000.00	-	0%	- 57,145.42	- 79,295.34
28	SEPTAGE EXPENDITURES	50,000.00	50,000.00	-	0%	57,145.42	79,295.34
	NET	-	-	-	0%	-	-
29	WATER AND SEWER REVENUE	- 4,981,709.16	- 4,847,539.15	- 134,170.01	3%	- 5,040,381.89	- 4,193,124.12
30	WATER AND SEWER EXPENDITURES	4,981,709.16	4,847,539.15	134,170.01	3%	5,040,381.89	4,193,124.12
	NET	- 0.00	- 0.00	- 0.00	6%	-	-

CAPITAL  
ALL DEPARTMENTS  
2023 BUDGET

DESCRIPTION OF PROJECT	BUDGET ITEM	TOTAL COST	OTHER SOURCES OF FINANCING							23 BUDGET
			CANADA GRANTS	PROV./COUNTY GRANTS	RESERVES	DEVELOPMENT CHARGES	BANK FINANCING	OTHER REVENUE	FUNDRAISING	
			0055	0060	0020	0030	0075	0050	0065	
	CAPITAL									0040
	COUNCIL									
	TOTAL COUNCIL	-	-	-	-	-	-	-	-	-
	ADMINISTRATION									
County IT Proposal	DIGITAL MASTER PLAN	125,000.00			125,000.00					0.00
	Accessibilitiy upgrades to website	15,000.00			15,000.00					0.00
DIGITIZE RECORDS following ERM Implementation	ELECTRONIC RECORDS MANAGEMENT	35,000.00			35,000.00					0.00
	TOTAL ADMINISTRATION	175,000.00	0.00	0.00	175,000.00	0.00	0.00	0.00	0.00	0.00
	MUNICIPAL OFFICE									
New	Replacement of remaining 2 Heat Pumps	40,000.00								40,000.00
New	NG Generator for PW Garage to support Emergency Operations	45,000.00								45,000.00
New	Parging Repairs	2,500.00								2,500.00
										0.00
	TOTAL MUNICIPAL OFFICE	87,500.00	-	-	-	-	-	-	-	87,500.00
	ALMONTE TOWN HALL									
NEW REPLACEMENT	Air Conditioner and drain line	20,000.00								20,000.00
New Repair	Repair and Refinish Decorative Elements (Dormers, Eaves, Cornices, etc.)	110,000.00								110,000.00
										0.00
	TOTAL ALMONTE TOWN HALL	130,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	130,000.00
	PROTECTION-OTHER									
	FIRE DEPARTMENT									
ANNUAL NEEDS	BUNKER GEAR, HELMETS, BOOTS	36,000.00				20,600.00				15,400.00
TRAINING EQUIPMENT	Training Centre Upgrades	30,000.00				30,000.00				0.00
Vehicles and Equipment	Replacement of 18 Tires on units 520, 523, 551	18,000.00								18,000.00
EQUIPMENT NEEDS	Hose and Appliances	11,000.00								11,000.00
EQUIPMENT NEEDS	Replace 2 vent saw and 2 chainsaws	9,000.00								9,000.00
New	Roof Repair Design - Station 1	9,000.00								9,000.00
	TOTAL FIRE	113,000.00	0.00	0.00	0.00	50,600.00	0.00	0.00	0.00	62,400.00
	BUILDING DEPARTMENT									
PREFAB SHEDS STUDY										0.00
	TOTAL BUILDING DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	ROADS & PUBLIC WORKS									
	ROADS/BRIDGES:									
ANNUAL PROGRAM TO PROTECT GOOD ROADS	PAVEMENT MANAGEMENT AND PRESERVATION-CRACK SEALING	48,150.00								48,150.00
ANNUAL PROGRAM	SIDEWALK REPAIRS	262,700.00								262,700.00
GRAVEL RESURFACING OF PAKENHAM ROADS	GRAVEL-PAKENHAM (ANNUAL REQUIREMENT)	130,995.00								130,995.00
GRAVEL RESURFACING OF RAMSAY ROADS	GRAVEL-RAMSAY (ANNUAL REQUIREMENT)	320,716.00		19,767.00						300,949.00
FOR LONG TERM PLANNING/ASSET MANAGEMENT	ROAD NETWORK UPDATE/DESIGN/GEOTECH	50,000.00								50,000.00
	HARDTOPPING PROJECTS (see attached listing)									
RE-SURFACING OF PAVED ROADS	PAVEMENT RENEWAL PROJECTS	590,000.00		410,800.00	9,750.00					169,450.00
RE-SURFACING OF ST ROADS	SURFACE TREATMENT PROJECTS	1,352,000.00	809,467.00	484,033.00						58,500.00
HARDTOP SURFACE REPAIRS	ROAD WORK REHABILITATION (MICROSURFACE, ETC.)	104,000.00		104,000.00						0.00
	BRIDGES									
Design of Culvert Replacement	PANMURE ROAD (SHARED WITH CITY OF OTTAWA) 50% of \$30,000.00 + \$	139,000.00								139,000.00
	2023 OSIM	20,000.00								20,000.00
	Bridge Design Concession 9 Pakehnam	30,000.00			29793.01					206.99
	EQUIPMENT									
	Ditch Mower	125,000.00			125,000.00					0.00
EQUIPMENT	Tandem Plow Truck	365,000.00					365,000.00			0.00
EQUIPMENT	Half Ton (Replace 004)	45,000.00			34,288.65					10,711.35

			OTHER SOURCES OF FINANCING							
DESCRIPTION OF PROJECT	BUDGET ITEM	TOTAL COST	CANADA GRANTS	PROV./COUNTY GRANTS	RESERVES	DEVELOPMENT CHARGES	BANK FINANCING	OTHER REVENUE	FUNDRAISING	23 BUDGET
	<u>FACILITIES</u>									
										0.00
	<u>OTHER</u>									
ANNUAL PROGRAM OF REPLACEMENTS	URBAN TREE REPLACEMENTS	3,000.00			3,000.00					0.00
	Stormwater review - CLI	37,000.00			37,000.00					
	Stormwater Renewal Princess St	205,526.00								205,526.00
	<u>ACTIVE TRANSPORTATION</u>									
EQUIPMENT	Traffic Calming Measures	20,000.00			20,000.00					0.00
	TOTAL PUBLIC WORKS	3,848,087.00	809,467.00	1,018,600.00	258,831.66	0.00	365,000.00	0.00	0.00	1,396,188.34
	<u>WASTE MANAGEMENT</u>									
ANNUAL MONITORING PER LEGISLATION	ENVIRONMENTAL SAMPLING PAKENHAM LANDFILL (ANNUAL)	10,000.00								10,000.00
ANNUAL MONITORING PER LEGISLATION	ENVIRONMENTAL SAMPLING HOWIE RD. LANDFILL (ANNUAL)	47,000.00								47,000.00
ANNUAL MONITORING PER LEGISLATION	ENVIRONMENTAL SAMPLING RAMSAY LANDFILL (ANNUAL)	23,000.00								23,000.00
Plan	Update to Waste Management Master Plan	50,000.00			50,000.00					0.00
	TOTAL WASTE MANAGEMENT	130,000.00	0.00	0.00	50,000.00	0.00	0.00	0.00	0.00	80,000.00
	<u>WATER AND SEWER</u>									
ANNUAL METER PROGRAM	RADIO FREQUENCY METER CONVERSION PER LTFP	42,120.00			42,120.00					0.00
GROWTH RELATED PROJECT	Update to Water and Waste Water Master Plan	163,500.00				135,000.00				28,500.00
MAINTENANCE	OCWA-WATER TREATMENT CAPITAL PER LTFP	140,000.00			140,000.00					0.00
MAINTENANCE	OCWA-SANITARY PUMP STATION CAPITAL PER LTFP	67,500.00			67,500.00					0.00
SAMPLING BETWEEN LAGOONS AND WELL 5	SAMPLE MONITORING WELLS UPSTREAM OF WELL 5 (REGULATORY)	17,000.00			15,640.00					1,360.00
ANNUAL CLEANING AND CCTV PROGRAM	ANNUAL CLEANING AND CCTV PROGRAM-INFILTRATION PER LTFP	48,000.00								48,000.00
MAINTENANCE	Design Pressure Zone 2, CARSS (Union to Mitcheson), Maude to Martin	150,000.00								150,000.00
MAINTENANCE	OCWA-WASTEWATER TREATMENT PLANT CAPITAL PER LTFP	180,000.00								180,000.00
Engineering Designt/MOECC Approval	Loop Storage, 29 and Well 6	65,000.00								65,000.00
To Reserves	WWTP - Turbo blowers in 2026	100,000.00								100,000.00
GROWTH RELATED PROJECT	Union Street Upgrades Engineering and Detailed Design	198,000.00		145,134.00		35,866.00				17,000.00
MAINTENANCE	Infiltration /sewer Lining	245,000.00								245,000.00
MAINTENANCE	Sanitary Sewer Repairs (Behind BMO)	50,000.00								50,000.00
RENEWAL	Sewer and Water Renewal - Princess St	821,850.00			795,565.00	26,385.00				-100.00
Compliance	Electronic Log Book	10,000.00			10,000.00					0.00
	TOTAL WATER & SEWER	2,297,970.00	-	145,134.00	1,070,825.00	197,251.00	-	-	-	884,760.00
	<u>SEPTAGE</u>									
	TOTAL SEPTAGE	-	-	-	-	-	-	-	-	-
	<u>CHILDCARE</u>									
CHILDCARE STUDY	ASSESS NEEDS FOR EXPANSION	30,000.00			30,000.00					0.00
REPAIRS	BUILDING REPAIRS - STAIR TILES FLOORING PRESCHOOL ROOM	21,000.00			21,000.00					0.00
	State St Cupboards	10,000.00			10,000.00					0.00
New	Lower Roof Replacement	15,000.00			15,000.00					0.00
	TOTAL CHILDCARE	76,000.00	0.00	0.00	76,000.00	0.00	0.00	0.00	0.00	0.00
	<u>PARKS &amp; RECREATION</u>									
MAINTENANCE	Pickle Ball Court Lining	5,000.00								5,000.00
MAINTENANCE	COMPRESSOR OVERHAUL ALMONTE	20,000.00			20,000.00					0.00
MAINTENANCE	APPLETON SOCCER FENCE REMOVAL/REPLACEMENT	10,000.00			10,000.00					0.00
MAINTENANCE	PAKENHAM BALL DIAMOND FENCE WORK	15,000.00			15,000.00					0.00
MAINTENANCE	DOCK IMPROVEMENTS RIVERFRONT ESTATES	3,500.00				3,500.00				0.00
REMOVAL OF TREES IN PARKS	TREES FOR PARKS	10,000.00			3,000.00					7,000.00
MAINTENANCE	ALMONTE LAWN BOWLING CLUB FACILITY UPGRADES	35,000.00			-	35,000.00				0.00
REPLACEMENT	DEHUMIDIFIERS- ALMONTE ARENA	100,000.00			100,000.00					0.00
ADDITIONAL PICNIC TABLES/REPLACEMENTS	PICNIC TABLES FOR PARKS	10,000.00				10,000.00				0.00
REPLACEMENT	ALMONTE ARENA HOT WATER TANK REPLACEMENT	17,000.00			17,000.00					0.00
REPLACEMENT	JOHN LEVI COMMUNITY CENTRE FURANCE REPLACEMENT LOBBY	15,000.00			15,000.00					0.00
NEW	WELLNESS FITNESS TRAIL EQUIPMENT	10,000.00				10,000.00				0.00
CAPITAL EQUIPMENT REPLACEMENT	CURLING FACILITY CHILLER/BRINE PUMP MOTOR	250,000.00					250,000.00			0.00

			OTHER SOURCES OF FINANCING							
DESCRIPTION OF PROJECT	BUDGET ITEM	TOTAL	CANADA	PROV./COUNTY	RESERVES	DEVELOPMENT	BANK	OTHER		23 BUDGET
		COST	GRANTS	GRANTS		CHARGES	FINANCING	REVENUE	FUNDRAISING	
NEW	JOHN LEVI COMMUNITY CENTRE ROOF REPAIRS	10,000.00								10,000.00
	TOTAL P & R	510,500.00	-	-	180,000.00	58,500.00	250,000.00	-	-	22,000.00
	LIBRARY									
PURCHASE OF FURNITURE	FURNITURE AND EQUIPMENT	2,000.00			2,000.00					0.00
UPGRADES TO ALMONTE BRANCH	FACILITY MAINTENANCE/UPGRADES	5,000.00								5,000.00
NEW COMPUTERS	TECHNOLOGY UPGRADES	5,000.00			5,000.00					0.00
NEW	ALMONTE ROOF REPAIRS	20,000.00								20,000.00
	TOTAL LIBRARY	32,000.00	0.00	0.00	7,000.00	0.00	0.00	0.00	0.00	25,000.00
	DEVELOPMENT SERVICES & ENGINEERING									
NEW	Private Road Study for Official Plan Update	25,000.00			15,000.00					10,000.00
NEW	Zoning By-law consolidation and update from OPA 21 and 22	10,000.00								10,000.00
Integrated Growth Mgmt Planning:	Additional engineering consulting	148,000.00				30,000.00				118,000.00
Integrated Growth Mgmt Planning:	Internal costing	12,000.00								12,000.00
Integrated Growth Mgmt Planning:	Development Charges Study	45,500.00								45,500.00
	TOTAL PLANNING	240,500.00	0.00	0.00	15,000.00	30,000.00	0.00	0.00	0.00	195,500.00
	COMM. ECONOMIC									
	DEVELOPMENT									
	BEAUTIFICATION									
FLOWERS FOR DOWNTOWN CORES-SOME RECOVERY	FLOWER BASKETS (ANNUAL)	10,000.00						8,000.00		2,000.00
	SUBTOTAL	10,000.00	0.00	0.00	0.00	0.00	0.00	8,000.00	0.00	2,000.00
	MARKETING THE MILLS									
ANNUAL COSTS FOR DIRECTIONAL SIGNAGE	TODS/SIGNS (ANNUAL)	5,000.00								5,000.00
ONGOING MAINTENANCE COSTS	WELCOME SIGNS	8,000.00								8,000.00
ANNUAL REPLACEMENTS	EVENT TENTS	4,500.00								4,500.00
ANNUAL REPLACEMENTS	TABLES & CHAIRS	2,000.00								2,000.00
	SUBTOTAL	19,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19,500.00
	TOTAL COMM. ECONOMIC DEVELOPMENT	29,500.00	0.00	0.00	0.00	0.00	0.00	8,000.00	0.00	21,500.00
	TOTAL	7,670,057.00	809,467.00	1,163,734.00	1,832,656.66	336,351.00	615,000.00	8,000.00	0.00	2,904,848.34



## 2023 BUDGET

BUDGET ITEM		TOTAL COST
	<u>HARDTOPPING PROJECTS</u>	
2-301-0301-0435	<b>Pavement Renewals -</b>	<b>590,000.00</b>
	Priness St.	590,000.00
2-301-0301-0436	<b>Surface Treatment Projects -</b>	<b>1,352,000.00</b>
	Conc 10 Pakenham	894,500.00
	Conc 12 Ramsay	278,000.00
	Blakeney	179,500.00
2-301-0301-0441	<b>Microsurfacing Projects -</b>	<b>104,000.00</b>
	Blakney	104,000.00
	<b>TOTAL</b>	<b>\$ 2,046,000.00</b>

# REVENUES

## 2023 Budget

Line #	Account	Description	2023 Budget	2022 Budget	\$ Change	% Change	2021 Actual	2020 Actual
<b>Taxation</b>								
<b>3% levy rate increase</b>								
1	1-100-1001-0411	Taxes-Town	-12,881,582.21 -	12,066,968.60 -	814,613.61	7%	11,550,169.10 -	10,843,691.80
2	1-100-1001-0412	Taxes-County	-8,709,188.40 -	8,508,034.00 -	201,154.40	2%	8,006,043.51 -	7,707,149.13
3	1-100-1001-0413	Taxes-Schools	-4,024,313.60 -	3,871,010.56 -	153,303.04	4%	846,479.92 -	1,159,591.50
4	1-100-1001-0414	Taxes-Schools EP	-	-	-	#DIV/0!	2,619,377.72 -	2,531,176.10
5	1-100-1001-0415	Taxes-Schools ES	-	-	-	#DIV/0!	317,931.44 -	328,191.74
6	1-100-1001-0416	Taxes-Schools FP	-	-	-	#DIV/0!	8,807.52 -	10,868.11
7	1-100-1001-0417	Taxes-Schools FS	-	-	-	#DIV/0!	26,390.22 -	26,636.34
8	1-100-1001-0421	Supplementary Taxes-Town	-248,280.56 -	358,937.96	110,657.40	-31%	342,216.85 -	292,292.13
9	1-100-1001-0422	Supplementary Taxes-County	-	-	-	#DIV/0!	239,739.36 -	207,550.86
10	1-100-1001-0423	Supplementary Taxes-School	-	-	-	#DIV/0!	427.90 -	14,665.58
11	1-100-1001-0424	Supplementary Taxes-EP	-	-	-	#DIV/0!	79,230.11 -	74,430.58
12	1-100-1001-0425	Supplementary Taxes-ES	-	-	-	#DIV/0!	4,490.56	106.01
13	1-100-1001-0426	Supplementary Taxes-FP	-	-	-	#DIV/0!	-	-
14	1-100-1001-0427	Supplementary Taxes-FS	-	-	-	#DIV/0!	-	-
15	1-100-1001-0431	Write off Taxes-Town	-	-	-	#DIV/0!	87,520.51	50,714.45
16	1-100-1001-0432	Write off Taxes-County	-	-	-	#DIV/0!	34,176.66	30,527.54
17	1-100-1001-0433	Write off Taxes-School	-	-	-	#DIV/0!	15,824.33	23,775.95
18	1-100-1001-0442	Capping Adjustments-Commercial	-	-	-	#DIV/0!	-	-
19	1-100-1001-0443	Capping Adjustments-Multi Res	-	-	-	#DIV/0!	-	0.03
20	1-100-1001-0444	Capping Adjustments-Industrial	-	-	-	#DIV/0!	-	-
<b>Total</b>			<b>- 25,863,364.77 -</b>	<b>24,804,951.12 -</b>	<b>1,058,413.65</b>	<b>4%</b>	<b>23,903,782.71 -</b>	<b>23,091,119.89</b>
<b>Federal Grants</b>								
21	1-105-1055-0550	Federal Gas Tax Revenue CCBF	-	-	-	#DIV/0!	-	-
22	1-105-1054-0548	Federal Grants-Students	-	-	-	#DIV/0!	-	-
<b>Total</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>	<b>-</b>	<b>-</b>
<b>Provincial Grants</b>								
23	1-105-1055-0950	Prov Grant-Administration	-47000.00 -	46,667.79 -	332.21	1%	47,617.79 -	46,667.79
24	1-105-1055-0955	Prov Grant-OMPF	- 941,400.00 -	-	941,400.00	#DIV/0!	897,000.00 -	890,600.00
25	1-105-1055-0960	Prov Grant-Special Circumstances OCIF	- 546,641.00 -	644,100.00	97,459.00	-15%	427,859.66 -	387,635.48
26	1-105-1055-0970	Prov Grant-Livestock	-4000.00 -	4,000.00	-	0%	7,446.35 -	8,547.65
27	1-105-1055-0980	Prov Grant-Drainage Superintendent	-	-	-	#DIV/0!	558.76 -	504.32
<b>Total</b>			<b>- 1,539,041.00 -</b>	<b>694,767.79 -</b>	<b>844,273.21</b>	<b>122%</b>	<b>1,380,482.56 -</b>	<b>1,333,955.24</b>
28	1-105-1057-0573	County Road Maintenance	-28000.00	-	28,000.00	#DIV/0!	28,429.43 -	27,974.34
<b>Fees &amp; Service Charges</b>								
29	1-105-1058-0580	Photocopy Fees	-	-	-	#DIV/0!	-	-
30	1-105-1058-0581	Tax Certificates, Etc.	- 12,710.00 -	11,000.00 -	1,710.00	16%	16,800.00 -	12,300.00
31	1-105-1058-0582	Admin. Fees-NSF	- 1,427.00 -	1,600.00	173.00	-11%	900.00 -	1,200.00
32	1-105-1058-0583	Admin. Fees-Other	- 4,261.60 -	1,800.00 -	2,461.60	137%	13,854.22 -	1,413.10
33	1-105-1058-0584	Fire Fees-Other	- 19,048.28 -	23,000.00	3,951.72	-17%	31,560.51 -	15,023.05
34	1-105-1058-0586	Roadway Fees	- 2,133.72 -	1,600.00 -	533.72	33%	3,309.93 -	1,873.03
35	1-105-1058-0587	Other PW fees	- 4,334.00 -	3,500.00 -	834.00	24%	6,120.00 -	6,425.00
36	1-105-1058-0588	Fire Fees-Training	- 25,000.00	-	25,000.00	#DIV/0!	1,699.53 -	1,584.84
37	1-105-1058-0596	Planning Fees	- 136,429.49 -	125,000.00 -	11,429.49	9%	148,497.42 -	198,596.00
38	1-105-1058-0605	Tile Drainage Fees	- 9,253.35 -	1,630.00 -	7,623.35	468%	452.05 -	4,687.45
39	1-105-1058-0695	Police-Other	- 880.50 -	600.00 -	280.50	47%	800.00 -	1,000.00
40	1-105-1058-0700	Wedding Fees	-	-	-	#DIV/0!	-	-
<b>Total</b>			<b>- 215,477.94 -</b>	<b>169,730.00 -</b>	<b>45,747.94</b>	<b>27%</b>	<b>223,993.66 -</b>	<b>244,102.47</b>

Line #	Account	Description	2023 Budget	2022 Budget	\$ Change	% Change	2021 Actual	2020 Actual
<b>Grant in Lieu</b>								
41	1-106-0920-0010	PIL-Post Office, Town	- 9,210.00	- 9,210.00	-	0% -	8,431.11	- 9,335.91
42	1-106-0921-0010	PIL-Post Office, County	- 2,995.00	- 2,995.00	-	0% -	2,906.64	- 2,868.64
43	1-106-0924-0010	PIL-Public Works, Schools	- 1,800.00	- 1,800.00	-	0% -	1,915.63	- 1,895.67
44	1-106-0925-0010	PIL-Public Works, Town	- 9,935.00	- 9,935.00	-	0% -	6,723.17	- 6,463.50
45	1-106-0926-0010	PIL-Public Works, County	- 5,275.00	- 5,275.00	-	0% -	4,657.36	- 4,619.74
46	1-106-0927-0010	PIL-NRC, Town	- 83,360.00	- 83,360.00	-	0% -	67,856.77	- 83,507.85
47	1-106-0928-0010	PIL-NRC, County	- 25,145.00	- 25,145.00	-	0% -	24,788.73	- 25,584.71
48	1-106-0930-0010	PIL-Registry Office, Town	- 4,840.00	- 4,840.00	-	0% -	5,157.58	- 4,949.70
49	1-106-0931-0010	PIL-Registry Office, County	- 3,455.00	- 3,455.00	-	0% -	3,553.09	- 3,518.14
50	1-106-0933-0010	PIL-MTO, Town	- 1,155.00	- 1,155.00	-	0% -	1,421.61	- 1,381.63
51	1-106-0934-0010	PIL-MTO, County	- 825.00	- 825.00	-	0% -	984.89	- 982.03
52	1-106-0936-0010	PIL-MNR, Town	- 3,700.00	- 3,700.00	-	0% -	4,215.00	- 4,066.41
53	1-106-0937-0010	PIL-MNR, County	- 2,645.00	- 2,645.00	-	0% -	2,934.39	- 2,890.32
54	1-106-0938-0010	PIL-MBS, Town	- 2,160.00	- 2,160.00	-	0% -	2,629.04	- 2,523.07
55	1-106-0939-0010	PIL-MBS, County	- 1,545.00	- 1,545.00	-	0% -	1,811.16	- 1,793.34
56	1-106-0940-0010	PIL-AGH, Town	- 2,270.00	- 2,270.00	-	0% -	2,279.66	- 2,279.66
57	1-106-0941-0010	PIL-AGH, County	- 1,625.00	- 1,625.00	-	0% -	1,620.34	- 1,620.34
58	1-106-0950-0010	PIL-Ont. Hydro, Town	- 4,680.00	- 4,680.00	-	0% -	5,805.38	- 4,687.77
59	1-106-0951-0010	PIL-Ont. Hydro, County	- 1,765.00	- 1,765.00	-	0% -	618.28	- 1,763.82
60	1-106-0952-0010	PIL-Ont. Hydro, Schools	- 135.00	- 135.00	-	0% -	136.17	- 136.17
61	1-106-0953-0010	PIL-LCBO, Town	- 2,900.00	- 2,900.00	-	0% -	3,018.28	- 2,903.19
62	1-106-0954-0010	PIL-LCBO, County	- 2,060.00	- 2,060.00	-	0% -	2,090.87	- 2,063.52
63	1-106-0955-0010	PIL-PUC, Town	- 10,700.00	- 10,700.00	-	0% -	5,805.89	- 10,723.26
64	1-106-0956-0010	PIL-PUC, County	- 3,550.00	- 3,550.00	-	0% -	2,215.68	- 3,555.80
65	1-106-0957-0010	PIL-Lagoon, Town	- 57,245.00	- 57,245.00	-	0% -	54,958.79	- 57,247.02
66	1-106-0958-0010	PIL-Lagoon, County	- 19,900.00	- 19,900.00	-	0% -	20,151.81	- 19,888.30
67	1-106-0959-0010	PIL-Landfill site, Town	- 1,895.00	- 1,895.00	-	0% -	1,607.86	- 1,893.60
68	1-106-0960-0010	PIL-Landfill site, County	- 580.00	- 580.00	-	0% -	589.55	- 581.85
<b>Total</b>			<b>- 267,350.00</b>	<b>- 267,350.00</b>	<b>-</b>	<b>0% -</b>	<b>240,884.73</b>	<b>- 265,724.96</b>
<b>Other Revenue</b>								
69	1-107-9400-0010	Trade Licence	- 7,112.60	- 7,400.00	287.40	-4% -	6,850.00	- 7,250.00
70	1-107-9401-0010	Dog Tags	- 7,318.00	- 7,800.00	482.00	-6% -	6,470.00	- 6,525.00
71	1-107-9403-0010	Other Licences & Permits	- 13,567.22	- 14,300.00	732.78	-5% -	12,031.15	- 8,392.92
72	1-107-9404-0010	Rental-Land	- 4,192.80	- 4,300.00	107.20	-2% -	2,450.00	- 5,450.00
73	1-107-9405-0010	Rental-Buildings	- 47,670.13	-	47,670.13	#DIV/0!	- 28,202.05	- 34,649.20
74	1-107-9406-0010	Rental-Other	- 1,303.10	-	1,303.10	#DIV/0!	- 6,515.50	-
75	1-107-9407-0010	Fines-Parking	- 8,146.87	- 9,800.00	1,653.13	-17% -	885.00	- 7,313.75
76	1-107-9412-0010	Cash in Lieu-Parking	- 7,200.00	-	7,200.00	#DIV/0!	-	-
77	1-107-9413-0010	Cash in Lieu of Parkland	- 15,877.40	-	15,877.40	#DIV/0!	- 14,500.00	- 21,500.00
78	1-107-9414-0010	Provincial Offences Revenue	- 60,094.44	- 83,000.00	22,905.56	-28% -	-	- 19,847.77
79	1-107-9415-0010	Ticket Surcharge-AOTH	- 4,823.63	- 7,000.00	2,176.37	-31% -	625.00	- 1,390.95
80	1-107-9416-0010	Fundraising-Veteran's Walkway	-	-	-	#DIV/0!	-	-
81	1-107-9450-0010	Penalty & Interest-Current Taxes	- 88,408.67	- 100,000.00	11,591.33	-12% -	85,208.47	- 55,762.55
82	1-107-9451-0010	Penalty & Interest-Tax Arrears	- 126,902.85	- 138,000.00	11,097.15	-8% -	111,646.53	- 128,130.42
83	1-107-9454-0010	Interest on Overdue Accounts-Gen.	- 6,813.57	-	6,813.57	#DIV/0!	- 32,353.97	-
84	1-107-9462-0010	Interest Income-Investments	- 500,000.00	- 100,000.00	400,000.00	400% -	34,979.37	- 152,332.18
85	1-107-9465-0025	Interest Income-MRPC Loan	- 34,716.33	- 59,716.50	25,000.18	-42% -	59,716.50	-
86	1-107-9470-0010	Sale of Land	- 500,000.00	-	500,000.00	#DIV/0!	- 551,759.90	-
87	1-107-9471-0010	Sale of Equipment	-	-	-	#DIV/0!	-	-
88	1-107-9472-0010	Sale of Books, Maps	-	-	-	#DIV/0!	-	- 174.36
89	1-107-9480-0010	Other Revenue (MRPC + ORES)	- 112,500.00	- 623,184.56	510,684.56	-82% -	1,146,546.65	- 480,870.16
90	1-107-9490-0010	Transfer from Reserves	-	- 49,059.80	49,059.80	-100% -	178,000.00	- 92,410.65
91	1-107-9491-0010	Transfer from Reserve Fund	- 95,870.00	- 326,393.61	230,523.61	-71% -	95,870.00	- 95,870.00
<b>Total</b>			<b>- 1,642,517.61</b>	<b>- 1,529,954.47</b>	<b>112,563.14</b>	<b>7% -</b>	<b>2,374,610.09</b>	<b>- 1,117,869.91</b>
<b>Total Revenue</b>			<b>- 29,555,751.31</b>	<b>- 27,466,753.38</b>	<b>2,088,997.93</b>	<b>8% -</b>	<b>28,152,183.18</b>	<b>- 26,080,746.81</b>

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Description	2023 Budget	2022 Budget	\$ Change	% Change	2021 Actual	2020 Actual
Remuneration	169,373.26	157,717.00	11,656.26	7%	155,522.47	156,522.40
Other Honorariums	3,500.00	3,500.00	-	0%	2,376.79	2,103.63
CPP	8,257.78	4,500.00	3,757.78	84%	4,292.86	4,429.13
OMERS	15,243.59		15,243.59	#DIV/0!		
Group Insurance	3,963.96		3,963.96	#DIV/0!		
Medical	13,237.28		13,237.28	#DIV/0!		
Dental	3,861.20		3,861.20	#DIV/0!		
LTD			-	#DIV/0!		
EHT	3,302.78	3,200.00	102.78	3%	3,016.00	3,103.01
Other M & S	12,000.00	12,000.00	-	0%	4,006.07	6,733.38
Telephone	9,240.00	2,500.00	6,740.00	270%	2,494.94	2,318.94
Computer Services Expense	8,400.00		8,400.00	#DIV/0!		
Travelling Expense	4,500.00	4,500.00	-	0%	145.10	510.77
Other Expenses	21,000.00		21,000.00	#DIV/0!		
Association & Convention	21,000.00	21,000.00	-	0%	2,340.48	648.17
Memberships	5,000.00	5,000.00	-	0%	4,612.04	4,522.21
Receptions	6,000.00	6,000.00	-	0%	1,861.64	5,373.04
Capital Expenditure	-	-	-	#DIV/0!		
To Reserves		-	-	#DIV/0!		
<b>Total Expenditures</b>	<b>307,879.85</b>	<b>219,917.00</b>	<b>87,962.85</b>	<b>40.00%</b>	<b>180,668.39</b>	<b>186,264.68</b>

**CORPORATE SERVICES**  
**2023 Budget**

Line #	Account	Description	2023 Budget	2022 Budget	\$ Change	% Change	2021 Actual	2020 Actual
1	1-111-0121-1110	Salaries & Wages	1,294,038.42	921,451.88	372,586.54	40%	593,228.96	669,625.97
2	1-111-0121-1125	New Staffing Costs			-	#DIV/0!	17,522.48	
3	1-111-0121-1130	Salaries & Wages-Admin. Student	10,080.00	10,080.00	-	0%	12,208.82	10,603.07
4	1-111-0121-1150	Other Honorariums	2,500.00	4,000.00	- 1,500.00	-38%	1,875.00	1,575.00
5	1-111-0121-2100	CPP	51,562.05	40,827.47	10,734.58	26%	23,854.68	23,788.18
6	1-111-0121-2110	EI	20,039.69	16,246.21	3,793.49	23%	9,961.45	10,219.01
7	1-111-0121-2120	Omers	138,982.16	90,051.25	48,930.90	54%	58,213.72	70,640.57
8	1-111-0121-2130	Group Insurance	10,040.72	8,719.28	1,321.44	15%	4,974.28	5,931.73
9	1-111-0121-2140	Medical	37,942.32	35,105.76	2,836.56	8%	19,208.16	19,003.68
10	1-111-0121-2150	Dental	11,041.68	10,214.28	827.40	8%	5,732.27	5,935.18
11	1-111-0121-2160	LTD	56,000.00	112,000.00	- 56,000.00	-50%		
12	1-111-0121-2170	EHT	25,721.25	17,675.81	8,045.44	46%	11,891.42	13,210.30
13	1-111-0121-2180	WSIB	32,924.53	22,855.19	10,069.34	44%	7,959.14	8,422.91
14	1-111-0121-2190	Employee Assistance Program	4,500.00	4,500.00	-	0%	4,051.68	4,051.68
15	1-111-0121-3100	Office Supplies	21,226.20	20,810.00	416.20	2%	14,067.69	20,909.87
16	1-111-0121-3110	Office Equipment	500.00	500.00	-	0%	58.77	
17	1-111-0121-3120	Publications	2,500.00	2,500.00	-	0%	130.75	2,258.35
18	1-111-0121-3130	Special Circumstances Expense	5,000.00	5,000.00	-	0%	62,893.85	7,315.53
19	1-111-0121-3140	Other M & S	13,500.00	11,000.00	2,500.00	23%	5,139.13	6,295.59
20	1-111-0121-5100	Postage & Courier Services	20,600.00	20,600.00	-	0%	22,516.37	18,505.84
21	1-111-0121-5109	Fees for Wedding Ceremonies		-	-	#DIV/0!		
22	1-111-0121-5120	Telephone	21,000.00	21,000.00	-	0%	15,481.42	19,250.31
23	1-111-0121-5130	Legal Fees	150,000.00	15,610.00	134,390.00	861%	87,483.55	42,231.34
24	1-111-0121-5140	Audit Fees	27,060.60	26,530.00	530.60	2%	19,130.87	25,847.03
25	1-111-0121-5150	Other Professional Fees	60,000.00	60,000.00	-	0%	171,669.94	63,388.10
26	1-111-0121-5160	Computer Services Expense	147,125.00	122,125.00	25,000.00	20%	102,086.70	65,981.36
27	1-111-0121-5170	Advertising	70,000.00	51,000.00	19,000.00	37%	65,002.90	66,996.77
28	1-111-0121-5180	Travelling Expense	2,500.00	2,500.00	-	0%	1,485.31	1,632.65
29	1-111-0121-5190	Alarm Monitoring	1,500.00	1,500.00	-	0%	1,588.68	1,404.24
30	1-111-0121-5200	Equipment Rentals, Other	12,500.00	16,000.00	- 3,500.00	-22%	11,452.88	12,662.59
31	1-111-0121-5210	Memberships	3,600.00	2,800.00	800.00	29%	2,868.23	1,317.79
32	1-111-0121-5220	Association & Convention	1,576.00	4,000.00	- 2,424.00	-61%	1,866.91	3,783.98
33	1-111-0121-5230	Seminars/Training	25,500.00	5,500.00	20,000.00	364%	2,178.63	1,159.04
34	1-111-0121-5240	Insurance	28,152.00	7,525.00	20,627.00	274%	6,534.00	13,507.25
35	1-111-0121-5250	Election		60,000.00	- 60,000.00	-100%	630.91	
36	1-111-0121-5900	Riverwalk			-	#DIV/0!	73.11	15.21
37	1-111-0121-6100	Bank Charges	8,935.00	8,935.00	-	0%	9,470.94	9,014.96
38	1-111-0121-6300	Admin. Costs allocated to Building	- 90,000.00	61,200.00	- 28,800.00	47%	61,200.00	60,000.00
39	1-111-0121-7200	Capital Expenditure	0.00	-	-	#DIV/0!	51,350.19	
40	1-111-0121-7730	To Reserves	51,030.00	478,681.77	- 427,651.77	-89%	2,649,697.80	1,443,762.65
<b>Total Expenditures</b>			<b>2,279,177.62</b>	<b>2,176,643.90</b>	<b>102,533.72</b>	<b>5%</b>	<b>4,014,341.59</b>	<b>2,610,247.73</b>

## ADMINISTRATION BUILDINGS

### 2022 Budget

Line #	Account	Description	2023 Budget	2022 Budget	\$ Change	% Change	2021 Actual	2020 Actual
Municipal Office								
1	1-111-0131-1110	Salaries & Wages		12,100.00	- 12,100.00	-100%	9,336.88	11,180.81
2	1-111-0131-2100	CPP		490.00	- 490.00	-100%	342.27	422.95
3	1-111-0131-2110	EI		267.50	- 267.50	-100%	207.25	255.64
4	1-111-0131-2170	EHT		235.82	- 235.82	-100%	182.81	225.39
5	1-111-0131-2180	WSIB		328.94	- 328.94	-100%	207.21	252.61
6	1-111-0131-3140	Other M & S	2,000.00	2,000.00	-	0%	241.96	859.64
7	1-111-0131-4110	Hydro	13,000.00	13,000.00	-	0%	10,929.67	12,655.03
8	1-111-0131-4115	Heat	2,000.00	2,000.00	-	0%	1,709.25	1,526.34
9	1-111-0131-4140	Cleaning, Maint., Other Supplies	1,560.00	1,560.00	-	0%	2,348.18	1,768.38
10	1-111-0131-5240	Insurance (Building Etc.)	22,197.00	21,140.00	1,057.00	5%	18,382.21	11,884.12
11	1-111-0131-5390	Rentals & Maintenance	18,000.00	26,000.00	- 8,000.00	-31%	16,000.04	17,793.77
12	1-111-0131-6200	Long Term Debt Payments	58,013.00	58,013.00	-	0%	57,510.62	57,988.39
13	1-111-0131-7200	Capital Expenditure	87,500.00		87,500.00	#DIV/0!		
14	1-111-0131-7730	To Reserves			-	#DIV/0!		10,000.00
Total			204,270.00	137,135.26	67,134.74	49%	117,398.35	126,813.07
Registry Office DISPOSAL								
15	1-111-0132-4110	Hydro		800.00	- 800.00	-100%	315.90	341.87
16	1-111-0132-4115	Heating		1,650.00	- 1,650.00	-100%	1,712.66	1,633.51
17	1-111-0132-4120	Water		650.00	- 650.00	-100%	652.84	628.04
18	1-111-0132-5390	Rentals & Maintenance		1,500.00	- 1,500.00	-100%	1,241.79	519.39
19	1-111-0132-7200	Capital Expenditure			-	#DIV/0!		
20	1-111-0132-7730	To Reserves			-	#DIV/0!		
Total			-	4,600.00	- 4,600.00	-100%	3,923.19	3,122.81
Almonte Old Town Hall								
21	1-111-0133-1140	Labour	30,000.00	30,000.00	-	0%	9,150.35	4,733.09
22	1-111-0133-3140	Other M & S	1000.00	1,560.00	- 560.00	-36%	1,017.71	552.73
23	1-111-0133-4110	Hydro (AOTH & Auditorium)	12,485.00	12,485.00	-	0%	12,588.34	12,047.00
24	1-111-0133-4115	Heating	6,765.00	6,765.00	-	0%	5,580.82	6,511.75
25	1-111-0133-4120	Water	2,655.00	2,655.00	-	0%	2,339.30	2,199.63
26	1-111-0133-4140	Cleaning, Maint., Other Supplies	1,820.00	1,820.00	-	0%	2,976.22	1,760.72
27	1-111-0133-5120	Telephone	1,200.00	1,200.00	-	0%	578.92	1,103.13
28	1-111-0133-5240	Insurance (Building Etc.)	19,500.00	16,515.00	2,985.00	18%	11,752.57	8,361.24
29	1-111-0133-5260	Other S & R	15,853.00	15,853.00	-	0%	17,984.05	13,773.76
30	1-111-0133-5390	Rentals & Maintenance	25,000.00	25,000.00	-	0%	13,603.49	9,662.01
31	1-111-0133-6200	Long Term Debt Payments-Town Hall	200,012.00	200,012.00	-	0%	197,086.26	197,769.11
32	1-111-0133-7200	Capital Expenditures	130,000.00	23,000.00	107,000.00	465%	6,106.35	6,909.50
33	1-111-0133-7730	To Reserves	5,500.00	5,500.00	-	0%		50,890.95
Total			451,790.00	342,365.00	109,425.00	32%	280,764.38	316,274.62
Total Expenditures			656,060.00	484,100.26	171,959.74	36%	402,085.92	446,210.50

# **FIRE DEPARTMENT**

## **2023 Budget**

			k									
Line #	Account	Description	2023 Budget	2022 Budget	\$ Change	% Change	2021 Actual	2020 Actual	2019 Actual	2018 Actual	2017 Actual	2016 Actual
1	1-210-0211-1100	Remuneration	311,063.28	304,964.00	6,099.28	2%	171,209.66	198,322.07	181,729.45	133,638.01	91,289.36	138,403.20
2	1-210-0211-1110	Salaries & Wages	319,829.45	254,509.00	65,320.45	26%	231,028.15	224,495.39	183,493.59	184,791.36	158,872.59	137,364.35
3	1-210-0211-1150	Other Honorariums			-	#DIV/0!	525.00		450.00	13,998.84	18,629.40	18,365.59
4	1-210-0211-1160	Mutual Aid	700.00	700.00	-	0%	139.25			500.00	500.00	
5	1-210-0211-1170	Vacation Pay	18,663.80	18,297.84	365.96	2%	8,947.50	10,768.28	14,780.54	10,028.18	6,375.73	8,283.83
6	1-210-0211-2100	CPP	18,433.13	15,000.00	3,433.13	23%	8,414.00	8,118.78	7,190.06	7,510.92	5,515.36	4,762.79
7	1-210-0211-2110	EI	6,822.29	5,490.00	1,332.29	24%	3,401.68	3,449.47	3,337.98	3,669.65	2,669.19	2,608.84
8	1-210-0211-2120	Omers	33,993.72	28,573.00	5,420.72	19%	25,015.37	21,053.69	9,853.84	13,413.16	16,321.19	15,133.15
9	1-210-0211-2130	Group Insurance	2,250.00	2,250.00	-	0%	3,246.37	2,603.52	528.76	653.54	790.46	682.86
10	1-210-0211-2140	Medical	6,600.00	6,600.00	-	0%	9,236.08	4,805.25	2,786.16	1,625.40	2,417.84	2,397.01
11	1-210-0211-2150	Dental	1,755.00	1,755.00	-	0%	2,757.74	1,553.35	834.12	432.09	741.36	934.02
12	1-210-0211-2170	EHT	10,099.49	8,925.00	1,174.49	13%	8,116.24	8,531.37	6,758.86	6,356.78	5,435.01	5,960.55
13	1-210-0211-2180	WSIB	17,936.55	16,595.00	1,341.55	8%	11,361.87	11,193.57	12,987.29	13,018.98	13,067.40	11,160.72
14	1-210-0211-3100	Office Supplies	2,652.00	2,600.00	52.00	2%	1,271.33	1,258.10	3,116.18	3,429.65	4,028.86	1,796.08
15	1-210-0211-3130	Special Circumstances Expense			-	#DIV/0!				24,147.44	2,773.37	33,396.38
16	1-210-0211-3140	Other M & S	2,500.00	2,500.00	-	0%	806.73	2,572.73	6,389.22	2,494.77	2,288.23	4,232.88
17	1-210-0211-4110	Hydro Station 1	5,700.00	5,700.00	-	0%	3,977.95	4,162.94	4,156.64	3,969.21	6,250.81	8,704.47
18	1-210-0211-4111	Hydro Station 2	2,000.00	2,000.00	-	0%	1,282.02	1,409.91	1,441.81	1,443.85	1,815.16	
19	1-210-0211-4115	Heating Station 1	9,000.00	11,750.00	- 2,750.00	-23%	1,219.91	6,847.15	7,798.78	7,781.08	7,817.77	10,225.03
20	1-210-0211-4116	Heating Station 2	4,400.00	4,400.00	-	0%	3,232.00	3,569.39	3,386.34	3,333.30	2,650.24	-
21	1-210-0211-4120	Water	1,250.00	1,250.00	-	0%	1,002.67	1,149.00	843.95	891.54	894.81	
22	1-210-0211-4140	Cleaning, Maint and other supplies	22,900.00	22,900.00	-	0%	607.08	783.94	3,189.91	1,744.42	999.97	1,203.86
23	1-210-0211-5100	Postage & Courier Services	300.00	300.00	-	0%	101.50	90.03		95.34	187.16	221.95
24	1-210-0211-5120	Telephone	4,080.00	4,080.00	-	0%	3,851.53	3,104.38	3,385.00	2,730.76	2,793.09	3,016.91
25	1-210-0211-5160	Computer Services Expense	3,000.00	3,000.00	-	0%	14,106.95	8,893.83	1,161.88	351.26	5,481.95	831.09
26	1-210-0211-5180	Travelling Expense	1,500.00	1,500.00	-	0%	25.91	132.94	200.24	616.38	283.64	528.70
27	1-210-0211-5200	Equipment Rentals, Other	6,410.00	6,410.00	-	0%	1,865.38	293.77	1,367.23	3,138.08	402.96	2,216.33
28	1-210-0221-5210	Memberships	1,300.00	1,300.00	-	0%	509.49	250.00	1,254.49	1,148.04	848.62	1,148.62
29	1-210-0211-5220	Association & Convention	5,000.00	5,000.00	-	0%	1,157.92	2,893.02	3,666.77	3,605.70	3,205.14	4,237.00
30	1-210-0211-5240	Insurance (Building Etc.)	51,933.00	44,900.00	7,033.00	16%	32,742.93	32,766.03	32,330.42	33,256.11	38,656.58	34,578.59
31	1-210-0211-5260	Other S & R	6,500.00	6,500.00	-	0%	2,211.81	1,224.32	16,358.85	10,475.92	7,581.21	9,746.10
32	1-210-0211-5280	Contract Fees	23,800.00	23,800.00	-	0%	27,799.75	19,483.79	8,166.69	16,640.33	12,270.23	12,323.18
33	1-210-0211-5300	Misc. Equipment Expense	40,000.00	40,000.00	-	0%	39,755.43	16,271.47	28,602.08	21,302.05	13,378.08	10,159.33
34	1-210-0211-5310	Personnel (Clothing, Etc.)	11,500.00	11,500.00	-	0%	4,057.05	6,864.90	17,568.79	5,843.08	5,887.75	5,730.23
35	1-210-0211-5320	Fire Prevention Inspections	1,000.00	17,500.00	- 16,500.00	-94%	1,859.05	2,019.29	2,066.82	841.40	4,084.45	4,031.89
36	1-210-0211-5330	Communications	8,700.00	8,700.00	-	0%	7,353.33	8,208.44	2,499.70	5,968.35	9,743.77	4,827.99
37	1-210-0211-5340	Automatic Aid	13,795.50	13,525.00	270.50	2%	16,584.50	13,293.00	12,976.50	12,620.00	12,285.00	11,951.00
38	1-210-0211-5350	Hydrant Rental	3,500.00	3,500.00	-	0%	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00
39	1-210-0211-5360	Training	35,000.00	35,000.00	-	0%	37,392.32	7,131.53	25,755.68	5,603.20	17,275.66	11,417.40
40	1-210-0211-5630	Contract Repairs/Maintenance	15,200.00	15,200.00	-	0%	23,188.65	10,518.50	9,167.51	18,645.60	11,496.88	12,287.69
41	1-210-0211-6200	Loan Repayment-Fire Halls	23,000.00	68,237.00	- 45,237.00	-66%	70,602.36	68,055.06	68,237.18	68,024.29	67,597.89	67,597.89
42	1-210-0211-6215	Loan Payments-SCBA		4,458.00	- 4,458.00	-100%	17,501.01	107,842.00	21,231.53	21,232.52	21,233.48	21,234.44
43	1-210-0211-6220	Loan Payments-Fire Trucks	108,052.00	108,052.00	-	0%	107,092.84	21,230.51	107,917.90	95,463.41	46,025.32	71,515.74
44	1-210-0211-7200	Capital Expenditure	62,400.00	85,500.00	- 23,100.00	-27%	138,644.86	3,899.99	11,008.73	39,632.17	83,443.97	64,008.85
45	1-210-0211-7730	To Reserves	12348.52	63,887.00	- 51,538.48	-81%	22,623.00	38,623.00	110,743.00	47,360.40	16,736.00	10,223.17
Subtotal			1,236,867.73	1,288,607.84	- 51,740.11	-4%	1,071,326.17	893,237.70	944,220.47	856,966.56	736,542.94	772,949.70

Line #	Account	Description	2023 Budget	2022 Budget	\$ Change	% Change	2021 Actual	2020 Actual	2019 Actual	2018 Actual	2017 Actual	2016 Actual
46	1-210-0212-5360	Training - Regional Center	25,000.00		25,000.00	#DIV/0!						
		<b>Vehicles and Equipment</b>										
47	1-210-0213-5600	M&R Parts	1,000.00	1,000.00	-	0%	199.67	-	119.98	-	-	-
48	1-210-0213-5610	Fuel & Oil	14,017.50	13,350.00	667.50	5%	9,431.81	8,716.42	9,221.54	11,727.54	8,357.39	9,513.15
49	1-210-0213-5620	Licenses	120.00	120.00	-	0%	240.00	120.00	120.00	915.52	196.21	1,476.91
50	1-210-0213-5630	Repairs & Maintenance	46,000.00	41,000.00	5,000.00	12%	37,792.67	25,638.69	26,836.21	15,404.40	16,631.64	15,689.62
		<b>Total Vehicles and Equipment</b>	<b>61,137.50</b>	<b>55,470.00</b>	<b>5,667.50</b>	<b>10%</b>	<b>47,664.15</b>	<b>34,475.11</b>	<b>36,297.73</b>	<b>28,047.46</b>	<b>25,185.24</b>	<b>26,679.68</b>
		<b>Total Fire</b>	<b>1,323,005.23</b>	<b>1,344,077.84</b>	<b>- 21,072.61</b>	<b>-2%</b>	<b>1,118,990.32</b>	<b>927,712.81</b>	<b>980,518.20</b>	<b>885,014.02</b>	<b>761,728.18</b>	<b>799,629.38</b>



**PROTECTION TO PERSONS AND PROPERTY-POLICE**  
**2023 Budget**

Line #	Account	Description	2023 Budget	2022 Budget	\$ Change	% Change	2021 Actual	2020 Actual
1	1-211-0221-1150	Other Honorariums	1,000.00	1,000.00	-	0%	-	200.00
2	1-211-0221-3140	Other M & S	750.00	750.00	-	0%	63.90	42.56
3	1-211-0221-5120	Telephone	650.00	650.00	-	0%	767.58	743.16
4	1-211-0221-5180	Travelling Expense	2,000.00	2,000.00	-	0%	224.32	280.82
5	1-211-0221-5220	Association & Convention	6,500.00	6,500.00	-	0%	560.10	870.44
6	1-211-0221-5370	OPP Contract	1,874,182.00	1,927,971.00	- 53,789.00	-3%	1,943,148.00	1,932,708.00
7	1-211-0221-5400	OPP Special Policing-Ride Program			-	#DIV/0!		
8	1-211-0221-7730	To Reserves	178,760.00	42,928.22	135,831.78	316%		17,707.48
<b>Total Expenditures</b>			<b>2,063,842.00</b>	<b>1,981,799.22</b>	<b>82,042.78</b>	<b>4%</b>	<b>1,944,763.90</b>	<b>1,952,552.46</b>

**BUILDING DEPARTMENT**  
**2023 Budget**

Line #	Account	Description	2023 Budget	2022 Budget	\$ Change	% Change	2021 Actual	2020 Actual
<b>Revenue</b>								
1	1-109-1058-0670	Building Admin. Fees	-	30,000.00	- 15,000.00	- 15,000.00	100%	- 23,665.00 - 16,540.00
2	1-109-9402-0010	Building Permits	-	600,000.00	- 600,000.00	-	0%	- 616,650.62 - 675,878.84
3	1-109-9440-0010	Building Sign Fees	-	2,000.00	- 2,000.00	-	0%	- 1,725.00 - 2,700.00
4	1-109-9450-0010	Contract Building Fees	-		-		#DIV/0!	- 3,006.72
5	1-109-9490-0010	Transfer from Reserves	-	164,397.17	- 74,591.13	- 89,806.04	120%	
			-	796,397.17	- 691,591.13	- 104,806.04	15%	- 642,040.62 - 698,125.56
<b>Expenditures</b>								
5	1-211-0241-1110	Salaries & Wages	496,833.20	411,343.32	85,489.88	21%	353,683.16	282,382.18
6	1-211-0241-1150	Other Honorariums		50,000.00	- 50,000.00	-100%	300.00	
7	1-211-0241-2100	CPP	19,289.36	17,060.05	2,229.31	13%	11,894.14	9,112.41
8	1-211-0241-2110	EI	8,482.09	7,529.09	953.01	13%	6,037.64	5,073.56
9	1-211-0241-2120	Omers	46,094.49	36,187.06	9,907.43	27%	20,219.70	20,122.53
10	1-211-0241-2130	Group Insurance	3,404.12	3,074.40	329.72	11%	1,614.65	1,766.79
11	1-211-0241-2140	Medical	9,819.76	8,874.24	945.52	11%	8,519.67	8,269.55
12	1-211-0241-2150	Dental	2,787.04	2,511.24	275.80	11%	2,028.24	1,853.88
13	1-211-0241-2170	EHT	9,688.25	8,021.19	1,667.05	21%	6,644.72	6,304.42
14	1-211-0241-2180	WSIB	13,513.86	11,188.54	2,325.32	21%	7,530.39	6,942.04
15	1-211-0241-3100	Office Supplies	2,500.00	5,000.00	- 2,500.00	-50%	3,176.57	4,918.72
16	1-211-0241-5100	Postage & Courier Services	816.00	816.00	-	0%	185.67	537.01
17	1-211-0241-5120	Telephone	4,800.00	3,600.00	1,200.00	33%	4,887.18	3,468.34
18	1-211-0241-5130	Legal Fees	5,775.00	5,250.00	525.00	10%	4,128.53	8,417.33
19	1-211-0241-5150	Other Professional Fees	25,000.00	4,000.00	21,000.00	525%	82,508.86	2,228.54
19	1-211-0241-5160	Computer Services Expense	16,550.00	16,550.00	-	0%	23,720.23	14,045.10
20	1-211-0241-5170	Advertising			-	#DIV/0!	1,223.73	
21	1-211-0241-5180	Travelling Expense	2,040.00	2,040.00	-	0%		422.28
22	1-211-0241-5200	Equipment Rentals, Other			-	#DIV/0!		
23	1-211-0241-5210	Memberships	2,244.00	2,040.00	204.00	10%	1,114.25	1,160.89
24	1-211-0241-5220	Association & Convention	3,675.00	3,570.00	105.00	3%	1,456.60	607.50
25	1-211-0241-5240	Insurance (Building Etc.)	5,985.00	5,700.00	285.00	5%	4,953.60	3,681.17
26	1-211-0241-5290	Misc. Vehicle Expense	3,160.00	3,060.00	100.00	3%	2,917.12	12,293.09
27	1-211-0241-5310	Personnel (Clothing, Etc.)	2,940.00	2,856.00	84.00	3%	1,235.63	406.78
28	1-211-0241-5430	Personnel (Courses/Memberships, Etc.)	6,300.00	6,120.00	180.00	3%	4,550.36	5,499.17
29	1-211-0241-5610	Fuel & Oil	4,400.00	4,000.00	400.00	10%	3,377.78	3,623.83
30	1-211-0241-5680	Contracted Services	10,300.00	10,000.00	300.00	3%	1,515.00	
31	1-211-0241-6300	Admin. Costs allocated	90,000.00	61,200.00	28,800.00	47%	61,200.00	60,000.00
32	1-211-0241-7200	Capital Expenditure	0.00		-	#DIV/0!		
33	1-211-0241-7730	Transfer to Reserves		-	-	#DIV/0!	21,417.20	234,988.45
<b>Total Expenditures</b>			<b>796,397.17</b>	<b>691,591.13</b>	<b>104,806.04</b>	<b>15%</b>	<b>642,040.62</b>	<b>698,125.56</b>
<b>Net Building Dept.</b>			<b>0.00</b>	<b>0.00</b>	<b>- 0.00</b>	<b>-33%</b>	<b>-</b>	<b>-</b>

## PROTECTION TO PERSONS & PROPERTY

### 2023 Budget

Line #	Account	Description	2023 Budget	2022 Budget	\$ Change	% Change	2021 Actual	2020 Actual
<b>MVC</b>								
1	1-211-0231-8110	Grant to MVC	99,404.00	91,333.20	8,070.80	9%	87,149.00	82,596.00
<b>Crossing Guards</b>								
39	1-211-0251-1110	Labour	9,552.30	9,365.00	187.30	2%	4,921.30	4,732.91
40	1-211-0251-3140	Other M&S	500.00	500.00	-	0%		
		<b>Total</b>	<b>10,052.30</b>	<b>9,865.00</b>	<b>187.30</b>	<b>2%</b>	<b>4,921.30</b>	<b>4,732.91</b>
<b>Animal Control</b>								
2	1-211-0261-3140	Animal Control Other M & S	400.00	400.00	-	0%	596.85	1,158.49
3	1-211-0261-5680	Animal Control Contract	27,591.00	27,050.00	541.00	2%	23,867.38	23,628.69
		<b>Total</b>	<b>27,991.00</b>	<b>27,450.00</b>	<b>541.00</b>	<b>2%</b>	<b>24,464.23</b>	<b>24,787.18</b>
<b>By-Law Enforcement</b>								
4	1-211-0281-1100	Remuneration and Benefits	41,348.36	40,000.00	1,348.36	3%	33,403.18	31,592.47
5	1-211-0281-5100	Bylaw Enforcement-Postage & Courier	250.00	250.00	-	0%	246.66	652.87
6	1-211-0281-5130	Bylaw Enforcement Legal Fees	500.00	500.00	-	0%		
7	1-211-0281-5180	Bylaw Enforcement Travelling Expense	100.00	100.00	-	0%		
	1-211-0281-5680	Bylaw Enforcement Contract	37,143.30	36,415.00	728.30	2%	39,294.76	42,320.20
		<b>Total</b>	<b>79,341.66</b>	<b>77,265.00</b>	<b>2,076.66</b>	<b>3%</b>	<b>72,944.60</b>	<b>74,565.54</b>
<b>Accessibility</b>								
8	1-211-0290-3100	Accessibility Office Supplies			-	#DIV/0!		
9	1-211-0290-5180	Accessibility Travelling Expense			-	#DIV/0!		
10	1-211-0290-5220	Accessibility Conferences			-	#DIV/0!		
11	1-211-0290-5410	Accessibility Promotional/Educational	250.00	250.00	-	0%		
12	1-211-0290-5420	Accessibility Reference Materials			-	#DIV/0!		
13	1-211-0290-7200	Accessibility Capital Expenditure			-	#DIV/0!		
14	1-211-0290-7730	Accessibility To Reserves			-	#DIV/0!		
		<b>Total</b>	<b>250.00</b>	<b>250.00</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>-</b>
<b>Livestock</b>								
15	1-211-0291-1100	Livestock Remuneration	2,000.00	2,000.00	-	0%	480.00	1,020.00
16	1-211-0291-3140	Livestock Other M & S	100.00	100.00	-	0%	113.58	192.54
17	1-211-0291-5800	Livestock Valuations	4,000.00	4,000.00	-	0%	6,273.65	8,037.65

Line #	Account	Description	2023 Budget	2022 Budget	\$ Change	% Change	2021 Actual	2020 Actual
		<b>Total</b>	<b>6,100.00</b>	<b>6,100.00</b>	<b>-</b>	<b>0%</b>	<b>6,867.23</b>	<b>9,250.19</b>
		<b>Health &amp; Safety (HR position)</b>						
18	1-211-0292-1110	Salary			-	#DIV/0!	87,254.14	79,137.62
19	1-211-0292-2040	Benefits			-	#DIV/0!		
20	1-211-0292-2100	CPP			-	#DIV/0!	3,166.45	2,898.00
21	1-211-0292-2110	EI			-	#DIV/0!	1,245.35	1,198.93
22	1-211-0292-2120	OMERS			-	#DIV/0!	9,639.39	8,686.12
23	1-211-0292-2130	Group Insurance			-	#DIV/0!	781.54	588.70
24	1-211-0292-2140	Medical			-	#DIV/0!	2,766.84	1,922.10
25	1-211-0292-2150	Dental			-	#DIV/0!	827.40	579.34
26	1-211-0292-2170	EHT			-	#DIV/0!	1,645.25	1,599.02
27	1-211-0292-2180	WSIB			-	#DIV/0!	1,864.63	1,792.14
28	1-211-0292-5120	Telephone		1,200.00	- 1,200.00	-100%	627.45	664.77
29	1-211-0292-5180	Travelling Expense		250.00	- 250.00	-100%	-	176.78
30	1-211-0292-5210	Memberships		300.00	- 300.00	-100%		269.66
31	1-211-0292-5220	Conferences/Training		750.00	- 750.00	-100%		
32	1-211-0292-5360	Health & Safety Training		2,000.00	- 2,000.00	-100%		1,021.01
33	1-211-0292-7200	Capital Expenditure			-	#DIV/0!		
		<b>Total</b>	<b>-</b>	<b>4,500.00</b>	<b>- 4,500.00</b>	<b>-100%</b>	<b>109,818.44</b>	<b>100,534.19</b>
		<b>Emergency Management</b>						
34	1-211-0293-3100	Emergency Management Office Supplies	700.00	700.00	-	0%		61.14
35	1-211-0293-5180	Emergency Management Travelling Expense	150.00	150.00	-	0%		46.36
36	1-211-0293-5220	Emergency Management Conferences & Training	2,500.00	2,500.00	-	0%	1,494.46	500.00
	1-211-0293-5390	Emergency Management R & M (Generator)					6,089.47	
37	1-211-0293-5410	Emergency Management Public Awareness	850.00	850.00	-	0%	772.17	1,425.47
38	1-211-0293-5412	Emergency Control Operations	6,500.00	6,500.00	-	0%	3,185.06	
		<b>Total</b>	<b>10,700.00</b>	<b>10,700.00</b>	<b>-</b>	<b>0%</b>	<b>11,541.16</b>	<b>2,032.97</b>
		<b>Total Expenditures</b>	<b>233,838.96</b>	<b>227,463.20</b>	<b>6,375.76</b>	<b>3%</b>	<b>317,705.96</b>	<b>298,498.98</b>

# TRANSPORTATION

## 2023 Budget

Line #	Account	Description	2023 Budget	2022 Budget	\$ Change	% Change	2021 Actual	2020 Actual	2019 Actual	2018 Actual	2017 Actual	2016 Actual
<b>Administration</b>												
1	1-301-0301-1110	Salaries & Wages	351,819.05	249,392.52	102,426.53	41%	221,482.60	222,336.14	217,834.56	200,297.98	188,869.96	209,849.07
2	1-301-0301-1130	Admin/Traffic Count Student	43,150.94	22,697.00	20,453.94	90%	16,241.55		15,901.50	17,676.57	11,340.96	6,906.93
3	1-301-0301-1145	Overtime	5,000.00	5,000.00	-	0%	1,475.20	3,125.23	2.34	761.05	142.25	
4	1-301-0301-1150	Other Honorariums	650.00	650.00	-	0%	1,875.00		500.00	1,875.16	255.08	197.44
5	1-301-0301-1170	Vacation Pay	98,625.84	96,692.00	1,933.84	2%	63,555.64	82,900.61	77,521.06	72,283.18	72,388.01	59,497.49
6	1-301-0301-2000	Sick Leave	10,200.00	10,000.00	200.00	2%	25,727.28	52,612.97	11,868.59	6,730.96	6,929.65	5,300.61
7	1-301-0301-2005	Family Leave	18,521.00	18,030.00	491.00	3%	9,581.19	9,869.69	8,322.78	9,127.06	8,187.67	6,957.24
8	1-301-0301-2010	Statutory Holidays	61,112.00	59,425.00	1,687.00	3%	38,914.02	43,133.23	46,697.97	45,322.89	42,698.04	38,344.47
9	1-301-0301-2020	Bereavement Leave	1,500.00	1,500.00	-	0%	1,213.12		599.82	419.90	692.20	471.66
10	1-301-0301-2100	CPP	45,000.00	48,688.00	- 3,688.00	-8%	40,386.23	42,694.86	41,738.81	38,265.38	37,920.64	38,168.62
11	1-301-0301-2110	EI	18,000.00	21,200.00	- 3,200.00	-15%	16,784.00	18,188.19	19,530.48	18,697.48	18,500.45	21,267.69
12	1-301-0301-2120	Omers	80,000.00	104,850.00	- 24,850.00	-24%	69,595.27	89,926.88	81,720.21	85,311.47	72,747.08	62,595.45
13	1-301-0301-2130	Group Insurance	8,000.00	9,375.00	- 1,375.00	-15%	7,792.72	6,893.31	7,158.86	6,958.23	6,361.19	4,899.47
14	1-301-0301-2140	Medical	35,000.00	30,150.00	4,850.00	16%	35,169.56	24,859.39	30,830.17	24,427.01	27,143.21	23,455.02
15	1-301-0301-2150	Dental	12,000.00	8,000.00	4,000.00	50%	11,317.23	8,174.78	9,885.46	6,828.60	8,884.96	9,792.12
16	1-301-0301-2170	EHT	18,000.00	22,500.00	- 4,500.00	-20%	17,451.65	20,427.30	21,740.60	20,191.46	20,235.74	18,763.99
17	1-301-0301-2180	WSIB	28,000.00	40,000.00	- 12,000.00	-30%	26,918.58	28,537.97	36,120.84	36,120.44	36,496.93	28,623.73
18	1-301-0301-3100	Office Supplies	20,550.00	20,550.00	-	0%	11,499.60	14,445.83	6,132.45	9,470.01	20,235.19	12,131.84
19	1-301-0301-5100	Postage & Courier Services	2,000.00	2,000.00	-	0%	785.27	507.83	2,427.77	959.17	1,207.61	1,165.36
20	1-301-0301-5120	Telephone	3,800.00	1,625.00	2,175.00	134%	2,624.93	1,383.16	1,691.78	1,349.75	1,339.08	1,307.41
21	1-301-0301-5130	Legal Fees	2,500.00	1,500.00	1,000.00	67%	13,647.48		526.61	1,093.86	2,298.40	427.22
22	1-301-0301-5145	Engineering Fees	10,000.00	10,000.00	-	0%	22,333.22	8,863.23	9,111.65	3,774.07	4,675.88	6,524.07
23	1-301-0301-5170	Advertising	1,200.00	1,200.00	-	0%	178.08	2,304.58	330.72	548.18		962.93
24	1-301-0301-5180	Travelling Expense	2,400.00	2,400.00	-	0%	4,631.63	1,653.57	1,940.38	439.63	2,003.86	491.07
25	1-301-0301-5220	Association & Convention	5,000.00	4,300.00	700.00	16%	2,956.04	6,083.62	4,268.66	3,363.73	2,750.18	3,378.25
26	1-301-0301-5230	Seminars	650.00	650.00	-	0%		169.50	262.38	110.00	381.60	962.18
27	1-301-0301-5240	Insurance (Building Etc.)	49,500.00	42,315.00	7,185.00	17%	37,446.93	27,009.00	26,730.14	28,172.73	42,371.76	50,641.82
28	1-301-0301-5260	Other S & R	10,000.00	10,000.00	-	0%	4,287.38	6,969.19	11,951.30	3,100.98	3,938.00	4,711.93
29	1-301-0301-5310	Personnel (Clothing, Etc.)	20,900.00	20,900.00	-	0%	13,405.15	14,787.57	13,767.15	15,580.69	37,868.67	14,385.26
30	1-301-0301-5330	Communications	15,500.00	15,500.00	-	0%	12,944.75	15,206.07	14,563.70	11,493.04	11,261.47	11,824.99
31	1-301-0301-5360	Technical Courses	19,000.00	19,000.00	-	0%	13,217.13	14,841.14	11,807.84	18,871.75	17,847.95	22,094.38
32	1-301-0301-5430	Personnel (Courses/Memberships, Etc.)	3,000.00	3,000.00	-	0%	1,850.23	2,846.62	1,575.29	1,701.22	2,882.53	2,197.04
33	1-301-0301-5610	Fuel & Oil	-	-	-	#DIV/0!	5,215.46	11,216.39	9,392.32	20,343.50	12,980.81	4,126.58
34	1-301-0301-5640	Machine Rental (town)	34,750.00	-	34,750.00	#DIV/0!						
35	1-301-0301-5650	Town Equip. Rental Adjustment	-	497,022.00	497,022.00	-100%	385,745.90	443,966.93	499,317.68	480,636.83	478,280.55	499,491.87
36	1-301-0301-6200	Long Term Debt Charges-Roads	609,339.00	609,339.00	-	0%	522,144.01	527,807.35	468,293.62	303,715.16	264,723.63	243,481.56
37	1-301-0301-7200	Capital Expenditure	1,396,188.34	543,776.00	852,412.34	157%	733,924.81	725,645.29	910,696.46	1,475,656.83	1,007,272.54	654,200.62
38	1-301-0301-7730	To Reserves	114,119.00	131,056.00	- 16,937.00	-13%	305,155.00	652,418.43	519,088.40	102,061.00	384,009.01	526,740.00
<b>Total Administration</b>			<b>3,085,475.17</b>	<b>1,690,238.52</b>	<b>1,395,236.65</b>	<b>83%</b>	<b>1,927,982.04</b>	<b>2,243,532.99</b>	<b>2,143,214.99</b>	<b>2,112,463.29</b>	<b>1,875,600.02</b>	<b>1,597,353.64</b>
<b>Almonte Ward Garage</b>												
39	1-305-0303-1140	Almonte Ward Garage Labour	1,072.00	1,000.00	72.00	7%	1,503.90	1,892.73	89.75	143.22	833.39	99.00
40	1-305-0303-5260	Almonte Ward Garage-Other	1,050.00	1,050.00	-	0%	3,971.06	1,197.08	868.03	910.59	1,116.34	890.45
<b>Total</b>			<b>2,122.00</b>	<b>2,050.00</b>	<b>72.00</b>	<b>4%</b>	<b>5,474.96</b>	<b>3,089.81</b>	<b>957.78</b>	<b>1,053.81</b>	<b>1,949.73</b>	<b>989.45</b>
<b>Pak. Ward Garage</b>												
41	1-305-0306-1140	Pak. Ward Garage Labour	3,388.00	3,160.00	228.00	7%	2,882.94	3,175.00	1,905.41	908.72	3,897.13	8,108.87
42	1-305-0306-4110	Pak. Ward Garage Hydro	3,825.00	3,825.00	-	0%	720.67	2,526.59	3,635.01	2,718.02	4,057.26	3,892.99
43	1-305-0306-4115	Pak. Ward Garage Heating	3,160.00	3,160.00	-	0%	2,593.47	2,021.27	3,212.72	3,306.98	3,082.38	2,814.68
44	1-305-0306-4140	Pak. Ward Garage Maintenance & Cleaning	5,000.00	5,000.00	-	0%	2,339.70					
45	1-305-0306-5120	Pak. Ward Garage Telephone	2,500.00	1,500.00	1,000.00	67%	1,498.12	1,473.69	1,412.62	1,458.47	1,271.17	1,037.58
46	1-305-0306-5240	Pak. Ward Garage Insurance	1,650.00	1,400.00	250.00	18%	1,221.09	880.72	669.13	288.36	441.35	438.77
47	1-305-0306-5260	Pak. Ward Garage Other	750.00	750.00	-	0%	2,634.58	15.03		858.68	95.43	72.85
48	1-305-0306-5380	Pak. Ward Garage Alarm Monitoring	1,000.00	1,000.00	-	0%	931.87	987.47	561.72	754.05	561.72	1,517.25
49	1-305-0306-5670	Pak. Ward Garage Tools, Stock Etc.	8,000.00	8,000.00	-	0%	8,872.82	7,666.82	9,821.87	4,185.89	3,996.79	9,176.89
<b>Total</b>			<b>29,273.00</b>	<b>27,795.00</b>	<b>1,478.00</b>	<b>5%</b>	<b>23,695.26</b>	<b>18,746.59</b>	<b>21,218.48</b>	<b>14,479.17</b>	<b>17,403.23</b>	<b>27,059.88</b>

Line #	Account	Description	2023 Budget	2022 Budget	\$ Change	% Change	2021 Actual	2020 Actual	2019 Actual	2018 Actual	2017 Actual	2016 Actual
		<b>Ramsay Ward Garage</b>										
50	1-305-0307-1140	Ramsay Ward Garage Labour	11,684.00	10,900.00	784.00	7%	12,914.79	9,814.71	12,611.70	13,014.74	7,156.54	5,714.54
51	1-305-0307-1145	Ramsay Ward Garage Overtime	280.50	275.00	5.50	2%	138.11	133.34	359.64	287.58	255.62	43.70
52	1-305-0307-4110	Ramsay Ward Garage Hydro	24,000.00	24,000.00	-	0%	18,092.66	20,725.72	21,126.34	22,628.89	15,108.42	14,582.24
53	1-305-0307-4115	Ramsay Ward Garage Heating	8,000.00	8,000.00	-	0%	4,550.84	5,410.84	7,623.13	9,237.32	4,470.60	3,973.89
54	1-305-0307-4140	Ramsay Ward Garage Cleaning, Maint. Etc.	11,025.00	11,025.00	-	0%	5,096.38	5,086.01	7,035.62	5,762.79	6,928.74	6,402.88
55	1-305-0307-5120	Ramsay Ward Garage Telephone	1,800.00	1,635.00	165.00	10%	1,740.15	2,977.56	2,675.38	1,487.70	1,448.10	1,248.35
56	1-305-0307-5240	Ramsay Ward Garage Insurance (Building Etc.)	2,750.00	2,340.00	410.00	18%	2,035.15	1,467.89	1,696.93	865.05	1,324.01	1,755.11
57	1-305-0307-5260	Ramsay Ward Garage Other S & R	1,700.00	1,700.00	-	0%	7,617.65	1,453.68	2,347.53	1,825.56	1,065.36	611.96
58	1-305-0307-5380	Ramsay Ward Garage Alarm Monitoring	1,200.00	800.00	400.00	50%	769.32	384.66	746.17	576.99	631.92	865.96
59	1-305-0307-5670	Ramsay Ward Garage Tools, Stock Etc.	37,425.00	37,425.00	-	0%	29,839.43	26,976.68	38,603.98	43,003.91	38,217.70	35,596.92
60	1-305-0307-5680	Ramsay Ward Garage Contract (Hydro replace light)	-	-	-	#DIV/0!	430.22	-	-	-	-	1,636.57
		<b>Total</b>	<b>99,864.50</b>	<b>98,100.00</b>	<b>1,764.50</b>	<b>2%</b>	<b>83,224.70</b>	<b>74,431.09</b>	<b>94,826.42</b>	<b>98,690.53</b>	<b>76,607.01</b>	<b>72,432.12</b>
		<b>Total Roads &amp; Public Works Facilities</b>	<b>131,259.50</b>	<b>127,945.00</b>	<b>3,314.50</b>	<b>3%</b>	<b>112,394.92</b>	<b>96,267.49</b>	<b>117,002.68</b>	<b>114,223.51</b>	<b>95,959.97</b>	<b>100,481.45</b>
		<b>Street Lighting</b>										
61	1-311-0305-1140	Street Lighting Labour	670.00	625.00	45.00	7%	-	-	884.64	456.50	492.26	845.80
62	1-311-0305-4110	Street Lighting Hydro	68,000.00	68,000.00	-	0%	56,401.24	64,802.89	61,279.02	84,363.00	139,700.09	124,540.27
63	1-311-0305-5640	Street Lighting Machine Rental (town)	-	-	-	#DIV/0!	92.00	23.00	151.60	66.40	72.60	191.40
64	1-311-0305-5680	Street Lighting Contract	13,362.00	13,100.00	262.00	2%	5,545.04	9,642.15	4,967.70	12,794.58	23,982.62	28,343.57
		<b>Total Street Lighting</b>	<b>82,032.00</b>	<b>81,725.00</b>	<b>307.00</b>	<b>0%</b>	<b>62,038.28</b>	<b>74,468.04</b>	<b>67,282.96</b>	<b>97,680.48</b>	<b>164,247.57</b>	<b>153,921.04</b>
		<b>Bridges &amp; Culverts</b>										
65	1-311-0311-1140	Bridges & Culverts Labour	16,401.00	15,300.00	1,101.00	7%	9,798.87	9,277.40	20,698.61	15,661.15	13,005.18	7,584.06
66	1-311-0311-1145	Bridges & Culverts Overtime	867.00	850.00	17.00	2%	488.46	60.55	1,385.27	912.94	976.11	201.91
67	1-311-0311-4110	Bridges & Culverts Hydro	1,000.00	1,000.00	-	0%	18.17	955.01	49.19	951.18	542.73	835.05
68	1-311-0311-5640	Bridges & Culverts Machine Rental (town)	-	6,325.00	- 6,325.00	-100%	2,381.10	3,998.90	7,129.80	7,859.60	5,789.00	4,217.95
69	1-311-0311-5670	Bridges & Culverts Materials	68,250.00	65,000.00	3,250.00	5%	12,366.20	15,880.44	53,489.19	88,394.93	44,103.45	38,232.33
		<b>Total Bridges &amp; Culverts</b>	<b>86,518.00</b>	<b>88,475.00</b>	<b>- 1,957.00</b>	<b>-2%</b>	<b>25,052.80</b>	<b>30,172.30</b>	<b>82,752.06</b>	<b>113,779.80</b>	<b>64,416.47</b>	<b>51,071.30</b>
		<b>Roadside Maintenance</b>										
70	1-311-0330-1140	Roadside Maintenance Labour	154,970.00	144,565.00	10,405.00	7%	87,806.54	87,343.04	120,305.13	118,961.37	120,463.72	105,155.26
71	1-311-0330-1145	Roadside Maintenance Overtime	13,902.60	13,630.00	272.60	2%	9,247.98	5,131.94	15,487.58	16,863.21	13,543.96	12,033.47
72	1-311-0330-5640	Roadside Maintenance Machine Rental (Town)	-	46,135.00	- 46,135.00	-100%	30,168.85	31,941.83	47,378.50	41,354.25	43,781.55	42,752.67
73	1-311-0330-5670	Roadside Maintenance Materials	45,286.50	43,130.00	2,156.50	5%	16,114.66	18,687.02	28,417.36	53,206.06	33,752.80	33,643.52
74	1-311-0330-5679	Roadside Maintenance Wild Parsnip	50,000.00	50,000.00	-	0%	15,862.65	673.59	27,870.18	-	-	-
75	1-311-0330-5680	Roadside Maintenance Contract	189,720.00	186,000.00	3,720.00	2%	131,824.76	133,096.28	158,191.53	161,813.13	124,839.23	133,554.31
		<b>Total Roadside Maintenance</b>	<b>453,879.10</b>	<b>483,460.00</b>	<b>- 29,580.90</b>	<b>-6%</b>	<b>291,025.44</b>	<b>276,873.70</b>	<b>397,650.28</b>	<b>392,198.02</b>	<b>336,381.26</b>	<b>327,139.23</b>
		<b>Paved Road Maintenance</b>										
76	1-311-0331-1140	Paved Road Labour	72,980.00	68,080.00	4,900.00	7%	51,102.59	78,915.70	60,851.37	62,146.39	53,077.13	51,743.44
77	1-311-0331-1145	Paved Road Overtime	1,989.00	1,950.00	39.00	2%	650.84	1,435.04	1,731.68	2,841.44	1,669.31	1,098.75
78	1-311-0331-5640	Paved Road Machine Rental (Town)	-	23,050.00	- 23,050.00	-100%	14,684.40	30,301.30	19,815.60	20,096.60	19,324.35	21,230.90
79	1-311-0331-5670	Paved Road Materials	60,375.00	57,500.00	2,875.00	5%	35,736.46	39,155.10	45,686.29	45,694.83	52,897.12	57,135.29
80	1-311-0331-5680	Paved Road Contract	33,660.00	33,000.00	660.00	2%	20,943.14	21,857.53	29,914.98	22,826.31	25,005.97	23,585.42
		<b>Total Paved Road Maintenance</b>	<b>169,004.00</b>	<b>183,580.00</b>	<b>- 14,576.00</b>	<b>-8%</b>	<b>123,117.43</b>	<b>171,664.67</b>	<b>157,999.92</b>	<b>153,605.57</b>	<b>151,973.88</b>	<b>154,793.80</b>
		<b>Unpaved Road Maintenance</b>										
81	1-311-0341-1140	Unpaved Road Maintenance Labour	68,714.00	64,100.00	4,614.00	7%	54,585.17	44,352.02	54,430.44	53,404.23	64,533.74	57,722.93
82	1-311-0341-1145	Unpaved Road Maintenance Overtime	7,155.30	7,015.00	140.30	2%	1,977.31	5,759.23	5,514.95	6,094.02	8,369.20	2,273.17
83	1-311-0341-5640	Unpaved Road Maintenance Machine Rental (Town)	-	76,370.00	- 76,370.00	-100%	64,894.32	56,991.28	79,744.58	67,912.75	82,006.05	74,653.70
84	1-311-0341-5670	Unpaved Road Maintenance Materials	152,533.50	145,270.00	7,263.50	5%	126,584.53	133,614.78	147,438.37	144,751.90	129,784.10	138,482.72
		<b>Total Unpaved Road Maintenance</b>	<b>228,402.80</b>	<b>292,755.00</b>	<b>- 64,352.20</b>	<b>-22%</b>	<b>248,041.33</b>	<b>240,717.31</b>	<b>287,128.34</b>	<b>272,162.90</b>	<b>284,693.09</b>	<b>273,132.52</b>
		<b>Snowplowing</b>										
85	1-311-0351-1140	Snowplowing Labour	69,680.00	65,000.00	4,680.00	7%	32,941.69	45,844.39	61,627.37	50,555.00	43,477.36	53,668.72
86	1-311-0351-1145	Snowplowing Overtime	51,765.00	50,750.00	1,015.00	2%	29,135.24	39,911.73	58,697.58	46,955.01	53,481.32	59,251.55
87	1-311-0351-5640	Snowplowing Machine Rental (town)	-	171,700.00	- 171,700.00	-100%	98,454.45	142,247.35	197,308.60	177,518.75	156,196.15	207,092.15

Line #	Account	Description	2023 Budget	2022 Budget	\$ Change	% Change	2021 Actual	2020 Actual	2019 Actual	2018 Actual	2017 Actual	2016 Actual
		<b>Total</b>	<b>121,445.00</b>	<b>287,450.00</b>	<b>- 166,005.00</b>	<b>-58%</b>	<b>160,531.38</b>	<b>228,003.47</b>	<b>317,633.55</b>	<b>275,028.76</b>	<b>253,154.83</b>	<b>320,012.42</b>
		<b>Snow Removal</b>										
88	1-311-0352-1140	Snow Removal Labour	25,730.00	24,000.00	1,730.00	7%	14,613.06	21,099.50	19,652.92	10,563.71	17,252.56	21,105.18
89	1-311-0352-1145	Snow Removal Overtime	28,560.00	28,000.00	560.00	2%	10,970.36	24,484.92	27,231.78	15,440.92	25,008.41	23,572.51
90	1-311-0352-5640	Snow Removal Machine Rental (town)		52,812.00	- 52,812.00	-100%	33,156.05	58,636.20	53,625.25	41,457.60	53,387.80	60,515.25
91	1-311-0352-5670	Snow Removal Materials	-	-	-	#DIV/0!	-	-	864.96	-	5,353.09	763.20
92	1-311-0352-5680	Snow Removal Contract	104,550.00	102,500.00	2,050.00	2%	36,628.03	94,709.29	108,739.23	46,996.66	99,710.31	95,977.79
		<b>Total</b>	<b>158,840.00</b>	<b>207,312.00</b>	<b>- 48,472.00</b>	<b>-23%</b>	<b>95,367.50</b>	<b>198,929.91</b>	<b>210,114.14</b>	<b>114,458.89</b>	<b>200,712.17</b>	<b>201,933.93</b>
		<b>Sanding &amp; Salting</b>										
93	1-311-0353-1140	Sanding & Salting Labour	21,975.00	20,500.00	1,475.00	7%	17,662.78	15,671.93	19,651.68	23,400.36	21,207.31	10,346.99
94	1-311-0353-1145	Sanding & Salting Overtime	19,227.00	18,850.00	377.00	2%	16,893.55	10,161.25	18,722.67	28,837.36	16,118.30	17,467.61
95	1-311-0353-5640	Sanding & Salting Machine Rental (town)		61,400.00	- 61,400.00	-100%	69,899.30	50,533.20	51,621.36	72,235.18	66,278.65	35,393.20
96	1-311-0353-5670	Sanding & Salting Materials	490,000.00	387,500.00	102,500.00	26%	298,802.52	324,769.03	408,127.28	303,646.20	266,214.55	173,635.63
		<b>Total</b>	<b>531,202.00</b>	<b>488,250.00</b>	<b>42,952.00</b>	<b>9%</b>	<b>403,258.15</b>	<b>401,135.41</b>	<b>498,122.99</b>	<b>428,119.10</b>	<b>369,818.81</b>	<b>236,843.43</b>
		<b>Culvert Thawing &amp; CB Cleaning</b>										
97	1-311-0354-5640	Culvert Thawing & CB Cleaning Machine Rental		-	-	#DIV/0!	-	-	-	23.00	-	103.50
		<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>23.00</b>	<b>-</b>	<b>103.50</b>
		<b>Plowing/Sanding Sidewalks</b>										
98	1-311-0356-1140	Plowing/Sanding Sidewalks Labour	12,030.00	11,220.00	810.00	7%	6,281.49	7,839.63	10,601.65	8,809.45	8,946.66	8,493.86
99	1-311-0356-1145	Plowing/Sanding Sidewalks Overtime	8,466.00	8,300.00	166.00	2%	8,259.34	5,860.77	7,338.09	7,264.00	6,620.45	8,122.09
100	1-311-0356-5640	Plowing/Sanding Sidewalks Machine Rental (town)		16,320.00	- 16,320.00	-100%	12,069.95	13,700.75	15,655.25	15,726.30	16,527.20	16,385.75
101	1-311-0356-5670	Plowing/Sanding Sidewalks Materials	-	-	-	#DIV/0!	-	-	-	-	-	-
102	1-311-0356-5680	Plowing/Sanding Sidewalks Contract	8,823.00	8,650.00	173.00	2%	7,469.19	6,985.82	11,799.07	7,891.47	7,235.13	10,481.27
		<b>Total</b>	<b>29,319.00</b>	<b>44,490.00</b>	<b>- 15,171.00</b>	<b>-34%</b>	<b>34,079.97</b>	<b>34,386.97</b>	<b>45,394.06</b>	<b>39,691.22</b>	<b>39,329.44</b>	<b>43,482.97</b>
		<b>Total Winter Control</b>	<b>840,806.00</b>	<b>1,027,502.00</b>	<b>- 186,696.00</b>	<b>-18%</b>	<b>693,237.00</b>	<b>862,455.76</b>	<b>1,071,264.74</b>	<b>857,320.97</b>	<b>863,015.25</b>	<b>802,376.25</b>
		<b>Safety Devices</b>										
103	1-311-0361-1140	Safety Devices Labour	17,585.00	16,405.00	1,180.00	7%	10,198.54	11,348.17	16,927.26	13,950.27	20,645.72	13,921.90
104	1-311-0361-1145	Safety Devices Overtime	612.00	600.00	12.00	2%	2,698.41	361.56	631.62	955.18	541.41	326.71
105	1-311-0361-4110	Safety Devices Hydro	3,570.00	3,570.00	-	0%	-	2,638.08	3,148.53	2,964.27	3,546.06	3,362.97
106	1-311-0361-5640	Safety Devices Machine Rental		3,200.00	- 3,200.00	-100%	1,549.80	3,454.90	2,730.10	2,040.10	4,324.90	2,125.70
107	1-311-0361-5670	Safety Devices Materials	14,721.00	14,020.00	701.00	5%	8,598.27	13,279.38	11,213.62	11,100.22	15,062.10	17,658.20
108	1-311-0361-5680	Safety Devices Contract	47,430.00	46,500.00	930.00	2%	45,295.51	43,648.08	40,746.28	35,141.54	18,355.08	24,030.60
		<b>Total Safety Devices</b>	<b>83,918.00</b>	<b>84,295.00</b>	<b>- 377.00</b>	<b>0%</b>	<b>68,340.53</b>	<b>74,730.17</b>	<b>75,397.41</b>	<b>66,151.58</b>	<b>62,475.27</b>	<b>61,426.08</b>
		<b>Entrances &amp; Addressing</b>										
109	1-311-0371-1140	Entrances & Addressing Labour	3,175.00	2,960.00	215.00	7%	2,505.81	3,697.40	2,020.14	2,096.59	1,388.88	1,562.61
110	1-311-0371-5640	Entrances & Addressing Machine Rental (town)		510.00	- 510.00	-100%	382.80	623.70	402.40	303.60	226.30	297.00
111	1-311-0371-5670	Entrances & Addressing Materials	1,606.50	1,530.00	76.50	5%	510.03	228.96	-	1,687.51	273.43	6,974.68
		<b>Total Entrances &amp; Addressing</b>	<b>4,781.50</b>	<b>5,000.00</b>	<b>- 218.50</b>	<b>-4%</b>	<b>3,398.64</b>	<b>4,550.06</b>	<b>2,422.54</b>	<b>4,087.70</b>	<b>1,888.61</b>	<b>8,834.29</b>
		<b>Municipal Property</b>										
112	1-312-0374-1140	Municipal Property Labour	53,019.00	49,460.00	3,559.00	7%	34,015.46	31,334.46	31,967.29	34,641.57	34,257.91	28,080.56
113	1-312-0374-1145	Municipal Property Overtime	2,779.50	2,725.00	54.50	2%	1,490.47	2,990.65	2,848.15	1,448.84	2,657.52	2,253.89
114	1-312-0374-5640	Municipal Property Machine Rental (Town)		4,650.00	- 4,650.00	-100%	4,900.95	4,758.80	3,282.65	3,597.10	4,340.00	3,966.10
115	1-312-0374-5670	Municipal Property Materials	7,402.50	7,050.00	352.50	5%	4,049.49	4,158.45	9,662.02	5,997.49	5,391.58	7,337.75
116	1-312-0374-5680	Municipal Property Contract	535.50	525.00	10.50	2%	92.29	315.88	739.06	430.38	174.62	521.93
		<b>Total Municipal Property</b>	<b>63,736.50</b>	<b>64,410.00</b>	<b>- 673.50</b>	<b>-1%</b>	<b>44,548.66</b>	<b>43,558.24</b>	<b>48,499.17</b>	<b>46,115.38</b>	<b>46,821.63</b>	<b>42,160.23</b>
		<b>Light Duty Vehicles</b>										
117	1-313-0380-1140	Light Duty Vehicles Labour	2,630.00	2,455.00	175.00	7%	2,611.23	2,632.91	1,839.24	1,924.51	2,688.08	2,799.78
118	1-313-0380-5240	Light Duty Vehicles Insurance	4,500.00	3,900.00	600.00	15%	3,523.38	2,998.14	2,814.00	3,288.00	4,278.78	4,142.46
119	1-313-0380-5600	Light Duty Vehicles M & R Parts (tires, general repairs)	8,001.90	7,845.00	156.90	2%	7,483.42	8,194.15	11,455.38	6,501.56	8,897.30	12,001.84
120	1-313-0380-5610	Light Duty Vehicles Fuel & Oil	29,694.00	28,280.00	1,414.00	5%	25,360.83	24,204.51	27,160.15	26,568.05	22,825.32	16,903.74
121	1-313-0380-5690	Light Duty Vehicles Licences	1200	1,010.00	190.00	19%	1,632.00	1,155.75	1,155.75	1,237.50	874.50	961.06
		<b>Total Light Duty Vehicles</b>	<b>46,025.90</b>	<b>43,490.00</b>	<b>2,535.90</b>	<b>6%</b>	<b>40,610.86</b>	<b>39,185.46</b>	<b>44,424.52</b>	<b>39,519.62</b>	<b>39,563.98</b>	<b>36,808.88</b>

Line #	Account	Description	2023 Budget	2022 Budget	\$ Change	% Change	2021 Actual	2020 Actual	2019 Actual	2018 Actual	2017 Actual	2016 Actual
<b>Large Trucks</b>												
122	1-313-0381-1140	Large Trucks Labour	39,100.00	36,475.00	2,625.00	7%	37,743.36	38,936.88	30,960.74	38,126.43	31,304.97	31,453.07
123	1-313-0381-1145	Large Trucks Overtime	-	-	-	#DIV/0!	306.07	497.49	360.25	477.33	884.34	349.33
124	1-313-0381-5240	Large Trucks Insurance	15,111.00	10,550.00	4,561.00	43%	8,246.25	7,846.90	6,032.00	5,480.00	7,131.30	6,904.10
125	1-313-0381-5600	Large Trucks M&R Parts	107,151.00	105,050.00	2,101.00	2%	140,520.21	115,101.81	101,871.93	101,597.52	81,579.53	87,303.63
126	1-313-0381-5610	Large Trucks Fuel & Oil	71,002.05	67,621.00	3,381.05	5%	53,070.11	41,555.87	65,551.95	66,526.32	59,726.89	53,248.95
127	1-313-0381-5690	Large Trucks Licenses	26,500.00	21,021.00	5,479.00	26%	35,508.78	19,941.75	21,006.13	20,572.67	20,214.05	21,984.64
128	1-313-0381-6200	Large Trucks Loan Payments	49,995.00	49,995.00	-	0%	51,874.74	49,902.96	49,949.23	42,903.12	45,767.55	24,182.41
		<b>Total Large Trucks</b>	<b>308,859.05</b>	<b>290,712.00</b>	<b>18,147.05</b>	<b>6%</b>	<b>327,269.52</b>	<b>273,783.66</b>	<b>275,732.23</b>	<b>275,683.39</b>	<b>246,608.63</b>	<b>225,426.13</b>
<b>Large Equipment</b>												
129	1-313-0382-1140	Large Equipment Labour	32,159.00	30,000.00	2,159.00	7%	25,966.64	27,641.26	26,043.52	25,676.54	29,016.37	27,384.18
130	1-313-0382-1145	Large Equipment Overtime	-	-	-	#DIV/0!	310.91	245.84	535.51	665.08	1,361.41	680.91
131	1-313-0382-5600	Large Equipment M&R Parts	75,862.50	74,375.00	1,487.50	2%	77,660.99	81,868.39	61,198.18	73,397.00	64,102.35	75,756.98
132	1-313-0382-5610	Large Equipment Fuel & Oil	67,557.00	64,340.00	3,217.00	5%	51,459.74	48,545.79	64,010.67	54,101.90	48,616.15	39,189.92
133	1-313-0382-5640	Large Equipment Machine Rental	-	-	-	#DIV/0!	1,617.65	-	-	2,520.52	-	-
134	1-313-0382-6200	Large Equipment Loan Payments	165,561.00	165,561.00	-	0%	163,302.58	165,254.51	165,297.26	102,106.73	47,296.10	46,781.99
		<b>Total Large Equipment</b>	<b>341,139.50</b>	<b>334,276.00</b>	<b>6,863.50</b>	<b>2%</b>	<b>320,318.51</b>	<b>323,555.79</b>	<b>317,085.14</b>	<b>258,467.77</b>	<b>190,392.38</b>	<b>189,793.98</b>
<b>Other Equipment</b>												
135	1-313-0383-1140	Other Equipment Labour	6,075.00	5,670.00	405.00	7%	7,631.78	4,088.21	1,778.12	6,668.87	7,414.04	5,966.32
136	1-313-0383-1145	Other Equipment Overtime	331.50	325.00	6.50	2%	7.54	495.30	44.93	357.24	379.32	477.12
137	1-313-0383-5260	Other Equipment Other S&R	-	-	-	#DIV/0!	-	-	-	-	-	35.00
138	1-313-0383-5600	Other Equipment M & R Parts	36,039.66	35,333.00	706.66	2%	28,291.26	31,124.83	44,205.09	28,960.84	30,840.49	33,448.24
139	1-313-0383-5610	Other Equipment Fuel & Oil	1,638.00	1,560.00	78.00	5%	259.66	280.33	872.09	323.26	1,013.35	236.62
		<b>Total Other Equipment</b>	<b>44,084.16</b>	<b>42,888.00</b>	<b>1,196.16</b>	<b>3%</b>	<b>36,190.24</b>	<b>35,988.67</b>	<b>46,900.23</b>	<b>36,310.21</b>	<b>39,647.20</b>	<b>40,163.30</b>
<b>Total Vehicles &amp; Equipment</b>			<b>740,108.61</b>	<b>711,366.00</b>	<b>28,742.61</b>	<b>4%</b>	<b>724,389.13</b>	<b>672,513.58</b>	<b>684,142.12</b>	<b>609,980.99</b>	<b>516,212.19</b>	<b>492,192.29</b>
<b>Total Expenditures</b>			<b>5,969,921.18</b>	<b>4,840,751.52</b>	<b>1,129,169.66</b>	<b>23%</b>	<b>4,323,566.20</b>	<b>4,791,504.31</b>	<b>5,134,757.21</b>	<b>4,839,770.19</b>	<b>4,463,685.21</b>	<b>4,064,882.12</b>



# SEPTAGE

## 2023 Budget

Line #	Account	Description	2023 Budget	2022 Budget	\$ Change	% Change	2021 Actual	2020 Actual
<b>Revenue</b>								
1	1-105-1058-0610	Septage Fees	-	50,000.00	- 50,000.00	-	0%	- 57,145.42 - 79,295.34
<b>Expenditures</b>								
2	1-911-0911-5700	Contract Costs	30,000.00	30,000.00	-	0%	30,000.00	25,000.00
3	1-911-0911-7200	Capital Expenditures			-	#DIV/0!		
4	1-911-091-7730	To Reserves	20,000.00	20,000.00	-	0%	27,145.42	54,295.34
<b>Total Expenditures</b>			50,000.00	50,000.00	-	0%	57,145.42	79,295.34
<b>Net Septage</b>			-	-	-	#DIV/0!	-	-

## WASTE MANAGEMENT

### 2023 Budget

Line #	Account	Description	2023 Budget	2022 Budget	\$ Change	% Change	2021 Actual	2020 Actual
<b>Revenue</b>								
1	1-105-1058-0607	Garbage Tags	- 10,000.00	- 10,000.00	-	0%	- 21,577.00	- 15,408.00
2	1-105-1058-0608	Garbage Fees	- 1,675,800.00	- 1,637,244.00	- 38,556.00	2%	- 1,615,320.00	- 1,470,520.00
3	1-105-1058-0609	Blue Box Receipts	- 500.00	- 500.00	-	0%	- 771.72	- 1,194.75
4	1-105-1058-0660	Recycling Revenue	- 165,000.00	- 165,000.00	-	0%	- 184,973.01	- 183,522.36
5	1-107-9408-0010	Dump Fees	-	-	-	#DIV/0!	-	-
6	1-107-9409-0010	Composting Units	- 750.00	- 750.00	-	0%	- 885.00	- 601.80
	1-107-9490-0010	Reserves	- 301,060.28	- 301,870.00	809.72	0%	- 178,000.00	- 135,782.57
<b>Total Revenue</b>			- 2,153,110.28	- 2,115,364.00	- 37,746.28	2%	- 2,001,526.73	- 1,807,029.48
<b>Expenditures</b>								
<b>Administration</b>								
7	1-411-0440-1140	Labour	39,730.02	38,951.00	779.02	2%	17,610.52	16,719.61
8	1-411-0440-1145	Overtime			-	#DIV/0!		-
9	1-411-0440-1170	Vacation Pay	627.30	615.00	12.30	2%	485.14	524.60
10	1-411-0440-2005	Family Leave			-	#DIV/0!		
11	1-411-0440-2010	Statutory Holidays	714.00	700.00	14.00	2%	452.80	411.93
12	1-411-0440-5170	Advertising		5,000.00	- 5,000.00	-100%		3,550.42
13	1-411-0440-5180	Travelling Expense	750.00	750.00	-	0%		
14	1-411-0440-5360	Technical Courses	1,100.00	1,100.00	-	0%		
<b>Total</b>			<b>42,921.32</b>	<b>47,116.00</b>	<b>- 4,194.68</b>	<b>-9%</b>	<b>18,548.46</b>	<b>21,206.56</b>
<b>Waste Collection</b>								
15	1-411-0441-1140	Waste Collection Labour	5,100.00	5,000.00	100.00	2%	12,452.49	28,234.50
16	1-411-0441-5100	Waste Collection Postage & Courier Services	5,500.00	5,000.00	500.00	10%	5,341.85	4,723.74
17	1-411-0441-5260	Waste Collection Other S & R	2,900.00	2,900.00	-	0%		154.09
18	1-411-0441-5640	Waste Collection Machine Rental (town)		200.00	- 200.00	-100%		9.00
19	1-411-0441-5680	Garbage Collection Contract	826,200.00	810,000.00	16,200.00	2%	901,369.62	812,348.06
20	1-411-0441-5690	Contract Landfill Depot Passes (Disposal)	147,900.00	145,000.00	2,900.00	2%	161,003.90	142,346.17
21	1-411-0441-5710	Recycling Collection Contract	843,336.00	826,800.00	16,536.00	2%	569,310.42	604,997.00
22	1-411-0441-5720	Waste Collection Waste Diversion Program	40,000.00	40,000.00	-	0%	29,458.27	23,030.56
23	1-411-0441-5730	Waste Collection Spring Large Item	10,000.00	10,000.00	-	0%		7,412.10
<b>Total</b>			<b>1,880,936.00</b>	<b>1,844,900.00</b>	<b>36,036.00</b>	<b>2%</b>	<b>1,678,936.55</b>	<b>1,623,255.22</b>
<b>Landfill Site</b>								
24	1-411-0451-1140	Landfill Site Labour	10,595.76	10,388.00	207.76	2%	8,160.53	7,440.36
25	1-411-0451-1145	Landfill Site Overtime	510.00	500.00	10.00	2%	41.18	159.76
26	1-411-0451-4110	Landfill Site Hydro	2,040.00	2,040.00	-	0%	925.80	1,564.30
27	1-411-0451-5120	Landfill Site Telephone			-	#DIV/0!		

Line #	Account	Description	2023 Budget	2022 Budget	\$ Change	% Change	2021 Actual	2020 Actual
28	1-411-0451-5145	Landfill Site Engineering Fees	2,500.00	2,500.00	-	0%	992.16	
29	1-411-0451-5240	Landfill Site Insurance (Building Etc.)			-	#DIV/0!		
30	1-411-0451-5260	Landfill Site Other S & R	69,360.00	69,360.00	-	0%	62,485.90	59,543.90
31	1-411-0451-5640	Landfill Site Machine Rental (town)		1,500.00	- 1,500.00	-100%	1,441.55	1,164.50
32	1-411-0451-5670	Landfill Site Materials	25,000.00	25,000.00	-	0%	21,695.27	321.53
33	1-411-0451-5680	Landfill Site Contract	13,525.20	13,260.00	265.20	2%	4,356.83	5,106.30
34	1-411-0451-7200	Capital Expenditure	80,000.00	72,000.00	8,000.00	11%	24,312.49	63,083.63
35	1-411-0451-7730	To Reserves			-	#DIV/0!		8,000.00
		<b>Total</b>	<b>203,530.96</b>	<b>196,548.00</b>	<b>6,982.96</b>	<b>4%</b>	<b>124,411.71</b>	<b>146,384.28</b>
<b>Pak. Waste Recycle Depot</b>								
36	1-411-0452-1140	Pak. Waste Recycle Depot Labour	5,712.00	5,600.00	112.00	2%	7,250.63	5,311.89
37	1-411-0452-1145	Pak. Waste Recycle Depot Overtime	510.00	500.00	10.00	2%	236.29	704.45
38	1-411-0452-5260	Pak. Waste Recycle Depot Other S&R	3,500.00	3,500.00	-	0%	4,616.02	1,714.27
39	1-411-0452-5640	Pak. Waste Recycle Depot Machine Rental (town)		1,200.00	- 1,200.00	-100%	1,703.50	1,005.00
40	1-411-0452-5670	Pak. Waste Recycle Depot Materials			-	#DIV/0!		
41	1-411-0452-5680	Pak. Waste Recycle Depot Contract			-	#DIV/0!		
		<b>Total</b>	<b>9,722.00</b>	<b>10,800.00</b>	<b>- 1,078.00</b>	<b>-10%</b>	<b>13,806.44</b>	<b>8,735.61</b>
<b>Waste Diversion Program</b>								
42	1-411-0460-5550	Env. Advisory Committee			-	#DIV/0!		
43	1-411-0460-5100	Waste Diversion Program Postage & Courier Services			-	#DIV/0!		
44	1-411-0460-5410	Waste Diversion Program Promotional/Educational	14,500.00	14,500.00	-	0%	2,893.37	7,447.81
45	1-411-0460-5460	Waste Diversion Prog.Subscriptions/Books/Magazines	500.00	500.00	-	0%		
46	1-411-0460-5480	Waste Diversion Program Composters	1,000.00	1,000.00	-	0%		
		<b>Total</b>	<b>16,000.00</b>	<b>16,000.00</b>	<b>-</b>	<b>0%</b>	<b>2,893.37</b>	<b>7,447.81</b>
<b>Total Expenditures</b>			<b>2,153,110.28</b>	<b>2,115,364.00</b>	<b>37,746.28</b>	<b>2%</b>	<b>1,838,596.53</b>	<b>1,807,029.48</b>
<b>Net Waste Management</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>162,930.20</b>	<b>-</b>

## Childcare Services

### 2023 Budget

Line #	Account	Description	2023 Budget	2022 Budget	\$ Change	% Change	2021 Actual	2020 Actual
1	1-611-0611-7200	Capital	0.00	16,000.00	- 16,000.00	-100%	-	
2	1-611-0611-7730	Transfers to Reserves		-	-	#DIV/0!	-	37,175.00
3	1-611-0611-8100	Municipal Grant	-	1,315.00	- 1,315.00	-100%	87,976.88	
			<hr/>					
			-	<b>17,315.00</b>	- <b>17,315.00</b>	-100%	<b>87,976.88</b>	<b>37,175.00</b>
			<hr/>					

## Childcare Services 2023 Budget

Line #	Account	Description	2023 Budget	2022 Budget	\$ Change	% Change	2021 Actual	2020 Actual
Revenues								
1	3-105-1058-D102	Parent Full Fees	- 1,813,711.25 -	1,564,843.99	- 248,867.26	16%	- 1,043,824.02	- 635,704.68
2	3-105-1058-D103	Fee Subsidy-County of Lanark	- 332,198.00 -	232,850.00	- 99,348.00	43%	- 183,375.64	- 188,813.21
3	3-105-1058-D104	Wage Subsidy	- 977,000.00 -	823,384.38	- 153,615.62	19%	- 889,738.15	- 965,611.23
4	3-105-1058-D105	Municipal Grant	- -	1,315.00	1,315.00	-100%	- 233,336.24	-
5	3-105-1058-D107	Miscellaneous Revenue	- 5,000.00 -	5,000.00	-	0%	- 1,283.96	- 2,465.74
6	3-105-1058-D110	Reserves	- 41,790.75 -	-	41,790.75	#DIV/0!	-	-
7	3-105-1058-D111	DC Reserve Funds	- 23,100.00 -	90,677.63	67,577.63	-75%	- 23,100.00	- 15,460.00
Total Revenues			- 3,192,800.00 -	2,718,071.00	- 474,729.00	17%	- 2,374,658.01	- 1,808,054.86
Salaries & Benefits								
8	3-621-0012-0001	Teaching-Full Time	1,725,566.00	1,322,649.00	402,917.00	30%	842,714.76	655,394.43
9	3-621-0012-0002	Teaching-Part Time	300,663.00	411,139.00	- 110,476.00	-27%	- 2,620.17	14,680.34
10	3-621-0012-0003	Teaching-Supply	-	-	-	#DIV/0!	721,754.88	471,262.48
11	3-621-0012-0004	Cooks	72,500.00	72,053.00	447.00	1%	58,366.63	37,073.04
12	3-621-0012-0006	Caretaking	47,963.00	31,350.00	16,613.00	53%	18,170.82	14,483.97
13	3-621-0012-0007	Maintenance	-	-	-	#DIV/0!	- 141.90	78.56
14	3-621-0012-0008	Director	102,909.00	97,479.00	5,430.00	6%	93,762.44	116,480.49
15	3-621-0012-0009	Admin Support	25,750.00	25,226.00	524.00	2%	-	-
16	3-621-0013-1170	Vacation Pay	9,617.00	16,445.00	- 6,828.00	-42%	29,470.97	23,556.46
17	3-621-0013-2100	CPP	162,100.00	107,549.00	54,551.00	51%	86,562.24	65,794.03
18	3-621-0013-2110	EI	50,235.00	43,098.00	7,137.00	17%	36,773.41	29,656.95
19	3-621-0013-2120	Omers	207,452.00	146,519.00	60,933.00	42%	107,422.84	100,057.28
20	3-621-0013-2130	Group Insurance	3,250.00	12,300.00	- 9,050.00	-74%	9,147.47	8,729.11
21	3-621-0013-2140	Medical	52,000.00	48,702.00	3,298.00	7%	38,993.36	32,893.89
22	3-621-0013-2150	Dental	19,100.00	14,980.00	4,120.00	28%	10,710.55	9,346.35
23	3-621-0013-2170	EHT	44,414.00	38,217.00	6,197.00	16%	34,482.78	27,016.89
24	3-621-0013-2180	WSIB	54,650.00	43,313.00	11,337.00	26%	43,766.33	33,995.88
Total			2,878,169.00	2,431,019.00	447,150.00	18%	2,129,337.41	1,640,500.15
				1,959,896.00				
Materials & Supplies								
24	3-631-0020-3100	Office Supplies	7,500.00	7,500.00	-	0%	587.29	4,146.11
25	3-631-0020-3150	Programs	40,000.00	30,000.00	10,000.00	33%	25,791.67	19,333.05

Line #	Account	Description	2023 Budget	2022 Budget	\$ Change	% Change	2021 Actual	2020 Actual
26	3-631-0020-3240	Repairs & Maintenance	5,000.00	5,000.00	-	0%	11,469.10	824.43
27	3-631-0020-3250	Food	123,420.00	112,200.00	11,220.00	10%	99,692.30	48,152.17
28	3-631-0020-3260	Staff Gift	1,250.00	1,250.00	-	0%	173.47	1,530.00
29	3-631-0020-4130	Equipment	6,000.00	6,000.00	-	0%	15,908.66	5,786.11
30	3-631-0020-4140	Cleaning	15,750.00	15,750.00	-	0%	2,439.42	6,038.25
31	3-631-0020-5260	Kitchen	7,000.00	7,000.00	-	0%	2,135.08	8.17
		<b>Total</b>	<b>205,920.00</b>	<b>184,700.00</b>	<b>21,220.00</b>	<b>11%</b>	<b>135,258.79</b>	<b>85,801.95</b>
		<b>Services &amp; Rents</b>						
32	3-631-0030-4110	Hydro	5,959.00	5,959.00	-	0%	4,539.58	3,854.27
32a	3-631-0030-4115	Heating	5,200.00	5,200.00	-	0%	3,772.25	3,813.88
32b	3-631-0030-4120	Water	3,887.00	3,887.00	-	0%	3,132.33	4,430.69
33	3-631-0030-5120	Telephone	7,650.00	7,650.00	-	0%	9,632.77	10,144.04
34	3-631-0030-5150	Other Professional Fees	3,121.00	3,121.00	-	0%	6,074.18	5,656.33
35	3-631-0030-5160	Computer Services Expense	3,000.00	3,000.00	-	0%	1,762.09	1,565.53
36	3-631-0030-5180	Travelling Expense	3,500.00	3,500.00	-	0%	487.52	591.82
37	3-631-0030-5230	Conferences	3,000.00	3,000.00	-	0%	2,761.00	4,482.43
38	3-631-0030-5240	Insurance (Building Etc.)	4,400.00	3,755.00	645.00	17%	3,422.32	2,155.67
39	3-631-0030-5570	Bus	1,000.00	1,000.00	-	0%	-	-
40	3-631-0030-5630	Building Equipment & Maintenance	14,994.00	14,280.00	714.00	5%	18,293.45	13,622.25
41	3-631-0030-6120	Bad Debts & Collection Costs	1,000.00	1,000.00	-	0%	11,473.24	1,704.61
42	3-631-0030-5635	Lease-CSB	52,000.00	47,000.00	5,000.00	11%	44,711.08	29,731.24
		<b>Total</b>	<b>108,711.00</b>	<b>102,352.00</b>	<b>6,359.00</b>	<b>6%</b>	<b>110,061.81</b>	<b>81,752.76</b>
		<b>Total Expenditures</b>	<b>3,192,800.00</b>	<b>2,718,071.00</b>	<b>474,729.00</b>	<b>17%</b>	<b>2,374,658.01</b>	<b>1,808,054.86</b>
		<b>Net Difference</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>

## LIBRARY

### 2023 Budget

Line #	Account	Description	2023 Budget	2022 Budget	\$ Change	% Change	2021 Actual	2020 Actual
1	1-711-0712-7200	Capital	25,000.00	14,000.00	11,000.00	79%	16,475.22	29,677.95
2	1-711-0712-7730	Transfers to Reserves			-	#DIV/0!		
3	1-711-0712-8100	Municipal Grant	651,177.08	630,753.00	20,424.08	3%	611,661.49	472,507.56
			<b>676,177.08</b>	<b>644,753.00</b>	<b>31,424.08</b>	<b>5%</b>	<b>628,136.71</b>	<b>502,185.51</b>

**LIBRARY**  
**2023 Budget**

Line #	Account	Description	2023 Budget	2022 Budget	\$ Change	% Change	2021 Actual	2020 Actual
<b>Revenues</b>								
<b>Federal Grants</b>								
1	4-105-1054-0130	Federal Grant-Summer Student			-	#DIV/0!	6,184.53	2,876.04
2	4-105-1054-0136	Summer Student-Pakenham			-	#DIV/0!		
		<b>Total</b>		-	-	#DIV/0!	<b>6,184.53</b>	<b>2,876.04</b>
<b>Provincial Grants</b>								
3	4-105-1055-0115	Public Operating Grant	- 17,888.00	- 17,888.00	-	0%	- 17,888.00	- 17,888.00
4	4-105-1055-0116	Pay Equity Grant	- 13,960.00	- 13,960.00	-	0%	- 13,960.00	- 13,960.00
5	4-105-1055-0120	Prov Gran-Sols/Internet/EKLF			-	#DIV/0!	14,102.39	14,754.55
		<b>Total</b>	<b>- 31,848.00</b>	<b>- 31,848.00</b>	<b>-</b>	<b>0%</b>	<b>- 45,950.39</b>	<b>- 46,602.55</b>
<b>Municipal Grants</b>								
6	4-105-1057-0010	DC Reserve Funds	- 35,400.00	- 35,400.00	-	0%	- 35,400.00	- 35,400.00
7	4-105-1057-0577	Municipal Grant-MM Library Share	- 651,177.08	- 630,753.00	- 20,424.08	3%	- 611,661.49	- 472,507.56
		<b>Total</b>	<b>- 686,577.08</b>	<b>- 666,153.00</b>	<b>- 20,424.08</b>	<b>3%</b>	<b>- 647,061.49</b>	<b>- 507,907.56</b>
<b>Revenue-Almonte Branch</b>								
	4-105-1058-0100	Special Fundraising				-	500.00	
8	4-105-1058-L101	Donations-Almonte	- 6,000.00	- 3,000.00	- 3,000.00	100%	- 4,374.43	- 2,730.79
9	4-105-1058-L102	Fines-Almonte	- 500.00	- 4,000.00	- 3,500.00	-88%	- 197.89	- 1,969.54
10	4-105-1058-L103	Rentals-Almonte	- 1,000.00	- 1,000.00	-	0%	- 287.61	- 623.88
11	4-105-1058-L104	Memberships-Almonte	- 200.00	- 200.00	-	0%	- 240.00	- 510.00
12	4-105-1058-L105	Photocopies-Almonte	- 2,300.00	- 1,600.00	- 700.00	44%	- 930.50	- 908.03
13	4-105-1058-L106	Book Sales-Almonte	- 1,000.00	- 1,000.00	-	0%	- 79.65	- 828.70
14	4-105-1058-L107	DVD Donations-Almonte	-	-	-	#DIV/0!	36,271.50	
	4-105-1058-L108	Programs-Almonte	-	-	-	#DIV/0!		1,449.60
15	4-105-1058-L109	Internet-Almonte			-	#DIV/0!		
		<b>Total</b>	<b>- 11,000.00</b>	<b>- 10,800.00</b>	<b>- 200.00</b>	<b>2%</b>	<b>- 42,881.58</b>	<b>- 9,020.54</b>
<b>Revenue-Pakenham Branch</b>								
16	4-105-1058-M101	Donations-Pakenham	- 1,000.00	- 1,000.00	-	0%	- 120.00	- 90.15
17	4-105-1058-M102	Fines-Pakenham	- 200.00	- 300.00	100.00	-33%	-	- 367.10
18	4-105-1058-M103	Rentals-Pakenham	- 200.00	- 200.00	-	0%	-	- 146.01
19	4-105-1058-M104	Memberships-Pakenham	- 30.00	- 30.00	-	0%	-	-
20	4-105-1058-M105	Photocopies-Pakenham	- 300.00	- 300.00	-	0%	54.73	- 35.36
21	4-105-1058-M106	Book Sales-Pakenham	- 600.00	- 500.00	- 100.00	20%	-	- 123.45
22	4-105-1058-M107	DVD Donations-Pakenham			-	#DIV/0!	-	90.00
23	4-105-1058-M108	Programs-Pakenham			-	#DIV/0!		
24	4-105-1058-M109	Internet-Pakenham			-	#DIV/0!		
		<b>Total</b>	<b>- 2,330.00</b>	<b>- 2,330.00</b>	<b>-</b>	<b>0%</b>	<b>- 174.73</b>	<b>- 852.07</b>
				<b>80,378.00</b>				
		<b>Total Revenues-MM Libraries</b>	<b>- 731,755.08</b>	<b>- 711,131.00</b>	<b>- 20,624.08</b>	<b>3%</b>	<b>- 742,252.72</b>	<b>- 567,258.76</b>



Line #	Account	Description	2023 Budget	2022 Budget	\$ Change	% Change	2021 Actual	2020 Actual
		<b>Total Revenues</b>	- 731,755.08 -	711,131.00 -	20,624.08	3% -	742,252.72 -	567,258.76
		<b>Salaries &amp; Benefits-Almonte</b>						
25	4-521-0001-1110	Salaries	393,436.52	375,636.00	17,800.52	5%	364,562.41	302,396.91
26	4-521-0001-1130	Summer Student	5,265.00	5,205.00	60.00	1%	6,845.27	
27	4-521-0001-1170	Vacation Pay	10,768.60	7,775.00	2,993.60	39%	-	
28	4-521-0001-2100	CPP	17,145.00	15,398.00	1,747.00	11%	14,302.52	10,632.66
29	4-521-0001-2110	EI	7,850.00	6,962.00	888.00	13%	6,894.47	5,541.85
30	4-521-0001-2120	Omers	35,502.52	30,681.00	4,821.52	16%	29,701.04	29,018.21
31	4-521-0001-2130	Group Insurance	1,697.54	1,789.00 -	91.46	-5%	1,523.95	1,474.88
32	4-521-0001-2140	Medical	4,334.40	5,108.00 -	773.60	-15%	5,533.68	4,613.04
33	4-521-0001-2150	Dental	1,152.24	2,310.00 -	1,157.76	-50%	1,654.80	1,431.30
34	4-521-0001-2160	LTD?	2,354.00	4,708.00 -	2,354.00	-50%		
35	4-521-0001-2170	EHT	7,984.67	7,470.00	514.67	7%	7,193.57	6,170.50
36	4-521-0001-2180	WSIB	1,351.00	1,341.00	10.00	1%	1,140.95	1,538.94
		<b>Total</b>	<b>488,841.49</b>	<b>464,383.00</b>	<b>24,458.49</b>	<b>5%</b>	<b>439,352.66</b>	<b>362,818.29</b>
		<b>Salaries &amp; Benefits-Pakenham</b>						
37	4-521-0002-1110	Salaries & Wages	52,611.21	59,191.00 -	6,579.79	-11%	56,113.72	48,018.83
38	4-521-0002-1130	Summer Student	5,265.00	5,205.00	60.00	1%	5,035.29	
39	4-521-0002-1170	Vacation Pay	2,865.68	2,368.00	497.68	21%	-	
40	4-521-0002-2100	CPP	1,908.00	2,322.00 -	414.00	-18%	1,796.72	1,378.07
41	4-521-0002-2110	EI	1,388.00	1,362.00	26.00	2%	1,292.69	1,100.54
42	4-521-0002-2120	Omers	2,312.64	610.00	1,702.64	279%	542.28	613.19
43	4-521-0002-2170	EHT	1,185.78	1,200.00 -	14.22	-1%	1,139.17	970.24
44	4-521-0002-2180	WSIB	201.00	215.00 -	14.00	-7%	188.43	256.96
		<b>Total</b>	<b>67,737.31</b>	<b>72,473.00 -</b>	<b>4,735.69</b>	<b>-7%</b>	<b>66,108.30</b>	<b>52,337.83</b>
			<b>556,578.80</b>	<b>536,856.00</b>				
		<b>Administration-Almonte</b>						
45	4-531-0001-3140	Other M & S	2,000.00	2,000.00	-	0%	2,339.55	2,112.96
46	4-531-0001-4130	Equipment	1,000.00	1,000.00	-	0%	1,150.64	536.96
47	4-531-0001-4135	Photocopier	1,000.00	600.00	400.00	67%	604.81	417.07
48	4-531-0001-5100	Postage & Courier Services	1,500.00	1,800.00 -	300.00	-17%	1,116.27	1,016.66
49	4-531-0001-5510	Promotions	-	-	-	#DIV/0!		
50	4-531-0001-5120	Telephone	2,035.00	2,035.00	-	0%	1,418.54	1,458.13
51	4-531-0001-5140	Audit Fees	1,018.00	1,018.00	-	0%	508.80	1,017.60
52	4-531-0001-5160	Computer Services Expense	9,000.00	9,000.00	-	0%	9,857.63	6,318.53
53	4-531-0001-5170	Advertising	510.00	510.00	-	0%	204.03	486.62
54	4-531-0001-5180	Travelling Expense	2,000.00	2,000.00	-	0%	1,674.59	1,217.52
55	4-531-0001-5210	Memberships	550.00	550.00	-	0%	200.00	380.00
56	4-531-0001-5240	Insurance (Building Etc.)	8,967.00	8,540.00	427.00	5%	7,424.28	4,310.27
57	4-531-0001-5430	Training	4,700.00	3,500.00	1,200.00	34%	2,176.99	4,132.80
		<b>Total</b>	<b>34,280.00</b>	<b>32,553.00</b>	<b>1,727.00</b>	<b>5%</b>	<b>28,676.13</b>	<b>23,405.12</b>
		<b>Administration-Pakenham</b>						
58	4-531-0002-3140	Other M & S	250.00	250.00	-	0%	283.32	288.41
59	4-531-0002-4130	Equipment	500.00	500.00	-	0%	2,330.30	472.41
60	4-531-0002-4135	Photocopier	200.00	200.00	-	0%	-	176.04
61	4-531-0002-5020	Postage & Courier Services	50.00	50.00	-	0%	240.66	2.16
62	4-531-0002-5120	Telephone	2,000.00	2,000.00	-	0%	1,572.50	1,533.22

Line #	Account	Description	2023 Budget	2022 Budget	\$ Change	% Change	2021 Actual	2020 Actual
63	4-531-0002-5160	Computer Services Expense	9,000.00	9,000.00	-	0%	6,000.21	6,755.75
64	4-531-0002-5180	Travelling Expense	500.00	500.00	-	0%	38.39	
65	4-531-0002-5430	Training	800.00	1,000.00	- 200.00	-20%	29.28	
		<b>Total</b>	<b>13,300.00</b>	<b>13,500.00</b>	<b>- 200.00</b>	<b>-1%</b>	<b>10,494.66</b>	<b>9,227.99</b>
		<b>Materials-Almonte</b>						
66	4-541-0001-3100	Office Supplies	3,500.00	3,500.00	-	0%	3,243.93	2,588.10
67	4-541-0001-3150	Program Supplies	2,250.00	1,600.00	650.00	41%	29,575.67	14,850.30
68	4-541-0001-3190	Compact Discs	-	-	-	#DIV/0!		
69	4-541-0001-3200	Periodicals	2,500.00	2,500.00	-	0%	5,046.01	850.71
70	4-541-0001-3210	Books/eresources	36,771.00	36,050.00	721.00	2%	41,798.37	34,870.06
71	4-541-0001-3220	DVD's	5,200.00	5,100.00	100.00	2%	4,335.98	6,113.33
		<b>Total</b>	<b>50,221.00</b>	<b>48,750.00</b>	<b>1,471.00</b>	<b>3%</b>	<b>83,999.96</b>	<b>59,272.50</b>
		<b>Materials-Pakenham</b>						
72	4-541-0002-3100	Office Supplies	1,200.00	1,200.00	-	0%	1,244.15	361.61
73	4-541-0002-3150	Program Supplies	800.00	800.00	-	0%	834.72	168.89
74	4-541-0002-3190	Compact Discs	-	-	-	#DIV/0!		
75	4-541-0002-3200	Periodicals	-	-	-	#DIV/0!		
76	4-541-0002-3210	Books	16,589.28	16,264.00	325.28	2%	13,231.00	13,724.87
77	4-541-0002-3220	DVD's	2,080.00	2,040.00	40.00	2%	2,747.06	3,681.06
		<b>Total</b>	<b>20,669.28</b>	<b>20,304.00</b>	<b>365.28</b>	<b>2%</b>	<b>18,056.93</b>	<b>17,936.43</b>
		<b>Building Operation-Almonte</b>						
78	4-551-0001-4110	Hydro	6,630.00	6,630.00	-	0%	5,063.55	4,808.62
79	4-551-0001-4115	Heating	5,300.00	5,202.00	98.00	2%	4,823.67	4,864.50
80	4-551-0001-4120	Water	836.00	836.00	-	0%	1,125.33	978.14
81	4-551-0001-4140	Cleaning, Maintenance & Other Supplies	9,700.00	9,500.00	200.00	2%	13,076.66	8,584.07
		<b>Total</b>	<b>22,466.00</b>	<b>22,168.00</b>	<b>298.00</b>	<b>1%</b>	<b>24,089.21</b>	<b>19,235.33</b>
		<b>Building Operation-Pakenham</b>						
82	4-551-0002-4110	Hydro	3,850.00	3,850.00	-	0%	2,696.65	3,028.02
83	4-521-0002-4115	Heating	2,081.00	2,081.00	-	0%	1,612.74	1,719.30
84	4-551-0002-4120	Water	209.00	209.00	-	0%	41.56	20.97
85	4-551-0002-4140	Cleaning, Maintenance & Other Supplies	15,740.00	9,500.00	6,240.00	66%	11,196.30	6,914.57
86	4-551-0002-6200	Debt Payments-2017 Expansion	11,360.00	11,360.00	-	0%	11,379.82	11,342.41
		<b>Total</b>	<b>33,240.00</b>	<b>27,000.00</b>	<b>6,240.00</b>	<b>23%</b>	<b>26,927.07</b>	<b>23,025.27</b>
87	4-561-0003-8300	Non-Resident Reimbursement - CP	1,000.00	10,000.00	- 9,000.00	-90%	44,547.80	
		<b>Subtotal-MM Libraries</b>	<b>731,755.08</b>	<b>711,131.00</b>	<b>20,624.08</b>	<b>3%</b>	<b>742,252.72</b>	<b>567,258.76</b>
		<b>Total Expenditures</b>	<b>731,755.08</b>	<b>711,131.00</b>	<b>20,624.08</b>	<b>3%</b>	<b>742,252.72</b>	<b>567,258.76</b>
		<b>Net Difference</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>	<b>-</b>	<b>-</b>

## RECREATION

### 2023 Budget

Line #	Account	Description	2023 Budget	2022 Budget	\$ Change	% Change	2021 Actual	2020 Actual
1	1-711-0711-7200	Capital	22,000.00	129,000.00	- 107,000.00	-83%	121,277.38	77,498.38
2	1-711-0711-7730	Transfer to Reserves		36,030.00	- 36,030.00	-100%	62,428.00	133,733.00
3	1-711-0711-8100	Municipal Grant	1,353,780.61	1,324,787.00	28,993.61	2%	1,241,915.86	1,228,289.16
			1,375,780.61	1,489,817.00	- 114,036.39	-8%	1,425,621.24	1,439,520.54

## RECREATION 2023 Budget

Line #	Account	Description	2023 Budget	2022 Budget	\$ Change	% Change	2021 Actual	2020 Actual	2019 Actual	2018 Actual	2017 Actual	2016 Actual
<b>Revenues</b>												
<b>Federal Grants</b>												
1	5-105-1054-0547	Federal Grant-Canada Day			-	#DIV/0!				-	3,200.00	2,000.00
3	5-105-1054-0548	Federal Grant-Student			-	#DIV/0!						
2	5-105-1054-0549	Federal Grant-Site Upgrades-Clayton Taylor Park	-	300.00	-	0%	-	450.00	-	300.00	-	300.00
4	5-105-1054-0550	Federal Grant-TDM			-	#DIV/0!						
<b>Total Federal Grants</b>			-	300.00	-	0%	-	450.00	-	300.00	-	3,500.00
												2,300.00
<b>Municipal Grants</b>												
5	5-105-1057-0010	Transfer from Reserves	-	83,000.00	-	83,000.00	-	1,674.23			-	37,088.71
6	5-105-1057-0011	Reserve Funds			-	#DIV/0!			-	1,800.00	-	3,400.00
7	5-105-1057-0577	Municipal Grant	-	1,353,780.61	-	28,993.61	2%	1,241,915.86	-	1,228,289.16	-	1,019,390.60
<b>Total Municipal Grants</b>			-	1,436,780.61	-	111,993.61	8%	1,241,915.86	-	1,229,963.39	-	1,092,431.47
												1,022,790.60
												1,091,200.33
												932,859.99
<b>Hall Rentals-Almonte</b>												
8	5-105-1058-A101	Arena Hall Rental-Other	-	10,000.00	-	0%	-	696.66	-	3,858.63	-	20,156.89
9	5-105-1058-A102	Arena Hall Rental-Bar	-	4,000.00	-	0%	-	3,241.59	-	5,852.65	-	18,290.88
<b>Total Hall Rentals-Almonte</b>			-	14,000.00	-	0%	-	696.66	-	7,100.22	-	26,009.54
												25,156.81
												22,431.92
												29,262.46
<b>Surface Rentals-Almonte</b>												
10	5-105-1058-A103	Arena Surface Rental-Ball Hockey	-	4,500.00	-	0%	-	78.00	-	52.79	-	4,494.46
11	5-105-1058-A104	Arena Surface Rental-Other	-	7,000.00	-	0%	-	964.25	-	1,085.55	-	3,623.15
12	5-105-1058-A105	Arena Ice Rental-Hockey	-	195,205.00	-	0%	-	23,717.25	-	148,313.28	-	9,905.35
13	5-105-1058-A106	Arena Ice Rental-Figure Skating	-	10,000.00	-	0%	-	804.00	-	8,712.00	-	4,729.32
14	5-105-1058-A107	Arena Ice Rental-Public Skating	-	2,000.00	-	0%	-	204.00	-	1,817.00	-	9,493.65
<b>Total Surface Rentals-Almonte</b>			-	218,705.00	-	0%	-	25,767.50	-	159,980.62	-	183,918.26
												201,725.92
												187,340.42
												178,042.14
<b>Canteen Rental-Almonte</b>												
15	5-105-1058-A108	Arena Canteen Rental			-	0%				-	704.13	1,629.30
<b>Total Canteen Rental-Almonte</b>			-	-	-	0%	-	-	-	704.13	-	1,629.30
												2,635.44
<b>Miscellaneous Revenue-Almonte</b>												
16	5-105-1058-A109	Skate Sharpening/Pro Shop	-	600.00	-	0%	-	331.86	-	328.68	-	703.52
17	5-105-1058-A110	Arena Advertising	-	3,000.00	-	0%	-	2,376.00	-	4,793.25	-	670.41
18	5-105-1058-A111	Arena Telephone Receipts			-	#DIV/0!					-	637.09
19	5-105-1058-A112	Arena Arcade Game Receipts			-	#DIV/0!					-	2,597.92
20	5-105-1058-A113	Broomball	-	2,500.00	-	0%	-	2,159.00	-	1,942.27	-	4,232.00
21	5-105-1058-A116	Other Rentals			-	#DIV/0!					-	3,760.00
22	5-105-1058-A120	Pepsi/Gatorade Rebate			-	#DIV/0!					-	3,777.00
23	5-105-1058-A130	Equipment Rentals			-	#DIV/0!					-	425.20
<b>Total Misc. Revenue-Almonte</b>			-	6,100.00	-	0%	-	2,707.86	-	7,345.93	-	4,686.06
												9,595.74
												7,420.21
												8,772.08
<b>Programs-Almonte</b>												
24	5-105-1058-A135	Program Fees-Adult Dance	-	1,000.00	-	0%	-	2,240.00	-	667.25	-	2,102.03
25	5-105-1058-A140	Program Fees-Day Camps			-	#DIV/0!					-	2,548.22
26	5-105-1058-A145	Program Fees-Babysitting	-	1,000.00	-	0%	-	400.00	-	250.00	-	1,493.90
27	5-105-1058-A150	Program Fees-Senior Action	-	4,000.00	-	0%	-	517.70	-	579.65	-	70,407.68
29	5-105-1058-A155	Program Fees-Other			-	#DIV/0!					-	54,637.80
30	5-105-1058-A165	Program Fees-Volleyball	-	2,500.00	-	0%	-	66.37	-	1,659.30	-	800.00
31	5-105-1058-A180	Program Fees-Badminton	-	1,600.00	-	0%	-	88.50	-	1,061.97	-	800.00
32	5-105-1058-A185	Program Fees-Ball Hockey	-	800.00	-	800.00	#DIV/0!				-	150.00
33	5-105-1058-A	Program Fees-User Group Insurance			-	#DIV/0!					-	1,900.00
<b>Total Program Fees-Almonte</b>			-	10,900.00	-	800.00	8%	2,757.70	-	1,801.77	-	8,338.62
												11,209.68
												79,491.67
												66,580.46
<b>Events-Almonte</b>												

Line #	Account	Description	2023 Budget	2022 Budget	\$ Change	% Change	2021 Actual	2020 Actual	2019 Actual	2018 Actual	2017 Actual	2016 Actual							
34	5-105-1058-A190	Canada Day			-	#DIV/0!				-	500.00	1,500.00							
35	5-105-1058-A195	Halloween Dance			-	#DIV/0!													
36	5-105-1058-A200	Light up the Night	-	8,000.00	-	0%	1,044.00	-	1,058.40	-	11,043.76	-	8,766.85	-	6,250.13	-	7,983.37		
37	5-105-1058-A210	Events-Almonte Other			-	#DIV/0!				-	475.85	-	420.00	-	489.31				
38	5-105-1058-A320	Donations-Almonte Arena			-	#DIV/0!			-	230.09	-	300.00	-	4,000.00					
39	5-105-1058-A310	Donations-Almonte Skateboard Park			-	#DIV/0!						-	-						
40	5-105-1058-A325	Donations-Augusta St. Park			-	#DIV/0!			-	35.36	-	-	-						
41	5-105-1058-A400	Rental-Portable Stage & Trailer			-	#DIV/0!					-	20.00	-						
		<b>Total Events-Almonte</b>	-	<b>8,000.00</b>	-	<b>0%</b>	<b>1,044.00</b>	-	<b>1,058.40</b>	-	<b>11,273.85</b>	-	<b>9,507.34</b>	-	<b>7,190.13</b>	-	<b>13,972.68</b>		
		<b>Sports Fields/Parks Revenue</b>																	
42	5-105-1058-F110	Rent-Gemmill Ball Diamond	-	1,800.00	-	0%	130.13	-	240.97	-	926.18	-	1,831.56	-	1,821.71	-	1,532.03		
43	5-105-1058-F115	Rent Gemmill Soccer Field	-	2,000.00	-	0%		-	795.40	-	956.62	-	816.46	-	2,194.35	-	2,332.10		
44	5-105-1058-F120	Rent Snedden/Casey Ball Diamond	-	2,500.00	-	0%		-	452.00	-	556.99	-	2,217.24	-	2,632.96	-	2,739.05		
45	5-105-1058-F125	Rent Snedden/Casey Soccer Field		-	-	#DIV/0!													
46	5-105-1058-F130	Civitan Soccer Field	-	4,000.00	-	0%		-	397.70	-	1,625.20	-	2,567.47	-	3,641.56	-	4,582.71		
47	5-105-1058-F140	Appleton Soccer Field	-	3,500.00	-	0%		-	397.70	-	2,133.59	-	2,356.99	-	3,501.02	-	3,373.05		
48	5-105-1058-F150	Ramsay Field		-	-	#DIV/0!				-	49.00	-	114.04	-	1,837.01	-	1,899.58		
49	5-105-1058-F160	Rent Comba Ball Diamond			-	#DIV/0!													
50	5-105-1058-F180	Rent Pakenham Comm. Park Ball Diamond	-	3,000.00	-	0%		-	2,138.04	-	3,276.55	-	2,793.81	-	2,342.98	-	2,114.77		
51	5-105-1058-F185	Rent Cedar Hill Hall	-	2,000.00	-	0%	87.00	-		-	1,461.58	-	2,124.32	-	839.48	-	761.89		
		<b>Total Sports Fields/Parks Revenue</b>	-	<b>18,800.00</b>	-	<b>0%</b>	<b>217.13</b>	-	<b>4,421.81</b>	-	<b>10,985.71</b>	-	<b>14,821.89</b>	-	<b>18,811.07</b>	-	<b>19,335.18</b>		
		<b>Hall Rentals-Pakenham</b>																	
52	5-105-1058-P101	SCC Arena Hall Rental-Other	-	8,500.00	-	0%	549.00	-	3,956.46	-	6,832.62	-	5,021.65	-	10,265.73	-	6,068.46		
53	5-105-1058-P102	SCC Arena Hall Rental-Bar	-	10,000.00	-	0%	6,790.92	-	6,641.15	-	23,200.83	-	22,474.34	-	30,263.91	-	26,374.39		
		<b>Total Hall Rentals-Pakenham</b>	-	<b>18,500.00</b>	-	<b>0%</b>	<b>6,241.92</b>	-	<b>10,597.61</b>	-	<b>30,033.45</b>	-	<b>27,495.99</b>	-	<b>40,529.64</b>	-	<b>32,442.85</b>		
		<b>Surface Rentals-Pakenham</b>																	
54	5-105-1058-P104	SCC Arena Ice Rental-Other	-	4,000.00	-	0%	382.99	-	416.00	-	936.00	-	2,438.06	-	3,620.71	-	3,251.38		
55	5-105-1058-P105	SCC Arena Ice Rental-Hockey	-	154,891.00	-	0%	200,073.92	-	121,673.98	-	144,980.99	-	139,683.13	-	137,100.20	-	133,311.46		
56	5-105-1058-P107	SCC Arena Ice Rental-Public Skating	-	1,600.00	-	0%	807.00	-	1,036.00	-	1,054.52	-	838.64	-	1,177.81	-	1,647.22		
		<b>Total Surface Rentals-Pakenham</b>	-	<b>160,491.00</b>	-	<b>0%</b>	<b>201,263.91</b>	-	<b>123,125.98</b>	-	<b>146,971.51</b>	-	<b>142,959.83</b>	-	<b>141,898.72</b>	-	<b>138,210.06</b>		
		<b>Canteen Rental-Pakenham</b>																	
57	5-105-1058-P108	SCC Arena Canteen Rental			-	#DIV/0!				-	704.13	-	1,629.30	-	2,694.69				
		<b>Total Canteen Rental-Pakenham</b>	-	-	-	<b>0%</b>	-	-	-	-	<b>704.13</b>	-	<b>1,629.30</b>	-	<b>2,694.69</b>				
		<b>Miscellaneous Revenue-Pakenham</b>																	
58	5-105-1058-P109	SCC Skate Sharpening	-	200.00	-	0%	-	-	250.00	-		-	282.50	-		-	482.30		
	5-105-1058-P110	SCC Advertising			-	#DIV/0!	1,401.00												
59	5-105-1058-P113	SCC Arena Ice Rental-Broomball	-	9,500.00	-	0%	262.00	-	7,573.13	-	10,049.50	-	8,426.50	-	9,289.42	-	6,109.00		
		<b>Total Misc. Revenue-Pakenham</b>	-	<b>9,700.00</b>	-	<b>0%</b>	<b>1,663.00</b>	-	<b>7,823.13</b>	-	<b>10,049.50</b>	-	<b>8,709.00</b>	-	<b>9,289.42</b>	-	<b>6,591.30</b>		
		<b>Programs-Pakenham</b>																	
60	5-105-1058-P130	Program Fees-Recreational Hockey	-	15,000.00	-	5,000.00	9,916.80	-	660.00	-	14,999.81	-	16,390.83	-	21,346.64	-	21,225.00		
61	5-105-1058-P135	Program Fees-Soccer	-	7,500.00	-	0%				-	7,580.00	-	6,215.00	-	4,543.86	-	4,080.00		
62	5-105-1058-P140	Program Fees-Other			-	#DIV/0!											-		
		<b>Total Programs-Pakenham</b>	-	<b>22,500.00</b>	-	<b>5,000.00</b>	<b>9,916.80</b>	-	<b>660.00</b>	-	<b>22,579.81</b>	-	<b>22,605.83</b>	-	<b>25,890.50</b>	-	<b>25,305.00</b>		
		<b>Events-Pakenham</b>																	
63	5-105-1058-P145	Events-St. Pat's Prelude			-	#DIV/0!													
64	5-105-1058-P150	Events-St. Pat's Dance	-	2,500.00	-	0%	40.00	-	135.00	-	2,535.00	-	2,044.25	-	2,698.23	-	2,721.24		
65	5-105-1058-P155	Events-Home Show			-	#DIV/0!										-	19,361.69		
67	5-105-1058-P165	Events-Canada Day			-	#DIV/0!										-	522.63		
68	5-105-1058-P170	Events-Fall Fair		5,000.00	5,000.00	-100%				-	4,058.73	-	6,512.80	-	5,598.80	-	3,692.26		
69	5-105-1058-P175	Events-Christmas Craft Show			-	#DIV/0!													
70	5-105-1058-P190	Events-Other		-	-	#DIV/0!			50.00							-	2,395.00		
		<b>Total Events-Pakenham</b>	-	<b>2,500.00</b>	-	<b>5,000.00</b>	<b>40.00</b>	-	<b>85.00</b>	-	<b>6,593.73</b>	-	<b>8,557.05</b>	-	<b>8,297.03</b>	-	<b>28,692.82</b>		
		<b>Total Revenues</b>	-	<b>1,927,276.61</b>	-	<b>1,814,483.00</b>	<b>112,793.61</b>	<b>6%</b>	<b>1,494,682.34</b>	-	<b>1,554,263.86</b>	-	<b>1,554,171.51</b>	-	<b>1,506,843.94</b>	-	<b>1,646,549.66</b>	-	<b>1,487,697.15</b>

Line #	Account	Description	2023 Budget	2022 Budget	\$ Change	% Change	2021 Actual	2020 Actual	2019 Actual	2018 Actual	2017 Actual	2016 Actual
<b>Expenditures</b>												
<b>Recreation Management Salaries</b>												
71	5-721-0011-1110	Salaries & Wages	199,920.00	196,000.00	3,920.00	2%	207,697.34	188,426.17	160,873.53	149,332.49	143,305.53	136,673.82
72	5-721-0011-1150	Other Honorariums	2,500.00	2,500.00	-	0%	2,700.00	75.00	1,275.00	1,800.00	2,400.00	4,200.00
73	5-721-0011-2040	Employee Benefits	-	-	-	#DIV/0!	-	-	-	-	-	-
<b>Total Recreation Management Salaries</b>			<b>202,420.00</b>	<b>198,500.00</b>	<b>3,920.00</b>	<b>2%</b>	<b>210,397.34</b>	<b>188,501.17</b>	<b>162,148.53</b>	<b>151,132.49</b>	<b>145,705.53</b>	<b>140,873.82</b>
<b>Full Time Payroll Expenses</b>												
74	5-721-0013-1170	Vacation Pay	41,616.00	40,800.00	816.00	2%	42,648.11	38,400.41	32,136.43	33,504.33	41,432.55	37,635.24
75	5-721-0013-2000	Sick Leave	11,444.40	11,220.00	224.40	2%	13,215.31	10,872.33	11,279.79	11,850.29	9,461.08	9,794.89
76	5-721-0013-2010	Statutory Holidays	26,520.00	26,000.00	520.00	2%	26,083.52	25,352.96	23,034.85	22,288.03	23,536.73	23,935.93
77	5-721-0013-2020	Bereavement Leave	700.00	700.00	-	0%	-	386.03	-	2,413.09	2,061.27	2,591.94
78	5-721-0013-2040	Employee Benefits	4,500.00	4,500.00	-	0%	3,161.76	4,417.15	1,717.22	4,105.04	4,058.33	3,131.41
79	5-721-0013-2060	Boot/Clothing Allowance	5,500.00	5,500.00	-	0%	5,340.89	3,319.21	3,398.75	3,001.93	4,058.66	2,956.27
80	5-721-0013-2070	Labour-Seminars & Conventions	4,000.00	4,000.00	-	0%	1,024.35	1,578.97	3,351.43	2,151.70	1,898.81	3,839.73
81	5-721-0013-2100	CPP	22,500.00	22,500.00	-	0%	23,240.04	22,034.17	19,082.74	18,736.49	20,309.21	20,217.73
82	5-721-0013-2110	EI	10,000.00	10,000.00	-	0%	9,856.21	9,528.12	9,032.11	9,115.60	9,676.86	11,109.53
83	5-721-0013-2120	Omers	52,020.00	51,000.00	1,020.00	2%	47,390.73	47,646.37	42,958.88	39,876.39	38,927.90	41,959.77
84	5-721-0013-2130	Group Insurance	4,692.00	4,600.00	92.00	2%	4,868.70	4,490.77	4,202.72	4,084.40	4,192.06	3,831.33
85	5-721-0013-2140	Medical	18,870.00	18,500.00	370.00	2%	21,516.80	16,351.14	18,880.56	14,681.04	18,435.48	18,634.72
86	5-721-0013-2150	Dental	5,712.00	5,600.00	112.00	2%	6,408.24	4,977.08	5,626.32	3,886.08	5,646.00	7,234.24
87	5-721-0013-2170	EHT	10,200.00	10,000.00	200.00	2%	10,562.55	10,625.00	9,861.84	9,326.51	9,983.94	9,867.00
88	5-721-0013-2180	WSIB	11,628.00	11,400.00	228.00	2%	11,572.95	12,185.63	13,251.12	13,038.22	14,535.12	12,859.48
<b>Total Full Time Payroll Expenses</b>			<b>229,902.40</b>	<b>226,320.00</b>	<b>3,582.40</b>	<b>2%</b>	<b>226,890.16</b>	<b>212,165.34</b>	<b>197,814.76</b>	<b>192,059.14</b>	<b>208,214.00</b>	<b>209,599.21</b>
<b>Part Time Payroll Expenses</b>												
89	5-721-0015-1170	Vacation Pay	6,630.00	6,500.00	130.00	2%	5,869.22	5,574.54	2,831.56	8,707.79	5,015.13	4,756.98
90	5-721-0015-2010	Statutory Holidays	6,120.00	6,000.00	120.00	2%	4,824.03	4,037.24	4,956.09	9,294.86	5,793.49	5,349.03
91	5-721-0015-2040	Employee Benefits	-	-	-	#DIV/0!	420.94	-	1,156.26	314.76	-	1,021.52
92	5-721-0015-2100	CPP	4,500.00	4,500.00	-	0%	2,649.28	3,030.86	3,375.22	4,483.70	3,636.39	3,429.25
93	5-721-0015-2110	EI	3,875.00	3,875.00	-	0%	2,528.15	2,641.90	2,393.03	3,083.63	2,352.38	2,680.84
94	5-721-0015-2120	OMERS	-	-	-	#DIV/0!	-	180.87	185.29	1,987.39	-	-
95	5-721-0015-2170	EHT	3,000.00	3,000.00	-	0%	2,230.68	2,326.78	2,057.48	2,591.34	2,009.75	2,017.44
96	5-721-0015-2180	WSIB	3,500.00	3,500.00	-	0%	2,683.79	2,722.31	3,352.46	4,157.37	3,368.12	2,888.93
<b>Total Part Time Payroll Expenses</b>			<b>27,625.00</b>	<b>27,375.00</b>	<b>250.00</b>	<b>1%</b>	<b>21,206.09</b>	<b>20,514.50</b>	<b>20,307.39</b>	<b>34,620.84</b>	<b>22,175.26</b>	<b>22,143.99</b>
<b>Total Payroll Expenses (F/T, P/T, Management)</b>			<b>459,947.40</b>	<b>452,195.00</b>	<b>7,752.40</b>	<b>2%</b>	<b>458,493.59</b>	<b>421,181.01</b>	<b>380,270.68</b>	<b>377,812.47</b>	<b>376,094.79</b>	<b>372,617.02</b>
<b>Recreation General Expenses</b>												
97	5-721-0021-1140	Labour	45,900.00	45,000.00	900.00	2%	32,259.31	32,205.87	42,877.12	28,083.92	57,578.09	35,443.66
98	5-721-0021-2180	WSIB	-	-	-	#DIV/0!	-	-	-	-	-	-
99	5-721-0021-3100	Office Supplies	3,000.00	3,000.00	-	0%	2,712.89	2,641.69	3,017.23	4,031.83	2,543.30	1,756.99
100	5-721-0021-3140	Other M & S	4,000.00	4,000.00	-	0%	2,258.22	3,706.03	3,519.02	2,301.24	3,463.12	1,263.78
101	5-721-0021-5100	Postage & Courier Services	500.00	500.00	-	0%	10,940.46	41.19	122.37	273.99	452.58	509.53
102	5-721-0021-5120	Telephone	11,000.00	11,000.00	-	0%	-	11,001.92	10,631.22	9,204.05	9,309.18	7,839.37
103	5-721-0021-5140	Audit Fees	-	-	-	#DIV/0!	-	-	-	-	227.00	-
104	5-721-0021-5150	Other Professional Fees	5,000.00	5,000.00	-	0%	949.90	1,499.95	850.00	505.00	1,823.25	739.00
105	5-721-0021-5160	Computer Services Expense	4,500.00	4,500.00	-	0%	4,359.55	2,064.12	3,378.88	15,258.85	607.60	1,755.00
106	5-721-0021-5180	Travelling Expense	2,000.00	2,000.00	-	0%	933.36	654.60	1,336.80	1,128.31	1,173.39	1,648.67
107	5-721-0021-5210	Memberships	1,500.00	1,500.00	-	0%	2,161.36	1,002.00	1,326.21	954.00	1,480.36	675.00
108	5-721-0021-5220	Association & Convention	2,000.00	2,000.00	-	0%	480.00	889.21	249.00	179.55	789.16	379.44
109	5-721-0021-5260	Other S & R	750.00	750.00	-	0%	8,060.02	-	-	1,004.50	689.92	690.62
110	5-721-0021-5390	Rentals & Maintenance	7,140.00	7,140.00	-	0%	-	7,505.35	9,656.95	134.00	6,759.02	10,773.93
111	5-721-0021-6120	Bad Debt Expense	-	-	-	#DIV/0!	250.00	-	6,066.86	-	-	-
112	5-721-0021-6200	Loan Payments	212,958.00	212,958.00	-	0%	159,171.02	207,939.80	159,196.82	123,172.18	108,005.18	114,219.79
<b>Total Recreation General Expenses</b>			<b>300,248.00</b>	<b>299,348.00</b>	<b>900.00</b>	<b>0%</b>	<b>224,536.09</b>	<b>271,151.73</b>	<b>242,228.48</b>	<b>186,231.42</b>	<b>194,901.15</b>	<b>177,694.78</b>
<b>Almonte Arena General Expenses</b>												

Line #	Account	Description	2023 Budget	2022 Budget	\$ Change	% Change	2021 Actual	2020 Actual	2019 Actual	2018 Actual	2017 Actual	2016 Actual
116	5-731-0021-4110	Almonte Arena General Exp.-Hydro	78,540.00	78,540.00	-	0%	39,719.24	62,017.68	48,863.23	57,521.91	92,869.22	77,141.23
117	5-731-0021-4115	Almonte Arena General Exp.-Heating	19,380.00	19,380.00	-	0%	8,763.83	12,292.76	15,142.79	19,999.67	14,103.35	14,181.51
118	5-731-0021-4120	Almonte Arena General Exp.-Water	11,330.00	11,330.00	-	0%	8,785.03	8,879.59	10,629.41	10,382.86	7,982.89	12,115.69
119	5-731-0021-5170	Almonte Arena General Exp.-Advertising			-	#DIV/0!				-		
120	5-731-0021-5240	Almonte Arena General Exp.-Insurance	12,550.00	10,730.00	1,820.00	17%	9,327.81	5,763.61	6,044.07	5,241.60	6,940.80	7,194.96
121	5-731-0021-5390	Almonte Arena General Exp.-Rentals & Maintenance	1,530.00	1,530.00	-	0%	250.00	366.00	40.98	2,055.00	3,757.08	571.93
		<b>Total</b>	<b>123,330.00</b>	<b>121,510.00</b>	<b>1,820.00</b>	<b>1%</b>	<b>66,845.91</b>	<b>89,319.64</b>	<b>80,720.48</b>	<b>95,201.04</b>	<b>125,653.34</b>	<b>111,205.32</b>
		<b>Almonte Arena Lobby Cleaning</b>										
122	5-731-0022-1140	ACC Lobby Cleaning & Maint.-Labour	37,434.00	36,700.00	734.00	2%	22,632.95	30,065.91	36,174.06	42,521.26	33,574.86	33,984.56
123	5-731-0022-4150	ACC Lobby Cleaning & Maint.-Materials & Supplies	5,500.00	5,500.00	-	0%	4,698.53	5,162.81	4,156.02	7,431.32	3,822.68	3,568.54
124	5-731-0022-5630	ACC Lobby Cleaning & Maint.-Repairs/Maintenance	2,000.00	2,000.00	-	0%	6,526.79	311.66	2,993.80	514.95		
		<b>Total</b>	<b>44,934.00</b>	<b>44,200.00</b>	<b>734.00</b>	<b>2%</b>	<b>33,858.27</b>	<b>35,540.38</b>	<b>43,323.88</b>	<b>50,467.53</b>	<b>37,397.54</b>	<b>37,553.10</b>
		<b>ACC Upper Hall Setup/Cleanup</b>										
125	5-732-0031-1140	ACC Upper Hall Setup/Cleanup-Labour	18,360.00	18,000.00	360.00	2%	7,613.97	6,865.58	11,156.64	11,876.95	13,073.17	15,177.93
126	5-732-0031-4150	ACC Upper hall Setup/Cleanup-Materials & Supplies	2,550.00	2,550.00	-	0%	1,323.17	1,030.65	3,432.23	2,678.22	1,400.77	1,749.48
		<b>Total</b>	<b>20,910.00</b>	<b>20,550.00</b>	<b>360.00</b>	<b>2%</b>	<b>8,937.14</b>	<b>7,896.23</b>	<b>14,588.87</b>	<b>14,555.17</b>	<b>14,473.94</b>	<b>16,927.41</b>
		<b>ACC Upper Hall Bar</b>										
127	5-732-0032-1140	ACC Upper Hall Bar-Labour	1,020.00	1,000.00	20.00	2%		286.15	539.47	659.68	302.20	1,096.86
128	5-732-0032-4150	ACC Upper Hall Bar-Materials & Supplies	305.00	305.00	-	0%		26.65	191.13		206.63	199.50
129	5-732-0032-4170	ACC Upper Hall Bar-Liquor & Beer Purchases	4,161.60	4,080.00	81.60	2%		560.46	4,092.40	1,378.27	3,180.80	5,864.18
130	5-732-0032-4180	ACC Upper Hall Bar-Pop Purchases	520.20	510.00	10.20	2%		124.94	132.31	338.24	141.69	241.41
		<b>Total</b>	<b>6,006.80</b>	<b>5,895.00</b>	<b>111.80</b>	<b>2%</b>	<b>-</b>	<b>998.20</b>	<b>4,955.31</b>	<b>2,376.19</b>	<b>3,831.32</b>	<b>7,401.95</b>
		<b>ACC Upper Hall Cleaning</b>										
131	5-732-0033-1140	ACC Upper Hall Cleaning-Labour			-	#DIV/0!						
132	5-732-0033-4150	ACC Upper Hall Cleaning-Materials & Supplies	150.00	150.00	-	0%			93.10			289.20
		<b>Total</b>	<b>150.00</b>	<b>150.00</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>-</b>	<b>93.10</b>	<b>-</b>	<b>-</b>	<b>289.20</b>
		<b>ACC Upper Hall Misc. Maint.</b>										
133	5-732-0034-1140	ACC Upper Hall Misc. Maint.-Labour	1,530.00	1,500.00	30.00	2%				237.07	334.32	
134	5-732-0034-4150	ACC Upper Hall Misc. Maint.-Materials & Supplies	3,060.00	3,060.00	-	0%	3,309.20	4,344.08	4,874.47	7,108.11	3,928.70	2,627.43
135	5-732-0034-5630	ACC Upper Hall Misc. Maint.-Contract R&M	8,160.00	8,000.00	160.00	2%	17,398.37	17,499.25	12,305.13	21,277.64	6,655.66	4,624.00
		<b>Total</b>	<b>12,750.00</b>	<b>12,560.00</b>	<b>190.00</b>	<b>2%</b>	<b>20,707.57</b>	<b>21,843.33</b>	<b>17,179.60</b>	<b>28,622.82</b>	<b>10,918.68</b>	<b>7,251.43</b>
		<b>ACC Surface Setup/Cleanup</b>										
136	5-733-0031-1140	ACC Surface Setup/Cleanup-Labour	7,140.00	7,000.00	140.00	2%	2,526.11	2,652.18	7,328.86	7,873.36	4,228.72	5,873.59
137	5-733-0031-4150	ACC Surface Setup/Cleanup-Materials & Supplies			-	#DIV/0!	308.35	867.50	33.90		652.24	
		<b>Total</b>	<b>7,140.00</b>	<b>7,000.00</b>	<b>140.00</b>	<b>2%</b>	<b>2,834.46</b>	<b>3,519.68</b>	<b>7,362.76</b>	<b>7,873.36</b>	<b>4,880.96</b>	<b>5,873.59</b>
		<b>ACC Surface Cleaning</b>										
138	5-733-0033-1140	ACC Surface Cleaning-Labour		-	-	#DIV/0!						
139	5-733-0033-4150	ACC Surface Cleaning-Materials & Supplies	500.00	500.00	-	0%				511.70		790.60
		<b>Total</b>	<b>500.00</b>	<b>500.00</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>511.70</b>	<b>-</b>	<b>790.60</b>
		<b>ACC Bleachers Maint.</b>										
140	5-735-0041-1140	ACC Bleachers Maint.-Labour	6,120.00	6,000.00	120.00	2%	5,696.14	6,344.84	1,429.62	4,823.48	4,554.49	6,942.73
141	5-735-0041-4150	ACC Bleachers Maint.-Materials & Supplies			-	#DIV/0!		115.35	624.57	520.64	909.83	967.94
		<b>Total</b>	<b>6,120.00</b>	<b>6,000.00</b>	<b>120.00</b>	<b>2%</b>	<b>5,696.14</b>	<b>6,460.19</b>	<b>2,054.19</b>	<b>5,344.12</b>	<b>5,464.32</b>	<b>7,910.67</b>
		<b>ACC Locker Room Maint.</b>										
142	5-735-0043-1140	ACC Locker Room Maint.-Labour	20,910.00	20,500.00	410.00	2%	15,094.87	20,416.37	16,866.36	19,848.83	16,926.25	16,758.48
143	5-735-0043-4150	ACC Locker Room Maint.-Materials & Supplies	3,060.00	3,060.00	-	0%	2,685.39	6,015.57	1,333.79	4,406.26	4,303.37	1,490.07
144	5-735-0043-5680	ACC Locker Room Maint.-Contract	260.10	255.00	5.10	2%	85.00		180.00	1,113.50	2,110.00	
		<b>Total</b>	<b>24,230.10</b>	<b>23,815.00</b>	<b>415.10</b>	<b>2%</b>	<b>17,865.26</b>	<b>26,431.94</b>	<b>18,380.15</b>	<b>25,368.59</b>	<b>23,339.62</b>	<b>18,248.55</b>
		<b>ACC Ice Surface Maint.</b>										
145	5-735-0044-1140	ACC Ice Surface Maint.-Labour	38,760.00	38,000.00	760.00	2%	29,078.49	36,346.62	36,467.19	32,525.38	37,018.30	36,872.03
146	5-735-0044-4150	ACC Ice Surface Maint.-Materials & Supplies	3,570.00	3,570.00	-	0%	3,071.92	2,258.44	3,792.61	5,165.05	2,381.68	3,087.25
147	5-735-0044-5630	ACC Ice Surface Maint.Contract-Repairs/Maintenance	5,100.00	5,000.00	100.00	2%	3,495.02	5,780.06	6,262.73	5,772.25	175.98	

Line #	Account	Description	2023 Budget	2022 Budget	\$ Change	% Change	2021 Actual	2020 Actual	2019 Actual	2018 Actual	2017 Actual	2016 Actual
		<b>Total</b>	<b>47,430.00</b>	<b>46,570.00</b>	<b>860.00</b>	<b>2%</b>	<b>35,645.43</b>	<b>44,385.12</b>	<b>46,522.53</b>	<b>43,462.68</b>	<b>39,575.96</b>	<b>39,959.28</b>
		<b>ACC Ice Plant Equip.</b>										
148	5-735-0045-1140	ACC Ice Plant Equip.-Labour	6,120.00	6,000.00	120.00	2%	6,421.80	7,158.65	8,892.99	8,559.01	7,080.35	8,575.40
189	5-735-0045-5600	ACC Ice Plant Equip.-M & R Parts (Inventory)	765.00	765.00	-	0%	-	684.45	57.78	37.98	1,516.91	417.32
150	5-735-0045-5610	ACC Ice Plant Equip.-Fuel & Oil			-	#DIV/0!					419.25	
151	5-735-0045-5630	ACC Ice Plant Equip.-Contract-Repairs/Maintenance	7,262.40	7,120.00	142.40	2%	8,121.18	6,700.60	10,430.05	7,454.50	5,347.00	3,830.00
		<b>Total</b>	<b>14,147.40</b>	<b>13,885.00</b>	<b>262.40</b>	<b>2%</b>	<b>14,542.98</b>	<b>14,543.70</b>	<b>19,380.82</b>	<b>16,051.49</b>	<b>14,363.51</b>	<b>12,822.72</b>
		<b>ACC Ice Resurfer</b>										
152	5-735-0046-1140	ACC Ice Resurfer-Labour	4,080.00	4,000.00	80.00	2%	508.60	574.71	1,287.37	807.48	4,264.75	7,005.57
153	5-735-0046-5600	ACC Ice Resurfer-M & R Parts (Inventory)	1,530.00	1,530.00	-	0%	161.26	650.90	35.97	830.27	2,734.96	2,471.38
154	5-735-0046-5610	ACC Ice Resurfer-Fuel & Oil	4,200.00	4,000.00	200.00	5%	3,946.83	4,739.70	4,526.50	4,516.61	4,358.74	3,765.17
155	5-735-0046-5630	ACC Ice Resurfer-Contract-Repairs/Maintenance	1,040.40	1,020.00	20.40	2%	803.00	1,068.50	2,740.03	392.01	481.50	1,214.00
		<b>Total</b>	<b>10,850.40</b>	<b>10,550.00</b>	<b>300.40</b>	<b>3%</b>	<b>5,419.69</b>	<b>7,033.81</b>	<b>8,589.87</b>	<b>6,546.37</b>	<b>11,839.95</b>	<b>14,456.12</b>
		<b>Total Expenses-Almonte Arena</b>	<b>318,498.70</b>	<b>313,185.00</b>	<b>5,313.70</b>	<b>2%</b>	<b>212,352.85</b>	<b>257,972.22</b>	<b>263,151.56</b>	<b>296,381.06</b>	<b>291,739.14</b>	<b>280,689.94</b>
		<b>General Expenses-Pakenham</b>										
156	5-737-0021-4110	SCC General Exp.-Hydro	66,000.00	66,000.00	-	0%	42,438.43	61,216.64	72,217.51	63,222.24	82,102.17	68,612.17
157	5-737-0021-4115	SCC General Exp.-Heating	7,000.00	7,000.00	-	0%	6,273.97	6,629.45	7,311.25	7,720.03	7,978.18	8,029.38
158	5-737-0021-5240	SCC General Exp.-Insurance (Building Etc.)	12,550.00	10,730.00	1,820.00	17%	9,327.81	5,763.61	6,044.07	8,627.96	6,940.80	7,194.96
		<b>Total</b>	<b>85,550.00</b>	<b>83,730.00</b>	<b>1,820.00</b>	<b>2%</b>	<b>58,040.21</b>	<b>73,609.70</b>	<b>85,572.83</b>	<b>79,570.23</b>	<b>97,021.15</b>	<b>83,836.51</b>
		<b>SCC Lobby Maint. &amp; Cleaning</b>										
159	5-737-0022-1140	SCC Lobby Maint. & Cleaning-Labour	36,720.00	36,000.00	720.00	2%	16,229.25	19,637.55	24,301.31	31,494.00	31,394.28	30,307.11
160	5-737-0022-4150	SCC Lobby Maint. & Cleaning-Materials & Supplies	5,000.00	5,000.00	-	0%	1,075.02	2,095.57	1,965.65	5,276.11	4,999.89	5,117.14
161	5-737-0022-5630	SCC Lobby Maint. & Cleaning-Contract R&M	4,161.60	4,080.00	81.60	2%	5,794.04	1,062.50	3,739.00	2,499.24	3,430.12	3,195.23
		<b>Total</b>	<b>45,881.60</b>	<b>45,080.00</b>	<b>801.60</b>	<b>2%</b>	<b>23,098.31</b>	<b>22,795.62</b>	<b>30,005.96</b>	<b>39,269.35</b>	<b>39,824.29</b>	<b>38,619.48</b>
		<b>SCC Upper Hall Setup/Cleanup</b>										
162	5-738-0031-1140	SCC Upper Hall Setup/Cleanup-Labour	14,280.00	14,000.00	280.00	2%	2,975.52	4,274.47	11,456.01	9,554.41	13,588.66	14,070.38
163	5-738-0031-4150	SCC Upper Hall Setup/Cleanup-Materials & Supplies	1,020.00	1,020.00	-	0%	655.75	573.84	1,092.33	1,066.69	841.10	1,481.84
		<b>Total</b>	<b>15,300.00</b>	<b>15,020.00</b>	<b>280.00</b>	<b>2%</b>	<b>3,631.27</b>	<b>4,848.31</b>	<b>12,548.34</b>	<b>10,621.10</b>	<b>14,429.76</b>	<b>15,552.22</b>
		<b>SCC Upper Hall Bar</b>										
164	5-738-0032-4150	SCC Upper Hall Bar-Materials & Supplies	1,300.00	1,300.00	-	0%	1,053.68	971.76	1,607.58	948.90	974.02	1,329.22
165	5-738-0032-4160	SCC Upper Hall Bar-Food Purchases	731.50	665.00	66.50	10%	-	230.40	842.10	636.60	583.55	419.44
166	5-738-0032-4170	SCC Upper Hall Bar-Liquor & Beer Purchases	7,803.00	7,650.00	153.00	2%	4,699.93	3,468.16	8,048.58	6,891.14	10,997.20	9,716.89
167	5-738-0032-4180	SCC Upper Hall Bar-Pop & Mix Purchases	841.50	765.00	76.50	10%	148.89	120.68	486.94	336.00	600.96	777.50
168	5-738-0032-4190	SCC Upper Hall Bar-Bartending	3,000.00	3,000.00	-	0%	913.89	1,834.04	3,838.93	4,368.59	2,977.89	3,655.98
		<b>Total</b>	<b>13,676.00</b>	<b>13,380.00</b>	<b>296.00</b>	<b>2%</b>	<b>6,816.39</b>	<b>6,625.04</b>	<b>14,824.13</b>	<b>13,181.23</b>	<b>16,133.62</b>	<b>15,899.03</b>
		<b>SCC Surface Rental Setup/Cleanup</b>										
169	5-739-0031-1140	SCC Surface Renta Setup/Cleanup-Labour	5,202.00	5,100.00	102.00	2%	1,361.93	5,870.86	629.67	1,997.75	3,503.34	4,128.27
170	5-739-0031-4150	SCC Surface Setup/Cleanup-Materials & Supplies		-	-	#DIV/0!					26.98	
		<b>Total</b>	<b>5,202.00</b>	<b>5,100.00</b>	<b>102.00</b>	<b>2%</b>	<b>1,361.93</b>	<b>5,870.86</b>	<b>629.67</b>	<b>1,997.75</b>	<b>3,530.32</b>	<b>4,128.27</b>
		<b>SCC Bleachers</b>										
171	5-740-0041-1140	SCC Bleachers Maint.-Labour	2,550.00	2,500.00	50.00	2%	4,681.78	3,644.94	1,344.22	1,647.46	1,157.88	1,123.56
172	5-740-0041-4150	SCC Bleachers Maint.-Materials & Supplies		-	-	#DIV/0!						
		<b>Total</b>	<b>2,550.00</b>	<b>2,500.00</b>	<b>50.00</b>	<b>2%</b>	<b>4,681.78</b>	<b>3,644.94</b>	<b>1,344.22</b>	<b>1,647.46</b>	<b>1,157.88</b>	<b>1,123.56</b>
		<b>SCC Locker Room Maint.</b>										
173	5-740-0043-1140	SCC Locer Room Maint.-Labour	15,300.00	15,000.00	300.00	2%	14,874.49	13,832.98	11,826.24	12,337.19	13,253.11	12,834.74
174	5-740-0043-4150	SCC Locker Room Maint.-Materials & Supplies		-	-	#DIV/0!	1,468.71	1,028.21	914.98	511.09	675.81	265.78
		<b>Total</b>	<b>15,300.00</b>	<b>15,000.00</b>	<b>300.00</b>	<b>2%</b>	<b>16,343.20</b>	<b>14,861.19</b>	<b>12,741.22</b>	<b>12,848.28</b>	<b>13,928.92</b>	<b>13,100.52</b>
		<b>SCC Ice Surface Maint.</b>										
175	5-740-0044-1140	SCC Ice Surface Maint.-Labour	28,050.00	27,500.00	550.00	2%	26,778.71	28,563.08	29,199.89	27,632.75	23,218.06	24,885.12
176	5-740-0044-4150	SCC Ice Surface Maint.-Materials & Supplies		3,000.00	-	3,000.00	2,842.86	4,840.68	2,089.61	1,992.92	1,519.62	3,620.33



Line #	Account	Description	2023 Budget	2022 Budget	\$ Change	% Change	2021 Actual	2020 Actual	2019 Actual	2018 Actual	2017 Actual	2016 Actual
177	5-740-0044-5630	SCC Ice Surface Maint.-Contract-R&M	2,101.20	2,060.00	41.20	2%	-	1,730.50	2,889.68	415.50	1,574.91	1,510.30
		<b>Total</b>	<b>30,151.20</b>	<b>32,560.00</b>	<b>- 2,408.80</b>	<b>-7%</b>	<b>29,621.57</b>	<b>35,134.26</b>	<b>34,179.18</b>	<b>30,041.17</b>	<b>26,312.59</b>	<b>30,015.75</b>
		<b>SCC Ice Plant Equip.</b>										
178	5-740-0045-1140	SCC Ice Plant Equip.-Labour	209.10	205.00	4.10	2%				295.00	159.00	
179	5-740-0045-5600	SCC Ice Plant Equip.-M & R Parts (Inventory)	100.00	100.00	-	0%					200.22	
180	5-740-0045-5610	SCC Ice Plant Equip.-Fuel & Oil			-	#DIV/0!			311.29	1,407.80	8.00	
181	5-740-0045-5630	SCC Ice Plant Equip.-Contract-Repairs/Maintenance	5,202.00	5,100.00	102.00	2%	3,612.00	7,351.80	4,253.35	2,770.50	5,130.10	725.00
		<b>Total</b>	<b>5,511.10</b>	<b>5,405.00</b>	<b>106.10</b>	<b>2%</b>	<b>3,612.00</b>	<b>7,351.80</b>	<b>4,564.64</b>	<b>4,473.30</b>	<b>5,497.32</b>	<b>725.00</b>
		<b>SCC Ice Conditioner</b>										
182	5-740-0046-1140	SCC Ice Conditioner-Labour	520.20	510.00	10.20	2%	80.64	775.84	45.06	93.16	73.97	214.85
183	5-740-0046-5600	SCC Ice Conditioner-M&R Parts (Inventory)			-	#DIV/0!	999.87	401.03	177.90		734.42	
184	5-740-0046-5610	SCC Ice Conditioner-Fuel & Oil	3,213.00	3,060.00	153.00	5%	1,985.91	2,973.69	3,269.06	4,930.02	3,696.31	3,449.92
185	5-740-0046-5630	SCC Ice Conditioner-Contract-Repairs/Maintenance	1,040.40	1,020.00	20.40	2%	774.35	1,773.98	1,322.03	683.01	199.50	1,482.50
		<b>Total</b>	<b>4,773.60</b>	<b>4,590.00</b>	<b>183.60</b>	<b>4%</b>	<b>3,840.77</b>	<b>5,924.54</b>	<b>4,814.05</b>	<b>5,706.19</b>	<b>4,704.20</b>	<b>5,147.27</b>
		<b>SCC Other Equip.</b>										
186	5-740-0050-1140	SCC Other Equip.-Labour	1,249.50	1,225.00	24.50	2%	3.95			-		
187	5-740-0050-4150	SCC Other Equip.-Materials & Supplies	2,040.00	2,040.00	-	0%	1,866.78	464.32	1,523.41	734.92	3,248.31	797.13
188	5-740-0050-5610	SCC Other Equip.-Fuel & Oil			-	#DIV/0!						
189	5-740-0050-5630	SCC Other Equip.-R&M/Water Treatment	10,200.00	10,200.00	-	0%	14,733.06	12,057.12	9,734.05	14,141.73	12,763.34	13,737.95
		<b>Total</b>	<b>13,489.50</b>	<b>13,465.00</b>	<b>24.50</b>	<b>0%</b>	<b>16,603.79</b>	<b>12,521.44</b>	<b>11,257.46</b>	<b>14,876.65</b>	<b>16,011.65</b>	<b>14,535.08</b>
		<b>Total Expenses-Pakenham Arena</b>	<b>237,385.00</b>	<b>235,830.00</b>	<b>1,555.00</b>	<b>1%</b>	<b>167,651.22</b>	<b>193,187.70</b>	<b>212,481.70</b>	<b>214,232.71</b>	<b>238,551.70</b>	<b>222,682.69</b>
		<b>Active Fields &amp; Parks</b>										
190	5-751-0021-1140	Active Fields & Parks-Labour	35,470.50	34,775.00	695.50	2%	14,967.18	23,390.97	28,406.94	19,999.82	34,373.09	28,460.93
191	5-751-0021-4110	Active Fields & Parks-Hydro	4,235.00	4,235.00	-	0%	2,140.07	2,231.96	3,960.38	3,126.45	3,938.76	3,504.02
192	5-751-0021-4115	Active Fields & Parks-Heating			-	#DIV/0!			950.97			275.99
193	5-751-0021-4120	Active Fields & Parks-Water	19,570.00	19,000.00	570.00	3%	22,157.16	15,937.06	17,525.46	16,207.04	183.58	-
194	5-751-0021-4150	Active Fields & Parks-Materials & Supplies	24,148.50	23,675.00	473.50	2%	2,987.76	4,995.83	19,208.60	8,211.72	16,390.52	16,975.42
195	5-751-0021-5170	Active Fields & Parks-Advertising			-	#DIV/0!						
196	5-751-0021-5240	Active Fields & Parks-Insurance	12,100.00	10,285.00	1,815.00	18%	8,940.88	6,498.41	4,477.67	5,893.16	8,637.68	8,574.64
197	5-751-0021-5630	Active Fields & Parks-Contract-Repairs/Maintenance	8,843.40	8,670.00	173.40	2%	8,914.17	4,391.76	7,946.81	4,666.52	5,452.03	3,791.66
		<b>Total Active Fields &amp; Parks</b>	<b>104,367.40</b>	<b>100,640.00</b>	<b>3,727.40</b>	<b>4%</b>	<b>60,107.22</b>	<b>57,445.99</b>	<b>82,476.83</b>	<b>58,104.71</b>	<b>68,975.66</b>	<b>61,582.66</b>
		<b>Passive Fields &amp; Parks</b>										
198	5-753-0021-1140	Passive Fields & Parks-Labour	86,205.30	84,515.00	1,690.30	2%	72,943.56	81,386.55	57,222.14	68,076.93	70,260.06	56,820.36
199	5-753-0021-4150	Passive Fields & Parks-Materials & Supplies	11,582.10	11,355.00	227.10	2%	7,635.63	5,487.38	12,495.34	7,275.95	13,591.98	4,390.85
200	5-753-0021-5630	Passive Fields & Parks-Contract-Repairs/Maintenance	36,424.20	35,710.00	714.20	2%	22,677.30	13,948.67	29,735.19	22,084.13	11,288.64	8,228.82
		<b>Total Passive Fields &amp; Parks</b>	<b>134,211.60</b>	<b>131,580.00</b>	<b>2,631.60</b>	<b>2%</b>	<b>103,256.49</b>	<b>100,822.60</b>	<b>99,452.67</b>	<b>97,437.01</b>	<b>95,140.68</b>	<b>69,440.03</b>
		<b>Vehicles &amp; Equipment</b>										
201	5-755-0023-1140	Vehicles and Equipment-Labour	9,521.70	9,335.00	186.70	2%	7,336.41	4,424.52	2,116.10	2,351.61	6,502.96	8,477.20
202	5-755-0023-5240	Vehicles and Equipment-Insurance			-	#DIV/0!						
203	5-755-0023-5600	Vehicles and Equipment-M & R Parts (Inventory)	6,741.00	6,420.00	321.00	5%	6,639.08	5,491.11	4,568.09	4,279.51	4,863.31	11,792.49
204	5-755-0023-5610	Vehicles and Equipment-Fuel & Oil	11,628.75	11,075.00	553.75	5%	18,446.17	15,077.63	9,414.84	10,176.57	11,615.34	8,365.74
205	5-755-0023-5620	Vehicles and Equipment-Licenses	560.00	560.00	-	0%	768.00	505.25	505.25	505.25	668.75	780.00
206	5-755-0023-5630	Vehicles and Equipment-Contract-Repairs/Maintenance	627.30	615.00	12.30	2%	3,739.74	1,535.05	4,476.02	2,940.37	512.02	2,372.44
		<b>Total Vehicles &amp; Equipment</b>	<b>29,078.75</b>	<b>28,005.00</b>	<b>1,073.75</b>	<b>4%</b>	<b>36,929.40</b>	<b>27,033.56</b>	<b>21,080.30</b>	<b>20,253.31</b>	<b>24,162.38</b>	<b>31,787.87</b>
		<b>Adult Dance</b>										
207	5-758-A135-5165	Instruction Costs	3,000.00	3,000.00	-	0%	873.00	275.00	3,750.00	3,350.00	4,940.00	
208	5-758-A135-5170	Advertising			-	#DIV/0!						
		<b>Total</b>	<b>3,000.00</b>	<b>3,000.00</b>	<b>-</b>	<b>0%</b>	<b>873.00</b>	<b>275.00</b>	<b>3,750.00</b>	<b>3,350.00</b>	<b>4,940.00</b>	

Line #	Account	Description	2023 Budget	2022 Budget	\$ Change	% Change	2021 Actual	2020 Actual	2019 Actual	2018 Actual	2017 Actual	2016 Actual
<b>Babysitting Course</b>												
209	5-758-A145-4150	Babysitting Course-Materials & Supplies	375.00	375.00	-	0%						511.25
210	5-758-A145-5165	Babysitting Course-Instruction Costs	500.00	500.00	-	0%		150.00	150.00	300.00	300.00	450.00
211	5-758-A145-5170	Babysitting Course-Advertising			-	#DIV/0!						
<b>Total</b>			<b>875.00</b>	<b>875.00</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>150.00</b>	<b>150.00</b>	<b>300.00</b>	<b>300.00</b>	<b>961.25</b>
<b>Other Programs-Almonte</b>												
212	5-758-A180-4150	Other Programs-Materials & Supplies	1,020.00	1,020.00	-	0%		136.40		44.95	835.72	3,891.30
213	5-758-A180-5170	Other Programs-Advertising	1,020.00	1,020.00	-	0%			601.56	255.00	1,434.00	1,078.64
<b>Total</b>			<b>2,040.00</b>	<b>2,040.00</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>136.40</b>	<b>601.56</b>	<b>299.95</b>	<b>2,269.72</b>	<b>4,969.94</b>
<b>Swimming Program</b>												
214	5-758-A240-1135	Swimming Program-Salaries & Wages-Rec. Councillor	9,363.60	9,180.00	183.60	2%	490.39	7,204.21	7,029.20	8,714.08	6,266.90	6,725.66
215	5-758-A240-4150	Swimming Program-Materials & Supplies	6,120.00	6,120.00	-	0%	2,138.31	7,204.20	9,529.54	5,022.26	6,266.89	5,361.55
216	5-758-A240-5170	Swimming Program-Advertising	100.00	100.00	-	0%	95.88	96.00	96.00	95.88	95.88	115.88
<b>Total</b>			<b>15,583.60</b>	<b>15,400.00</b>	<b>183.60</b>	<b>1%</b>	<b>2,724.58</b>	<b>14,504.41</b>	<b>16,654.74</b>	<b>13,832.22</b>	<b>12,629.67</b>	<b>12,203.09</b>
<b>Total Programs-Almonte</b>			<b>21,498.60</b>	<b>21,315.00</b>	<b>183.60</b>	<b>1%</b>	<b>3,597.58</b>	<b>15,065.81</b>	<b>21,156.30</b>	<b>17,782.17</b>	<b>20,139.39</b>	<b>18,134.28</b>
<b>Recreation Hockey</b>												
217	5-758-P130-4150	Recreation Hockey Program-Materials & Supplies	500.00	500.00	-	0%		300.00	552.50	338.40	254.40	
218	5-758-P130-5170	Recreation Hockey Program-Advertising	100.00	100.00	-	0%	1,203.10			255.00		
<b>Total</b>			<b>600.00</b>	<b>600.00</b>	<b>-</b>	<b>0%</b>	<b>1,203.10</b>	<b>300.00</b>	<b>552.50</b>	<b>593.40</b>	<b>254.40</b>	<b>-</b>
<b>Soccer Program</b>												
219	5-758-P135-4150	Soccer Program-Materials & Supplies	3,000.00	3,000.00	-	0%			4,426.82	2,685.86	2,006.50	2,095.42
<b>Other Programs-Pakenham</b>												
220	5-758-P140-4150	Other Programs-Materials & Supplies	100.00	100.00	-	0%	765.00		50.40	74.96		
<b>Total Programs-Pakenham</b>			<b>3,700.00</b>	<b>3,700.00</b>	<b>-</b>	<b>0%</b>	<b>438.10</b>	<b>300.00</b>	<b>5,029.72</b>	<b>3,354.22</b>	<b>2,260.90</b>	<b>2,095.42</b>
<b>Canada Day</b>												
221	5-759-A190-1140	Canada Day-Labour	1,530.00	1,500.00	30.00	2%			801.36	200.00	907.69	381.15
222	5-759-A190-4150	Canada Day-Materials & Supplies	13,000.00	13,000.00	-	0%		345.00	13,691.42	13,197.19	20,151.70	11,510.47
223	5-759-A190-5170	Canada Day-Advertising	2,500.00	2,500.00	-	0%	392.00		611.36	1,221.12	1,374.81	399.26
<b>Total</b>			<b>17,030.00</b>	<b>17,000.00</b>	<b>30.00</b>	<b>0%</b>	<b>392.00</b>	<b>345.00</b>	<b>15,104.14</b>	<b>14,618.31</b>	<b>22,434.20</b>	<b>12,290.88</b>
<b>Light up the Night</b>												
224	5-759-A200-1140	Light up the Night-Labour	510.00	500.00	10.00	2%			379.85	399.86	449.76	232.17
225	5-759-A200-4150	Light up the Night-Materials & Supplies	11,000.00	11,000.00	-	0%	350.00	2,561.63	12,917.25	11,745.70	13,878.43	14,013.01
226	5-759-A200-5170	Light up the Night-Advertising	1,000.00	1,000.00	-	0%		171.00		1,595.06	2,447.46	155.53
<b>Total</b>			<b>12,510.00</b>	<b>12,500.00</b>	<b>10.00</b>	<b>0%</b>	<b>350.00</b>	<b>2,732.63</b>	<b>13,297.10</b>	<b>13,740.62</b>	<b>16,775.65</b>	<b>14,400.71</b>
<b>Santa Claus Parade</b>												
227	5-759-A210-1140	Santa Claus Parade-Labour	357.00	350.00	7.00	2%				-		
228	5-759-A210-4150	Santa Claus Parade-Materials & Supplies	300.00	300.00	-	0%	200.00	263.34		364.38	821.23	429.75
229	5-759-A210-5170	Santa Claus Parade-Advertising	500.00	500.00	-	0%	1,954.85		345.00	860.25	428.00	260.66
<b>Total</b>			<b>1,157.00</b>	<b>1,150.00</b>	<b>7.00</b>	<b>1%</b>	<b>2,154.85</b>	<b>263.34</b>	<b>345.00</b>	<b>1,224.63</b>	<b>1,249.23</b>	<b>690.41</b>
<b>Other Events-Almonte</b>												
230	5-759-A220-1140	Other Events-Labour	2,040.00	2,000.00	40.00	2%	256.94		946.46	1,639.11	2,109.76	1,433.42
231	5-759-A220-4150	Other Events-Materials & Supplies	5,000.00	5,000.00	-	0%	4,878.43	3,213.48	2,595.91	6,820.27	4,916.27	2,364.94
<b>Total</b>			<b>7,040.00</b>	<b>7,000.00</b>	<b>40.00</b>	<b>1%</b>	<b>5,135.37</b>	<b>3,213.48</b>	<b>3,542.37</b>	<b>8,459.38</b>	<b>7,026.03</b>	<b>3,798.36</b>
<b>MM at a Glance</b>												
232	5-759-A230-1140	MM at a Glance-Labour	204.00	200.00	4.00	2%						
233	5-759-A230-4150	MM at a Glance-Materials & Supplies	100.00	100.00	-	0%				911.55		120.00
234	5-759-A230-5170	MM at a Glance-Advertising	1,500.00	1,500.00	-	0%	571.00			565.00	1,655.47	2,240.50
<b>Total</b>			<b>1,804.00</b>	<b>1,800.00</b>	<b>4.00</b>	<b>0%</b>	<b>571.00</b>	<b>-</b>	<b>-</b>	<b>1,476.55</b>	<b>1,655.47</b>	<b>2,360.50</b>

Line #	Account	Description	2023 Budget	2022 Budget	\$ Change	% Change	2021 Actual	2020 Actual	2019 Actual	2018 Actual	2017 Actual	2016 Actual	
235	5-759-A260-4150	Volunteer Appreciation Event	1,000.00	1,000.00	-	0%		52.65	100.00	200.00	139.82	639.00	
		Total Events-Almonte	40,541.00	40,450.00	91.00	0%	8,603.22	6,607.10	32,388.61	39,719.49	49,280.40	34,179.86	
		St. Pat's Dance											
236	5-759-P150-1140	St. Pat's Dance-Labour	102.00	100.00	2.00	2%							
237	5-759-P150-4150	St. Pat's Dance-Materials & Supplies	2,500.00	2,500.00	-	0%		25.55	1,983.08	1,864.90	2,167.16	1,967.64	
238	5-759-P150-5170	St. Pat's Dance-Advertising	500.00	500.00	-	0%		59.50	629.00	5,137.65	507.68	766.34	
		Total	3,102.00	3,100.00	2.00	0%	-	85.05	2,612.08	7,002.55	2,674.84	2,733.98	
		Home Show											
239	5-759-P155-1140	Home Show-Labour		-	-	#DIV/0!						1,237.49	
240	5-759-P155-4150	Home Show-Materials & Supplies		-	-	#DIV/0!						4,563.15	
		Total		-	-	0%						5,800.64	
		Canada Day											
241	5-759-P165-1140	Canada Day-Labour	663.00	650.00	13.00	2%			263.98	801.96	610.19	222.38	
242	5-759-P165-4150	Canada Day-Materials & Supplies	8,000.00	8,000.00	-	0%			6,652.59	6,893.02	3,852.79	6,167.57	
243	5-759-P165-5170	Canada Day-Advertising	1,500.00	1,500.00	-	0%			960.00		523.00	337.50	
		Total	10,163.00	10,150.00	13.00	0%	-	-	7,876.57	7,694.98	4,985.98	6,727.45	
		Fall Fair											
244	5-759-P170-1140	Fall Fair-Labour		2,500.00	-	2,500.00	-100%		1,557.74	1,332.10	966.00	1,048.52	
245	5-759-P170-4150	Fall Fair-Materials & Supplies		6,000.00	-	6,000.00	-100%		7,624.55	7,346.48	5,510.45	6,542.61	
246	5-759-P170-5170	Fall Fair-Advertising		2,200.00	-	2,200.00	-100%		1,306.25	2,230.54	3,198.00	2,237.92	
		Total	-	10,700.00	-	10,700.00	-100%	-	-	10,488.54	10,909.12	9,674.45	9,829.05
		Craft Show											
247	5-759-P175-1140	Craft Show-Labour			-	#DIV/0!							
248	5-759-P175-5170	Craft Show-Advertising			-	#DIV/0!					-	1,300.00	
		Total		-	-	0%					-	1,300.00	
		Santa Claus Parade											
249	5-759-P180-1140	Santa Claus Parade-Labour	255.00	250.00	5.00	2%							
250	5-759-P180-4150	Santa Claus Parade-Materials & Supplies	2,100.00	2,100.00	-	0%			532.04	160.00	321.00	664.98	
251	5-759-P180-5170	Santa Claus Parade-Advertising	1,000.00	1,000.00	-	0%	1,954.85		410.00	860.24	622.00	339.47	
		Total	3,355.00	3,350.00	5.00	0%	1,954.85	-	942.04	1,020.24	943.00	1,004.45	
		Other Events-Pakenham											
252	5-759-P190-1140	Other Events-Labour	459.00	450.00	9.00	2%		53.34	87.15				
253	5-759-P190-4150	Other Events-Materials & Supplies	1,500.00	1,500.00	-	0%	88.40	290.00	425.00	1,020.59	4,894.91	4,010.49	
254	5-759-P190-5170	Other Events-Advertising	250.00	250.00	-	0%							
		Total	2,209.00	2,200.00	9.00	0%	88.40	343.34	512.15	1,020.59	4,894.91	4,010.49	
		Total Events-Pakenham	18,829.00	29,500.00	-	10,671.00	-36%	2,043.25	428.39	22,431.38	27,647.48	23,173.18	28,806.06
		Other Recreation Expenses											
255	5-760-0035-2026	Youth Centre	30,000.00	30,000.00	-	0%	30,000.00	30,000.00	30,000.00	29,897.45	132,470.88	69,359.61	
256	5-760-0035-2027	MVTM	72,144.60	70,730.00	1,414.60	2%	69,345.00	67,983.00	66,520.00	65,089.00	54,241.00	43,393.00	
257	5-760-0035-2028	Home Support-Mills Community Support Corp.	3,500.00	3,500.00	-	0%	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	
258	5-760-0035-2030	Public Skating Monitors	3,080.40	3,020.00	60.40	2%	1,580.13	2,935.87	2,877.71	2,948.14	2,489.95	2,533.20	
259	5-760-0035-2031	Appleton Museum	27,861.30	27,315.00	546.30	2%	26,780.00	26,252.00	25,687.00	25,134.00	20,945.00	16,756.00	
260	5-760-0035-2032	Naismith Basketball Foundation	6,350.00	6,230.00	120.00	2%	6,110.00	5,987.00	5,858.00	5,732.00	5,620.00	5,520.00	
261	5-760-0035-2033	R. Tait McKenzie Memorial Museum	6,350.00	6,230.00	120.00	2%	6,110.00	5,987.00	5,858.00	5,732.00	5,620.00	5,520.00	
262	5-760-0035-2034	Mills Community Support-Seniors Programming	10,000.00	10,000.00	-	0%	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	
263	5-760-0035-2036	Ramsay Recreation Facility Grant	20,000.00	20,000.00	-	0%	20,000.00	18,323.07					
264	5-760-0035-2037	Pakenham School Playstructure Funding		-	-	#DIV/0!	10,000.00						
		Total	179,286.30	177,025.00	2,261.30	1%	183,425.13	170,967.94	150,300.71	148,032.59	234,886.83	156,581.81	

Line #	Account	Description	2023 Budget	2022 Budget	\$ Change	% Change	2021 Actual	2020 Actual	2019 Actual	2018 Actual	2017 Actual	2016 Actual
		<b>Bicentennial Celebrations</b>										
265	5-760-0035-4150	Materials and Supplies	83,000.00	8,500.00	74,500.00	876%						
		<b>Total</b>	<b>83,000.00</b>	<b>8,500.00</b>	<b>74,500.00</b>	<b>876%</b>	<b>-</b>					
		<b>Total Expenditures</b>	<b>1,930,591.75</b>	<b>1,841,273.00</b>	<b>89,318.75</b>	<b>5%</b>	<b>1,461,434.14</b>	<b>1,522,164.05</b>	<b>1,532,448.94</b>	<b>1,486,988.64</b>	<b>1,619,306.20</b>	<b>1,456,292.42</b>
		<b>Net Recreation Fund</b>	<b>3,315.14</b>	<b>26,790.00</b>	<b>- 23,474.86</b>	<b>-</b>	<b>33,248.20</b>	<b>- 32,099.81</b>	<b>- 21,722.57</b>	<b>- 19,855.30</b>	<b>- 27,243.46</b>	<b>- 31,404.73</b>

## CURLING 2023 Budget

Line #	Account	Description	2023 Budget	2022 Budget	\$ Change	% Change	2021 Actual	2020 Actual
<b>Revenues</b>								
<b>Food/Liquor</b>								
1	6-105-1058-0761	Beverage Sales	- 30,000.00	- 25,000.00	- 5,000.00	20%	8,750.40	- 25,915.20
2	6-105-1058-0762	Food Sales	-	-	-	#DIV/0!		
		<b>Total</b>	<b>- 30,000.00</b>	<b>- 25,000.00</b>	<b>- 5,000.00</b>	<b>20%</b>	<b>8,750.40</b>	<b>- 25,915.20</b>
<b>Rental Revenues</b>								
3	6-105-1058-C101	Curling Lounge Rental	- 1,250.00	- 1,250.00	-	0%		
4	6-105-1058-C103	Curling Surface Rental	- 250.00	- 250.00	-	0%		
5	6-105-1058-C104	Curling Surface Bar Proceeds	-	-	-	#DIV/0!		
6	6-105-1058-C105	Curling Ice Rental-Curling Club	- 35,000.00	- 28,000.00	- 7,000.00	25%	11,180.00	- 16,997.01
7	6-105-1058-C109	Curling Rink Advertising	-	-	-	#DIV/0!		
		<b>Total</b>	<b>- 36,500.00</b>	<b>- 29,500.00</b>	<b>- 7,000.00</b>	<b>24%</b>	<b>11,180.00</b>	<b>- 16,997.01</b>
		<b>Total Revenues</b>	<b>- 66,500.00</b>	<b>- 54,500.00</b>	<b>- 12,000.00</b>	<b>22%</b>	<b>19,930.40</b>	<b>- 42,912.21</b>
<b>Expenditures</b>								
<b>Curling General Expenses</b>								
8	6-741-0021-5150	Curling General Exp.-Other Professional Fees			-	#DIV/0!		
9	6-741-0021-5240	Curling General Exp.-Insurance (Building Etc.)	14,300.00	10,730.00	3,570.00	33%	9,327.80	5,763.61
10	6-741-0032-4110	Curling General Exp.Hydro	35,000.00	35,000.00	-	0%	8,733.53	24,900.41
11	6-741-0032-4115	Curling General Exp.-Heating	4,000.00	4,000.00	-	0%		4,006.60
12	6-741-0032-4120	Curling General Exp.-Water	825.00	825.00	-	0%	1,374.10	1,213.95
		<b>Total</b>	<b>54,125.00</b>	<b>50,555.00</b>	<b>3,570.00</b>	<b>7%</b>	<b>19,435.43</b>	<b>35,884.57</b>
<b>Curling Misc. Maint.</b>								
13	6-741-0034-1140	Curling Misc. Maint.-Labour	100.00	100.00	-	0%		
<b>Curling Lounge Setup/Cleanup</b>								
14	6-742-0031-1140	Curling Lounge Setup/Cleanup-Labour		-	-	#DIV/0!		
15	6-742-0031-4150	Curling Lounge Setup/Cleanup-Materials & Supplies		-	-	#DIV/0!		
		<b>Total</b>		-	-	#DIV/0!	-	-
<b>Curling Ice Rental Lounge Maint.</b>								
16	6-745-0042-1140	Curling Ice Rental Lounge Maint.-Labour	15,300.00	15,000.00	300.00	2%	5,693.24	10,963.16

Line #	Account	Description	2023 Budget	2022 Budget	\$ Change	% Change	2021 Actual	2020 Actual
17	6-745-0042-4150	Curling Ice Rental Lounge Maint.-M&S	1,500.00	1,500.00	-	0%	409.26	1,188.03
18	6-745-0042-5630	Curling Ice Rental Lounge Maint.-Contract R&M	2,500.00	2,500.00	-	0%	-	-
		<b>Total</b>	<b>19,300.00</b>	<b>19,000.00</b>	<b>300.00</b>	<b>2%</b>	<b>6,102.50</b>	<b>12,151.19</b>
		<b>Curling Ice Rental Locker Maint.</b>						
19	6-745-0043-1140	Curling Ice Rental Locker Maint.-Labour	3,060.00	3,000.00	60.00	2%	2,053.83	3,294.00
20	6-745-0043-4150	Curling Ice Rental Locker Maint.-M&S	400.00	400.00	-	0%	300.93	-
		<b>Total</b>	<b>3,460.00</b>	<b>3,400.00</b>	<b>60.00</b>	<b>2%</b>	<b>2,354.76</b>	<b>3,294.00</b>
		<b>Curling Ice Rental Surface Maint.</b>						
21	6-745-0044-1140	Curling Ice Rental Surface Maint.-Labour	520.20	510.00	10.20	2%	1,421.28	-
22	6-745-0044-4150	Curling Ice Rental Surface Maint.-M&S	1,400.00	1,400.00	-	0%	2,625.82	1,634.97
23	6-745-0044-5630	Curling Ice Rental Surface Maint.-Contract R&M	-	-	-	#DIV/0!	-	-
		<b>Total</b>	<b>1,920.20</b>	<b>1,910.00</b>	<b>10.20</b>	<b>1%</b>	<b>4,047.10</b>	<b>1,634.97</b>
		<b>Curling Ice Plant</b>						
24	6-745-0045-1140	Curling Ice Plant-Labour	-	-	-	#DIV/0!	-	-
25	6-745-0045-5600	Curling Ice Plant-M & R Parts (Inventory)	-	-	-	#DIV/0!	-	-
26	6-745-0045-5630	Curling Ice Plant-Contract-Repairs/Maintenance	2,000.00	2,000.00	-	0%	10,790.45	1,043.72
		<b>Total</b>	<b>2,000.00</b>	<b>2,000.00</b>	<b>-</b>	<b>0%</b>	<b>10,790.45</b>	<b>1,043.72</b>
		<b>Curling Ice Scraper</b>						
27	6-745-0048-1140	Curling Ice Scraper-Labour	-	-	-	#DIV/0!	-	-
28	6-745-0048-5600	Curling Ice Scraper-M & R Parts (Inventory)	-	-	-	#DIV/0!	-	-
29	6-745-0048-5630	Curling Ice Scraper-Contract-Repairs/Maintenance	-	-	-	#DIV/0!	-	-
		<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>	<b>-</b>	<b>-</b>
		<b>Curling Bar</b>						
30	6-761-0032-1140	Curling Bar-Labour	12,000.00	8,000.00	4,000.00	50%	3,024.18	5,721.65
31	6-761-0032-2040	Curling Bar-Employee Benefits	459.00	450.00	9.00	2%	182.32	449.59
32	6-761-0032-3140	Curling Bar-Other M & S	100.00	100.00	-	0%	460.61	25.15
33	6-761-0032-4160	Curling Bar-Food Purchases	1,100.00	1,000.00	100.00	10%	185.63	1,022.65
34	6-761-0032-4170	Curling Bar-Liquor & Beer Purchases	14,000.00	14,000.00	-	0%	6,266.52	13,178.39
35	6-761-0032-4180	Curling Bar-Pop & Mix Purchases	700.00	700.00	-	0%	329.10	580.99
36	6-761-0032-5300	Curling Bar-Misc. Equipment Expense	150.00	150.00	-	0%	-	25.15
		<b>Total</b>	<b>28,509.00</b>	<b>24,400.00</b>	<b>4,109.00</b>	<b>17%</b>	<b>10,448.36</b>	<b>21,003.57</b>
		<b>Total Expenditures</b>	<b>109,414.20</b>	<b>101,365.00</b>	<b>8,049.20</b>	<b>8%</b>	<b>53,178.60</b>	<b>75,012.02</b>
		<b>Net Curling Fund</b>	<b>42,914.20</b>	<b>46,865.00</b>	<b>- 3,950.80</b>	<b>-8%</b>	<b>33,248.20</b>	<b>32,099.81</b>

## COMMUNITY AND ECONOMIC DEVELOPMENT

### 2023 Budget

Line #	Account	Description	2023 Budget	2022 Budget	\$ Change	% Change	2021 Actual	2020 Actual
1	1-811-0814-1110	Salaries & Wages	132,090.49	129,500.48	2,590.01	2%	50,717.97	49,714.10
2	1-811-0814-1130	Salaries & Wages-Student	52,432.00	41,600.00	10,832.00	26%	31,326.22	36,932.67
3	1-811-0814-1150	Other Honorariums	2,000.00	2,000.00	-	0%	1,633.52	480.00
4	1-811-0814-2100	CPP	5,575.00	5,575.00	-	0%	3,143.18	3,300.69
5	1-811-0814-2110	EI	2,550.00	2,550.00	-	0%	1,463.01	1,566.03
6	1-811-0814-2120	OMERS	9,241.20	9,060.00	181.20	2%	5,417.45	5,561.99
7	1-811-0814-2130	Group Insurance	627.30	615.00	12.30	2%	446.48	407.33
8	1-811-0814-2140	Medical	1,611.60	1,580.00	31.60	2%	1,660.10	1,383.96
9	1-811-0814-2150	Dental	678.30	665.00	13.30	2%	496.44	429.54
10	1-811-0814-2170	EHT	2,391.90	2,345.00	46.90	2%	1,626.57	1,760.29
11	1-811-0814-2180	WSIB	3,060.00	3,000.00	60.00	2%	1,823.57	1,988.49
12	1-811-0814-3100	Office Supplies	300.00	300.00	-	0%	104.65	120.65
13	1-811-0814-3120	Publications	500.00	500.00	-	0%	283.91	450.27
14	1-811-0814-3140	Other M & S	300.00	300.00	-	0%	8.44	54.85
15	1-811-0814-5100	Postage & Courier Services	150.00	150.00	-	0%	227.35	
16	1-811-0814-5120	Telephone (Info. Office)	1,600.00	1,600.00	-	0%	1,290.58	1,346.74
17	1-811-0814-5150	Other Professional Fees	1,000.00	1,000.00	-	0%	39.58	
18	1-811-0814-5180	Travelling Expense	1,200.00	1,200.00	-	0%	193.31	645.11
19	1-811-0814-5210	Memberships	1,500.00	1,500.00	-	0%	305.28	851.41
20	1-811-0814-5220	Association & Convention	3,000.00	3,000.00	-	0%	381.60	
21	1-811-0814-5290	Beautification vehicle maint.	5,000.00	5,000.00	-	0%	6,266.80	5,691.91
22	1-811-0814-5510	Promotion	41,620.00	41,620.00	-	0%	22,200.04	33,610.12
23	1-811-0814-5520	Beautification Projects	20,810.00	20,810.00	-	0%	16,537.01	16,864.83
24	1-811-0814-5530	Tourism-Information Office	3,000.00	3,000.00	-	0%	1,638.50	140.00
25	1-811-0814-6200	Long Term Debt Repayments	95,650.96	95,650.96	-	0%	46,623.64	45,812.14
27	1-811-0814-7200	Capital Expenditure	21,500.00	91,000.00	- 69,500.00	-76%	68,936.83	18,500.00
26	1-811-0814-7730	To Reserves	510,000.00	663,200.00	- 153,200.00	-23%	561,759.90	14,763.21
<b>Total Expenditures</b>			<b>919,388.75</b>	<b>1,128,321.44</b>	<b>- 208,932.69</b>	<b>-19%</b>	<b>826,551.93</b>	<b>242,376.33</b>

## HERITAGE COMMITTEE

### 2023 Budget

Line #	Account	Description	2023 Budget	2022 Budget	\$ Change	% Change	2021 Actual	2020 Actual
1	1-711-0713-1150	Honarariums	1,000.00	1,000.00	-	0%	600.00	600.00
2	1-711-0713-3110	Doors Open	1,000.00		1,000.00	#DIV/0!		
3	1-711-0713-4150	Materials & Supplies	250.00	250.00	-	0%		0.89
4	1-711-0713-5150	Other Professional Fees	500.00	500.00	-	0%		
5	1-711-0713-5180	Travelling Expense	750.00	750.00	-	0%		
6	1-711-0713-5220	Association & Convention	750.00	750.00	-	0%	75.00	75.00
7	1-711-0713-5260	Other S & R			-	#DIV/0!		
8	1-711-0713-5500	Receptions			-	#DIV/0!		
9	1-711-0713-8200	Grants & Donations			-	#DIV/0!		
10	1-711-0713-8500	Tax Relief Program	17,773.50	17,425.00	348.50	2%	16,172.25	16,745.00
11	1-711-0713-8505	Heritage grant program	20,000.00	20,000.00	-	0%	19,588.73	8,393.42
			<b>42,023.50</b>	<b>40,675.00</b>	<b>1,348.50</b>	<b>3%</b>	<b>36,435.98</b>	<b>25,814.31</b>



## OTHER CULTURAL-MUNICIPAL GRANTS

### 2023 Budget

Line #	Account	Description	2023 Budget	2022 Budget	\$ Change	% Change	2021 Actual	2020 Actual
1	1-711-0715-8200	Grants or Donations	2,500.00	2,500.00	-	0%	-	2,500.00
2	1-711-0716-8200	Grants or Donations			-	#DIV/0!		
3	1-711-0717-8200	Grants or Donations	31,890.30	31,265.00	625.30	2%	7,500.00	20,850.00
4	1-711-0718-8200	Grants or Donations			-	#DIV/0!		
5	1-711-0719-8200	Grants or Donations			-	#DIV/0!		
	1-711-0720-8200	Micro Grant Program			-	#DIV/0!		
			<b>34,390.30</b>	<b>33,765.00</b>	<b>625.30</b>	<b>2%</b>	<b>7,500.00</b>	<b>23,350.00</b>

## Development Services & Engineering 2023 Budget

Line #	Account	Description	2023 Budget	2022 Budget	\$ Change	% Change	2021 Actual	2020 Actual
1	1-811-0811-1100	Remuneration and Benefits	-	41,348.36	- 41,348.36	#DIV/0!		
2	1-811-0811-1110	Salaries & Wages	519,467.14	255,458.25	264,008.89	103%	112,496.60	162,114.09
3	1-811-0811-1150	Other Honorariums			-	#DIV/0!	1,200.00	2,100.00
4	1-811-0811-2100	CPP	20,250.68	10,420.36	9,830.32	94%	5,655.25	7,674.97
5	1-811-0811-2110	EI	7,820.55	4,001.52	3,819.03	95%	2,318.78	3,223.38
6	1-811-0811-2120	OMERS	53,935.91	26,471.36	27,464.55	104%	8,241.79	16,233.06
7	1-811-0811-2130	Group Insurance	4,061.14	2,129.40	1,931.74	91%	457.15	1,352.21
8	1-811-0811-2140	Medical	12,886.04	6,740.16	6,145.88	91%	2,289.10	4,901.89
9	1-811-0811-2150	Dental	3,732.98	1,940.28	1,792.70	92%	689.44	1,502.03
10	1-811-0811-2170	EHT	10,048.64	4,981.44	5,067.21	102%	2,208.36	3,286.63
11	1-811-0811-2180	WSIB	14,129.51	6,486.68	7,642.82	118%	2,502.91	3,680.62
12	1-811-0811-3120	Publications	100.00	100.00	-	0%	-	
13	1-811-0811-3140	Other M & S	1,000.00	1,000.00	-	0%	904.08	310.18
14	1-811-0811-4150	Materials & Supplies	2,500.00	2,000.00	500.00	25%	1,193.90	1,417.17
15	1-811-0811-5100	Postage & Courier Services	900.00	900.00	-	0%	1,219.49	1,690.99
16	1-811-0811-5120	Telephone	2,400.00	1,800.00	600.00	33%	1,340.62	1,690.11
17	1-811-0811-5130	Legal Fees	25,000.00	8,000.00	17,000.00	213%	57,805.19	58,872.88
18	1-811-0811-5150	Other Professional Fees	25,000.00	4,000.00	21,000.00	525%	300,433.52	49,029.87
19	1-811-0811-5160	Computer Services Expense	18,000.00	18,000.00	-	0%	10,989.65	11,607.76
20	1-811-0811-5170	Advertising	250.00	250.00	-	0%	1,628.16	
21	1-811-0811-5180	Travelling Expense	3,500.00	3,500.00	-	0%	-	
22	1-811-0811-5210	Memberships	2,000.00	1,500.00	500.00	33%	547.48	1,073.36
23	1-811-0811-5220	Association & Convention	5,000.00	4,000.00	1,000.00	25%	-	746.02
24	1-811-0811-7200	Capital Expenditure	195,500.00	40,000.00	155,500.00	389%	40,369.42	37,458.49
25	1-811-0811-8200	Affordable Housing Grant program	50,000.00	50,000.00	-	0%		
26	1-811-0811-7730	To Reserves			-	#DIV/0!		57,500.00
<b>Total Expenditures</b>			<b>936,134.23</b>	<b>453,679.45</b>	<b>523,803.15</b>	<b>115%</b>	<b>554,490.89</b>	<b>427,465.71</b>

## AGRICULTURE

### 2023 Budget

Line #	Account	Description	2023 Budget	2022 Budget	\$ Change	% Change	2021 Actual	2020 Actual
1	1-811-0815-1100	Remuneration	3,000.00	3,000.00	-	0%	4,433.79	937.35
2	1-811-0815-3000	Long Term Debt Charges	1,630.00	1,630.00	-	0%	452.05	4,687.45
3	1-811-0815-3100	Office Supplies			-	#DIV/0!		
4	1-811-0815-3140	Other M&S			-	#DIV/0!		
5	1-811-0815-5220	Association & Convention			-	#DIV/0!		
6	1-811-0815-7200	Capital Expenditure			-	#DIV/0!		
			<b>4,630.00</b>	<b>4,630.00</b>	<b>-</b>	<b>0%</b>	<b>4,885.84</b>	<b>5,624.80</b>

## Water and Sewer 2023 Budget

Line #	Account	Description	2023 Budget	2022 Budget	\$ Change	% Change	2021 Actual	2020 Actual
<b>Revenue</b>								
1	1-107-9464-0010	Interest & Dividends-ORPC	- 31,496.90 -	22,500.00 -	8,996.90	40%	48,905.46 -	21,265.35
2	1-107-9465-0010	Interest and Dividends-MRPC	- 147,216.33 -	172,000.00	24,783.68	-14%	682,216.50 -	148,695.00
3	1-107-9466-0010	Rental Income-MRPC	-	-	-	#DIV/0!	-	11,637.00
4	1-108-0910-0010	Water Bill Revenue	- 4,298,408.94 -	4,044,292.15 -	254,116.79	6%	3,941,941.10 -	3,652,842.19
5	1-108-0911-0010	Miscellaneous Waterworks	-	-	-	#DIV/0!	-	-
6	1-108-1058-0590	Waterworks-Remote meters	- 50,000.00 -	50,000.00	-	0%	63,538.44 -	59,646.00
7	1-108-1058-0591	Waterworks-W&S Connections	- 12,000.00 -	12,000.00	-	0%	13,400.00 -	14,100.00
8	1-108-1058-0592	Waterworks-Hydrant Rental	- 3,600.00 -	3,500.00 -	100.00	3%	3,500.00 -	3,500.00
9	1-108-1058-0593	Waterworks-Other Fees & S/C	- 100.00 -	60.00 -	40.00	67%	12,233.39 -	30.00
10	1-108-9455-0010	Interest on overdue water accounts	- 20,800.00 -	20,000.00 -	800.00	4%	-	10,274.37
11	1-108-9460-0010	Interest Income	- 35,000.00 -	35,000.00	-	0%	35,000.00 -	31,487.21
12	1-108-9461-0010	Reserve Funds	- 161,794.00 -	161,793.39 -	0.61	0%	239,647.00 -	239,647.00
13	1-108-9490-0010	Reserves	- 221,293.00 -	326,393.61	105,100.61	-32%	-	-
<b>Total Revenue</b>			<b>- 4,981,709.16 -</b>	<b>4,847,539.15 -</b>	<b>134,170.01</b>	<b>3%</b>	<b>5,040,381.89 -</b>	<b>4,193,124.12</b>
<b>Expenditures</b>								
<b>General Expenses</b>								
14	1-501-0501-1140	Labour	129,076.92	126,546.00	2,530.92	2%	64,794.20	70,038.92
15	1-501-0501-1145	Overtime	2,500.00		2,500.00	#DIV/0!	212.92	2,471.67
16	1-501-0501-1170	Vacation Pay	12,954.00	12,700.00	254.00	2%	15,384.88	14,323.59
17	1-501-0501-2000	Sick Leave	4,182.00	4,100.00	82.00	2%	7,520.84	5,594.94
18	1-501-0501-2005	Family Leave	3,570.00	3,500.00	70.00	2%	4,012.61	2,653.53
19	1-501-0501-2010	Statutory Holidays	11,730.00	11,500.00	230.00	2%	12,105.55	11,449.27
20	1-501-0501-2020	Bereavment Leave	200.00	200.00	-	0%	-	-
21	1-501-0501-2100	CPP	12,175.00	12,175.00	-	0%	13,711.49	10,376.29
22	1-501-0501-2110	EI	5,300.00	5,300.00	-	0%	5,526.48	4,446.38
23	1-501-0501-2120	Omers	26,775.00	26,250.00	525.00	2%	26,575.66	26,318.04
24	1-501-0501-2130	Group Insurance	2,397.00	2,350.00	47.00	2%	-	1,820.00
25	1-501-0501-2140	Medical	7,701.00	7,550.00	151.00	2%	-	6,580.28
26	1-501-0501-2150	Dental	2,346.00	2,300.00	46.00	2%	-	2,158.65
27	1-501-0501-2170	EHT	5,722.20	5,610.00	112.20	2%	6,442.25	5,507.91
28	1-501-0501-2180	WSIB	5,865.00	5,750.00	115.00	2%	2,440.49	950.02
29	1-501-0501-3000	Long Term Debt Charges	841,302.00	841,302.00	-	0%	687,260.67	617,339.69
30	1-501-0501-5100	Postage & Courier Services	500.00	500.00	-	0%	-	106.59
31	1-501-0501-5120	Telephone	7,640.00	2,500.00	5,140.00	206%	3,134.76	2,220.59
32	1-501-0501-5140	Audit Fees	2,500.00	2,500.00	-	0%	2,442.24	1,272.00
33	1-501-0501-5150	Other Professional Fees	34,144.00	4,144.00	30,000.00	724%	21,680.49	2,098.84

Line #	Account	Description	2023 Budget	2022 Budget	\$ Change	% Change	2021 Actual	2020 Actual
34	1-501-0501-5170	Advertising	250.00	250.00	-	0%	-	1,312.70
35	1-501-0501-5240	Insurance (Building Etc.)	14,554.00	14,125.00	429.00	3%	17,657.00	13,313.22
36	1-501-0501-5310	Personnel (Clothing, Etc.)	3,050.00	3,050.00	-	0%	1,949.92	2,836.21
37	1-501-0501-5360	Technical Courses	16,000.00	16,000.00	-	0%	17,174.43	8,003.46
38	1-501-0501-5430	Personnel (Courses/Memberships, Etc.)	1,000.00	1,000.00	-	0%	-	
39	1-501-0501-5640	Machine Rental (town)	31,850.00		31,850.00	#DIV/0!		
40	1-501-0501-7200	Capital Expenditure	884,760.00	1,225,046.15	- 340,286.15	-38%	241,768.77	239,060.27
41	1-501-0501-7730	To Reserves	730,578.28	342,837.00	387,741.28	113%	1,893,193.92	1,202,233.42
		<b>Total General Expenses</b>	<b>2,800,622.40</b>	<b>2,679,085.15</b>	<b>121,537.25</b>	<b>5%</b>	<b>3,044,989.57</b>	<b>2,254,486.48</b>
		<b>Vehicles &amp; Equipment</b>						
	1-501-0502-1140	Labour	2,963.10	2,905.00	58.10	2%	4,702.01	2,613.56
	1-501-0502-1145	Overtime	-	-	-	#DIV/0!	19.32	-
	1-501-0502-5240	Insurance	2,750.00	2,355.00	395.00	17%	2,048.32	1,692.00
	1-501-0502-5600	M&R Parts	13,800.00	13,800.00	-	0%	17,654.59	11,693.83
	1-501-0502-5610	Fuel & Oil	11,576.25	11,025.00	551.25	5%	10,990.02	8,799.85
	1-501-0502-5690	Licences	1,431.00	1,431.00	-	0%	1,816.73	1,428.50
		<b>Total Vehicles &amp; Equipment Expenses</b>	<b>32,520.35</b>	<b>31,516.00</b>	<b>1,004.35</b>	<b>3%</b>	<b>37,230.99</b>	<b>26,227.74</b>
		<b>Sanitary Collection</b>						
63	1-501-0511-1140	Sanitary Collection Labour	15,045.00	14,750.00	295.00	2%	17,455.04	13,412.79
64	1-501-0511-1145	Sanitary Collection Overtime	4,411.50	4,325.00	86.50	2%	3,253.02	2,799.80
65	1-501-0511-5640	Sanitary Collection Machine Rental (town)		3,675.00	- 3,675.00	-100%	4,528.50	4,100.95
66	1-501-0511-5670	Sanitary Collection Materials	16,800.00	16,000.00	800.00	5%	1,488.28	21,274.94
67	1-501-0511-5680	Sanitary Collection Contract	35,700.00	35,000.00	700.00	2%	9,328.39	34,209.75
		<b>Total</b>	<b>71,956.50</b>	<b>73,750.00</b>	<b>- 1,793.50</b>	<b>-2%</b>	<b>36,053.23</b>	<b>75,798.23</b>
		<b>Water Distribution</b>						
68	1-501-0512-5100	Water Distribution Postage & Courier Services	12,750.00	12,500.00	250.00	2%	11,509.89	11,573.14
		<b>Maintenance &amp; Repairs</b>						
69	1-501-0513-1140	Maintenance & Repairs Labour	101,770.50	99,775.00	1,995.50	2%	113,050.62	99,803.16
70	1-501-0513-1145	Maintenance & Repairs Overtime	14,203.50	13,925.00	278.50	2%	19,601.04	12,748.57
71	1-501-0513-4110	Maintenance & Repairs Hydro			-	#DIV/0!		
72	1-501-0513-5640	Maintenance & Repairs Machine Rental (town)		17,275.00	- 17,275.00	-100%	34,721.40	23,297.10
73	1-501-0513-5670	Maintenance & Repairs Materials	41,212.50	39,250.00	1,962.50	5%	31,456.56	36,027.85
74	1-501-0513-5680	Maintenance & Repairs Contract	47,858.40	46,920.00	938.40	2%	77,758.93	50,961.58
		<b>Total</b>	<b>205,044.90</b>	<b>217,145.00</b>	<b>- 12,100.10</b>	<b>-6%</b>	<b>276,588.55</b>	<b>222,838.26</b>
		<b>Valve Inspection &amp; Maint.</b>						
75	1-501-0514-1140	Valve Inspection & Maint. Labour	10,200.00	10,000.00	200.00	2%	10,548.91	7,441.26
76	1-501-0514-1145	Valve Inspection & Maint. Overtime	765.00	750.00	15.00	2%	7,801.37	2,038.17
77	1-501-0514-5640	Valve Inspection Machine Rental (town)		2,000.00	- 2,000.00	-100%	5,320.35	3,039.60
78	1-501-0514-5670	Valve Inspection & Maint. Materials	15,750.00	15,000.00	750.00	5%	10,308.86	689.82
		<b>Total</b>	<b>26,715.00</b>	<b>27,750.00</b>	<b>- 1,035.00</b>	<b>-4%</b>	<b>33,979.49</b>	<b>13,208.85</b>

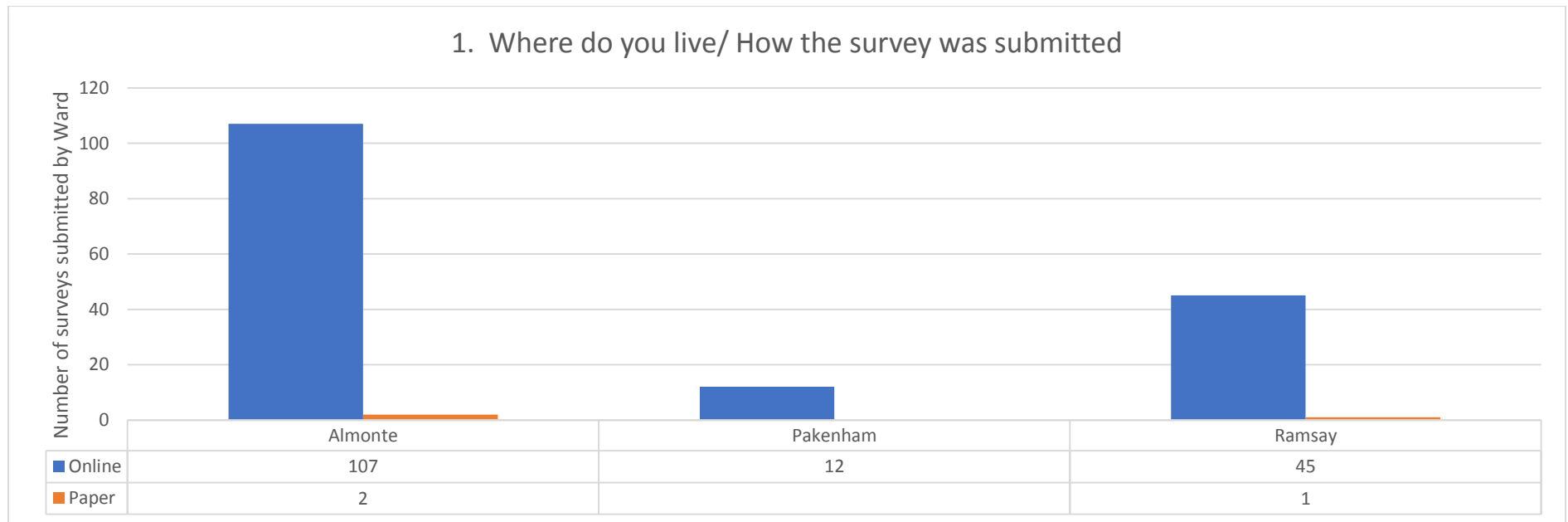
Line #	Account	Description	2023 Budget	2022 Budget	\$ Change	% Change	2021 Actual	2020 Actual
Meter Install, Maint. & Replacement								
79	1-501-0515-1140	Meter Install, Maint. & Replacement Labour	6,242.40	6,120.00	122.40	2%	2,624.07	2,239.69
80	1-501-0515-1145	Meter Install, Maint. & Replacement Overtime	469.20	460.00	9.20	2%	2.39	201.14
81	1-501-0515-5640	Meter Install, Maint. & Repl.Machine Rental (town)		1,800.00	- 1,800.00	-100%	771.90	661.50
82	1-501-0515-5670	Meter Install, Maint. & Replacement Materials	42,840.00	40,800.00	2,040.00	5%	42,731.57	39,578.03
Total			49,551.60	49,180.00	371.60	1%	46,129.93	42,680.36
Meter Reading & Billing								
83	1-501-0516-1140	Meter Reading & Billing Labour	7,650.00	7,500.00	150.00	2%	7,852.52	7,546.62
84	1-501-0516-1145	Meter Reading & Billing Overtime	102.00	100.00	2.00	2%	47.50	93.39
85	1-501-0516-3100	Meter Reading & Billing Office Supplies	14,000.00	14,000.00	-	0%	-	277.55
86	1-501-0516-5640	Meter Reading & Billing Machine Rental (town)		3,400.00	- 3,400.00	-100%	1,977.00	2,405.10
Total			21,752.00	25,000.00	- 3,248.00	-13%	9,877.02	10,322.66
Pump Houses, Lift Stns.								
87	1-501-0517-1140	Pump Houses, Lift Stns. Labour	1,560.60	1,530.00	30.60	2%	63.32	186.84
88	1-501-0517-1145	Pump Houses, Lift Stns. Overtime	520.20	510.00	10.20	2%	46.00	645.82
89	1-501-0517-5145	Pump Houses, Lift Stns. Engineering Fees	4,000.00	4,000.00	-	0%	-	-
90	1-501-0517-5700	Contract-OCWA (WT & SPS) Fixed Cost	1,590,555.36	1,559,368.00	31,187.36	2%	1,454,004.55	1,437,895.97
91	1-501-0517-5705	Contract-OCWA (WWTP) Cost Plus	66,300.00	65,000.00	1,300.00	2%	-	-
92	1-501-0517-8600	Pump Houses, Lift Stns Grant in Lieu	80,200.00	80,200.00	-	0%	75,110.60	77,135.32
Total			1,743,136.16	1,710,608.00	32,528.16	2%	1,529,224.47	1,515,863.95
Ontario One Call								
93	1-501-0518-1140	Ontario One Call Labour	15,606.00	15,300.00	306.00	2%	10,153.13	15,009.75
94	1-501-0518-1145	Ontario One Call Overtime	714.00	700.00	14.00	2%	808.63	709.95
95	1-501-0518-5670	Ontario One Call Materials	320.25	305.00	15.25	5%	44.75	12.20
96	1-501-0518-5640	Ontario One Call Machine Rental (town)		3,700.00	- 3,700.00	-100%	3,185.40	3,860.10
97	1-501-0518-5680	Ontario One Call Contract	1,020.00	1,000.00	20.00	2%	606.84	532.45
Total			17,660.25	21,005.00	- 3,344.75	-16%	14,798.75	20,124.45
Total Expenditures			4,981,709.16	4,847,539.15	134,170.01	3%	5,040,381.89	4,193,124.12
NET WATER & SEWER			- 0.00	- 0.00	- 0.00	65%	-	-

# 2023 Budget Survey Summary

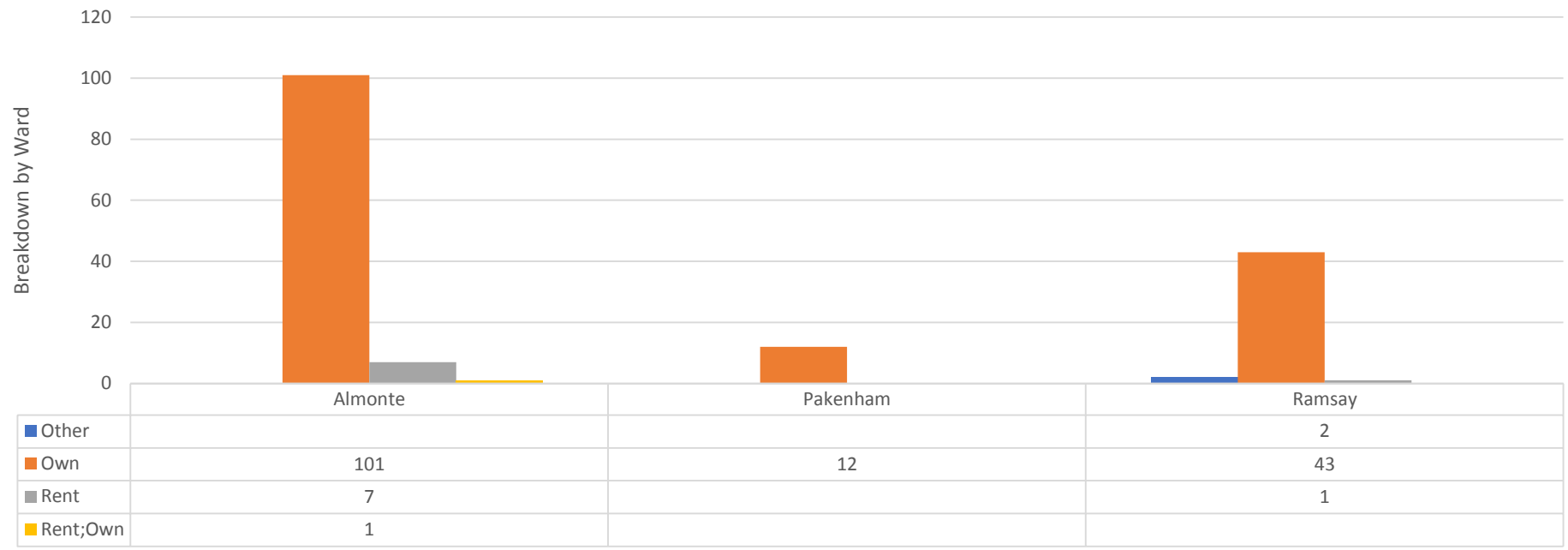
The 2023 Budget Survey went live to the public on January 23<sup>rd</sup>, 2023 and closed on February 10<sup>th</sup>. It was promoted twice on the municipal newsfeed and remained a feature on the landing page of the municipal website for three weeks. The survey was promoted in the municipal section of the Carleton Place-Almonte Canadian Gazette the week of January 26<sup>th</sup> and February 2<sup>nd</sup> and February 9<sup>th</sup>. The Budget Survey was promoted five times on Facebook, reaching nearly 2,800 accounts and garnered approximately 120 clicks.

The Budget Survey was available online via Google Forms, and paper copies were available at the Municipal Office and at the Pakenham Library. Three paper copies were returned and 164 responses were received online.

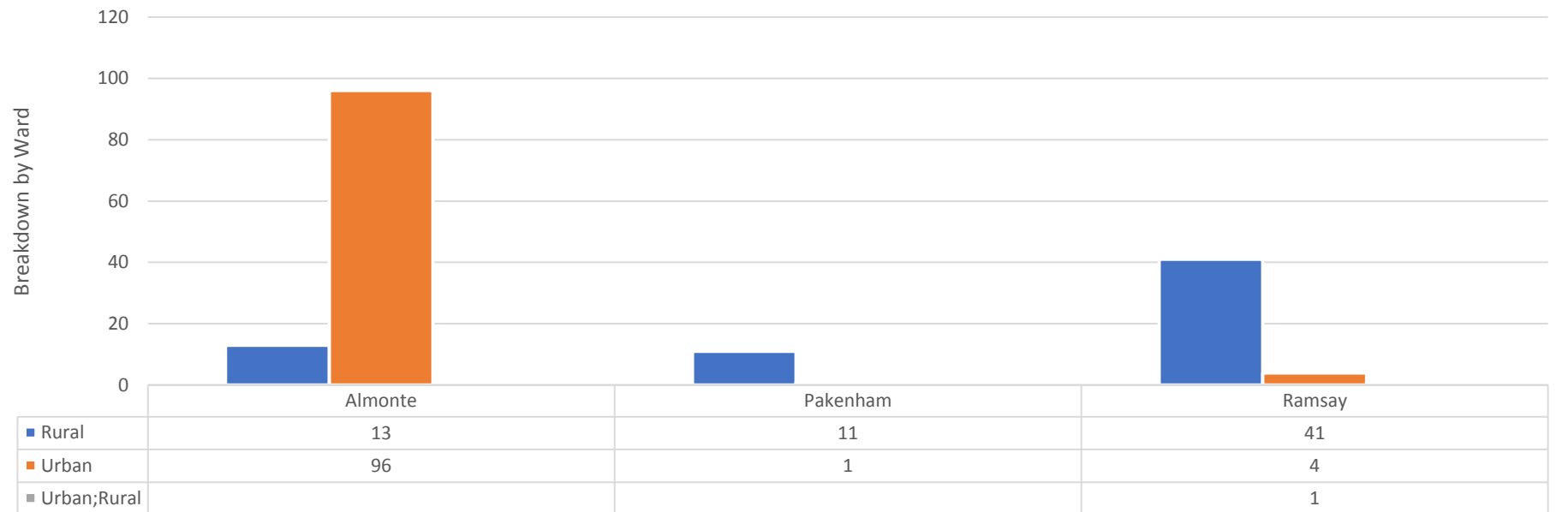
Included over the next few pages are a summary of the responses received per question. The responses are broken out by ward as well.



## 2. Do you rent/own your home?

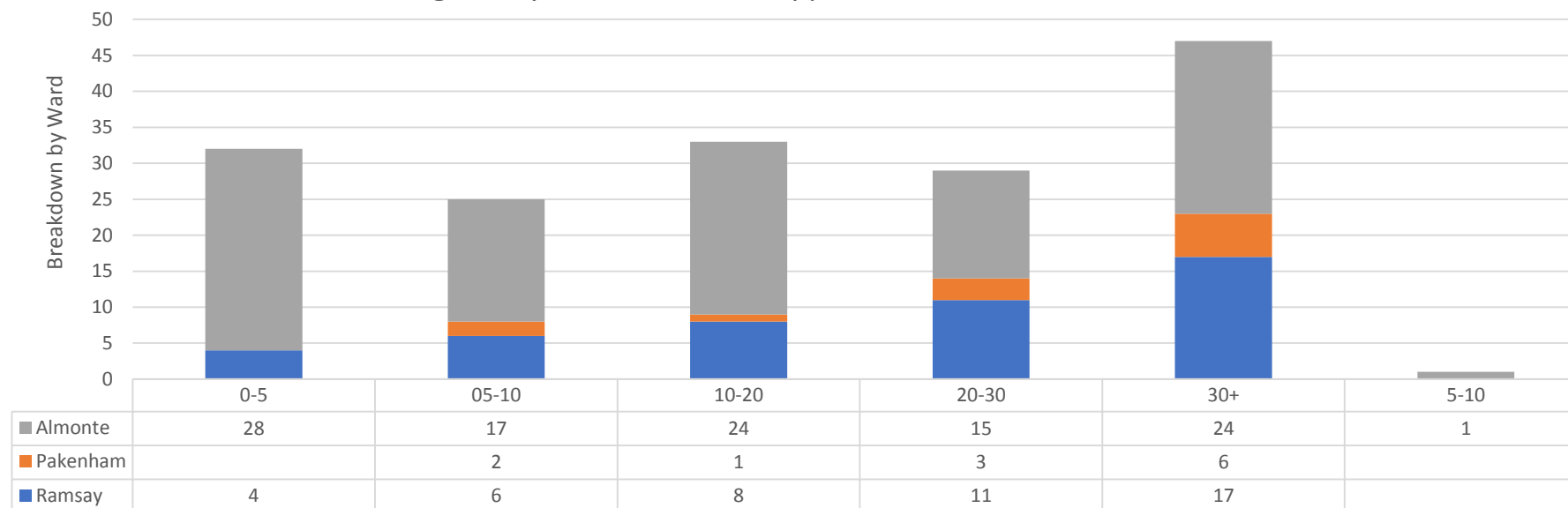


## 3. Urban/Rural Setting

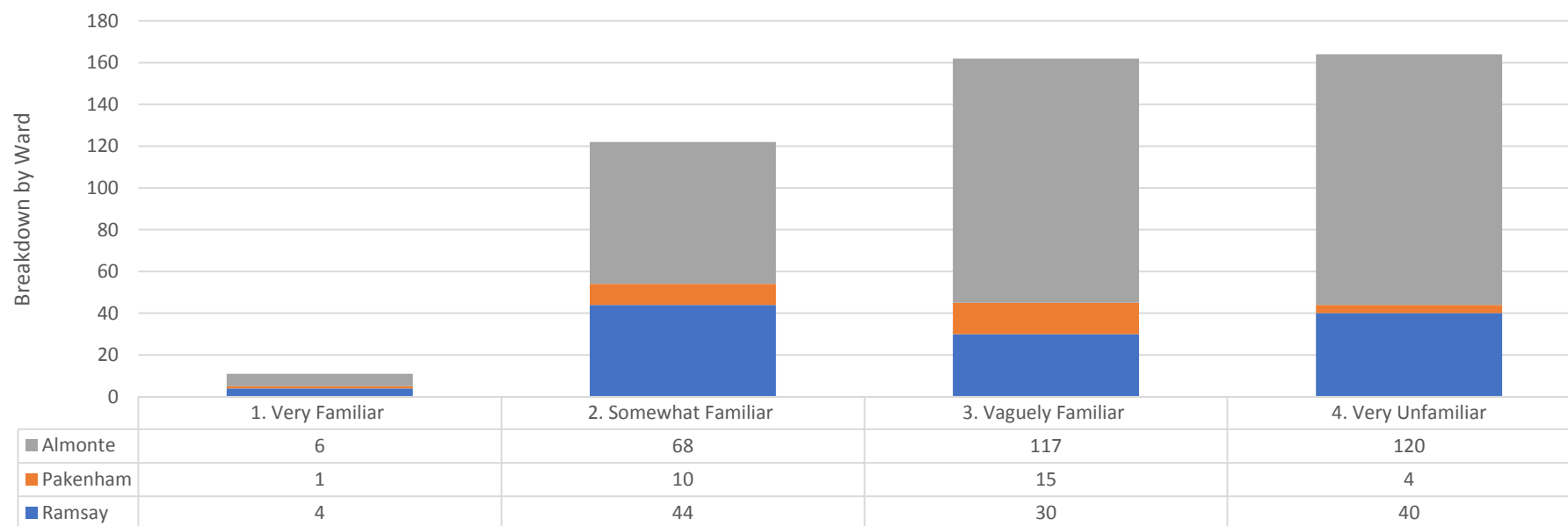




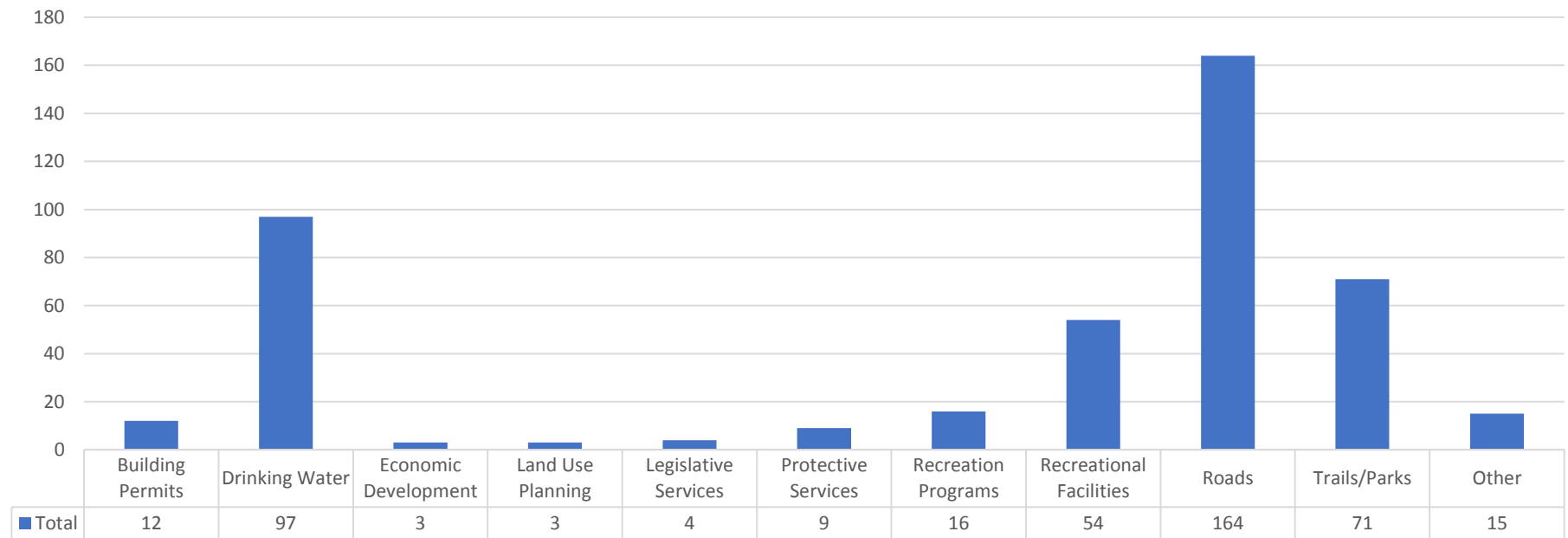
#### 4. How long Have you lived in Mississippi Mills?



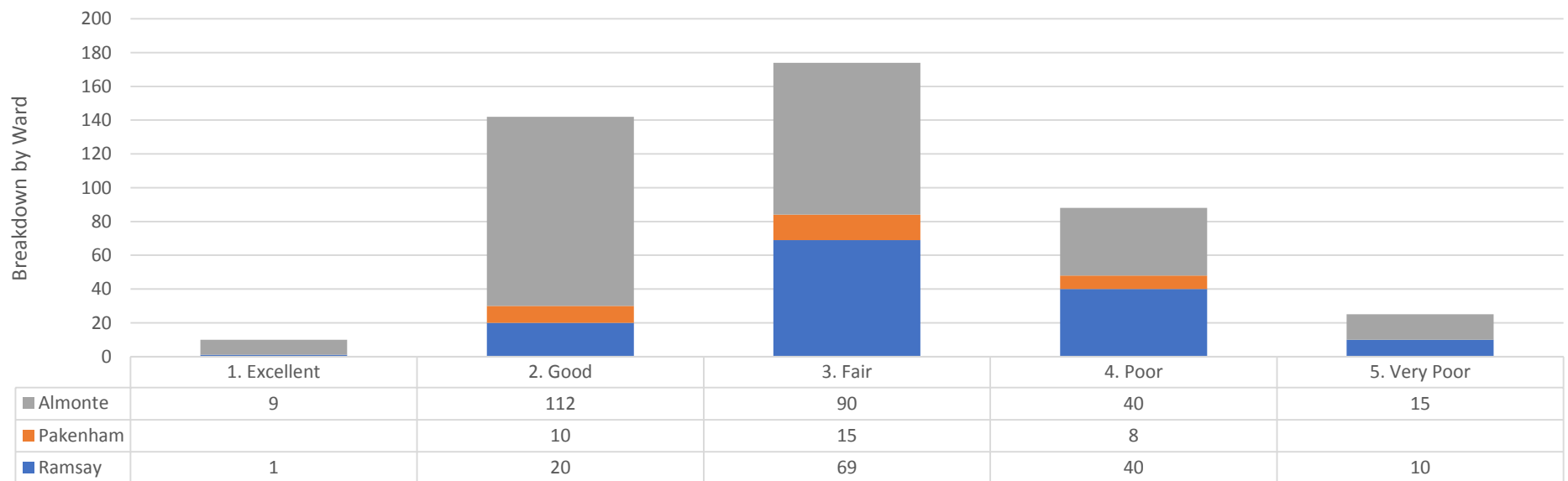
#### 5. How familiar are you with how the Municipality develops the annual budget?



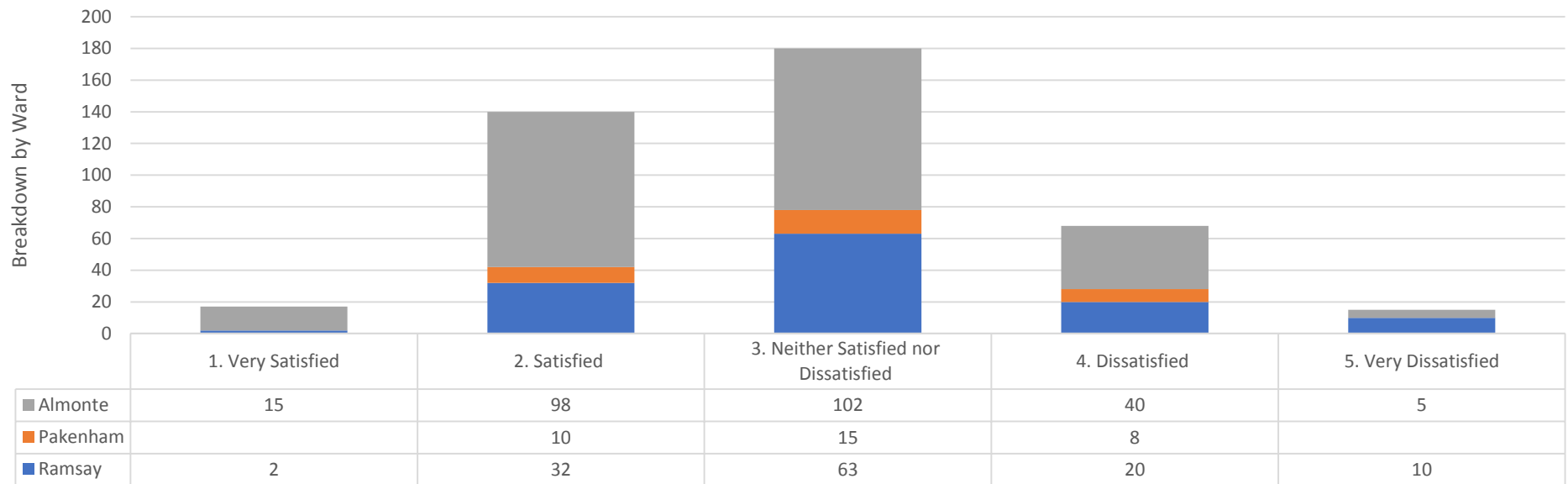
### Types of Services Accessed Recently



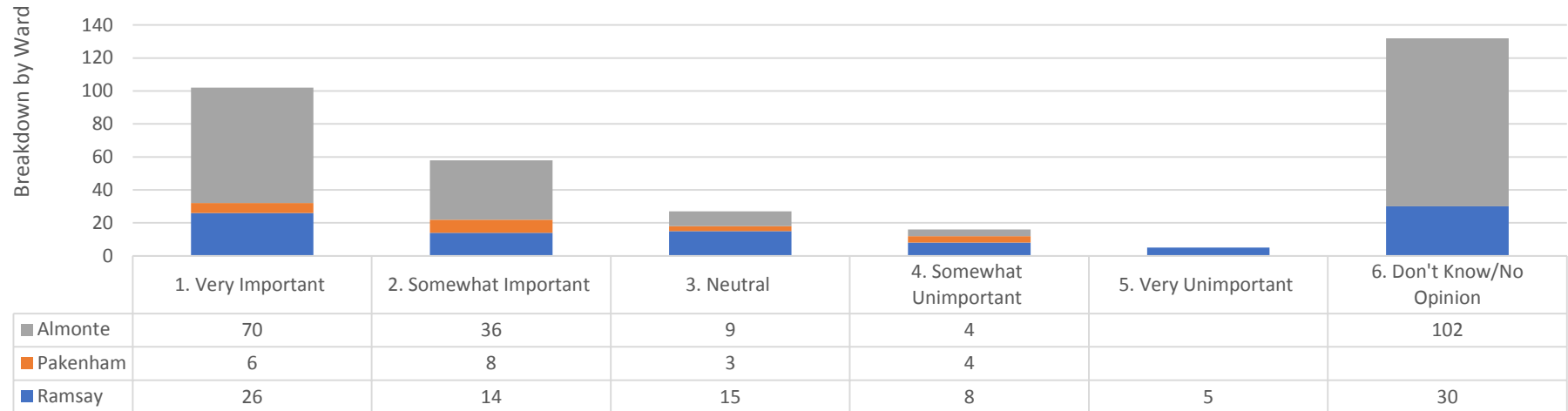
### 7. Thinking about the part of your taxes that go to Mississippi Mills, how would you rate the overall value you received for your tax dollars?



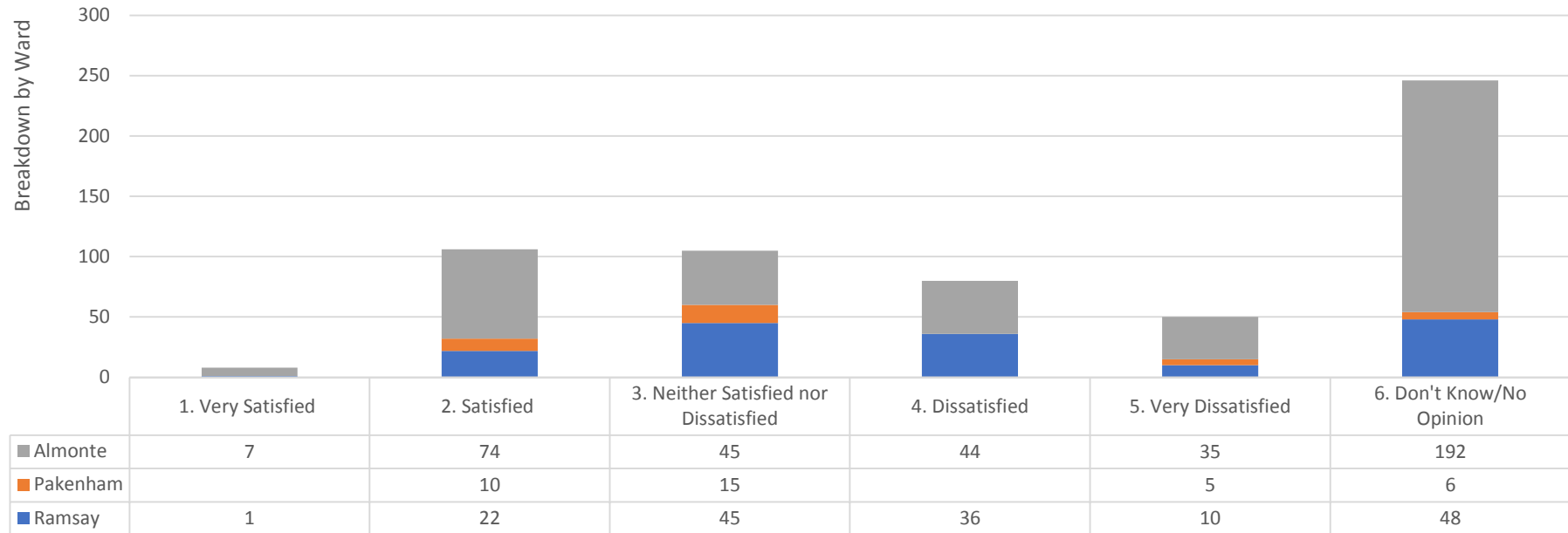
### 8. Overall, how satisfied are you with the delivery of ALL the services provided by Mississippi Mills?



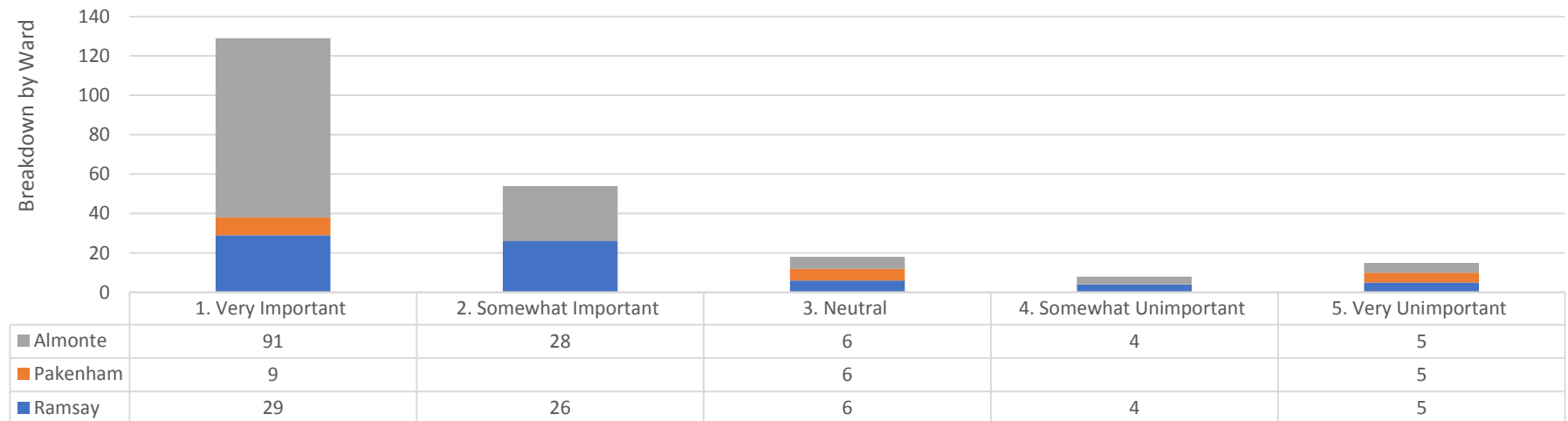
### 9. How IMPORTANT are the following services and programs provided by Mississippi Mills; Building Permits, By-law, Fire Services, Economic/Community Development, OPP



### 10. How SATISFIED are you with Building Permits, By-law, Fire Services, Economic/Community Development, OPP

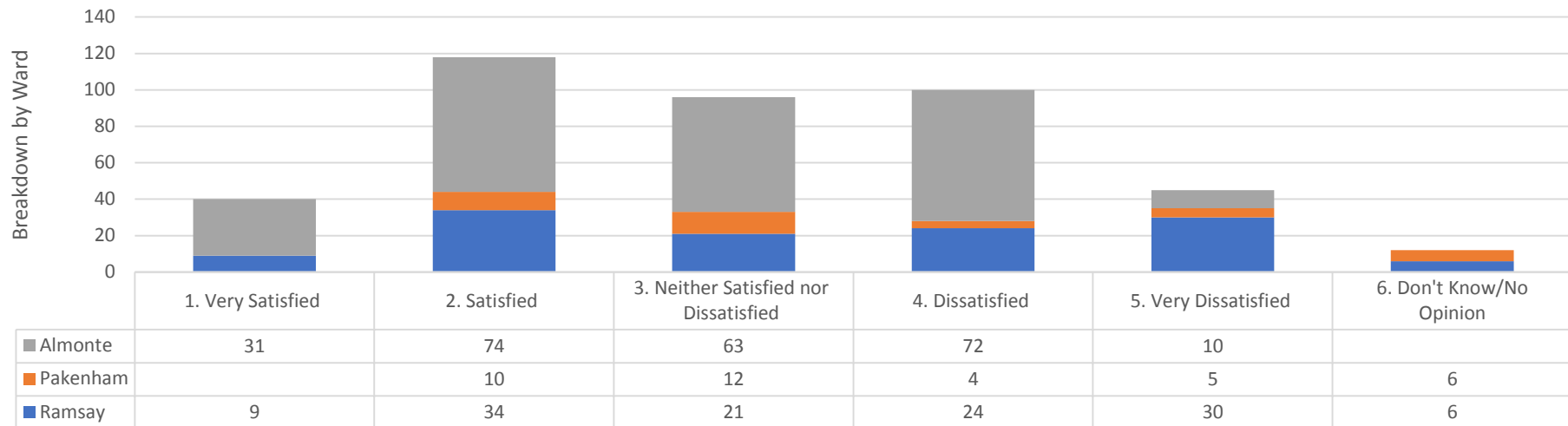


### 11. How IMPORTANT are the following services and programs provided by Mississippi Mills? Sidewalk maintenance, road maintenance, traffic management (signals, signs), traffic/pedestrian safety, winter maintenance (snow and ice control)



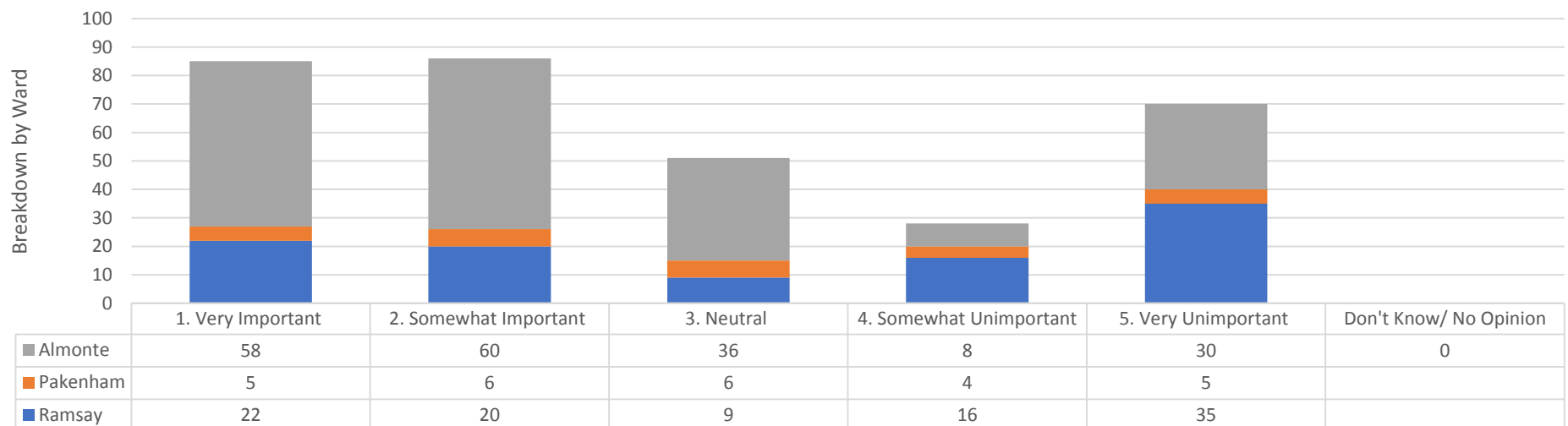
## 12. How SATISFIED are you with the following services and programs provided by Mississippi Mills?

Sidewalk maintenance, road maintenance, traffic management (signals, signs), traffic/pedestrian safety, winter maintenance (snow and ice control)

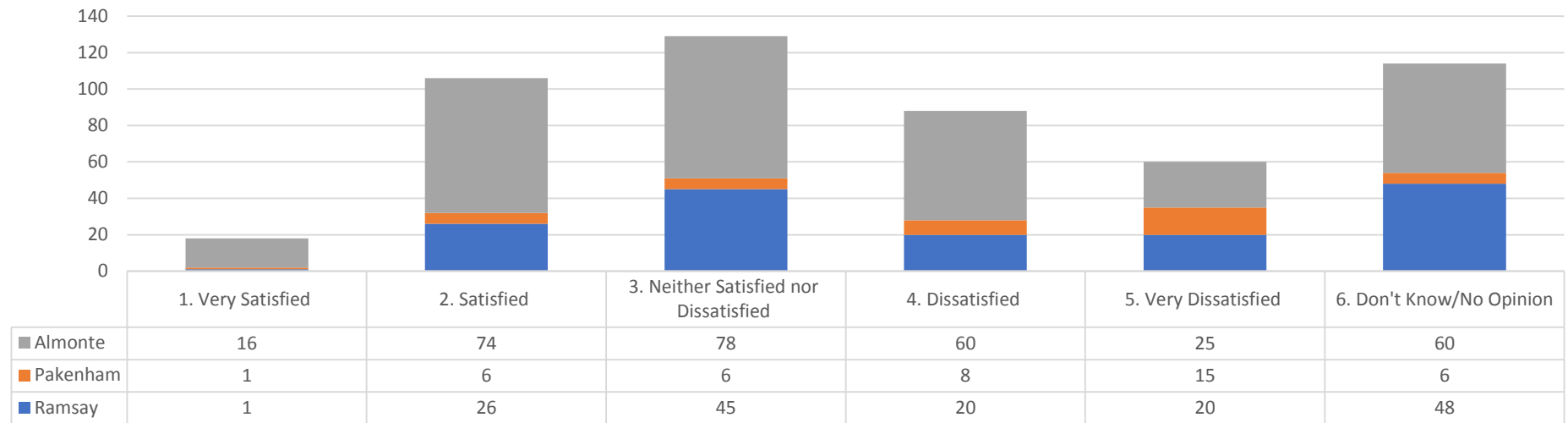


## 13. How IMPORTANT are the following services and programs provided by Mississippi Mills?

Community Partnerships, Recreation Facilities, Recreation, Sports and Leisure Programs, Parks, Playgrounds



14. How SATISFIED are you with the following services and programs provided by Mississippi Mills?  
Community Partnerships, Recreation Facilities, Recreation, Sports and Leisure Programs, Parks,  
Playgrounds



15. Municipal water and sewer services are fully paid by user fees. Only properties that are connected to the system pay for these services. Do you feel that you receive good value for the water and sewer rates you pay?



16. If the most important issue to you was not listed in this survey that you think the municipality should allocate municipal taxes to, please tell us what it is.

- Do not make non-users subsidize Carleton Place library and recreation.
- People move to Mississippi Mills because they value the natural beauty of our surroundings. Continue to support projects like Riverwalk & invest in parks, the Upper Canada Trail, the Mill of Kintail, cycling paths etc. I'm so glad that you have limited the high density housing to a few areas & haven't allowed the extreme sprawl of high density housing that we see in Carleton Place.
- I feel that the multiuse trail could be better adapted with pedestrians, cyclist, cross country skiers in mind. The surface at times is very unfriendly to cyclists if when loose gravel is added in the summer. Having groomed x-ski trails in Almonte area would be of benefit to Almonte residents, encouraging physical fitness all year round without having to get in the car and travel to nearby communities.
- Planning Department
- Pool supplement . Especially for seniors. I hope the current council in MM and CP can 1, see the importance of exercise mentally and physically and 2 The value of having us use the facilities in CP vs driving into the city. Our local communities need to be one with each other and work together.
- I think that if tax dollars are allocated to the tennis courts they should be open to all rather than just members of tennis club. I would like to see an indoor year round pool. I do not want to see New pickle ball courts in The Almonte Lawn Bowling Club area. It is too close to residential. The noise from the ball hitting the racquet is very loud. Many pending law suits in other communities regarding noise bylaw. Much better suited to Gemill Park area. Thank You.
- The swimming pool agreement
- Designated off leash areas for dogs
- Stable funding of arts and culture ie. museums, theatre, art installations, cultural events, green spaces, the library, allotment gardens, the farmers market.  
Increased support to help residents adhere to property standards ie. repairing sub standard fences, sheds.  
More emphasis on safety zones around Naismith School and Country Haven. More sidewalks. Better traffic control. No ATVs on streets.  
Less development of single-family homes in subdivided land. More in-fill. Mixed use residential. Conservation of wetland, agricultural land, preservation of farmland for food production. Better protection of wildlife habitats by maintaining hedgerows on farm fields. This requires careful planning for future growth. Once it's gone, it's gone.
- Of the 6 messages sent to "contact us" on the website only 2 have been answered. A third answer came back from Lanark Township (??)telling me my photos of the road condition problem exceeded the allowable size. Communication with residents should be a priority - even if the answer is negative. Resolution of problems should not be a one line negative response, but a positive willingness to move the problem to the relevant Councilor for contact and discussion.
- More affordable housing for seniors, encouraging another grocery store to open in Almonte.

- 1. Waste management - green bin programme 2. Re-negotiate the recreation agreement with Carleton Place
- Re-negotiate and re-enter into the agreement with CP for use of the pool facility. This is so important for those of us who have been accessing the programs there, who now have to pay double. More expense for us means a decrease in well-being, particularly for seniors and families and those on fixed incomes.
- An important issue for me and others is the re-establishment of a joint community partnership with the town of Carleton Place for recreation facilities such as the swimming pool, sports and leisure programs. The cancellation of this joint partnership resulted in many activities being cancelled or limited access and revised excessive fees that affected many people (eg. children, adults and seniors). Participants in these programs who can no longer afford the revised fees have had to cancel memberships that were very beneficial to their mental and physical health. During the election campaign this issue was raised by many residents and we were assured by candidates seeking votes that this Council would work on our behalf to re-establish a revised partnership with favorable results for all.
- Emergency and front line services, mental health and addictions, homeless, legal services, a community hub & wrap around services
- Cost effective access to community pool in Carleton Place or build an indoor community pool in Almonte
- Partner with Carleton Place re use of pool
- Traffic control is important with the growing population and visitors it is great to see the crosswalk lights installed on Main St, Mill St. Sidewalk concrete maintenance is important too. Paving of older roads in older areas is needed (Coleman St for example)
- Value for money for rural Ramsay Taxpayers; there is an extreme issue compared to urban residents' value for money. Even assistance by our tax paying dollars for use of the pool in Carleton Place has been discontinued and no one knows how the balance of the money was used. The taxes are way too high for rural properties both because of MPAC valuations and the lack of services.
- Taxes are too high
- Cultural services; concerts, museums, etc.
- Health care and hospitals
- Garbage drop off locations. Driving to Carleton Place from North Pakenham is too far. Why can't we have a dumpster available twice a year in our area? Gas prices and the weekend schedule for Carleton Place doesn't work for us. We can't take advantage of our dump passes. At least allow us to use the dump on Calabogie Road. It will also help reduce CO2 emissions by saving the drive time.
- Multi-purpose recreational facility
- Sewer and water for Pakenham
- Public engagement, service standards (response time to emails, phone calls)
- Education, daycare
- Accessibility
- I would like to see a municipal run not for profit LTC facility. Choices are limited in the area and the demand is going to be great with the number of seniors in the area. I would also like to see municipal owned and run affordable housing. We also



need public transit between the local communities -Almonte, CP, Lanark , pakenham,SF , Perth. Imagine a bus from Almonte to Perth Algonquin campus would be a game changer for many students! As an example.

- 1. Increase funding to the library and heritage as many studies have shown that there is a substantial return on investment to the community.  
However, efficiencies could be realized in the heritage sector. Having three heritage organizations in a municipality as small as Mississippi Mills is not sustainable in this fiscal environment. Most municipalities struggle to support one museum. Fund only one umbrella heritage organization. The umbrella group would include representation from the Council and would determine priorities for the distribution of funds from all levels of government to specific heritage activities. The outcome would be a more collaborative and efficient approach to developing collections, facilities, interpretive programs and public engagement. Further efficiencies could be realized by coordinating heritage facilities and collections with the municipal library and by developing a Lanark County wide approach to managing heritage.
- 2. There have been many reports of traffic speeding, which are backed up by county traffic studies. Fund the development and implementation of traffic calming throughout the municipality, ensuring that roads outside Almonte Ward are included.
- 3. Fund the development and implementation of improvements to parks throughout the municipality, ensuring that parks outside Almonte Ward are included.
- Finding competent people to work in the Building department.
- Swimming pool in Carleton Place
- 1) I would like to see renewed interest in the historic district in Almonte. My Confederation-era house is within that district. The area includes many beautiful structures that should be preserved for the enjoyment of future generations. 2) Programs to promote the hiring of persons over 65. Perhaps tax incentives to businesses who hire older workers would be a good idea. There is so much talk about "who's going to take care of our aging population." Well, a large percentage of us are quite able to take care of ourselves. If one is well enough to volunteer, one is well enough to get paid! By the way, I LOVE Almonte-- and Canada!
- You should separate the OPP and fire services from economic development. While the former are a safety matter and the latter pays for the former, the linkage should be separate as feelings/opinions in the two different.
- The pandemic has made it clear that mental health is supported by access to open space / parks/ green space. (There are various studies which describe this). This access needs to be easy and equitable, so distributed green spaces should be preserved and not centralized.
- Public transportation
- New Dog Park - I was told by a campaigning counsellor that a new dog park was in the budget and was disappointed that I did not see it in the draft budget. I'd really like to see some forward motion on this issue.
- I'm very upset that MM opted out of the shared agreement with CP for pool use.
- Library,, packer for grader

- Reciprocal agreement for pool in C. P.  
Would rather have had services listed separately rather than lumped together so that different answers could be given separately.  
There are several roads in Almonte proper that are not, in my opinion, in satisfactory shape. They may be serviceable, but not necessarily main roads, that need attending to. King Street and Naismith Dr. for example.  
New signage at Levi Centre is difficult to read coming from Mill St. direction. The tree is in the sight lines and it may as well be a one way sign.
- Adequate access to planners
- I have to leave my water running in the winter months because the lines coming to my house will freeze. I know we are not the only home that needs to do so. This should be discussed.  
The water is terrible quality.  
Farm St is very dangerous, needs some rethinking.  
Composting services  
Dog Park dedicated space
- Affordable housing. My brother and his wife really want to move their family here but there is no affordable rentals, and with housing prices so high they're priced out of the home buyers market.
- Garbage and Recycling collection is not listed. Is this a part of our municipal taxes?
- Childcare
- OVRT ATV and Snowmobile accessibility.
- Community engagement in longterm planning for culture and recreation facilities/multipurpose complex
- Fixing Old Perth Road near Rae Road. Patching holes have been ongoing for years. Hard to walk, cycle and even drive. It's just a short section. Can't it be properly fixed?
- I was disappointed when the municipality terminated the cost sharing agreement re the CP Pool
- A dog park, please
- Road improvements. Majority of the streets around the high school and busy streets like Tatra street needs to be milled and repaved.
- Internet service
- Expansion of public parks to include dog park(s)
- I think we could spend less on snow removal. It's really good right now, but probably better than it needs to be.
- The water smells like chlorine. That can't be good for us .
- Road safety. People need to slow down!
- Community-building things like music/arts/puppet festivals that draw people to town & up our reputation
- AFFORDABLE housing rentals not only high end rental. Mix up the community. Be a leader in this department by adding mixed housing and co op housing. Us 50 plus people are in serious trouble for rentals being up to our current salaries.

- Responses to questions regarding traffic, road condition, noise, speeding, policing are evasive and non responsive .Police responses when required were late and non cooperative. Questions using the "contact us" on the Website were largely ignored. & requests got 2 answers, only one was helpful.
- Feedback for future surveys - these departments are so broad, they should be reviewed for satisfaction and importance separately: Building Permits, By-law, Fire Services, Economic/Community Development, OPP

For example I have had mixed success with the building permit department, some inspectors and staff are very helpful, others less so. Would like to see the municipality incentivize more intensification to reduce sprawl with respect to the burgeoning developments in farmers fields surrounding the town. This strains our resources and makes the neighbourhoods more vehicle dependent. Also, how can we incentivize building and renovating greener homes? With our hydro dams sustaining most of our energy use - could MM position ourselves as a carbon neutral place to live? Could we become a local leader in passive / net zero homes?

No need for interaction with Fire Services fortunately but happy to see them active in the community.

Economic and community development – I'm happy to see this as a priority. Would like to see more cottage industry, small production and local jobs that pay a livable wage in MM, again not an easy nut to crack.

My opinion is that Mississippi Mills pays too much for policing for what we get, although I realize that there are limited options. In general I agree with the approach that funds should be reduced from policing and allocated to housing and social services to prevent police services from providing mental health supports for which they are not qualified.

Another area the survey did not cover is libraries - I support maintaining their funding and supporting their valuable work in the community. Also transit options for those who do not drive - our municipality is very car dependent.

Sorry for the novel - good luck with the budget!

- Please please PLEASE pave Panmure Road. It's an embarrassment to our municipality. It's obvious where the Ottawa portion ends and Mississippi Mills starts. Thank you!
- I find the cost of water very high. I do not think it is a good value.
- Amount of debt and cost of that debt. Allocation of capital. Break down of costs compared with other municipalities. Simplified version of the budget for people unfamiliar with budgets.
- Building Department for the love of God.
- Building Department for the love of God.
- Adding a sidewalk to Houston Drive as it is used by many, many people, from young to seniors heading to the 50 + businesses in that area. People come from Orchardview, the 2 schools, Gale & Riverfront Estates subdivisions. It is extremely dangerous at all times but especially in winter, for drivers as well as pedestrians.
- Road repair, care & maintenance, particularly Irish Town (Maude St for example)

- Arts and culture - this may be included in your Item 13 (Community Partnerships, etc.) but it deserves to be mentioned specifically.
- This survey lumps too many things together as it forces you to choose dissatisfied if one area is disappointing but the rest are satisfactory so to be clear the two main areas we are dissatisfied are building inspection, and community partnerships and the rest is satisfied.
- We need an agreement with the CP pool once again so MM residents can utilize this very important resource at a reasonable cost or MM needs to build an appropriate rec area for our ever growing population.
- The water smells like chlorine. That can't be good for us .
- Replace sewer/water infrastructure in the areas of Adelaide, Marshall etc. Has not been done in over 40 years and new homes have been built in the area. Basements typically flooded in the spring or heavy rains. City is well aware of this.
- Sidewalk needs to be added to Houston drive. Seniors and children at high risk of injury with this not present.
- Public transit system of some kind
- road Repair, panmure rd  
Permits in relation to building, etc - the general comment I hear from people that are building say that the process takes longer than to build a house or structure, why can this process not be streamlined. This would free up building department staff to get more requests processed and in turn may not have to hire these people to process these requests, and then putting those dollars into roads etc.
- MM is in extreme need of a Green Bin service. The amount of kitchen waste going into land fill is serious. Food waste causes more pollution! Residents could use biodegradable bags for these items..
- More childcare spaces
- More parks in rural areas
- Reestablish cost sharing with CP for use of the pool. So important for senior's health.
- Preserve/ develop natural resources / beauty / green spaces. Riverwalk is a good example. Avoid urban sprawl as seen in other towns around us (Arnprior, Carleton Place)
- paving Clayton Lake Road.....
- Municipal compost collection with local processing
- Fix Rae Road! Surprise that there has been no accident with drivers avoiding thousand potholes! Only a matter of time!

**This document is a list of the questions that were raised at the January 10 and 12, 2023 departmental budget presentations by members of Council. The questions stated below are based on the notes from the CAO and are not intended to be the exact wording that was spoken on the day of the meeting. Staff have provided responses to these questions. Some of the responses indicate a “report is coming forward” that will address the question and in other cases additional data has been provided if it is available.**

## PUBLIC WORKS

- 1) Outline for the conditions of road and when we plan to do the work. Committed to have this before final budget decisions are made.

**Answer** - Finalizing Review - will be brought forward and can be distributed by Feb. 17<sup>th</sup>, 2023.

- 2) Recycling – option report to come to Council.

**Answer** - Report has already gone to COTW.

- 3) Gravel roads report – status and timeline for Council

**Answer** - Works on traffic calming for gravel roads being considered as part of Traffic Master Plan.

- 4) Speeding report to come forward shortly (Ken comment - should also include comments on use of black cats and in particular if OPP can use data, can access the data, etc... I have heard claims that OPP was supposed to be able to download data to their phones are plan responses.)

**Answer** - Traffic Calming Report covered this, already gone to COTW.

- 5) Traffic Calming \$20,000 is this enough?

**Answer** - Traffic Calming Report discussed this, already gone to COTW.

- 6) Capital Program: can we get the amount for previous year budgets and the carry forward removed to compare the Capital program of 2022, 2021 to the proposed 2023 \$13m to 7.6m

**Answer** - In the table below data is provided on the capital program for the years 2018 forward to the proposed for 2023. The Less Carry forward is the value of projects that had been approved in previous years that were still included in the budget for the year indicated. More specifically, 2021 has a total value of \$12,719,922 with \$1,656,176 in projects that had been

approved in 2018-2020 that had not been completed yet. Going forward, future budget processes will present the value of new projects for Council approval and will have a separate listing of “Works in Progress” to more clearly depict the projects that Council is debating and approving in any given budget year.

Also noted in this table is the amount of borrowed funds that were used to pay for capital projects. As can be seen in the data 2023 has minimal borrowing but also a lower-than-average capital program.

	<b><u>2023</u></b>	<b><u>2022</u></b>	<b><u>2021</u></b>	<b><u>2020</u></b>	<b><u>2019</u></b>	<b><u>2018</u></b>
Capital Budgeted	7,633,457	13,188,579	12,719,922	11,429,756	6,184,905	9,869,763
Less: Carry Fwd.		893,954	1,656,176	835,030	1,248,350	624,100
Total	<b>7,633,457</b>	<b>12,294,625</b>	<b>11,063,746</b>	<b>10,594,726</b>	<b>4,936,555</b>	<b>9,245,663</b>
Avg New Capital	9,294,795					
Borrowed Funds						
	615,000	3,525,350	3,718,640	3,193,715	1,084,600	5,699,090

- 7) Retirement of loans. Which loans will be paid off and how much is left before they are retired/paid out.

**Answer** – there are three loans that will be retired/paid out in 2023. Note the RBC Business Park loan is a short-term loan for the purpose of cash flow to construct the project. The Municipality received a Fed-Dev grant of \$1,057,000 towards the construction but the grant is paid out over three years. The proceeds of the sale of one lot plus the funds from the grant will offset this loan and be used to pay it out.

<b>Loans completed</b>			
<b>BMO</b>	<b>loan #246</b>	<b>remaining principal paid</b>	<b>25,557</b>
<b>TD</b>	<b>loan #02</b>	<b>remaining principal paid</b>	<b>40,461</b>
<b>RBC Bus Park</b>	<b>loan #013</b>	<b>remaining principal paid</b>	<b>1,231,664</b>
		<b>SUM 2023</b>	<b>1,297,682</b>

- 8) For capital projects that are Works in Progress (WIP) – can we be told the reason the work is not completed, no staff, no bids etc...

**Answer** – The list of 2022 Projects that are Works in Progress is attached to the Feb 21, 2023 Budget update report and where possible staff have indicated status.

- 9) Infiltration prevention – general statement made that estimated that a rain event increases volume to be treated by 30% - can you tell us how much this costs to treat that 30% extra?

**Answer** - This will be included as part of Water Waste Water Service delivery review. It is expected that staff will provide an information update in Q2, 2023 on this project.

- 10) Wastewater treatment Lagoons – one is being used can we be provided with the status of the other lagoons?

**Answer** - Review underway, report to come forward in Q2, 2023.

- 11) Total amount allocated for active transportation (overall), can the Active Transportation Master Plan be shared with Council?

**Answer** - This will be a time-consuming task to break out at this time, will need to complete fulsome review if required. This requires Council direction as a priority.

#### PROTECTION SERVICES (Fire, OPP & Bylaw)

- 12) Review Parking ticket fine \$20 what about \$50? Do we charge for animals?

**Answer** - MLES advised that our fines are low compared to other municipalities around us. When it comes to charges for animals, yes there is a fine for recurring complaints in this regard. We are in the process of doing a review of these and other bylaws and fines in Mississippi Mills. No date has been established for the report to COTW on this matter.

- 13) OPP and black cat data (see item on traffic calming above in PW list)  
Request that OPP / bring statistics and come to Council.

**Answer** - The OPP will be sending out quarterly reports that will be circulated forward information to Councillors Ferguson and Torrance. We await Inspector reply as to when/if the OPP could come and give council and overview at an upcoming meeting of Council.

- 14) Fire inspections required in 2022 is 103, what was the number of fire inspections in 2021 and 2020. What is the projection for 2023 – will wait for report.

**Answer** - A full report will be completed by the end of March on all of our past 3-year inspections as well as the projected forecast for 2023. A fire prevention policy is planned to be written and submitted for the ongoing fire inspection and Public Education that will take place each year.

- 15) What is the truck replacement chart for the next 5 years?

**Answer - See Attachment A** for plan that was circulated to Council previously.

- 16) What is the hourly rate of firefighters and how does it compare to other municipalities?

**Answer** - A comparison was completed on the hourly rate of the volunteer firefighters for Mississippi Mills and the surrounding area. The hourly rates vary from \$36 per hour down to \$23, Mississippi Mills is right in the middle at \$27 per hour.

#### DEVELOPMENT SERVICES & ENGINEERING (Planning, Building & Engineering)

- 17) Need to provide a table or diagram to explain the costs of the Transportation Master Plan and the Waste Water Master Plan and when funds approved.

**Answer - See Attachment B.**

- 18) Staffing plan for development services dept.

**Answer** - Staff have already brought forward a report to justify the creation of an additional position that Council has approved – Planning Technician. In addition to this there will be process and workflow changes as the responsibility and division of work between the Public Works and Development Services & Engineering evolves. In addition, changes are planned at the County level that may impact workload as well as any additional Provincial changes. A report can be brought back to Council is that is required.

#### LIBRARY

- 19) 2022 Annual report return to Council

**Answer** - Document ready by the end of February. Presented to Council in March



## CORPORATE SERVICES (Finance, HR and Facilities)

### Facilities:

- 20) Heat pumps in Municipal Office – how long to recover the investment?

**Answer** - We are replacing two 30 year-old Ground Source Heat Pumps (GSHP) with new units. We are not changing heat source. The expected life of a GSHP is 20-25 years while the expected life of a conventional natural gas furnace with air conditioner is 15 years. Electric GSHP are the most cost-effective and climate-aligned option for space heating in Ontario. Despite their higher upfront costs, the Lifetime costs of heat pump systems are lower than conventional gas-fired systems. It will take approximately 7 years to recover the cost of the investment.

- 21) Child Care outstanding work – discuss this list – can this be something included in the 430 Ottawa St. redevelopment?

**Answer** - Currently contractors have been contacted for updated quotes for replacement of flooring, counter, and cupboards on the second floor. Once a contractor has been approved, we will begin the process. We have viewed Carleton Place Childcare Services flooring as it was recommended by one contractor.

**Answer** - Flat Roof at 208 State Street: Facilities Manager has contacted a roofer who has come in to assess the roof section in the back kitchen storage area and staff washroom. Work to be done pending assessment.

**Answer** - Discussion continues with other builders on having childcare facility a part of their establishment. This is a longer-term solution and may require an RFP as a selection process. Currently researching statistics, wait list and survey results to determine a plan. There are two projects carried over from 2022. Cabinet replacements and repairs to the stair tiles. These projects will be completed in conjunction with the 2023 flooring project. We are in the process of getting contractors to quote the work.

- 22) What is the cost of putting the PW generator in the Municipal Officer instead?

**Answer** - It would be highly impractical and costly to install a generator to energize the Municipal Office. There are multiple electrical feeds into the facility (600V, 3-Phase and 120V/240V, 1-Phase). Unfortunately, to keep plumbing active, heat to the building, and workspaces operational, we would need to have backup power for the 600V as well as the 120/240V. Unfortunately, some of the systems in the Municipal Office are dependent

on both power sources (i.e. the Ground Source Heat Pumps need water from the Well Pump that is 600V, but the units are 240V). In addition, there is a lack of physical space to install emergency panels, transfer switches, wiring, etc. If this is a desired solution, we recommend engaging an electrical engineer to prepare construction documents for this project and to provide an Opinion of Probable Cost.

The alternative option that is being explored to keep the IT systems functional is deployment of cloud-based solutions. That way the systems are not location and power reliant, and staff can work from home or if need be from the Emergency Operations Centre which does have back up power.

- 23) AOTH how much is preventative vs aesthetic – can we be provided a break out of the work wood, repointing, lead roof etc.... Break out by item somehow? Work planned for the AOTH will it impact Bicentennial – confirm work plans and no conflicts?

**Answer** - The contractor who quoted the work estimates the repointing costs at \$25,000.00 and the remaining refinishing, repair, and painting of the wood elements at \$85,000.00. While both types of repairs help the aesthetic of the building, they are also preventative maintenance against water damage.

The repairs in this project include selective repointing, refinishing lead-coated copper, repairing and repainting wooden elements such as False dormers, eaves, and cornices.

**Answer** - Although the recommended timeline has not been followed, the conservation of the Almonte Old Town Hall is an ongoing commitment to ensure the use of the building within the community. If this work is approved, it will be coordinated with Event Staff to ensure it does not impact Bicentennial events located at the Almonte Old Town Hall.

- 24) Provide the Keith Blades report - follow and get plan.

**Answer – See Attachment C.** Keith Blades, Conservation Architect, outlined repairs.

- 25) Strategic Plan – space needs. Find space for OPP and Social Services from County

**Answer** - The OPP are currently working from the MMFD Fire Hall #1 in Almonte. While the municipality has limited space in this building and other buildings, there is no plan to move the OPP until such time as a suitable alternative space within the Municipality is available for them. There is no requirement for the Municipality to provide the OPP with office space or garage space. Social Services for Lanark County does not have

a presence in the Municipality for program delivery / intake. There is no requirement that the Municipality provide them with access to office or program space. However, the needs of OPP and County Social Services will be included in future space needs analysis.

## Human Resources

- 26) Provide Council with HR Business Partner job description.

**Answer - See Attachment D**

- 27) WSIB – high level status report back to Council

**Answer - See Attachment E**

- 28) Development of an HR strategy and when it will come to Council?

**Answer** - Will be brought forward to the committee of the whole for discussion. This is something that would take a couple of months to develop. Consideration would also have to be made as to whether it should be contracted or developed in house. Discussion is also required to identify main areas of focus: Recruitment, Compensation & Benefits, Training & Development, Labour & Employee Relations etc...

- 29) Market Salary review – when will this be completed?

**Answer** - will be brought forward to the committee of the whole for discussion. Options should be brought forward for Council consideration:

- Independent Contractor – Staff have reached out to our current Salary & Compensation consultant to request a quote on completing another salary review. Benefits – The survey is completed by third party and does not consume internal human resources to compile the data. Challenge – This can be very costly and typically only benchmarks salary data and doesn't look at total compensation.
- Participation in the Canada OMCS – Ontario Municipal Salary Survey - This is a provincial benchmarking survey for all of Ontario. It opens on March 1st, deadline to complete is April 28th, 2023. Report would be available in August or September. If we participate in the survey the cost is \$2500, non-participation is \$7500. Benefits – we would have access to a wide range of compensation data for several Municipalities throughout Ontario, ensuring that we can position ourselves competitively to attract the best talent. Information is readily available and can be utilized as a resource throughout the year. Challenge – Participation in this survey is not compulsory therefore, there is no knowledge of who has participated until the

survey is released to know if it provides you with relevant information comparator data.

- Internal Compensation and Benefit Benchmarking – Can be completed by Human Resources Benefits. Benefits – Able to target the benchmarking data to comparable municipalities, towns/townships. We can determine what data we collect to look at the total compensation package (salary, vacation, overtime, sick time, health & dental, pregnancy/parental leaves etc...) Data collected is for the region, there we can better position ourselves strategically when it comes to talent acquisition. Challenge – Could depend on the willingness of other municipalities/towns/townships to share data. Will be time consuming to compile data for accurate comparison.

Depending on the direction that Council sets for this project it could be back for discussion in late summer or early fall.

- 30) Re-organization report from Fall of 2020 – can this be circulated.

**Answer – See Attachment F**

- 31) Info on Reserves – what money is where and what is it for?

**Answer** - attached to the Budget Update report Feb 21, 2023 is additional information on reserve funds.

- 32) How many positions are vacant across the organization?

**Answer - See Attachment G**

- 33) Provide ARL letter

**Answer** - This has been provided to Council via email

- 34) What is the depreciation expense average each year?

**Answer** - From Financial Statements

	<b>AVG</b>	2021	2020	2019	2018	2017
Depreciation	<b>3,374,156</b>	3,483,296	3,620,704	3,564,635	3,192,267	3,009,880
Additions	<b>7,074,496</b>	8,595,792	4,853,436	5,466,698	8,011,581	8,444,974

- 35) What is the reserve policy?

**Answer – See Attachment H.**

## CLERKS

- 36) Options report back to Council on IT plan

**Answer** - This information is provided in closed session due to the sensitivity of the information and vulnerabilities that it could expose to our IT network. Council is presented with the options as it is available.

- 37) Communicate on how people can access archives here in Town office.

**Answer** - contact the Clerk's office.

- 38) We want to put money away each year for election -as per the pass practice. Budgeting for election or byelection should be done each year.

**Answer** - adding as transfer to reserves as in previous years budgets, updating for Feb 21 \$15,000 to account 1-111-0121-7730 Transfer to Reserves

- 39) Mayor asked how many cell phones we had

**Answer** – 43 phones/iPads which are budgeted as part of the telephone account for each department.

Department	Phones	iPads
Council	2	1
Fire	2	
Public Works	9	2
Daycare	5	
Administration	5	
Recreation	4	
Building/Planning	6	1
Youth Centre	1	
Communications/Events	2	
CEDC		3

## RECREATION

- 40) Curling Chiller pending further discussions later regarding community services
- 41) Discussion revolving around a municipal Dog Park



## Attachment A

# MISSISSIPPI MILLS FIRE DEPARTMENT

## Fleet and Equipment Long Range Replacement Planning





# MISSISSIPPI MILLS FIRE DEPARTMENT

## **Station 1 – 478 Almonte Street in Almonte**

The station was built in 2003 with 5 bays in the front and 4 bays in the rear. It contains a SCBA room and a stock room off the bay floor, we also have a separate area to store our bunker gear. The office area consists of 4 offices a kitchen and a training room. A review is currently underway to repair the roof line at this station to remove the ice build up at the front entrance and to stop the leaking into the office area.

The vehicle at this station is as follows:

Pump 520

Tanker 530

Ladder 510

County Rescue 2

Unit 590 side by side and trailer

Unit 570 SUV

Unit 571 Half ton

## **Station 2 – 106 Jeanie Street in Pakenham**

This station was built in 1950's with an addition and renovation done in 2003. It consists of 4 bays, SCBA cleaning room, training room with a small kitchen and office space attached. Two of the bays are short that only allows for a 6-inch space for our tanker to fit into. This station also has a cistern in the floor to allow us to fill up our trucks in the winter after a call. A review should be done to this station for relocation and replacement.

The vehicle at this station is as follows:

Pump 523

Tanker 531

Rescue/Van 551

Unit 580





# MISSISSIPPI MILLS FIRE DEPARTMENT

## Station 1

### Pump 520



Vehicle Information	
Type	First Run Pump
Year	2014
Water Tank Size	800 Gallons
Mileage	12,054 km
Replacement Date	2029 or 2034
Approximate Cost	\$ 900,000

## Station 1

### Tanker 530



Vehicle Information	
Type	Tanker
Year	2018
Water Tank Size	3500 Gallons
Mileage	15,585 km
Replacement Date	2038
Approximate Cost	\$ 600,000





# MISSISSIPPI MILLS FIRE DEPARTMENT

## Station 1

### Ladder 510



Vehicle Information	
Type	Ladder
Year	2011
Water Tank Size	600 Gallons
Mileage	13,589km
Replacement Date	2031
Approximate Cost	\$ 1,400,000

## Station 1

### Unit 590



Vehicle Information	
Type	Side by Side
Year	2018
Replacement Date	2038
Approximate Cost	\$ 30,000



# MISSISSIPPI MILLS FIRE DEPARTMENT

## Station 1

### Unit 570



Vehicle Information	
Type	SUV
Year	2016
Mileage	119,290km
Replacement Date	Possible through Fleet Program
Approximate Cost	\$ 60,000

## Station 1

### Unit 571



Vehicle Information	
Type	Half Ton
Year	2017
Mileage	65,136
Replacement Date	Possible through Fleet Program
Approximate Cost	\$ 70,000



# MISSISSIPPI MILLS FIRE DEPARTMENT

## Station 2

### Pump 523



Vehicle Information	
Type	First Run Pumper
Year	2007
Water Tank Size	1000 Gallons
Mileage	26,931km
Replacement Date	2027
Approximate Cost	\$ 800,000

## Station 2

### Tanker 531



Vehicle Information	
Type	Tanker
Year	2017
Water Tank Size	3500 Gallons
Mileage	8,976km
Replacement Date	2037
Approximate Cost	\$ 600,000



# MISSISSIPPI MILLS FIRE DEPARTMENT

## Station 2

### Rescue/Van 551



Vehicle Information	
Type	Rescue/Equipment
Year	2000
Mileage	31,668km
Replacement Date	2030
Approximate Cost	\$ 400,000

## Station 2

### Bush Truck 581



Vehicle Information	
Type	Bush Truck
Year	2001
Water Tank Size	75 Gallons
Mileage	144,459km
Replacement Date	2023 already approved in 2022
Approximate Cost	\$ 260,000





# MISSISSIPPI MILLS FIRE DEPARTMENT

## Self Contained Breathing Apparatuses

### SCBA



**SCBA Harness**



**SCBA Mask**



**Air Cylinder**

These three pictures are the main components of our breathing apparatus that we wear inside smoke filled conditions. These were purchased in 2011 with an expiry date of 2026. We currently have 30 SCBA harnesses, 50 masks and 80 air cylinders. We also have 2 rapid intervention packs, which is a kit that contains spare scba, mask and regulator which is used for getting air to a trapped firefighter if needed. The approximate cost of all this equipment is \$615,558.00.



# MISSISSIPPI MILLS FIRE DEPARTMENT

With the chart below you will see from 2023 to 2033 we will have approximately **\$4,015,558.00** in major purchases.

10 YEAR LONG RANGE REPLACEMENT PLAN			
YEAR	VEHICLE OR EQUIPMENT	REPLACEMENT COST	DESCRIPTION
2023			
2024			
2025			
2026	SCBA	\$615,558.00	This is a 15-year replacement (Looking to see about early ordering to take advantage of bulk purchasing with other departments)
2027	PUMP 523	\$800,000.00	This is a 20-year replacement (Will need to be ordered in 2025)
2028			
2029	PUMP 520	\$800,000.00	This is a 15-year replacement can possibly push to 2034
2030	RESCUE/VAN 551	\$400,000	This would make that vehicle 30 years old.
2031	LADDER 510	\$1,400,000	This is a 20-year replacement
2032			
2033			
	<b>TOTAL REPLACEMENT COST</b>	<b>\$ 4,015,558.00</b>	

Attachment B

Development Services and Engineering

Re-arranged Sheet for Several Capital Projects					
	Budget 2022 Approved	Budget 2023 Pre-Approved	Budget Total Available	Awarded or Recommended to Award	Note
Integrated Growth Management Planning: additional engineering consulting (Essentially "Transportation Master Plan")	\$50,000	\$148,000	=\$50000+\$148,000 =\$198,000	=\$151,570 (HST Excluded)	<\$198,000
Water and Wastewater Master Plan	\$160,600			=\$160,600	Awarded in September, 2022
Population and Employment Projection 2048	From saving efforts and operational accounts				Not seeking additional capital fund
Integrated Growth Management Planning: internal costing		\$12,500		\$12,500	Essentially "Stakeholder Consultation and Communications"
Integrated Growth Management Planning: Development Charges Study		\$45,000		\$45,000	To be initiated in Q3 2023

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## **Former Almonte Town Hall Bridge Street Almonte Ontario**

### **Updated 10 Year Conservation Plan**

#### **1.0 Introduction**

Keith Blades, Consultant in the Conservation of Historic Buildings Incorporated has carried out a series of surveys and inspections on the exterior fabric of the building since 1999. Reports on findings were produced in December 1999, January 2001 and again in April 2004. Sections of those reports, where applicable, are incorporated into this document.

#### **1.1 Building Description**

The Almonte Town Hall was built in 1885 and until 1998 housed the municipal offices of the Town of Almonte. In its time it has also housed the offices of the fire department, the OPP and acted as a public library and county courthouse. Some of these uses resulted in changes to the exterior, principally the closing up of the original fire engine doors when the fire department moved to an adjacent building.

The building exterior and interior has remained largely intact and reflects the fashion for the gothic revival in its design. The polychrome slate roof, dark painted windows and trim, together with the selection of different stones for the exterior all support the image of the picturesque polychrome gothic revival building. In this context the term “Municipal Gothic” is perhaps most appropriate.

The last thirty to forty years has seen some additions and renovations to the building that generally have been sympathetic to the original design. An extension at the front of the building, added in the 1960's was designed to deal with the reality of the harsh Ottawa Valley climate and provide a protected entrance for visitors to the building who previously were required to mount a large exterior wooden stair. The roof was replaced in the 1980's with artificial slate on the advice of staff from the then Department of Indian and Northern Affairs and Heritage Canada.

An elevator was added to provide barrier free access to all floors. Some basement offices were renovated as part of this project. The third floor auditorium, which has a wooden ceiling that provides excellent acoustics, has been used by cultural groups since the building's opening and currently is the venue for a chamber music series recorded by the



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CBC; an active theatre group; a folk series; individual concerts; youth music club and many other cultural activities. This auditorium was sympathetically renovated in the early 1990's maintaining the features of the original design.

The first floor offices were also renovated for new tenants on the departure of the Municipality following amalgamation. The alterations were designed to have minimum impact on the original spaces, retaining ceiling heights and matching original trim where new was required. The introduction of new partitions was carried out in a manner that would easily permit the changes to be reversed.

## **1.2 Heritage Designation**

The building was designated under the Ontario Heritage Act in 1978. It was one of the first buildings designated by the then Almonte and Ramsay LACAC. [Local Architectural Conservation Advisory Committee]

## **1.3 Background to the Updated Conservation Plan**

An overall assessment of the exterior masonry fabric was conducted between September and December 1999 and the report submitted addressed the scope of the issues evident on the exterior and set out a repair program based on priorities for the following five to ten year period. Following a second survey of the building an overall Conservation Plan was outlined in January 2001. This report included all elements of the masonry fabric; masonry, windows, wood trim, roofing and flashings. The program, priorities and estimates were reviewed and updated at that time. This exercise was again carried out in April 2004

The first of the priorities, the structural stabilization of the southeast tower, was carried out in 2002. Additional surveys to the tower had been undertaken and a revised scope of work was produced. The first phase involved addressing the structural system for the elevator. This involved re-designing the steel supporting structure so that none of the loads were transmitted to the outside walls. This work was completed under a separate contract in August 2002. Additional heat was installed in the elevator shaft to maintain better operating conditions for the elevator. The subsequent masonry, wood windows, wood trim and flashing repairs were carried out on the tower in the late fall of 2002.

## **2.0 Revisions to the Condition Assessment of the Building following work to South East Tower**

A re-examination of conclusions originally reached on the condition of the building as a whole and on specific conditions in particular, is a very useful exercise to undertake after completing a first phase of work. For example in this instance, the masonry in the southeast tower was discovered to be in a far worse condition than anticipated and required the additional of structural ties across the wall in order to ensure the structural

stability of the tower masonry. The windows, wood trim and flashings were found to be in slightly worse condition than originally anticipated.

## **2.1 Masonry**

The masonry was previously assumed to be in generally sound condition, although specific areas of concern were noted around the building and identified in order of priority. However, following completion of the first phase of work on the southeast tower it is clear that a far more extensive scope of work will be necessary for the remainder of the building.

It was found that much of the mortar was in a very friable condition and, once exposed to moisture, is readily washed out. The powdery nature of the mortar behind the face pointing and through the core of the wall, offers little in maintaining a solid and cohesive wall assembly. In the tower a grid of stainless steel ties were grouted into place across the thickness of the walls in order to tie together the inner and outer facing of the wall. It is anticipated that similar requirements to tie across the walls will be necessary on all elevations of the building.

Specific to the tower, additional ties were required to stabilize the pattern of vertical cracking at corners. This line of weakness occurred as a result of the windows being positioned very close to the corners of the tower. The ties were stitched across the corners in a staggered pattern into the block work infill in the existing window openings. Anchors varied in length from 34 to 68 inches. In conjunction, deep back pointing was necessary to fill voids in the wall prior to completing the face pointing. In places backpointing was required to six inches of depth in the wall.

### **2.1.1 North East Tower**

In order of priority the northeast tower represented the next element of the building that had to be addressed. The northeast tower exhibited many of the characteristics of deterioration that were evident in the south east tower prior to its restoration. Its original function as the Fire Department's hose-drying tower meant that there was a continuous vertical space without the structural benefit of floors at each level. It was unheated and the paint and plaster spalling in the auditorium were an indication of moisture penetration to the interior.

Its design and construction, with large window openings at each level, means that there was little mass in the masonry corners to help absorb and distribute the dead loads of the tower. With loads concentrated at each of the corners, extra stress was placed on the large arched opening at ground floor level. This was the original opening for the fire engine. Previous attempts to address the spreading action of the arch appear to have occurred on at least two separate occasions. Initially the face of the tower was opened up and a metal tie rod inserted, that was then covered with a concrete/mortar facing just above the

original arch. One end of the tie rod can be seen on the north elevation. This must have been only partially successful because a stone masonry buttress was added at some later time on the north side of the ground floor tower. The addition of a series of steel beams immediately above the stone voussoirs transferred loads directly to the two piers either side of the entrance.

Continued cracking of the stone piers supporting the arch was occurring which necessitated their complete rebuilding. Externally, new Deshambault limestone was introduced for the piers. This stone is of far superior quality than the original limestone. Internally, vertically reinforced concrete block formed the back up masonry. It was necessary to excavate to bedrock internally and pour new concrete footings for this.

The most exterior of the three existing steel beams across the opening had to be replaced as it was severely rusted. In order to carry out the disassembly and re-erection of the supporting piers, heavy horizontal steel members were introduced through the opening and supported inside and outside the tower on a series of columns. This steel assembly carried the tower loads while the rebuilding work was carried out. The introduction of the through wall anchors on the corners of the tower and at the lower level, in conjunction with the stabilization of all of the lower masonry permitted the removal of the buttress. This revealed the existing window openings on the north wall. The existing lintels and sills were cracked and damaged from contact with the concrete buttress that these had to be replaced. This completed the major structural intervention and stone replacement exercise necessary to stabilize the foundation of the tower.

New floors were installed in the tower to provide a structural diaphragm at each level. These were tied into the masonry using grouted stainless steel anchors to provide a positive connection between the masonry and the wood floor structure. Floors were added at the second, third, fourth and fifth floor levels in the tower. The addition of these floors provided the opportunity to open the tower rooms to the second and third floors. However, the relationship between door and window arches provided challenges to introduce the floors structures to match those in the rest of the building at both the second and third floor locations. The fourth floor had to be carefully located to accommodate the existing exterior window locations and the need to introduce ductwork for the air conditioning system into the auditorium. The heating system was modified to service these spaces.

All of the existing windows were refurbished. All of the original sash were retained with new internal storm windows added throughout the tower. Double-glazing to the interior storms was provided in the tower rooms at second and third floor level as a means of providing additional sound proofing were the spaces to be used for remote recording facilities. Sprung bronze weather stripping was provided to all interior storms.

The woodwork to the upper tower required extensive repair. Although prior to scaffolding provision was made to replace a certain amount of detail, once work began it was clear that rot was present behind paint films. Extensive replacement occurred on the

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louvred windows with all new sills and redesigned louvre detailing to help prevent further water penetration. The original cornice detail was reintroduced with the scale and moulding sizes determined from “shadow” marks surviving on the original fascia. Additional repairs were required to the circular windows set in the small gables at the top of the tower roof. In conjunction with the wood repair new metal flashings were introduced in lead coated copper at these upper gables, the louvred windows and at the new cornice.

Major repairs were required to the turned main corner posts at the upper open area of the tower. All of the bottom sections had rotted out and sections were pieced in and dowelled to the remaining upper portions with stainless steel rods. Temporary jack posts were introduced to carry the roof loads while each section of post was cut out and the new section installed. The existing tin roof was replaced with new lead coated copper and the original handrail and balustrade detail was reintroduced. The whole of the woodwork and trim was painted in the two tone maroon and cream scheme with surviving detail providing evidence for which colour was used in each location.

Additional interior repairs were carried out as part of a program of work supported by funding from Cultural Spaces Canada, a Federal Heritage Building initiative.

### **2.1.2 East Elevation**

The original portion of the building visible on the east elevation, although a relatively small area, appears from inspection over the last ten years to present some challenges.

Part of the work undertaken on the interior at the auditorium level in 2005 exposed the interior face of the masonry above the stair surround. Here large vertical cracks through the masonry were evident. To some extent these reflect the vertical crack pattern and lateral separation in the masonry evident on the exterior in the centre of the elevation.

Two steel channel sections were installed horizontally across the cracked section and connected to the masonry with grouted anchors that extend through to pick up the stone on the exterior face of the wall.

Further structural investigation is recommended as part of the work to this elevation. It is important that movement patterns in the gable are understood and remedial work tailoured to reflect appropriate requirements.

The large arched window in the centre of the gable was restored some years ago, replacing the glass block window with the original framing pattern and decorative detailing reintroduced. Double-glazed units were introduced. It is difficult to clearly see the overall condition but inspection through binoculars suggests that part of the exterior trim has deteriorated quicker than might have been expected. This may have resulted from lack of maintenance. A more detailed inspection is necessary to determine the scope

of work here. The remaining windows should be refurbished as in earlier phases with the provision of all new single-glazed interior storms. The two doors providing access to the entry porch roof require complete replacement. The most northerly door should be permanently sealed as there is restrictive access to it from the interior and it is immediately above the auditorium air conditioning unit mounted on the roof.

It is recommended that this area of the building be addressed in the third phase of the program of work.

### **2.1.3 South Gable and Chimney**

The next area of priority is the south gable and chimney. Most of the elevation retains its original pointing, which is in various stages of deterioration and failure with localized pockets where deeper voids are evident. 100% repointing is required. The major concern is the upper section of the chimney above the roofline where the mortar and stonework appears in a deteriorated condition. Once chimneys cease to be used they become vulnerable to moisture saturation and as a result, frost action. The upper sections are frequently found to be loose and require taking down and rebuilding with additional requirements for new stone. Typically new metal flashings are recommended to protect the upper masonry from further saturation once rebuilding is complete.

It has not been possible to inspect the upper stonework of the chimney, nor the flashing behind, where the roof meets the masonry. The condition and concerns expressed are a reflection of observations through binoculars and experience of such assemblies. It is anticipated that additional reinforcing in the form of grouted anchors, as used on the two towers, will be necessary here.

Refurbishment of the windows is necessary with the provision of all new single-glazed interior storms to the first second and third floors. The attic windows require extensive replacement, due to rot. Interior storms should be added to help reduce condensation issues and a reintroduction of rot to new windows.

### **2.1.4 North Gable and Chimney**

Similar concerns to those expressed for the south elevation above exist with respect to the north gable and chimney. Although this section of the building has been repointed, it has been done so with a very dense and superficial bead of pointing which has done nothing to consolidate the weak inner portion of the wall. In fact the present pointing masks the extent of deterioration behind and in practice, exacerbates the deterioration process.

An identical set of recommendations to those for the south gable and chimney are recommended for here.

### **2.1.5 North and South Bays**

The scope of recommended work to these bays is identical, although the north bay was repointed at some time in the past and the south appears to retain its original pointing mortar. Typical conditions of deterioration are evident and 100% repointing is recommended. On the north side there is some distortion at eaves level where the masonry is misaligned. It appears to have moved in conjunction with settlement of the tower. Open joints adjacent to the tower and accessible from the scaffolding were filled at the time of the work to the north east tower.

The fire escapes on these elevations are in poor condition and replacement is recommended. Localised repairs and stone replacement will be required at the old anchor points into the masonry. All new anchors into the masonry should be in stainless steel.

Refurbishment of the windows is necessary with the provision of all new single-glazed interior storms to the first second and third floors. The faux dormer windows require extensive repair.

Gutter, downspouts and ice guards require repair and partial replacement.

## **2.1.6 West Elevation**

The scope of work to is again similar to other elevations with 100% repointing and refurbishment of the windows with the provision of all new single-glazed interior storms to the first second and third floors required. The exception is the piano room, which received a new interior storm as part of the Cultural Spaces Canada work undertaken in 2006. Again gutters and downspouts require attention.

## **2.2 Wood Windows, Doors and Trim**

### **2.2.1 General Description**

With very few exceptions, all of the sash windows in the building are original. Many contain original glazing and the decorative muntin treatments in the fixed transom over the sash.

On the ground floor level they are a double hung sash, in a 1/1 glazing pattern. Most of the windows are fitted with a wood storm, which reflects the 1/1 glazing pattern of the sash and are externally mounted. On the second, third and upper levels the windows are also double hung and constructed in wood but contain a fixed transom over. Muntin bars are arranged to provide a decorative treatment in the transom. The profile of the main horizontal transom bar does not permit the installation of an exterior storm. For that reason and for ease of cleaning and installation, the third floor windows have been fitted with an interior storm sash with rudimentary weather stripping and are held in place by

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four small deadbolts. The quality of the glass and the construction detail suggest these sash are old but not original.

No wood storms are present on the upper levels in the north and south gables or in any of the windows of the north east tower. Some have been covered with plexiglass that is now yellowing from ultra-violet light exposure. On the second floor some windows have been fitted with Magnetite patented interior storms. Elsewhere a few wooden interior storms similar to those on the third floor have survived. Many have no interior storms. Typically all primary sash windows were operable with counter balancing weights and were fitted with sash locks and sash lifts.

The windows to the southeast and northeast towers were restored and are finished in the original colour scheme for the building.

### **2.2.2 General Condition of Windows and Doors**

All of the windows and doors on the building require repair. The level of intervention varies from a minimum of stripping and repainting of the main sash and upgrading of an existing interior storm to complete replacement of a sash and storm where these are missing.

The following is a summary of the existing conditions.

All exterior surfaces have been heavily over painted. In protected areas this remains the situation. In exposed areas paint has deteriorated exposing wood. Many windows are either painted shut or caulked shut from the exterior. Where storm windows exist weather stripping is poor or non-existent which results in condensation occurring between the sash and the storm.

Most of the glazing compound has failed in exposed areas. In many situations caulking has been inappropriately introduced.

The perimeter mortar between the window frames and the stonework has either failed or is missing.

All weathering surfaces such as sills, bottom rails of the lower sash, meeting rails of the upper sash and top surfaces of transom bars are weathered. Deterioration is more pronounced on south and west elevations and generally towards the bottom of the building. In these areas wood is bare, heavily checked or partially rotted out. In the upper tower and gable windows the conditions are far worse and complete replacement of the sashes will be necessary and as no storms currently exist these will need to be new. Although not currently in habitable spaces, these windows are located in areas of the building that receive heat and therefore require the addition of secondary glazing to reduce condensation problems.

Throughout the accessible areas of the 2<sup>nd</sup> and 3<sup>rd</sup> floors the muntin bars have been removed from the transom lights. Currently the multi-light glazing pattern only exists in the towers, upper gables and blind dormers in the roof. In some of the 2<sup>nd</sup> floor rooms the introduction of dropped ceilings has obscured the upper lights of these windows. Some interior stop beads are damaged or missing.

Most sash cords are broken or missing. Some rollers appear to be broken or seized. Where sash cords have broken it is assumed that sash weights are still in the weight pockets. Most sash locks are in place and typically heavily over painted. Some are broken or missing. Most sash lifts are missing.

Existing wood doors are in poor condition and extensive repairs are required in all locations. The scope of work is similar to that for the windows. Exterior fire doors are typically metal and meet current code requirements.

### **2.2.3 Recommended Approach**

While the windows are in various states of deterioration, their condition is such that their repair, rather than complete replacement should be undertaken. The quality of the original pine is far superior to that available today and with regular maintenance, repaired windows may be maintained indefinitely.

It is proposed that at first floor level, storms are introduced on the interior so that there is a consistent appearance to all windows on the building. Sash and frames should be refinished to the original colour scheme that is now present on the southeast and northeast towers.

At the present time very few windows are operable in the building. On the 3<sup>rd</sup> floor, storms are permanently kept in place, principally because of the need for soundproofing to the auditorium level. Where the facility is used for recording purposes, or concerts are recorded, then soundproofing becomes a critical issue and special attention is required to the treatment of the storms. Double-glazed interior storms introduced in the tower rooms suggest that this approach is an effective means to achieve this.

Special conditions occur to the windows at the rear of the stage. At the present, painted plywood panels are permanently installed. As this is a west facing elevation consideration should be given to upgraded storms, weather stripping and reflective treatment to help reduce heat build up. In the adjacent piano room, the introduction of a double-glazed storm and reflective blind has helped reduce heat build up.

On the 2<sup>nd</sup> floor some offices are air-conditioned and some have operable windows. In the space currently holding the Naismith Museum collection, modern storms and blinds have been introduced to provide controlled conditions for the artefacts. However, with



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generally low relative humidity levels and many of the artefacts displayed in custom storage units, condensation problems on windows does not seem to be an issue. However, treatment of the interior storms should be consistent with the remainder of the building.

On the first floor the windows in the offices currently occupied by the OPP detachment are sealed shut, presumably for security reasons and as there is an air conditioning system in place. On the remainder of the first floor the exterior storms are sealed in place. A consistent approach is recommended here. Where fresh air is not introduced mechanically then provision must be made to have operable windows, with screens for summer months. As recommended above, storms should be located on the interior.

### **2.2.4 Recommended Approach for Repair**

A typical scope of work for repair to a window unit would include the following.

Remove sash from interior by removing the interior beaded stops and parting strips. Approximately half of the beaded stops and all of the parting beads will require replacement. Remove sash to shop for repair. Install fixed Perspex sheet across inside of frame to protect interior and to permit work to the exterior.

Strip repair and repaint frames and sills in-situ. Extensive replacement is anticipated to sills and the lower sections of the frame at the junction with the sill. Repairs should be carried out by piecing in with wood, preferably of similar age and characteristics to the original. The use of wood over proprietary resin wood repair systems is recommended. Experience shows that differential thermal movement between dissimilar materials induces early paint failure in these critical locations. Where multi light glazing patterns have been lost to the fixed transoms, these elements should be reintroduced. It will require the disassembly of the existing stiles and rails.

Sashes are stripped, glazing identified and removed, hardware bagged and labelled. Sash are repaired using similar techniques to those used on the frames. Weak joints may need repair.

On both frames and sash, total paint removal is required. Lead content will be high so appropriate safety precautions for workers, containment and clean up is required. Paint stripping should be carried out using heat guns and custom scrapers rather than chemical strippers, which are messy and can inhibit the adhesion of new paint.

Glazing is reset, taking care to treat the rebate first and to apply back putty. Allow putty 2 to 3 weeks to set up before moving, painting and reinstallation.

All sash and frames should receive a prime and one topcoat. Final topcoats may be applied prior to completion and installation provided site touch up is allowed for.

Restored sash should be installed with operating hardware, sash weights and cords where they are to be operable. Where interior storms are present the sash forms the exterior window and should not be weather-stripped. This permits ventilation between the exterior storm and the interior glazing and prevents condensation build up in the interstitial space.

Existing interior storms may be modified to permit their reuse. Where storms are missing or require special treatment, such as at the 3<sup>rd</sup> floor level new storms should be constructed. All interior storms will require modification at the frame to accommodate new weather stripping. The sprung bronze system with felt infill at some details is recommended. New fixing hardware that maintains a seal is required at all locations. At the 3<sup>rd</sup> floor it is proposed to introduce either triple glazing or specially designed double glazed units with different glass weights, together with foamed weight pockets to effectively sound proof this space. Where ancillary space is linked in to the auditorium, or rooms proposed for recording purposes introduced elsewhere in the building, then this treatment would be applicable in those locations.

### **2.2.5 Wood Trim**

Repairs are necessary to all of the wood trim on the building. On most elevations this occurs just at eaves level and is covered by the existing eavestroughing. However, leaking from eavestroughs has resulted in rot in many locations.

On the northeast tower the upper portion is all of wood construction and again extensive repair and replacement must be anticipated. Much of the decorative detail has been removed and should be restored. This open section housed the bell, which has since been removed. Screening installed to keep pigeons out has been open for some time and there is considerable build up of pigeon droppings in this location. Before any work can proceed on the upper tower a specialist company must remove this hazardous material.

### **2.3 Fire Escapes**

The two metal fire escapes serving the auditorium level are in poor condition. These have now reached the point where they should be replaced.

### **2.4 Roof and Flashings**

Generally the roof and flashings are in fair condition. Flashings require re-fixing in reglets and replacement in a few locations. The flashings are galvanized metal painted green to resemble copper. When the building was built the flashings would have been a grey colour to blend in with the slate roof. Repainting in grey is recommended. When re-roofing occurs flashings should be replaced in lead coated copper.

The roof has been replaced with an artificial slate, which is a fibrous cement material, coloured to match the original slate. Unfortunately, as is typical with most substitute materials, they never weather and perform as well as the original material. In areas of

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heavy water run off the colour has been leached out and the “slate” now has a grey appearance. It is a brittle material and susceptible to breakage on leading edges, especially where heavily weathered.

Localized slate repair is necessary in some eave locations and adjacent to vertical wood and masonry elements. It is anticipated that this present material will continue to perform adequately for the next ten years providing it is maintained cyclically. It would be prudent to budget for a new roof within the next 20-year period. The new roof should be in slate.

## **2.5 Lightning Protection**

An estimate for installing a new lighting protection system was developed prior to commencing work to the northeast tower. However, this work was not implemented at the time due to funding restrictions. It should feature in the long-term plan for upgrading of the exterior envelope.

## **3.0 Work Priorities and Estimated Costs**

An estimate for the total repair program has been prepared and is appended. The estimates presented represent budget prices and have been based on the knowledge and associated costs incurred on the work to the southeast and northeast towers in 2002 and 2005 to 2006 respectively. The actual construction costs from that work are shown on the estimate-spread sheet, so that comparisons may be made. Estimates have been revised to reflect 2007 construction costs without any escalation for inflation in subsequent years.

In any program of work it is preferable to schedule the scope of the work to maximize costs associated with a contractor’s general set up costs and that of scaffolding, as these items represent a significant percentage of any work package. In this instance priorities have been determined by the condition of the exterior masonry with the repair of windows and other elements within the particular elevation included in the scope of work.

It would be possible to carry out any item of work from the schedule independently of the masonry, such as the window package, but additional set up and scaffolding costs would be incurred.

### **Phase I: to be carried out in year 1**

Masonry repairs to the east elevation, including structural repairs window and door repairs, wood trim, and flashing repair. Install lightning protection system.

### **Phase II: to be carried out within 3 years**

Masonry repairs to north and south gables and chimneys, including related wood window repairs, wood trim, flashings and slate repair.

### **Phase 111: to be carried out within 5 years**

Masonry repairs to north and south bays, west elevation and east elevation including related wood window repairs, wood trim, flashings and slate repair. Repairs to the fire escape should proceed within the first 2 years of the overall program.

### **Phase IV: to be carried out within 10 years**

Masonry repairs to north and south bays, west elevation and east elevation including related wood window repairs, wood trim, flashings and slate repair.

### **Phase V: no timetable**

Upgrade boiler room.

## **4.0 Summary**

The condition assessments carried out on the building have highlighted some specific problems with the building fabric. These include structural upgrading to remedy alterations carried out on the building throughout its life, masonry repairs and stabilization where movement and displacement has resulted from these alterations and from long term weathering, admitting moisture to the structure.

The windows are at the point in their life where timely repairs carried out now will see the windows repaired and preserved rather than replaced. However, in some locations these repairs must be carried out as soon as possible if replacement and therefore additional costs are to be avoided.

Scaffolding of the building to carry out repairs to the masonry and windows permits access to the roof and related wood trim, detailing and flashings. As a result it is possible to place the exterior fabric of the building on a long-term program of repair and maintenance, phased according to priorities.

Phasing of the work in this manner has definite advantages in terms of available funding and in obtaining the contractual skills necessary to carry out the work. While the overall program of work is considerable in terms of total costs, it should be the intention, wherever possible, to employ local contractors with experience in repairs to heritage buildings. A number of local contractors with these skills are available in the area having received training in the field of building conservation through Algonquin College in Perth. As smaller firms it is only possible to utilize these skills if the scope of the work is limited in size. Where the scope of work becomes complex, involving multiple disciplines then it will be necessary to seek out larger companies with appropriate experience.

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The long-term preservation of the Former Almonte Town Hall is a significant project within the Municipality. The introduction of tenants who were committed to a sympathetic renovation of the interior and the continuing and expanding use of the auditorium by cultural groups speaks well to the long term use of the building. The commencement of this program of repairs is the commitment to a program for the ongoing maintenance of the building to ensure its continuing use and function within the community. All of the proposed remedial measures are commensurate with current Federal and Provincial conservation principles and practices for the repair of heritage buildings.

Keith Blades  
Revised and updated April 2007.

# Attachment D

## MUNICIPALITY OF MISSISSIPPI MILLS JOB DESCRIPTION



<b>DEPARTMENT:</b>	Corporate Services
<b>DIVISION:</b>	Corporate Services
<b>JOB TITLE:</b>	Human Resources Business Partner
<b>EMPLOYEE GROUP:</b>	Non-Union
<b>SUPERVISOR:</b>	Director of Corporate Services/Treasurer
<b>REVISION DATE:</b>	September 2022

### POSITION SUMMARY AND SCOPE:

Reporting to the Director of Corporate Services/Treasurer, the Human Resources Business Partner is responsible for the development and administration of human resource policies, procedures and programs including recruiting, monitoring employment regulations, employee relations training and development, organizational development, and employee safety and well being.

### DUTIES AND RESPONSIBILITIES:

1. Prepare and post advertisements for recruitment. Receive and review resumes. Assist with candidate selection for interview. Assist with the interview and selection process including co-ordinating interview times and locations with candidates. Assist with the development of interview questions. Complete the follow up recruitment process including contract negotiations and any related correspondence.
2. Monitor and review employment contracts and advise management of pending expiry dates for action. Complete required follow up of same.
3. Maintain and update job requirements and job descriptions for all positions when required.
4. Assist Management with the bargaining of collective agreements. Ensure management and employee compliance with the collective agreement.
5. Maintain a database of employee performance review timelines and records of completion. Assist Managers with the development and delivery of performance reviews, if required. Assist Managers with any follow up or required action resulting from the performance review process.
6. Assist Management with any required employee progressive discipline, termination or layoff, as required.

7. Develop any required employee accommodation plans.
8. Assist with conducting and analyzing exit interviews and make actionable recommendations to Management based on the feedback received.
9. Develop and keep current employment related policies and procedures in compliance with the *Employment Standards Act* and any other applicable legislation including Health and Safety. Review existing policies for compliance with legislation and standard employment practices and recommend improvements to Management. Ensure employees are trained and keep compliant with any relevant policies and procedures.
10. Communicate with external Agencies, Consultants, and other Professionals as required.
11. Plan and complete onboarding for new hires and perform orientation of all relevant municipal policies and procedures.
12. Arrange seminars, workshops and conferences based on Departmental training needs.
13. Coordinate employee surveys and give actionable insights to management to improve employees' experiences.
14. Reinforce the Municipality's policies, rules and procedures to ensure employees' safety.
15. Maintain and monitor a database of employee training requirements and records of completion.
16. Recommend and develop employee relations practices to foster a positive employee-employer relationship.
17. Assist and support Managers and all employees with human resource issues as they arise including assisting with problem solving.
18. Periodically review the Municipality's organizational structure and reporting relationships and make recommendations to Management of any recommended changes.
19. Advise management when market salary, pay equity and internal equity reviews are required and assist with the completion of such reviews.

20. The above list generally describes the duties involved with this position. However, municipal work is varied in nature; employees will be required to perform duties in addition to the above from time to time as directed.

#### **EDUCATIONAL REQUIREMENTS:**

- University Degree in Human Resource Management or a related discipline.
- Certified Human Resource Professional (CHRP) designation.

#### **EXPERIENCE:**

A minimum of five (5) years progressive experience in Human Resources

#### **SKILLS AND COMPETENCIES:**

1. Detailed knowledge of labour relations, Health and Safety, compensation, benefits practices, and Human Resources legislation (e.g. ESA, OHSA, WSIA, AODA, Ontario Human Rights Code, Pay Equity Act, PIPEDA, etc.) required.
2. Ability to analyze and make timely decisions taking into account facts, goals, constraints and risks of a situation.
3. Excellent computer skills including knowledge of Microsoft Office software and other Human Resource software applicable to this role a strong sense of uses/opportunities for technology.
4. Strong organizational and interpersonal relations skills
5. Discretion and good judgement when handling confidential/sensitive material and information.
6. Demonstrated excellent organizational skills and time management skills.
7. Demonstrated commitment to personal and professional development.
8. Excellent verbal (courtesy, tact, discretion, explanation, judgement and presentation skills) and written communication skills including grammar/spelling skills for writing correspondence/reports.

#### **WORKING CONDITIONS:**

This position is required to work regular full-time hours in an office environment. However, additional work may be required to complete special requests or projects. After hours meeting attendance or travel may also be required.



**PHYSICAL SKILLS AND EFFORT:**

This position requires visual and listening skills, ability to sit for prolonged periods using office equipment and computers.

**ENVIRONMENTAL DEMANDS:**

This position may have to serve a number of people at one time and frequent interruptions may be common. The office environment may be busy, noisy often dealing with several requests by others during short time intervals. The employee must be an excellent communicator and be able to manage various issues with Staff. The position requires frequent use of the computer and other office equipment.

**MENTAL DEMANDS:**

The position is required to make decisions to ensure compliance with legislation. The position may be required to manage a number of requests and tasks at one time and to deal with tight deadlines while accommodating unplanned interruptions. Excellent organizational and time sensitive skills will be needed to complete some tasks.

**SAFETY:**

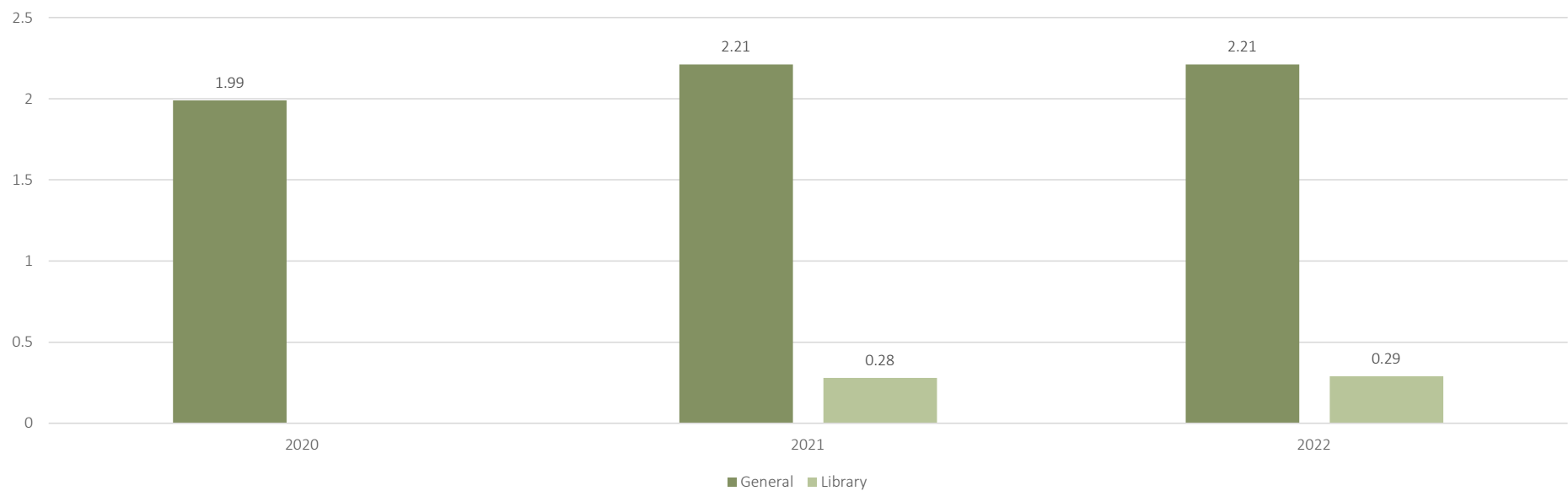
The Municipality believes that all accidents can be prevented. To achieve this goal safety must be an integral part of every task and job. This position needs to be familiar with and follow the Municipality's health and safety policies as well as the Occupational Health and Safety Act.

**WORKING RELATIONSHIPS:**

<b>Internal</b>	CAO, Director of Corporate Services/Treasurer, Senior Staff, support Staff, Members of Council
<b>External</b>	Government ministries and agencies, professional consultants, contractors, suppliers of services and equipment, Agency Partners



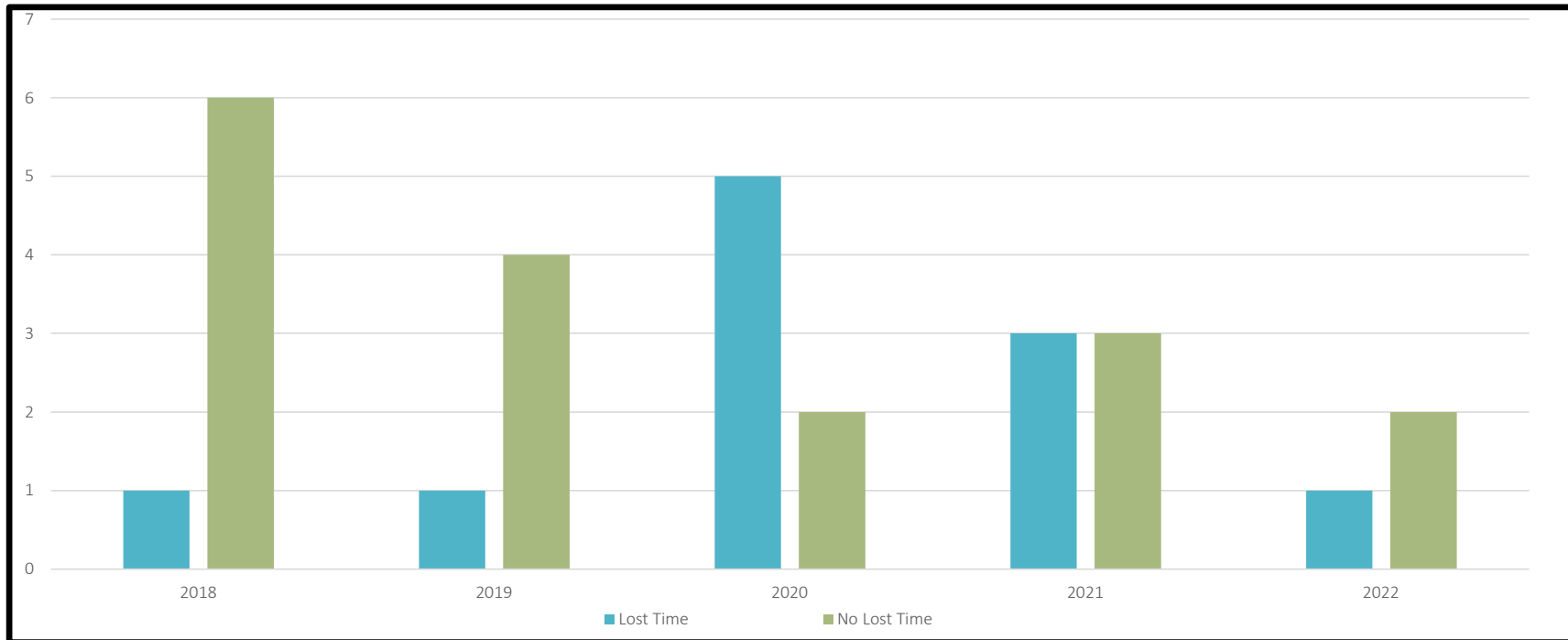
# WSIB 5 Year Review



# WSIB RATES

- \* 2020 WSIB moved to general rating for all divisions
- \* 2021 Library separated from the Municipality WSIB insurance plan

## Lost Time vs. No Lost Time Claims



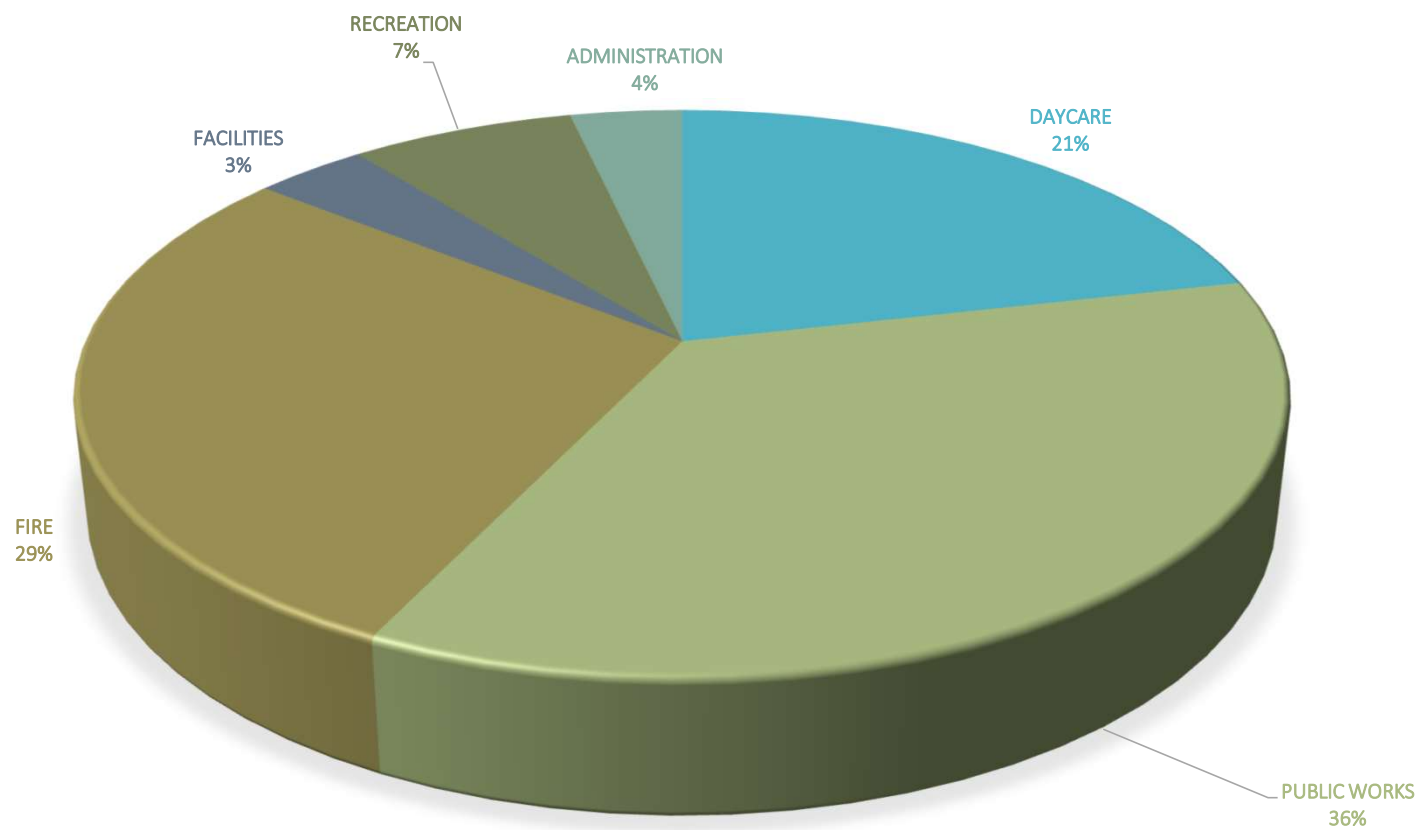
- In the last five years there have been a total of 28 claims, 11 had lost time
- Two of the claims that experienced lost time were denied by WSIB

## How the WSIB Claims are Categorized

\* 86% of the claims submitted are accidents (slip & fall, sprains & strains, cuts or debris)

\* Average is 5.6 claims per year

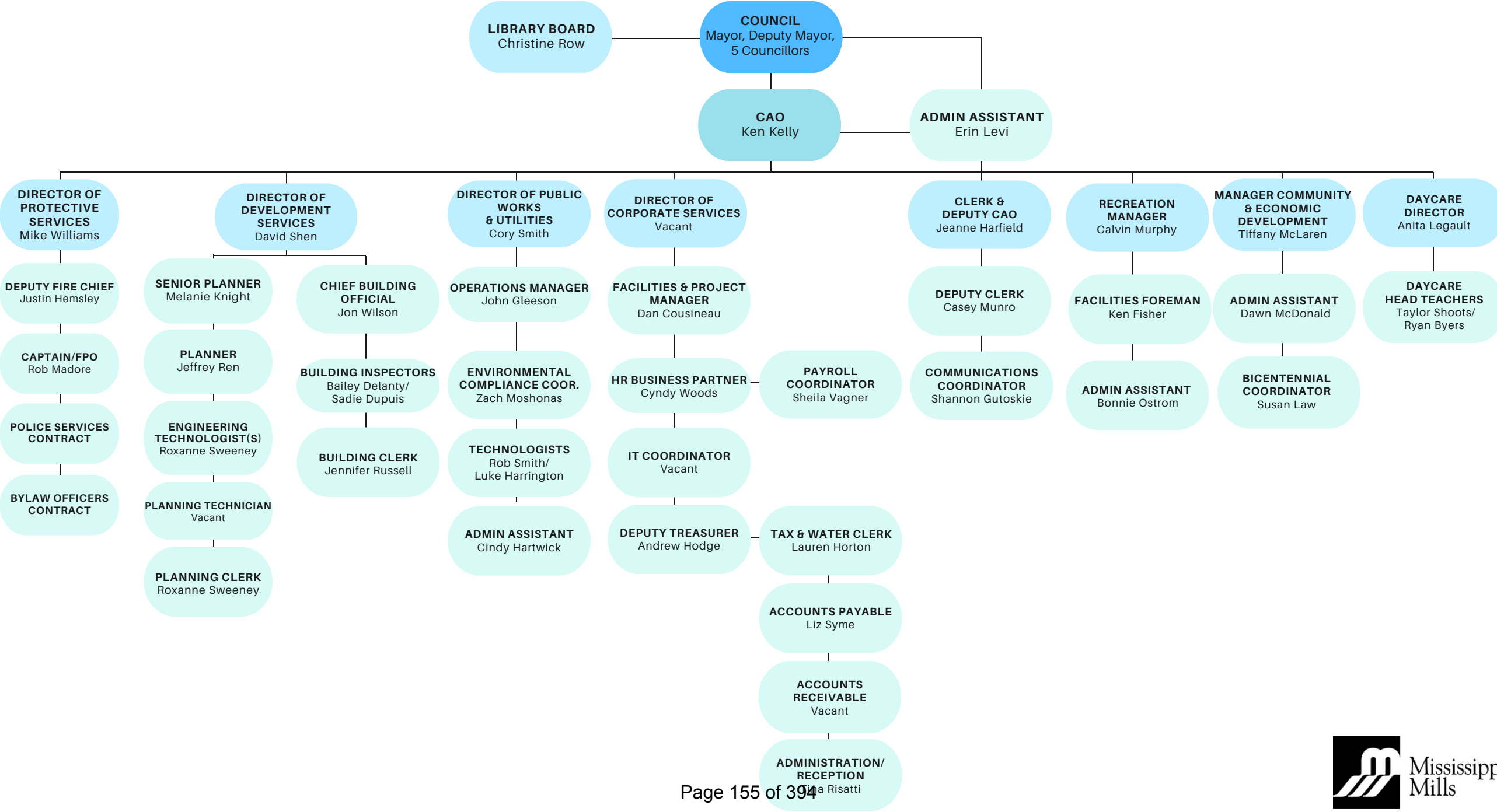
Year of the Claim	Accidents	Disablements	Psychological Conditions	Occupational Disease	Noise-Induced	Survivor Benefit
	Injuries that happen as a result of a single incident. Some common types of injuries are sprains, strains, fractures, cuts or lacerations, concussions, bruises, and contusions.	Injuries that happen as a result of ongoing actions on the job. Some common types of disablements are repetitive strain injuries, vibration disease, and tinnitus.	Psychological conditions that result from workplace stress, or as a result of a workplace injury. Some examples include: chronic mental stress, traumatic mental stress, depression, and anxiety disorders.	A disease or condition caused by exposure to chemicals or substances at work. Some examples of occupational disease are certain cancers, asthma, asbestosis, and silicosis.	Full or partial hearing loss as a result of being exposed to loud noise on the job. This is different from traumatic hearing loss, which is a type of injury generally brought on by a single event, like head trauma or concussion.	When a worker dies at work or as a result of their job, the worker's spouse, children or other dependants can claim these benefits.
2018	6				1	
2019	5					
2020	4		1	2		
2021	6					
2022	3					



WSIB CLAIMS BY DEPARTMENT

# MUNICIPALITY OF MISSISSIPPI MILLS

## Organizational Chart



## Attachment G

VACANCIES	STATUS UPDATE
<b>Director of Corporate Service, Treasurer, Deputy CAO (FT)</b>	In progress, selection committee is meeting on February 7th, 2023 to review applicants & to discuss next steps
<b>Fire Protection Officer (FT)</b>	Position is currently occupied on temporary basis. Permanent position was approved, job description has been sent for evaluation. Expect recruitment process to commence the week of February 6th, 2023.
<b>Planning Technician, Secretary Treasurer to Committee of Adjustment (FT)</b>	Interviews have been scheduled for Friday February 3rd, 2023
<b>Events Assistant, OTH (Casual)</b>	Casual Position - Interviews have been scheduled for February 9th, 2023
<b>IT Coordinator (FT)</b>	Under review
<b>Summer Student Recruitment (Contract)</b>	Advertising begins the week of February 6th
<b>Daycare (Casual)</b>	Ongoing continuous recruitment
<b>Arena Operator (FT)</b>	Recruitment to commence February 6th, 2023
<b>Reception - Municipal Office (FT)</b>	Position is currently occupied on temporary basis. Job description is being updated and Council approval will be requested to proceed with recruitment
<b>Deputy CBO (FT)</b>	Under review






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## RESERVE POLICY

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**WHEREAS** Council has an obligation to maintain reserves at an appropriate level to ensure future liabilities can be met, capital assets and infrastructure are properly maintained or replaced, and to provide sufficient financial flexibility to respond to economic cycles or unanticipated financial requirements;

**AND WHEREAS** the sustainability of the Municipality's programs and the future replacement of assets and infrastructure requires planned contributions to reserves in the annual budget to achieve appropriate levels of reserves;

**NOW THEREFORE** Council hereby approves the following policy with respect to reserves:

	<b>Stabilization Reserves</b>	<b>Program Specific Reserves</b>	<b>Capital Reserves</b>
<b>Definition</b>	Established to prevent significant fluctuations in the general tax levy and to help the Municipality manage its cash flows by providing a source of funding to offset extraordinary and unforeseen expenditure requirements, one time	Established in response to a need for funding of specific programs.	Established to assist in financing the capital program. As new capital assets are acquired the reserve should increase to assist in planning for future replacement in order to reduce reliance on long term financing.

	expenditures, revenue shortfalls and to provide for various contingent and potential future liabilities.		
<b>Funding Sources</b>	Shall be funded from annual operating surpluses. Year end operating deficits shall be funded from the stabilization reserve.	Shall be funded from operations provided there is a financial plan supporting the need for the reserve. A review shall be conducted annually to ensure adequate funding exists to sustain the program to which the reserve relates. At the conclusion of the program or if the program is not proceeding, the reserve shall be closed and any balance shall be transferred to the stabilization reserves.	Shall be funded through: <ul style="list-style-type: none"> <li>a. Calculated annual contributions from the operating budget based on capital replacement, rehabilitation costs and lifecycle costs. As a minimum this amount should be equal to the annual depreciation amount calculated on the Municipality's assets.</li> <li>b. Net proceeds from the sale of assets and</li> <li>c. Unspent capital in any given year provided the Municipality is in a surplus position.</li> </ul>
<b>Target Levels</b>	Target level is 15% of tax revenues. Once the stabilization reserve level is met, the operating surplus shall be transferred to capital reserves.	Not applicable	The target level for the capital reserves shall be calculated based on the replacement value of the inventory of the Municipality's capital assets taking into consideration the condition of the assets, their useful life and their anticipated disposal value.

<b>Uses</b>	Shall only be used for extraordinary type expenditures including previous years' operating deficits and one time expenditures as approved by Council.	Shall only be used for the program the reserve was set aside for.	Shall only be used to fund the replacement and rehabilitation of the Municipality's assets.

### **REVIEW**

This policy shall be reviewed every five (5) years or as Council deems appropriate.

**THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS**

**STAFF REPORT**

**DATE:** February 21, 2023  
**TO:** Committee of the Whole  
**FROM:** Jeanne Harfield, Clerk & Deputy CAO  
**SUBJECT: Governance Review – Report #1**

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**RECOMMENDATION:**

**Motion 1**

**THAT Committee of the Whole receive this report as information.**

**Motion 2**

**THAT Committee of the Whole direct staff to develop a Community Engagement Framework.**

**Motion 3:**

**THAT Committee of the Whole recommend that Council approve separating Committee of Adjustment from Property Standards to create two distinct Committees;**

**AND THAT Property Standards Committee will be called on an as needed basis;**

**AND THAT Committee of the Whole direct staff to bring forward draft changes to the Property Standards Terms of Reference and By-law for consideration.**

**Motion 4:**

**THAT Committee of the Whole recommend that Council approve the amendments to the Committee of Adjustment Terms of Reference and corresponding By-law.**

**Motion 5:**

**THAT Committee of the Whole recommend that Council approve the proposed changes to the Heritage Committee Terms of Reference and the Heritage Grant Program By-law 09-16.**

**Motion 6:**

**THAT Committee of the Whole direct staff to bring forward proposed edits to the Council and Committee Code of Conduct to be consistent with other municipalities in Lanark County;**

**AND THAT Committee of the Whole direct staff to make the necessary administrative changes to the Policy HR-03 “Council Staff Relations Policy” to be consistent with corresponding by-laws and policies.**

**Motion 7:**

**THAT Committee of the Whole direct staff to proceed with Option \_\_\_\_\_ for amendments to the Procedural By-law**

**AND THAT Committee of the Whole direct staff to bring forward the draft Procedural By-law for consideration.**

**BACKGROUND:**

As part of the governance review process, Council will review the following items:

1. Procedural By-law (19-127)
2. Notice By-law (07-78)
3. Community Engagement
4. Terms of References for Statutory Committees
5. Council Code of Conduct
6. Council Staff Relations Policy

The purpose of the governance review is to review key by-laws and policies to ensure that they reflect best practices as well as meet the needs of Council and how you wish to conduct municipal business.

**DISCUSSION:**

**Procedural By-law (19-127)**

The current Procedural By-law was approved by Council in December 2019, since then a few amendments have been made namely to permit electronic participation and hybrid meetings. There have also been some amendments to the Inaugural Meeting process which is included as an appendix to the Procedural By-law.

With any option it is important to note that changes to the Planning Act now require the Municipality to refund planning application fees if approvals are not made within the new mandatory decision timeframes. We will therefore need to include flexibility in the Procedural By-law for planning approvals should deadlines become an issue. It should also be noted, more Planning Act changes are anticipated and this could mean more mandatory refunds of application fees on more types of planning matter approvals. The Planning Department will also be amending policies and procedures to include non-statutory public meetings as a step in the approval process and other procedures as a result of provincial changes. With existing changes to the Planning Act as well as any future changes, it is important that the revised Procedural By-law is drafted to provide flexibility for approvals as well as the use of non-statutory Public Meetings.

### Option 1 – Make amendments to the existing Procedural By-law

Currently, the Procedural by-law provides that Council meets twice per month with a Committee of the Whole (COW) meeting following immediately afterwards. The recommendations from the COW meeting would then be brought forward at the following Council meeting for approval. In a normal meeting schedule, this would result in a 2 week break between COW recommendations and Council approval. This Procedural By-law has been working well, if Council wishes to continue with this structure, staff will review the by-law and propose amendments that will provide some improvements. Some of the changes would be to provide greater clarity on processes, allow for flexibility, and to ensure that the existing procedural by-law reflects current business practices of the municipality as well as legislation and best practice.

### Options 2 – Standing Committees

In 2021, Council underwent a committee review process that looked at how Council utilized committees to conduct business. As part of that exercise, staff and Council reviewed the 2020 Service Delivery Review report which made recommendations on the use of advisory committees and recommended structuring Council business in the business units of the municipality (Corporate Services, Development Services & Engineering, Protective Services and Community Services). The service delivery review report also recommended scaling back the number of advisory committees as many weren't seen to be utilizing staff time effectively or providing Council with the community engagement that was desired. A proposal was put forward to have three different COW meetings with each meeting once per month and Council meeting twice per month. The proposed structure would be as follows:

- First Tuesday – Council meeting followed by COW meeting #1 (Development Services & Engineering (building, planning, public works))
- Second Tuesday – Council meeting followed by COW meeting # 2 (Protective and Community Services (fire, policy, by-law enforcement, recreation, economic development, & culture/community) COW meeting #3 (Corporate Services and Clerks)

This method of conducting business would require 3 different COW agendas and 3 COW chairs as well as the regular Council agendas. Also, staff reports from departments would come forward once per month at the designated COW meeting. For example, planning matters would come forward once per month under Development Services & Engineering. Council approval would still occur two weeks after the COW meeting. The amended Procedural By-law with this structure was brought to Council for approval in January 2022, but it was defeated, however, the intention was that it would be brought forward to the new term of Council for consideration. Should Council wish to proceed with this process, staff is recommending that flexibility be written into the Procedural By-law for time sensitive matters. For example, with Bill 23 and the new timelines for planning matters there may be time pressures to approve certain matters to avoid penalties (refund of building or planning fees).

### Option 3 – Approvals in One Night (Council/COW/Council)

A third option for Council's consideration in regards to the Procedural By-law is to revert to a process that was in place between 2017 and 2019. This process was that Council would approve COW recommendations on the same night. The meeting would begin with Council, then dissolve into COW and then return to a Council session to approve the recommendations from COW. This process approved matters quickly which expedited municipal business, however, it did not provide the 2 weeks between COW and Council to review matters more. For staff reports that required further review or consideration, Members of Council would put forward a motion to defer.

With the above-mentioned three options, there are endless variables that can be looked into further after direction is provided. For example, some municipalities only have Council meetings once per month or Council meets on a different night than COW. Some municipalities meet every week with Council one week and COW the next.

Once a main option is chosen staff will schedule meetings with Members of Council to review the proposed draft procedural by-law. Following these meetings staff will bring forward the draft Procedural By-law for review and consideration.

### **Notice By-law (07-78)**

The existing Notice By-law was passed in 2007 and has not gone undergone significant changes since. The notice by-law includes provisions on how the municipality must provide notice to the public for specific matters. The existing by-law is quite outdated and staff is recommending a full review and rewrite of the notice by-law. For example, the existing notice by-law does not make mention of the use of social media or other methods to communicate with the public. Additionally, some of the notice requirements set out in by-law 07-78 contradict notice provisions in other by-laws. The revised Notice By-law will also ensure that it is consistent with other by-laws that include notice provisions while also capturing other methods of notification that the municipality currently uses.

Additionally, Clerks within Lanark County are all facing similar issues with their Notice By-laws being out of date and are working together to share ideas and a best practice review.

### **Community Engagement**

Effective community engagement is an invaluable tool for municipal Councils. In the past, one of the key tools utilized was advisory committees. The Municipality engages with the public in many ways, every day. The public can offer feedback on a single topic or larger plans through opportunities such as participating in a meeting, joining a Municipal advisory group, answering a survey, submitting comments to Council, and by interacting with individual staff. This participation helps strengthen the relationship

between the Municipality and the public, and shapes our policies, programs, and services to meet the needs of all residents. In order to determine how best to engage with the public, staff are recommending the development of a Community Engagement Framework and to also review the existing Communications Plan that was developed in 2017. The goal will be to determine how the Municipality can better support public engagement opportunities with all residents and stakeholders and to build trust and a stronger relationship with the public.

In the past, one of the main tools used to engage with the community was through advisory committees. These committees in some instances worked well, but in others they were not effective which caused frustration for volunteer members, staff and Council. The Municipal Act as well as our Procedural By-law grants authority to Municipal Council to strike and appoint committees of Council. Each committee requires a terms of reference and must adhere to the Procedural By-law. The required procedures for committees of council at times may make flow of business and informal dialogue more rigid. Staff are recommending therefore taking a different approach to advisory committees and engagement to increase the input and the diversity of the responses received. This could include launching focus groups, public information sessions, surveys, tasks forces and more. The municipality has already begun focusing on community engagement either through the new Planning Umbrella initiative or the recent 2023 budget. This year, the budget process included an online survey and budget spotlights to engage with the community. In previous years, the municipality used an advisory committee or held a public meeting to obtain feedback from the community on the budget. On average less than 10 members of the public would provide feedback at a public meeting and the advisory committee was made up of 7-9 volunteer members of the community, plus councillors and staff. This year, the municipality will have heard from 167 individuals through submissions of the budget survey (164 online and 3 paper submissions). The results from this survey will be presented to Council as part of the 2023 budget report. There are many other ways to engage with the public and stakeholders that the municipality can build upon. Staff is therefore recommending the development of an Community Engagement Framework to identify ways in which the municipality can further engagement with the community that will aim to garner diverse and valuable input from across the municipality.

### **Terms of Reference for Statutory Committees**

Mississippi Mills currently has three statutory committees: Heritage Advisory Committee, Committee of Adjustment and Property Standards, and Accessibility Advisory Committee. The terms of reference for these three committees were reviewed in 2018 and more recently by staff.

The Accessibility Advisory committee terms of reference, in staff's opinion, does not require any changes as it is compliant with provincial legislation. We are still actively seeking applications to the committee, currently only 2 have been received. The Planning Staff reviewed the Heritage Advisory Committee and have made some minor edits. The revised draft terms of reference and the proposed revisions to the Heritage



Grant Program By-law are attached. The edits to both, are to ensure that we are compliant with provincial legislation and other minor edits.

Staff are also recommending changes to the Committee of Adjustment and Property Standards. One major change would be to separate the Committee of Adjustment from Property Standards. Committee of Adjustment is governed through legislation in the Planning Act as well as the Committee of Adjustment Municipal By-law. The Property Standards Committee is granted authority through the Ontario Building Code Act and the Municipality's Property Standards By-law. While both are quasi-judicial bodies, they would cover different Acts and by-laws. For this reason, staff are recommending to separate the two committees and only appointing a Property Standards Committee on an as-needed basis. The revised terms of reference for the Committee of Adjustment as well as the revised By-law is attached to this report.

The Building Department is actively working on revisions to the Property Standards By-law which will be brought forward in a separate report. Staff will likely be recommending that the Property Standards Committee be made up of Members of Council and that it be called on an as needed basis. There have only been two requests for an appeal to the Property Standards Committee since 2010.

### **Council and Committee Code of Conduct**

In 2018, the Clerks of Lanark County worked together on implementing a uniform Code of Conduct that would be used by all municipalities within Lanark County, the original code of conduct was drafted in consultation with the Integrity Commissioner. Five years has passed since the original adoption of the Code of Conduct, as such, Clerks in Lanark County met to review the existing Code of Conduct. During the meeting, the Clerk's identified areas that could provide greater clarity such as processes. There will not be any substantial changes to the Code of Conduct and proposed changes will likely be linked to process and procedures, for example, how Integrity Commissioner reports are published, process for placing Integrity Commissioner reports on the agenda, how long reports will be on the municipal website, etc. A staff report with proposed red-lined edits will be brought forward to Council in the future for consideration.

### **Council Staff Relations Policy**

It is a provincial legislative requirement that all municipalities must adopt a Council Staff Relations Policy. The Council Staff Relations policy links to multiple other by-laws and policies. Therefore, it will be updated upon the approved Council Code of Conduct as well as the Procedural By-law.

## **OPTIONS:**

### **Procedural By-law:**

Option 1 – Direct staff to draft revisions to the existing by-law 19-127.

Option 2 – Direct staff to bring forward for consideration a draft Procedural By-law to include standing committees.

Option 3 – Direct staff to bring forward for consideration a draft Procedural By-law to include approving Committee of the Whole motions by Council in the same night.

### **Community Engagement**

Option 1 – Direct staff to develop a community engagement framework and review the existing Communications Plan (recommended)

Option 2 – Maintain status quo and not develop a framework

### **Statutory Committees Terms of Reference**

Heritage Committee:

Option 1 – Recommend that Council approve the recommended amendments to the Heritage Committee Terms of Reference and Heritage Grant Program By-law.  
(recommended)

Option 2 – Direct staff to not make any changes to the Terms of Reference or Heritage Grant Program

Committee of Adjustment and Property Standards:

Option 1 – Recommend to Council that the Committee of Adjustment and Property Standards be separate into two distinct committees. Additionally, that the proposed edits to the Committee of Adjustment Terms of Reference and by-laws be approved by Council, and that Staff be directed to bring forward proposed revisions to the Property Standards Committee Terms of Reference and the Property Standards By-law.  
(recommended)

Option 2 – Do not separate the committee and keep status quo.

### **Council Code of Conduct and Council/Staff Relations Policy**

Option 1 – Direct staff to bring forward proposed revisions to the Council Code of Conduct to be consistent with municipalities in Lanark County. Also, direct staff to make

necessary changes to the Council-Staff Relations policy to be consistent with changes to related by-laws or polices. (recommended).

Option 2 – Maintain status quo and not make any changes.

### **FINANCIAL IMPLICATIONS:**

No financial implications with this report.

### **SUMMARY:**

Staff have undertaken the initial steps in a governance review process, that looks into polices, by-laws and terms of reference that directly impact the way in which the municipality conducts business and engages with the public. As a result of the review, staff have brought forward options for Committee of the Whole's consideration in relation to the Procedural By-law (maintain status quo with revisions or draft an entirely new Procedural by-law). The Procedural By-law is an important document as it sets out how Council will conduct business and how Members of Council wish to run their meetings. Other items considered as part of the governance review is how to effectively engage with the community through the development of a Community Engagement Framework.

Currently the municipality has appointed community members to Statutory Committees (Heritage, and Committee of Adjustment and Property Standards), the municipality is still waiting for more applicants to the Accessibility Advisory Committee. Staff have reviewed the terms of reference for all statutory committees and have made recommendations to Council to separate Committee of Adjustment and Property Standards into two distinct committees. Additionally, there are proposed edits to the terms of reference for Heritage Advisory Committee and Corresponding By-law. The Building Department will also work on proposed edits to the Property Standards Committee and corresponding By-law.

The Municipal Clerk's Department is working with other Clerks in Lanark County on revisions to the Notice By-law and the Council and Committee Code of Conduct. Staff will bring forward recommended changes for Council's consideration at a future meeting. Once changes have been approved, staff will also make administrative changes to the Policy HR-03 Council – Staff Relations in order to be consistent with related policies and by-laws.

Respectfully submitted by,

Reviewed by:

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Jeanne Harfield,  
Clerk & Deputy CAO

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Ken Kelly,  
CAO

## ATTACHMENTS:

1. Procedural By-law 19-127
2. Sample Procedural By-law (standing committee structure)
3. Previous Procedural By-law 17-03 (Council/COW/Council)
4. Notice By-law 07-78
5. Draft Heritage Advisory Terms of Reference
6. Draft – Heritage Grant Program By-law edits
7. Current – Committee of Adjustment and Property Standards Terms of Reference
8. Draft Revised – Committee of Adjustment Terms of Reference
9. Draft Committee of Adjustment By-law amendments
10. Draft Property Standards Committee Terms of Reference
11. Accessibility Advisory Terms of Reference
12. Council Code of Conduct
13. Council Staff Relations Policy

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## BY-LAW 19-127

Amended by: 20-073, 22-028, 22-076

A by-law of the Municipality of Mississippi Mills to govern the proceedings of the Council and its Committees.

**WHEREAS** section 238 of the Municipal Act, 2001 requires that every Municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of Meetings and that the by-law shall provide for public notice of Meetings;

**AND WHEREAS** Council deems it desirable to repeal and replace By-Law 17-03 and replace it with this By-law;

**NOW THEREFORE** the Council of the Corporation of the Municipality of Mississippi Mills enact as follows:

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## **PART I - GENERAL**

### **Short Title**

1. This by-law shall be cited as the “Procedural By-law”.

### **Definitions**

2. In this by-law, the following terms have the specified meanings:
  - a) “**Abstain**” means to refrain from voting.

- b) **“Ad Hoc Committee”** means a special purpose committee of limited duration, appointed by Council to consider a specific matter and which is dissolved automatically upon submitting its final report to Council, unless otherwise directed by Council.
- c) **“Advisory Committee”** means a committee established by Council to advise on municipal matters within the scope and responsibility of Council and as per the provisions within the Advisory Committee’s terms of reference.
- d) **“Agenda”** means the written order of business for a Meeting.
- e) **“Board”** means a municipal service board, transportation commission, board of health, planning board, or any other board, commission, Committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities, excluding a school board, conservation authority, and the Mississippi Mills Public Library Board.
- f) **“CAO”** means the Chief Administrative Officer of the Municipality of Mississippi Mills.
- g) **“Chair”** means the person presiding over a Meeting who has the responsibility to decide questions and points of order or practice, preserve order, and maintain decorum. The Chair may vote on all questions, except where disqualified by the Procedural By-law or any other Act, regulation or by-law.
- h) **“Clerk”** means the Municipal Clerk of the Municipality of Mississippi Mills or his/her designate in accordance with Sections 26-27, of the Municipal Act.
- i) **“Closed Session”** (also known as an “in camera Meeting”) means a Meeting, or portion thereof, closed to the public in accordance with the Municipal Act.
- j) **“Committee”** means a committee appointed by Council regardless of whether Council Member(s) sit on the committee, but excludes Committee of the Whole.
- k) **“Committee Member”** means a Member of a committee as defined in the Committee’s Terms of Reference.
- l) **“Committee of the Whole”** means a committee of all Council Members convened to facilitate discussion using a less formal Meeting process in which the Committee of the Whole will not generally vote on any substantive matter.



- m) “**Communication(s)**” includes, but is not limited to, a letter, memorandum, report, notice, electronic mail, facsimile, brochure, or periodical article.
- n) “**Confirmatory By-law**” means a by-law passed at the conclusion of each Council Meeting, confirming the actions of Council at that Meeting in respect of each resolution and other actions taken, so that every decision of Council at that Meeting shall have the same force and effect as if each and every one of them had been the subject-matter of a separately enacted by-law.
- o) “**Council**” means the Council of the Municipality of Mississippi Mills comprised of an elected Mayor, Deputy Mayor and Councillors from the three wards.
- p) “**Council Member**” means a Member of Council, including the Mayor and Deputy Mayor.
- q) “**Defer**” means to postpone the consideration of a matter until a specific action(s) can be undertaken, such as, but not limited to, obtaining advice or circulating for public comment.
- r) “**Delegation**” means an appearance by a person or group of persons to address Council or a Committee.
- s) “**Deputation**” means a presentation made by Municipal Staff, Municipal consultant, committee, board, or commission.
- t) “**Emergency**” means a matter which if not dealt with may have serious ramifications, including but not limited to, the inability to address or influence the matter at a later date.
- u) “**Head of Council**” means the Mayor of the Municipality of Mississippi Mills or such person designated by Council to act in the place of the Mayor for specified purposes.
- v) “**Holiday**” means those holidays listed in the Legislation Act, 2006, S.O. 2006, c. 21, Sch. F, as amended from time to time, except for Remembrance Day; and, any day as set out in a resolution or by-law passed by Council.
- w) “**Improper Conduct**” means conduct that obstructs or interferes with the deliberations or proper action of Council or a Committee.

- x) **“Information List”** means a section of the regular Agenda that lists communications to Council and recommendations from the Clerk as to their disposition.
- y) **“Majority”** means more than half of the votes cast by Members entitled to vote.
- z) **“Meeting”** means a gathering of a quorum of Council Members or Committee Members to materially advance the business of Council or a Committee, respectively, which includes discussions that take place via telephone, e-mail or other means provided a quorum of Members is involved and the discussion materially advances the business of Council or a Committee.
- aa) **“Member(s)”** means a Council Member(s) or Committee Member(s).
- bb) **“Municipal Act”** means the Municipal Act , 2001, SO 2001, c.25 as amended.
- cc) **“MFIPPA”** means the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, as amended.
- dd) **“Municipality”** or **“Municipality of Mississippi Mills”** means the Corporation of the Municipality of Mississippi Mills.
- ee) **“Municipal Conflict of Interest Act”** means the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50, as amended.
- ff) **“Municipal Consultant”** means a professional hired by the Municipality to provide professional advice.
- gg) **“Municipal Website”** means the internet site maintained by the Municipality at [www.mississippimills.ca](http://www.mississippimills.ca)
- hh) **“Notice of Motion”** means an advance notice to Members of a matter on which Council or a Committee will be asked to take a position.
- ii) **“Order of Business”** means the sequence of business to be considered at a Meeting.
- jj) **“Pecuniary Interest”** means a direct or indirect pecuniary interest of a Member, as defined by the Municipal Conflict of Interest Act, R.S.O. 1990, Chap. M.50, as amended.

- kk) “**Pending List**” means a list of reports maintained by the Clerk that have been requested by Council and which may include anticipated staff initiated reports.
- ll) “**Point of Order**” means a matter that a Member considers to be a departure from or contravention of the rules, procedures and/or generally accepted practices of Council or a Committee.
- mm) “**Point of Personal Privilege**” means a matter that a Member considers to impugn his/her integrity or that of Council or a Committee.
- nn) “**Presentation**” means the presenting of an award, certificate, cheque or similar item to Members of the public, Council, Committee or staff.
- oo) “**Quorum**” means the majority of the total voting Members required to constitute Council or a Committee. Four (4) Council Members shall constitute a Quorum of Council.
- pp) “**Recorded Vote**” means recording in the Minutes of a Meeting the names of each Member present and their vote (i.e. in favour or opposed) on a matter or question before Council.
- qq) “**Recess**” means a short break taken during a Meeting, which may be declared at the discretion of the Chair.
- rr) “**Refer**” means to direct a matter under discussion by Council to a committee or staff for further examination.
- ss) “**Resolution**” means a motion that has been voted on.
- tt) “**Rules of Procedure**” means the applicable regulations contained in this by-law.
- uu) “**Table**” means to postpone without setting a definite date as to when the matter will be re-discussed.
- vv) “**Vote**” means a formal indication of a choice between being in favour of a question, motion, or course of action, or opposed to the same, which is typically expressed by a show of hands unless a recorded vote is requested.

## **Interpretation**

3. The rules and regulations contained in this By-law shall be observed in all proceedings of Council to which they apply and shall be the rules and regulations for the order and dispatch of business at meetings of Council and its committees.
4. Subject to the right of appeal, the Chair shall be responsible for interpreting the rules of procedure under this By-law with the advice and assistance of the Clerk.
5. The Clerk or the Clerks' designate shall be secretary of Council and Committee of the Whole.
6. Where procedural matters of Council or Committees of Council are not governed by the Municipal Act, Municipal Conflict of Interest Act or provisions of this By-law, Robert's Rule of Order most recent edition shall apply.
7. Whenever any reference is made in this by-law to a provincial statute, such reference shall be deemed to include all subsequent amendments to such statute and all successor legislation to such statute.

## **Amendment to Procedural By-law**

8. No amendment or repeal of this by-law or any part thereof shall be considered at any meeting of Council unless:
  - a) Notice of intention of proposed amendment or repeal has been given at a previous regular meeting of Council (Municipal Act, 2001, Part VI, Section 238, Subsection 4, as amended);
9. Any amendment or repeal of this by-law or any part thereof shall require a two thirds majority vote.
10. The waiving of this notice by Council is prohibited.

## **Suspension**

11. Despite Section 8, two-thirds of the members present and voting at a meeting may agree to suspend a rule in this by-law for the purposes of that meeting or a particular agenda item. The motion to suspend shall only apply during the Meeting in which the motion was passed and only on such conditions, if any, as specified in the motion to suspend.

## **PART II - ROLES & DUTIES**

### **Role of Council**

12. It is the role of Council, pursuant to Section 224 of the Municipal Act:
- a) to represent the public and to consider the well-being and interests of the Municipality;
  - b) to develop and evaluate the policies and programs of the Municipality;
  - c) to determine which services the Municipality provides;
  - d) to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
  - e) to ensure the accountability and transparency of the operations of the Municipality; including the activities of the senior management of the Municipality;
  - f) to maintain the financial integrity of the Municipality; and
  - g) to carry out the duties of Council under this or any other Act.
13. Members shall adhere to the Council Code of Conduct at all times.

### **Role of the Mayor**

14. It is the role of the Mayor as Head of Council, pursuant to Sections 225 and 226.1 of the Municipal Act:
- a) to act as Chief Executive Officer of the Municipality, which means
    - i. upholding and promoting the purposes of the Municipality;
    - ii. promoting public involvement in the Municipality's activities;
    - iii. acting as the representative of the Municipality both within and outside the Municipality, and promote the Municipality locally, nationally and internationally; and
    - iv. participating in and fostering activities that enhance the economic, social and environmental well-being of the Municipality and its residents
  - b) to preside over Council Meetings so that its business can be carried out efficiently and effectively;
  - c) to provide leadership to Council;
  - d) without limiting the generality of Clause (c), to provide information and recommendations to Council with respect to the role of Council as described in 12 of this by-law;
  - e) to represent the Municipality at official functions; and

- f) to carry out the duties of the Head of Council under the Municipal Act or any other Act
- 15. The Mayor shall sit on the Council of the County of Lanark as County Councillor.
- 16. The Mayor's Annual Address shall take place annually at 6:00 p.m. on or before the third Tuesday of December.
- 17. The sitting Mayor is a non-voting ex-officio Member of all Advisory Committees, unless he/she is appointed by Council as a voting Member.

### **Role of the Deputy Mayor**

- 18. It is the Role of the Deputy Mayor to fulfill his/her normal duties as a member of Council pursuant to Section 224 of the Municipal Act and shall assist the Mayor in carrying out the Mayoral responsibilities pursuant to Section 225 of the Municipal Act.
- 19. In the absence of the Mayor, the Deputy Mayor shall act as the Head of Council and assume certain duties of the Mayor.
- 20. The Deputy Mayor shall sit on the Council of the County of Lanark as a County Councillor.

### **Role of the Committee of the Whole Chair**

- 21. The Committee of the Whole Chair shall preside over Committee meetings so that its business can be carried out efficiently and effectively.
- 22. Council shall appoint a Chair for Committee of the Whole on a rotating basis every six months by alphabetical order starting with the Deputy Mayor.
- 23. All members of Council, with the exception of the Mayor, are eligible to Chair the Committee of the Whole.

## **Role of CAO**

24. The CAO shall be appointed by by-law.
25. In addition to those roles and duties assigned by Council and specified in Sections 227 and 229 of the Municipal Act, the CAO shall have the following responsibilities:
- a) review and guide all policy recommendations prior to submission to Council;
  - b) assist Council in discharging its responsibilities and, in a non-partisan manner, to aid Members in carrying out their duties;
  - c) attend Council Meetings with the right to speak, subject to the consent of the Chair, but not to vote; and
  - d) exercise general control and management of the affairs of the Municipality to ensure its efficient and effective operation.

## **Role of Clerk**

26. The Clerk shall be appointed by by-law and shall be deemed a municipal officer in accordance with the Municipal Act, and for any other purpose as required.
27. In addition to those roles and duties specified under Section 228 of the Municipal Act, the Clerk shall have the following responsibilities:
- a) retain the official records of the Municipality, including the minutes of the proceedings of Council, and Committees, original by-laws, and executed agreements;
  - b) attend all Meetings (whether closed or open to the public) of Council and ensure that a record of the proceedings is kept and that all resolutions are recorded without note or comment;
  - c) make such minor clerical, typographical or grammatical deletions, additions or other changes to any by-law, motion, resolution or minutes as may be required for the purpose of ensuring correct and complete implementation of Council direction;
  - d) include all reports of Committees on the Agenda of the next Regular Meeting;
  - e) effect notice to each Member and the public of every Regular Meeting and Special Meeting of Council, together with the Agenda and attachments in electronic format;
  - f) notify appropriate Municipal Staff of any resolution passed by Council that is to be acted or reported upon by staff, as well as other individuals or groups that have expressed their desire to be notified of a particular subject matter and that have provided e-mail contact information for same;

- g) by way of delegated authority, place housekeeping or consolidation by-laws directly on the Agenda for Council approval or consideration;
- h) exercise all powers and duties under the MFIPPA, which are hereby delegated to the Clerk; and
- i) perform such other duties as are prescribed by law, regulation, by-law or by direction of Council.

### **Role of Deputy Clerk**

- 28. When appointed, the Deputy Clerk shall be appointed by by-law and shall be deemed a municipal officer in accordance with the Municipal Act, and for any other purpose as required.
- 29. As per section 228(2) of the Municipal Act, the Deputy Clerk has all the powers and duties of the Clerk as assigned under the Act and of any other provincial Act.



## **PART III – RULES OF CONDUCT FOR MEMBERS AND ATTENDEES**

### **Chair at Meetings**

30. The Mayor shall Chair Council meetings in accordance with the Municipal Act.
31. In the absence of the Mayor the Deputy Mayor shall be the Acting Chair. In the absence of the Mayor and Deputy Mayor, the Chair of the Committee of the Whole shall Chair the Council meeting. In the absence of the Mayor, Deputy Mayor, and Chair of the Committee of the Whole, Council shall appoint by motion an Acting Chair for that meeting or portion thereof.
32. In the absence of the Committee of the Whole Chair, the Deputy Mayor shall chair the committee of the whole meeting. In the absence of the Committee of the whole Chair and Deputy Mayor, Council shall appoint by motion an Acting Chair for that meeting or portion thereof.
33. It shall be the duty of the Chair of a meeting to:
  - a) open the meeting by calling the Meeting to order;
  - b) ensure that business is carried out properly and efficiently;
  - c) enforce the rules of the Procedural By-law;
  - d) enforce order and good behavior of all Members at all times;
  - e) expel any person for improper or disruptive conduct at a Meeting;
  - f) adjourn the meeting when the business is concluded or at the designated time;
  - g) ensure that all members who wish to speak on a motion have an opportunity to speak; and
  - h) put all motions to a vote and announce the results.
34. The Chair may vote on all motions.
35. The Chair may answer questions and comment in a general way, but if the Chair wishes to participate in the debate, make a Motion, speak to a Motion under consideration or leave the chair for any other reason, the Chair shall first delegate the duties of the Chair to a Member of Council or Member of Committee in accordance with the provisions of this by-law, until the Member resumes the position of Chair.

## **Conduct of Members**

### **36. Members shall:**

- a) attend scheduled meetings;
- b) treat the Chair, other Members, staff, and Delegates with courtesy, respect and honesty;
- c) hold in strict confidence all information concerning matters dealt with in a Closed Session;
- d) carefully consider and make decisions about meeting business, including seeking information and advice from staff, prior to the meeting;
- e) vote on motions put to a vote, unless the *Municipal Conflict of Interest Act* prohibits it;
- f) not leave their seat or make any noise or disturbance while a vote is being taken and until the result is declared;
- g) respect the decision of the Mayor, Chair or Council on a question of a Point of Order, practice or interpretation related to this by-law;
- h) when a Member is speaking, not speak or interrupt the Member except to raise a Point of Order; and
- i) where appropriate, request that the question or motion under discussion to be read at any time during the debate.

### **37. In addition, Council Members shall:**

- a) act in accordance with their Oath of Allegiance and Oath of Elected/Appointed Office;
- b) serve their constituents in a conscientious and diligent manner;
- c) where a Councillor is involved with an issue outside the Councillor's own ward, inform the ward Councillor of such involvement and make reasonable efforts to invite the ward Councillor to any related Meetings unless the issue is clearly of Municipality-wide significance or the Councillor is the Chair of the Committee handling the matter;
- d) attend all Council Meetings in appropriate business casual attire;
- e) the Mayor shall wear the Chain of Office at each Council Meeting; and
- f) not consume food in the Council Chambers during Meetings.

## **Members of the Public**

### **38. Members of the public attending a Meeting shall respect the formal and professional decorum of Council and its Committees, including:**

- a) Individuals shall refrain from public outbursts, shouting, applauding and any behaviour intended to disrupt the debate, discussion and general proceedings of Council or a Committee.
  - b) Individuals shall maintain order and shall not display signs, placards, or other items that may be considered disruptive to the formal nature of Council Meetings.
  - c) In accordance with Section 241(2) of the Municipal Act, 2001, the Chair may expel any person for improper conduct/decorum at a Meeting.
  - d) If required, the Chair may call upon the Ontario Provincial Police or any other Peace Officer to assist in the expulsion of a person from the Chamber or meeting room.
  - e) After being expelled by the Chair as a result of improper conduct/decorum or committing a breach of any rule of order, an individual will only be permitted to return after making an apology to Council or Committee and with the consent of Council or Committee expressed by a majority vote of the Members present determined without debate.
  - f) The Chair may unilaterally suspend the Meeting until order is restored.
  - g) All cell phones and electronic devices shall be turned off and/or set to silent mode during a Meeting.
  - h) Use recording devices respectfully and in accordance with Sections 39-40.
39. Recording devices are permitted only during the formal and open council/committee meetings and may only be used with permission obtained in advance of the Meeting. Recording devices shall be turned off during recesses, breaks, or suspension of Council meetings and should the Chair direct it, all persons attending a Meeting shall cease using recording devices.
40. Individuals wishing to record Council/Committee meetings shall in writing inform the Clerk by noon the day before the meeting is scheduled and obtain permission in writing prior to using any recording device.
41. Accredited members of the media are permitted to record meetings without notifying the Clerk, but shall abide by Section 39.

### **Staff Participation**

42. Municipal Staff and consultants in attendance at a Meeting may be recognized to speak at the discretion of the Chair. Members shall, whenever possible, communicate their concerns to Municipal Staff in advance of discussing them at a Meeting.

## **PART IV – COUNCIL AND COMMITTEE MEETINGS**

### **Location**

- 43. Council and Committee Meetings shall be held in the Council Chambers at the Municipal Office located at 3131 Old Perth Road, Almonte, unless otherwise decided by Council.
- 44. All Council and Committee meetings shall be open to the public except as provided for in the Municipal Act.

### **Inaugural Meeting of Council**

- 45. The Inaugural Meeting of Council shall be held in accordance with Schedule “A” of this By-law.

### **Regular Meetings**

- 46. Generally, Council will hold its Regular Meetings on the first and third Tuesday of every month.
- 47. During the month of July there will be no Regular Meetings scheduled.
- 48. Where a Regular Meeting is to be held at a time or day other than as set out in this Section, notice shall be posted in the weekly block ad and placed on the Municipal Website advising of the date, time, and location.

### **Special Meetings**

- 49. The Mayor or Chair may call, or the Clerk shall convene upon receiving a petition of the majority of Members specifying the purpose, a Special Meeting with a minimum forty-eight (48) hours' notice to Members, staff, media, the public, and through posting on the Municipal Website.
- 50. Business transacted at a Special Meeting shall include only that for which notice was provided.

## **Emergency Meetings**

51. The Mayor at any time may, in the event of an emergency, call an emergency meeting of Council without giving forty-eight (48) hours' notice of the meeting, provided that the Clerk has diligently attempted to advise all Members of Council and the public immediately upon being advised of the intention of the Mayor to hold an emergency meeting.
52. The only business dealt with at an emergency meeting of Council shall be with respect to that emergency.

## **Inclement Weather**

53. If it appears that a storm or similar occurrence will prevent the Members from attending a Meeting, the Mayor or Chair may postpone or cancel that Meeting up to three (3) hours before the start of the Meeting, by advising the Clerk who shall assist in advising as many Members as possible, as well as the media, senior management, and interested parties. Postponement shall not be for any longer than the next Regular Meeting.

## **Electronic participation (amended 20-073)**

54. A member of Council, of a local board or of a committee of either of them who is participating electronically in a meeting may be counted in determining whether or not a quorum of members is present at any point in time.
55. A member of a council, of a local board or of a committee of either of them can participate electronically in a meeting that is closed to the public.

## **Committee of the Whole**

56. Council shall conduct its business using the Committee of the Whole System which allows for freer debate and consideration of reports, by-laws, and other business matters.
57. Rules of Council will govern procedure of Committee of the Whole meetings.
58. Committee of the Whole Meetings shall generally be held in the Council Chambers at the Municipal Office located at 3131 Old Perth Road, Almonte, unless otherwise decided by Council.

59. Committee of the Whole meetings will generally take place the first and third Tuesday's of every month immediately following Council.
60. During the month of July there shall be no Committee of the Whole Meetings scheduled, unless otherwise prescribed by Council.
61. The authority of the Committee of the Whole is limited to the making of recommendations to Council. No decision to take any action or do anything other than administrative in nature shall be recognized as emanating from Committee of the Whole.
62. All Committee of the Whole recommendations shall be referred to Council for ratification.

### **Advisory Committees**

63. Council may create advisory committees to provide recommendations to Council on matters as directed by Council.
64. Rules of Council will govern the procedure of Advisory Committee meetings.
65. Every Advisory Committee shall have a Terms of Reference approved by Council.
66. The authority of Advisory Committees is limited to making recommendations to Council or Committee of the Whole unless otherwise directed by statute.
67. Except as provided in this By-law, all Advisory Committee meetings shall be open to the public.

### **Closed Session**

68. A Meeting, or portion thereof, may be closed to the public only if the subject matter being considered is:
  - a) the security of the property of the Municipality or local board;
  - b) personal matters about an identifiable individual, including municipal or local board employees;
  - c) a proposed or pending acquisition or disposition of land by the Municipality or local board;
  - d) labour relations or employee negotiations;

- e) litigation or potential litigation, including matters before administrative tribunals, affecting the Municipality or local board;
- f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g) a matter in respect of which a council, board, committee or other body may hold a Closed Meeting under another Act;
- h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value;
- k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board;
- l) a request under MFIPPA if the Council or Board is designated as head of the institution for the purposes of that Act; or
- m) an ongoing investigation respecting the Municipality, a local board or a municipally-controlled corporation by the Ontario Ombudsman appointed under the Ombudsman Act, a municipal Ombudsman or the closed Meeting investigator appointed under the Municipal Act, 2001.

69. Before holding a Meeting or part of a Meeting that is to be closed to the public, Council or the Committee shall state by resolution:

- a) the fact of the holding of the Closed Session, including the date and time; and
- b) the general nature of the matter to be considered at the Closed Session.

70. A vote may be only held during a closed meeting if:

- a) The vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the Municipality or persons retained by or under contract with the Municipality.

71. Where a Meeting or part of a Meeting is closed to the public, all persons not specifically invited to remain by the Council shall retire from the Chambers.

72. Upon resuming open session, the Mayor shall state:

- a) The matters which were considered; and
  - b) Confirmation that no motions were carried in camera other than procedural motions or directions to staff.
73. Municipal Staff and Members shall not release or in any way divulge any confidential information or any aspect of Closed Session deliberations, unless expressly authorized or required by law or a resolution of Council.
74. All closed sessions shall be audio recorded and retained as per the Municipality's Record Retention Schedule and secured by the Municipal Clerk. The recordings shall not be considered the official record of the meeting.

### **Notice**

75. Notice of Regular Meetings and Agenda packages shall be provided to the public through publication on the Municipal Website four (4) calendar days prior to the Regular Meeting.
76. Notice of Special Meetings and Agenda packages shall be provided to the public through publication on the Municipal Website forty-eight (48) hours' prior to the special meeting.
77. Notice of Emergency Meetings and agenda packages will be posted to the Municipal website as soon as possible under the circumstances.
78. Notice for all Council meetings shall include location, date and time.
79. In an emergency situation, at the discretion of the Mayor in consultation with the Clerk, the notice in Section 73 may be waived.

### **Meeting Schedule**

80. Prior to January 1st of every year, Council shall approve a Meeting schedule of Council for each calendar year, which may be amended. The meeting schedule shall be made available to the public on the Municipal website.
81. The Meeting schedule for Advisory Committees and/or Boards is determined by its Members, in accordance with each Advisory's Committee and/or Board's Terms of Reference.



## **PART IV – ORDER OF BUSINESS AND GENERAL RULES**

### **General**

- 82. The Clerk, or Deputy Clerk, shall be present at all Regular Meetings, Closed Sessions, and Special Meetings.
- 83. The CAO shall attend Council and Committee of the Whole meetings (both open and closed sessions) with the right, as given by the Chair, to speak but not to vote.
- 84. Department Heads shall attend a meeting as directed by the CAO.

### **Quorum**

- 85. At any meeting a quorum consists of a majority of Members.
- 86. If no quorum is present thirty (30) minutes after the time appointed for a Meeting of Council or Committee, the Clerk shall record the names of the Members present and the meeting shall stand adjourned until the date of the next regular or other meeting called in accordance with the provisions of this By-law.
- 87. If quorum is lost during a meeting, the Chair shall declare the meeting recessed or adjourned until the date of the next regular or other meeting called in accordance with the provisions of this By-law.
- 88. When quorum is lost as a result of declarations of pecuniary interest by one or more Members present, the remaining Members shall be deemed to constitute quorum, provided the number is not fewer than two (2).

### **Order of Business**

- 89. The business shall be taken up in the order it stands on the agenda unless otherwise directed by a majority vote of the Members present.

### **Council Agenda**

- 90. The Clerk shall prepare an Agenda with the Order of Business outlined below for Regular Meetings.
  - A. Call to Order

- B. Consideration of a Closed Session
- C. O Canada
- D. Moment of Silent Meditation
- E. Annual Dedication to Indigenous Peoples'
- F. Attendance
- G. Approval of Agenda
- H. Disclosure of Pecuniary Interest or General Nature Thereof
- I. Approval of Minutes
- J. Delegations, Deputations, and Presentations
- K. Public Meetings
- L. Committee of the Whole Report
- M. By-laws
- N. Announcements and Invitations
- O. Confirmatory By-law
- P. Adjournment

### **Committee of the Whole Agenda**

- 91. The Clerk or designate shall prepare an Agenda with the Order of Business outlined below:

- A. Call to Order
- B. Disclosure of Pecuniary Interest or General Nature Thereof
- C. Approval of Agenda
- D. Approval of Minutes
- E. Consent Reports
- F. Staff Reports
- G. Notice of Motion
- H. Information Items
- I. Other New Business
- J. Pending List
- K. Adjournment

### **Call to Order**

- 92. The Mayor or Chair shall call the Members to order as soon after the appointed time of the Meeting if there is a quorum present.

### **Consideration of a Closed Session**

93. A Meeting, or portion thereof, may be closed to the public only if the subject matter being considered adheres to Section 66 of this by-law;
94. All closed sessions shall adhere to the provisions contained within this by-law (Sections 66-72).

### **O Canada**

95. The Council shall sing O Canada prior to proceeding with the business before a Council Meeting.

### **Moment of Silent Meditation**

96. Following the singing of O Canada Members shall remain standing for a moment of silent reflection or meditation.
97. The Mayor may dedicate the moment of meditation to an individual, event, or organization as appropriate.

### **Annual Dedication to Indigenous Peoples'**

98. At a meeting in the month of January, Council shall acknowledge and dedicate the land on which Council gathers as the traditional territory of the Algonquin Anishinaabe.

### **Attendance**

99. Attendance shall be recorded at all Council meetings by the Clerk or designate.

### **Approval of Agenda**

100. Items of an urgent nature only may be added to an agenda and shall require a two-thirds majority vote.
101. Whenever possible, the Clerk shall endeavor to circulate supplementary items and supporting documentation to Council and post them on the Municipal Website for consideration by the public as soon as practicable in advance of the Regular Meeting.

## **Disclosure of Pecuniary Interest or General Nature Thereof**

102. Where a Member has any pecuniary interest, direct or indirect, as defined by the Municipal Conflict of Interest Act, in any matter and is present at a Meeting of the Council or Committee at which the matter is the subject of consideration, the Member shall:
  - a) prior to any consideration of the matter at the Meeting, disclose the interest and the general nature thereof; and
  - b) not take part in the discussion of or vote on any question with respect to the matter; and
  - c) not attempt in any way before, during and/or after the Meeting to influence the voting on any such question.
103. Members shall declare a conflict of interest in accordance with the Code of Conduct for Members of Council, Committees and Local Boards.
104. Where a Meeting is not open to the public and a Member has a pecuniary interest in a matter, as defined by the Municipal Conflict of Interest Act, in addition to complying with the requirements of Section 100, the Member shall forthwith leave the Meeting for the part of the Meeting during which that matter is under consideration.
105. Where the pecuniary interest of a Member has not been disclosed by reason of his/her absence from a particular Meeting, the Member shall disclose his/her pecuniary interest and otherwise comply at the first Meeting of Council or Committee attended by him/her after that Meeting.
106. The Member shall provide such declaration in writing using the prescribed form attached in (Schedule B) to the Clerk and any such record shall appear in the minutes of that particular Meeting.
107. The Clerk shall maintain a conflict of interest registry in which a copy of the following shall be made publicly available on the Municipal website:
  - a) Date of conflict
  - b) Member conflict pertains to
  - c) Specific agenda item and topic
  - d) Reason for conflict
108. A Member shall not ask another Member or Municipal Staff whether that Member should declare a pecuniary interest or conflict of interest. It is the sole duty of the Member to determine if the agenda item or topic is a conflict.

109. A Member has the right to consult with the Municipality's appointed Integrity Commissioner for guidance and advice on potential conflicts.

### **Approval of Minutes**

110. The minutes of a Council Meeting shall record:
- a) the place, date and time of the Meeting;
  - b) the names of the Presiding Officer(s) and attendance record of the Members and staff present;
  - c) disclosure of pecuniary interest;
  - d) the reading, if requested, correction and adoption of the minutes of prior Meeting(s);
  - e) all other proceedings of the Meeting without note or comment;
  - f) the mover and seconder of all motions; and
  - g) the time of adjournment.
111. The Clerk shall present the minutes, without note or comment, of any previous Open and Closed Council or Committee Meetings to Council for approval. The minutes once approved shall be signed by the Mayor and Clerk.

### **Deputations and Presentations**

112. The Clerk has discretion to schedule Deputations and Presentations at Meetings, subject to the volume of material on a given Regular Agenda.

### **Delegations**

113. The Clerk has discretion to schedule Delegations at Meetings, subject to the volume of material on a given Regular Agenda, taking into account the following factors: order in which the requests were made; urgency of the request; subject matter relating to an agenda item; and frequency of delegations from the same individual/group.
114. Persons desiring to present information on matters of fact or make a request of Council shall give notice to the Clerk by completing and submitting the prescribed form no later than 12:00 noon fourteen (14) days prior to the Meeting of Council or Committee.

115. Upon confirmation from the clerk, the delegate shall ensure that all material to be included in the agenda (presentation and background information) shall be submitted to the Clerk no later than eight (8) days prior to the Council meeting.
116. The delegate(s) shall be limited in speaking to not more than ten (10) minutes. A delegation consisting of more than five (5) persons shall be limited to two (2) speakers, each limited to speaking not more than five (5) minutes.
117. The subject matter of a Delegation does not have to relate to a matter on the Agenda for that Meeting.
118. At the discretion of the Clerk, persons may generally only appear before Council or Committee once every six (6) months on different topics.
119. No Delegate shall:
- a) speak disrespectfully of any person;
  - b) use intemperate, coarse or abusive language or non-parliamentary language;
  - c) speak on any subject other than the subject for which they have received approval to address Council or a Committee;
  - d) disobey the rules of procedure or a decision of the Mayor or Chair; or
  - e) speak to Council about matters:
    - i. involving current or pending litigation;
    - ii. involving insurance claims;
    - iii. involving administrative complaints that have not been reported and investigated through the Customer Service process;
    - iv. beyond the jurisdiction of Council; or
    - v. contrary to MFIPPA; or
    - vi. related to funding, grants or other monetary support.
120. The Mayor or Chair may curtail any Delegation for disorder or any other breach of this or any by-law. When the Mayor or Chair rules that the delegation is concluded, the individual/group shall withdraw from the podium or equivalent immediately.
121. During or following a Delegation, Members may ask specific questions relating to the presentation for the purpose of clarification without statement or comment. Debate between Members is not permitted during the Delegation.
122. Following a Delegation, Council shall adopt a motion:
- a) to receive as information; or

- b) to refer to another item listed on the Meeting agenda; or
- c) to refer to a committee or staff for a report; or
- d) to refer to New Business for consideration.

## **Public Meetings**

- 123. Council shall hold Public Meetings, as required, by law for purposes under the Planning Act, R.S.O. 1990, c. P.13, as amended; Development Charges Act, 1997, S.O. 1997, c. 27; or any other Act. Such a Meeting shall be conducted at a Regular or Special Council Meeting.
- 124. Council may also hold Public Meetings relating to matters within Council or a Committee's jurisdiction to allow for public input and feedback. Such a Meeting may be conducted at a Regular or Special Council Meeting or follow an alternate format such as a public information session, open house, or participation workshop.
- 125. Municipal Staff shall provide notice of the time, date, and location of Public Meetings by publication on the Municipal Website, weekly block ad and other means as required by the relevant Act.
- 126. Individuals shall sign the 'Public Meeting Sign-in Sheet' prior to being permitted to speak to Council or a Committee. The Mayor or Chair shall call upon individuals based on the order in which they signed in.
- 127. All comments are to be addressed through the Mayor or Chair.
- 128. The length of time each individual has to address Council or a Committee shall be at the discretion of the Mayor or Chair.
- 129. No motions shall be made as a result of comments made during a Public Meeting. Members and staff shall not be engaged in a debate or discussion during a Public Meeting.
- 130. During Public Meetings, no Member of the public shall:
  - a) speak disrespectfully of any person;
  - b) speak on items involving insurance claims;
  - c) speak on administrative complaints that have not been reported and investigated through the Customer Service process;
  - d) speak on matters beyond the jurisdiction of Council; or

- e) contrary to MFIPPA.

131. The Mayor or Chair may curtail a speaker for disorder or any other breach of this or any by-law. When the Mayor or Chair rules that the speaker is concluded, the individual/group shall withdraw from the podium or equivalent immediately.

### **Committee of the Whole Consent Report**

132. The report from Committee of the Whole to Council shall be submitted to Council in the form of a Consent Report, and shall be dealt with by Council as follows:
- a) The Committee of the Whole report shall be presented by the Chair, who shall move the adoption of the report;
  - b) Council members shall identify any items contained on the Consent Report which they wish to speak to and that matter shall be removed from the consent agenda for separate discussion and vote; and
  - c) The items on the Committee of the Whole Consent Report, which have not been pulled, shall be voted on in one motion.

### **By-laws**

133. All by-laws shall be given first, second and third readings in a single motion, unless a Member wishes to discuss the contents of a by-law, at which time the subject by-law shall be removed from the motion and dealt with separately.
134. Every by-law which is passed by Council shall be sealed with the seal of the corporation, signed by the Mayor or the Chair of the Meeting at which the by-law was passed and by the Clerk and shall be deposited with the Clerk for custody.
135. At the conclusion of all Council Meetings, a Confirmatory By-law shall be brought forward to confirm the actions of Council at the Meeting in respect of each resolution and other actions taken. A Confirmatory By-law when introduced shall be taken as read and finally adopted without debate.

### **Announcements and Invitations**

136. Each Member of Council may make any announcements and extend any invitations that have been received since the previous Council Meeting.



## **Adjournment**

137. Council and Committees shall adjourn four hours after the commencement of the meeting.
138. Unfinished business as a result of adjournment shall be automatically tabled to the next Regular Meeting.
139. Council may by simple majority, extend a meeting with a one-time motion. The Motion shall include the length of time the meeting will be extended by.

## **Consent Reports**

140. Reports other than those that require action or direction, or are of an administrative nature, may be included as "Consent Reports" unless required by regulations or directed by Council.

## **Staff Reports**

141. Staff reports will generally be given in writing and attached to the meeting agenda. All staff reports shall have a recommendation for Committee of the Whole, background information, discussion of the pertinent facts or opinions on the matter by the author, financial implications and a summary.

## **Notice of Motion**

142. At a Regular Meeting a Member shall give notice that he or she intends to introduce a motion at a subsequent Meeting of Council to initiate any measure within the jurisdiction of Council.
143. Notice may be given in writing or verbally, if the notice of motion is given verbally, it shall not be considered until the subsequent regular meeting.
144. In order for a notice of motion to be considered at a regular meeting, it shall be submitted in writing to the Clerk at a minimum of 7 days prior to the Council meeting.
145. A Notice of Motion shall first be discussed with the appropriate Department Head or CAO prior to introducing it.

146. A motion for which notice has been given shall be added under Other/New Business on the agenda.
147. If a motion is introduced and not brought forward in the next two (2) subsequent Meetings of a Regular Council Meeting, the motion expires.
148. No delegations shall be permitted to speak on a Notice of Motion.

### **Information List**

149. Information Items are matters that are principally for the information of Council and may not require action or response from Council.
150. Communications intended to be presented to Council or a Committee must be legible, signed by the author(s), include their address and must not contain any defamatory allegations, or impertinent or improper information. The Clerk may return Communications that do not comply with this Section.
151. Communications are generally considered public documents and are therefore subject to the MFIPPA.
152. The Clerk shall produce an Information List for each Regular Meeting of Council. It shall contain Communications addressed to Council or of a general nature applicable to Council business.

### **Other/New Business**

153. Under Other/New business Council shall consider:
  - a) Items that are circulated on the agenda;
  - b) Items referred to New Business pursuant to a delegation;
  - c) Items raised by a Member that, in the opinion of the Member, are of urgent concern and within the jurisdiction of Council, or are of general interest; and
  - d) Proposed motions for which Notice of Motion has been given.
154. Under New Business, substantive motions may be put forward with respect to items, but to be adopted by Council without issuance of a Notice of Motion, the question shall be supported by minimum two-thirds of the Members present and voting, failing which the proposed resolution shall be placed on the Meeting agenda for consideration at the next Regular Meeting.

## **Pending List**

155. The Pending List shall be maintained by the Municipal Clerk in consultation with the CAO. Senior management shall provide the Clerk with regular updates regarding the anticipated date when reports are expected to be placed on the Agenda of upcoming Council Meetings.
156. Where a matter is deferred, referred, or tabled, the Clerk shall ensure the matter is added to the Pending List.
157. Any outstanding items on the Pending List from a previous Council term shall be considered by a newly elected Council within 60 days of its Inaugural Meeting. At that time, Council shall either affirm or rescind each of the requests for a staff report, subject to the reconsideration provisions set out in this by-law.

## **PART VI – DEBATE**

### **Motion Process**

(Refer to Motion Table in Schedule C)

158. All motions shall be read aloud by the Chair and then moved and seconded before being debated.
159. All motions that have been moved and seconded shall be recorded in the minutes.
160. After a motion has been moved and seconded, it shall be deemed to be in the possession of Council or Committee and open for debate. Council or Committee may consent to the withdrawal of the motion at anytime before amendment or decision.
161. When a motion is under debate, no other motion shall be received, except a motion to amend, defer, refer, table, divide the question, or call the question.
162. The Chair shall call the vote immediately after all Members desiring to speak to the Motion have spoken.
163. After the Chair has called the vote, no Member shall speak to the motion nor shall any other motion be made until after the result of the vote has been declared.
164. Every Member present shall be deemed to vote against a Motion if they decline or abstain from voting, unless disqualified from voting by reason of a declaration of pecuniary or conflict of interest.
165. A Motion on which the voting results in a tie shall be considered defeated.
166. The manner of determining the vote on a Motion shall be by show of hands.
167. No vote shall be taken at any Meeting by any method of secret voting, except where permitted or required by law.
168. The Chair shall announce the result of every vote.

## **Reconsideration**

169. Any proposal to reconsider a decision of Council made within its current term shall require a motion of reconsideration.
170. A motion to reconsider may only be introduced by a Member who voted on the prevailing side and shall require a two-thirds majority vote of Members present.
171. A motion to reconsider shall be introduced by way of a Notice of Motion to Council.
172. Debate on a motion for reconsideration shall be confined to reasons for or against reconsideration.
173. No delegations shall be permitted to speak on a Notice of Motion to reconsider.
174. If a motion to reconsider is decided in the affirmative, reconsideration of the original motion shall become the next order of business.
175. During the term of Council, a motion to reconsider shall not be permitted more than once for any matter and no vote to reconsider shall be reconsidered.
176. No motion for reconsideration shall be in order if the Municipality has taken any steps to implement the decision such as entering into a contract or spending public money in furtherance of the decision.
177. No motion to reconsider may be tabled more than one (1) year after the original decision.

## **Recorded Vote**

178. If a Member present at a Council Meeting at the time of a vote requests immediately before or after the taking of the vote that the vote be recorded, each Member starting with the requester of the recorded vote and moving alphabetically from that Member through the list with the Mayor or Chair voting last, shall announce his/her vote upon request openly and individually unless otherwise prohibited by statute. The Clerk shall record the same and announce the result of the vote.
179. Recorded votes shall not be permitted in the Committee of the Whole.

180. Notwithstanding Section 178, a recorded vote may be called in the Committee of the Whole only if the vote is lost.
181. Where a Member abstains from voting during a recorded vote, the abstention will be counted as a negative vote.

### **Point of Privilege**

182. A Member may rise at any time on a Point of Privilege where such Member feels that the health, safety, rights, or integrity of his/her own person, the Council, a Committee Member, Staff or anyone present at the Meeting has been called into question by another Member or by anyone present at the Meeting.
183. A point of privilege shall take precedence over any other matter except during verification of a vote.
184. A Member shall state the point of privilege to the Chair at the time of the occurrence.
185. A Member shall not be permitted to enter into any argument or introduce any motion not related to the point of privilege.
186. Upon hearing a Point of Privilege, the Chair decides and states his/her ruling.
187. When the integrity of the CAO or other employees of the Corporation has been questioned, the CAO shall be permitted to make a statement to the Members.
188. Where a Chair rules that a breach of privilege has taken place, he/she demands that the offending Member or individual apologize and, failing such an apology, requires said Member or individual to vacate the Meeting room for the duration of the Meeting.
189. Unless a Member immediately appeals the Chair's decision, the decision of the Chair shall be final.
190. If the decision of the Chair is appealed, the Member has the right to state his/her case, the Chair has the right to reply and the Council or Committee decides the question of whether the decision of the Chair be sustained without further debate through the question "Shall the ruling of the Chair be upheld?". The decision of the majority of the Members who are present at the Meeting is final.

## **Point of Order**

191. A member may raise a point of order to a perceived violation of the rules of procedure, except during the verification of a vote.
192. A Member shall state the point of order to the Chair at the time of the occurrence and shall quote the appropriate section of this By-law.
193. The Chair shall decide upon the point of order and advise the Member of the decision.
194. Unless a Member immediately appeals the Chair's decision, the decision of the Chair shall be final.
195. If the decision of the Chair is appealed, the Member has the right to state his/her case, the Chair has the right to reply and the Council or Committee decides the question of whether the decision of the Chair be sustained without further debate through the question "Shall the ruling of the Chair be upheld?". The decision of the majority of the Members who are present at the Meeting is final.

## **PART VI – COMMITTEES & BOARDS**

196. Council may appoint Council Members, ratepayers, or others, to serve on committees and boards and report to Council. These appointments shall be made by resolution.
197. When a vacancy occurs on a Committee or Board, Council may appoint a new member through resolution.
198. Reports of Committee Meetings shall be received, and the recommendations considered by Council in the Consent Items part of the Agenda on an ongoing basis.

### **Advisory Committees**

199. The Clerk shall maintain a list of Advisory Committees and the resolution or by-law that appoints same, as well as their Terms of Reference.
200. Advisory Committees shall adhere to the rules and procedures contained within this by-law.
201. The Chair of the Advisory Committee, unless otherwise prescribed by Council resolution or set out in the Committee's Terms of Reference, is chosen by the Members of the Committee.
202. The Chair shall preside over the conduct of the Meeting as outlined in this by-law and Committee Members shall respect the Chair's efforts to do so.
203. If the Chair desires to vacate the chair role for the purpose of taking part in the debate or otherwise, the Chair shall call on another Member to temporarily fill the chair role.



## **PART VII – ENACTMENT**

This by-law shall come into effect upon its passing.

**THAT** By-law No. 12-74 and any other by-laws that contravene this by-law shall be and are hereby repealed.

**BY-LAW** read, passed, signed and sealed in open Council this 17<sup>th</sup> day of December, 2019.

---

Christa Lowry, Mayor

---

Jeanne Harfield, Acting Clerk

## **Schedule A – Procedures for Inaugural Meeting of Council**

**(amended by 22-028, 22-076)**

1. The inaugural Meeting of the Council shall be held on the first day of the Term of Council at a time and place determined by the person who has been certified by the Clerk to be elected as Mayor
2. The Mayor Elect and Clerk shall be responsible for the format, agenda content, and arrangements for the Inaugural Meeting, but the agenda shall include the declaration of office, pursuant to Section 232 of the Municipal Act.
3. The Head's Inaugural Address shall take place at the Inaugural Meeting of Council.
4. Every Member of Council shall make and subscribe a "Declaration of Office" and an "Oath of Allegiance" at the Inaugural Meeting of Council as per section 232 (1) of the *Municipal Act, 2001*, S.O. 2201, c. 25, as amended.
5. If a Member is absent, the "Declaration of Office" and "Oath of Allegiance" shall take place at the next subsequent Meeting of Council.
6. The Clerk or designate shall prepare an Agenda with the following categories:
  - CALL TO ORDER
  - O'CANADA
  - ROYAL ANTHEM
  - ATTENDANCE
  - LAND ACKNOWLEDGEMENT
  - DECLARATION OF ELECTED OFFICE AND OATH OF ALLEGIANCE
  - BLESSING OF COUNCIL
  - MAYOR'S INAUGURAL ADDRESS
  - CONFIRMATORY BY-LAW
  - ADJOURNMENT



## Schedule B – Declaration of Pecuniary Interest or Conflict of Interest Form

### PECUNIRARY INTEREST AND/OR CONFLICT OF INTEREST FORM

MEETING DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

Committee:

☐ Council    ☐ Committee of the Whole    ☐ Other \_\_\_\_\_

I, \_\_\_\_\_, declare a potential, deemed, pecuniary  
interest with respect to Agenda Item No. \_\_\_\_\_, being  
\_\_\_\_\_, as  
(Name of Report or Title of Topic)

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

### Schedule C – Motions

Motion Ranking	Moved & Seconded	Debatable	Disposition Priority	If Affirmative	If Negative	Amendable	Conditions
<b>Adjourn</b>	<b>YES</b>	<b>NO</b>	<ul style="list-style-type: none"> <li>• shall be resolved prior to any other motion being moved</li> </ul>	<ul style="list-style-type: none"> <li>• Council shall immediately rise and no further proceedings shall take place</li> <li>• all unfinished business on the agenda shall be included on the agenda of the next meeting</li> </ul>	<ul style="list-style-type: none"> <li>• the meeting shall resume at the point immediately prior to the point at which the motion to adjourn was moved</li> <li>• a subsequent motion to adjourn at the same meeting may not be introduced prior to further business being conducted</li> </ul>	<b>NO</b>	<ul style="list-style-type: none"> <li>• shall not include qualifications or additional statements</li> <li>• shall always be in order except when a Member is speaking or the Members are voting</li> </ul>
<b>Extend Curfew</b>	<b>YES</b>	<b>NO</b>	<ul style="list-style-type: none"> <li>• shall be resolved prior to any other motion being moved</li> </ul>	<ul style="list-style-type: none"> <li>• Council shall indicate the additional length the meeting will continue for (beyond the four (4) hour time limit)</li> </ul>	<ul style="list-style-type: none"> <li>• the Chair shall immediately declare the meeting adjourned</li> </ul>	<b>NO</b>	<ul style="list-style-type: none"> <li>• shall always be in order except when a Member is speaking or the Members are voting</li> <li>• shall require a simple majority vote of the Members present</li> </ul>
<b>Recess</b>	<b>YES EXCEPT AT COMMITTEE</b>	<b>NO</b>	<ul style="list-style-type: none"> <li>• shall be resolved prior to any other motion being moved</li> </ul>	<ul style="list-style-type: none"> <li>• the meeting shall recess</li> </ul>	<ul style="list-style-type: none"> <li>• the meeting shall not recess</li> </ul>	<b>TIME ONLY</b>	<ul style="list-style-type: none"> <li>• shall be in order if no question is pending</li> </ul>

<b>Motion Ranking</b>	<b>Moved &amp; Seconded</b>	<b>Debatable</b>	<b>Disposition Priority</b>	<b>If Affirmative</b>	<b>If Negative</b>	<b>Amendable</b>	<b>Conditions</b>
<b>Withdraw</b>	<b>YES</b> Mover & Seconded of the main motion	<b>NO</b>	<ul style="list-style-type: none"> <li>• shall receive disposition prior to any other motion being presented</li> </ul>	<ul style="list-style-type: none"> <li>• the motion is withdrawn</li> </ul>	<ul style="list-style-type: none"> <li>• vote on the main motion</li> </ul>	<b>NO</b>	<ul style="list-style-type: none"> <li>• majority vote</li> <li>• shall be in order if decision has not been made</li> </ul>
<b>Close Debate (Call the Question)</b>	<b>YES</b>	<b>NO</b>	<ul style="list-style-type: none"> <li>• shall apply to the motion or amendment under debate</li> </ul>	<ul style="list-style-type: none"> <li>• Council shall immediately vote on the question without further debate or comment</li> </ul>	<ul style="list-style-type: none"> <li>• debate shall continue</li> </ul>	<b>NO</b>	<ul style="list-style-type: none"> <li>• shall not be permitted in any committee</li> <li>• shall require a Two-Thirds' vote of the Members present</li> </ul>
<b>Defer (Postpone/ Table)</b>	<b>YES</b>	<b>YES</b> <b>DATE AND TIME ONLY</b>	<ul style="list-style-type: none"> <li>• shall be resolved prior to the main motion</li> <li>• shall be resolved prior to the preceding motion</li> </ul>	<ul style="list-style-type: none"> <li>• no further debate until motion returns to the agenda</li> </ul>	<ul style="list-style-type: none"> <li>• vote on the main motion</li> </ul>	<b>YES</b> <b>DATE AND TIME ONLY</b>	<ul style="list-style-type: none"> <li>• shall not include qualifications or additional statements</li> <li>• shall preclude amendment, but not debate, to the preceding motion until the motion to defer to a certain date and/or time is resolved</li> </ul>
<b>Refer (Commit)</b>	<b>YES</b>	<b>YES</b>	<ul style="list-style-type: none"> <li>• shall preclude any amendment or debate to any previous motion unless resolved in the negative</li> </ul>	<ul style="list-style-type: none"> <li>• there shall be no further debate</li> </ul>	<ul style="list-style-type: none"> <li>• vote on the main motion</li> </ul>	<b>YES</b>	<ul style="list-style-type: none"> <li>• shall state the committee, employee or solicitor of the Municipality to which the matter shall be referred</li> </ul>

Motion Ranking	Moved & Seconded	Debatable	Disposition Priority	If Affirmative	If Negative	Amendable	Conditions
<b>Amend Main Motion (Primary Amendment)</b>	<b>YES</b>	<b>YES</b>	<ul style="list-style-type: none"> <li>• shall receive disposition prior to the main motion</li> </ul>	<ul style="list-style-type: none"> <li>• Council shall vote on the main motion as amended</li> </ul>	<ul style="list-style-type: none"> <li>• vote on the main motion or</li> <li>• secondary amendment may be proposed</li> </ul>	<b>YES</b>	<ul style="list-style-type: none"> <li>• shall not propose a negative to the main motion</li> <li>• shall not propose two distinct proposals of amendment to the main motion</li> <li>• shall not change the intent of the main motion</li> <li>• shall have only one motion to amend the main motion at one time</li> </ul>
<b>“Friendly” Amendment</b>	<b>YES</b>	<b>YES</b>	<ul style="list-style-type: none"> <li>• shall receive disposition prior to the main motion</li> </ul>	<ul style="list-style-type: none"> <li>• Council shall vote on the main motion as amended</li> </ul>	<ul style="list-style-type: none"> <li>• vote on the main motion or</li> <li>• secondary “friendly” amendment may be proposed</li> </ul>	<b>NO</b>	<ul style="list-style-type: none"> <li>• shall not propose a direct negative to the main motion</li> <li>• shall not propose two distinct proposals of amendment to the main motion</li> <li>• shall not change the intent of the main motion</li> <li>• shall have only one motion to</li> </ul>

<b>Motion Ranking</b>	<b>Moved &amp; Seconded</b>	<b>Debatable</b>	<b>Disposition Priority</b>	<b>If Affirmative</b>	<b>If Negative</b>	<b>Amendable</b>	<b>Conditions</b>
<b>Amend Amendment (Secondary Amendment)</b>	<b>YES</b>	<b>YES</b>	<ul style="list-style-type: none"> <li>• shall receive disposition prior to the primary amending motion</li> </ul>	<ul style="list-style-type: none"> <li>• Council shall vote on the primary amending motion as amended</li> </ul>	<ul style="list-style-type: none"> <li>• vote on the primary amending motion</li> <li>• propose a secondary amendment</li> </ul>	<b>NO</b>	<ul style="list-style-type: none"> <li>• shall not propose a direct negative to the primary amending motion</li> <li>• shall not propose two distinct proposals of amendment to the primary amending motion</li> <li>• shall not change the intent of the primary amending motion</li> <li>• shall have only one motion to amend the primary amending motion at one time</li> <li>• an amendment of the third degree is not permitted</li> </ul>
<b>Defer Indefinitely (postpone/Table Indefinitely)</b>	<b>YES</b>	<b>YES</b>	<ul style="list-style-type: none"> <li>• shall be resolved prior to the main motion</li> <li>Shall be resolved prior to any preceding motion</li> </ul>	<ul style="list-style-type: none"> <li>• the preceding motion and any amendments thereto shall be Council's consideration indefinitely.</li> <li>The motion may defer indefinitely may be reconsidered</li> </ul>	<ul style="list-style-type: none"> <li>• disposition of the main motion</li> <li>Cannot put forward another motion to defer indefinitely regarding the main motion</li> </ul>	<b>NO</b>	<ul style="list-style-type: none"> <li>• shall not include qualifications or additional statement</li> <li>Shall preclude amendment, but not debate, to the preceding motion until the motion to defer indefinitely is resolved.</li> </ul>

Motion Ranking	Moved & Seconded	Debatable	Disposition Priority	If Affirmative	If Negative	Amendable	Conditions
<b>Divide</b>	<b>YES</b>	<b>YES</b>	<ul style="list-style-type: none"> <li>• shall receive disposition prior to the main motion</li> </ul>	<ul style="list-style-type: none"> <li>• the debate and vote shall be on separate and distinct proposals from the main motion</li> </ul>	<ul style="list-style-type: none"> <li>• disposition of the main motion in its entirety</li> </ul>	<b>YES</b>	<ul style="list-style-type: none"> <li>• shall only be in order when the main motion to be divided contains two or more separate and distinct proposals</li> <li>• divide when pecuniary interest declared</li> </ul>
<b>Main</b>	<b>YES</b>	<b>YES</b>	N/A	<ul style="list-style-type: none"> <li>• the motion is carried</li> </ul>	<ul style="list-style-type: none"> <li>• the motion is defeated</li> </ul>	<b>YES</b>	<ul style="list-style-type: none"> <li>• majority vote unless otherwise provided</li> </ul>

## Ranking Motions

The following list ranks motions in descending order, such that each takes precedence and shall be decided upon before other motions ranking below it in the list:

1. Adjourn
2. Extend Curfew
3. Recess
4. Withdraw
5. Close Debate (Call the Question)
6. Defer (Postpone/Table)
7. Refer
8. Amend Amendment
9. Amend Main Motion
10. Defer Indefinitely (postpone/table indefinitely)
11. Divide
12. Main Motion



# **THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS**

## **BY-LAW NO. 22-xx**

Being a by-law of the Municipality of Mississippi Mills to establish rules governing the order and proceedings of Council and its Committees.

**WHEREAS** Section 238 (2) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, requires that every municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings;

**AND WHEREAS** Section 238 (2.1) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, requires that the procedure by-law shall provide for public notice of meetings;

**AND WHEREAS** Council deems it desirable to repeal and replace By-Law No. 19-127 and replace it with this By-law;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the Municipality of Mississippi Mills enacts as follows:

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## 1. GENERAL

### 1.1. Definitions

For the purpose of this By-Law:

- (a) **"Abstain"** - shall mean to refrain from voting.
- (b) **"Acting Chair"** - shall mean the Member who is temporarily appointed to serve in the Chair's place.
- (c) **"Agenda"** - shall mean the written Order of Business.
- (d) **"Attendee"** - shall mean a person, other than a Member or Staff, who is present at a meeting.
- (e) **"By-Law"** - shall mean a local law that has been enacted by Council in order to exercise a power provided in an Act.
- (f) **"Chair (Presiding Officer)"** - shall mean the Member who presides at a Council or Committee Meeting.
- (g) **"Chief Administrative Officer"** - shall mean the Chief Administrative Officer (CAO) or designate duly appointed by the Council as prescribed in Section 229 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended.
- (h) **"Clerk"** - shall mean the person or designate duly appointed by the Council as prescribed in Section 228 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended.
- (i) **"Close Debate (Call the Question)"** - shall mean a motion requiring that debate be closed and the vote on the motion be taken immediately.
- (j) **"Closed Session (In-Camera)"** - shall mean a meeting or part of a meeting closed to the public as prescribed in Section 239 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended.
- (k) **"Code of Conduct"** - shall mean the Code of Conduct for Members of Council and Local Boards as prescribed in Section 223.2 (1) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended.
- (l) **"Committee"** - shall mean any Committee established by Council, including but not limited to, any Committee of the Whole, Special Purpose (Ad Hoc) Committee, etc.
- (m) **"Committee of the Whole Meeting (COW)"** - means a Standing Committee Meeting of Council in which the entire Council becomes a committee for the purpose of conducting business and providing recommendations to Council.

- (n) **"Committee Recommendation"** – shall mean a resolution passed by a Committee of the Whole during a meeting which is subject to approval by Council at the next Council meeting.
- (o) **"Community Events"** - shall be deemed any event that requests the presence of the Mayor. These may include but are not limited to opening ceremonies, fund raisers/charity events, community celebrations and local fairs.
- (p) **"Confidential Item"** - shall include the following:
- i. any matter marked "confidential" by Staff;
  - ii. any matter or item of a confidential nature which has not been lawfully published, disclosed or provided to the public by the Municipality, or introduced, received or made available to the public at a Public Meeting or Information Session/Centre;
  - iii. a record of any matter in respect of which a meeting or part of a meeting may or shall be closed to the public pursuant to the Municipal Act, 2001, S.O. 2001, c. 25, as amended or under this By-Law;
  - iv. any matter which could form the subject matter of an exemption from disclosure or a prohibition against disclosure, pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56;
  - v. any matter which the Municipality is prohibited from disclosing pursuant to any contract, legislation or other lawful authority; and
  - vi. any communication with the Municipality's solicitors.
- (q) **"Confirmatory By-Law"** - shall mean a By-Law passed prior to adjournment of every Council Meeting to confirm by By-Law the resolutions and actions of Council taken at that meeting.
- (r) **"Consent Reports"** – may include any Committee of the Whole reports that are deemed to be of an administrative nature and/or being received as information and/or do not require action or direction.
- (s) **"Correspondence"** - shall include, but is not limited to, letters, memos, notices, emails, faxes, petitions, brochures, newspaper/magazine articles, etc.
- (t) **"Council"** - shall mean the Council of the Municipality of Mississippi Mills comprised of an elected Mayor, Deputy Mayor and Councillors from the three wards.
- (u) **"Council Meeting(s)"** - includes Regular, Special and Emergency Meetings of the Council of the Municipality.
- (v) **"Councillor"** - shall mean a person elected or lawfully appointed to the Council of the Municipality of Mississippi Mills.

- (w) **"Debate"** - shall mean discussion on the merits of the question/motion and whether the proposed action should or should not be taken.
- (x) **"Delegation"** - shall mean a person or group of persons who are not Members of Council or municipal Staff who have requested and are permitted to address Council or Committee, individually or on behalf of a group, with respect to the requested topic which was approved and listed on the Agenda for that Meeting in accordance with the provisions of this By-Law.
- (y) **"Department Head"** - shall mean the person or designate in charge of a municipal department and/or service area.
- (z) **"Deputation"** - shall mean a presentation made by Municipal Staff, Municipal consultant, committee, Local Board, or Commission.
- (aa) **"Emergency"** - shall mean a matter which if not dealt with may have serious ramifications, including but not limited, to the inability to address or influence the matter at a later date.
- (bb) **"Hybrid Meeting"** – shall mean meetings that span both in-person (in a physical space like a Council Chamber or board room) and remote participation (conducted via video conference software or teleconference).
- (cc) **"Local Board"** - shall mean a municipal service board, transportation commission, public library board, board of health, police services board, planning board or any other board, commission, committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities joint boards, excluding a school board and a conservation authority.
- (dd) **"Main Motion"** - shall mean a Motion whose introduction brings business before the Meeting.
- (ee) **"Mayor"** – shall mean the Member of Council elected by general vote as the Mayor and is the Head of Council, and who normally presides at all Council Meetings.
- (ff) **"Majority Vote"** - shall mean a vote where over half of the Members present, and eligible to vote, vote in the same manner.
- (gg) **"Meeting"** - means any regular, special or other Meeting of a Council, of a Local Board or of a Committee of either of them, where, a Quorum of Members is present and Members discuss or otherwise deal with any matter in a way that materially advances or is intended to advance the business or decision-making of the Council, Local Board or Committee; and also includes a series of phone calls and electronic threads.



- (hh) **"Meeting Schedule"** - shall be deemed the Council/Committee Calendar containing the dates of Council and Committee of the Whole Meeting dates, including other reserved dates confirmed each year by resolution of Council.
- (ii) **"Member"** - shall mean a Member of Council or a Member of a Committee or Local Board.
- (jj) **"Minutes"** - shall mean a record of the proceedings of a meeting and shall be made by the Clerk without note or comment.
- (kk) **"Motion"** - shall mean a recommendation made to Council for consideration.
- (ll) **"Municipality"** - shall mean the Corporation of the Municipality of Mississippi Mills.
- (mm) **"Notice"** - shall mean an announcement by the Clerk under this by-law or the Public Notice Policy.
- (nn) **"Order of Business"** - shall mean the sequence of business under consideration at a Meeting.
- (oo) **"Pecuniary Interest"** - shall mean a direct or indirect pecuniary (monetary) interest within the meaning of the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50, as amended.
- (pp) **"Point of Order"** - shall mean any alleged breach of the rules or irregularity in the proceedings of a meeting.
- (qq) **"Point of Privilege"** - shall mean a statement by a Member calling attention to a matter where the integrity of an individual (personal) or the entire Council or Committee is perceived to be in question.
- (rr) **"Presentation"** - shall mean a ceremonial presentation to or from the Municipality of Mississippi Mills.
- (ss) **"Proceedings"** - shall mean the business conducted at a Meeting.
- (tt) **"Professional Development Event"** - shall mean any conference, convention, seminar, training session and workshop.
- (uu) **"Public Information Session/Centre"** - shall be held for the purpose of presenting proposals and issues, educating and informing and/or receiving input.
- (vv) **"Public Meeting (Statutory)"** - shall be deemed a meeting held for the purpose required under an Act or Regulation.

- (ww) "**Quorum**" - shall mean the number of Members required to be present in the Meeting room, in order that business may be conducted. A quorum shall mean a majority of the Members.
- (xx) "**Recess**" - shall mean a break from a Meeting.
- (yy) "**Recorded Vote**" - shall mean documenting in the Minutes of a Council Meeting the name of each Member and the Members' vote on a matter or question, in favour, opposed or absent.
- (zz) "**Resolution**" - shall mean a Motion that has been passed a majority of the Members present at a Council meeting.
- (aaa) "**Special Meeting**" - shall be deemed a Council or Committee of the Whole Meeting which is in addition to the published Meeting Schedule approved annually by Council.
- (bbb) "**Special Purpose (Ad Hoc) Committee**" - shall mean a Committee established by Council for the purpose of dealing with a special project with a clear mandate and a start and finish date.
- (ccc) "**Standing Committee**" - shall be deemed a Committee of Council constituted to perform a continuing function and which has a continuous existence. For the purpose of this by-law the Committee of the Whole is deemed to be a Standing Committee.
- (ddd) "**Statement**" - shall mean prepared remarks that a Member reads aloud at a Meeting.
- (eee) "**Striking Committee**" - shall be deemed a Committee of all members of Council for the purpose of preparing recommendations for appointments to various Committees, Local Boards and external organizations, and other duties as approved by Council. The Mayor shall be the Chair of the Striking Committee.
- (fff) "**Summer Recess**" - shall be deemed to be the month of July each year where no Council or Committee meetings are held unless a Special or Emergency Meeting is called by the Mayor or a petition of Council is received by the Clerk.
- (ggg) "**Three-Quarters Vote**" - shall mean a vote where at least three-quarters of the Members present, and eligible to vote, vote in the same manner.
- (hhh) "**Time Sensitive**" – shall mean a matter in which delaying a decision could negatively impact the Municipality and means information that is only relevant or applicable for a specific period.

## **1.2. Interpretation**

- a) The rules and regulations contained in this By-Law shall be observed in all Proceedings of Council to which they apply and shall be the rules and regulations for the order and dispatch of business at Meetings of Council and its Committees.
- b) Subject to the requirements of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, the rules and regulations contained herein may be suspended by Resolution for a single occasion by a vote of at least three-quarters of the Members present and voting, unless otherwise provided by law.
- c) Committees may not pass a Motion to suspend the rules of this By-Law.
- d) Subject to the right of appeal by a Member, the Chair shall be responsible to interpret the rules of procedure under this By-Law with the advice and assistance of the Clerk.
- e) The Clerk or the Clerks' designate shall be secretary of Council and Committees of Council and shall be in attendance at all Meetings.
- f) Where procedural matters of Council or Committees of Council are not provided for in this by-law and are not governed by the Municipal Act, 2001 or the Municipal Conflict of Interest Act, then Robert's Rules of Order shall apply.

## **1.3. Vacancy on Council**

- a) If a vacancy occurs during the term of the current Council, such vacancy shall be filled in accordance with the Municipal Act, 2001, as amended.
- b) As per section 259(5)3 of the Municipal Act, if a vacancy occurs within 90 days before voting day of a regular election, the municipality is not required to fill the vacancy.
- c) The Appointment Procedure to Fill a Vacancy on Council shall be conducted in accordance with Schedule "E"

## **1.4. Amendment of Procedural By-law**

- a) No amendment or repeal of this by-law or any part thereof shall be considered at any Meeting of Council unless:
  - i. Notice of intention of the proposed amendment or repeal has been given at a previous regular Meeting of Council; and one notice in a local paper, a minimum of ten (10) days prior to the consideration of the by-law is given.
  - ii. The waiving of this notice by Council is prohibited.
  - iii. The Clerk shall be responsible for reviewing this by-law at least once every term of Council and bringing forward a report to identify changes for the Consideration of Committee of the Whole.

### **1.5. Ultra Vires**

- a) Should any sections of this by-law, including any section or part of any schedules attached hereto, be declared by a court of competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding.

## **2. ROLES AND DUTIES**

### **2.1. Role of Mayor**

The Mayor shall:

- a) act as chief executive officer of the Municipality;
- b) preside over Council Meetings;
- c) provide leadership to Council;
- d) provide information and recommendations to Council with respect to the role of Council;
- e) represent the Municipality at Community Events and official functions;
- f) direct administrative matters to the attention of the CAO;
- g) carry out the duties of the Head of Council under applicable By-Laws or Acts;
- h) sit on the Council of the County of Lanark as a County Councillor ; and
- i) as chief executive officer, the Mayor shall:
  - i. uphold and promote the purposes of the Municipality;
  - ii. promote public involvement in the Municipality's activities;
  - iii. act as the representative of the Municipality both within and outside the Municipality, and promote the Municipality locally, nationally and internationally; and
  - iv. participate in and foster activities that enhance the economic, social and environmental well-being of the Municipality and its residents.

### **2.2. Role of the Deputy Mayor**

The Deputy Mayor shall:

- a) fulfill his/her normal duties as a member of Council;
- b) assist the Mayor in carrying out the Mayoral responsibilities of the Municipality;
- c) in the absence of the Mayor, shall act as the Head of Council and assume certain duties of the Mayor; and
- d) sit on the Council of the County of Lanark as a County Councillor.

### **2.3. Role of Council Members**

Council Members shall:

- a) represent the public and consider the well-being and interests of the Municipality;
- b) develop and evaluate the policies and programs of the Municipality;
- c) determine which services the Municipality provides;
- d) ensure that administrative policies, practices and procedures are in place to implement the decisions of Council;
- e) ensure the accountability and transparency of the operations of the Municipality;
- f) maintain the financial integrity of the Municipality;
- g) carry out the duties of Council under applicable By-Laws or any Act;
- h) come prepared to every Meeting by having read all the material supplied, including Agendas and reports, in order to facilitate discussion; and
- i) respect and adhere to policies set by Council.

### **2.4. Role of the Chair**

A Chair shall:

- a) preside over Council or Committee Meetings;
- b) provide order and decorum;
- c) be the political liaison with other Council and Committee Members;
- d) review and understand the Agenda with the Clerk;
- e) provide Council or the Committee direction when required regarding Meeting conduct and procedures;
- f) represent Council initiatives and decisions to the public, where appropriate;
- g) consult with the CAO on matters of operational concerns and complaints;
- h) not have the authority to direct Department Heads or Staff; and
- i) work with the Mayor and CAO to take the lead role, where possible, on provincial delegations, in particular at the Association of Municipalities of Ontario (AMO) and the Rural Ontario Municipal Association (ROMA).

## **2.5. Role of the Chief Administrative Officer (CAO)**

It is the role of the CAO to:

- a) Review all recommendations prior to submission to Committee of the Whole and Council;
- b) Exercise general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality; and
- c) Perform such other duties as assigned by the municipality.

## **2.6. Role of the Clerk**

It is the role of the Clerk to:

- a) Record, without note or comment, all resolutions, decisions and other proceedings of the Council;
- b) To keep the originals or copies of all By-laws and of all minutes of the proceedings of the Council;
- c) Exercise all powers and duties under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), which are hereby delegated to the Clerk;
- d) Perform the other duties required under this Act or under any other Act; and
- e) Perform such other duties as are assigned by the municipality.

### **3. RULES OF CONDUCT FOR MEMBERS, STAFF AND ATTENDEES**

#### **3.1. Chair at Meetings**

- a) The Mayor shall chair Council Meetings unless by reason of absence, due to illness or otherwise, is unable or refuses to do so.
- b) In the absence of the Chair for Council, or when the Chair steps down, the Deputy Mayor shall be the Acting Chair. In the absence of the Deputy Mayor, Council shall appoint an Acting Chair for that meeting or portion thereof.
- c) The Chair of each Committee of the Whole (Development & Infrastructure, Public Safety & Community Services and Corporate Services) shall be appointed for a one (1) year term by the Striking Committee at the first meeting of the new term and thereafter at the first meeting in December.
- d) One Member of every Working Group and other Committee, with exception to Committee of Adjust and Property Standards, shall be a Council Member, who will also serve as Chair.
- e) In the absence of a Working Group or other Committee Chair or when the Chair steps down, the Working Group or other Committee shall appoint an Acting Chair for that Meeting or portion thereof.
- f) It shall be the duty of the Chair of a Meeting to:
  - i. open the Meeting by calling the Meeting to order;
  - ii. ensure that a Quorum is established and is maintained throughout the course of the Meeting;
  - iii. announce the business in the order in which it is to be considered;
  - iv. direct discussion in such a manner that all questions and comments shall be presented through the Chair;
  - v. receive and submit, in the proper manner, all Motions presented by the Members;
  - vi. put to vote all Motions which are moved, and seconded when necessary, or all motions that arise in the course of the Proceedings, and to announce the result of each vote;
  - vii. decline to put to vote Motions that infringe upon the rules under this By-Law or the Municipal Act, 2001, S.O. 2001, c. 25, as amended;
  - viii. ensure the Members, Staff and Attendees, conform to the rules of order under this By-Law;
  - ix. maintain an appearance of impartiality on all matters;
  - x. undertake all matters required to ensure the Meeting proceeds in an orderly and efficient manner;
  - xi. expel any person for improper conduct at a Meeting; and
  - xii. adjourn the Meeting when the business is concluded, or at the designated time.



- g) The Chair shall vote on all Motions.
- h) The Chair may answer questions and comment in a general way, but if the Chair wishes to participate in debate, make a Motion, speak to a Motion under consideration or leave the chair for any other reason, the Chair shall first delegate the duties of the Chair to a Member of Council or Member of the Committee in accordance with the provisions of this By-Law, until the Member resumes the position of the Chair.
- i) The Chair shall not resume the position of the Chair until the Chair has finished debating the issue, Motion, etc., at which time the Acting Chair shall relinquish the position of the Chair.

### **3.2. Questions**

- a) All Members and Staff shall address their questions and comments through the Chair.
- b) A Member or Staff while asking questions through the Chair, shall at no time put into question the personal or professional integrity of a Staff member of the Municipality.

### **3.3. Speaking at Meetings**

- a) When two or more Members wish to speak, the Chair shall name the Member who is to speak first.
- b) When a Member is recognized by the Chair, the Member shall confine his/her remarks to the Motion under consideration.
- c) When a Motion is under debate, a Member may ask a question through the Chair of another Member, CAO, Department Head or other employee of the Municipality.
- d) Any Member may require the Motion under debate to be read at any time during the debate, but in doing so shall not interrupt a Member while speaking.

### **3.4. Statements**

- a) Members are permitted to make Statements as part of the debate once a Motion has been moved and seconded, however Statements from Members are prohibited at any other time.
- b) If a Member wishes to have their Statement included as part of the Minutes they must submit it to the Clerk within one day of the meeting in which the Statement was read.

### **3.5. Materials**

- a) All materials shall be distributed through and by the Clerk.

### **3.6. Rules of Order**

- a) No person shall:
  - i. disturb a meeting by any disruptive or distracting conduct, including private conversations among Members, Staff or Attendees at a meeting;
  - ii. use profane or offensive words or insulting expressions;
  - iii. disobey the rules of procedure;
  - iv. rise from their seat or make any noise or disturbance while a vote is being taken;
  - v. speak until they have been recognized by the Chair;
  - vi. speak on any matter other than the matter under debate, display signs, place cards, applaud, heckle or engage in telephone or other conversation or any behaviour which may be considered disruptive; and
  - vii. an Attendee shall not participate in a Meeting, unless listed on the Agenda as a Delegation, Presentation or Deputation or participating in a public meeting and shall be subject to the rules and procedures of this By-Law.
- b) A Member shall not interrupt another Member who is speaking, except to raise a Point of Order or a Point of Privilege.
- c) A Member shall not permanently leave the Meeting without advising the Chair or the Clerk.
- d) In the event that a Member or Attendee persists in a breach of Subsection 3.6.(a) above, after having been called to order by the Chair, the Chair shall without debate call the question "Shall the Member or Attendee be ordered to leave their seat for the duration of the Meeting?", and this question shall not be debatable.
- e) If Council or a Committee decides the question set out in Subsection 3.6. (d) above in the affirmative by a majority vote of the Members present, the Chair shall order the Member or Attendee to leave their seat, and the Meeting room, for the duration of the Meeting.
- f) If the Member or Attendee apologizes, and Council or Committee decides the question of accepting the apology in the affirmative, then the Chair, may permit them to resume their seat.
- g) If a Member or Attendee does not leave their seat after being ordered to do so by the Chair in accordance with Subsection 3.6.(d) above, and if the Member or Attendee does not apologize in accordance with Subsection 3.6.(f) above, then the Chair shall for a second time without debate call the question "Shall the Member or Attendee be ordered to leave their seat for the duration of the Meeting?", and this question shall not be debatable.

- h) If Council decides the question set out in Subsection 3.6.(g) above in the affirmative by a majority vote of the Members present, the Chair shall again ask the Member or Attendee to leave their seat for the duration of the Meeting and if the person still refuses to leave, the Chair shall direct the Clerk to seek the appropriate assistance from the Lanark County Ontario Provincial Police (OPP) to have the Member removed from the Council Chambers.
- i) No Member, Staff or Attendee shall use cell phones and electronic devices not required for conducting a Meeting. The device shall be either turned off or otherwise set so as not to emit any audible sound during a Meeting.
- j) During a Council or Committee meeting, Councillor laptops (or equivalent) shall be used exclusively for Municipal business.
- k) Concealed recording devices shall not be permitted by a Member, Staff or Attendee as a Meeting.
- l) Videotaping and/or audio recording by Attendees may be permitted at Council and/or Committee of the Whole meetings that are open to the public provided that it is not disruptive to the proceedings and does not interfere with municipal computer and audio-visual systems. If Attendees wish to record a Meeting, they shall notify the Clerk in advance of the Meeting. If the Clerk has been notified that a recording will occur, the Clerk shall notify the Chair who shall make the following announcement at the start of the Meeting, "Please be advised that this Meeting may be recorded".

## **4. COUNCIL AND COMMITTEE MEETINGS**

### **4.1. Inaugural Meeting**

- a) The Inaugural Meeting shall be conducted in accordance with Schedule "A".

### **4.2. Council Meetings**

- a) Council Meetings shall generally be held in the Council Chambers at the Municipal Office, 3131 Old Perth Road, Almonte, on the first and third Tuesday of each month commencing at 6:00 p.m. Except in January of the new year where the meetings may be held on the second and fourth Tuesday of the month commencing at 6:00pm. , as outlined in the Meeting Schedule.

### **4.3. Committee of the Whole**

- a) Council shall conduct its business using a Committee of the Whole System. The Committee of the Whole meetings shall be separated into three (3) areas of service delivery: Development and Infrastructure Services, Public Safety and Community Services, and Corporate Services.
- b) Committee of the Whole meetings shall generally be held in the Council Chambers at the Municipal Office, 3131 Old Perth Road, Almonte, as outlined in the Council and Committee Calendar, as follows:

#### First Tuesday

Council at 6:00 p.m.

Development & Infrastructure Services – immediately following Council

#### Third Tuesday

Council at 6:00 p.m.

Public Safety & Community Services – immediately following Council

Corporate Services – immediately following Public Safety & Community Services

- c) The authority of the Committee of the Whole is limited to the making of recommendations to Council. No decision to take any action or do anything other than matters that are administrative in nature shall be recognized as emanating from the Committee of the Whole, and all affirmative Committee of the Whole recommendations shall be referred to the next regularly scheduled Council Meeting, generally held two weeks later.

### **4.4. Development & Infrastructure Services Committee**

- a) Development & Infrastructure Services shall be responsible for:
  - i. Planning;
  - ii. Building Permits and Inspections;
  - iii. Public Works (including Utilities);
  - iv. Environment (including Climate Change)

#### **4.5. Public Safety & Community Services Committee**

- a) Public Safety & Community Services shall be responsible for:
  - i. Public Safety (Fire, Police, Bylaw Enforcement and the Emergency Response Plan of the Municipality);
  - ii. Community Services.

#### **4.6. Corporate Services Committee**

- a) Corporate Services shall be responsible for:
  - i. CAO (including Economic Development);
  - ii. Clerk (including Corporate Communications);
  - iii. Finance;
  - iv. Human Resources;
  - v. Information Technology; and
  - vi. Outside agencies reporting to Council.

#### **4.7. Special Meetings**

- b) The Mayor at any time may call a Special Meeting of Council that is in addition to the published Meeting Schedule approved annually by Council.
- c) The Mayor and/or Committee of the Whole Chair at any time may call a Special Meeting of the Committee of the Whole that is in addition to the published Meeting Schedule approved annually by Council.
- d) Notwithstanding 9.4.1 and 9.4.2, a special Council or Committee of the Whole meeting may be called by a majority vote of Council or Committee of the Whole.
- e) The only business to be dealt with at a Special Meeting shall be that stated on the Agenda of the Meeting (Municipal Act, 2001, Section 240, as amended).
- f) A minimum of forty-eight (48) hours' notice of all Special Meetings shall be given to Members of Council and the public by posting the notice of the Meeting on the website and distributed via the newsfeed feature on the website.

#### **4.8. Emergency Meetings**

- a) The Mayor at any time may, in the event of an Emergency, call an Emergency Meeting of Council without giving forty-eight (48) hours' notice of the Meeting, provided that the Clerk has diligently attempted to advise all Members immediately upon being advised of the intention of the Mayor to hold an Emergency Meeting.
- b) The only business to be dealt with at an Emergency Meeting of Council shall be with respect to that Emergency.
- c) In the case of an Emergency Meeting, Council may hold its Meeting(s) and keep its public office at any convenient location within the Municipality or hold the

meeting electronically via videoconference software or teleconference in accordance with 4.15.

- d) Notice of all Emergency Meetings of Council shall be given to the Members and the public by posting the Meeting on the website and distributed via the newsfeed feature on the website. Notice may be given after the Meeting.

#### **4.9. Striking Committee**

- a) The Striking Committee shall meet to recommend appointments as follows:
  - i. the Chair for each Committee of the Whole (Development & Infrastructure, Public Safety & Community Services and Corporate Services) will be a one (1) year term, determined by an expression of interest;
  - ii. various Committees established by Council, if any; and
  - iii. Local Boards and external organizations on which the Council desires or is required to have representation.
- b) In deliberating, the Striking Committee shall consider the expressed preferences of individual Council Members as well as balancing other considerations such as geographic area, elected/citizen representation, etc.
- c) Members shall be appointed to the various Committees, Local Boards and external organizations by resolution, unless a by-law is required by an Act or Regulation.

#### **4.10. Special Purpose Committees and Other Committees**

- a) Special Purpose Committee and other Committee Meetings shall generally be held in the Council Chambers at the Municipal Office, 3131 Old Perth Road, Almonte.
- b) Special Purpose Committee and other Committee Meetings shall generally be scheduled during regular office hours, Monday to Friday from 8:00 a.m. to 4:30 p.m. and shall be no longer than two (2) hours in length.
- c) Every Special Purpose Committee and other Committee shall have a Terms of Reference approved by Council. The Terms of Reference shall contain a mandate and purpose, Committee structure, number of Meetings, number of Members required for Quorum, reporting process, Staff and support services, budget (if applicable) and completion date.
- d) The authority of any Special Purpose Committee or other Committee is limited to making recommendations to the Committee of the Whole. No decision to take any action other than matters administrative in nature shall be recognized as emanating from any Special Purpose Committee or other Committee.
- e) Minutes of Special Purpose Committee and other Committees shall be included in the Committee of the Whole Agenda as information. Any action items

requiring Council approval will be presented in the form of a Motion to the Committee of the Whole for recommendation.

- f) A Special Purpose or other Committee shall be deemed to be dissolved at the completion of its mandate based on the Terms of Reference or by a resolution of Council.
- g) Special Purpose Committee and other Committees shall adjourn no later than sixty (60) minutes prior to all Council and Committee of the Whole Meetings.
- h) Public Members of all Special Purpose Committee and other Committee shall be appointed by Council.

#### **4.11. Boards, Commissions and External Organizations**

- a) Council shall appoint Members to sit on various Local Boards, Commissions and External Organizations for the term of Council at the first regularly scheduled Council Meeting following the Inaugural Meeting, unless otherwise provided by an Act or Regulation.
- b) Minutes of Local Boards, Commissions and External Organizations shall be included in the Committee of the Whole agenda as information.
- c) The Library Board shall adopt and follow their own Procedural By-Law.

#### **4.12. Closed Session ("In Camera")**

- a) Except as provided in Section of 239 of the Municipal Act, all Meetings of Council, Committee of the Whole and its Committees shall be open to the public.
- b) No person shall be excluded from a Meeting except for:
  - i. improper conduct determined by the Mayor/Chair or;
  - ii. where a Meeting or portion of a Meeting is closed to all persons other than the Members of that body and those identified to remain in the room.
- c) The Clerk and/or Deputy Clerk shall remain in the room for all Closed Sessions.
- d) In accordance with Schedule "B" a Meeting or part of a Meeting may be closed to the public.
- e) Council shall move into Closed Session by using the prescribed resolution form in Schedule "B".
- f) A Meeting shall not be closed to the public during the taking of a vote except where the vote is for a procedural matter or giving directions or instructions to officers, employees or agents of the Municipality or persons retained by or under contract with the Municipality. Motions shall be stated ..... "THAT (Staff, Solicitor, etc.) are directed as follows:....."

- g) Confidential discussion during a Closed Session shall be limited to the issue declared.
- h) No Member, Staff or other person present during a Closed Session shall in any way, notify, distribute or make available to any person or other body, by any means, any reports or items, or disclose the nature or content of any documents or of discussions regarding any matters that are confidential or that have been obtained or considered in a closed session without approval of such release by Council.
- i) No Member, Staff or other person present, other than the Clerk or Deputy Clerk, shall take notes during Closed Session.
- j) Upon returning to open session, the Chair shall rise and report the following:
  - i. a statement resulting from the Closed Session; and
  - ii. declarations of pecuniary interest during the Closed Session.
- k) The Clerk shall be responsible to secure and maintain a confidential record of all original documentation distributed or presented, relating to Closed Sessions.
- l) A separate set of Closed Session Minutes shall be kept for each Closed Session.
- m) Copies of any confidential documents, including Minutes, circulated during the Meeting shall be returned to the Clerk at the end of the Closed Session and destroyed.
- n) Minutes of Closed Sessions shall be circulated by the Clerk at the next Closed Council Meeting for adoption. The adoption of the Minutes is a procedural matter and does not affect the validity or affect the resolutions recorded in the Minutes.
- o) The Minutes and Closed Session materials shall be kept in a secure and confidential location under the control of the Clerk and shall only be open to those in attendance at the Meeting, to others approved by the Council or as legislated.
- p) Where practical, Closed Sessions shall be scheduled at the end of the Meeting.
- q) All Members and Staff have a personal obligation to the Municipality to treat identified documents in confidence and not to use them in any manner or to the detriment of the Municipality.
- r) The obligation to keep information confidential shall continue after the Member ceases to be a Member of Council or a Committee or Staff ceases to be employed by the Municipality.



- s) Closed Session Minutes shall be prepared and shall be signed by the Mayor or Chair; and either by the Clerk or Deputy Clerk.
- t) Closed Sessions shall be audio recorded and retained as per the Municipality's Record Retention Schedule and secured by the Clerk. The recordings shall not be considered the official record of the meeting.

#### **4.13. Closed Meeting Investigator**

- a) Should the Municipality receive a report from the Municipality's Closed Meeting investigator reporting his or her opinion, and the reasons for it, that a Meeting or part of a Meeting that was the subject-matter of an investigation appears to have been closed to the public contrary to Section 239 of the Municipal Act, 2001, as amended, or to this by-law, the Municipality shall pass a resolution stating how it intends to address the report.

#### **4.14. Public Information Sessions/Centers**

- a) Public Information Sessions/Centers may be scheduled from time to time as warranted.
- b) A Public Information Sessions/Centers shall be called by the Clerk once a resolution to do so has been adopted by Council or upon receiving a petition from a majority of Council Members. The petition shall clearly state the purpose, date and time of the meeting.

#### **4.15. Electronic Participation in Meetings**

- a) Any member of Council may participate in any open or closed Council, Special, Emergency or Committee meeting electronically and be counted for the purpose of establishing quorum subject to the Clerk receiving a written request at least two (2) working days in advance of the scheduled meeting from the Member. In consultation with the Chair, it will be determined whether the request will be granted.
- b) A member who joins a meeting via electronic participation partway through the meeting shall advise the Chair and Clerk of their attendance at the meeting.
- c) A member who is participating electronically in a meeting who, for any reason, will no longer be attending the meeting prior to adjournment, shall advise the Chair and Clerk of their absence from the meeting.
- d) In accordance with Section 4.5 and pursuant to the Municipal Conflict of Interest Act, R.S.O. 1990, c M.50, as amended, member who have declared a pecuniary interest regarding a matter being discussed, are participating electronically, shall disconnect and leave the electronic meeting and not participate in any way with respect to the matter in question.
- e) Delegations may participate in an electronic meeting via videoconferencing

software and/or other technology methods deemed appropriate by the Clerk's Department, and in accordance with the rules set out in Section 5.15.

#### **4.16. Notice of Meetings**

- a) The Clerk shall give notice of each Meeting to the Members, Department Heads, media and the public.
- b) The Meeting Agenda shall constitute notice, except for Public Meetings (Statutory).
- c) Notice for Public Meetings shall be as prescribed by an Act, Regulation or By-Law.
- d) Council and Committee of the Whole Agendas shall be made available on the Thursday prior to the Meeting.
- e) Committee Agendas shall be made available a week prior to the Meeting.
- f) Agendas shall be posted on the Municipality's website and distributed via the newsfeed feature on the website.
- g) Refer to Subsections 4.7 and 4.8 for Special and Emergency Meetings.
- h) Council and Committee of the Whole Meetings may be cancelled in consultation with the Mayor, Chief Administrative Officer and Clerk if insufficient business will be before Council or the Committee of the Whole. Notice of cancellation should be provided as soon as possible.
- i) For Council and Committee of the Whole Meetings, if it appears that inclement weather, or like occurrence, or an Emergency situation may prevent the Members from attending a Meeting, the Mayor or Chair may direct the Clerk to postpone that Meeting by contacting as many Members as can be reached. Generally, Meetings will be postponed up to three (3) hours on the day of a Meeting and shall be posted on the website.

#### **4.17. Meeting Schedule**

- a) The Meeting Schedule will outline the dates of Regular Council and Committee of the Whole Meetings and Professional Development Events.
- b) Regular Council Meetings are held twice a month except during the month that has been declared the "Summer Recess".
- c) Committee of the Whole Meetings are held twice a month except during the month that has been declared the "Summer Recess".
- d) Special and Emergency Meetings may be called during the month that has been

declared the "Summer Recess".

- e) Any Council or Committee of the Whole Meeting that is not on the Meeting Schedule shall be deemed to be a "Special" Council or "Special" Committee of the Whole Meeting.
- f) A rescheduled meeting shall not be considered a "Special" Council or "Special" Committee of the Whole Meeting.
- g) A proposed Meeting Schedule will be presented by the Clerk to Council for approval by December of each year, for the subsequent year.

#### **4.18. New Councillor Orientation**

- a) When a new Member is elected or appointed to Council orientation shall be held to provide an overview of the expectations of elected office (ex. processes of Council, procedure by- law, code of conduct, policies and procedures, payroll and a general overview of the Municipality's role and function).
- b) Once training/education has been provided during Council orientation or otherwise, Members shall sign off that they have taken the training/education.
- c) The orientation shall be conducted by the Chief Administrative Officer, the Clerk and Department Heads.

## **5. ORDER OF BUSINESS AND GENERAL RULES**

### **5.1. Council Agenda**

The Clerk shall have prepared for the use of the Members at all Meetings, an Agenda as follows:

- A. Call to Order
- B. O' Canada
- C. Moment of Silent Meditation
- D. Annual Dedication to Indigenous Peoples' (January)
- E. Attendance
- F. Approval of Agenda
- G. Disclosure of Pecuniary Interest and the General Nature Thereof
- H. Approval of Minutes
- I. Presentations
- J. Committee of the Whole Report(s)
- K. By-Laws
- L. Announcements and Invitations
- M. Closed Session(s)
- N. Confirmation By-Law
- O. Adjournment

### **5.2. Committee of the Whole Agenda**

The Clerk shall have prepared for the use of the Members at all Meetings, an Agenda as follows:

- A. Call to Order
- B. Attendance
- C. Disclosure of Pecuniary Interest and the General Nature Thereof
- D. Approval of Agenda
- E. Approval of Minutes
- F. Public Meetings
- G. Delegations (10 minutes)
- H. Questions of the Delegation from Committee of Whole
- I. Staff Reports
- J. Correspondence
- K. Committee, Board and External Organization Updates
- L. Other/ New Business
- M. Adjournment

### **5.3. "Special" and "Emergency" Meeting Agendas**

The Clerk shall have prepared for the use of the Members at Special and Emergency Meetings, an Agenda as follows:

- A. Call to Order
- B. Attendance
- C. Disclosure of Pecuniary Interest and the General Nature Thereof
- D. "Business"

E. Adjournment

**5.4. Special Purpose Committees and Other Committee Meeting Agendas**

The Clerk or designate shall have prepared for the use of the Members at Special Purpose Committees and other Committee meetings, an agenda as follows:

- A. Call to Order
- B. Attendance
- C. Approval of Agenda
- D. Disclosure of Pecuniary Interest and the General Nature Thereof
- E. Approval of Minutes
- F. Delegations (10 minutes)
- G. Questions of the Delegations from Committee Members
- H. "Business"
- I. New/Other Business
- J. Next Meeting Date
- K. Deferred Items
- L. Adjournment

**5.5. General**

- a) The business of each Meeting shall be taken up in the order in which it stands on the Agenda unless, by a majority vote, the Members decide otherwise.
- b) The Clerk shall determine the appropriate Meeting at which items of business shall be considered in accordance with this By-Law.
- c) Where further information or reports are necessary for Council or Committees to review an item of business, the Clerk or CAO may postpone the placement of an item on the Agenda.
- d) Where employees of the Municipality have been directed by Council to carry out a specific action and it is determined subsequently that the action cannot be carried out in accordance with Council's directions, the CAO will notify Council as soon as possible of these findings and further direction shall be requested of Council.
- e) The CAO shall attend Council and Committee of the Whole Meeting (both open and closed session) as required.
- f) Department Heads shall attend Council and Committee of the Whole Meetings as required.

**5.6. Call to Order**

- a) Upon being called to order, all Members, Staff and Attendees shall immediately take their seats.

### **5.7. O' Canada**

- a) Council shall sing O' Canada prior to proceeding with the business before a Council Meeting.

### **5.8. Moment of Silent Meditation**

- a) Following the singing of O' Canada, Members shall remain standing for a moment of silent reflection or meditation.
- b) The Mayor may dedicate the moment of meditation to an individual, event or organization as appropriate.

### **5.9. Annual Dedication to Indigenous Peoples'**

- a) At a meeting in the month of January, Council shall acknowledge and dedicate the land on which Council gathers as the traditional territory of the Algonquin Anishinaabe.

### **5.10. Attendance**

- a) Attendance shall be recorded at all Council, Committee of the Whole and other Committee Meetings.

### **5.11. Approval of Agenda**

- a) After the Agenda has been posted, additions, excluding delegations, shall only be made to the Agenda at the Meeting by a vote of at least Three-Quarters of the Members present and voting.
- b) Additions to the Agenda shall only be made during the Amendments/Approval of Agenda portion of the Meeting.

### **5.12. Disclosure of Pecuniary Interest and the General Nature Thereof**

- a) A Member shall declare a direct or indirect pecuniary interest in accordance with the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50, as amended.
- b) A Member shall declare a conflict of interest in accordance with the Code of Conduct for Council and Local Boards.
- c) A Member shall declare a direct or indirect pecuniary interest or a conflict of interest by using the form in Schedule "C" prior to any consideration of a matter where the Member has a pecuniary interest or conflict of interest and shall file it with the Clerk.
- d) The Clerk shall maintain a registry in which a copy of the following shall be made publicly available on the Municipal website:
  - i. Date of declaration;
  - ii. Member declaration pertains to;

- iii. Specific agenda item and topic; and
  - iv. Reason for declaration.
- e) Where a Member has a pecuniary interest or conflict of interest, the Member shall not take part in the discussion of, or vote on any question in respect of the matter and shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.
  - f) If the declared pecuniary interest or conflict of interest is with respect to an item on a Closed Session Agenda, in addition to complying with the requirements of this subsection, the Member shall forthwith leave the Closed Session, or that part of the Closed Session during which the matter is under consideration. The Chair in their Rise and Report shall state the declaration of pecuniary interest or conflict of interest disclosed during the Closed Session.
  - g) Where the interest of a Member has not been disclosed as required by Section 5.12.a or 5.12.b above, by reason of the Member's absence from the Meeting, the Member shall disclose the interest at the first subsequent Meeting thereafter.
  - h) A Member shall not ask another Member, Staff, or the Municipality's Solicitors whether that Member should declare a pecuniary interest or conflict of interest.
  - i) Notwithstanding section 5.12.h a Member, Staff, or the Municipality's Solicitor shall not offer an opinion to any Member with regards to a potential pecuniary interest or conflict of interest.
  - j) A Member that requires advice and opinions regarding a pecuniary interest or conflict of interest shall follow the process outlined in the Code of Conduct for Council and Local Boards.

### **5.13. Approval of Minutes**

- a) The Clerk shall present the minutes, without note or comment, of any previous Open and Closed Council or Committee of the Whole Meetings.
- b) Council minutes once approved shall be signed by the Mayor and Clerk.
- c) Committee of the Whole minutes once approved shall be signed by the Chair and Clerk.

### **5.14. Ceremonial Presentations**

- a) Presentations shall be assigned to a Council Agenda and only assigned to a Committee of the Whole Agenda if time sensitive.
- b) Presentation of the long service awards shall occur at a meeting in the month of June.

- c) Presentation of retirement certificates of appreciation shall occur at the first Council meeting following the Employee's retirement date.
- d) Ceremonial presentations will be scheduled by the Clerk in consultation with the Mayor at the earliest Council Meeting following the request.
- e) Council may recess if required for the purpose of photographs.

### **5.15. Delegations**

- a) Persons who wish to appear as Delegations must submit a written request to the Clerk outlining the purpose of their Delegation to appear before the Committee of the Whole, at least ten (10) days in advance of the Meeting.
- b) The Clerk shall assign Delegations to a Committee of the Whole Agenda and only assign to a Council Agenda if time sensitive.
- c) Delegations with time sensitive issues or in regard to items on the Agenda that have not submitted a request within the specified time may be heard by the Committee of the Whole as an addition to the Agenda by a Three-Quarters Vote.
- d) Delegations will either be received for information or a motion shall be passed requesting that a Staff report be provided at a subsequent Meeting that outlines both the financial and staffing resources required, if applicable.
- e) Delegations are to be limited to ten (10) minutes followed by a question period for Members.
- f) The number of Delegations per Agenda shall be limited to three (3).
- g) The role of Delegations is to provide information and not enter into debate with Members or Staff.
- h) Written and electronic reports are preferred seven (7) days in advance of the Meeting so that they can be included with the Agenda and form part of the official record.
- i) Delegations may only speak at a Meeting with respect to the requested topic which was approved and listed on the Agenda for that particular Meeting.
- j) Delegations who have previously appeared on the same subject matter, shall be limited to providing new information only in their subsequent appearances.
- k) Delegations consisting of more than one person shall be limited to two speakers, being limited to no more than five (5) minutes each. The second speaker shall not repeat information provided by the previous speaker from that Delegation and will be confined by the Chair to presenting new and/or additional information.



- l) Questions directed to Staff by any delegate shall be received through the Chair.
- m) Delegations requesting to appear at a Meeting may be declined if they have failed to follow established by-laws, policy, procedure or protocol or as prescribed in an applicable governing statute or regulation.
- n) Delegations requesting to appear at a Meeting regarding operational matters may be declined in order that the matter be referred to be resolved by staff.
- o) Delegations shall be declined if they are in regard to any matter that would generally be dealt with in Closed Session or are a Confidential Item as defined in this by-law.
- p) Prior to Delegations speaking at a Meeting, the Chair shall read a brief overview of the rules and expectations for hearing Delegations.

#### **5.16. Committee Reports to Council**

- a) Every Committee of the Whole and the Striking Committee shall report to Council.
- b) The Committee Chair will offer a report for approval which shall contain an "A" section for information and a "B" section requiring action by Council.
- c) The "A" section of reports will be read only when the Chair of the Committee is directed by Council, by unanimous consent, to do so.
- d) Recommended motions for information only may be included in Section "A" of the Report.
- e) The "B" section of reports will be read by the Chair of the Committee in its entirety unless otherwise requested or directed by Council, by majority consent, not to do so.
- f) Prior to the adoption of a Committee report, any Member may request that an item be separated for consideration, or to be voted on separately.
- g) When a request to separate an item from the report is accepted by the Chair, a motion to consider the separated item as recommended by the Council, will be the next order of business prior to the adoption of the remaining report.

#### **5.17. Staff Reports to Committee of the Whole**

- a) The standard staff report format has been adopted as set out in Schedule "D".
- b) Staff shall not read the report at the Meeting, unless requested to do so by the Chair, but only speak to the recommendations.

- c) Reports are due to the Chief Administrative Officer for approval by noon on the Tuesday, the week prior to the Meeting.
- d) If the report deadlines are not met, the report will be placed on the subsequent Agenda.

#### **5.18. Confidential Reports**

- a) Staff reports that are “confidential” will be copied onto yellow paper and marked “CONFIDENTIAL” in the upper right-hand corner. (See section 4.12 Closed Session).

#### **5.19. Public Meetings (Statutory)**

- a) The Municipality shall hold Public Meetings, as required, by law for the purposes under the Planning Act, Development Charges Act, or any other Act. Such a Meeting shall be conducted at the appropriate Committee meeting as determined by the Clerk.
- b) Municipal Staff shall provide notice of the time, date, and location of Public Meetings by publication on the Municipal Website, and other means as required by relevant Acts or as determined by Municipal Staff.
- c) Individuals wishing to make a statement during the Public Meeting shall either pre-register if the public meeting is being conducted virtually, or sign the “Public Meeting Sign-in Sheet”.
- d) The Chair shall call the Public Meeting to order, once called to order the Public Meeting shall adhere to the following order of business:
  - i. Municipal Staff read aloud the requirements for the Public Meeting as outlined in the relevant Act.
  - ii. Municipal Staff shall provide background information on the matter being addressed at the Public Meeting.
  - iii. If applicable, the applicant or agent for applicant (maximum of two individuals) may speak to the matter for a combined maximum of 10 minutes.
  - iv. The Chair shall call individuals to make statements in the order they pre-registered or signed in.
  - v. Members of Council may then pose questions of clarity to municipal staff, the applicant or agent for the applicant.
  - vi. The Chair shall end the public meeting and state that the matter will be brought forward to an upcoming Committee meeting where Members will debate before making a recommendation to Council.
- e) All comments and questions shall be directed through the Chair.
- f) No motions shall be made as a result of comments made during a Public Meeting. Members shall not engage in a debate during a Public Meeting.

### **5.20. Correspondence**

- a) Correspondence that is addressed to Council or that relates to municipal matters will be circulated by way of the Councillor Communication Package (CCP).
- b) The Councillor Communication Package shall be circulated in a timely manner and shall be listed on the next Committee of the Whole Agenda for information. At that time any Member of Council may bring forward any correspondence item in the Package for discussion and/or action.
- c) Correspondence that is not legible or that contains any defamatory allegations, or impertinent or improper matter, shall not be circulated to Council. Every correspondence shall be signed by at least one person giving their name and mailing address.
- d) Correspondence delivered by electronic mail shall contain the electronic mail address of the sender as well as a name and mailing address and have attached to it only those documents which are in a printable format.
- e) Correspondence delivered by facsimile transmission shall contain the facsimile number as well as the name and mailing address of the sender.
- f) The Clerk shall ensure that any material relating to any matter, for which a Meeting may resolve into "closed session" is circulated as confidential material pending Council's approval of release to the public.

### **5.21. New/Other Business**

- a) New Business shall not be considered unless it is of an Emergency, time sensitive, congratulatory or proposed motions for which Notice of Motion has been given.
- b) Other Business shall not be considered unless it is of an urgent nature or time sensitive and should otherwise be referred to the next Meeting of the Committee or the appropriate Committee.
- c) New/Other Business may be heard by a Three-Quarters Vote.
- d) The request to hear New/Other Business shall not be debatable.

### **5.22. Unfinished Business**

- a) Items on an Agenda which have not been dealt with shall be repeated on each subsequent Agenda until resolved or removed from the Agenda by resolution.

### **5.23. Closed Session(s)**

- a) All Closed Session(s) shall adhere to the provisions contained within this by-law.

## **6. COMMENCEMENT AND ADJOURNMENT OF MEETINGS**

### **6.1. Quorum**

- a) If no quorum is present fifteen (15) minutes after the time appointed for a Meeting of Council or Committee, the Clerk shall record the names of the Members present and the Meeting shall stand adjourned until the date of the next Meeting; regular, special or emergency.
- b) When Quorum is lost as a result of declarations of pecuniary interest by one or more Members, the remaining Members shall be deemed to constitute Quorum, provided the number of Members is not fewer than two.
- c) The Chair shall call the Meeting to order as soon after the hour fixed for the holding of the Meeting that a Quorum is present.
- d) If the Chair is not available at the time appointed for a Meeting of Council, the Deputy Mayor will conduct the Meeting until the arrival of the Mayor.
- e) If the Chair is not available at the time appointed for a Meeting of Committee, the Committee shall appoint an Acting Chair to conduct the meeting until the arrival of the Committee Chair.
- f) Members shall notify the Clerk when intending to be absent from a Council, Committee, Special or Emergency Meeting for the purpose of ensuring a Quorum.
- g) When a Quorum is lost, the Meeting shall stand recessed, and no further action shall be taken. If a quorum is regained within ten (10) minutes the Meeting shall proceed. However, if Quorum is not regained within ten (10) minutes, the Meeting shall stand adjourned.

### **6.2. Recess**

- a) At a Council Meeting, a Motion to recess shall be brought forward and shall set a time (ex. recess for 5 minutes) or state "until called to order by the Chair".
- b) At a Committee Meeting, the Committee may recess by majority consent and shall set a time (ex. recess for 5 minutes) or state "until called to order by the Chair".

### **6.3. Adjournment**

- a) All Meetings shall adjourn no later than 10:00 p.m., unless a Motion to proceed beyond 10:00 p.m. is approved.
- b) Notwithstanding Subsection 6.3.a above, no Meetings shall proceed beyond the hour of 10:30 p.m.

- c) There shall be no updates, questions, or discussions once a Meeting has been adjourned.

## **7. MOTIONS**

### **7.1. Motion Process**

(Refer to the Motion Table in Schedule "F")

- a) For Council and Committee of the Whole Meetings, all motions shall be read aloud by the Chair and then moved and seconded before being debated.
- b) For Special Purpose Committees and other Committee Meetings, a Motion shall only need to be formally moved before the Chair can put the question or a Motion can be recorded in the Minutes.
- c) All motions that have been moved and seconded shall be recorded in the minutes.
- d) Every Member present is entitled to vote on every Motion, unless the Member has declared a pecuniary interest or conflict of interest.
- e) Every Member present shall be deemed to vote against the Motion if they decline or abstain from voting, unless disqualified from voting by reason of a declared pecuniary or conflict of interest.
- f) The Chair shall vote on all Motions.
- g) After a Motion has been duly moved, seconded, and read, it shall immediately be open to debate. The mover shall have the opportunity to make the introductory and closing remarks thereon.
- h) No Member shall speak more than twice until every Member has had an opportunity to speak towards the Motion.
- i) Any Member may request that any Motion under debate be repeated by the Clerk or Chair for the benefit of clarification but not so far as to interrupt a Member while speaking.
- j) A Motion on which the voting results in a tie shall be considered lost.
- k) When the Motion under consideration contains distinct recommendations, a Member may request that the vote be taken separately on each proposal. (See the motion to "Divide" in the Motion Table)
- l) The Chair shall call the vote immediately after all Members desiring to speak to the Motion have spoken.
- m) Upon the Chair calling for a vote, no further speakers shall be permitted.
- n) The manner of determining the vote on a Motion shall be by show of hands.

- o) No vote shall be taken at any Meeting by any method of secret voting, except where permitted or required by law.
- p) The Chair shall announce the result of every vote.
- q) If a Member disagrees with the announcement of the result of any vote, the Member may object immediately to the announcement and require that a recorded vote be called.

## **7.2. Reconsideration of a Motion**

- a) General Provisions
  - i. Reconsideration of a Motion shall only be permitted at Council Meetings.
  - ii. A motion to reconsider a previous decision of Council may be introduced by any Member.
  - iii. A Motion to reconsider may be seconded by any Member.
  - iv. No original Motion shall be reconsidered more than once, during a two-year period.
  - v. No Motion to reconsider shall be presented more than once.
  - vi. A Motion to reconsider shall not be in order if Council is made aware the question or by-law has been implemented, resulting in legally binding commitments as of the date the Motion to reconsider is moved
- b) Notice of Intention
  - i. A notice of the intention to reconsider a Motion shall be placed on the next Council Agenda. At the next Meeting after Notice is given a Motion to reconsider may be brought forward.
- c) Motion to Reconsider
  - i. When a Motion for reconsideration is introduced, no discussion of the original Motion shall be allowed unless the Motion for reconsideration is approved by at least Three-Quarters of the Members present and voting.
  - ii. A Motion to reconsider shall not be amended but may be debated.
  - iii. Debate on a Motion for reconsideration shall be confined to reasons for or against reconsideration or to such matters as new information which has come forward, an error in documentation presented or incorrect statements made during the original debate.
  - iv. A Motion to reconsider shall include the date of when the original Motion is to be reconsidered. The original motion may be reconsidered as the next order of business.
  - v. Should a Motion to reconsider be defeated, the original motion shall not be debated or voted upon until eligible under this By-Law.
  - vi. The original Motion being considered shall be stated in the exact manner in which it was first presented and voted on.
  - vii. The debate on the original Motion being considered as a result of an affirmative Motion of reconsideration shall proceed as though it had never previously been voted on.

### **7.3. Recorded Votes**

- a) Recorded votes shall only be permitted at Council Meetings.
- b) A recorded vote shall be taken when called for by any Member or when required by law.
- c) A Member may call for a recorded vote prior or immediately after the taking of the vote.
- d) All Members, including the Mayor, shall be required to vote when a recorded vote is called for, except when absent or disqualified by a declared pecuniary or conflict of interest.
- e) When a recorded vote is permitted and required, the Chair will pose the question and the Clerk will call upon each Member, beginning with the requester of the recorded vote and moving, in alphabetical order from that Member through the list with the Mayor or Chair voting last, at which time the Clerk shall record the Members vote. The Clerk will also record the number of Members absent and/or abstained.
- f) On a recorded vote, failure to vote by a Member who is present at the Meeting at the time of the vote and who is qualified to vote shall be deemed a negative vote.
- g) When a recorded vote is taken, the names of those who voted for and those who voted against the Motion and those absent shall be entered in the Council minutes.
- h) The Clerk shall tabulate and announce the results of the vote.

### **7.4. Notice of Motion**

- a) At a regular meeting a Member shall give notice of intention to introduce a motion at a subsequent meeting of Council to initiate any measure within the jurisdiction of Council.
- b) Notice may be given in writing or verbally, if the notice of motion is given verbally, it shall not be considered until the subsequent regular meeting.
- c) In order for a notice of motion to be considered at a regular meeting, it shall be submitted in writing to the Clerk at a minimum of seven (7) days prior to the Council meeting.
- d) A Notice of Motion shall be discussed with the appropriate Department Head or CAO prior to introducing it.



- e) A motion for which notice has been given shall be added under Other/New Business on the agenda.
- f) If a motion is introduced and not brought forward in the next two (2) subsequent meetings of a Regular Council Meeting, the motion expires.
- g) No delegations shall be permitted to speak on a Notice of Motion.

#### **7.5. Point of Privilege**

- a) A Member may raise a point of privilege directing attention to a matter that affects the rights of the Member or Members.
- b) A point of privilege shall take precedence over any other matter except during verification of a vote.
- c) A Member shall state the point of privilege to the Chair at the time of occurrence.
- d) A Member shall not be permitted to enter into any argument or introduce any Motion not related to the point of privilege.
- e) The Chair shall decide upon the point of privilege and advise the Members of the decision.
- f) Unless a Member immediately appeals the Chair's decision, the decision of the Chair shall be final.
- g) If the decision of the Chair is appealed, the question to be answered is "Shall the ruling of the Chair be upheld?" a vote shall be called without debate, and its results shall be final.
- h) When the matter has been determined to be a point of privilege, the Member shall be afforded an opportunity to propose a Motion in relation to that point of privilege.
- i) When the integrity of the CAO or other employee of the Corporation has been questioned, the CAO shall be permitted to make a statement to the Members.

#### **7.6. Point of Order**

- a) A Member may raise a point of order to a perceived violation of the rules of procedure, except during verification of a vote.
- b) A Member shall state the point of order to the Chair at the time of the occurrence and shall quote the appropriate section of this By-Law.
- c) The Chair shall decide upon the point of order and advise the Members of the decision.

- d) Unless a Member immediately appeals the Chair's decision, the decision of the Chair shall be final.
- e) If the decision of the Chair is appealed, the question to be answered is "Shall the ruling of the Chair be upheld?" a vote shall be called without debate, and its results shall be final.

## **8. BY-LAWS**

### **8.1. By-Law Approval Process**

- a) Every By-Law shall be listed on the Agenda by an identifying number, followed by a brief description of the intent of the By-Law.
- b) No By-Law, except a By-Law to confirm the proceedings of Council, shall be presented to Council unless the subject matter thereof has been considered by Committee of the Whole.
- c) Notwithstanding Subsection 8.1.b above, new By-Laws of an urgent nature, requiring an immediate decision may be considered.
- d) Every by-law shall be adopted in a single motion having been given three readings simultaneously.
- e) After third reading, every by-law may be debated, subject to amendment, and may be deferred or referred to a committee or Staff for further consideration before being voted on.
- f) Upon a Three-Quarters Vote of the Members present and voting, third reading of any by-law may be postponed until the next Meeting.
- g) Every By-Law passed by Council shall be signed by the Mayor, or the Deputy Mayor in the absence of the Mayor, and the Clerk, sealed with the seal of the Corporation, show the date of all readings, be bound in a volume for the year in which it was passed and shall be recorded in the electronic by-law index.
- h) The Clerk shall be authorized to make minor corrections to any by-law resulting from technical, or typographical errors prior to the by-law being signed.

### **8.2. By-Law versus Resolution**

- a) A resolution is a less permanent decision and shall express the decision of a Council in respect of a temporary or distinct matter. A resolution shall be passed to give direction to Staff. A resolution shall not prescribe a permanent rule of local government. A resolution expresses the will of the governing body on a special occasion which is not likely to recur. A resolution shall not replace a by-law required by law.
- b) A by-law shall be used, but not limited to, implement policy, memorandums of understanding, agreements and permanent rules. Whether an authorizing by-law is required depends on the subject matter of the item of business transacted by a municipal corporation and whether it is being transacted under the Municipal Act, 2001, S.O. 2001, c. 25, as amended or any other Act.

### **8.3. Confirmatory By-Law**

- a) The proceedings at every regular and special Meeting of Council shall be confirmed by by-law, so that every decision, unless required by an Act, Regulation or By-Law, of Council at that Meeting and every resolution passed thereat shall have the same force and effect as if each and every one of them had been the subject matter of a separate by-law duly enacted.

## **9. ENACTMENT**

This By-Law shall come into effect on DATE

BY-LAW read, passed, signed and sealed in open Council this XX day of Month, Year.

---

Mayor Christa Lowry

---

Jeanne Harfield, Clerk

## **10.PROCEDURAL BY-LAW SCHEDULES**

Schedule A – Inaugural Meeting

Schedule B – In Camera Motion Form

Schedule C – Declaration of Pecuniary Interest or Conflict of Interest Form

Schedule D – Staff Report Format

Schedule E – Appointment Procedure to Fill Vacancy on Council

Schedule F – Motions

Schedule G – Mississippi Mills Land Acknowledgement Statement

## SCHEDULE "A" - Inaugural Meeting

	Agenda Item:	Rules:	Conducted By:
i	Call to Order	<p>The first meeting of Council in the year of a Municipal Election shall be on the first Tuesday of the new term at 6:00 p.m. or at such hour as may be fixed by by-law.</p> <p>The Clerk shall notify all Members at least one (1) week in advance of the meeting as to time and date.</p>	Clerk
ii	O' Canada		Clerk
iii	Attendance	The Clerk shall ensure that a majority of the members are present.	Clerk
iv	Declaration of Office and Oath of Allegiance for All Members of Council	Conducted as per Section 232 (1), the Municipal Act, 2001, S.O. 2001, c. 25, as amended.	Clerk
v	Mayor Assumes the Chair	The Clerk introduces the newly elected Mayor and the Mayor takes the Chair.	Clerk
vi	Devotional Service	Selected by staff in an election year.	Reverend
vii	Councillor Remarks	<p>Each Councillor, in the following order, may give opening remarks in alphabetical order:</p> <p>Almonte Ward Pakenham Ward Ramsay Ward</p>	Mayor
viii	Deputy Mayor's Inaugural Remarks		Mayor
ix	Mayor's Inaugural Remarks		Mayor
x	Confirmatory By-Law		Mayor
xi	Adjournment	Verbal Motion	Mayor

## SCHEDULE "B" - In-Camera Motion Form



Mississippi  
Mills

### CLOSED MEETING MOTION COUNCIL

Date: \_\_\_\_\_

Topic: \_\_\_\_\_

Motion #: \_\_\_\_\_

Moved By: \_\_\_\_\_ Seconded By: \_\_\_\_\_

"THAT Council move "in camera" at \_\_\_\_\_ to address a matter pertaining to:

☐ the security of the property of the municipality or local board; 2001, c.25, s 239 (2a)

☐ personal matters about an identifiable individual, including municipal or local board employees; 2001, c.25, s 239 (2b)

☐ a proposed or pending acquisition or disposition of land by the municipality or local board; 2001, c.25, s 239 (2c)

☐ labour relations or employee negotiations; 2001, c.25, s 239 (2d)

☐ litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; 2001, c.25, s 239 (2e)

☐ advice that is subject to solicitor-client privilege, including communications necessary for that purpose; 2001, c.25, s 239 (2f)

☐ a matter in respect of which a council, board, committee, or other body may hold a closed meeting under another Act; 2001, c.25, s 239 (2g)

☐ information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them; 2001, c.25, s 239 (2h)

☐ a trade secret or scientific, technical, commercial, financial, or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization; 2001, c.25, s 239 (2i)

☐ a trade secret or scientific, technical, commercial, or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; 2001, c.25, s 239 (2j)

☐ a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board. 2001, c.25, s 239 (2k)



- ☐ a request under the Municipal Freedom of Information and Protection of Privacy Act, if the council, board, commission or other body is the head of an institution for the purposes of that Act; 2001, c.25, s 239 (3a)
- 
- ☐ an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the Ombudsman Act, an Ombudsman referred to in subsection 223.13 (1) of this Act, or the investigator referred to in subsection 239.2 (1). 2014, c. 13, Sched. 9, s. 22. 2001, c.25, s 239 (3b)
- 

regarding \_\_\_\_\_

AND THAT, \_\_\_\_\_  
remain in the room.”

\_\_\_\_\_  
Mayor

**SCHEDULE "C" - DECLARATION OF PECUNIARY INTEREST OR CONFLICT OF INTEREST FORM**



Mississippi  
Mills

DECLARATION OF INTEREST  
MUNICIPAL CONFLICT OF INTEREST ACT

Date: \_\_\_\_\_

Name of Member: \_\_\_\_\_

Committee:

☐

Council

☐

Committee of the  
Whole

☐

Other: \_\_\_\_\_

I \_\_\_\_\_ declare a  
potential (☐ deemed/ ☐ direct/ ☐ indirect) pecuniary interest on item

\_\_\_\_\_

for the following reason:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Member

Please note: In accordance with Section 6.1 (1) and (2) of the Municipal Conflict of Interest Act this document will form part of a registry that will be maintained by the Clerk. This Registry shall be made available for public inspection.

For an "indirect pecuniary interest" see Section 2 of the Municipal Conflict of Interest Act.

For a "deemed" direct or indirect pecuniary interest see Section 3 of the Municipal Conflict of Interest Act.

(M.C.I.A. 1990, c.M. 50, s.5)

(Code of Conduct for Council and Local Boards)

Municipal Conflict of Interest Act, R.S.O. 1990, c. M. 50

(April 19th, 2021 version)

Indirect pecuniary interest

2 For the purposes of this Act, a member has an indirect pecuniary interest in any matter in which the council or local board, as the case may be, is concerned, if,

(a) the member or his or her nominee,

(i) is a shareholder in, or a director or senior officer of, a corporation that does not offer its securities to the public,

(ii) has a controlling interest in or is a director or senior officer of, a corporation that offers its securities to the public, or

(iii) is a member of a body,

that has a pecuniary interest in the matter; or

(b) the member is a partner of a person or is in the employment of a person or body that has a pecuniary interest in the matter. R.S.O. 1990, c. M.50, s. 2.

Interest of certain persons deemed that of member

3 For the purposes of this Act, the pecuniary interest, direct or indirect, of a parent or the spouse or any child of the member shall, if known to the member, be deemed to be also the pecuniary interest of the member. R.S.O. 1990, c. M.50, s. 3; 1999, c. 6, s. 41 (2); 2005, c. 5, s. 45 (3); 2021, c. 4, Sched. 11, s. 23 (4).

## SCHEDULE "D" - Staff Report Format

<p><b>COMMITTEE NAME</b> Date of Meeting</p> <p>Report# <i>(this number will be assigned by the Clerk)</i> Author's Name, Title</p> <p>TITLE OF REPORT</p>
--

STAFF RECOMMENDATION(S)

“THAT,

BACKGROUND

DISCUSSION

OPTIONS

STRATEGIC PLAN LINK

FINANCIAL CONSIDERATIONS

SUMMARY

ATTACHMENTS

Prepared and Submitted By:

Approved for Submission By:

Name,  
Title

Name,  
Chief Administrative Officer

## **SCHEDULE "E"- APPOINTMENT PROCEDURE TO FILL VACANCY ON COUNCIL**

### **1. General**

**1.1.** The Clerk, or designate, shall be responsible for interpreting and, where appropriate, facilitating the appointment application process. The Clerk has the authority to make minor technical amendments to this procedure as may be required from time to time.

**1.2.** Any individual filling the vacancy must be an Eligible Elector under the Municipal Elections Act.

### **2. Appointment Procedure**

#### **2.1. Notice**

**2.1.1.** The Clerk will post a Council Vacancy notice on the Municipal website and in the local newspaper(s) for two (2) consecutive weeks after the vacancy is declared. The notice will outline the application process.

#### **2.2. Application**

**2.2.1.** Any individual wishing to be considered for appointment to fill the Council vacancy will complete and sign the Council Vacancy Application form and a Declaration of Qualification form approved by the Clerk, and will submit the forms to the Clerk in person by the date and time established by the Clerk.

**2.2.2.** Any individual wishing to be considered for appointment to fill the Council vacancy will be required to provide identification to prove his or her identity and qualifying address to the satisfaction of the Clerk.

**2.2.3.** Candidate(s) may submit a personal statement of qualification for consideration of Council. Personal statements will be typewritten in a 12 point (or greater) font on letter size (8 ½" x 11") paper, shall not exceed one (1) page in length, and will include the candidate(s) name and address. Statements that do not meet these requirements shall not be included in any Council meeting agenda, or provided to Council by the Clerk. The Clerk will advise candidate(s) of the deadline for submission of a personal statement.

**2.2.4.** It is the candidate(s) sole responsibility to meet any deadline or otherwise comply with any requirement of this procedure.

**2.2.5.** The Clerk will create a list of all candidates.

### **3. Council Meeting**

#### **3.1. Interviews**

**3.1.1.** A vote to fill a vacancy on Council by appointment will occur at an open Council meeting.

**3.1.2.** Notwithstanding the requirements of the Procedural By-law, the agenda for the meeting shall be set by the Clerk to allow for the orderly proceeding of selecting a candidate.

**3.1.3.** At the meeting, the Chair will make a short statement for the purpose of the meeting and the general order of proceedings to be followed.

**3.1.4.** The Clerk will provide to the Chair a list of the names of qualified applicants and the Chair will call for a motion from Council in the following form:

“That the following individuals, who have signified in writing that they are legally qualified to hold office and consented to accept the office if they are appointed to fill the Council vacancy, be considered for appointment to fill such vacancy.”

**3.1.5.** Each of the candidates will be asked the five (5) questions approved by Council. The questions will be asked by the CAO for consistency purposes. The order of speaking will be determined by lot. The Clerk will place the names of all candidates in a container and randomly draw the names.

**3.1.6.** Fifteen (15) minutes will be allotted for each interview to ensure a fair, effective and efficient process. The Clerk will stand after twelve (12) minutes to indicate that there are three (3) minutes left and again at fifteen (15) minutes if the interview is still in progress.

**3.1.7.** Upon hearing all candidate submissions, Council will adjourn and a decision on who to appoint will be made at the next Council meeting.

#### **3.2. Selection**

**3.2.1.** At the next Council meeting, Council will proceed to vote, by way of a public ballot vote, in rounds of voting as follows:

**3.2.1.1.** Each of the pieces of paper to be used as either ballots or to be used by the Clerk to draw names will be equal in size and type.

**3.2.1.2.** Only the Clerk or designate may handle the papers, ballots and container referenced in this procedure, save and except the members being permitted to mark their ballots.

**3.2.1.3.** Ballots will be provided to members of Council on which to indicate their choice of candidate(s) in writing; and all ballots shall be of identical size, paper quality and colour and shall be pre-printed with

the member's name and a place to be signed by the member.

- 3.2.1.4.** The first round of voting will be to short list the candidates. In the case of four (4) or more candidates, members will select the top three (3) candidates of their preference; in the case of three (3) or less candidates, members will select the top two (2) candidates of their preference.
- 3.2.1.5.** The first-round ballots will contain the name of each candidate, in alphabetical order by surname and have a box immediately preceding the surname in which the member of Council may mark an "X" beside the name of the candidates of their preference as provided in 16(d).
- 3.2.1.6.** The top three (3) candidates, or top two (2) as the case may be, who receive greatest number of votes cast will continue to the next round of voting. If the candidates receiving the greatest number of votes cast results in a tie, all candidates receiving the greatest number of votes cast will continue to the next round of voting. All other candidates will be removed from further consideration.
- 3.2.1.7.** Any round one ballot marked with more than the prescribed "X" as provided in 16(d), or any subsequent round ballot that is not legibly printed, or any ballot that does not contain the authentication signature of the member of Council shall be considered a spoiled ballot and shall not be included in the tally
- 3.2.1.8.** All subsequent ballots shall be in the form described in (c) above but will not contain any candidate names in a pre-printed format.
- 3.2.1.9.** The Clerk will ask members of Council to vote by clearly printing the name of their preferred candidate on the ballot, signing the ballot for authentication purposes, folding the ballot and returning it directly to the Clerk or designate.
- 3.2.1.10.** The Clerk will read aloud the member's name and selected candidate and announce the tallies of all votes.
- 3.2.1.11.** If the candidate receiving the greatest number of votes cast does not receive more than one-half the votes of all voting members of Council, all candidates who did not receive any votes or the candidate who received the fewest number of votes shall be excluded from consideration.
- 3.2.1.12.** The process shall be repeated until the candidate receiving the greatest number of votes has also received more than one-half of

the votes of the voting members of Council.

**3.2.1.13.** In the event the votes cast are equal for all candidates:

- a) If there are three candidates remaining, the Clerk shall by lot select one such candidate to be excluded from subsequent voting;
- b) If only two candidates remain, the tie shall be broken and vacancy shall be filled by the candidate selected by lot, as conducted by the Clerk, wherein the first name drawn shall be declared the successful candidate.

**3.2.1.14.** Upon conclusion of the voting, the Clerk will declare to be elected the candidate receiving the votes of more than one-half of the number of voting Members, or as provided in 3.2.13 (ii);

**3.2.1.15.** A by-law confirming the appointment shall be enacted by Council to appoint the successful candidate to the office for the remainder of the term and the Clerk will administer the Oath of Office to the successful candidate.

**3.2.1.16.** The minutes of the Council meeting shall include a full disclosure of all voting results.



## SCHEDULE "F" - Motions

Motion Ranking	Moved & Seconded	Debatable	Disposition Priority	If Affirmative	If Negative	Amendable	Conditions
Adjourn	YES	NO	shall be resolved prior to any other motion being moved	Council shall immediately rise and no further proceedings shall take place all unfinished business on the agenda shall be included on the agenda of the next meeting	the meeting shall resume at the point immediately prior to the point at which the motion to adjourn was moved a subsequent motion to adjourn at the same meeting may not be introduced prior to further business being conducted	NO	shall not include qualifications or additional statements shall always be in order except when a Member is speaking or the Members are voting
Extend Curfew	YES	NO	shall be resolved prior to any other motion being moved	no meetings shall proceed beyond the hour of 10:00 p.m.	the Chair shall immediately declare the meeting adjourned	NO	shall always be in order except when a Member is speaking or the Members are voting shall require a three-quarters vote of the Members present
Recess	YES EXCEPT AT COMMITTEE	NO	shall be resolved prior to any other motion being moved	the meeting shall recess	the meeting shall not recess	TIME ONLY	shall be in order if no question is pending

Motion Ranking	Moved & Seconded	Debatable	Disposition Priority	If Affirmative	If Negative	Amendable	Conditions
Withdraw	YES Mover & Seconded of the main motion	NO	shall receive disposition prior to any other motion being presented	the motion is withdraw	vote on the main motion	NO	majority vote shall be in order if decision has not been made
Close Debate (Call the Question)	YES	NO	shall apply to the motion or amendment under debate	Council shall immediately vote on the question without further debate or comment	debate shall continue	NO	shall not be permitted in any committee shall require a three- quarters vote of the Members present
Defer (Postpone/ Table)	YES	YES DATE AND TIME ONLY	shall be resolved prior to the main motion shall be resolved prior to the preceding motion	no further debate until motion returns to the agenda	vote on the main motion	YES DATE AND TIME ONLY	shall not include qualifications or additional statements shall preclude amendment, but not debate, to the preceding motion until the motion to defer to a certain date and/or time is resolved
Refer (Commit)	YES	YES	shall preclude any amendment or debate to any previous motion unless resolved in the negative	there shall be no further debate	vote on the main motion	YES	shall state the committee, employee or solicitor of the Municipality to which the matter shall be referred

Motion Ranking	Moved & Seconded	Debatable	Disposition Priority	If Affirmative	If Negative	Amendable	Conditions
Amend Main Motion (Primary Amendment)	YES	YES	shall receive disposition prior to the main motion	Council shall vote on the main motion as amended	vote on the main motion or secondary amendment may be proposed	YES	<p>shall not propose a negative to the main motion</p> <p>shall not propose two distinct proposals of amendment to the main motion</p> <p>shall not change the intent of the main motion</p> <p>shall have only one motion to amend the main motion at one time</p>
"Friendly" Amendment	YES	YES	shall receive disposition prior to the main motion	Council shall vote on the main motion as amended	vote on the main motion or secondary "friendly" amendment may be proposed	NO	<p>shall not propose a direct negative to the main motion</p> <p>shall not propose two distinct proposals of amendment to the main motion</p> <p>shall not change the intent of the main motion</p> <p>shall have only one motion to amend the main motion at one time</p> <p>voted on formally unless adopted by unanimous minutes</p>

Motion Ranking	Moved & Seconded	Debatable	Disposition Priority	If Affirmative	If Negative	Amendable	Conditions
Amend Amendment (Secondary Amendment)	YES	YES	shall receive disposition prior to the primary amending motion	Council shall vote on the primary amending motion as amended	vote on the primary amending motion propose a secondary amendment	NO	<p>shall not propose a direct negative to the primary amending motion</p> <p>shall not propose two distinct proposals of amendment to the primary amending motion</p> <p>shall not change the intent of the primary amending motion</p> <p>shall have only one motion to amend the primary amending motion at one time</p> <p>an amendment of the third degree is not permitted</p>

Motion Ranking	Moved & Seconded	Debatable	Disposition Priority	If Affirmative	If Negative	Amendable	Conditions
Defer Indefinitely (Postpone/ Table Indefinitely)	YES	YES	shall be resolved prior to the main motion shall be resolved prior to any preceding motion	the preceding motion and any amendments thereto shall be removed from Council's consideration indefinitely the motion to defer indefinitely may be reconsidered	disposition of the main motion cannot put forward another motion to defer indefinitely regarding the main motion	NO	shall not include qualifications or additional statements shall preclude amendment, but not debate, to the preceding motion until the motion to defer indefinitely is resolved
Divide	YES	YES	shall receive disposition prior to the main motion	the debate and vote shall be on separate and distinct proposals from the main motion	disposition of the main motion in its entirety	YES	shall only be in order when the main motion to be divided contains two or more separate and distinct proposals divide when pecuniary interest declared
Main	YES	YES	N/A	the motion is carried	the motion is defeated	YES	majority vote unless otherwise provided

## Ranking Motions

The following list ranks motions in descending order, such that each takes precedence and shall be decided before others ranking below it in the list:

- adjourn;
- extend curfew;
- recess;
- withdraw;
- close debate (call the question);
- defer (postpone/table);
- refer (commit);
- amend amendment;
- amend main motion;
- defer indefinitely (postpone/table indefinitely);
- divide;
- main motion.



### Mississippi Mills Council – Land Acknowledgement Statement

We acknowledge that this sacred land on which Mississippi Mills is now located has been a site of human activity for over 10,000 years and is rich in Indigenous history. This land is the ancestral and unceded territory of the Algonquin Anishinaabe Nation. We are grateful to the Algonquin ancestors who cared for the land and water in order that we might meet here today.

Before settlers arrived, this territory was subject to the Dish With One Spoon Wampum Belt Covenant, an agreement between Anishinaabe and Haudenosaunee Nations to peaceably share and care for resources. After settlers arrived, it became subject to the Three Figure Wampum Belt, last carried by Algonquin Elder William Commanda, which commemorates the sharing of this land with English, French and Indigenous Nations under the governance of Natural Law.

We recognize with gratitude the knowledge and contributions that the Algonquin Peoples bring to the Municipality of Mississippi Mills. Today, Mississippi Mills is also home to other Indigenous peoples from across Turtle Island. We extend our respect to all First Nations, Inuit and Métis people for their valuable past and present contributions.

We are mindful of broken covenants and the need to reconcile with all our relations. Together, may we care for this land and each other, drawing on the strength of our mutual history of nation building through peace and friendship being mindful of generations to come.

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW 17-03

CONSOLIDATED

Amended by 18-16, 18-46, 19-01

A by-law of the Municipality of Mississippi Mills to govern the proceedings of the Council and its Committees.

WHEREAS section 238 of the *Municipal Act, 2001* requires that every Municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of Meetings and that the by-law shall provide for public notice of Meetings;

AND WHEREAS Council deems it desirous to repeal and replace By-Law 12-74;

NOW THEREFORE the Council of the Corporation of the Municipality of Mississippi Mills enact as follows:

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## PART I - GENERAL

### Short Title

1. This by-law shall be cited as the “Procedural By-law”.

### Definitions

2. In this by-law, the following terms have the specified meanings:

- a) **“Abstain”** means to refrain from voting. Members who abstain for reasons other than a declared conflict of interest shall be deemed to vote in opposition of the question or matter.
- b) **“Ad Hoc Committee”** means a special purpose committee of limited duration, appointed by Council to consider a specific matter and which is dissolved

automatically upon submitting its final report to Council, unless otherwise directed by Council.

- c) **“Advisory Committee”** means a committee established by Council to address on-going administrative matters within the scope and responsibility of Council and will provide periodic reports to Council presenting advice and recommendations on matters under consideration.
- d) **“Agenda”** means the written order of business for a Meeting.
- e) **“Board”** means a municipal service board, transportation commission, board of health, planning board, or any other board, commission, Committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities, excluding a school board, conservation authority, and the Mississippi Mills Public Library Board.
- f) **“CAO”** means the Chief Administrative Officer of the Municipality of Mississippi Mills.
- g) **“Chair”** means the person presiding over a Meeting who has the responsibility to decide questions and points of order or practice, preserve order, and maintain decorum. The Chair may vote on all questions, except where disqualified by the Procedural By-law or any other Act, regulation or by-law.
- h) **“Clerk”** means the Municipal Clerk of the Municipality of Mississippi Mills or his/her designate in accordance with [Sections 25-26](#).
- i) **“Closed Session”** (also known as an “*in camera* Meeting”) means a Meeting, or portion thereof, closed to the public in accordance with [Sections 53-59](#).
- j) **“Committee”** means a committee appointed by Council in accordance with [Sections 112 -115](#), regardless of whether Council Member(s) sit on the committee, but excludes Committee of the Whole.
- k) **“Committee Member”** means a Member of a committee as defined in the Committee’s Terms of Reference.
- l) **“Committee of the Whole”** means a committee of all Council Members convened to facilitate discussion using a less formal Meeting process in accordance with [Section 94](#).
- m) **“Communication(s)”** includes, but is not limited to, a letter, memorandum, report, notice, electronic mail, facsimile, petition, brochure, or periodical article.
- n) **“Confirmatory By-law”** means a by-law passed at the conclusion of all Council Meetings, confirming the actions of Council at that Meeting in respect of each resolution and other actions taken, so that every decision of Council at that Meeting

shall have the same force and effect as if each and every one of them had been the subject-matter of a separately enacted by-law.

- o) “**Council**” means the Council of the Municipality of Mississippi Mills comprised of an elected Mayor and Councillors from the three wards.
- p) “**Council Member**” means a Member of Council, including the Mayor.
- q) “**Defer**” means to postpone the consideration of a matter until a specific action(s) can be undertaken, such as obtaining advice or circulating for public comment.
- r) “**Delegation**” means an appearance by a person or group of persons to address Council or a Committee in accordance with [Sections 85-93](#).
- s) “**Deputation**” means a presentation made by Municipal Staff, Municipal consultant, committee, board, or commission in accordance with [Section 84](#).
- t) “**Ex-Officio Member**” means that he/she is a Member by virtue of his/her office and would not otherwise be a Member. He/she has all of the rights of a Member unless otherwise stated, but is not counted in determining whether a quorum is present.
- u) “**Head of Council**” means the Mayor (or Deputy Mayor) of the Municipality of Mississippi Mills. **(18-46)**
- v) “**Holiday**” means:
  - i. those holidays listed in the *Legislation Act, 2006*, S.O. 2006, c. 21, Sch. F, as amended from time to time, except for Remembrance Day; and,
  - ii. any day as set out in a resolution or by-law passed by Council.
- w) “**Improper Conduct**” means conduct that obstructs the deliberations or proper action of Council or a Committee.
- x) “**Information List**” means a section of the regular Agenda that lists communications to Council and recommendations from the Clerk as to their disposition in accordance with [Sections 98-101](#).
- y) “**Majority**” means more than half of the votes cast by Members entitled to vote.
- z) “**Meeting**” means a gathering of a quorum of Council Members or Committee Members to advance the business of Council or a Committee, respectively, which includes discussions that take place via telephone, e-mail or other means involving a quorum of Members and advances the business of Council or a Committee.
- aa) “**Member(s)**” means a Council Member(s) or Committee Member(s).
- bb) “**MFIPPA**” means the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, as amended.

- cc) **“Municipality”** or **“Municipality of Mississippi Mills”** means the Corporation of the Municipality of Mississippi Mills.
- dd) **“*Municipal Conflict of Interest Act*”** means the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50, as amended.
- ee) **“Municipal Consultant”** means a professional hired by the Municipality to provide professional advice.
- ff) **“Municipal Website”** means the internet site maintained by the Municipality at [www.mississippimills.ca](http://www.mississippimills.ca)
- gg) **“Notice of Motion”** means an advance notice to Members of a matter which Council or a Committee will be asked to take a position.
- hh) **“Order of Business”** means the sequence of business to be considered at a Meeting.
- ii) **“Pecuniary Interest”** means a direct or indirect pecuniary interest of a Member, as defined by the *Municipal Conflict of Interest Act*, R.S.O. 1990, Chap. M.50, as amended.
- jj) **“Pending List”** means a list of reports maintained by the Clerk that have been requested by Council and which may include anticipated staff initiated reports in accordance with [Sections 45-47](#).
- kk) **“Point of Order”** means a matter that a Member considers to be a departure from or contravention of the rules, procedures and/or generally accepted practices of Council or a Committee.
- ll) **“Point of Personal Privilege”** means a matter that a Member considers to impugn his/her integrity or that of Council or a Committee.
- mm) **“Presentation”** means the presenting of an award, certificate, cheque or similar item to Members of the public, Council, Committee or staff, in accordance with [Section 84](#).
- nn) **“Quorum”** means the majority of the total voting Members required to constitute Council or a Committee. Four (4) Council Members shall constitute a Quorum of Council. Members who abstain for reasons of a declared pecuniary interest or perceived conflict of interest are deemed to count towards the total to constitute a quorum, pursuant to Section 7 of the *Municipal Conflict of Interest Act*. **(18-46)**
- oo) **“Recorded Vote”** means recording in the Minutes of a Meeting the names of each Member present and their vote (i.e. in favour or opposed) on a matter or question before Council. Where a Member abstains, the recorded vote shall read “opposed”,

except where the abstention is for reasons of a declared conflict of interest, in which case the vote shall read “abstain”.

- pp) **“Recess”** means a short break taken during a Meeting, which may be permitted at the discretion of the Chair.
- qq) **“Refer”** means to direct a matter under discussion by Council to a committee or staff for further examination.
- rr) **“Resolution”** means a motion that has been voted on.
- ss) **“Rules of Procedure”** means the applicable regulations contained in this by-law.
- tt) **“Table”** means to postpone without setting a definite date as to when the matter will be re-discussed.
- uu) **“Vote”** means a formal indication of a choice between being in favour of a question, motion, or course of action, or opposed to the same, which is typically expressed by a show of hands unless a recorded vote is requested.

### **Application**

- 3. The Rules of Procedure contained in this by-law shall be observed in all proceedings of Council and shall be the rules for the order and dispatch of business in Council and, with necessary modification, to all Committees. A failure to strictly adhere to the procedural rules of this by-law shall not invalidate the action of Council or a Committee acting in good faith.

The Clerk shall be responsible for interpreting the rules of procedure under this by-law.

### **Robert’s Rules of Order**

- 4. All Points of Order or procedure for which rules have not been provided in this by-law shall be decided by the Chair in accordance with, as far as practicable, Robert’s Rules of Order. This by-law takes precedence where a conflict exists with Robert’s Rules of Order.

### **Suspension**

- 5. Despite [Section 3](#), the rules and regulations contained within this by-law may be temporarily suspended with a two-thirds majority vote of the Members present and voting. The resolution to suspend the rules of procedures shall indicate the rule being suspended and the reason therefore. The suspension shall only apply to the suspension of the procedure(s) or rules(s) for the stated purpose and only during the Meeting in which such motion was introduced.

## **Interpretation**

6. In this by-law, words in the singular include the plural and vice versa, and all references to gender are intended as gender neutral.
7. The business, by-laws, and resolutions of the Municipality of Mississippi Mills will be conducted and maintained in English.
8. Whenever any reference is made in this by-law to a statute of the Legislature of the Province of Ontario, such reference shall be deemed to include all subsequent amendments to such statute and all successor legislation to such statute.

## **Amendment**

9. No amendment or repeal of this by-law or any part thereof shall be considered at any Meeting of the Council unless notice of the proposed amendment or repeal has been given at a previous Regular Meeting. The waiving of this notice provision by Council resolution is prohibited.
10. In addition to the notice described in the previous Section, amendment or repeal of this by-law or any part thereof shall require a two-thirds majority resolution of Council Members.

## **Severability**

12. Should any provision of this by-law be declared by a court of competent jurisdiction to be invalid, it shall not affect the validity of the remaining provisions.

## **PART II - ROLES & DUTIES**

### **Role of Council**

13. It is the role of Council, pursuant to Section 224 of the *Municipal Act*:
  - a) to represent the public and to consider the well-being and interests of the Municipality;
  - b) to develop and evaluate the policies and programs of the Municipality;
  - c) to determine which services the Municipality provides;
  - d) to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
  - e) to ensure the accountability and transparency of the operations of the Municipality; including the activities of the senior management of the Municipality;
  - f) to maintain the financial integrity of the Municipality; and
  - g) to carry out the duties of Council under this or any other Act.
14. Council develops regulations to be adopted in by-laws and passes resolutions, which serve the purposes outlined above in [Section 13](#).

15. Council appoints statutory officers to ensure that an appropriate management system is in place to administer the Municipality within the policies set by Council.
16. The Mayor is designated as “Head” for the purposes of the MFIPPA.
17. Council collectively arbitrates matters where this by-law is silent and the matter is placed before Council for disposition.
18. Members and Staff shall adhere to the Council and Staff Code of Conduct policies at all times.

### **Role of the Mayor**

19. It is the role of the Mayor as Head of Council, pursuant to Sections 225 and 226.1 of the *Municipal Act*:
  - a) to act as Chief Executive Officer of the Municipality;
  - b) to preside over Council Meetings so that its business can be carried out efficiently and effectively;
  - c) to provide leadership to Council;
  - d) without limiting the generality of Clause (c), to provide information and recommendations to Council with respect to the role of Council as described in [Section 13](#) of this by-law;
  - e) to represent the Municipality at official functions;
  - f) to carry out the duties of the Head of Council under the *Municipal Act* or any other Act;
  - g) to uphold and promote the purposes of the Municipality;
  - h) to promote public involvement in the Municipality’s activities;
  - i) to act as the representative of the Municipality both within and outside the Municipality, and promote the Municipality locally, nationally and internationally;
  - j) to participate in and foster activities that enhance the economic, social and environmental well-being of the Municipality and its residents and
20. The Mayor shall be the official spokesperson on matters discussed in Closed Session Meetings, although this provision does not release the Mayor from the confidentiality requirements of Closed Sessions.
21. The Mayor shall sit on the Council of the County of Lanark as County Councillor.
22. The sitting Mayor is a non-voting *ex-officio* Member of all Committees, unless he/she is appointed by Council as a voting Member.

### **Role of the Deputy Mayor (18-46)**

23. It is the Role of the Deputy Mayor to fulfill his/her normal duties as a member of Council pursuant to Section 224 of the *Municipal Act* and shall assist the Mayor in



carrying out the Mayoral responsibilities pursuant to Section 225 of the *Municipal Act*.

- a) The Deputy Mayor shall act as the Head of Council and assume certain duties of the Mayor outlined in Sections 19, 20 and 22 for the duration requested by the Mayor, should the Mayor be absent from the Municipality, and notice is provided to the Clerk by the Mayor.
- b) Notwithstanding the previous Sections, the Deputy Mayor shall act as the Head of Council and assume the necessary duties of the Mayor the necessary duration, should the Mayor be unable to perform his/her duties as a result of illness, incapacity, or the office of the Mayor becomes temporarily vacant and filled in accordance with the *Municipal Elections Act*.
- c) The Deputy Mayor shall sit on the Council of the County of Lanark as a County Councillor.
- d) For the purposes of the Municipal Community Control Group, the Deputy Mayor shall be the alternate for the Mayor if he/she is unavailable.

### **Role of CAO**

- 24. The CAO shall be appointed by by-law.
- 25. In addition to those roles and duties assigned by Council and specified in Sections 227 and 229 of the *Municipal Act*, the CAO shall have the following responsibilities:
  - a) review and guide all policy recommendations prior to submission to Council;
  - b) assist Council in discharging its responsibilities and, in a non-partisan manner, to aid Members in carrying out their duties;
  - c) attend Council Meetings with the right to speak, subject to the consent of the Chair, but not to vote; and
  - d) exercise general control and management of the affairs of the Municipality to ensure its efficient and effective operation.

### **Role of Clerk**

- 26. The Clerk shall be appointed by by-law and shall be deemed a municipal officer in accordance with the *Municipal Act*, and for any other purpose as required.
- 27. In addition to those roles and duties specified under Section 228 of the *Municipal Act*, the Clerk shall have the following responsibilities:
  - a) retain the official records of the Municipality, including the minutes of the proceedings of Council, and Committees, original by-laws, and executed agreements;
  - b) attend all Meetings (whether closed or open to the public) of Council and ensure that a record of the proceedings is kept and that all resolutions are recorded without note or comment;
  - c) make such minor clerical, typographical or grammatical deletions, additions or other changes to any by-law, motion, resolution or minutes as may be required

- for the purpose of ensuring correct and complete implementation of Council direction;
- d) include all reports of Committees on the Agenda of the next Regular Meeting;
- e) effect notice to each Member and the public of every Regular Meeting and Special Meeting of Council, together with the Agenda and attachments in electronic format;
- f) notify appropriate Municipal Staff of any resolution passed by Council that is to be acted or reported upon by staff, as well as other individuals or groups that have expressed their desire to be notified of a particular subject matter and that have provided e-mail contact information for same;
- g) by way of delegated authority, place housekeeping or consolidation by-laws directly on the Agenda for Council approval or consideration;
- h) appoint Deputy Clerk(s) by by-law and assign duties to same as required, pursuant to Subsection 228(2) of the *Municipal Act*;
- i) all powers and duties under the MFIPPA are delegated to the Clerk; and
- j) perform such other duties as are prescribed by law, regulation, by-law or by direction of Council.

### **PART III - MEETINGS**

#### **General**

#### **Location**

- 28. Council Meetings shall be held in the Council Chambers at the Municipal Office located at 3131 Old Perth Road, Almonte, unless otherwise decided by Council.
- 29. Where a Meeting of Council is held at a location other than the Council Chambers, notice shall be provided to the public no later than the time of publication of the agenda pursuant to [Section 43](#) for Regular Meetings and [Section 50](#) for Special Meetings.

#### **Decorum**

- 30. Members of the public attending a Meeting shall respect the formal and professional decorum of Council and its Committees.
  - a) Individuals shall refrain from public outburst, shouting, applauding and any behaviour intended to disrupt the debate, discussion and general proceedings of Council or a Committee.
  - b) Individuals shall maintain order and shall not display signs, placards, or other items that may be considered disruptive to the formal nature of Council Meetings being held in Council Chambers.
  - c) In accordance with Section 241(2) of the *Municipal Act*, 2001, the Chair may expel any person for improper conduct/decorum at a Meeting.
  - d) If required, the Chair may call upon the Ontario Provincial Police or any other Peace Officer to assist in the expulsion of a person from the Chamber or meeting room.

- e) After being expelled by the Chair as a result of improper conduct/decorum or committing a breach of any rule of order, an individual will only be permitted to return after making an apology to Council or Committee and with the consent of Council or Committee expressed by a majority vote of the Members present determined without debate.
- f) The Chair may unilaterally suspend the Meeting until order is restored.
- g) All cell phones and electronic devices shall be turned off and/or set to silent mode during a Meeting held in Council Chambers.
- h) Any device used for transcribing or recording proceedings of Council or a Committee by auditory or visual means will not be permitted.
- i) Unless authorized by the Clerk or Chair, no Member of the public may place any material on Members' desks or distribute any material to Members during a Meeting.

### **Open to the Public**

31. Except as provided in this by-law, all Meetings shall be open to the public.
32. Notice of all Meetings, excluding Closed Sessions, shall be provided to the public by posting at minimum, the date, time, location, and topic on the Municipal Website.
33. Lack of receipt of notice shall neither affect the validity nor any action taken at the Meeting.

### **Staff Participation**

34. Municipal Staff and consultants in attendance at a Meeting may be recognized to speak at the discretion of the Mayor or Chair. Members shall, whenever possible, communicate their concerns to Municipal Staff in advance of discussing them at a Meeting.

### **Inclement Weather**

35. If it appears that a storm or similar occurrence will prevent the Members from attending a Meeting, the Mayor or Chair may postpone or cancel that Meeting up to three (3) hours before the start of the Meeting, by advising the Clerk who shall assist in advising as many Members as possible, as well as the media, senior management, and interested parties. Postponement shall not be for any longer than the next Regular Meeting.

### **Inaugural Meeting of Council**

36. The Inaugural Meeting of Council shall be held at 6:00 p.m. in the Council Chambers at the Municipal Office on or before the first Tuesday of December following a regular municipal election, or the first Tuesday after the Council term commences, pursuant to the *Municipal Elections Act, 1996*, S.O. 1996, c. 32, Sch. The Inaugural Meeting shall commence with the singing of the National Anthem and the Royal Anthem.
37. The Head's Inaugural Address shall take place at the Inaugural Meeting of Council.
38. The Head's Annual Address shall take place annually at 6:00 p.m. on or before the third Tuesday of December.
39. Every Member of Council shall make and subscribe a "Declaration of Office" and an "Oath of Allegiance" at the Inaugural Meeting of Council, or if absent, in the office of the Clerk or at the next subsequent Meeting of Council, before entering into the duties of office.
40. The Mayor Elect and Clerk shall be responsible for the format, agenda content, and arrangements for the Inaugural Meeting, but the agenda shall include the declaration of office, pursuant to Section 232 of the *Municipal Act*.

## **Regular Meetings**

### **Schedule**

41. Council shall hold its Regular Meetings on the first and third Tuesday of every month, commencing at 6:00 p.m., subject to the exceptions noted in this by-law, or on such other day as may be determined by resolution of Council. In the event that a regular Meeting of Council is a public or civic holiday, Council shall meet at the same hour on the next following Tuesday, unless Council directs otherwise.
42. During the month of July there will be no Regular Meetings scheduled.
43. Where a Regular Meeting is to be held at a time or day other than as set out in this Section, notice shall be posted in the weekly block ad and placed on the Municipal Website advising of the date, time, and location.

### **Notice**

44. Notice of Regular Meetings and Agenda packages shall be provided to the public through publication of the Agenda and attachments on the Municipal Website four (4) calendar days prior to the Regular Meeting.

### **Agenda**

45. The Clerk shall prepare an Agenda with the Order of Business outlined below for Regular Meetings, as further explained in Part IV – Meeting Procedures.
  - A. Consideration of a Closed Session
  - B. Call to Order
  - C. O Canada
  - D. Attendance
  - E. Approval of Agenda
  - F. Disclosure of Pecuniary Interest
  - G. Approval of Minutes
  - H. Public Meetings
  - I. Delegations, Deputations, and Presentations
  - J. Committee of the Whole
    - a. Consent Items
    - b. Reports
    - c. Information Items
  - K. Rise and Report
  - L. By-laws
  - M. Other/New Business
  - N. Notice of Motion
  - O. Announcements and Invitations
  - P. Confirmatory By-law
  - Q. Adjournment

## **Pending List**

46. The Pending List shall be maintained by the Municipal Clerk. Senior management shall provide the Clerk with regular updates regarding the anticipated date when reports are expected to be placed on the Agenda of upcoming Council Meetings.
47. Where a matter is deferred, referred, or tabled, the Clerk shall ensure the matter is added to the Pending List.
48. Any outstanding items on the Pending List from a previous Council term shall be considered by a newly elected Council within 60 days of its Inaugural Meeting. At that time, Council shall either affirm or rescind each of the requests for a staff report, subject to the reconsideration provisions set out in this by-law.

## **Special Meetings**

### **Schedule**

49. The Mayor or Chair may call, or the Clerk shall convene upon receiving a petition of the majority of Members specifying the purpose, a Special Meeting with a minimum forty-eight (48) hours' notice to Members, staff, media, the public, and through posting on the Municipal Website.
50. In general, Special Meetings of Council should be scheduled on the second and fourth Tuesday of the month, commencing at 6:00 p.m.

### **Notice**

51. The Clerk shall provide forty-eight (48) hours' notice of the location, time, date and subject of the Special Meeting, except in emergency circumstances as determined by the Mayor and CAO (or their alternates).
52. In an emergency situation, at the discretion of the Mayor in consultation with the Clerk, the notice in [Section 50](#) may be waived, subject to a confirmation of the majority of Council.
53. Business transacted at a Special Meeting shall include only that for which notice was provided.

## **PART IV - MEETING PROCEDURES**

### **Consideration of a Closed Session**

54. A Meeting, or portion thereof, may be closed to the public only if the subject matter being considered involves one of the following:
  - a) the security of the property of the Municipality or local board;
  - b) personal matters about an identifiable individual, including municipal or local board employees;

- c) a proposed or pending acquisition or disposition of land by the Municipality or local board;
  - d) labour relations or employee negotiations;
  - e) litigation or potential litigation, including matters before administrative tribunals, affecting the Municipality or local board;
  - f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
  - g) a matter in respect of which a council, board, committee or other body may hold a Closed Meeting under another Act;
  - h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them; **(18-16)**
  - i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization; **(18-16)**
  - j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; **(18-16)**
  - k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board; **(18-16)**
  - l) a request under MFIPPA if the Council or Board is designated as head of the institution for the purposes of that Act; or
  - m) an ongoing investigation respecting the Municipality, a local board or a municipally-controlled corporation by the Ontario Ombudsman appointed under the Ombudsman Act, a municipal Ombudsman or the closed Meeting investigator appointed under the *Municipal Act*, 2001.
55. Before holding a Meeting or part of a Meeting that is to be closed to the public, Council or the Committee shall state by resolution:
- a) the fact of the holding of the Closed Session, including the date and time; and
  - b) the general nature of the matter to be considered at the Closed Session by reference to the specific issue to be considered;
56. A vote may be held during a closed meeting if:
- a) [Section 53](#) of this by-law permits or requires a Meeting to be closed to the public; and
  - b) The vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the Municipality or persons retained by or under contract with the Municipality.
57. Where a Meeting or part of a Meeting is closed to the public, all persons not specifically invited to remain by the Council shall retire from the Chambers.

58. A vote shall not be taken during a Meeting or part of a Meeting that is closed to the public where to do so would be in contravention of any Act.
59. Upon resuming open session, the Mayor shall state:
  - a) The matters which were considered; and
  - b) Confirmation that no motions were carried in camera other than procedural motions or directions to staff.
60. Municipal Staff and Members shall not release or in any way divulge any confidential information or any aspect of Closed Session deliberations, unless expressly authorized or required by law.

### **Call to Order and Quorum**

61. The Mayor or Chair shall call the Members to order as soon after the appointed time of the Meeting if there is a quorum present.
62. The Mayor shall chair Council Meetings unless he/she is unavailable or has a conflict. In the absence of the Mayor and if a quorum is present, the Deputy Mayor shall call the Members to order and shall preside during the Meeting or until the arrival of the Mayor. If the Deputy Mayor is also not present within fifteen (15) minutes after the time set for the Meeting and a quorum is present, the Clerk, or designate, shall call the Meeting to order and the Members present shall appoint a Chair until the arrival of the Mayor or Deputy Mayor, whoever is the first to arrive and is able to assume the Chair. **(18-46)**
63. The Mayor shall chair Council Meetings unless he/she is unavailable or has a conflict. In the absence of the Mayor and if a quorum is present, the Committee of the Whole Chair shall call the Members to order and shall preside during the Meeting or until the arrival of the Mayor.
64. While presiding, the Chair shall have all the powers of the Mayor for the purpose of conducting the Meeting.
65. If, during the course of a Meeting, quorum is lost, the Chair shall declare that the Meeting shall stand recessed temporarily or be adjourned until the date of the next Meeting called in accordance with the provisions of this by-law.
66. The Clerk, or Deputy Clerk, shall be present at all Regular Meetings, Closed Sessions, and Special Meetings.

### **O Canada**

67. The Council shall sing O Canada prior to proceeding with the business before Council Meeting.



## **Approval of Agenda**

68. Items of an urgent nature only may be added to an agenda and shall require a two-thirds majority vote. Supplementary items that are presented shall include an explanation as to its urgency.
69. Whenever possible, the Clerk shall endeavour to circulate supplementary items and supporting documentation to Council and post them on the Municipal Website for consideration by the public as soon as practicable in advance of the Regular Meeting.

## **Disclosure of Pecuniary Interest**

70. Where a Member, either on his/her own behalf or while acting for, by, with and/or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a Meeting of the Council or Committee at which the matter is the subject of consideration, the Member shall:
  - a) prior to any consideration of the matter at the Meeting, disclose the interest and the general nature thereof; and
  - b) not take part in the discussion of or vote on any question with respect to the matter; and
  - c) not attempt in any way before, during and/or after the Meeting to influence the voting on any such question.
71. Where a Meeting is not open to the public and a Member has a pecuniary interest in a matter, in addition to complying with the requirements of [Section 69](#), the Member shall forthwith leave the Meeting for the part of the Meeting during which that matter is under consideration.
72. Where the interest of a Member has not been disclosed by reason of his/her absence from a particular Meeting, the Member shall disclose his/her interest and otherwise comply at the first Meeting of Council or Committee attended by him/her after that Meeting.
73. The Member shall provide such declaration in writing to the Clerk, and the Clerk shall record the particulars of every disclosure of interest made, the nature thereof, and any such record shall appear in the minutes of that particular Meeting.

## **Approval of Minutes**

74. The minutes of a Council Meeting shall record:
  - a) the place, date and time of the Meeting;
  - b) the names of the Presiding Officer(s) and attendance record of the Members and staff present;
  - c) disclosure of pecuniary interest;
  - d) the reading, if requested, correction and adoption of the minutes of prior Meeting(s);
  - e) all other proceedings of the Meeting without note or comment;
  - f) the mover and seconder of all motions;

g) the time of adjournment.

75. The Clerk shall present the minutes, without note or comment, of any previous Open and Closed Council or Committee Meetings to Council for approval. The minutes once approved shall be signed by the Mayor and Clerk.

## **Public Meetings**

76. Council shall hold Public Meetings, as required, by law for purposes under the *Planning Act*, R.S.O. 1990, c. P.13, as amended; *Development Charges Act, 1997*, S.O. 1997, c. 27; or any other Act. Such a Meeting shall be conducted at a Regular or Special Council Meeting.
77. Council may also hold Public Meetings relating to matters within Council or a Committee's jurisdiction to allow for public input and feedback. Such a Meeting may be conducted at a Regular or Special Council Meeting or follow an alternate format such as a public information session, open house, or participation workshop.
78. Municipal Staff shall provide notice of the time, date, and location of Public Meetings by publication on the Municipal Website, weekly block ad and other means as required by the relevant Act.
79. Individuals shall sign the 'Public Meeting Sign-in Sheet' prior to being permitted to speak to Council or a Committee. The Mayor or Chair shall call upon individuals based on the order in which they signed in.
80. All comments are to be addressed through the Mayor or Chair.
81. The length of time each individual has to address Council or a Committee shall be at the discretion of the Mayor or Chair.
82. No motions shall be made as a result of comments made during a Public Meeting. Members and staff shall not be engaged in a debate or discussion during a Public Meeting.
83. During Public Meetings, no Member of the public shall:
- a) speak disrespectfully of any person;
  - b) use improper or non-parliamentary language;
  - c) disobey the rules of procedure or a decision of the Mayor or Chair; or
  - d) speak to Council about matters:
    - i. involving current or pending litigation;
    - ii. involving insurance claims;
    - iii. administrative complaints that have not been reported and investigated through the Customer Service process;
    - iv. beyond the jurisdiction of Council; or
    - v. contrary to MFIPPA.

84. The Mayor or Chair may curtail a speaker for disorder or any other breach of this or any by-law. When the Mayor or Chair rules that the delegation is concluded, the individual/group shall withdraw from the podium or equivalent immediately.

### **Deputations and Presentations**

85. The Clerk has discretion to schedule Deputations and Presentations at Meetings, subject to the volume of material on a given Regular Agenda.

### **Delegations**

86. The Clerk has discretion to schedule Delegations at Meetings, subject to the volume of material on a given Regular Agenda, taking into account the following factors: order in which the requests were made; urgency of the request; subject matter relating to an agenda item; and frequency of delegations from the same individual/group.
87. Persons desiring to present information on matters of fact or make a request of Council shall give notice to the Clerk by completing and submitting the prescribed form no later than 12:00 noon eight (8) days prior to the Meeting of Council or Committee.
88. The person(s) desiring to present shall be limited in speaking to not more than ten (10) minutes except that a delegation consisting of more than five (5) persons shall be limited to two (2) speakers, each limited to speaking not more than five (5) minutes. Council may grant permission to any Delegation to speak for longer than 10 minutes.
89. The subject matter of a Delegation does not have to relate to a matter on the Agenda for that Meeting.
90. Persons may only appear before Council or Committee once every twelve months on the same topic.
91. No Delegate shall:
- a) speak disrespectfully of any person;
  - b) use improper language or non-parliamentary language;
  - c) speak on any subject other than the subject for which they have received approval to address Council or a Committee;
  - d) disobey the rules of procedure or a decision of the Mayor or Chair; or
  - e) speak to Council about matters
    - i. involving current or pending litigation;
    - ii. involving insurance claims;
    - iii. administrative complaints that have not been reported and investigated through the Customer Service process;
    - iv. beyond the jurisdiction of Council; or
    - v. contrary to MFIPPA.

92. The Mayor or Chair may curtail any Delegation for disorder or any other breach of this or any by-law. When the Mayor or Chair rules that the delegation is concluded, the individual/group shall withdraw from the podium or equivalent immediately.
93. During or following a Delegation, Members may ask specific questions relating to the presentation for the purpose of clarification without statement or comment. Debate between Members is not permitted during the Delegation.
94. Following a Delegation, Council shall adopt a motion:
  - a) to receive as information; or
  - b) to refer to another item listed on the Meeting agenda; or
  - c) to refer to a committee or staff for a report; or
  - d) to refer to New Business for consideration.

### **Committee of the Whole**

95. The Committee of the Whole is a mechanism to allow freer debate and consideration of reports, by-laws, and other business matters.
96. Any matter debated at Committee of the Whole may be held for further consideration, one time only, at the following Meeting based on a vote of at least four Members present.

### **Consent Items**

97. The Mayor or Chair shall review the Consent Items at a Regular Meeting by providing Members with an opportunity to ask brief questions or make limited comments.
98. Council shall adopt the Consent Items by one motion, but prior to consideration of such motion, a Member may request that a specific item is pulled to be voted on individually.

### **Information Items**

99. Information Items are matters that are principally for the information of Council and may not require action or response from Council.
100. Communications intended to be presented to Council or a Committee must be legible, signed by the author(s), include their address and must not contain any defamatory allegations, or impertinent or improper information. The Clerk may return Communications that do not comply with this Section.
101. Communications are generally considered public documents and are therefore subject to the MFIPPA.

102. The Clerk shall produce an Information List for each Regular Meeting of Council. It shall contain Communications addressed to Council or of a general nature applicable to Council business.

### **Rise and Report**

103. After the Committee of the Whole has finished its deliberations, its recommendations and findings shall be presented for formal adoption by Council. Council shall adopt the recommendations considered by the Committee of the Whole in an omnibus motion, which deems those recommendations to be resolutions of Council.

### **By-laws**

104. All by-laws shall be given first, second and third readings in a single motion, unless a Member wishes to discuss the contents of a by-law, at which time the subject by-law shall be removed from the motion and dealt with separately.
105. Every by-law which is passed by Council shall be sealed with the seal of the corporation, signed by the Mayor or the Chair of the Meeting at which the by-law was passed and by the Clerk and shall be deposited with the Clerk for custody.
106. At the conclusion of all Council Meetings, a by-law shall be brought forward to confirm the actions of Council at the Meeting in respect of each resolution and other actions taken. A confirming by-law when introduced shall be taken as read and finally adopted without debate.

### **Other/New Business**

107. Under Other/New business Council shall consider:
- a) Items that are circulated on the agenda.
  - b) Items referred to New Business pursuant to a delegation.
  - c) Items raised by a Member that, in the opinion of the Member, are of urgent concern and within the jurisdiction of Council, or are of general interest.
  - d) Proposed motions for which Notice of Motion has been given.
108. Under New Business, substantive motions may be put forward with respect to items, but to be adopted by Council without issuance of a Notice of Motion, the question shall be supported by minimum two-thirds of the Members present and voting, failing which the proposed resolution shall be placed on the Meeting agenda for consideration at the next Regular Meeting.

### **Notice of Motion**

109. At a Regular Meeting a Member shall give notice that he or she intends to introduce a motion at a subsequent Meeting of Council to initiate any measure within the jurisdiction of Council.

- a) For a motion to be considered, it shall first be discussed with the appropriate Department Head or the CAO prior to introducing it.
- b) The Notice of Motion shall be submitted in writing, to the Clerk prior to the regular agenda deadline.
- c) The motion may not be submitted as part of an addendum to an agenda.
- d) A motion for which notice has been given shall be added under Other/New Business on the agenda.
- e) If a motion is introduced and not brought forward in the next two (2) subsequent Meetings of a Regular Council Meeting, the motion expires.
- f) No delegations shall be permitted to speak on a Notice of Motion.

### **Announcements and Invitations**

- 110. Each Member of Council may make any announcements, and extend any invitations that have been received since the previous Council Meeting.

### **Adjournment**

- 111. Council shall adjourn four hours after the commencement of the meeting.
- 112. Unfinished business as a result of adjournment shall be automatically tabled to the next Regular Meeting.

## **PART V – COMMITTEES & BOARDS**

- 113. Council may, from time to time, appoint certain Council Members, ratepayers, staff, professionals or others, to serve on such external committees and boards and report to Council. These appointments may be made by resolution unless specifically required by law to be passed by by-law.
- 114. When a Committee is composed of Council Members or a Councillor vacancy occurs on a Committee, the Mayor shall call for nomination of Council Members for that Committee, and such nominations shall be confirmed by resolution of Council prior to final approval.
- 115. When a Committee is established and comprised of public Members, or a vacancy of a public Member occurs on a Committee, Council may review any applications containing personal matters about an identifiable individual during a Closed Session prior to deciding on the nominations, which are then adopted at a Regular Meeting.
- 116. Reports of Committee Meetings shall be received and the recommendations considered by Council in the Consent Items part of the Agenda on an ongoing basis.

### **Striking Committee**

- 117. Prior to the Inaugural Meeting, the Head shall appoint a Striking Committee.

- a) The Striking Committee is comprised of the Mayor, Deputy Mayor and all ward councillors.
- b) The Striking Committee shall make recommendations for a Chair for Committee of the Whole. Council shall consider rotating the Chair position every year. In appointing the Chair, consideration shall be given to workload balance, individual interests and Councillor development.
- c) The Striking Committee shall make recommendations for Councillor and citizen appointments to Agencies, Boards, Committees based on the expressed preferences of individual Members of Council.

### **Advisory and Ad-Hoc Committees**

- 118. The Clerk shall maintain a list of Advisory Committees and the resolution or by-law that appoints same, as well as their Terms of Reference.
- 119. Ad-Hoc Committees may be established by Council or a Committee to consider a specific matter.
- 120. Once the task has been completed, the Ad-Hoc Committee will present a final report to Council.
- 121. When an Ad-Hoc Committee has made its final report to Council, it shall be deemed to be dissolved, unless otherwise determined by Council.
- 122. The Chair of the Advisory/Ad-Hoc Committee, unless otherwise prescribed by Council resolution or set out in the Committee's Terms of Reference, is chosen by the Members of the Committee.
- 123. The Chair shall preside over the conduct of the Meeting as outlined in this by-law and Committee Members shall respect the Chair's efforts to do so.
- 124. If the Chair desires to vacate the chair role for the purpose of taking part in the debate or otherwise, the Chair shall call on another Member to temporarily fill the chair role.

## **PART VI – DEBATE**

### **Conduct of Members**

- 125. Members shall:
  - a) discharge with integrity all responsibilities to Council, the Municipality, and the public, in keeping with approved corporate policies.
  - b) encourage public respect for and try to improve the administration of the Municipality;

- c) not speak disrespectfully of the Reigning Sovereign, any Member of the Royal Family, the Governor-General, the Lieutenant-Governor, the Head of the Government of Canada, or the Province of Ontario;
- d) treat the Chair, other Members, staff, and Delegates with courtesy, respect and honesty;
- e) hold in strict confidence all information concerning matters dealt with in a Closed Session;
- f) be respectful of staff who are expected to make recommendations to Council and Committees that reflect professional and corporate management, judgment, and opinions, which are not unduly influenced by any single Member;
- g) not leave their seat or make any noise or disturbance while a vote is being taken and until the result is declared;
- h) respect the decision of the Mayor, Chair or Council on a question of a Point of Order, practice or interpretation related to this by-law;
- i) when a Member is speaking, no other Member shall speak or pass between the Member speaking and the Mayor or Chair, or interrupt the Member except to raise a Point of Order;
- j) any Member may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a Member while he/she is speaking; and,
- k) ask a succinct question only for the purpose of obtaining facts relevant to the matter under discussion and necessary for a clear understanding, not as a means of making statements or assertions.

126. In addition, Council Members shall:

- a) act in accordance with their Oath of Allegiance and Oath of Elected/Appointed Office;
- b) serve their constituents in a conscientious and diligent manner;
- c) where a Councillor is involved with an issue outside the Councillor's own ward, inform the ward Councillor of such involvement and make reasonable efforts to invite the ward Councillor to any related Meetings unless the issue is clearly of Municipality-wide significance or the Councillor is the Chair of the Committee handling the matter;
- d) attend all Council Meetings in appropriate business casual attire;
- e) the Mayor shall wear the Chain of Office at each Council Meeting;
- f) not consume food in the Council Chambers during Meetings; and,
- g) not speak more than once to a motion or to the same question, or in reply for longer than three (3) minutes. The Mayor or Chair has discretion to provide latitude under this Section, but where such latitude is granted, the Mayor or Chair will endeavour to provide it equally to all Members.

## **Motions**

127. All motions shall be moved and seconded before being read and then debated. There is no requirement in Council or Committee of the Whole to stand to read resolutions. Whenever possible the proper wording is on the display screen for Members and the public prior to any debate.



128. After a motion has been read and the wording confirmed, it shall be deemed to be in the possession of Council or the Committee and therefore the seconder need not vote in favour of the motion.
129. When a motion is under debate, no other motion shall be received, except a motion to amend, defer, refer, table, divide the question, or call the question.
130. After the question is called, no Member shall speak to the question nor shall any other motion be made until after the result of the vote has been declared.
131. Resolutions shall require a Majority in order to be valid and binding on Council or a Committee, unless otherwise specified in this by-law.

### **Motion to Call the Question**

132. A motion to call the question is not debatable, cannot be amended, and shall take precedence over any other motion. It is only proper after all Members wishing to speak to the matter have had an opportunity to speak at least once.

### **Motion to Adjourn**

133. A motion to adjourn the Meeting shall be put immediately without debate.

### **Withdraw of Motion**

134. A motion may be withdrawn at any time before decision with the consent of the mover, seconder, and a majority of Members. A withdrawn motion does not finally determine a matter and therefore does not trigger reconsideration in accordance with [Sections 148-154](#).
135. Where a withdrawal motion fails, a substitute mover is permissible in those circumstances so that the original mover is not forced to vote in favour of a motion that he or she wished to withdrawal.

### **Ultra Vires**

136. A motion in respect to a matter which is beyond the scope of power (i.e. ultra vires the jurisdiction) of Council or a Committee shall not be in order except regarding a matter which, in the opinion of the majority of the Members, the question has to do with the welfare of the Municipality's citizens generally.

### **Ruling Challenge**

137. The ruling of the Mayor or Chair on a procedural matter, including a Point of Order and Point of Personal Privilege, may be overturned by a two-thirds vote of the Members. Such a vote is conducted by the Clerk.

### **Motions Without Notice**

138. All notices of motions shall be in writing, with written notice (most commonly through the Agenda package notice), with the following exceptions that may be introduced without notice:
- a) Point of Order;
  - b) Point of Personal Privilege;
  - c) to suspend a rule of procedure in this by-law;
  - d) for a ruling by the Mayor or Chair as to whether an action is in compliance with a rule of procedure;
  - e) to overturn a ruling by the Mayor or Chair with respect to a matter of procedure;
  - f) to call the question, which is not debatable; and,
  - g) to adjourn, which is not debatable.

### **Dispensing with Notice**

139. Any motion may be introduced without notice if the Members, without debate, dispense with notice with a two-thirds majority vote of the Members present.

### **Motion to Divide the Question**

140. Any Member may request that the Mayor or Chair divide the question where there are separate propositions contained in a motion.
141. If there is no objection, the Mayor or Chair shall facilitate the debate and the vote shall be called on each proposition separately. If a Member objects to the division, the Mayor or Chair will call the vote on the question of whether the motion should be divided. In that case, a simple majority is required to divide the question.
142. A motion to divide the question is not debatable.

### **Motion to Amend**

143. A motion to amend the main motion shall:
- a) be moved, seconded and then the amending portion(s) to the main motion shall be dictated;
  - b) not be further amended more than once, although further amendments may be made to the main motion;
  - c) be relevant to the main motion;
  - d) not propose a direct negative to the main motion, although it may propose a separate and distinct disposition of a question; and,
  - e) be put to a vote in the reverse order to that in which amendments were moved.
144. The vote on a motion to amend determines only whether the amendment is adopted. The next step will usually involve a vote on the main motion (with the amendments incorporated).
145. A Member other than the mover and seconder may suggest a clarification amendment to the current motion where it does not change the core substance and

is intended to aid with clarity and grammatical correctness. The mover and seconder shall either accept or reject such minor changes immediately and without debate.

### **Motion to Defer**

146. A motion to defer (to a fixed time or date):

- a) is debatable, but only as to whether a matter should be postponed;
- b) is amendable as to the time and/or date;
- c) shall apply to the main motion and any amendments thereto under debate at the time the motion to defer is made.

### **Motion to Refer**

147. A motion to refer (to Committee or Staff):

- a) is debatable, but only to the instructions upon which the question is to be referred;
- b) is amendable as to the instructions given;
- c) shall include the reason(s) for referral.

### **Motion to Table**

148. A motion to table:

- a) is debatable, but only with respect to the issue of whether to table the matter;
- b) is not amendable;
- c) shall not be considered again by the Council until a motion has been made to take up the tabled matter at a subsequent Meeting;
- d) shall be deemed to be withdrawn if not taken from the table after six months.

### **Reconsideration**

149. Any proposal to reconsider a decision of Council made within its current term shall require a motion of reconsideration.

150. A motion to reconsider may only be introduced by a Member who voted on the prevailing side and shall require a two-thirds majority vote of Members present.

151. A motion to reconsider shall be introduced by way of a Notice of Motion to Council.

152. Debate on a motion for reconsideration shall be confined to reasons for or against reconsideration.

153. No delegations shall be permitted to speak on a Notice of Motion to reconsider.

154. If a motion to reconsider is decided in the affirmative, reconsideration of the original motion shall become the next order of business.

155. During the term of Council, a motion to reconsider shall not be permitted more than once nor shall a vote to reconsider be reconsidered.

### **Recess**

156. Council or a Committee may without motion, recess for a short period deemed appropriate by the Mayor or Chair.

### **Voting**

157. Every Member, including the Mayor and Chair, shall have one vote, unless otherwise prohibited by statute.

158. Every Member present at a Meeting who is required to vote on a question, but in fact does not vote thereon, shall be deemed to be voting in the negative and, when required, shall be so recorded, subject to the provisions of this by-law.

159. When a vote is called, every Member shall immediately:

- a) occupy their seat and shall remain there until the result of the vote has been declared;
- b) cease all discussion on the matter immediately; and,
- c) not speak to any other Member or make any noise or disturbance.

160. Any question on which there is a tie vote result shall be deemed to be lost.

161. The Mayor or Chair shall call for a show of hands the Members in favour and the Members opposed and announce the result after each and every vote, unless it is by way of a recorded vote or it is unanimous.

### **Recorded Vote**

162. If a Member present at a Council Meeting at the time of a vote requests immediately before or after the taking of the vote that the vote be recorded, each Member starting with the requester of the recorded vote and moving alphabetically from that Member through the list with the Mayor or Chair voting last, shall announce his/her vote upon request openly and individually unless otherwise prohibited by statute. The Clerk shall record the same and announce the result of the vote.

163. Recorded votes shall not be permitted in the Committee of the Whole.

164. Notwithstanding [Section 163](#), a recorded vote may be called in the Committee of the Whole only if the vote is lost.

## **PART VII – ENACTMENT**

165. This by-law shall come into effect upon its passing.

166. That By-law No. 12-74 and any other by-laws that contravene this by-law shall be and are hereby repealed.

**BY-LAW** read, passed, signed and sealed in open Council this 17<sup>th</sup> day of January, 2017.

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Shaun McLaughlin, Mayor

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Shawna Stone, Clerk

## THE CORPORATION OF TOWN OF MISSISSIPPI MILLS

### BY-LAW NO. 07 - 78

**BEING** a by-law to establish a Public Notice Policy.

**WHEREAS** pursuant to the Municipal Act 2001 S.O. 2001 c.25, a municipality shall adopt and maintain a policy with regard to the circumstances in which the municipality shall provide notice to the public and, if notice is to be provided, the form, manner and times notices shall be given;

**NOW THEREFORE** the Council of the Corporation of Town of Mississippi Mills enacts as follows:

1. Council hereby adopts the Public Notice Policy attached hereto as Schedule "A".
2. The requirement to give reasonable notice to the public shall be deemed to be fulfilled upon completion of the actions dictated in the Policy.
3. Additional methods of giving notice may be undertaken at the discretion of the appropriate Department Head.
4. Where the giving of notice to the public is not required by legislation, Council may waive the notice requirements dictated in the Policy by passage of a resolution at a duly called meeting of Council prior to the date on which the specified activity shall occur.
5. Schedule "A" attached hereto shall be read as an integral part of this by-law as if its terms and conditions were contained herein.
6. The provisions of this by-law shall come into force and take effect on the day of its passing.
7. THAT By-law 02-97 shall be and is hereby repealed.

Read a first and second time this 3rd day of December, 2007.

Read a third time, passed, signed and sealed in Open Council, this day 3rd of December, 2007.

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J.A. (Al) Lunney, Mayor

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Cynthia Halcrow, Clerk

## **BY-LAW 07 – 78**

### **SCHEDULE A**

#### **PUBLIC NOTICE POLICY**

In accordance with the Municipal Act 2001 S.O. 2001 c.25, a municipality shall adopt and maintain a policy with regard to the circumstances in which the municipality shall provide notice to the public and, if notice is to be provided, the form, manner and times notices shall be given.

#### **CIRCUMSTANCES**

##### **A. Public Meetings**

Public meetings provide the opportunity for members of council to obtain comments from the public on issues facing the municipality, whether legislated or not.

##### Legislated public meetings

Includes but not limited to public meetings under the Planning Act, Developments Charges Acts, Building Code Act, Environmental Assessment Act

Where a public meeting is required to be held in accordance with provincial statute or a municipal by-law, notice will be given in accordance with the Act or By-law. The appropriate Department Head or CAO shall cause such notice to be published in the weekly block ad and placed on the Town's website.

If the Act or By-law does not specify notice requirements, the notice will be given in accordance with non-legislated public meetings.

##### Non Legislated public meetings

Examples include pre-budget meetings, road construction/design meetings, drug awareness or special events.

Where a public meeting is to be held, notice is required to be given at least twenty calendar days prior to the meeting. The appropriate Department Head or CAO shall cause such notice to be published in the weekly block ad and placed on the Town's website.

##### **B. Setting Fees and Rates**

Before passing a by-law to set fees or rates, Council shall give public notice of its intention to pass the by-law at least seven calendar days prior to the Council meeting where it will be passed. The appropriate Department Head or CAO shall cause such notice to be published in the weekly block ad and placed on the Town's website.

##### **C. Business Licensing**

Before passing a by-law to licence a business, Council shall give public notice of its intention to pass the by-law at least twenty days prior to the Council meeting where it will

be passed. The appropriate Department Head or CAO shall cause such notice to be published in the weekly block ad and placed on the Town's website.

D. Council/Committees and Sub-Committee Meetings

The complete agenda package including background materials will be posted on the website three business days prior to each meeting of Council, Standing Committee and Sub-Committee.

Agenda Packages of the Council, Standing Committees and Committee of the Whole will be placed in the Almonte and Pakenham Branch libraries

Agenda highlights for Council, Standing Committees and Committee of the Whole meetings will be published in the Town's weekly block ad

E. Financial Statements/Reports/Budget/Audit

Where major financial documents such as but not limited to the annual financial statement, the adoption of the budget, receiving of the annual Auditor's Report are presented or considered at a meeting, notice is required to be given at least one week prior to the meeting. The appropriate Department Head or CAO shall cause such notice to be published in the weekly block ad and placed on the Town's website.

F. Highways/Roads

**Permanent Road Closures**

Before passing a by-law to permanently close a highway, Council shall give public notice of its intention to pass the by-law at least twenty calendar days prior to the Council meeting where it will be passed. In addition, notice shall be mailed to any person owning property along the highway, 20 days prior to passing the by-law.

The appropriate Department Head or CAO shall also cause such notice to be published in the weekly block ad and placed on the Town's website.

**Change Name of Highway**

Before passing a by-law changing the name of a highway, Council shall give public notice of its intention to pass the by-law at least twenty calendar days prior to the Council meeting where it will be passed. In addition, notice shall be mailed to any person owning property along the highway, 20 days prior to passing the by-law.

The appropriate Department Head or CAO shall also cause such notice to be published in the weekly block ad and placed on the Town's website.

G. Establishment of Wards

Before passing a by-law to amend the ward boundaries, Council shall give public notice of its intention to pass the by-law at least twenty calendar days prior to the Council meeting where it will be passed. The appropriate Department Head or CAO shall cause such notice to be published in the weekly block ad and placed on the Town's website.



H. Change Composition of Council

Before passing a by-law to change the composition of council, Council shall give public notice of its intention to pass the by-law at least twenty calendar days prior to the Council meeting where it will be passed. The appropriate Department Head or CAO shall cause such notice to be published in the weekly block ad and placed on the Town's website.

I. Change of Name of Municipality

Before passing a by-law to change the name of the municipality, Council shall give public notice of its intention to pass the by-law at least twenty calendar days prior to the Council meeting where it will be passed. The appropriate Department Head or CAO shall cause such notice to be published in the weekly block ad and placed on the Town's website.

J. Restructuring Proposal

Where Council is contemplating a restructuring proposal and the passage of a by-law to authorize the restructure, notice is required to be given at least twenty calendar days prior to the meeting where it will be passed. The appropriate Department Head or CAO shall cause such notice to be published in the weekly block ad and placed on the Town's website.

## **FORM OF NOTICE**

K. Unless otherwise prescribed by statute, the form of notice shall include the following information

1. A brief description of the purpose for the meeting and/or effect of the proposed by-law
2. The date, time and location of the meeting
3. The name and contact information
4. Deadline for receiving comments where applicable.

## **EMERGENCY PROVISION**

L. If a matter arises, that in the opinion of the Chief Administrative Officer in consultation with the Mayor, is considered to be of an urgent or time sensitive nature, or that could affect the health or well-being of the residents of the Town of Mississippi Mills, or if a State of Emergency is declared, or if so advised by a provincial ministry, the notice requirements of this by-law may be waived and the CAO shall provide as much notice as is reasonable under the circumstances.

Notwithstanding the above, notice to the public will be the manner and form contained within this policy as soon as reasonably practical after the matter.



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## Municipal Heritage Advisory Committee Terms of Reference

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*\*This is a mandated committee established as per By-law 19-08*

### 1.0 Mission Statement

This Municipal Heritage Advisory Committee provides advice and assistance to Council, Municipal staff and private property owners on matters relating to the conservation of the community's cultural heritage assets.

### 2.0 General

**(a) Identify Heritage Resources:**

On an ongoing basis, to compile a list of properties and other resources which are of heritage value or interest according to the Regulation 9/06 of the Ontario Heritage Act. These properties are known as "Listed Properties" and shall be included in a municipal database.

**(b) Recommend the Protection of Heritage Properties:**

Recommend to Council and Staff that properties of significant cultural heritage value or interest be protected by designation under Part IV of the Ontario Heritage Act. The Committee will advise Staff of the necessary information for inclusion in the Bylaw including: legal description, statements of significance, and appropriate heritage attributes in accordance with the Ontario Heritage Act.

The Committee will also engage in early consultation with the property owner ~~to gauge interest and receptiveness to designation properties,~~ including providing information and resources related to frequently asked questions.

~~**(c) Recommend the Designation of Heritage Districts:**~~

~~Review technical reports and background studies provided by qualified consultants regarding heritage conservation district boundaries, property hierarchies, heritage attributes and statements of significance for designation under Part V of the Ontario Heritage Act.~~

~~**(d)**~~**(c) Approval of Heritage Grant Funding for Exemptions:**

At the request of the ~~Director~~Senior Planner, provide direction and decisions on the approval of heritage grant funding for properties within the Downtown Almonte Heritage Conservation District, where in the opinion of the ~~Director~~Senior Planner the scope of work for a project falls outside the standard approval criteria (By-law 16-62).

**~~(e)~~(d) Recommend Alterations and Additions:**

To make recommendations to Staff regarding the approval of specific alterations or additions to designated properties, which are likely to affect the property's heritage attributes established in the designating bylaw.

**~~(f)~~(e) Recommend Regarding Demolition:**

To make recommendations to Council regarding the demolition of buildings and structures associated with listed or designated properties.

**~~(g)~~(f) Recommend Acceptance of Heritage Impact Statements:**

At the request of the ~~Director~~Senior Planner, provide recommendations for the acceptance or modification to Heritage Impact Statements associated with alternations, additions, demolitions or new construction on designated properties.

**~~(h)~~(g) Provide Comment on Planning Applications and Proposals:**

At the request of the ~~Director~~Senior Planner, provide comments on development applications which have potential for impact on heritage resources, and make recommendations regarding mitigative measures for consideration.

**~~(i)~~(h) Promote Heritage Conservation Within the Municipality:**

Undertake and engage in promotion and education efforts which foster general awareness of the ~~Municipalities~~Municipality's cultural heritage resources and the benefits and myths associated with designation.

**~~(j)~~(i) Reporting:**

Prepare ~~and an~~ annual report to Staff and Council on the year's activities and expenditures and a projected budget for the succeeding year.

### 3.0 Appointment of Committee

- a. The Heritage Committee shall consist of no less than five (5) members and no more than nine (9) members, which will include one Council member, ~~at least one member at large~~, and ideally at least one member from each of the three Wards.
- b. The Heritage Committee shall, at its first meeting of each year, elect from its members ~~its own working groups (who, other than the chairperson thereof, may include persons who are not members of the Heritage Committee), and its own~~

~~officers, who shall consist of a chairperson and secretary, and such other officers as the Heritage Committee deems advisable.~~

- c. All meetings of the Heritage Committee shall be open at all times either in-person or virtually, ~~to any person who expresses a desire to attend~~the public.
- d. The Heritage Committee should meet ~~once a month~~,regularly, but at least once every four months.
- e. The term of office for committee members will ~~be four years~~follow the Term of Council.
- f. Council may, within 60 days of receiving written notice from the Heritage Committee that a vacancy exists in the committee membership, appoint a new member to fill the remaining term of the vacancy. A vacancy shall be considered to exist upon the receipt of voluntary resignation or upon the committee records indicating that a member has been absent for three consecutive meetings unless excused by a simple majority vote of a quorum present.

#### 4.0 Committee Support

The ~~Director~~Senior Planner of Planning is designated as the staff resource. Additional staff resources may be utilized as required.

#### 5.0 Expenses/Budget

Upon advance approval from the Senior Planner, Committee members may be compensated for ~~extraordinary~~ expenses incurred as a result of their membership on the Committee, such as attendance at heritage conferences, or its working groups or other expenses incurred related to the Heritage Committee on the basis that the expenditure was approved in advance. All expenditures must be approved in advance by the Senior Planner. -

## APPENDIX I

### THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

#### BY-LAW NO. 19-08

**BEING** a by-law to establish a Municipal Heritage Advisory Committee and provide for the appointment of members thereto.

**WHEREAS** Section 28 of the Ontario Heritage Act, R.S.O. 1990, Chap. 0.18 provides that the council of a municipality may by by-law establish a Municipal Heritage Committee to advise and assist the council on all matters relating to Parts IV and V of the Ontario Heritage Act;

**AND WHEREAS** the Council of the Corporation of the Municipality of Mississippi Mills deems it advisable to establish such a committee and provide for the appointment of members thereto;

**THEREFORE** the Council of the Corporation of the Municipality of Mississippi Mills enacts as follows:

1. A Municipal Heritage Advisory committee to be known as the Mississippi Mills Heritage Committee is hereby established.
2. The Heritage Committee shall consist of no less than five (5) members and no more than nine (9) members, which will include one Council member, ~~at least one member at large,~~ and ideally at least one member from each of the three Wards.
3. The Council of the Corporation of the Municipality of Mississippi Mills may by resolution replace members as terms of membership expire, or appoint from time to time such new members as it deems desirable.
4. The Heritage Committee acknowledges that appointment and replacement of members shall be made in consultation with the Corporation of the Municipality of Mississippi Mills, to ensure that the combined total membership of the ~~local advisory~~ committee is not less than five members.
5. The Heritage Committee shall, at its' first meeting of each year, elect from its members ~~its own working groups (who, other than the chairperson thereof, may include persons who are not members of the Heritage Committee), and its own officers, who shall consist of a chairperson and secretary, and such other officers as the Heritage Committee deems advisable.~~
6. All meetings of the Heritage Committee shall be open at all times, either in person or virtually to ~~any person who expresses a desire to attend~~ the public.

7. The Heritage Committee should meet ~~once a month~~regularly, but at least once every four months.
8. The term of office for committee members will ~~be four years~~follow the Term of Council.
- ~~9. Committee members must attend at least three consecutive meetings to retain membership on the Committee unless excused by a simple majority vote of quorum present.~~
9. Council may, within 60 days of receiving written notice from the Heritage Committee that a vacancy exists in the committee membership, appoint a new member to fill the remaining term of the vacancy. A vacancy shall be considered to exist upon the receipt of voluntary resignation or upon the committee records indicating that a member has been absent for three consecutive meetings unless excused by a simple majority vote of a quorum present.
10. The terms of reference of the Heritage Committee shall be as follows:
  - (a) **Identify Heritage Resources:**

On an ongoing basis, to compile a list of properties and other resources which are of heritage value or interest according the Regulation 9/06 of the Ontario Heritage Act. These properties are known as “Listed Properties” and shall be included in a municipal database.
  - (b) **Recommend the Protection of Heritage Properties:**

Recommend to Council and Staff that properties of significant cultural heritage value or interest be protected by designation under Part IV of the Ontario Heritage Act. The Committee will advise Staff of the necessary information for inclusion in the Bylaw including: legal description, statements of significance, and appropriate heritage attributes in accordance with the Ontario Heritage Act.

The Committee will also engage in early consultation with the property owner ~~to gage interest and receptiveness to designation properties,~~ including providing information and resources related to frequently asked questions.
  - ~~(c) **Recommend the Designation of Heritage Districts:**

Review technical reports and background studies provided by qualified consultants regarding heritage conservation district boundaries, property hierarchies, heritage attributes and statements of significance for designation under Part V of the Ontario Heritage Act.~~
  - ~~(d)~~(c) **Approval of Heritage Grant Funding for Exemptions:**

At the request of the ~~Director~~Senior Planner, provide direction and decisions on the approval of heritage grant funding for properties within the Downtown Almonte Heritage Conservation District, where in the opinion of the ~~Director~~Senior Planner the scope of work for a project falls outside the standard approval criteria (Bylaw 16-62).

**~~(e)~~(d) Recommend Alterations and Additions:**

To make recommendations to Staff regarding the approval of specific alterations or additions to designated properties, which are likely to affect the property's heritage attributes established in the designating bylaw.

**~~(f)~~(e) Recommend Regarding Demolition:**

To make recommendations to Council regarding the demolition of buildings and structures associated with listed or designated properties.

**~~(g)~~(f) Recommend Acceptance of Heritage Impact Statements:**

At the request of the ~~Director~~Senior Planner, provide recommendations for the acceptance or modification to Heritage Impact Statements associated with alternations, additions, demolitions or new construction on designated properties.

**~~(h)~~(g) Provide Comment on Planning Applications and Proposals:**

At the request of the ~~Director~~Senior Planner, provide comments on development applications which have potential for impact on heritage resources, and make recommendations regarding mitigative measures for consideration.

**~~(i)~~(h) Promote Heritage Conservation Within the Municipality:**

Undertake and engage in promotion and education efforts which foster general awareness of the ~~Municipalities~~-Municipality's cultural heritage resources and the benefits and myths associated with designation.

**~~(j)~~(i) Reporting:**

Prepare ~~and~~-an annual report to Staff and Council on the year's activities and expenditures and a projected budget for the succeeding year.

11. This By-law shall come into force and take effect on the passing thereof.

~~12. By-law No. 07-16 and shall be and hereby is repealed.~~

**BY-LAW READ**, passed, signed and sealed in open Council this ~~22<sup>nd</sup>~~-7<sup>th</sup> day of ~~January~~  
2019-March 2023.

| Christa Lowry, Mayor

Jeanne Harfield, ~~Acting~~ Clerk



## **Appendix A (to By-law 19-08)**

### **Heritage Conservation District Grant Criteria**

The Council of the Municipality of Mississippi Mills has established a Heritage Grant Program to encourage the conservation of properties designated under Part V of the Ontario Heritage Act.

The Municipality will provide matching grant funding up to 50% (or a \$5,000 maximum) of the estimated cost of eligible heritage conservation work. This program is available for any designated property that is not eligible for the tax relief program. ~~because they do not pay taxed on the property.~~

#### **Application Intake:**

Applications will be received by staff ~~between by November 30 March 1<sup>st</sup> and September 31<sup>st</sup>~~ each ~~fiscal~~ year. Grants will be awarded ~~on a first come first serve basis until the annual grant reserve is depleted~~ as per the Heritage Grant By-law.

#### **Application Review:**

Applications will be reviewed by the Planning Department for consistency with the Guidelines of the Heritage Conservation District Plan. Applications which demonstrate conformity with the guidelines will be approved by Staff. Applications which fail to demonstrate compliance will be ~~forward~~ forwarded to the Municipal Heritage ~~Advisory~~ Committee for review and final decision.

Any applicant unsatisfied with the decision of staff will be eligible to appeal to the Municipal Heritage ~~Advisory~~ Committee. The decision of the ~~Advisory~~ Heritage Committee shall be final.

#### **Minimum Eligibility Criteria:**

Successful applications must meet one ~~of or~~ more of the following minimum eligibility criteria:

- Work represents repair or restoration of existing original materials and historic features;
- Work represents the removal of later layers and previous interventions that are not original to a structure;
- New development is contemporary in style, demonstrates good design and craftsmanship, and respects the diversity of building types and styles in the District;
- Work improves pedestrian environments and public spaces in a way which is sensitive to the character of the area;
- Work conserves, protects or enhances significant views of the river and townscape;

- Work represents the use of correct materials, sizes and detail appropriate to the buildings style and context;
- Work seeks to preserve, retain and protect the ongoing use and conservation of the property;

# THE CORPORATION OF THE ~~Town~~Municipality OF MISSISSIPPI MILLS

## BY-LAW NO. 09-1623-xxx

**BEING** a by-law to establish a heritage grants program.

**WHEREAS** the ~~Town~~Municipality of Mississippi Mills values its architectural heritage;

**AND WHEREAS** since 1974 ~~over 35~~many properties have been designated for the conservation of their historical or architectural value or interest;

**AND WHEREAS** the Province of Ontario discontinued financial grant support for heritage preservation or restoration;

**AND WHEREAS** Section 39 of the *Ontario Heritage Act* authorizes the Council of a municipality to pass a By-law providing for the making of a grant to the owner of a property designated under the Act for the purpose of paying for the whole or any part of the cost of alteration of the property on such terms and conditions as the Council may prescribe;

**AND WHEREAS** the ~~Town~~Municipality of Mississippi Mills desires to assist heritage property owners and encourage the restoration and preservation of buildings or structures of historic or architectural value;

**NOW THEREFORE** the Council of the Corporation of the ~~Town~~Municipality of Mississippi Mills enacts as follows:

1. In this By-law,

- a) “Eligible Heritage Property” means a property or a portion of a property,
  - i) That is designated under Part IV of the *Ontario Heritage Act* or is part of a Heritage Conservation District under Part V of the *Ontario Heritage Act* within the ~~Town~~Municipality of Mississippi Mills,
  - ii) That:
    - (1) Is in compliance with the *Ontario Heritage Act* and ~~Town~~Municipality of Mississippi Mills Property Standards By-laws;
    - (2) Is not owned by a Federal, Provincial, or Municipal Government Agency;
    - (3) Has received approval from Council via the ~~Town~~Municipality of Mississippi Mills Heritage Committee for all Eligible Work undertaken by the owner on the character defining elements of the designated property; and
    - (4) Has no unpaid taxes, local improvement charges, fees or other monies owing to the ~~Town~~Municipality of Mississippi Mills.

~~(0) Is not eligible to receive heritage tax refunds from the Town of Mississippi Mills under bylaw 08-08.~~

~~e)b)~~ “Eligible Work” means any work undertaken after the effective date of this By-law which conserves or enhances the character defining elements of the Eligible Heritage Property, including but not limited to, the conservation of existing elements; the reconstruction of existing features that are beyond repair or conservation; and the accurate reproduction of significant features which no longer exists, but for which clear documentary material exists, and shall exclude Maintenance. Any work which seeks to conserve the character defining elements of a property must be performed in accordance with a permit issued pursuant to the *Ontario Heritage Act* to qualify as Eligible Work under this By-law. The reproduction of significant features may include, but is not limited to:

- i) Repair or restoration of the ~~exteriors~~ exterior of a buildings including, but not limited to, roofs, windows, doors, masonry;
- ii) Interior work when included as part of the reasons for designation; and
- iii) Work required for the overall operation of a building such as servicing, utility and electrical upgrades
- ~~iv)~~ Exterior work such as the repair of stone walls, landscaping features or other features that are included as part of the reasons for designation  
~~—Restoring/repairing original windows.~~

~~d)c)~~ “Heritage Grant” means a grant payable pursuant to this By-law to an Owner of an Eligible Heritage Property to compensate an Owner for performing Eligible Work on the Eligible Heritage Property.

~~e)d)~~ “MMHC” means Mississippi Mills Heritage Committee.

~~f)e)~~ “Maintenance” is considered routine, cyclical, non-destructive actions, necessary to slow the deterioration of an Eligible Heritage Property. Maintenance includes the following actions: periodical inspection; property cleanup; gardening and repair of soft landscape features; replacement of glass in broken windows; minor exterior repairs (including replacement of individual asphalt shingles where there is little or no change in colour or design); ~~repainting areas of wall space under 1.5 square metres~~; and/or any work defined as maintenance within a designating By-law.

~~g)f)~~ “Owner” means the person or persons or corporation registered as the Owner of the lands on title in the Registry Office or Land Titles Office.

~~h)g)~~ “Recommended Guidelines” means a Council-approved MMHC recommendation concerning the works to be undertaken, or in the absence of any specific direction from either Council or MMHC.

2. Owners of an Eligible Heritage Property must submit an application for a Heritage Grant on the prescribed form available from the Planning ~~& Building~~ Department or the MMHC.

2.3. To be eligible for a Heritage Grant, the application must comply with the following:

- a) The application must be for compensation on Eligible Work planned for Eligible Heritage Property;
- b) The application must be submitted ~~between March 1 and August 31<sup>st</sup>~~ by November 30 for work that will be fully completed on December 31<sup>st</sup> of the year in which the Owner proposes to start the Eligible Work on the Eligible Heritage Property, and prior to any construction taking place;
- c) The application must be complete; and
- d) The application must be submitted only after approval for the related work is obtained from the MMHC.

3.4. Eligible applications shall be reviewed by the Senior Planner the MMHC, or their designate and a staff report ~~to Council~~ will be prepared recommending approval or rejection of the Heritage Grant application.

4.5. Council, or their designate, shall provide provisional approval or reject the application ~~after considering the recommendation of the MMHC~~. The approval of a Heritage Grant and the amount of any Heritage Grant shall be determined in Council's ~~sole discretion~~ or their designate.

5.6. Provisional approval of a Heritage Grant application does not guarantee that the Grant will be paid. Heritage Grants provisionally approved by Council or their designate, shall only be paid to the Owner where ~~either MMHC or Staff has inspected documentation of~~ the completed Eligible Work or an inspection by staff of the completed work has been undertaken and is satisfied that the Eligible Work has been performed in accordance with the *Ontario Heritage Act* and any permit issued thereunder, including the Recommended Guidelines.

6.7. All eligible Heritage Grant applications will be considered for approval based on the order in which they are received until all available funds for that year are depleted. Applications not approved will not be carried forward into the subsequent year. Only one Heritage Grant shall be awarded in conjunction with an application for Eligible Work.

7.8. Subject to annual budget approval, the maximum funds available in any year to be distributed to successful Heritage Grant applicants is the amount of \$25,000 or the remaining amount of the Heritage Tax Relief Program as of December 1<sup>st</sup> of the current year, whichever is lower.

8-9. Grants will be limited to one (1) grant ~~within a two (2) year period~~per year for an Eligible Property.

9-10. The amount of Heritage Grant awarded shall not exceed (a) 50% of the total cost of the Eligible Work, (b)\$~~25~~,000.00, or (c) the remaining balance of Heritage Tax Relief Program budget, whichever is less.

10-11. The submission of all appropriate invoices, pictures of the work and a final report of the work is required before any Heritage Grant is awarded.

11-12. This By-law shall come into force and take effect on the date of its passing.

**BY-LAW 09-16 is hereby repealed.**

**BY-LAW READ** a first and second time this ~~16<sup>th</sup> day of March, 2009~~7<sup>th</sup> day of March, 2023.

**BY-LAW READ** a third time, passed, signed and sealed in open Council this ~~7<sup>th</sup>~~16<sup>th</sup> day of March, ~~2009~~2023.

\_\_\_\_\_  
J.A. (Al) LunneyChrista Lowry, Mayor  
Clerk

\_\_\_\_\_  
~~Cynthia Halcrow~~Jeanne Harfield, Town



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## Property Standards and Committee of Adjustment Terms of Reference

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\* *This is a mandated committee as per The Planning Act (Committee of Adjustment) and by Municipal By-law 03-35 (Property Standards)*

### 1.0 Background

This Committee serves two functions: the consideration of applications under Section 45 of the *Planning Act*; and consideration of appeals under the Property Standards By-law (by-law 03-35).

### 2.0 Powers of Committee

The Committee of Adjustment is established by By-law 13-08 passed under the *Planning Act*, Section 44. Pursuant to the *Planning Act*, Section 45, the Committee may consider applications for minor variance to the Municipality's Zoning By-law, may permit a change or extension of a legal non-conforming use and may be requested to interpret the Zoning by-law where a term is defined in a general manner. This does not include the authority to grant relief from application fees, as this has been reserved by and for Council.

The Property Standards Committee is established by By-law 03-35 passed under section 15.6 of the *Building Code Act*. The Property Standards Committee considers appeals to orders issued by an enforcement officer directing a property owner to comply with the Property Standards by-law as established under Section 15 of the *Act*.

### 3.0 Scope

The Committee is a quasi-judicial authority responsible for considering minor variance and appeals in a merits based assessment and in an unbiased manner and must conduct hearings in a transparent, balanced and responsible manner.

With respect to the *Planning Act*, Section 45 the Committee must determine if requests for minor variance meet the four tests established under the *Act*. It has authority to determine if changes in non-conforming use or enlargement of non-conforming structures represent appropriate changes consistent with good planning principals and is to make decisions that are consistent with the intent of the Official Plan and Zoning By-law and Provincial Policies.

With respect to Section 15 of the *Building Code Act* the Committee may alter or rescind property standards orders issued by municipal enforcement staff where the Committee determines that such action would be consistent with the Property Standards By-law, the Official Plan and/or an applicable policy statement.

#### **4.0 Appointment of Committee**

- a. The Committee shall be composed of upto seven (7) qualified electors of the Town. No member of the committee shall be a paid employee of the Town. Preference will be given to candidates with relevant experience in planning and architecture.
- b. The term of office for members shall be the Term of Council and hold office until their successors are appointed.
- c. Members are eligible for re-appointment at the discretion of Council.
- d. When a member resigns from the Committee before the expiration of his/her term, Council shall appoint another eligible person for the unexpired portion of that term.
- e. If a Committee member fails to attend three (3) consecutive meetings of the Committee without reason, his/her position shall be deemed to be vacant.
- f. The Committee shall elect, annually, a Chairperson and such other officers as may be required from its members. In the Chairperson's absence, the Committee shall appoint another member as acting chair.
- g. The Committee shall hold regular meetings at the call of the Secretary-Treasurer.
- h. At any meeting of the Committee, a quorum shall consist of three (3) members of the Committee.

#### **5.0 Committee Support**

The Director of Planning is designated as the staff resource. Additional staff resources may be utilized as required.



## THE CORPORATION OF THE TOWN OF MISSISSIPPI MILLS

### BY-LAW NO. 13-08 (amended by 23-004)

**BEING** a by-law to establish a Committee of Adjustment for the Town of Mississippi Mills.

**WHEREAS** pursuant to Section 44(1) of the Planning Act, R.S.O. 1990, c. P. 13 as amended, the council of a municipality may by by-law constitute and appoint a committee of adjustment composed of such persons, not fewer than three, as the council considers advisable;

**NOW THEREFORE** the Council of the Corporation of the Town of Mississippi Mills hereby enacts as follows:

1. In this by-law, unless the context otherwise requires,
  - a) "Committee" means the Committee of Adjustment;
  - b) "Council" means the Council of the Corporation of the Town of Mississippi Mills;
  - c) "Town" means the Corporation of the Town of Mississippi Mills.
2. The Committee shall be composed of upto seven (7) qualified electors of the Town. No member of the committee shall be a paid employee of the Town. Preference will be given to candidates with relevant experience in planning and architecture. (amended by 23-004)
3.
  - a) The Committee members shall be appointed by Council.
  - b) The term of office for members shall be the Term of Council and hold office until their successors are appointed, and are eligible for re-appointment.
  - c) When a member resigns from the Committee before the expiration of his/her term, Council shall appoint another eligible person for the unexpired portion of that term.
  - d) If a Committee member fails to attend three (3) consecutive meetings of the Committee without reason, his/her position shall be deemed to be vacant.
  - e) The Committee shall elect, annually, a Chairperson and such other officers as may be required from its members. In the Chairperson's absence, the Committee shall appoint another member as acting chair.
  - f) The Committee shall hold regular meetings at the call of the Secretary-Treasurer.
  - g) At any meeting of the Committee, a quorum shall consist of three (3) members of the Committee.
4. The Committee shall be tasked with the following matters pertaining to a zoning by-law passed under section 34 of the Planning Act, R.S.O. 1990, c. P. 13 as amended:
  - a) Consider applications concerning minor variance from the provisions of the zoning by-law, in respect of the land, building or structure or the use.

- b) Consider applications pertaining to the enlargement or expansion of legal non-complying or non-conforming uses provided that they legally existed prior to the passing of the zoning by-law.
5. Committee members shall receive a per diem rate of \$75.00 per meeting to be paid at the end of each fiscal year.
6. The Town Planner shall serve as Secretary-Treasurer for the Committee with the following duties:
- a) Shall keep on file minutes and records of all applications and the decisions thereon and all other official business of the committee subject to legislative requirements.
  - b) Shall ensure proper notice is provided as required under the Planning Act, R.S.O. 1990, c. P. 13 as amended.
  - c) Provide an annual report to the Committee and members of Council.
7. The following rules apply to the holding of hearings and decisions:
- a) The hearing on any application shall be held within thirty days after the application is received by the secretary-treasurer.
  - b) The committee, before hearing an application, shall in the manner and to the persons and public bodies and containing the information prescribed, give notice of the application.
  - c) The hearing of every application shall be held in public, and the committee shall hear the applicant and every other person who desires to be heard in favour of or against the application, and the committee may adjourn the hearing or reserve its decision.
  - d) The chair, or in his or her absence the acting chair, may administer oaths.
  - e) No decision of the committee on an application is valid unless it is concurred in by the majority of the members of the committee that heard the application, and the decision of the committee, whether granting or refusing an application, shall be in writing and shall set out the reasons for the decision, and shall be signed by the members who concur in the decision.
  - f) Any authority or permission granted by the committee may be for such time and subject to such terms and conditions as the committee considers advisable and as are set out in the decision.
  - g) If the committee imposes terms and conditions, it may also require the owner of the land to enter into one or more agreements with the municipality dealing with some or all of the terms and conditions, and in that case the requirement shall be set out in the decision.
  - h) An agreement entered into may be registered against the land to which it applies and the municipality is entitled to enforce the agreement against the owner and, subject to the *Registry Act* and the *Land Titles Act*, against any and all subsequent owners of the land.
  - i) The secretary-treasurer shall not later than ten days from the making of the decision send one copy of the decision, certified by him or her,

- to the Minister, if the Minister has notified the committee by registered mail that he or she wishes to receive a copy of all decisions of the committee;
  - to the applicant; and
  - to each person who appeared in person or by counsel at the hearing and who filed with the secretary-treasurer a written request for notice of the decision, together with a notice of the last day for appealing to the Municipal Board.
8. In carrying out the provisions of this by-law, the Committee shall at all times be the agent of the Town and while acting bona fide within the limits of the authority of this by-law neither the Committee nor any member thereof shall incur any liability by reason of anything done or left undone by the Committee, provided however, that nothing in this paragraph contained shall authorize or empower the Committee to incur any debt, liability or obligation for which the Town shall become liable without having previously obtained the approval of Council.
9. This by-law shall come into effect on the day of its passing.

**BY-LAW READ**, passed, signed and sealed in open Council this 22<sup>nd</sup> day of January, 2013.

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John Levi, Mayor

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Robert Tremblay, Town Clerk

## **APPENDIX II**

### **BY-LAW NO. 13-08 (Section 8.3)**

(This section is amended by By-law 09-86)

#### **8.3 PROPERTY STANDARDS COMMITTEE**

- 8.3.1 Every person who initiates an appeal of an Order made under Section 15.2(2) of the Ontario Building Code Act, S.O. 1992, c23, shall submit a Notice of Appeal in the time frame and manner as prescribed in section 15.3(1) of the Act. All Notices of Appeal shall be accompanied by a non-refundable payment of one hundred (\$100.00) dollars.
- 8.3.2 A Property Standards Committee shall be established and shall consist of a minimum of three (3) people appointed by Council.
- 8.3.3 The members of the Committee shall appoint one of themselves as Chair, and when the Chair is absent, the Committee may appoint another member to act as Chair pro tempore and any member of the Committee may administer oaths.
- 8.3.2 The Secretary shall keep on file minutes and records of all applications and the decisions thereon and of all other official business of the Committee and Section 74 of the Municipal Act applies mutatis mutandis to such documents. The Secretary shall be comprised of a Municipal Staff member, appointed by the Committee.
- 8.3.4 A majority of the Committee constitutes a quorum and the Committee may adopt its own rules of procedure but before hearing an appeal it shall give notice or direct that notice be given of such hearing to such persons as the Committee considers should receive notice.
- 8.3.5 Where an appeal has been taken, the Committee shall hear the appeal and shall have all the powers and functions of the Officer who made the order and may:
- a. Confirm, modify or rescind the order to demolish or repair;
  - b. Extend the time for complying with the order if, in the Committee's opinion, the general intent and purpose of the by-law and of the Official Plan or policy statement are maintained.

## THE CORPORATION OF THE ~~TOWN~~ MUNICIPALITY OF MISSISSIPPI MILLS

### BY-LAW NO. 13-0823-xxx

**BEING** a by-law to establish a Committee of Adjustment for the ~~Town~~ Municipality of Mississippi Mills.

**WHEREAS** pursuant to Section 44(1) of the Planning Act, R.S.O. 1990, c. P. 13 as amended, the council of a municipality may by by-law constitute and appoint a committee of adjustment composed of such persons, not fewer than three, as the council considers advisable;

**NOW THEREFORE** the Council of the Corporation of the ~~Town~~ Municipality of Mississippi Mills hereby enacts as follows:

1. In this by-law, unless the context otherwise requires,
  - a) "Committee" means the Committee of Adjustment;
  - b) "Council" means the Council of the Corporation of the ~~Town~~ Municipality of Mississippi Mills;
  - c) "~~Town~~ Municipality" means the Corporation of the ~~Town~~ Municipality of Mississippi Mills.
2. The Committee shall be composed of up to seven (7) qualified electors of the ~~Town~~ Municipality. No member of the committee shall be a paid employee of the ~~Town~~ Municipality except in the case of a Member of Council being appointed to the Committee. Preference will be given to candidates with relevant experience in heritage conservation, planning and architecture.
3.
  - a) The Committee members shall be appointed by Council.
  - b) The term of office for members shall be the Term of Council and hold office until their successors are appointed, and are eligible for re-appointment.
  - c) When a member resigns from the Committee before the expiration of his/her term, Council shall appoint another eligible person for the unexpired portion of that term.
  - ~~e)d)~~ The members of the Committee who are Members of Council shall be appointed annually.
  - ~~d)e)~~ If a Committee member fails to attend three (3) consecutive meetings of the Committee without reason, his/her position shall be deemed to be vacant.
  - ~~e)f)~~ The Committee shall elect, annually, a Chairperson and such other officers as may be required from its members. In the Chairperson's absence, the Committee shall appoint another member as acting chair.
  - ~~f)g)~~ The Committee shall hold regular meetings at the call of the Secretary-Treasurer.
  - g) At any meeting of the Committee, Where a committee is composed of three (3) members, two (2) members constitute a quorum, and where a committee is composed of more than three (3) members, three (3) members constitute a quorum. a quorum shall consist of two ~~three~~ (3) members of the Committee.

4. The Committee shall be tasked with the following matters pertaining to a zoning by-law passed under section 34 of the Planning Act, R.S.O. 1990, c. P. 13 as amended:

- a) Consider applications concerning minor variance from the provisions of the zoning by-law, in respect of the land, building or structure or the use.
- b) Consider applications pertaining to the enlargement or expansion of legal non-complying or non-conforming uses provided that they legally existed prior to the passing of the zoning by-law.

5. The Committee shall be tasked with the following matters pertaining to an interim control by-law passed under section 38 of the Planning Act, R.S.O. 1990, c. P. 13 as amended:

- a) Consider applications concerning exceptions to the prohibitions imposed by an interim control by-law.

5.6. Committee members shall receive a per diem rate of \$75.00 per meeting to be paid at the end of each fiscal year.

6.7. The ~~Town Planner~~Planning Technician or Planner shall serve as Secretary-Treasurer for the Committee with the following duties:

- a) Shall keep on file minutes and records of all applications and the decisions thereon and all other official business of the committee subject to legislative requirements.
- b) Shall ensure proper notice is provided as required under the Planning Act, R.S.O. 1990, c. P. 13 as amended.
- c) Provide an annual report to the Committee and members of Council.

7.8. The following rules apply to the holding of hearings and decisions:

- a) The hearing on any application shall be held within thirty days after the application is received by the ~~secretary~~Secretary~~secretary-treasurer~~Treasurer.
- b) The ~~committee~~Committee, before hearing an application, shall in the manner and to the persons and public bodies and containing the information prescribed, give notice of the application.
- c) The hearing of every application shall be held in public, and the committee shall hear the applicant and every other person who desires to be heard in favour of or against the application, and the committee may adjourn the hearing or reserve its decision.
- d) The chair, or in his or her absence the acting chair, may administer oaths.
- e) No decision of the committee on an application is valid unless it is concurred in by the majority of the members of the committee that heard the application, and the decision of the committee, whether granting or refusing an application, shall be in writing and shall set out the reasons for the decision, and shall be signed by the members who concur in the decision.

- f) Any authority or permission granted by the committee may be for such time and subject to such terms and conditions as the committee considers advisable and as are set out in the decision.
- g) If the committee imposes terms and conditions, it may also require the owner of the land to enter into one or more agreements with the municipality dealing with some or all of the terms and conditions, and in that case the requirement shall be set out in the decision.
- h) An agreement entered into may be registered against the land to which it applies and the municipality is entitled to enforce the agreement against the owner and, subject to the *Registry Act* and the *Land Titles Act*, against any and all subsequent owners of the land.
- i) The secretary-treasurer shall not later than ten days from the making of the decision send one copy of the decision, certified by him or her,
  - o to the Minister, if the Minister has notified the committee by registered mail that he or she wishes to receive a copy of all decisions of the committee;
  - o to the applicant; and
  - o to each person who appeared in person or by counsel at the hearing and who filed with the secretary-treasurer a written request for notice of the decision, together with a notice of the last day for appealing to the Municipal Board.

8.9. In carrying out the provisions of this by-law, the Committee shall at all times be the agent of the ~~Town Municipality~~ and while acting bona fide within the limits of the authority of this by-law neither the Committee nor any member thereof shall incur any liability by reason of anything done or left undone by the Committee, provided however, that nothing in this paragraph contained shall authorize or empower the Committee to incur any debt, liability or obligation for which the ~~Town Municipality~~ shall become liable without having previously obtained the approval of Council.

9.10. This by-law shall come into effect on the day of its passing.

**BY-LAW READ**, passed, signed and sealed in open Council this ~~22<sup>nd</sup> day of January, 2013~~<sup>7<sup>th</sup> day of March, 2023</sup>.

John LeviChrista Lowry, Mayor

Robert Tremblay, TownJeanne Harfield, Clerk



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## Committee of Adjustment Terms of Reference

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\* *This is a mandated committee as per The Planning Act (Committee of Adjustment)*

### 1.0 Background

This Committee considers applications under Section 45 of the *Planning Act*.

### 2.0 Powers of Committee

The Committee of Adjustment is established by By-law 13-08, as amended, passed under the *Planning Act*, Section 44. Pursuant to the *Planning Act*, Section 45, the Committee may consider applications for minor variance to the Municipality's Zoning By-law, may permit a change or extension of a legal non-conforming use and may consider applications concerning exceptions to the prohibitions imposed by an Interim Control By-law. This does not include the authority to grant relief from application fees, as this has been reserved by and for Council.

### 3.0 Scope

The Committee is a quasi-judicial authority responsible for considering minor variances, permission applications and exceptions from interim control by-laws in an unbiased manner and must conduct hearings in a transparent, balanced and responsible manner.



With respect to the *Planning Act*, Section 45 the Committee must determine if requests for minor variance meet the four tests established under the *Act*. It has authority to determine if changes in non-conforming use or enlargement of non-conforming structures represent appropriate changes consistent with good planning principals and is to make decisions that are consistent with the intent of the Official Plan and Zoning By-law and Provincial Policies.

#### **4.0 Appointment of Committee**

- a) The Committee members shall be appointed by Council.
- b) The term of office for members shall be the Term of Council and hold office until their successors are appointed, and are eligible for re-appointment.
- c) When a member resigns from the Committee before the expiration of his/her term, Council shall appoint another eligible person for the unexpired portion of that term.
- d) The members of the Committee who are Members of Council shall be appointed annually.
- e) If a Committee member fails to attend three (3) consecutive meetings of the Committee without reason, his/her position shall be deemed to be vacant.
- f) The Committee shall elect, annually, a Chairperson and such other officers as may be required from its members. In the Chairperson's absence, the Committee shall appoint another member as acting chair.
- g) The Committee shall hold regular meetings at the call of the Secretary-Treasurer.
- h) Where a committee is composed of three (3) members, two (2) members constitute a quorum, and where a committee is composed of more than three (3) members, three (3) members constitute a quorum.

#### **5.0 Committee Support**

The Planning Technician or Planner is designated as the staff resource. Additional staff resources may be utilized as required.

## APPENDIX I

### THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

#### BY-LAW NO. 23-xxx

**BEING** a by-law to establish a Committee of Adjustment for the Municipality of Mississippi Mills.

**WHEREAS** pursuant to Section 44(1) of the Planning Act, R.S.O. 1990, c. P. 13 as amended, the council of a municipality may by by-law constitute and appoint a committee of adjustment composed of such persons, not fewer than three, as the council considers advisable;

**NOW THEREFORE** the Council of the Corporation of the Municipality of Mississippi Mills hereby enacts as follows:

1. In this by-law, unless the context otherwise requires,
  - a) "Committee" means the Committee of Adjustment;
  - b) "Council" means the Council of the Corporation of the Municipality of Mississippi Mills;
  - c) "Municipality" means the Corporation of the Municipality of Mississippi Mills.
2. The Committee shall be composed of up to seven (7) qualified electors of the Municipality. No member of the committee shall be a paid employee of the Municipality except in the case of a Member of Council being appointed to the Committee. Preference will be given to candidates with relevant experience in heritage conservation, planning and architecture.
3.
  - a) The Committee members shall be appointed by Council.
  - b) The term of office for members shall be the Term of Council and hold office until their successors are appointed, and are eligible for re-appointment.
  - c) When a member resigns from the Committee before the expiration of his/her term, Council shall appoint another eligible person for the unexpired portion of that term.
  - d) The members of the Committee who are Members of Council shall be appointed annually.
  - e) If a Committee member fails to attend three (3) consecutive meetings of the Committee without reason, his/her position shall be deemed to be vacant.

- f) The Committee shall elect, annually, a Chairperson and such other officers as may be required from its members. In the Chairperson's absence, the Committee shall appoint another member as acting chair.
- g) The Committee shall hold regular meetings at the call of the Secretary-Treasurer.

Where a committee is composed of three (3) members, two (2) members constitute a quorum, and where a committee is composed of more than three (3) members, three (3) members constitute a quorum.

- 4. The Committee shall be tasked with the following matters pertaining to a zoning by-law passed under section 34 of the Planning Act, R.S.O. 1990, c. P. 13 as amended:
  - a) Consider applications concerning minor variance from the provisions of the zoning by-law, in respect of the land, building or structure or the use.
  - b) Consider applications pertaining to the enlargement or expansion of legal non-complying or non-conforming uses provided that they legally existed prior to the passing of the zoning by-law.
- 5. The Committee shall be tasked with the following matters pertaining to an interim control by-law passed under section 38 of the Planning Act, R.S.O. 1990, c. P. 13 as amended:
  - a) Consider applications concerning exceptions to the prohibitions imposed by an interim control by-law.
- 6. Committee members shall receive a per diem rate of \$75.00 per meeting to be paid at the end of each fiscal year.
- 7. The Planning Technician or Planner shall serve as Secretary-Treasurer for the Committee with the following duties:
  - a) Shall keep on file minutes and records of all applications and the decisions thereon and all other official business of the committee subject to legislative requirements.
  - b) Shall ensure proper notice is provided as required under the Planning Act, R.S.O. 1990, c. P. 13 as amended.
  - c) Provide an annual report to the Committee and members of Council.
- 8. The following rules apply to the holding of hearings and decisions:
  - a) The hearing on any application shall be held within thirty days after the application is received by the Secretary-Treasurer.
  - b) The Committee, before hearing an application, shall in the manner and to the persons and public bodies and containing the information prescribed, give notice of the application.

- c) The hearing of every application shall be held in public, and the committee shall hear the applicant and every other person who desires to be heard in favour of or against the application, and the committee may adjourn the hearing or reserve its decision.
  - d) The chair, or in his or her absence the acting chair, may administer oaths.
  - e) No decision of the committee on an application is valid unless it is concurred in by the majority of the members of the committee that heard the application, and the decision of the committee, whether granting or refusing an application, shall be in writing and shall set out the reasons for the decision, and shall be signed by the members who concur in the decision.
  - f) Any authority or permission granted by the committee may be for such time and subject to such terms and conditions as the committee considers advisable and as are set out in the decision.
  - g) If the committee imposes terms and conditions, it may also require the owner of the land to enter into one or more agreements with the municipality dealing with some or all of the terms and conditions, and in that case the requirement shall be set out in the decision.
  - h) An agreement entered into may be registered against the land to which it applies and the municipality is entitled to enforce the agreement against the owner and, subject to the *Registry Act* and the *Land Titles Act*, against any and all subsequent owners of the land.
  - i) The secretary-treasurer shall not later than ten days from the making of the decision send one copy of the decision, certified by him or her,
    - to the Minister, if the Minister has notified the committee by registered mail that he or she wishes to receive a copy of all decisions of the committee;
    - to the applicant; and
    - to each person who appeared in person or by counsel at the hearing and who filed with the secretary-treasurer a written request for notice of the decision, together with a notice of the last day for appealing to the Municipal Board.
9. In carrying out the provisions of this by-law, the Committee shall at all times be the agent of the Municipality and while acting bona fide within the limits of the authority of this by-law neither the Committee nor any member thereof shall incur any liability by reason of anything done or left undone by the Committee, provided however, that nothing in this paragraph contained shall authorize or empower the Committee to incur any debt, liability or obligation for which the Municipality shall become liable without having previously obtained the approval of Council.
10. This by-law shall come into effect on the day of its passing.

**BY-LAW READ**, passed, signed and sealed in open Council this 7<sup>th</sup> day of March, 2023.

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Christa Lowry, Mayor

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Jeanne Harfield, Clerk



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## Property Standards ~~and Committee of~~ Adjustment Committee Terms of Reference

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\* This is a mandated committee as per ~~The Planning Act (Committee of Adjustment)~~  
~~and by~~ Municipal By-law 03-35 (Property Standards)

### 1.0 Background

This Committee ~~serves two functions: the consideration of applications under~~  
~~Section 45 of the Planning Act; and~~ consideration of appeals under the  
Property Standards By-law (by-law 03-35).

### 2.0 Powers of Committee

~~The Committee of Adjustment is established by By-law 13-08 passed under the~~  
~~Planning Act, Section 44. Pursuant to the Planning Act, Section 45, the Committee~~  
~~may consider applications for minor variance to the Municipality's Zoning By-law,~~  
~~may permit a change or extension of a legal non-conforming use and may be~~  
~~requested to interpret the Zoning by-law where a term is defined in a general~~  
~~manner. This does not include the authority to grant relief from application fees, as~~  
~~this has been reserved by and for Council.~~

The Property Standards Committee is established by By-law 03-35 passed under  
section 15.6 of the *Building Code Act*. The Property Standards Committee  
considers appeals to orders issued by an enforcement officer directing a property  
owner to comply with the Property Standards by-law as established under Section  
15 of the *Act*.

### 3.0 Scope

~~The Committee is a quasi-judicial authority responsible for considering minor~~  
~~variance and appeals in a merits based assessment and in an unbiased manner~~  
~~and must conduct hearings in a transparent, balanced and responsible manner.~~

~~With respect to the *Planning Act*, Section 45 the Committee must determine if requests for minor variance meet the four tests established under the *Act*. It has authority to determine if changes in non-conforming use or enlargement of non-conforming structures represent appropriate changes consistent with good planning principals and is to make decisions that are consistent with the intent of the *Official Plan* and *Zoning By-law* and *Provincial Policies*.~~

With respect to Section 15 of the *Building Code Act* the Committee may alter or rescind property standards orders issued by municipal enforcement staff where the Committee determines that such action would be consistent with the Property Standards By-law, the Official Plan and/or an applicable policy statement.

#### 4.0 Appointment of Committee

- a. The Committee shall be composed of three (3) ~~qualified electors~~ Members of Council of the Municipality. No member of the committee shall be a paid employee of the Municipality. Preference will be given to candidates with relevant experience in planning and architecture. (as per By-law 03-35 ~~and By-law 13-08~~).
- b. The term of office for members shall be the Term of Council and hold office until their successors are appointed.
- c. ~~Members are eligible for re-appointment at the discretion of Council.~~
- d. When a member resigns from the Committee before the expiration of his/her term, Council shall appoint another eligible person for the unexpired portion of that term.
- e. If a Committee member fails to attend three (3) consecutive meetings of the Committee without reason, his/her position shall be deemed to be vacant.
- f. The Committee shall elect, annually, a Chairperson and such other officers as may be required from its members. In the Chairperson's absence, the Committee shall appoint another member as acting chair.
- g. The Committee shall hold ~~regular~~ meetings on an as needed basis at the call of the ~~Secretary-Treasurer~~ Chief Building Official.
- h. At any meeting of the Committee, a quorum shall consist of two (2) members of the Committee.

#### 5.0 Committee Support

The ~~Director of Planning~~ Chief Building Official is designated as the staff resource. Additional staff resources may be utilized as required.

## APPENDIX I

### ~~THE CORPORATION OF THE TOWN OF MISSISSIPPI MILLS~~

#### ~~BY-LAW NO. 13-08~~

~~BEING~~ a by-law to establish a Committee of Adjustment for the Town of Mississippi Mills.

~~WHEREAS~~ pursuant to Section 44(1) of the Planning Act, R.S.O. 1990, c. P. 13 as amended, the council of a municipality may by by-law constitute and appoint a committee of adjustment composed of such persons, not fewer than three, as the council considers advisable;

~~NOW THEREFORE~~ the Council of the Corporation of the Town of Mississippi Mills hereby enacts as follows:

1. In this by-law, unless the context otherwise requires,
  - a) “Committee” means the Committee of Adjustment;
  - b) “Council” means the Council of the Corporation of the Town of Mississippi Mills;
  - c) “Town” means the Corporation of the Town of Mississippi Mills.
2. The Committee shall be composed of three (3) qualified electors of the Town. No member of the committee shall be a paid employee of the Town. Preference will be given to candidates with relevant experience in planning and architecture.
3.
  - a) The Committee members shall be appointed by Council.
  - b) The term of office for members shall be the Term of Council and hold office until their successors are appointed, and are eligible for re-appointment.
  - c) When a member resigns from the Committee before the expiration of his/her term, Council shall appoint another eligible person for the unexpired portion of that term.
  - d) If a Committee member fails to attend three (3) consecutive meetings of the Committee without reason, his/her position shall be deemed to be vacant.
  - e) The Committee shall elect, annually, a Chairperson and such other officers as may be required from its members. In the Chairperson’s absence, the Committee shall appoint another member as acting chair.
  - f) The Committee shall hold regular meetings at the call of the Secretary-Treasurer.
  - g) At any meeting of the Committee, a quorum shall consist of two (2) members of the Committee.



- ~~4. The Committee shall be tasked with the following matters pertaining to a zoning by-law passed under section 34 of the Planning Act, R.S.O. 1990, c. P. 13 as amended:~~
  - ~~a) Consider applications concerning minor variance from the provisions of the zoning by-law, in respect of the land, building or structure or the use.~~
  - ~~b) Consider applications pertaining to the enlargement or expansion of legal non-complying or non-conforming uses provided that they legally existed prior to the passing of the zoning by-law.~~
- ~~5. Committee members shall receive a per diem rate of \$75.00 per meeting to be paid at the end of each fiscal year.~~
- ~~6. The Town Planner shall serve as Secretary-Treasurer for the Committee with the following duties:~~
  - ~~a) Shall keep on file minutes and records of all applications and the decisions thereon and all other official business of the committee subject to legislative requirements.~~
  - ~~b) Shall ensure proper notice is provided as required under the Planning Act, R.S.O. 1990, c. P. 13 as amended.~~
  - ~~c) Provide an annual report to the Committee and members of Council.~~
- ~~7. The following rules apply to the holding of hearings and decisions:~~
  - ~~a) The hearing on any application shall be held within thirty days after the application is received by the secretary-treasurer.~~
  - ~~b) The committee, before hearing an application, shall in the manner and to the persons and public bodies and containing the information prescribed, give notice of the application.~~
  - ~~c) The hearing of every application shall be held in public, and the committee shall hear the applicant and every other person who desires to be heard in favour of or against the application, and the committee may adjourn the hearing or reserve its decision.~~
  - ~~d) The chair, or in his or her absence the acting chair, may administer oaths.~~
  - ~~e) No decision of the committee on an application is valid unless it is concurred in by the majority of the members of the committee that heard the application, and the decision of the committee, whether granting or refusing an application, shall be in writing and shall set out the reasons for the decision, and shall be signed by the members who concur in the decision.~~
  - ~~f) Any authority or permission granted by the committee may be for such time and subject to such terms and conditions as the committee considers advisable and as are set out in the decision.~~

- ~~g) If the committee imposes terms and conditions, it may also require the owner of the land to enter into one or more agreements with the municipality dealing with some or all of the terms and conditions, and in that case the requirement shall be set out in the decision.~~
- ~~h) An agreement entered into may be registered against the land to which it applies and the municipality is entitled to enforce the agreement against the owner and, subject to the *Registry Act* and the *Land Titles Act*, against any and all subsequent owners of the land.~~
- ~~i) The secretary-treasurer shall not later than ten days from the making of the decision send one copy of the decision, certified by him or her,~~
- ~~○ to the Minister, if the Minister has notified the committee by registered mail that he or she wishes to receive a copy of all decisions of the committee;~~
  - ~~○ to the applicant; and~~
  - ~~○ to each person who appeared in person or by counsel at the hearing and who filed with the secretary-treasurer a written request for notice of the decision, together with a notice of the last day for appealing to the Municipal Board.~~
- ~~8. In carrying out the provisions of this by-law, the Committee shall at all times be the agent of the Town and while acting bona fide within the limits of the authority of this by-law neither the Committee nor any member thereof shall incur any liability by reason of anything done or left undone by the Committee, provided however, that nothing in this paragraph contained shall authorize or empower the Committee to incur any debt, liability or obligation for which the Town shall become liable without having previously obtained the approval of Council.~~
- ~~9. This by-law shall come into effect on the day of its passing.~~

~~**BY-LAW READ,** passed, signed and sealed in open Council this 22<sup>nd</sup> day of January, 2013.~~

\_\_\_\_\_  
John Levi, Mayor

\_\_\_\_\_  
Robert Tremblay, Town Clerk

## **APPENDIX II**

### **BY-LAW NO. 13-08 (Section 8.3)**

**(This section is amended by By-law 09-86)**

#### **8.3 PROPERTY STANDARDS COMMITTEE**

- 8.3.1 Every person who initiates an appeal of an Order made under Section 15.2(2) of the Ontario Building Code Act, S.O. 1992, c23, shall submit a Notice of Appeal in the time frame and manner as prescribed in section 15.3(1) of the Act. All Notices of Appeal shall be accompanied by a non-refundable payment of one hundred (\$100.00) dollars.
- 8.3.2 A Property Standards Committee shall be established and shall consist of a minimum of three (3) people appointed by Council.
- 8.3.3 The members of the Committee shall appoint one of themselves as Chair, and when the Chair is absent, the Committee may appoint another member to act as Chair pro tempore and any member of the Committee may administer oaths.
- 8.3.2 The Secretary shall keep on file minutes and records of all applications and the decisions thereon and of all other official business of the Committee and Section 74 of the Municipal Act applies mutatis mutandis to such documents. The Secretary shall be comprised of a Municipal Staff member, appointed by the Committee.
- 8.3.4 A majority of the Committee constitutes a quorum and the Committee may adopt its own rules of procedure but before hearing an appeal it shall give notice or direct that notice be given of such hearing to such persons as the Committee considers should receive notice.
- 8.3.5 Where an appeal has been taken, the Committee shall hear the appeal and shall have all the powers and functions of the Officer who made the order and may:
- a. Confirm, modify or rescind the order to demolish or repair;
  - b. Extend the time for complying with the order if, in the Committee's opinion, the general intent and purpose of the by-law and of the Official Plan or policy statement are maintained.



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## Accessibility Advisory Committee Terms of Reference

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*\*This is a mandated committee per the Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*

### 1.0 Mission Statement

The Accessibility Advisory Committee (AAC) advises and assists Council and staff in promoting and facilitating accessible services and facilities. This is achieved through the review of municipal policies, programs and services and the identification, removal and prevention of barriers faced by people with disabilities.

### 2.0 General

- a. Advise municipal council about:
  - i. the requirements and implementation of accessibility standards
  - ii. the preparation of accessibility reports
  - iii. other matters for which the council may seek its advice
- b. Review site plans and drawings described in section 41 of the *Planning Act* that the committee selects.
- c. Perform all other functions that are specified in the regulations.
- d. To advise Council on other accessibility related issues.
- e. Members shall follow Municipal policies and procedures and comply with applicable legislation, and shall act in accordance with the Municipal Conflict of Interest Act.
- f. The AAC may appoint, as it deems necessary, working groups to act in an advisory capacity to the Committee.

### 3.0 Committee Structure

- a. The Committee shall consist of the following:
  - i. 1 to 2 Council members
  - ii. Mayor (ex-officio)

- iii. Staff support
- iv. No less than five(5) and no more than (7) members of the public comprised of the following:
  - Majority of members who are people with disabilities
  - 1 professional from the stakeholder community
  - 1 citizen volunteer
- b. The Chair shall be elected by the Committee for a one (1) year term. With the provision that the Chair will be eligible for re-election after the completion of the term.
- c. The term of office for committee members shall be concurrent with the term of Council.
- d. If a Committee member is absent for three consecutive meetings without a justifiable cause, he/she shall be deemed to have forfeited his/her membership unless the absence is approved by the Committee.
- e. The AAC shall meet a minimum of six (6) times per year.
- f. The AAC shall report directly to Council, with each of the AAC minutes forwarded to Council for acceptance.

#### **4.0 Committee Support**

The Clerk or Deputy Clerk is designated as the staff resource. Additional staff resources may be utilized as required.

#### **5.0 Expenses/Budget**

Committee members may be compensated for extraordinary expenses incurred as a result of their membership on the Committee or its working groups on the basis that the expenditure was approved in advance.

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** February 21, 2022

**TO:** Committee of the Whole

**FROM:** Casey Munro, Deputy Clerk

**SUBJECT:** 2022 Freedom of Information (FOI) Summary

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### RECOMMENDATION:

**THAT the 2022 Freedom of Information (FOI) Summary be received for information.**

### BACKGROUND:

Under the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), the “Head” of the institution is responsible for overseeing the administration and decision making under the statute. Under Subsection 26(1) of MFIPPA, the Head of an Institution is required to submit an annual report to the Information and Privacy Commissioner of Ontario (IPC) that provides statistics related to requests for access to information. As per the Municipality’s Consolidated Delegated Authority By-law 13-18, the Clerk has the authority to exercise the powers and duties as Head under the *Municipal Freedom of Information and Protection of Privacy Act* (section 3, subsection 49(1)).

This report provides a summary of the 2022 annual report to the IPC, with data from 2021 and 2020 provided for comparative purposes.

### DISCUSSION:

#### 1. Number of new requests received - General Records and Personal Information

Request Type	2022	2021	2020
General Records	6	6	10
Personal Information	0	0	0
<b>TOTAL</b>	<b>6</b>	<b>6</b>	<b>10</b>

\* In 2022 no appeals were made to the IPC regarding completed FOI requests.

## 2. Number of requests completed - General Records and Personal Information

Each year, staff receives and completes new requests for records. In 2022 the Municipality received 6 new requests, 5 were completed in 2022, and the other 1 will be completed in February of 2023.

Request Type	2022	2021	2020
General Records	6	4	11
Personal Information	0	0	0
<b>TOTAL</b>	<b>6</b>	<b>4</b>	<b>11</b>

## 3. Time to completion – General Records

The time required to complete requests can vary due to factors such as the complexity of a request, consultations and clarifications that may be required, retrieval times, and/or the impact on staff levels due to a pandemic. MFIPPA indicates that all FOI requests shall be completed within 30 days unless a formal Notice of Extension has been sent to the requestor. In 2022, one FOI request was extended by 20 days with a Notice of Extension, and the other requests was completed with an additional 90 days. In 2022, the municipality completed 5 of the 6 new requests, with one request carrying over into 2023. The Clerk's department also completed 2 requests that were carry overs from 2021.

Time to Complete	2022	2021	2020
30 days or less	5	2	8
31-60 days	1	1	3
61-90 days	0	1	0
91 days or over	1	0	0
<b>TOTAL</b>	<b>7</b>	<b>4</b>	<b>11</b>

#### 4. Compliance with MFIPPA –General Records

Requests Completed	2022	2021	2020
Number of requests completed <b>within the 30 day</b> statutory timeframe or time limits permitted under a Notice of Extension and/or a Notice to Affected Person	5	2	8
Number of requests completed in <b>excess of the 30-day</b> statutory timeframe or time limits permitted under a Notice of Extension and/or a Notice to Affected Person	2	2	1
Number of requests completed in excess of the statutory time limit (30 days) where neither a Notice of Extension (s.20(1)) nor a Notice to Affected Person (s.21(1)) were issued.	0	0	2
<b>TOTAL</b>	<b>7</b>	<b>4</b>	<b>11</b>

#### 5. Disposition of requests – General Records

Disposition	2022	2021	2020
All information disclosed	1	1	4
Information disclosed in part	3	3	3
No information disclosed	1	0	1
No responsive records exist	0	0	3
Request withdrawn, abandoned or non-jurisdictional	2	0	0
<b>TOTAL</b>	<b>7</b>	<b>4</b>	<b>11</b>

#### 6. Exemptions and Exclusions Applied – General Records

MFIPPA provides for withholding some or all of a requested record by applying various exemptions based on the type of information contained within the record (Sections 6 to 16 of the Act). For example, information that was provided in confidence to the Municipality by their solicitor is protected.



<b>Exemptions and Exclusions Applied</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>
Section 6 – Draft Bylaws, etc.	1	0	0
Section 7 – Advice or Recommendations	1	2	0
Section 8 – Law Enforcement	0	1	0
Section 8(3) – Refusal to Confirm or Deny	0	0	0
Section 8.1 – <i>Civil Remedies Act, 2001</i>	0	0	0
Section 8.2 – <i>Prohibiting Profiting from Recounting Crimes Act, 2002</i>	0	0	0
Section 9 – Relations with Governments	0	0	0
Section 10 – Third Party Information	0	0	1
Section 11 – Economic/Other Interests	0	0	0
Section 12 – Solicitor-Client Privilege	1	1	0
Section 13 – Danger to Safety or Health	0	0	0
Section 14 – Personal Privacy (Third Party)	3	3	3
Section 14(5) – Refusal to Confirm or Deny	0	0	0
Section 15 – Information Soon to be Published	3	0	0
Section 20.1 – Frivolous or Vexatious	0	0	0
Section 38 – Personal Information (Requester)	0	0	0
Section 52(2) – <i>Act Does Not Apply</i>	0	0	0
Section 53(3) – Labour Relations and Employment Related Records	0	0	1
Section 53 – Other Acts	0	0	0
<b>TOTAL</b>	<b>9</b>	<b>7</b>	<b>5</b>

## 7. Fees Related to Requests

All formal FOI requests are required to pay a \$5 application fee. There are additional costs associated with processing the requests as provided for in MFIPPA. The cost breakdown is as follows:

- Search Time: \$7.50 per ¼ hour required to search and retrieve the records
- Record Preparation: \$7.50 per ¼ hour required to prepare records for release
- Photocopying: 20 cents per page

- Computer Programming: \$15 per ¼ hour to develop program to retrieve information
- Disks/CD: \$10 each

Note that not all staff time is able to be charged back to the applicant as MFIPPA's scope on search and preparation time is quite narrow. In 2022, we received a large request that required an extensive amount of staff time to complete. This request alone required over 86 hours of preparation time. This does not include staff time accumulated outside of what is permitted to be charged include: corresponding with requestor and affected third parties; coordinating with staff to retrieve documents; researching and determining what exemptions may and may not apply; and other admin-related tasks. Of the 7 requests that were deemed completed, only 4 required fees as the other three were either abandoned or there were no costs associated as the records were publicly available.

<b>General Records</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>
Number of requests where fees other than application fees were collected	4	4	6
Application fees collected	\$30.00	\$20.00	\$55.00
Additional fees collected	\$5467.00	\$1376.30	\$244.00
<b>TOTAL FEES COLLECTED</b>	<b>\$5497.00</b>	<b>\$1396.30</b>	<b>\$299.00</b>
<b>TOTAL DOLLAR AMOUNT OF FEES WAIVED</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$30.00</b>

Over the past number of years, FOI requests have continued to take up significant time from the Clerk's department as well as IT services and other departments. In an effort to reduce the number of FOI requests staff will bring forward a Routine Disclosure Policy that will have identified documents that can be available to the public upon request without the requirement to submit an FOI request. The documents included in the routine disclosure policy would include documents that are not confidential but may not be publicly available on the website (By-laws, policies, plans, compliance reports, etc.). Staff will also look into if applicable fees should be charged for accessing some of these documents depending on the amount of staff resources required.

#### **FINANCIAL IMPLICATIONS:**

There are no financial implications with this report.

#### **SUMMARY:**

The purpose of this report is to provide Council with a summary of the 2022 annual report to the IPC which provides a snapshot of the FOI activity for the year.

Also, to help facilitate the Freedom of Information process, staff will bring forward a Routine Disclosure policy. This policy will demonstrate our commitment to customer service, transparency, and accountability as well as streamline access to our records.

Respectfully submitted,

---

Casey Munro, Deputy Clerk

Approved by,

---

Jeanne Harfield, Clerk/ Deputy CAO

**MISSISSIPPI MILLS PUBLIC LIBRARY**  
**BOARD**  
**MINUTES**  
Regular Meeting

A regular meeting of the Mississippi Mills Public Library Board was held on November 18, 2022 at 10:30 a.m. at the Pakenham Branch.

1. **CALL TO ORDER**

The meeting was called to order at 10:35 a.m.

2. **ATTENDANCE:**

PRESENT:

Cathy Peacock, Chair  
Leanne Czerwinski, Vice Chair  
Micheline Boucher  
Barbara Button  
Jeff Fraser  
Councillor Jan Maydan  
Warren Thorngate  
Marie Traversy  
Christine Row, staff

ABSENT:

3. **APPROVAL OF AGENDA**

**Resolution No. 39-22**

**Moved by** W. Thorngate

**Seconded by** J. Fraser

**THAT** the MMPLB approves the agenda as presented.

**CARRIED**

4. **DECLARATION OF ANY CONFLICTS OF INTEREST**

[None]

5. **DELEGATIONS OR PRESENTATIONS**

[None]

6. **MINUTES OF THE PRECEDING MEETING**

**Resolution No. 40 -22**

**Moved by** W. Thorngate

**Seconded by** L. Czerwinski

**THAT** the MMPLB Board approves the October 21, 2022 minutes as presented.

**CARRIED**

7. **CONSENT ITEM**

a) Correspondence – J. Harris

- c) Reports- CEO report
- d) Incidents- [None]

**Resolution No. 41-22**

**Moved by** M. Boucher

**Seconded by** J. Maydan

**THAT** the MMPLB accepts the consent items as presented.

**CARRIED**

8. UPDATES

- a) Policy review – Intellectual Freedom FN-04, Financial Control and Oversight GOV-12, Staff Selection, Assignment and Accommodation HR-01, Volunteer Policy VOL-01

**Resolution No. 42 -22**

**Moved by** J. Fraser

**Seconded by** W. Thorngate

**THAT** the MMPLB Board approves Intellectual Freedom FN-04, Financial Control and Oversight GOV-12, Staff Selection, Assignment and Accommodation HR-01, Volunteer Policy VOL-01 as amended.

**CARRIED**

- b) Friends of the Library update  
The book sale was very successful, making over \$4,000.
- c) Communication Committee update  
Staff working on a general information brochure.
- d) Year 4 MMPLB work plan update  
The Year 4 work plan is complete.
- e) 2023 Draft Operating Budget

**Resolution No. 43-22**

**Moved by** B. Button

**Seconded by** W. Thorngate

**THAT** the MMPLB approves the 2023 Draft Operating Budget as presented.

**CARRIED**

9. FOR DISCUSSION/DECISION

[None]

10. OTHER/NEW BUSINESS

The Board thanked Councilor Maydan for her contributions as the Council representative and to Micheline Boucher for her eight years on the Board and Policy Committee.

11. NEXT MEETING

TBD

12. ADJOURNMENT

**Resolution No. 44-22**

**Moved by** B. Button

**Seconded by** W. Thorngate

**THAT** the meeting be adjourned at 11:50 a.m.

**CARRIED**

Dear Head of Council:

As minister responsible for emergency management, I am proud to release Ontario's first-ever [Provincial Emergency Management Strategy and Action Plan](#).

This comprehensive plan and approach for emergency management is the first in Canada to require annual and public reporting on progress. This plan will ensure Ontarians are safe, practiced and prepared before, during and after emergencies.

The plan is the result of productive and ongoing engagement with municipal and First Nations partners, and other critical emergency management partners. Cooperation, collaboration and communication is the strong foundation upon which this plan was built. This plan reinforces our continued partnership with municipalities and will be further strengthened through ongoing engagement to achieve our collective vision of a safe, practiced and prepared Ontario.

This plan identifies three goals and concrete actions designed to keep Ontario in a state of constant readiness and preparedness—both now and into the future:

1. **One Window for All Ontarians** which positions [Emergency Management Ontario](#) to proactively coordinate and facilitate across emergency management partners.
2. **Proactive Planning and Monitoring** that is grounded in data, analytics and knowledge.
3. **Practiced and Prepared Emergency Response** through strengthened local capabilities, emergency management training and public education.

Thank you for your valued partnership as we work together to ensure Ontario is safe, practiced and prepared.

Sincerely,

Prabmeet Singh Sarkaria  
President of the Treasury Board and Minister Responsible for Emergency Management

**OFFICE OF THE WARDEN**

Corporation of the County of Huron  
1 Courthouse Square  
Goderich, Ontario N7A 1M2  
www.HuronCounty.ca  
Phone: 519.524.8394  
Toll Free: 1.888.524.8394



February 1, 2023

Sent via email.

**Re: Call to Action: Review of the Cannabis Act**

Please note that on February 1, 2023 Huron County Council passed the following motion:

Moved by: Councillor G. Finch and Seconded by: Councillor M. Anderson

THAT:

The Council of the County of Huron approve the report by CAO Meighan Wark dated February 1, 2023 titled Report to Council: Cannabis Act Information as presented;  
AND FURTHER THAT:

The Council of the County of Huron advocate for improvements to the Cannabis Act and current legislative framework for cannabis in Canada by sending the report titled *Report for Council: Cannabis Act Information*, including the correspondence found in the appendices, to the Western Ontario Warden's Caucus (WOWC) for discussion and consideration;

AND FURTHER THAT:

The Council of the County of Huron approve forwarding Call to Action Letters to the following for support:

- Federation of Canadian Municipalities (FCM)
- All Municipalities in Ontario
- Ministry of Agriculture, Food and Rural Affairs (OMAFRA)
- Premier of Ontario
- Provincial Minister of the Environment, Conservation and Parks
- Provincial Minister of Agriculture
- Provincial Minister of Municipal Affairs and Housing
- Member of Parliament
- Federal Minister of Agriculture and Agri-Food
- Federal Minister of Health

CARRIED

The County of Huron calls for a review and amendments to the Cannabis Act and the current legislative framework for cannabis in Canada.



To be clear, the County of Huron is not against or opposed to cannabis and we appreciate the role that both the federal and provincial governments provide in assisting municipalities. However, when new legislation is implemented, it is often at the municipal level that the impacts of change can be observed, and notations can be made for areas of improvement. It is vital that municipal governments pay attention and provide information and recommendations to higher levels of government so that continual improvements can be made over time.

It is in this spirit that we provide the following recommendation:

As a municipal government for one of Canada's most agriculturally productive regions and a popular tourism destination, we have been in the position to observe the last several years of legal cannabis production under the Cannabis Act as managed by Health Canada.

Under the current legislative and regulatory framework, we have observed, and continue to observe, serious odour impacts on local communities and residents from cannabis production facilities; including concerns from local medical practitioners about these impacts. Most often, these odour impacts arise from properties used for 'The Production of Cannabis for Own Medical Purposes by a Designated Person'.

In our local municipal experience, these facilities are often established without complying with local municipal zoning and nuisance by-laws, often contain hundreds of cannabis plants for each of the four assigned individuals, and usually do not include adequate odour controls to manage impacts on surrounding homes, public facilities, and the community at large.

To help manage public impacts of cannabis production facilities, we request that all production facilities, including facilities used by a designated person to produce cannabis for an individual's medical purposes, to require confirmation from the local municipality that the facility/site selected complies with all local municipal by-laws and regulations prior to an application being approved by Health Canada. We also request that Health Canada implement a system of minimum setbacks between cannabis production facilities and sensitive odour receptors, including homes and public facilities.

As an agricultural community, we have had extensive experience with the Ontario Ministry of Agriculture, Food and Rural Affairs' Minimum Distance Separation (MDS) Formula, an approach which has been used to successfully manage land use conflicts resulting from odour between livestock facilities and sensitive receptors for almost 50 years. We believe a system based on MDS would be appropriate to manage the

impacts of Health Canada's approved cannabis facilities, including both licensed commercial producers and designated growers for individuals.

In conclusion, we strongly recommend further notice and enhanced consultation with municipal governments when drafting and implementing legislation and regulations related to cannabis production, as there is a direct impact on local municipal operations, local residents, and in some cases, serious issues of non-compliance with local municipal by-laws.

Sincerely,

A handwritten signature in black ink, appearing to read "Glen McNeil", written in a cursive style.

Glen McNeil  
Warden, Huron County  
On behalf of Huron County Council

## MADD Canada's Mission

MADD Canada's mission is to stop impaired driving and to support victims of this violent crime.

## What is MADD Canada Doing About Impaired Driving?

MADD Canada is appealing all levels of government for more effective legislation and better enforcement of the law. These measures must include:

1. Lowering the legal blood-alcohol limit
2. Enhancing police enforcement powers
3. Legislating stiffer penalties for repeat offenders

## Ad Sizes

## Rates

Back Cover (8.25" x 10.625")*	\$2200
Inside Covers (8.25" x 10.625")*	\$1600
Full Page (8.25" x 10.625")*	\$1300
Half Page (7.5" x 4.75")	\$875
Quarter Page (3.625" x 4.75")	\$675
Banner (7.5" x 1.75")	\$575
Eighth Page (3.625" x 2.25")	\$399
Business Card (2.33" x 1.5")	\$299

applicable taxes extra

\*Text content must be 1/4" inside + bleed 1/4" beyond these dimensions.



## Fast Facts

Approximately 65,000 Canadians are impacted by impaired drivers annually

On average, 4 Canadians are killed and 175 are injured every day as a result of impaired driving

Motor vehicle crashes are the leading cause of death among 15 to 25 year olds, and alcohol is a factor in 45% of those crashes

MADD Canada will show its School Assembly Program to over 1 million students in Grades 7 to 12 every year!

**I want to support MADD Canada by placing an ad in The MADD Message Yearbook!**

**PLEASE SELECT THE DESIRED AD : ALL ADS ARE IN FULL COLOUR ON GLOSS PAPER**

☐ BACK COVER ☐ INSIDE COVERS ☐ FULL PAGE ☐ HALF PAGE ☐ QUARTER PAGE ☐ BANNER ☐ EIGHTH PAGE ☐ BUSINESS CARD

PLEASE SELECT THE DESIRED PAYMENT METHOD: ☐ VISA ☐ MASTERCARD ☐ AMEX ☐ INVOICE ME

CREDIT CARD # 



 EXP. DATE: \_\_\_\_/\_\_\_\_ CVV: \_\_\_\_

COMPANY: \_\_\_\_\_ DATE: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

**THANK YOU FOR YOUR SUPPORT! CALL 613-225-8232**

FAX: 613-225-5351 EMAIL: [message@maddmessage.ca](mailto:message@maddmessage.ca)

www.maddmessage.ca

Dear Prospective Advertiser,

On behalf of the Board of Directors, Members and Volunteers of MADD Canada, I would like to thank you for your interest in The MADD Message Yearbook.

The generosity of community-minded people like you makes it possible for MADD Canada to pursue its much-needed programs including victim support services, educational programs, youth programs and public awareness programs.

By placing an advertisement, you will be helping us in our mission *to stop impaired driving and to support victims of this violent crime*. The magazine will enable us to spread our life-saving messages even further and bring in additional revenues for our programs.

Every day in Canada, on average 4 people are killed and another 175 people are injured as a result of alcohol and drug-related crashes. You can help make all the difference in our efforts to save lives.

Thank you once again for your interest and support.

Sincerely,



Dawn Regan  
Chief Operating Officer  
MADD Canada

# madd



## **M E S S A G E**



# features

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**madd**<sup>+</sup>  
Saving Lives. Supporting Victims

DRIVING HIGH **IS** DRIVING IMPAIRED



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Dear Friends:

Every day in Canada, up to 4 people a day are killed and 175 more people are injured in crashes where alcohol and/or drugs were present. MADD Canada (Mothers Against Drunk Driving) is a non-profit, grassroots organization that is committed to stopping impaired driving and supporting the victims of this violent crime. At the heart of MADD Canada are our volunteers who include not only mothers, but fathers, friends, business professionals, experts in the anti-impaired driving field and concerned citizens who want to make a difference in the fight against impaired driving.

MADD Canada's aim is to offer support services to victims, heighten awareness about the dangers of drinking and driving, and to save lives and prevent injuries on our roads. Driving while under the influence of alcohol or other drugs is a terrible crime that touches all of our lives and it is an irresponsible, dangerous and intolerable act. Impaired driving is a crime that is totally preventable. It is also a crime that affects everyone as it can happen to any one of us at any time.

MADD Canada raises funds to support our Victim Services, Chapter Services, Youth Services, Public Awareness and Public Education initiatives which in turn support our overall mission to stop impaired driving and to support victims of this violent crime.

Funds come from individual donors, corporate sponsors, memorial donations, foundations, community fund-raising events and Project Red Ribbon. Our fund-raising campaigns include direct mail, telephone and monthly donations, as well as, display kiosks at businesses and shopping malls to remind the public to always make a conscious choice not to drive impaired by alcohol and/or drugs.

I would like to thank you for picking up this magazine and for taking the time to read through the articles. We hope that it will give you a better sense of what MADD Canada is about and how your support of MADD Canada, be it through donations or volunteering, can make a tremendous difference in the fight against impaired driving.

I would also like to thank all of the people who bought advertising space for this magazine. You have helped make this edition of "The MADD Message Yearbook" a great success.

Sincerely,

A handwritten signature in black ink, appearing to read "Andrew W. Murie".

Andrew W. Murie  
Chief Executive Officer  
MADD Canada





## *SmartWheels* Rolls In To Saskatchewan

**MADD Canada is pleased to announce the launch of its *SmartWheels* program in Saskatchewan.**

This unique mobile classroom – a 42-foot recreational vehicle outfitted with large video screens, virtual reality goggles and individual tablets – is now travelling to elementary schools around Saskatchewan to deliver a unique and fully interactive learning experience about the risks of alcohol, drugs and driving.

Saskatchewan is just the second province with a *SmartWheels* vehicle. The original *SmartWheels* vehicle was launched in Ontario in 2017.

The *SmartWheels* program is designed for students in Grades 4 – 6. Using videos, virtual reality and other technology, it teaches students about the effects of alcohol and drugs on the body, the risks of driving after alcohol or drug use, the tragic consequences of impaired driving, and the dangers of being a passenger in a car driven by an impaired driver.

The program is designed to educate students about the risks of alcohol, drugs and driving – and provide them with safety strategies – long before they will need to make decisions about such things.

“Education about the risks of impaired driving cannot just start when students reach the driving age,” said MADD Canada Chief Executive Officer Andrew Murie. “We need to lay the groundwork early and revisit the message often so that when these young people reach the age where they may be faced with choices about alcohol and drug consumption and driving, they have the knowledge and confidence to make safe, responsible choices.”

*SmartWheels* Saskatchewan is being made possible thanks to partnerships with Saskatchewan Government Insurance (SGI), Saskatchewan Liquor and Gaming Authority (SLGA), and community sponsors.

“This innovative approach will help young people establish a strong foundation for a future of safe and sober driving,” said the Honourable Joe Hargrave, Minister Responsible for SGI. “We are proud to team with MADD Canada in this effort to educate and protect young people, and to prevent impaired driving.”



*SmartWheels* Saskatchewan was officially launched on September 12 with a special presentation to students at St. Gabriel School in Regina. Here, MADD Canada volunteers Lou and Linda Van de Vorst (left and centre) and Allan Kerpan visit the new mobile classroom.

# In the News

"By capturing the students' attention, and engaging them with the interactive components, *SmartWheels* delivers the sober driving message in a creative way that will resonate with young people. It will equip them with the knowledge and tools to protect themselves from impaired driving, now and in the future," said the Honourable Gene Makowsky, Minister Responsible for SLGA. "

Impaired driving takes a disproportionate toll among young Canadians: traffic crashes are the leading cause of death among 16-25 year olds with approximately 55% of fatal crashes involving alcohol and/or drugs. Further, studies show that the use of alcohol and cannabis starts as early as age 11 and that use increases steadily between grades 7 and 9.

*SmartWheels* is already scheduled to deliver 96 presentations at 33 schools around the province between now and late October. Over the course of the school year, it is expected to visit more than 100 elementary schools and reach approximately 9,000 students.

*SmartWheels* complements the *School Assembly Program*, MADD Canada's largest youth program, which delivers education and awareness to hundreds of thousands of Canadian students in Grades 7 – 12 each year. With these two programs, MADD Canada can now provide powerful and ongoing education about the risks and consequences of alcohol, drugs and impaired driving to Saskatchewan students from Grade 4 all the way through to Grade 12.

To learn more about *SmartWheels*, including information on how Ontario and Saskatchewan schools can book presentations, please visit <https://madd.ca/pages/programs/youth-services/school-programs/smartwheels/>



Virtual reality goggles gives students a sense of what it looks and feels like to drive impaired.



MADD Canada was proud to have the Honourable Joe Hargrave, Minister Responsible for Saskatchewan Government Insurance, and the Honourable Gene Makowsky, Minister Responsible for SLGA, join us for this special event. Here, Minister Hargrave visits with some of the students at the presentation.

# In the News

## Motivating Students to Drive Sober – MADD Canada’s School Assembly Program In Full Swing

MADD Canada’s team of School Outreach Representatives are travelling the country, delivering the latest *School Assembly Program, Over the Edge*.

Road crashes are the number one cause of death among Canadian youth. More than half of those crashes involve alcohol and/or drugs. The *School Assembly Program* is aimed at students in Grades 7 – 12, to illustrate the dangers of impaired driving and get them talking about how they can prevent.

*Over The Edge* shows the story of 17-year-old Sam, who moves back to her hometown to live with her Dad while her Mom travels for work. At a party to celebrate Sam’s homecoming, she reunites with her two best friends, Kat and Adam, and meets Kat’s friend, Steve. The group catches up while drinking and smoking cannabis. Things quickly get out of hand when Kat divulges a secret, and

Sam and Adam leave. Knowing she shouldn’t drive, Sam calls her Dad to pick them up. The next morning, Sam and her Dad decide to go fishing. On the way, Sam gets a text from Kat saying that Steve is driving impaired. Sam and her Dad agree to pick Kat up at a nearby farm, and Sam calls the police to report Steve’s impaired driving. Suddenly, a crash happens, changing all of their lives forever.

After that fictional story concludes, viewers see powerful interviews with real-life victims of impaired driving who talk about their loved ones who were killed or injured in crashes. This year’s program tells the stories of:

### **Cassius Richards**

Cassius was killed when an impaired driver, with over twice the legal limit of alcohol in his system, sped through a red light and hit his car. The impaired driver was convicted and sentenced to four years in prison. For Cassius’ family, there is a void left in their hearts that can never be filled.

### **Doug Stewart & Emily Stewart**

A day before Father’s Day, Doug and his daughter Emily were on their way home when a cannabis-impaired driver collided with their car head-on after swerving into the middle of a two-lane highway. Doug was killed in the crash. Emily suffered broken bones and a critical brain injury, and was not expected to live. With courage and perseverance, she survived and has made inspiring progress, but she will never fully recover from her injury.

### **Stanley Thomson**

One evening, four carloads of teenagers stopped at a restaurant on their way home from a high school graduation party. After getting a bite to eat, the friends got back into their cars, with one of the drivers high on cannabis, and they headed home. The driver who was high began to play a daring game of leapfrog with his vehicle. Suddenly, one vehicle pulled out directly in front of an oncoming tractor trailer and triggered a devastating chain reaction of collisions. Five of the young men, including Stanley, died in the crash and eleven were seriously or permanently injured.

With the support of National Sponsors Allstate Insurance Company of Canada and Westcan Bulk Transport and other generous sponsors including Provincial Sponsor LCBO, more than 2,000 presentations of *Over the Edge* will be delivered at middle and high schools across the country. Hundreds of thousands of students will see this sober driving message over the current school year.




To see a clip of the new program, visit the School Programs page on the MADD Canada web site at:  
<https://madd.ca/pages/programs/youth-services/school-programs/>



IN THE

**BLINK**

OF AN EYE

**madd**   
Page 368 of 394  
Saving Lives, Supporting Victims



# Alberta Installs First Roadside Memorial Sign Honouring Victim Of Impaired Driving

In partnership with MADD Canada, the Province of Alberta has initiated a new roadside memorial sign program to recognize the innocent victims of impaired driving.

The first Alberta roadside memorial sign was installed in August. It honours the memory of Alfred Benary, who died in October 2015 from injuries sustained in an impaired driving crash.

“Roadside signs and other memorials are a powerful way to recognize victims, and to remind the public about the tragic consequences of impaired driving,” said MADD Canada Chief Executive Officer Andrew Murie. “One person’s choice to drive impaired took Alfred Benary’s life and devastated his whole family. When people see this memorial sign, we want it to motivate them to make a commitment to never drive impaired.”

MADD Canada thanks Alfred’s family for their courage, and the Government of Alberta for their leadership in establishing a roadside memorial for victims of impaired driving.

MADD Canada has collaborated with governments in other provinces, including Manitoba, Saskatchewan, Ontario, Nova Scotia and Prince Edward Island, to install memorial signs for victims of impaired driving.



Alfred Benary’s wife Adele Dirks (right) and daughters Deanna and Ashleigh (left) unveil Alberta’s first roadside memorial sign for a victim of impaired driving. The sign is located near the crash site, on Highway 22 just north of Highway 1, outside Calgary.

## New Videos Offer Info About Victim/Survivor Rights and Victim Impact Statements

In our ongoing effort to provide victims and survivors with resources to help them deal with the criminal justice system, MADD Canada has produced two new videos.

- The first video provides some answers to frequently asked questions about the Canadian Victims’ Bill of Rights, as well as insights from victims and survivors who have been through the criminal justice system.
- The second video focuses on common questions around preparing a Victim Impact Statement and

includes comments from victims and survivors who have prepared and presented statements in court.

MADD Canada thanks the victims/survivors – Art and Isabelle Carreiro, Justine Ellis, and Dave and Shauna Andrews – who participated in the videos for their sharing their personal experiences, and the Department of Justice – Canada for its assistance in producing the videos.



To watch the videos, please visit:

<https://madd.ca/pages/programs/victimssurvivor-services/victimssurvivors-rights/>

# In the News

## National Volunteer Awards

MADD Canada was proud to honour several individuals for their outstanding contributions to our mission during the September National Leadership Conference. Here are our 2019 National Awards recipients. To learn more about their amazing work, please visit the Volunteer Awards page at: [madd.ca/pages/volunteering/volunteer-awards/](http://madd.ca/pages/volunteering/volunteer-awards/).



**Danielle Cole** (centre), President of MADD Greater Fredericton Chapter, was named **Volunteer of the Year**. Here, she receives her award from MADD Canada Chief Executive Officer Andrew Murie and National Board of Directors Chair Susan Steer.



**Cst. Brennan Burrows** (centre) of the Cape Breton Regional Police is presented with the **Terry Ryan Memorial Award for Excellence in Police Service** by Andrew Murie and Susan Steer.



MADD Halifax Regional President **John MacLeod** (centre) receives the **Victim Services Volunteer of the Year Award** from Andrew Murie and Susan Steer



The **Fundraiser of the Year Award** went to **MADD Comox Valley**. Accepting on the Chapter's behalf was President Leslie Wells (centre), pictured here with Andrew Murie and Susan Steer.

Stay tuned for our Winter Issue in December for some highlights from the conference sessions.

## Leadership Conference Focused on Cannabis-Impaired Driving and Prevention

Chapter and Community Leader volunteers came together in late September for MADD Canada's 2019 National Leadership Conference.

This year's conference consisted of key-note addresses focusing mainly on issues related to cannabis legalization and cannabis and driving, including the

latest research on the impact of cannabis on driving skills, federal and provincial drug-impaired driving legislation, roadside testing for drugs and programs to reduce cannabis-impaired driving. The topics are of particular interest now, as the one-year anniversary of the legalization of cannabis approaches.

In addition to hearing the latest news and research on cannabis and driving, the nearly 200 delegates in attendance had the opportunity to share information about their own local activities in support of MADD Canada's mission to stop impaired driving and to support victims.

# In the News

## Get Your Red Ribbons!

The holiday season is just around the corner and that means the return of MADD Canada's *Project Red Ribbon* campaign!

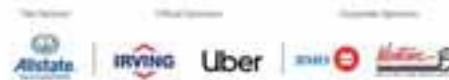
For 32 years, MADD Canada's red ribbon has been a symbol of the effort to end impaired driving and a tribute to all those who have been killed or injured in impaired driving crashes.

Starting November 1<sup>st</sup> and running through the holidays until January 6, 2020, *Project Red Ribbon* encourages Canadians to plan ahead for a safe and sober ride home if they are going to be drinking throughout the holiday season. It is a message we promote all year long, but it is especially important over the holiday season when parties and gatherings are plentiful.

Chapter and Community Leader volunteers will be out in their communities to hand out red ribbons and car decals. Red ribbons and car decals are also available through the MADD Canada web site, Chapters and Community Leaders, and participating sponsor outlets.

"The tragic deaths and injuries caused by impaired driving are entirely preventable," said MADD Canada Chief Executive Officer Andrew Murie. "MADD Canada and our dedicated volunteers across the country, together with our generous sponsors and supporters, will be out this holiday season asking everyone do their part to prevent impaired driving."

Anyone who wishes to support *Project Red Ribbon* with a donation can do so online through the web site, by calling 1-800-665-6233 or by texting "RIBBON" to 45678 (a \$10 one-time donation is added to the donor's cell phone bill and payable to his or her service provider.) A monthly donation option is also available.



Our 2019 *Project Red Ribbon* materials feature the Van de Vorst family, Jordan and Chanda, and their two young children, Kamryn and Miguire. The family was struck by an impaired driver in January 2016. Jordan and Chanda died at the scene. Kamryn and Miguire died later in hospital.

## In the News

# SHOW US YOUR RED RIBBON SPIRIT!



### TIE IT!

To a red ribbon your purse, your backpack, your briefcase, your bike, your car.

### WEAR IT!

On November 1st, show your support to MADD Canada's signature campaign Project Red Ribbon by wearing RED.

### SHOW IT! & SHARE IT!

Show your spirit and share your pictures on MADD Canada's Facebook

[www.facebook.com/maddcanada.ca](http://www.facebook.com/maddcanada.ca),

Twitter [@MADDCanada](https://twitter.com/MADDCanada) and Instagram [madd\\_canada](https://www.instagram.com/madd_canada)

### LIVE IT!

Text "RIBBON" to 45678 to make a \$10 donation to MADD Canada and help save lives.

## Many thanks to our 2019 *Project Red Ribbon Sponsors:*

### **TITLE SPONSOR**

Allstate Insurance Company of Canada

### **OFFICIAL SPONSOR**

Irving Oil Ltd.  
Uber

### **CORPORATE SPONSORS**

BMO Financial Group  
Westcan Bulk Transport

### **IN-KIND PARTNER**

Cascades Canada ULC

### **WE ALSO WANT TO THANK OUR COIN BOX PARTNERS:**

Alcool NB Liquor  
Allstate Insurance Company of Canada  
Anderson's Liquor  
BC Liquor Distribution Branch  
Manitoba Liquor & Lotteries  
Newfoundland Labrador Liquor Corporation  
Nova Scotia Liquor Corporation  
NWT Liquor Commission  
PEI Liquor Control Commission  
Saskatchewan Liquor & Gaming Authority  
Yukon Liquor Corporation



# Public Awareness/Education

## Monthly Donor Program

Join MADD Canada and help save lives through monthly donations!



**YOUR MONTHLY GIFT** provides a consistent and reliable source of funding.

**YOUR MONTHLY GIFT** is cost-effective. Preauthorized donations can be processed more efficiently than single gifts, leaving even more money to support our lifesaving programs. We guarantee that a minimum of 97% of your monthly gift will be directed to our programs.

**YOUR MONTHLY GIFT** will help ensure that we are able to continue to reach people with our lifesaving message before so many more lives are lost.

### How monthly giving benefits you: *It's easy.*

Just tell us whether you would prefer to use your chequing account or your credit card. It's flexible. You're in control. You can increase, decrease, pause or stop your donations at any time.

***It's convenient.*** You'll receive a consolidated charitable receipt for all your donations for the previous year in late February.

***It's rewarding.*** By joining our monthly donation program, you will receive our quarterly newsletter, *MADD Matters*, plus our annual report. You will also have the satisfaction of knowing you are helping to secure a better future for all of us. Together, we can make a difference.

To join today, please contact **Dawn Regan**, Chief Operating Officer, at 1-800-665-6233, ext. 223.

## MADD Canada Youth Bursaries

MADD Canada has always been an organization that has taken utmost pride in making a difference in people's lives. Once again, we have been able to fulfill this mandate by providing some of our victims with MADD Canada Youth Bursaries.

Each MADD Canada bursary helps a Canadian student in college or university whose parent or legal guardian has died as a result of an impaired driving crash. A bereaved victim may experience many challenges including: a fear of the unknown, the risk of possible regrets, a loss of purpose and direction in life, high stress levels, financial insecurity and communication barriers that affect supportive parenting.

This educational bursary of \$2,000.00 is intended to help cover the cost of tuition or residence fees. This year we have 11 recipients from across the country who qualified for this bursary.

Our organization is thrilled to have the opportunity to provide these bursaries to students across the country, as we know it helps develop their skills and abilities to face the future. One of our previous recipients, Chantel Parkes from the Sarnia, ON area, completed her diploma in marketing from Fanshawe College in London, ON with the aid of the bursary, and now we are proud to have her as part of our MADD Canada School Outreach Program staff. She has strengthened her commitment to stop impaired driving first as a volunteer, then as a student, and now as part of the MADD Canada National staff.

To find out more about MADD Canada Bursaries or how your gift can help MADD Canada support victims of impaired driving and their families, please call **Steve Sullivan**, Director of Victim Services at **1-866-876-5224**.

## In the News

# New Award Recognizes Extraordinary Contributions Made By Professor Robert Solomon Over 20+ Years

MADD Canada is pleased to announce the establishment of the Robert M. Solomon Award, to be presented annually to a volunteer who makes an outstanding contribution in achieving or advancing MADD Canada's public policies.

For well over 20 years, Robert Solomon, Professor in the Faculty of Law at the University of Western Ontario, and MADD Canada's Director of Legal Policy, has been a leading voice in the effort to reform Canada's impaired driving laws, reduce impaired driving and ensure the rights of victims and survivors.

The new award has been established in honour of Professor Solomon's upcoming retirement. It was announced at MADD Canada's Leadership Conference in September, with the inaugural award to be presented in 2020.

An internationally-recognized expert in the anti-impaired driving field, Professor Solomon has worked tirelessly to assess best practices in impaired driving policy and to advocate for legislative amendments that would deter impaired driving, save lives and prevent injuries.

He has conducted extensive research and promoted federal measures such as mandatory alcohol screening, and new drug-impaired driving laws, as well as provincial/territorial measures, such as zero BAC/drug requirements for new and young drivers, administrative roadside licence suspension programs, and mandatory alcohol ignition interlocks.

In fact, the *Rating the Provinces and Territories Report* he compiled regularly for MADD Canada, which offers a comprehensive assessment of each jurisdiction's impaired driving laws, has become a blueprint for provinces/territories on how to strengthen their impaired driving legislation.

His other work includes:

- Comprehensive reviews of federal impaired driving legislation, and recommendations on new laws and policies including mandatory alcohol screening.
- A Youth and Impaired Driving report with detailed information on youth alcohol and drug consumption rates and related impaired driving risks.
- The Alcohol, Trauma and Impaired Driving report, which offers statistics on alcohol and drug-related

crashes, not only for road vehicles, but for boating, cycling, off-road vehicles, pedestrians, etc.

- Numerous brochures on a variety of topics, including an overview of the criminal justice system as it relates to impaired driving, and information on liability issues related to alcohol service.



Professor Solomon has made numerous presentations and submissions to tribunals, government agencies and legislative committees on matters related to impaired driving laws and policies, and his work has been regularly published in peer-reviewed journals. He has also acted as a powerful spokesperson for MADD Canada on laws, legislation and alcohol/drug policy matters.

He has been recognized often for his work, including a 2010 National Award of Excellence in Public Policy from the Kaiser Foundation, and a 2007 Widmark Award from the International Council on Alcohol, Drugs and Traffic Safety.

Professor Solomon has often expressed his amazement and appreciation for the dedication and passion of MADD Canada's volunteers and members. This new award is an opportunity for the MADD Canada family to reciprocate that sentiment and celebrate his contributions.

"Bob has been a passionate and dedicated supporter of this effort to prevent impaired driving," said MADD Canada Chief Executive Officer Andrew Murie. "He has helped shape the country's impaired driving laws over nearly three decades, and, in doing so, has helped reduce impaired driving, save lives and prevent injuries. It has been MADD Canada's privilege to have him on our team."

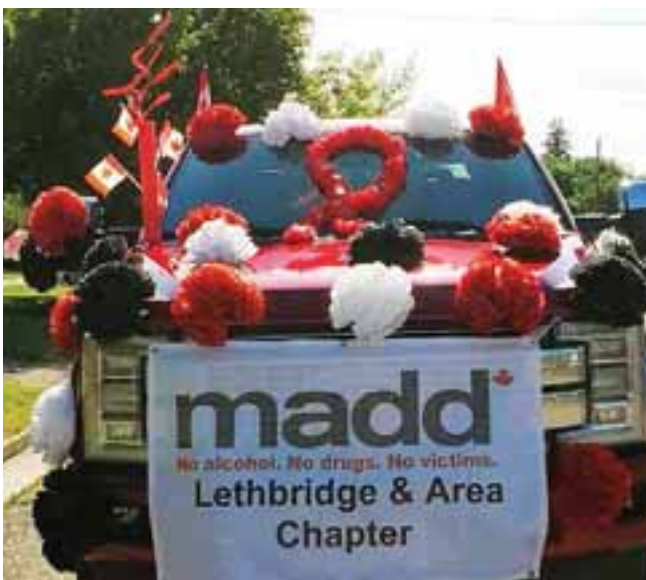
# Chapter Notebook



**MADD Whitehorse** created a memorial bench to pay tribute to Tim Twardochleb for being instrumental in bringing MADD Canada to the Yukon. The beautiful memorial bench is in a prominent area in the community and honours the memory of all victims and survivors of impaired driving. Photo courtesy of Jan Trim.



Three students from Peter Lougheed School did their Youth and Philanthropy Initiative (YPI) Project about **MADD Calgary**. In the project, students were asked to learn about social issues impacting their community, choose a charity to visit, and then share what they learned with their peers through a classroom presentation. The students researched and met with MADD Calgary representatives several times to learn about impaired driving and how MADD Canada is making a difference. The students were honoured at a Board Meeting where they presented their project to members of MADD Calgary. The top presentation won a \$5,000 grant from YPI for the charity of their choice, which they presented to MADD Calgary.



**MADD Lethbridge & Area** participated in several parades over the summer months, including the Raymond Parade and the Stirling Parade. Wonderful volunteers along the parade routes handed-out red ribbons and information brochures on MADD Canada and how to get involved locally. Our Chapter also hosted an interactive booth on June 27 at the Lethbridge Bulls Community Night. Volunteers had a great time interacting with fans and handing out red ribbons.



# Chapter Notebook



Volunteers with **MADD Grande Prairie's** Community Leader group participated in the Canada Day Parade and handed out red ribbons to those in attendance. Many thanks to Summit Used Automotive Grande Prairie for lending the group a GMC Sierra for the parade.



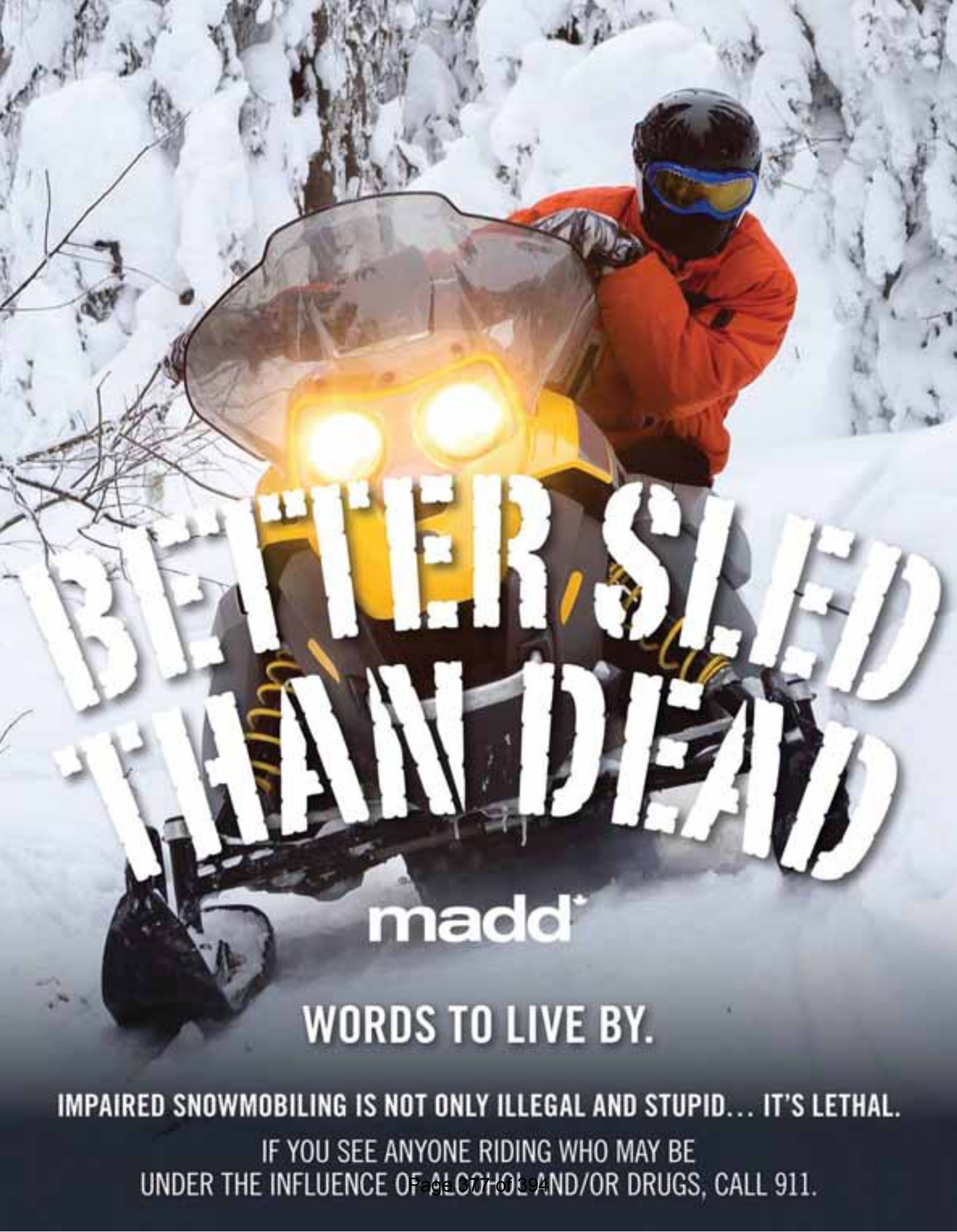
The **MADD St Paul** Community Leader group presented Cst. Stephen Cunningham of the St. Paul RCMP Detachment with a Corporal Cumming's Watch Silver Challenge Coin for the second year in a row. This award is presented to police officers in Alberta for their dedication and efforts in catching impaired drivers.



**MADD Parkland** worked with Leduc County and Seba Beach to place sober boating signage at Wizard Lake and Summer Village respectively. Boat launches in these communities now have *Don't Boat Impaired, Call 911* signs to encourage the public to report suspected impaired boaters. The Chapter thanks Becky Oxtan for her hard work in getting these signs out in the communities.



**MADD Brandon & Area** hosted their annual *Strides For Change* Colour Run/Walk again this year. It was an amazing day filled with enthusiastic walkers and runners, prizes, team spirit and, of course, lots of colours!



# BETTER, SLIED THAN DEAD

madd\*

WORDS TO LIVE BY.

IMPAIRED SNOWMOBILING IS NOT ONLY ILLEGAL AND STUPID... IT'S LETHAL.

IF YOU SEE ANYONE RIDING WHO MAY BE  
UNDER THE INFLUENCE OF ALCOHOL AND/OR DRUGS, CALL 911.



# Chapter Notebook



**MADD Prince Albert** installed a beautiful granite bench along the Rotary Trail by the riverbank in memory of all victims and survivors of impaired driving. The bench is placed in a quiet and beautiful setting for families to come and remember their loved ones. Thank you to Karen Anthony-Burns, who lost her son Daniel in an impaired driving crash, for her hard work in arranging to have the bench installed.



**MADD Sarnia/Lambton** received a \$1,000 Allstate Good Hands Grant, thanks to the Sarnia Allstate Agency Office in May 2019. From left to right: Chris Tomkins, Deb Sullivan, Nick Dyck, Stephen Victor, Charmaine Murray, Chapter President, Leann Riddoch and Patty Yazbeck .



**MADD Timmins & Area** held their annual *MADD Timmins & Area PIA Law Strides for Change* run/walk event on Saturday, June 1 at Gillies Lake Conservation Area in Timmins. Here, Brittney Laroque, Tina Saudino, Chapter President and Kim Meunier take a moment to pause for a photo.



With a generous donation from Caesars Windsor Cares, **MADD Windsor & Essex County** Community Leader group is revitalizing its existing *Campaign 911* program in Windsor-Essex with new, larger signs. New signs are also being installed in Amherstburg, LaSalle, Tecumseh, County roads in Essex County and Leamington, thanks to the funding from Caesars Windsor Cares and the partnership and support of the various municipalities. In all, the communities will have 110 signs. Here, Chaouki Hamka, MADD Windsor & Essex County Community Leader & Ontario West Regional Director on the National Board of Directors poses with one of the signs already placed in Amherstburg.

# Chapter Notebook



Once again this summer, Sylvie Bélanger from **MADD Lanaudière** has organized awareness events with the Sûreté du Québec Cadets at Gérard Lavallée Park, in Lavaltrie. It was a great opportunity to meet with local residents and boaters, and further collaborate with the Cadets. Pictured here are Sylvie with Cadets Gabriel Desrosiers and Jonathan Desjardins.



Families and friends of the 70 impaired driving victims named on the **Newfoundland and Labrador Provincial Monument For Victims of Impaired Driving** gathered in Grand Falls-Windsor for the annual Commemorative Ceremony of Hope and Remembrance. Prior to the memorial service, some guests had an opportunity to participate in a sharing circle to support one another in their grief and loss. The Monument Ceremony provides a meaningful tribute to those who have been killed and injured in impaired driving crashes, as well an opportunity for family and friends to support one another. MADD Exploits Valley President Kim Brown presented the two victim names that were added to the Provincial Monument this year.



**MADD Annapolis Valley** was the chosen charity of the British Motoring Festival at their annual British Car Show at Kings Edgehill School in Windsor, Nova Scotia. Visitors to the Chapter's booth had an opportunity to experience the Fatal Vision Goggles and the impaired drug simulations, view the MADD Canada Memorial Wall and read some of our Victims' Stories banners. Chapter President Scott Callaghan and Vice President Carol Robar are shown here with Windsor Mayor Anna Allen in front of the MADD Annapolis Valley booth.

# Chapter Notebook



**MADD South Eastern New Brunswick's** Charles and Diane Mollins had big smiles for visitors to the Chapter booth during the annual Atlantic National Car Show in Moncton. Antique car buffs from across North America descend on the Hub City every year for this popular show featuring classic antique cars. In addition to red ribbons, information on MADD Canada's *Campaign 911*, and giveaway items, MADD SENB members handed out water to help cool visitors down on those very hot July days.



**MADD Charlottetown & Eastern PE** had an opportunity to coordinate an evening of entertainment during the Dundas Plowing Ground Exhibition in August. Music *MADDness Night* for MADD PE featured two bands, The Chaisson Trio and Tip er Back. The Chapter also received the proceeds from the canteen and the 50/50 draw.

## Yes, you can count on my commitment to MADD Canada.

☐ **One-time donation:**  
☐ \$50   ☐ \$35   ☐ \$25   ☐ \$15   ☐ Other \$ \_\_\_\_\_

☐ **Monthly Gift of:** \$ \_\_\_\_\_ (Minimum \$5)

**I prefer to make my donation by:**  
☐ Cheque   ☐ Visa   ☐ MasterCard   ☐ AMEX

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Card No. \_\_\_\_\_ EXP: \_\_\_\_ / \_\_\_\_

Signature: \_\_\_\_\_

Please make your cheque or money order payable to MADD Canada.

All gifts of \$20 or more will be receipted automatically.

If you require a receipt for any other amount, please check here. ☐

If you are making a monthly donation, please include a void cheque or provide credit card number.



☐ **Please contact me with information on donating to MADD Canada through my will, life insurance and/or stocks.**



# Victim/Survivor Services



Victims/survivors of impaired driving are our number one priority. MADD Canada has developed a wide range of free support materials. Brochures and booklets include:

- A Victim's Guide to the Criminal Justice System
- Adult-Sibling Grief
- Child-Sibling Grief
- Coping with Life After Injury
- Grandparents' Grief
- Holidays and Hope
- Living with Burn Injuries
- Living with Spinal Cord Injuries
- Living with Brain Injuries
- Men and Mourning
- Non-Family Grief
- Parents' Grief
- Spousal Grief
- Survivor Guilt
- Teenagers' Grief
- Helping Children Cope with Death
- Trauma, Loss and Bereavement
- Understanding the Consequences of a Loved One's Impaired Driving
- Workplace Loss and Grief
- A Time to Heal – National Conference for Victims of Impaired Driving

These resources can be ordered by calling 1-800-665-6233, ext. 227 or downloaded from [http://www.madd.ca/madd2/en/services/victim\\_services\\_resources.html](http://www.madd.ca/madd2/en/services/victim_services_resources.html) and are available in English and French.

## Remembering and Acknowledging all Victims/Survivors

MADD Canada's National Office is the site of the National Memorial Wall. Hundreds of photographs of victims who have been killed and those who have been injured in impaired driving crashes line the walls. People who see it always remark on how overwhelming it is to see so many faces of people of all ages and walks of life. These photos have also been replicated on travelling Memorial Wall banners that are displayed at MADD events across the country.

As well, our on-line tribute site is another avenue for people to remember those killed and acknowledge injuries sustained in impaired driving crashes. Memories, photos and tributes can be posted by families or the victim/survivor themselves. This site can be accessed at [http://www.madd.ca/madd2/en/services/victim\\_services\\_tributes.html](http://www.madd.ca/madd2/en/services/victim_services_tributes.html).

If you are a victim/survivor of impaired driving and would like to more information on these programs, contact 1-800-665-6233, ext. 222.



# Making a Difference: Volunteering

## Why should I get involved?

- Up to 4 Canadians are killed and 175 are injured every day in alcohol and drug-related crashes.
- Impaired driving crashes are 100% preventable.
- Impaired driving is the single leading criminal cause of death in Canada.

**As long as there are  
impaired drivers on our  
roads, no one is safe.**

## Here's what our volunteers say:

*"If I can save one life, that will be something I will have accomplished and can be proud of."*

*"We certainly get a lot more out of it than we're giving back"*

*"Volunteering with MADD Canada is a great way to meet people and make valuable contacts."*

*"As a victim of impaired driving, I've received wonderful support from a group that really understands."*

***You can make a difference. Don't wait until you or your family becomes a victim. Get involved today.***

# Making a Difference: Volunteering

## Here's How you can help:

### Public Awareness and Chapter Youth Programs Services Programs:

- *Project Red Ribbon* Campaign: distribute coin boxes with Red Ribbons in the community (November to January)
- Campaign 911: The Canadian public is encouraged to report suspected impaired drivers by calling 911
- R.I.D.E./Sobriety Check Stops work with local law enforcement officials
- Public Education for local schools, companies or service clubs
- Public Awareness through mall displays, parades, festivals, etc.
- Media interviews
- Informing elected officials of MADD Canada's initiatives

- Poster Contest for students 10 years and under and 11-14. Multi-Media Contest for 24 and under.
- Multi-Media School Assembly Presentations for high schools, middle schools and elementary schools.



### Victim Services Programs: (training provided)

- Victim Services Volunteer Training provides support to impaired driving victims on an individual or group level
- Court monitoring to keep track of impaired driving charges
- Letter writing

**Call 1-800-665-MADD  
for the Chapter nearest you.**

**MADD Canada**  
(Mothers Against Drunk Driving)

2010 Winston Park Drive, Suite 500,  
Oakville, ON L6H 5R7

TELEPHONE: (905) 829-8805  
FAX: (905) 829-8860  
INTERNET: [www.madd.ca](http://www.madd.ca)  
E-MAIL: [info@madd.ca](mailto:info@madd.ca)

## Reward Yourself and Support MADD Canada

Reward yourself and support MADD Canada with the BMO® MADD Canada MasterCard®. You will receive 1 AIR MILES®+ reward mile for every \$20 you spend<sup>(1)</sup> or 0.5% CashBack® — and pay no annual fee<sup>(2)</sup>. Or earn rewards faster with an AIR MILES World or Cashback World MasterCard.

If you already have a BMO MADD Canada MasterCard, you can take pride in knowing that you're helping support MADD Canada to save lives and support victims at no additional cost to you. What better reason to use your card more often?

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1. Award of AIR MILES reward miles is made for purchases charged to your account (less refunds) and is subject to the Terms and Conditions of your BMO MasterCard Cardholder Agreement. The number of reward miles will be rounded down to the nearest whole number. Fractions of reward miles will not be awarded. ®Registered trade-marks of Bank of Montreal.

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## MADD Canada Store

Looking for holiday gift and stocking-stuffer ideas? Visit our online store [madd.ca/pages/store/](http://madd.ca/pages/store/) and check out the great selection of MADD Canada-branded products and accessories. Popular products include our red shoelaces, mittens, watches, keychains, angel pins and car magnets. Treat yourself, or pick up some gifts for friends and families.



## Getting Rid Of Your Old Vehicle Has Never Been So Easy!

Do you have an old vehicle that needs to go? Consider donating it through one of MADD Canada's vehicle donation partners!

Car Heaven, Charity Cars and Donate A Car Canada have all added MADD Canada to the list of charitable organizations for which they collect donations. You'll have peace of mind knowing you disposed of your old vehicle in an environmentally friendly way and you'll receive a tax receipt. Not only that, your donation benefits MADD Canada.

Visit our vehicle donation partner web sites for details on how the programs work.



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



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



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



# MADD Local Chapter Information

in the schools - in the community  
- reaching out to victims

we depend on the support of donors  
to sustain our activities.

please give generously



## Local Chapter Contact Information

### MADD ABBOTSFORD CL

Abbotsford, BC  
Tel: 1-800-665-6233 ext. 304  
Email: madd\_abbotsford@yahoo.ca  
Web: <http://maddchapters.ca/abbotsford>

### MADD CENTRAL OKANAGAN

9-3151 Lakeshore Rd., Suite 251  
Kelowna, BC V1W 3S9  
Tel: 1-800-665-6233 ext. 373  
Email: infomaddokanagan@gmail.com  
Web: <http://maddchapters.ca/centralokanagan>

### MADD COMOX VALLEY/CAMPBELL RIVER

1550 Lake Trail Road  
Courtenay, BC V9N 9C2  
Tel: 1-800-665-6233 ext. 306  
Email: comoxvalleymadd@gmail.com  
Web: <http://maddchapters.ca/comoxvalley>

### MADD DAWSON CREEK CL

Dawson Creek, BC  
Tel: 1-800-665-6233 ext. 342  
Email: madd.dawsoncreek@gmail.com  
Web: <http://maddchapters.ca/dawsoncreek>

### MADD ELKFORD/SPARWOOD CL

1313 Cypress Place  
Sparwood, BC V0B 2G2  
Tel: 1-800-665-6233 ext. 337  
Email: maddsparwoodfernle@gmail.com  
Web: <http://maddchapters.ca/maddelkfordsparwood>

### MADD FORT ST. JOHN CL

Fort St. John, BC  
Tel: 1-800-665-6233 ext. 365  
Email: fsjmadd@gmail.com

### MADD KAMLOOPS CL

#6 - 2526 Nechako Dr.  
Kamloops, BC V2E 2C9  
Tel: 250-819-7812  
Email: roxanneengli@telus.net  
Web: <http://maddchapters.ca/kamloops>

### MADD KIMBERLEY CRANBROOK CL

438 6th Avenue  
Kimberley, BC V1A 2V3  
Tel: 1-800-665-6233 ext. 301  
Email: maddkimbrook@gmail.com  
Web: <http://maddchapters.ca/kimberleycranbrook>

### MADD METRO VANCOUVER

14-12353 104th Avenue  
Surrey, BC V3V 3H2  
Tel: 1-800-665-6233 ext. 266  
Email: maddvancouver@gmail.com  
Web: <http://maddchapters.ca/vancouver>

### MADD NANAIMO CL

2682 Camcrest Drive  
Nanaimo, BC V9T 4V8  
Tel: 1-800-665-6233 ext. 317  
Email: maddnanaimo@gmail.com  
Web: <http://maddchapters.ca/nanaimo>

### MADD NELSON CL

Tel: 1-800-665-6233 ext. 347  
Email: maddnelson1@gmail.com

### MADD PRINCE GEORGE CL

8174 Rochester Crescent  
Prince George, BC V2N 3W1  
Tel: 1-877-676-6233  
Email: maddprincegeorge@gmail.com  
Web: <http://maddchapters.ca/princegeorge>

### MADD UPPER FRASER VALLEY

11652 - 216th Street  
Maple Ridge, BC V2X 5H5  
Tel: 1-877-676-6233  
Email: andrea\_dice\_clay2001@hotmail.com  
Web: <http://maddchapters.ca/upperfraservalley>

### MADD VICTORIA & AREA CL

4559 Seawood Terrace  
Victoria, BC V8N 3W1  
Tel: 1-800-665-6233 ext. 269  
Email: madd\_victoria@yahoo.ca  
Web: <http://maddchapters.ca/victoria>

### MADD WILLIAMS LAKE

1115 - 12th Avenue  
Williams Lake, BC V2G 2N7  
Tel: 1-800-665-6233 ext. 305  
Email: maddwilliamslake@live.com  
Web: <http://maddchapters.ca/williamslake>

### MADD CALGARY

6528 - 11 Street NE  
Calgary, AB T2E 7J4  
Tel: 403-278-8081  
Email: info@maddcalgary.ca  
Web: <http://maddchapters.ca/calgary>

### MADD COLD LAKE CL

Cold Lake, AB  
Tel: 1-877-676-6233  
Email: maddcoldlake@gmail.com  
Web: <http://maddchapters.ca/coldlake>

### MADD EDMONTON & AREA

Strathcona Business Park  
#6 - 3908 97 St. NW  
Edmonton, AB T6E 6N2  
Tel: 780-488-6233  
Email: maddedm@telus.net  
Web: <http://maddchapters.ca/edmonton>

### MADD FORT MCMURRAY CL

130 Christina Court  
Fort McMurray, AB T9K 1H3  
Tel: 1-800-665-6233 ext. 313  
Email: fortmcmurramymadd@gmail.com  
Web: <http://maddchapters.ca/fortmcmurray>

### MADD GRANDE PRAIRIE CL

Grande Prairie, AB  
TEL : 1-800-665-6233 EXT. 367  
Email: maddgpabi@gmail.com  
Web: <http://maddchapters.ca/grandeprairie>

### MADD LACOMBE

Box 5966  
Lacombe, AB T4L 1X4  
Email: maddlacombe@yahoo.com  
Web: <http://maddchapters.ca/maddlacombe>

### MADD LEDUC CL

Leduc, AB  
Email: maddstrathcona@gmail.com

### MADD LETHBRIDGE & AREA

208 Ryerson Road  
Lethbridge, AB T1K 4P3  
Tel: 1-800-665-6233 ext. 316  
Email: maddlethbridgearea@gmail.com  
Web: <http://maddchapters.ca/lethbridge>

### MADD MEDICINE HAT & DISTRICT

P.O. Box 632  
Medicine Hat, AB T1A 7G6  
Tel: 403-504-4000  
Email: madd.medicinehat@gmail.com  
Web: <http://maddchapters.ca/medicinehat>

### MADD PARKLAND

52518A Range Road 271  
Spruce Grove, AB T7X 3M8  
Tel: 780-722-5125  
Email: parklandmadd@gmail.com  
Web: <http://maddchapters.ca/parkland>

### MADD PROVOST CL

Box 485  
Provost, AB T0B 3S0  
Tel: 306-753-4324  
Email: cdrichie@live.ca  
Web: <http://maddchapters.ca/provost>

### MADD RED DEER & DISTRICT

Box 1115  
Red Deer, AB T4N 6S5  
Tel: 1-800-665-6233 ext. 358  
Email: maddrd@telusplanet.net  
Web: <http://maddchapters.ca/reddeer>

### MADD SLAVE LAKE

105 11th Avenue  
Slave Lake, AB T0G 2A4  
Tel: 800-665-6233 ext. 343  
Email: maddslavelake@gmail.com  
Web: <http://maddchapters.ca/slavelake>

### MADD ST. ALBERT CL

St. Albert, AB  
Email: maddstlbert@gmail.com

### MADD ST. PAUL & AREA CL

4421 - 52 Avenue  
St. Paul, AB T0A 3A2  
Tel: 780-614-5920  
Email: maddstpaulchapter@gmail.com  
Web: <http://maddchapters.ca/stpaul>

### MADD WAINWRIGHT CL

1106 24 St.  
Wainwright, AB T9W 1W4  
Tel: 1-800-665-6233 ext. 346  
Email: maddwainwright@gmail.com  
Web: <http://maddchapters.ca/wainwright>

# Who is MADD Canada?

MADD Canada (Mothers Against Drunk Driving) is a national, grassroots, registered, charitable organization with Chapters and Community Leaders. MADD Canada Chapters are run by volunteers from across the country and include not only mothers, but fathers, friends, business professionals, experts in the anti-impaired driving field, concerned citizens and young people who want to make a difference in the fight against impaired driving.

## History of MADD Canada

In 1983, MADD Canada's predecessor PRIDE (People to Reduce Impaired Driving Everywhere) received official Chapter status from MADD in the U.S., becoming the only official licensee of MADD in Canada. Several Chapters were subsequently formed and in 1990, MADD Canada officially became a national organization.

MADD Canada has grown from coast to coast and continues to advocate for change to make our communities safer and to provide victims of impaired driving with a voice.

## Our Mission:

**To stop impaired driving and to support victims of this violent crime.**

**1-800-665-MADD  
[www.madd.ca](http://www.madd.ca)**

**madd** 

# Who is MADD Canada?

## Youth Services

MADD Canada is committed to eliminating impaired driving among youth by empowering young people to positively influence their peers, community and legislators.

MADD Canada's youth programs include:

- **School Assembly Programs** for high schools, middle schools and elementary schools that challenge and inspire young people to make smart choices in their lives including choosing not to drink and/or use drugs and drive
- **Educator Guides**
- **Poster Contest** – A creative medium for children aged 10 and under and 11-14 to express their concerns about impaired driving.
- **Youth Multi-media Contest** – for 24 and under students create a PowerPoint or DVD presentation on stopping impaired driving.
- **MADD Canada Bursary Program** for students whose parent, guardian or sibling was killed or injured in an impaired driving crash.
- **Educational videos**
- **Dedicated youth section on web site** - Youth can learn about stopping impaired driving in their community

## Public Awareness

Raising public awareness about the dangers of impaired driving is a critical strategy to prevent more deaths and injuries. MADD Canada's national public awareness programs include:

- **Project Red Ribbon** – An annual campaign for drivers to display a red ribbon on their vehicle or key-chain in support of sober driving
- **Campaign 911** – The Canadian public is encouraged to report suspected impaired drivers by calling 911
- **Signs of Summer** – Local businesses display sober driving messages throughout the summer
- **Educational videos**
- **Public Service Announcements** for radio, television and print campaigns
- **Printed materials** including posters, booklets, brochures
- **MADD Matters** – A national newsletter sent to victims, members, supporters and community leaders to keep them informed about impaired driving issues and MADD Canada's activities.



# Who is MADD Canada?

## What Can You Do?

- Don't drive impaired by alcohol and/or drugs.
- If you or a loved one becomes the victim of an impaired driving crash, call 1-800-665-MADD or your local Chapter.
- Get involved by volunteering for a local Chapter.
- If there is not a Chapter in your area, contact MADD Canada's National Office to inquire about starting one.
- Demonstrate your commitment to fight impaired driving by becoming a member of MADD Canada.
- Tie a red ribbon on your vehicle as a reminder to drive sober.
- Open a dialogue with your children about drinking and driving.
- Donate to your local Chapter and/or the National organization.
- Be a responsible host. Don't let your guests drive after drinking alcohol or using drugs.
- If you witness someone who appears to be driving impaired, report them to the local authorities immediately.
- Participate in one of MADD Canada's Youth Programs and positively influence your peers.
- Never get in a vehicle with a driver who has been drinking or using drugs.

## Please Help us Change the Odds

- ☐ Yes, I would like to support MADD Canada through my donation of ☐ \$10; ☐ \$15; ☐ \$20; ☐ other\_\_\_\_\_. Enclosed is my cheque or money order. (A charitable receipt will be issued for your donation.)
- ☐ Yes, I would like to join MADD Canada's Monthly Donor Program. Please contact me.
- ☐ Please send me information on MADD Canada's Planned Giving Programs (includes wills, life insurance, annuities).
- ☐ I would like information about volunteering locally for a MADD Canada Chapter.
- ☐ I would like information on how I can participate in MADD Canada's youth programs.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ P.C.: \_\_\_\_\_

Phone (H): \_\_\_\_\_ Phone (W): \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contact your local Chapter or detach and mail to:

**MADD Canada** (Mothers Against Drunk Driving)  
2010 Winston Park Drive, Suite 500, Oakville, ON L6H 5R7  
1-800-665-MADD (6233)  
TELEPHONE: (905) 829-8805 FAX: (905) 829-8860  
INTERNET: [www.madd.ca](http://www.madd.ca) E-MAIL: [info@madd.ca](mailto:info@madd.ca)

Canadian Charitable Registration No: 13907 2060 RR0001

**You can make a difference!**



# Who is MADD Canada?

## Who Funds MADD Canada?

Funding for MADD Canada is provided by:

- Individual Donors
- Corporate Sponsors
- Memorial Donations
- Project Red Ribbon
- Community Events
- Planned Giving
- Special Events

MADD Canada contacts hundreds of thousands of households each year through our mail and telephone community awareness programs. Each household receives information about the dangers of impaired driving and its devastating impact on victims. We gratefully acknowledge the commitments of our donors.

## Chapter Services

MADD Canada's volunteers work at the local level to provide one-on-one service to their communities. MADD Canada recognizes the importance of a strong grassroots organization and offers the following to assist in Chapter growth:

- National staff of professionals to provide resources and materials to assist at the local level
- Volunteer development workshops and materials
- An annual National Chapter Leadership Conference
- National promotional and fund-raising materials
- National public awareness campaigns
- Assistance in Chapter volunteer recruitment and retention
- Web site to promote national and local activities and provide research information
- Tools to assist with effective communication



## Victim Services

What makes MADD Canada unique from other organizations in the fight against impaired driving is our service to victims of impaired driving crashes. These services include:

- A national victim support line, 1-800-665-MADD
- Victim support literature to assist victims of impaired driving crashes
- Online and face-to-face training for Victim Support Volunteers (VSVs) to develop VSVs who can provide a full range of support services to impaired driving victims in their communities
- An annual National Candlelight Vigil and Victims' Conference
- We Care Program, a comprehensive referral and information package for victims of impaired driving
- Online resources, victim tributes and discussion forum on MADD Canada's web site, [www.madd.ca](http://www.madd.ca)
- National Memorial Wall
- Court Monitoring and Victim Impact Panel training available online

**From:** [message@maddmessage.ca](mailto:message@maddmessage.ca)  
**To:** [Casey Munro](#)  
**Subject:** MADD Message Yearbook Advertising Information  
**Date:** December 12, 2022 11:21:15 AM  
**Attachments:** [MaddMessage\\_Advertising\\_Rates.pdf](#)  
[SAMPLE\\_PAGES.pdf](#)

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CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayor Lowry & Council,

I hope that everyone is doing well. Please accept this email as our official sponsorship advertising request. Thank you for your time and consideration. Please feel free to email or call the office at (613) 225-8232. We hope to have the Township of Mississippi Mills join us in support of MADD Canada. We look forward to hearing from you. Have a wonderful holiday season!

The MADD Message Yearbook is a publication designed to raise awareness and funds for the many programs MADD Canada provides, including educational seminars in schools for new young drivers, (<https://maddyouth.ca/school-program>) (<https://maddyouth.ca/weed-out-the-risk/>) (<https://maddyouth.ca/smartwheels-program/>). The publication will be available to the public and to our business and professional advertisers free of charge via mail and in high profile public locations. By placing your advertisement you can take part in the messaging focused on stopping impaired driving in our communities, while publicly promoting your commitment to the cause. For additional information, to see our rates, and to see a recent e-copy, please visit our website, [www.maddmessage.ca](http://www.maddmessage.ca). Without the backing of the business community, this important publication would not be possible. We hope to count on your participation in our upcoming edition.

Yours truly,  
Stacey Biekx  
T: (866) 767-1736  
E: [message@maddmessage.ca](mailto:message@maddmessage.ca)  
W: [www.maddmessage.ca](http://www.maddmessage.ca)

Back Covers \$2200.00  
Inside Covers \$1600.00  
Full page \$1300.00  
1/2 page \$875.00  
1/4 page \$675.00  
Banner \$575.00  
1/8th page \$399.00  
Business Card \$299.00  
Honour Roll Listing \$169.00 (Non Graphical-3 Lines)



# COUNCIL CALENDAR

## February 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7 6PM Council 7PM COW	8	9 3:30PM Library	10	11
12	13 6PM Committee of Adjustment	14	15	16	17	18
19	20 Family Day	21 6PM Council 7PM COW	22 3PM Heritage	23	24	25
26	27 6PM Committee of Adjustment	28				



# COUNCIL CALENDAR

## March 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7 6PM Council 7PM COW	8	9	10	11
12	13	14	15 3PM Heritage	16	17	18
19	20	21 6PM Council 7PM COW	22	23	24	25
26	27 6PM Committee of Adjustment	28	29	30	31	



**Municipality of Mississippi Mills**  
**PENDING LIST**  
**February 21, 2023**

<b>Title</b>	<b>Department</b>	<b>Comments/Status</b>	<b>Report to Council (Date)</b>
Master Fire Plan	Fire	Master Fire Plan Report	Q1 2023
Integrated Vegetation Management Plan	Public Works	Staff to review Lanark County's plan and propose plans for Council to review (potentially including input from Agriculture Advisory Committee)	Q1 2023
Wild Parsnip Plan - Monarch Pledge	Public Works	To form part of the 2022 Wild Parsnip Management Plan	Q1 2023
Mill of Kintail Independent Model	CAO	A meeting was held in Jan 2023 to discuss options.	TBD
Update Debt Management Policy	Finance	Referred to staff at Dec. 17, 2019 Council meeting. Likely to be brought forward with Long Term Financial Plan	TBD

Not-For-Profit Housing Exemptions Review in 2024 Development Charges Review.	Planning	Staff to include a review of the existing exemptions for not-for-profit housing as part of the 2024 Development Charges review to determine if there are more opportunities for further exemptions from Development Charges . Staff to include a Community Benefits By-law analysis as part of the 2024 Development Charges review.	2024
Review of Bylaw Enforcement Hours	Protective Services	Review the current bylaw enforcement hours and determine if an increase in hours is required.	TBD
Mongomery Park Road	Public Works	Staff to bring back a report on the condition of Montgomery Park Road.	2023
Financial Fraud Controls and Summary of Financial Controls	CAO	Staff to bring back summary report on existing fraud controls in place and any deficiencies	2023
Blue Box Transition Options	Public Works	Staff to bring back preferred options for the blue box transition	2023
Traffic Calming and Speed Management on Municipal Roads	Public Works	Staff to bring back an update to the traffic calming and speed management policies.	2023
Transportation Master Plan	Development Services	Staff to work with consultants to complete the Transportation Master Plan	2023
Planning Department - Long Term Staffing Plan	Development Services	Staff to develop a long term staffing plan for the planning department.	2023