

# THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

## Committee of the Whole Meeting

Wednesday November 20, 2019 at 3:00 p.m. – Council Chambers  
102 Derby Street West, Alexandria, Ontario K0C 1A0

### Draft Agenda

1. CALL TO ORDER
2. DECLARATIONS OF PECUNIARY INTEREST
3. ACCEPT THE AGENDA (Additions/Deletions (Carma))
4. DELEGATION(S)
5. STAFF REPORTS

#### **CAO/Clerk's Department**

- a) Clerk's Dept. Workplan Update (Jacques)

#### **Community Services Department**

- b) Community Services Dept. Workplan Update (Brenda)
- c) Consultation - Mill Square Park & municipal waterfront lot (Jeff)

#### **Treasury Department**

- d) Treasury's Dept. Workplan Update (Michel)

#### **Planning/Building & By-law Enforcement Department**

- e) Planning/Bldg. & By-law Enforcement Dept. Workplan Update (Johanne)
- f) Short Term Rentals (Carma)

#### **Public Works Department**

- g) Public Works Dept. Workplan Update (Jacques)

#### **Fire Department**

- h) Fire Dept. 2019 Workplan Update (Jeff)
- i) Open air burn by-law (Brenda)

6. UNFINISHED BUSINESS

7. OTHER BUSINESS

8. MATTERS ARISING FROM STANDING COMMITTEES

Recreation Committee – Bob Linney

Raisin Region Conservation Authority Update by Councillor Michel Depratto

Maxville Manor Update by Councillor Jacques Massie

Glengarry Pioneer Museum Update by Councillor Brenda Noble

Glengarry Archives Update by Mayor Jamie MacDonald

Arts, Culture & Heritage Update by Councillor Jeff Manley

County Council Update by Deputy Mayor Carma Williams

Friends of the Trails Update by Councillor Johanne Wensink

Community Development Committee (Carma)

9. NOTICE OF MOTION

Next Committee of the Whole Meeting

Wednesday December 18, 2019 at 3:00 p.m. at the Centre Sandfield Centre, 102 Derby Street

West, Alexandria, Ontario.

Note: Meeting are subject to change or cancellation.

10. ADJOURNMENT (Michel)

# **Section 1**

**CALL TO ORDER**



## **Section 2**

# **DECLARATIONS OF PECUNIARY INTEREST**

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## **Section 3**

**ACCEPT THE AGENDA**

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

**RESOLUTION #** \_\_\_\_\_

**DATE:** November 20, 2019

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

That the Committee Members accepts the agenda of the Committee of the Whole on Wednesday November 20, 2019.

**Carried**

**Defeated**

**Deferred**

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**MAYOR / DEPUTY MAYOR**

**YEA**

**NEA**

**Deputy Mayor:** Carma Williams

**Councillor:** Jacques Massie

**Councillor:** Brenda Noble

**Councillor:** Jeff Manley

**Councillor:** Michel Depratto

**Councillor:** Johanne Wensink

**Mayor:** Jamie MacDonald

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**Section 3**



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## **Section 4**

# **DELEGATIONS**



# **Section 5**

## **STAFF REPORTS**



**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

**RESOLUTION #** \_\_\_\_\_

**DATE:** November 20, 2019

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

THAT the Committee of the Whole receives Staff Report No. AD-2019-21 CAO/Clerk 2019 Workplan.

**Carried**

**Defeated**

**Deferred**

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**MAYOR / DEPUTY MAYOR**

**YEA**

**NEA**

**Deputy Mayor:** Carma Williams

**Councillor:** Jacques Massie

**Councillor:** Brenda Noble

**Councillor:** Jeff Manley

**Councillor:** Michel Depratto

**Councillor:** Johanne Wensink

**Mayor:** Jamie MacDonald

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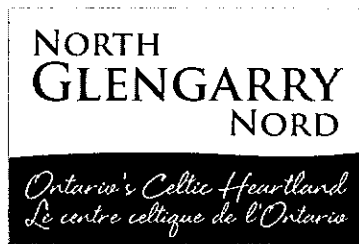
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**Section 5 (a)**



## **STAFF REPORT TO COUNCIL**

Report No: AD-2019-21

**November 20, 2019**

From: Sarah Huskinson – Chief Administrative Officer/ Clerk

RE: Workplan Report

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### **Recommended Motion:**

THAT the Committee of the Whole receives Staff Report No. AD-2019-21

### **Background / Analysis:**

The CAO/Clerk's Department is presenting Council's with their workplan for 2019. There is a great deal of policy work to be done, and larger projects like the strategic plan and meeting management software implementation to be completed. Details and timelines are attached for Council's review.

### **Alternatives:**

None.

### **Financial Implications:**

None.

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

None.

### **Others Consulted:**

None.

Sarah Huskinson  
Chief Administrative Officer/ Clerk



CAO/Clerks Department Tasks		Deliverable	Involvement	2019				2020	Progress
				Q1	Q2	Q3	Q4		
Strat Plan	Review of Municipally Owned Land	Report to Council	SH, JR						
	Communications Plan	Report to Council	SH, TK, AL						
	Customer Service Training	Ongoing	SMT						
	EORN - broadband and cell gap coverage	Ongoing	SH						
Policies	Code of Conduct for Council	Report to Council	SH, Council						
	Communications Plan	Internal Document	SMT						
	Complaints Protocol Policy	Internal Document	SH, Council						
	Council Staff Relations Policy	Report to Council	SMT, Council						
	Delegation of Authority By-Law	Report to Council	SH, LL						
	HR Policy	Report to Council	SMT						
	Indemnification By-law								Complete October 2019
	Records Management Policy	Report to Council	SH, LL						
Other	Workplan Violence and Harrassment Policy	Report to Council	SMT, Council						Complete May 2019
	Accountability and Transparency Policy	Ongoing	SH						Complete in March 2019
	Appointment of Integrity Commissioner	Report to Council	SH						Complete in September
	Emergency Management Training	Training	EMC						Complete in July
	E-Scribe Meeting Management	Program	SH, LL, JD						Training ongoing.
	HR filing system	Internal Document	SH, JD						
	Information Technology Replacement Plan	Internal Document	SH, RE						
	Investigation	Ongoing	SH						Ongoing
	Legal Matters	Ongoing	SH						Ongoing
	Strategic Plan	Report to Council	Staff, Council						Complete in October 2019
Wellness Program	Program	SH, JD						Committee has been established	

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

**RESOLUTION #** \_\_\_\_\_

**DATE:** November 20, 2019

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

THAT the Committee of the Whole receives Staff Report No. CS-2019-14 Community Services Department 2019 Workplan – October update.

**Carried**

**Defeated**

**Deferred**

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**MAYOR / DEPUTY MAYOR**

**Deputy Mayor:** Carma Williams

**Councillor:** Jacques Massie

**Councillor:** Brenda Noble

**Councillor:** Jeff Manley

**Councillor:** Michel Depratto

**Councillor:** Johanne Wensink

**Mayor:** Jamie MacDonald

**YEA**

**NEA**

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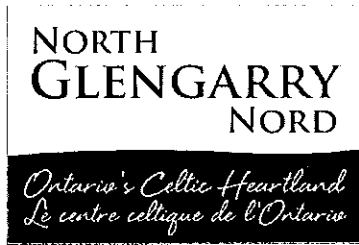
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**Section 5 (b)**



## COMMITTEE OF THE WHOLE

### KEY INFORMATION REPORT

Report No: CS-2019-14

November 20, 2019

From: Anne Leduc – Director of Community Services

RE: Community Services Department 2019 Work Plan – October Update

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#### **Recommended Motion:**

THAT the Committee of the Whole receives Staff Report No. CS-2019-14.

#### **Background / Analysis:**

The table enclosed at the end of this report shows the progress on the various projects undertaken by the Community Services Department.

### ADMINISTRATION

**Budget** – The bulk of the Operating and Capital Budgets that fall under the Community Services Department has been completed and remitted to the Treasurer for review and further discussions.

**Grants** – Investing in Canada Infrastructure Program: Community, Culture and Recreation Stream – The application for the Refurbishing of the Glengarry Sports Place was completed on November 12, 2019 with requested amounts as per the report that was presented to Council. The province will notify applicants if a project has been nominated for federal review. Final notification regarding the grant will be given in the Winter 2021.

### EVENTS AND ACTIVITIES

**Alexandria Bright Nights** – The installation of the LED lights was completed on November 9<sup>th</sup>.

**Boys and Girls Club Activities** – These activities have started as of November in the Glengarry Sports Palace, the Tim Hortons Dome and the Gary Shepherd Hall. The Boys and Girls Club have hired two part-time coordinators to manage this program.

**Seniors Exercise and Fall Prevention Program** – Staff met with representatives from the Centre de santé communautaire de l'Estrie, the Eastern Ontario Health Unit, and the Glengarry Community Living to move this program forward. Volunteer training will take place in Glen Robertson and in Maxville. Samantha, our Program Coordinator is the Township's liaison on this file.

**Sportsball Program** – Staff contacted the organizers of the Sportsball program given in Cornwall to explore bringing this program to the Tim Hortons Dome in January. Registration is now open (with an early bird pricing) for two age groups – 2 to 4 years old (Parent and Child) and 4 to 6 years old (Coach and Child). The Multi-Sport classes provide a the opportunity to explore eight sports – soccer, baseball, basketball, football, hockey, volleyball, golf and tennis through one registration. Our Program Coordinator will be trained in Cornwall and will be coaching the sessions in January.

**Swimming Lessons at Island Park** – The Glengarry Memorial Hospital has declined to participate in this program. Nonetheless, staff is looking into the conditions and cost to certify the beach on our own.

**Volleyball** – The 2019 / 2020 Women's Volleyball session started on November 6<sup>th</sup> and will run to April with the playoffs. 6 teams registered in total.

**Yoga** – Following on the success of the 2019 Fall Session, the Glengarry Sports Palace and the Sandfield Centre have been booked for the Winter Yoga Session will start in January 2020.

## FACILITIES

### Glengarry Sports Palace

Alexandria Library – The renovation of the bathroom in the Alexandria Library have been completed.

Compressor – The refrigeration plant maintenance contractor was called in on November 14, 2019 after the Lead Hand noticed an oil leak. The shaft seal was replaced on this unit which has successfully resolved the issue.

Sidewalk – The sidewalk pour occurred just prior to the first snowfall.

Technical Standards & Safety Association – The facility received the visit of the TSSA inspector on October 7<sup>th</sup>. Minor compliance issues (advisories on external doorways, Lock-out procedures, etc.) were cited and staff has remediated these issues. The TSSA compliance report was filed on October 31, 2019.

### Island Park

Regular Maintenance – As part of regular maintenance, touch up painting was done in both bathrooms and in the kitchen.

Splash Pad – The splash pad was winterized.



## **King George Park**

Mural – The mural was installed on October 30<sup>th</sup> and the official unveiling occurred on November 1<sup>st</sup>. Staff has received very positive feedback on the picture. The original painting is hanging in the Township's Boardroom.

## **Maxville & District Sports Complex**

Sinks – The sinks are being produced for the facility and should be installed before the end of November.

## **Maxville Library**

Repairs – The three old air conditioning units were removed and openings were rebuilt and insulated. The smoke alarms were inspected and all batteries were replaced.

## **Tim Hortons Dome**

Advertising on Doors – The vinyl wraps are being produced by Significo and should be installed over the next few weeks.

## **Other**

Glen Robertson Playground Equipment – A new play structure has been received.

## **COMMENTS**

This report is presented for information purposes only.

	Community Services Tasks	Deliverable	Involvement	2019				2020	Progress
				Q1	Q2	Q3	Q4		
Strat Plan	Draft Action Plan prepared	Completed	AL						
Capital Projects	Dome - Counter Reno	Ongoing	AL, JD						
	Dome - Floor Reno	Ongoing	AL, JD						
	EcDev - Branding Signage (Parks)	Ongoing	TK						
	EcDev - Interpretive Panels	Ongoing	TK						
	Glen Robertson Playground Equipment	Ongoing	AL						Equipment purchases and to be installed in the spring
	GSP - Condenser Water Supply Tank	Completed	RW						
	GSP - Stove for Community Kitchen	Ongoing	RW						
	IP - Change Tables & Sink	Ongoing	AL, JD						
	IP - Micro Nets	Completed	AL, JD						
	IP - Outdoor Exercise Equipment	Report to COTW	AL, JD						Glengarry Community Living
	IP - Removal of Band Shell	Completed	JD						
	IP - Soccer Benches & Cement Work	Report to COTW	JD						
	KingGpk - Electrical Panel	Ongoing	JD						
	Millsq - Architectural Design	Ongoing	AL						
	MSC - Counters Bathrooms	Ongoing	JA						
	MSC - QEL Amonia Detector	Completed	JA						
MSC - Water lateral Connection	Completed	AL, JA							






	Community Services Tasks	Deliverable	Involvement	2019				2020	Progress
				Q1	Q2	Q3	Q4		
Other	Admin - Business & Community Awards Gala	Ongoing	AL, TK, MD	Yellow	Yellow	Blue			
	Admin - Hiring Program Coordinator	Ongoing	AL, SH			Blue			
	Admin - Ice Contract Forms - 2019 Fall Pre-Ice Season	Completed	AL, MD	Blue					
	Admin - Ice Contract Forms 2019 / 2020 Season	Completed	AL, MD	Yellow	Blue				
	Admin - Lighting of Island Park	Ongoing	AL, JD & Others	Yellow	Yellow	Yellow	Blue		
	Admin - Recreation Policies and Procedures	Ongoing	AL, JA, JD, RW	Green	Yellow	Yellow	Yellow	Yellow	
	Admin - Staff Regulatory Training	Ongoing	AL, JA, JD, RW	Green	Yellow	Yellow	Yellow	Yellow	
	Admin - Grants - Celebrate Canada - Reporting for 2019	Completed	AL	Yellow	Yellow	Blue			
	Admin - Grants - Celebrate Canada - Application 2020	Completed	AL			Blue			
	Admin - Grants - Seniors	Ongoing	AL	Yellow	Yellow	Blue			
	Admin - Grants - Young Canada Works	Completed	AL	Yellow	Yellow	Blue			
	Fall Prevention and Exercise Program	Ongoing	AL / EOHU / etc.		Green	Yellow	Yellow	Yellow	Partnership EOHU/SWH/CSCE
	ComDevCttee - Terms of Reference	Report to Council	AL	Yellow	Blue				
	Dome - Membrane repairs	Completed	AL, JD			Blue			
	Dome – Prog. - Competitive Soccer League	Ongoing	AL, JD, Prog. Coord.	Yellow	Yellow	Yellow			
	Dome – Prog. – 18/19 Flag Football	Completed	AL, JD	Blue					
	Dome - Programming - Running Program 2019 Session 1	Completed	AL, JD	Blue					
Dome - Programming - Running Program	Ongoing	AL, JD	Yellow	Blue					

2019 Session 2									
Dome - Programming - Track for Seniors	Ongoing	AL, JD							
Dome - Programming - 2018/2019 Women's Volleyball	Completed	AL, MD, JD							
Dome - Programming - 2019/2020 Women's Volleyball	Ongoing	AL, MD, JD, SD							Extends into March 2020
Dome - Programming - 2019 Youth Floor Hockey	Ongoing	AL, MD, JA, RW							
Dome - Reinstatement of flood damages	Completed	AL, JD							
Dome, GSP, MSC, IP - Programming - 2019 Family Day	Completed	Rec Dept							
Dome, GSP, MSC, IP - Programming - 2019 March Break	Completed	Rec Dept							
GSP - Audit	Audit Completed / Adjustments Ongoing	AL, MD							Waiting for comments from Welch
GSP - Boardroom renovations	Completed	RW							
GSP - Door replacement	Completed	AL, RS							
GSP - Debt recovery - Glengarry Highlanders	Completed	AL, Finance							
GSP - Programming - Yoga 2019 Session 1 Spring	Completed	AL, MD							
GSP - Programming - Yoga 2019 Session 2 Late Spring	Completed	AL, MD							
GSP - Programming - Yoga 2019 Session 3 Fall	Completed	AL, MD							
GSP - Programming - Kickball 2019	Completed	AL							Postponed due to lack of registrations
GSP - Programming - Little Sens 2019 Fall	Completed	AL, MD							
GSP – Alex. Library - Accessible Bathroom	Ongoing	AL, RW							Design & quotes / Construction in Sept.
GSP - Accessible sidewalk front of building	Ongoing	AL, RW							



GSP - Staff hirings	Completed	AL							
GSP, IP - Soccer Fields (Preparation & Closures)	Completed	AL, JD, RW							
GSP, MSC - Plant Lock-out Tag-Out Procedures	Completed	AL, RW, JA							
GSP, MSC - Programming - Floor Hockey	Completed	AL, MD, JA, RW							
GSP, MSC - Refrigeration Plant Certification TSSA	Completed	AL, RW, JA							
GSP, MSC - TSSA Lock-out procedure	Completed	AL, JA, RW							
IP - Aquatic Vegetation Removal Permit	Completed	AL							
IP - Aquatic Vegetation Removal DFO Report	Completed	AL							
IP - Geese Mitigation Program	Completed	AL, Rec Staff							
IP - Geese Mitigation Program Report	Completed	AL							
IP - Programming - 2019 Swimming Lessons	Ongoing	AL							
IP - Programming - Summer Camp	Completed	AL							
IP - Sidewalk Repair	Completed	JD							
IP, GSP, Dome - Fall/Winter Activities Boys & Girls Club	Ongoing	AL							IP - Tuesdays, GSP/Dome - Thursdays
MSC - Community Hall Accessible Door	Completed	AL, JA							
MSC - Community Kitchen Certification	Completed	AL, TK							
MSC - Heating renovations	Completed	AL, JA							
MSC - Programming - Kilt Skate	Completed	AL, TK & Others							

Preparation   
 Execution   
 Complete 



**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

**RESOLUTION #** \_\_\_\_\_

**DATE:** November 20, 2019

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

THAT the Committee of the Whole receives Staff Report No. CS-2019-15 - Consultation – Mill Square Park & municipal waterfront lot.

**Carried**

**Defeated**

**Deferred**

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**MAYOR / DEPUTY MAYOR**

	<b>YEA</b>	<b>NEA</b>
<b>Deputy Mayor:</b> Carma Williams	_____	_____
<b>Councillor:</b> Jacques Massie	_____	_____
<b>Councillor:</b> Brenda Noble	_____	_____
<b>Councillor:</b> Jeff Manley	_____	_____
<b>Councillor:</b> Michel Depratto	_____	_____
<b>Councillor:</b> Johanne Wensink	_____	_____
<b>Mayor:</b> Jamie MacDonald	_____	_____

**Section 5 (c)**



## **COMMITTEE OF THE WHOLE**

### **STAFF REPORT**

**Report No: COTW CS-2019-15**

November 20, 2019

From: Anne Leduc – Director of Community Services

RE: Consultation – Mill Square Park & municipal waterfront lot

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### **RECOMMENDED MOTION:**

THAT the Committee of the Whole receives Staff Report No. COTW CS-2019-15.

### **BACKGROUND / ANALYSIS:**

At the January 28, 2019 Budget Meeting, Council approved funding to hire consultants to create a design to a cohesive space for Mill Square and the municipal waterfront lot.

Staff contacted the Transportations Services at the United Counties of Stormont, Dundas and Glengarry as they are in the midst of evaluating the portion of County Road 34 that passes through Alexandria. Following this discussion, staff at the Township and the Counties determined that the Mill Square exercise should be annexed to the work being done by BT Engineering given the timing of the consultations and the fact that the work on County Road 34 would directly impact this space.

Staff will be attending the Technical Specifications meeting on November 20<sup>th</sup> in Alexandria. The Mill Square Park, along with the nearby municipal waterfront lot, will be part of the Community Café consultation that will be held on Tuesday, December 3 at the Sandfield Centre.

### **FINANCIAL IMPLICATIONS:**

There is no impact on the budget as funding was approved by Council as part of the 2019 Capital Budget.

### **ATTACHMENTS & RELEVANT LEGISLATION:**

N/A

### **COMMENTS:**

This report is presented for information purposes only.

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

**RESOLUTION #** \_\_\_\_\_

**DATE:** November 20, 2019

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

THAT the Committee of the Whole receives Staff Report No. COW-TR-2019-32 the Director of Finance/Treasurer 2019 Workplan updated for October.

**Carried**

**Defeated**

**Deferred**

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**MAYOR / DEPUTY MAYOR**

**YEA**

**NEA**

**Deputy Mayor:** Carma Williams

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**Councillor:** Jacques Massie

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**Councillor:** Brenda Noble

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**Councillor:** Jeff Manley

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**Councillor:** Michel Depratto

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**Councillor:** Johanne Wensink

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**Mayor:** Jamie MacDonald

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**Section 5 (d)**





## **STAFF REPORT TO COUNCIL**

**Report No: COW TR2019-32**

**November 15<sup>th</sup>, 2019**

From: Kim Champigny – Director of Finance/Treasurer

RE: 2019 Workplan – Updated for October

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### **Recommended Motion:**

THAT the Committee of the Whole receives Staff Report No. COW TR2019-32 – the Director of Finance/Treasurer 2019 Workplan updated for October 2019.

### **Background / Analysis:**

The Treasury Department is presenting to the Committee of the Whole their workplan updated as of September 2019. There is a great deal of policy work to be done to ensure transparency and consistency. Policies planned include: water/wastewater billing and collection policy; accounts receivable policy; and current policies that need updating.

The Asset Management Software implementation is a large project with tight deadlines due to the deadline for completion to be eligible for funding. Training has been completed and there is still financial information that needs to be input. We are past the deadline for completing the deliverables for this grant as there are little resources and this really is a full-time position until the data is all collected and input. I am in conversations with FCM (Federation of Canadian Municipalities) to see if we can get an extension to possibly November 30, 2020. They are trying to see what they can do so we can still be eligible for this funding.

The tax department continues to be diligent in collecting arrears. We have eight (8) registered properties that will be advertised for tax sale starting in December if payment has not been received by November 30<sup>th</sup>, 2019. Hopefully this figure declines.

The third quarter CWWF federal portion of the Maxville water project claim has been submitted and no funds yet received.

Funding has been approved by Infrastructure Ontario for \$7.5 million. The final paperwork was submitted, and legal counsel has advised the release of these funds (November 15<sup>th</sup>, 2019). If all is in order, we should be receiving funds in the next few weeks.

The 2020 budget is underway, and departments have submitted their capital requirements. There is still plenty to do for operating, payroll and the summaries for the departments but it is well underway with a presentation to Council planned for early January.

Attached is a copy of the November 15, 2019 variance report for your review. There are no concerns at this point. The items highlighted were those that were not in budget range and an explanation has been provided for the difference.

**Alternatives:**

None.

**Financial Implications:**

None.

**Attachments & Relevant Legislation:**

None.

**Others Consulted:**

Signed by Sarah Huskinson, CAO/Clerk

Treasury Department Tasks	Deliverable	Involvement	2019				2020	Progress
			Q1	Q2	Q3	Q4		
Update provided to CAO	Template Completed	KC						
Accounts Receivable Policy	Policy approved by Council	SM,KC						
Utility Billing Policy	Policy approved by Council	SM,KC						
Travel Policy	Policy approved by Council	KC, SH						Approved by council
Review Records Retention Policy	Policy approved by Council	KC, SH						
New Check Pro procedures have been documented	Procedure created	SM,KC						
Asset Management Software Implementation	Software installed and staff trained resulting in a usable product	Dept						Resources to complete could be an issue. FCM asked for another extension
Council Remuneration Bylaw	Bylaw Approved	KC, SH						
Review Tax Arrears, more letters, and tax collection	Increased Collections, reduced arrears and increased cash flow	LL, KC						
Sale of 2018 registered tax sale property	Cash for sale of property	KC, RM, SH						Potential of over 10 properties for sale in the fall.
Water rates Maxville	Confirmed water rates approved for Maxville	KC, RM, SH						
10 year capital plan template to directors	Plan sent and completed by Directors for 2020 budget	KC, Directors						
Rescind FGT bylaw for bridges only	Rescind Bylaw	KC						
Variance reports - Monthly to Directors	Variance reports delivered to Directors	KC						
2020 Budget	Budget complete	KC, Directors						
A/R and Utility training for backup	Trainee completes A/R	KC, SM, JD						
A/P training for backup	Trainee completes A/P	KC, RK, JD						
Payroll training for backup	Trainee completes payroll	KC, RK, JD						
RBC Form 349	Form submitted to RBC	KC						
Hire New Tax Collector	Tax Collector Hired	KC, LL, RK						
Municipal Audit	Audit Complete	KC, RK, SM, LL, LL						
Maxville Water Project Funding	Funding from grants or LTD complete	KC, RK						Funding approved by Infrastructure Ontario
Checkpro Automatic Deposit	Automatic Cheque Deposits	KC, SM, LL						Great, efficient tool with backup staff positions.
Employee BBQ	BBQ complete	All employees						Sarah set it for June
Year End Financial Processing	Audited financial statements	SM, RK, KC						
CWWF Claim Jan 1 - Mar 31/19	Claim submitted	KC						Claim is \$1,241,080
CWWF Claim Apr 1/19 - Jun 30/19	Claim submitted	KC						
CWWF Claim Jul 1/19 - Sep 30/19	Claim submitted	KC						
ICIP Grant application Creek Road Bridge	Claim submitted	KC						Application Submitted
OCIF Annual Reporting	Claim submitted	KC						Due end of June
Main Street Revitalization Grant reporting	Claim submitted	KC						Submitted Ma/19
Creation of new building permit deposit tracking form	Balances to GL monthly	KC, JR, CL						Procedures clarified. Hopefully perfect for Q2
Creation of cost centres for capital	Cost centres complete	KC, SMT						
Creation of Tax Bill Inserts	inserts	KC, TK, SH						
Variance reports - Quarterly to council		KC						
Tax Arrears Collection reports - Quarterly to Council								

Preparation   
Execution   
Complete 



**REVENUES AS OF NOVEMBER 15, 2019**

Account No.	Account Name	19 FINAL BUDGET	19 ACTUAL VALUES	VARIANCE	NOTES
1-3-1000-1010	MUNICIPAL TAX LEVY	-	(5,831,029)	(5,831,029)	Tax levy required to offset expenses
1-3-1000-1200	MUN SUPPS/OMITS	-	(56,050)	(56,050)	
1-3-1000-1310	MUN WRITE-OFFS	-	50,410	50,410	Due to requests for reconsideration
1-3-1012-1200	COUNTY SUPPS/OMITS	-	(62,379)	(62,379)	Offset with requisitions in expenses
1-3-1012-1210	COUNTY TAX LEVY	-	(6,533,791)	(6,533,791)	Offset with requisitions in expenses
1-3-1012-1310	COUNTY WRITE/OFFS	-	56,105	56,105	Due to requests for reconsideration
1-3-1013-1200	ENG PUB SUPPS/OMITS	-	(6,603)	(6,603)	Offset with requisitions in expenses
1-3-1013-1220	ENGLISH PUBLIC TAX LEVY	-	(987,507)	(987,507)	Offset with requisitions in expenses
1-3-1013-1310	ENG PUB WRITE/OFFS	-	8,871	8,871	Due to requests for reconsideration
1-3-1014-1200	ENG SEP SUPPS/OMITS	-	(81)	(81)	Offset with requisitions in expenses
1-3-1014-1230	ENGLISH SEPARATE TAX LEVY	-	(120,644)	(120,644)	Offset with requisitions in expenses
1-3-1014-1310	ENG SEP WRITE/OFFS	-	757	757	Offset with requisitions in expenses
1-3-1015-1200	FRENCH PUB SUPPS/OMITS	-	(845)	(845)	Offset with requisitions in expenses
1-3-1015-1240	FRENCH PUBLIC TAX LEVY	-	(62,898)	(62,898)	Offset with requisitions in expenses
1-3-1015-1310	FRENCH PUBLIC WRITE/OFFS	-	23	23	Offset with requisitions in expenses
1-3-1016-1200	FRENCH SEP SUPPS/OMITS	-	(746)	(746)	Offset with requisitions in expenses
1-3-1016-1250	FRENCH SEPARATE TAX LEVY	-	(284,101)	(284,101)	Offset with requisitions in expenses
1-3-1016-1310	FRENCH SEP WRITE/OFFS	-	1,296	1,296	Offset with requisitions in expenses
1-3-1017-1200	NO SUPPORT SUPPS/OMITS	-	(27,585)	(27,585)	Offset with requisitions in expenses
1-3-1017-1260	NO SUPPORT TAX LEVY	-	(1,305,753)	(1,305,753)	Offset with requisitions in expenses
1-3-1017-1310	NO SUPPORT WRITE/OFFS	-	1,605	1,605	Offset with requisitions in expenses
1-3-1200-7120	TAX WRITE OFFS	(1,000)	-	1,000	
1-3-1200-8001	ADM - TRANSFER FROM RESERVES	(92,400)	-	92,400	To be done at year end
1-3-1250-4040	P.I.L. - POST OFFICE	(4,000)	(3,836)	164	
1-3-1250-4060	MUNICIPAL TAX ASSISTANCE ACT	(16,700)	(17,577)	(877)	
1-3-1250-4061	GLENGARRY MEMORIAL HOSPITAL	(2,000)	(2,312)	(312)	
1-3-1250-4063	ONTARIO HYDRO - HYDRO ONE	(4,100)	(3,855)	245	
1-3-1250-4064	MUNICIPAL ENTERPRISES	(42,100)	(42,381)	(281)	
1-3-1250-4065	RAILWAYS - RIGHT OF WAY	(43,200)	(124,622)	(81,422)	
1-3-1300-7130	PENALTIES & INTEREST ON TAXES	(300,000)	(281,683)	18,317	Still 2 more months to add
1-3-1500-5009	ONTARIO MUNICIPAL PARTNERSHIP FUND	(2,258,200)	(2,159,700)	98,500	Less received than anticipated
1-3-1600-5080	CANNABIS GRANT	-	(18,816)	(18,816)	
1-3-1600-5089	FEDERAL GAS TAX GRANT	(311,663)	(485,920)	(174,257)	
1-3-1600-5097	PUC RRCA GRANT	(30,000)	-	30,000	Not yet received
1-3-1600-5098	OTHER GRANTS	(47,600)	(54,412)	(6,812)	
1-3-1700-7100	LOTTERY LICENCES	(10,000)	(7,588)	2,412	
1-3-1700-7102	TAX CERTIFICATES	(22,000)	(11,200)	10,800	Less than anticipated
1-3-1700-7103	MARRIAGE LICENCES	(4,000)	(2,875)	1,125	
1-3-1700-7104	BUSINESS LICENCES/PERMITS	(3,500)	(7,250)	(3,750)	
1-3-1700-7106	LAND RENTAL - CHIP STAND - OTHER	(9,750)	(14,821)	(5,071)	

**REVENUES AS OF NOVEMBER 15, 2019**

Account No.	Account Name	19 FINAL BUDGET	19 ACTUAL VALUES	VARIANCE	NOTES
1-3-1700-7120	GENERAL GOVERNMENT INCOME	-	(2,842)	(2,842)	
1-3-1700-7122	DONATIONS	-	(2,589)	(2,589)	
1-3-1700-7123	SALE OF REGISTERED PROPERTIES	-	(4,933)	(4,933)	
1-3-1700-7141	INTEREST ON BANK ACCOUNT	(20,000)	(67,200)	(47,200)	
1-3-1700-7160	RENTAL OF BUILDINGS	(76,500)	(33,527)	42,973	Based on Moulding Building rent which did not happen
1-3-1700-7161	TAX ADJUSTMENTS OVER/SHORT	-	(77)	(77)	
1-3-1700-7790	ALEXANDRIA 200 - DONATIONS	-	2,500	2,500	
1-3-1700-7998	GLENGARRY GREEN BOX PROGRAM	-	(3,990)	(3,990)	
1-3-1900-7754	COMM. DEV. - OTHER FUNDING	(7,500)	(11,720)	(4,220)	
1-3-1900-8004	COMM. DEV. - SPECIAL EVENTS	(11,000)	(8,243)	2,757	
1-3-1950-2036	ECON DEV - SDG INCENTIVE PROGRAM	-	(5,055)	(5,055)	
1-3-1950-3000	ECON DEV - WAGE SUBSIDY	(8,400)	-	8,400	Not yet received
1-3-1950-3016	ECON DEV - MAIN STREET REVITALIZATION	(25,000)	-	25,000	Done at year end
1-3-1950-8001	ECON DEV - TRANSFER FROM RESERVES	(15,000)	-	15,000	Done at year end
1-3-2000-7200	FIRE - BURN PERMITS	-	(1,975)	(1,975)	
1-3-2000-7206	FIRE - MANDATORY INSPECTIONS	(6,000)	(900)	5,100	Less than anticipated
1-3-2000-7230	FIRE - FEES FROM RESIDENTS	(30,000)	(14,914)	15,086	Less than anticipated
1-3-2000-7231	FIRE - FEES OTHER MUNICIPALITIES	(1,000)	-	1,000	
1-3-2000-7233	FIRE - REVENUES MTO CLAIMS	(27,000)	(30,486)	(3,486)	
1-3-2000-7754	FIRE - OTHER REVENUE	-	(4,575)	(4,575)	
1-3-2000-7850	FIRE - SALE OF EQUIPMENT	(20,000)	-	20,000	Estimated for budget
1-3-2000-8001	FIRE - TRANSFER FROM RESERVES	(160,000)	(165,000)	(5,000)	
1-3-2100-6000	CBO - PROPERTY STANDARDS	-	(1,243)	(1,243)	
1-3-2100-7200	CBO - BUILDING PERMITS	(125,000)	(89,525)	35,475	Less than anticipated
1-3-2100-7203	CBO - REVENUE - OTHER	-	(750)	(750)	
1-3-2100-7206	CBO - BURN PERMIT	(3,000)	(1,700)	1,300	
1-3-2125-7201	BYLAW - ENFORCEMENT VIOLATIONS	(15,000)	(1,060)	13,940	Less than anticipated
1-3-2125-7204	BYLAW - COURT FINES	(2,000)	-	2,000	
1-3-2125-7207	BYLAW - CLEAN YARDS	(1,000)	(925)	75	
1-3-2125-7208	BYLAW - PARKING TICKETS	(2,000)	(1,427)	573	
1-3-2200-7200	SS - PERMITS	(18,000)	(21,960)	(3,960)	
1-3-2200-7203	SS - OTHER REVENUE	-	(1,740)	(1,740)	
1-3-2250-7200	ANIMAL CONTROL - KENNEL PERMIT	(3,500)	-	3,500	
1-3-2250-7210	ANIMAL CONTROL - DOG LICENCES	(27,500)	(35,692)	(8,192)	
1-3-2250-7211	ANIMAL CONTROL - POUNDKEEPER	-	(983)	(983)	
1-3-2300-2300	AMBULANCE - RENT INCOME	(21,315)	(19,540)	1,775	
1-3-2300-2301	AMBULANCE - OPERATING REVENUES	(3,000)	(7,455)	(4,455)	
1-3-3000-3020	ROADS - AGGREGATE RESOURCES	(4,500)	(16,178)	(11,678)	
1-3-3000-7121	ROADS - ENTRANCE FEES	(500)	(350)	150	



**REVENUES AS OF NOVEMBER 15, 2019**

Account No.	Account Name	19 FINAL BUDGET	19 ACTUAL VALUES	VARIANCE	NOTES
1-3-3000-7850	ROADS - SALE OF EQUIPMENT	(7,000)	-	7,000	Estimated for budget
1-3-3000-7911	ROADS - RECOVERABLE	(30,000)	(26,432)	3,568	
1-3-3000-8001	ROADS - TRANSFER FROM RESERVES	(513,637)	-	513,637	Done at year end
1-3-4020-7400	LF - LANDFILL SITE REVENUES	(5,000)	(2,813)	2,187	
1-3-4020-7401	LF - GARBAGE & RECYCLING CHARGES ON TAX	(780,000)	(785,730)	(5,730)	
1-3-4020-7402	LF - GARBAGE BAG TAGS & BLUE BOXES	(1,000)	(3,745)	(2,745)	
1-3-4020-7403	LF - LAFLECHE - COMMERCIAL PORTION	(8,000)	(2,143)	5,857	Less than anticipated
1-3-4020-7404	LF - MHSW - MUN HAZ SPECIAL WASTE	(15,000)	-	15,000	Less than anticipated
1-3-4020-7405	LF - FUEL SURCHARGE REVENUE	(500)	-	500	
1-3-4020-7503	LF - GRANTS	(2,000)	-	2,000	
1-3-4020-8001	LF - TRANSFER FROM RESERVES	(75,000)	-	75,000	Done at year end
1-3-4030-3000	RARE - WAGE SUBSIDY	-	(1,000)	(1,000)	
1-3-4030-7419	RARE - LCBO BOTTLE DEPOSIT	(41,000)	(34,153)	6,847	Revenues down due to markets
1-3-4030-7420	RECYCLING - FARMER WRAPS	-	8,346	8,346	Unbudgeted
1-3-4030-7422	RARE - TUBS & LIDS 3 TO 7	(9,400)	(2,143)	7,257	Revenues down due to markets
1-3-4030-7423	RARE - OTHER REVENUE	(500)	-	500	
1-3-4030-7424	RARE - ALUMINUM	(42,000)	(8,346)	33,654	Revenues down due to markets
1-3-4030-7425	RARE - METAL	(21,000)	(13,046)	7,954	Revenues down due to markets
1-3-4030-7428	RARE - PLASTIC HDPE#2	(17,000)	(4,529)	12,471	Revenues down due to markets
1-3-4030-7429	RARE - PET #1	(25,000)	(17,155)	7,845	Revenues down due to markets
1-3-4030-7430	RARE - CARDBOARD	(175,000)	(91,452)	83,548	Revenues down due to markets
1-3-4030-7431	RARE - MIXED PLASTICS 1 TO 7	(3,500)	(8,301)	(4,801)	
1-3-4030-7432	RARE - NEWSPRINT #8	(89,000)	(13,986)	75,014	Revenues down due to markets
1-3-4030-7433	RARE - OFFICE MIX	(4,000)	-	4,000	
1-3-4030-7454	RARE - PROCESSING NORTH GLENGARRY	(64,000)	-	64,000	Revenues down due to markets
1-3-4030-7455	RARE - PROCESSING RUSSEL/ABC	(107,000)	(54,714)	52,286	Revenues down due to markets
1-3-4030-7503	RARE - GRANTS	(175,000)	(100,739)	74,261	Not yet received
1-3-4030-8001	RARE - TRANSFER FROM RESERVES	(73,000)	(8,000)	65,000	Done at year end
1-3-7000-8001	OTHER ORGS - TRANSFER FROM RESRVES	(3,000)	-	3,000	
1-3-7100-7122	MSC - DONATIONS	-	(94)	(94)	
1-3-7100-7710	MSC - HALL RENTAL	(9,000)	(5,451)	3,549	
1-3-7100-7711	MSC - CANTEEN	(25,000)	(20,644)	4,356	
1-3-7100-7712	MSC - BAR RECEIPTS	(12,000)	(5,847)	6,153	
1-3-7100-7713	MSC - PRO SHOP	(1,000)	(3,013)	(2,013)	
1-3-7100-7714	MSC - PEPSI MACHINE	(1,500)	(1,939)	(439)	
1-3-7100-7715	MSC - BALL FIELDS RENTS	(1,000)	(484)	516	
1-3-7100-7716	MSC - ADVERTISING	(7,000)	(13,897)	(6,897)	
1-3-7100-7719	MSC - OTHER REVENUES	-	(1,296)	(1,296)	
1-3-7100-7720	MSC - ICE RENTAL	(170,000)	(98,410)	71,590	Lost a prime player
1-3-7100-7721	MSC - FLOOR ICE SURFACE	-	(2,446)	(2,446)	



REVENUES AS OF NOVEMBER 15, 2019

Account No.	Account Name	19 FINAL BUDGET	19 ACTUAL VALUES	VARIANCE	NOTES
1-3-7200-4101	ISLAND PARK - FIELD LINING SPORTSFIELD R	(9,000)	(7,040)	1,960	
1-3-7200-7711	ISLAND PARK - CANTEEN REVENUE	(1,000)	(2,064)	(1,064)	
1-3-7200-7712	ISLAND PARK - BAR REVENUE	-	(40)	(40)	
1-3-7200-7748	ISLAND PARK - DUMPING STATION	(250)	(266)	(16)	
1-3-7200-7750	ISLAND PARK - CAMPING REVENUE	(500)	81	581	
1-3-7200-7751	ISLAND PARK - HALL RENTAL	(20,000)	(9,742)	10,258	
1-3-7200-7752	ISLAND PARK - DAY CAMP REGISTRATION	-	(2,500)	(2,500)	
1-3-7200-7753	ISLAND PARK - OTHER REVENUE	(850)	(354)	496	
1-3-7200-8001	ISLAND PARK - TRANSFER FROM RESERVES	(23,159)	-	23,159	Done at year end
1-3-7300-4100	DOME - GLENG. WOMEN'S VOLLEYBALL	(4,000)	-	4,000	
1-3-7300-4101	DOME - ADVERTIZING REVENUE	(1,400)	(1,782)	(382)	
1-3-7300-4102	DOME - TENNIS REVENUES	(20,000)	(21,149)	(1,149)	
1-3-7300-4103	DOME - TRACK REVENUES	(20,000)	(26,867)	(6,867)	
1-3-7300-4104	DOME - FIELD REVENUES	(40,000)	(26,858)	13,142	
1-3-7300-4105	DOME - VENDING REVENUES	(500)	(260)	240	
1-3-7300-4106	DOME - LAWN BOWLING	(1,500)	-	1,500	
1-3-7300-4110	DOME - BIRTHDAY PARTIES	(2,800)	(956)	1,844	
1-3-7300-7122	DOME - DONATIONS	-	(1,100)	(1,100)	
1-3-7300-7753	DOME - OTHER REVENUE	-	(3,141)	(3,141)	
1-3-7300-7754	DOME - NAMING RIGHTS - TIM HORTON	(5,000)	(5,000)	-	
1-3-7300-7755	DOME - FLAG FOOTBALL LEAGUE	(3,300)	(3,782)	(482)	
1-3-8000-7109	PLN - ZONING CERTIFICATES	-	(9,240)	(9,240)	
1-3-8000-7800	PLN - ZONING & AMENDMENT FEES	(15,000)	(22,080)	(7,080)	
1-3-8000-7802	PLN - MINOR VARIANCES	(5,000)	(4,500)	500	
1-3-8000-7803	PLN - OTHER REVENUE	(30,000)	(3,185)	26,815	
1-3-8000-7806	PLN - CASH-IN-LIEU PARKLAND FEES	-	(14,000)	(14,000)	
1-3-8020-4010	DRAINAGE - MUNICIPAL DRAIN MTCE. CHARGES	(496,280)	(162,307)	333,973	Less than anticipated, a very cyclical revenue based on the work planned
1-3-8020-4012	DRAINAGE - TILE DRAINAGE INSPECTION FEES	(300)	-	300	
1-3-8020-5095	DRAINAGE SUPT/MAINTENANCE GRANT	(232,381)	(19,915)	212,466	Not yet received
1-3-8030-5030	LIVESTOCK & POULTRY GRANT	(4,000)	(2,528)	1,472	
1-3-8040-4013	DRAINAGE - TILE DRAINAGE LOAN - TAXES	(91,250)	(88,912)	2,338	
1-3-9000-8211	TRANSFER FROM RESERVE - WDS	(25,000)	-	25,000	Done at year end
1-3-9300-1001	LAGOON - CWWF FUNDING	-	(120,822)	(120,822)	Not budgeted
1-3-9300-4900	WATER - DOMESTIC - ALEXANDRIA	(1,092,420)	(937,632)	154,788	Billing not complete for the year
1-3-9300-4902	WATER-COMMERCIAL-ALEXANDRIA	(624,240)	(486,087)	138,153	Billing not complete for the year
1-3-9300-4903	WATER-GLEN ROBERTSON	(40,576)	(30,959)	9,617	Billing not complete for the year
1-3-9300-4905	WATER - PENALTY & INTEREST	(20,000)	(14,250)	5,750	Billing not complete for the year
1-3-9300-4906	WATER-OTHER INCOME	(10,000)	(704,216)	(694,216)	United Counties of SDG portion of Maxville

**REVENUES AS OF NOVEMBER 15, 2019**

Account No.	Account Name	19 FINAL BUDGET	19 ACTUAL VALUES	VARIANCE	NOTES
1-3-9300-4907	WATER - NSF CHEQUE CHARGE	-	(360)	(360)	
1-3-9300-4940	SEWER FEES - ALEXANDRIA	(905,148)	(782,609)	122,539	Billing not complete for the year
1-3-9300-4941	SEWER FEES - MAXVILLE	(162,302)	(140,401)	21,901	Billing not complete for the year
1-3-9300-4951	WATER/SEWER CONNECTION FEES	(15,000)	(14,000)	1,000	
1-3-9300-4961	USER FEES - WETLANDS CAPITAL RECOVERY	(15,000)	(12,730)	2,270	
1-3-9300-4971	WATER -HYDRANT RENTAL	(15,000)	-	15,000	
1-3-9300-8001	TRANSFER FROM WATER RESERVES	-	(70,000)	(70,000)	
1-3-9500-1001	MAXVILLE - CWWF FUNDING	(7,800,000)	(10,731,506)	(2,931,506)	Timing of CWWF funding received at the beginning of the year pertinent to 2018
1-3-9500-1002	TRF FROM DEBT - MAXVILLE	(7,500,000)	-	7,500,000	Debenture not yet received
		<u>(25,601,121)</u>	<u>(34,764,508)</u>	<u>(9,163,387)</u>	
	TOTAL OPERATING EXPENSE	12,532,439	18,316,453	5,784,014	\$3.7M related to water
	TOTAL CAPITAL	18,899,715	11,511,425	(7,388,290)	Taxes are budgeted at \$0
	GRAND TOTAL	<u>5,831,033</u>	<u>(4,936,630)</u>	<u>(10,767,663)</u>	

**OPERATING EXPENSE AS OF NOVEMBER 15, 2019**

<b>Account No.</b>	<b>Account Name</b>	<b>19 FINAL BUDGET</b>	<b>19 ACTUAL VALUES</b>	<b>VARIANCE</b>	<b>NOTES</b>
1-4-1000-1010	COUNCIL - SALARIES	134,410	113,732	(20,678)	
1-4-1000-1110	COUNCIL - BENEFITS	9,476	5,728	(3,748)	
1-4-1000-5000	COUNCIL - MAYOR CONVENTIONS & EXPENSES	8,360	7,705	(655)	
1-4-1000-5001	COUNCIL -DPTY MAYOR CONVENTION EXPENSES	3,360	4,619	1,259	County reimbursement already received
1-4-1000-5002	COUNCILLOR AT LARGE - CONVENTION & EXPEN	5,510	3,773	(1,737)	
1-4-1000-5003	COUNCILLOR - ALEXANDRIA WARD	5,510	3,236	(2,274)	
1-4-1000-5004	COUNCILLOR - KENYON WARD	5,510	4,955	(555)	
1-4-1000-5005	COUNCILLOR - LOCHIEL WARD	5,510	7,848	2,338	Higher than budgeted
1-4-1000-5006	COUNCILLOR - MAXVILLE WARD	5,510	6,680	1,170	Higher than budgeted
1-4-1000-5010	COUNCIL - GENERAL EXPENSES	3,000	2,121	(879)	
1-4-1200-1010	ADM - WAGES	561,417	455,865	(105,552)	
1-4-1200-1015	ADM - PART TIME WAGES	-	28,451	28,451	Jena's wage prior to her being full time
1-4-1200-1035	ADM - OVERTIME	5,000	1,259	(3,741)	
1-4-1200-1110	ADM - EMPLOYEE BENEFITS	157,752	128,641	(29,111)	
1-4-1200-1225	ADM - INSURANCE	33,361	33,429	68	
1-4-1200-1507	ADM - BANK CHARGES	6,000	6,314	314	
1-4-1200-2000	ADM - INTEREST ON OPERATING LOAN	-	646	646	
1-4-1200-2015	ADM - TAXES MUNICIPAL PROPERTY	17,600	19,613	2,013	Higher than budgeted
1-4-1200-2020	ADM - HEALTH & SAFETY	10,000	2,639	(7,361)	
1-4-1200-2025	ADM - MILEAGE & TRAVEL	4,000	1,844	(2,156)	
1-4-1200-2026	ADM - MEETING ATTENDANCE	300	2,157	1,857	
1-4-1200-2035	ADM - CONFERENCES/WORKSHOPS/TRAINING	16,000	14,026	(1,974)	
1-4-1200-2048	ADM - STAFF CELL PHONES C/B	-	6	6	
1-4-1200-2049	ADM - CELL PHONES	3,500	2,169	(1,331)	
1-4-1200-2050	ADM - TELEPHONE	4,500	2,036	(2,464)	
1-4-1200-2051	ADM - COURIER	500	124	(376)	
1-4-1200-2055	ADM - ENBRIDGE	4,500	3,016	(1,484)	
1-4-1200-2056	ADM - HYDRO	25,000	14,863	(10,137)	
1-4-1200-2057	ADM - WATER/SEWER	2,500	1,756	(744)	
1-4-1200-2100	ADM - POSTAGE & FOLDING LEASING	25,000	23,626	(1,374)	
1-4-1200-2102	ADM - PARKING LOT RENT	3,100	2,798	(302)	
1-4-1200-2120	ADM - OFFICE SUPPLIES	23,520	12,089	(11,431)	
1-4-1200-2124	ADM - HOUSEKEEPING & JANITORIAL SUPPLIES	-	2,057	2,057	Higher than budgeted
1-4-1200-2125	ADM - SUPPLIES	3,000	4,194	1,194	
1-4-1200-2130	ADM - COMPUTER FEES AND EQUIPMENT	38,000	43,569	5,569	Computers for.....
1-4-1200-2131	ADM - COMPUTER WEBSITE HOSTING	3,100	3,053	(47)	
1-4-1200-2140	ADM - PHOTOCOPIER ADMINISTRATION	6,500	7,290	790	
1-4-1200-2200	ADM - ACCOUNTING/AUDIT	28,000	20,098	(7,902)	
1-4-1200-2210	ADM - LEGAL FEES	20,000	12,906	(7,094)	



**OPERATING EXPENSE AS OF NOVEMBER 15, 2019**

Account No.	Account Name	19 FINAL BUDGET	19 ACTUAL VALUES	VARIANCE	NOTES
					\$16,000 relates to consulting for Strategic Plan
1-4-1200-2223	ADM - CONSULTING/PROFESSIONAL FEES	19,000	32,007	13,007	
1-4-1200-2300	ADM - ADVERTISING	6,000	4,694	(1,306)	
1-4-1200-2325	ADM - PUBLICITY & PROMOTION (BEAUTIFICA)	-	195	195	
1-4-1200-2366	ADM - BUILIDNG/PROP MAINT/SUPPLIES	10,000	17,848	7,848	Cost of painting the building \$11,000
1-4-1200-2410	ADM - ASSOCIATION & MEMBERSHIP FEES	6,000	7,227	1,227	
1-4-1200-2457	ADM - PRINTING ADMINISTRATION	6,500	5,364	(1,136)	
1-4-1200-2500	ADM - MARRIAGE LICENCE FEES	1,000	960	(40)	
1-4-1200-3600	ADM - ELECTION COSTS	-	1,803	1,803	
1-4-1200-4005	ADM - LANDSCAPING	-	127	127	
1-4-1200-4267	ADM - SENIOR SUPPORT (LEGION)	5,000	4,629	(371)	
1-4-1200-4941	ADM - SHREDDING SERVICE	-	169	169	
1-4-1200-4948	ADM - TAX ISSUES 2016 & PRIOR	-	230	230	
1-4-1200-4950	ADM - SENIOR SUPPORT (LEGION)	-	237	237	
1-4-1200-5010	ADM - GENERAL EXPENSES	6,000	4,400	(1,600)	
1-4-1200-6450	ADM - ACCESSIBILTY FOR ONT DISABILITIES	20,000	6,803	(13,197)	
1-4-1200-7120	ADM - TAX WRITE-OFFS	32,047	24,854	(7,193)	
1-4-1200-7998	ADM - GLENGARRY GREEN BOX PROGRAM	-	2,674	2,674	Will be cleared at year end
1-4-1200-9000	ADM - TRANSFERS TO RESERVES	168,462	-	(168,462)	
1-4-1200-9990	ADM - CONTINGENCY FUND	10,000	-	(10,000)	
1-4-1900-2025	COMM. DEV. - MILEAGE	100	41	(59)	
1-4-1900-2031	COMM. DEV. - JULY 1ST & CHRISTMAS EXP.	15,000	23,076	8,076	\$3400 trailer replacement as it was stolen
1-4-1900-2049	COMM. DEV - CELL PHONES	-	(5)	(5)	
1-4-1900-4107	COMM. DEV - SPECIAL GRANTS DISBUR	7,500	-	(7,500)	
1-4-1900-8004	COMM. DEV - SPECIAL EVENTS	37,500	37,392	(108)	
1-4-1900-8006	COMM DEV - ACH COMMITTEE EVENTS	5,000	3,591	(1,409)	
1-4-1950-1010	ECON DEV - WAGES	85,284	72,393	(12,891)	
1-4-1950-1015	ECON DEV - PART-TIME WAGES	17,472	6,689	(10,783)	
1-4-1950-1110	ECON DEV - BENEFITS	21,398	20,156	(1,242)	
1-4-1950-2025	ECON DEV - MILEAGE	4,000	1,694	(2,306)	
1-4-1950-2026	ECON DEV - MEETING	4,000	1,237	(2,763)	
1-4-1950-2034	ECON DEV - SPONSORSHIP	10,000	46	(9,954)	
1-4-1950-2035	ECON DEV - TRAINING CONFERENCE	6,000	4,205	(1,795)	
1-4-1950-2036	ECON DEV - SDG INCENTIVE PROGRAM	-	5,055	5,055	Offset with SDG incentive revenues
1-4-1950-2049	ECON DEV - CELL PHONES	1,250	1,071	(179)	
1-4-1950-2050	ECON DEV - TELEPHONE	300	195	(105)	
1-4-1950-2100	ECON DEV - POSTAGE	400	12	(388)	
1-4-1950-2125	ECON DEV - SUPPLIES	1,250	903	(347)	
1-4-1950-2130	ECON DEV - COMPUTER EXPENSE	-	1,130	1,130	
1-4-1950-2140	ECON DEV - PHOTOCOPIER	2,400	2,675	275	



**OPERATING EXPENSE AS OF NOVEMBER 15, 2019**

Account No.	Account Name	19 FINAL BUDGET	19 ACTUAL VALUES	VARIANCE	NOTES
1-4-1950-2300	ECON DEV - ADVERTISING	28,500	16,241	(12,259)	
1-4-1950-2410	ECON DEV - MEMBERSHIP FEES	1,000	898	(102)	
1-4-1950-3016	ECON DEV - MAIN STREET REVITALIZATION	25,000	-	(25,000)	
1-4-1950-3702	ECON DEV - CIP IMPROVEMENT GRANT	60,000	28,265	(31,735)	
1-4-1950-3703	ECON DEV - CIP OPERATING EXPENSE	1,000	822	(178)	
1-4-1950-3704	ECON DEV - MILL SQUARE OPERATING EXPENSE	-	1,639	1,639	
1-4-1950-5010	ECON DEV - GENERAL EXP	-	41	41	
1-4-2000-1010	FIRE - WAGES	132,282	100,143	(32,139)	
1-4-2000-1015	FIRE - PART-TIME WAGES	234,018	128,167	(105,851)	
1-4-2000-1110	FIRE - EMPLOYEE BENEFITS	21,332	26,338	5,006	Higher than budgeted
1-4-2000-1225	FIRE - INSURANCE	58,775	60,067	1,292	
1-4-2000-1500	FIRE - LOAN PAYMENT VEHICLES	142,000	142,086	86	
1-4-2000-1510	FIRE - LOAN PAYMENT SCBA EQUIPMENT	31,000	30,389	(611)	
1-4-2000-2013	FIRE - COMM. EQUIP. MTCE	-	602	602	
1-4-2000-2021	FIRE - PERSONAL PROTECTIVE EQUIP	22,000	25,829	3,829	Higher than budgeted
1-4-2000-2025	FIRE - MILEAGE & TRAVEL	4,000	680	(3,320)	
1-4-2000-2026	FIRE - MEETING	500	124	(376)	
1-4-2000-2040	FIRE - TRAINING	24,000	10,323	(13,677)	
1-4-2000-2041	FIRE - Prevention	4,000	2,410	(1,590)	
1-4-2000-2048	FIRE - DISPATCH SERVICE	36,414	37,041	627	
1-4-2000-2049	FIRE - CELL PHONES	6,000	6,503	503	
1-4-2000-2050	FIRE - TELEPHONE	2,000	1,743	(257)	
1-4-2000-2051	FIRE - COURIER	-	1,427	1,427	
1-4-2000-2055	FIRE - ENBRIDGE	5,500	3,767	(1,733)	
1-4-2000-2056	FIRE - HYDRO	22,000	14,898	(7,102)	
1-4-2000-2057	FIRE - WATER/SEWER	2,000	1,625	(375)	
1-4-2000-2065	FIRE - FURNACE OIL/PROPANE	8,000	5,128	(2,872)	
1-4-2000-2079	FIRE - FIRST AID MATERIALS	1,500	127	(1,373)	
1-4-2000-2102	FIRE - TRAINING PROPERTY RENTAL	-	1,870	1,870	
1-4-2000-2110	FIRE - TOOLS/EQUIPMENT REPLACEMENT	9,000	13	(8,987)	
1-4-2000-2111	FIRE - UNIFORMS	9,000	7,022	(1,978)	
1-4-2000-2112	FIRE - NEW EQUIPMENT	15,000	9,083	(5,917)	
1-4-2000-2120	FIRE - OFFICE SUPPLIES	1,000	378	(622)	
1-4-2000-2124	FIRE - JANITORIAL-HOUSEKEEPING	500	720	220	
1-4-2000-2125	FIRE - MATERIAL/SUPPLIES	9,000	2,237	(6,763)	
1-4-2000-2130	FIRE - COMPUTER EQUIP & SUPPLIES	4,000	5,114	1,114	
1-4-2000-2140	FIRE - PHOTOCOPIER EXPENSE	-	1,687	1,687	
1-4-2000-2150	FIRE - MAINTENANCE OF FIRE WELLS	2,000	-	(2,000)	
1-4-2000-2210	FIRE - LEGAL FEES	1,000	-	(1,000)	
1-4-2000-2270	FIRE - FIRE FEES	30,000	27,402	(2,598)	

**OPERATING EXPENSE AS OF NOVEMBER 15, 2019**

Account No.	Account Name	19 FINAL BUDGET	19 ACTUAL VALUES	VARIANCE	NOTES
1-4-2000-2300	FIRE - ADVERTISING	2,000	1,012	(988)	
1-4-2000-2305	FIRE - RECOGNITION	4,000	-	(4,000)	
1-4-2000-2366	FIRE - BUILDING MAINTENANCE/SUPPLIES	13,000	3,079	(9,921)	
1-4-2000-2367	FIRE - RADIO LICENCES	5,000	4,141	(859)	
1-4-2000-2368	FIRE - EQUIPMENT MAINTENANCE	15,000	23,495	8,495	Matt?
1-4-2000-2369	FIRE - PPE MAINTENANCE	4,000	8,932	4,932	Matt?
1-4-2000-2399	FIRE - VEHICLE MAINTENANCE	19,000	26,516	7,516	Matt?
1-4-2000-2400	FIRE - GAS/OIL/DIESEL	8,000	13,840	5,840	Matt?
1-4-2000-2410	FIRE - ASSOCIATION & MEMBERSHIP FEES	2,000	1,888	(112)	
1-4-2000-3010	FIRE - EQUIPMENT LEASING	30,000	21,774	(8,226)	
1-4-2000-5010	FIRE - GENERAL EXPENSES	2,000	1,434	(566)	
1-4-2000-5021	FIRE - UNCOLLECTBLE DEBTS	3,000	-	(3,000)	
1-4-2100-1010	CBO - WAGES	123,715	104,037	(19,678)	
1-4-2100-1015	CBO - PART-TIME WAGES	-	7,301	7,301	This is Daniel Carbone's wges
1-4-2100-1035	CBO - OVERTIME	-	25	25	
1-4-2100-1110	CBO - BENEFITS	33,118	31,189	(1,929)	
1-4-2100-2021	CBO - WORK BOOTS & CLOTHING	2,000	403	(1,597)	
1-4-2100-2025	CBO - MILEAGE & TRAVEL	3,000	-	(3,000)	
1-4-2100-2026	CBO - MEETING ATTENDANCE	-	19	19	
1-4-2100-2035	CBO - CONFERENCE/WORKSHOP/TRAINING	5,000	3,397	(1,603)	
1-4-2100-2049	CBO - CELL PHONE	2,000	1,158	(842)	
1-4-2100-2051	CBO - COURIER	500	-	(500)	
1-4-2100-2100	CBO - POSTAGE	-	540	540	
1-4-2100-2120	CBO - OFFICE SUPPLIES	-	33	33	
1-4-2100-2125	CBO - MATERIALS/SUPPLIES	2,000	2,771	771	
1-4-2100-2130	CBO - COMPUTER EQUIP & SUPPLIES	1,000	927	(73)	
1-4-2100-2140	CBO - PHOTOCOPIER EXPENSE	-	1,114	1,114	
1-4-2100-2210	CBO - LEGAL FEES	7,000	668	(6,332)	
1-4-2100-2223	CBO - CONSULTING FEES	2,000	-	(2,000)	
1-4-2100-2300	CBO - ADV	-	242	242	
1-4-2100-2399	CBO - VEHICLE MAINTENANCE	2,000	1,222	(778)	
1-4-2100-2400	CBO - GAS	1,500	2,305	805	
1-4-2100-2410	CBO - ASSOCIATION & MEMBERSHIP FEES	1,000	449	(551)	
1-4-2100-7205	CBO - CIVIC NUMBERING COSTS	500	985	485	
1-4-2125-1010	BY-LAW - WAGES	58,496	49,828	(8,668)	
1-4-2125-1035	BY-LAW - OVERTIME	-	840	840	
1-4-2125-1110	BY-LAW - BENEFITS	7,543	15,877	8,334	Benefits calculated as single in error
1-4-2125-2021	BY-LAW - CLOTHING ALLOWANCE	500	63	(437)	
1-4-2125-2025	BY-LAW - MILEAGE AND TRAVEL	1,000	48	(952)	
1-4-2125-2035	BY-LAW - CONFERENCES & TRAINING	1,500	621	(879)	

**OPERATING EXPENSE AS OF NOVEMBER 15, 2019**

Account No.	Account Name	19 FINAL BUDGET	19 ACTUAL VALUES	VARIANCE	NOTES
1-4-2125-2049	BY-LAW - CELL PHONES	500	726	226	
1-4-2125-2125	BYLAW - MATERIALS/SUPPLIES	-	250	250	
1-4-2125-2210	BY-LAW - LEGAL FEES	3,000	-	(3,000)	
1-4-2125-2400	BY-LAW - FUEL	500	-	(500)	
1-4-2125-5010	BY-LAW - GENERAL EXPENSES	-	55	55	
1-4-2125-6000	BY-LAW - PROPERTY STANDARDS	10,000	1,243	(8,757)	
1-4-2125-7207	BY-LAW - CLEAN YARDS	3,000	346	(2,654)	
1-4-2200-4010	SS - CONTRACTED SERVICES	15,000	16,356	1,356	
1-4-2200-7206	SS - MANDATORY INSPECTIONS	2,000	-	(2,000)	
1-4-2250-2049	CONTROL - CELL PHONE	500	357	(143)	
1-4-2250-4010	ANIMAL CONTROL - CONTRACTED SERVICES	10,000	-	(10,000)	
1-4-2250-5010	CONTROL - GENERAL EXPENSES	2,000	546	(1,454)	
1-4-2250-5105	CONTROL - DOG POUND FEES	1,000	-	(1,000)	
1-4-2250-5106	CONTROL - LIVESTOCK POUNKEEPER	1,000	693	(307)	
1-4-2260-1010	CROSSING GUARD WAGES	6,552	4,575	(1,977)	
1-4-2260-1110	CROSSING GUARD BENEFITS	816	402	(414)	
1-4-2300-2024	AMBULANCE - OPERATING COSTS	3,000	1,066	(1,934)	
1-4-2600-2710	TRANSFER TO RRCA	94,207	101,729	7,522	Levy higher than budgeted
1-4-2600-2715	TRANSFER TO SNRCA	13,435	13,815	380	
1-4-2900-1010	CEMC - WAGES	-	2,445	2,445	Budget is in 1-4-2900-1015
1-4-2900-1015	CEMC -PT TIME WAGES	2,000	408	(1,592)	
1-4-2900-1110	CEMC - BENEFITS	-	339	339	
1-4-2900-2035	CEMC - CONFERENCES/TRAINING/WORKSHOPS	2,500	1,361	(1,139)	
1-4-2900-2120	CEMC - OFFICE SUPPLIES	500	-	(500)	
1-4-2900-2125	CEMC - MATERIALS/SUPPLIES	500	611	111	
1-4-2900-2223	CEMC - CONSULTANT	500	-	(500)	
1-4-2900-2325	CEMC - PUBLICITY/PUBLIC AWARENESS	1,000	263	(737)	
1-4-3011-1010	BRIDGES - WAGES	-	14,949	14,949	Full wages budget under roads overhead
1-4-3011-1035	BRIDGES - OVERTIME	-	850	850	
1-4-3011-1110	BRIDGES - BENEFITS	-	3,272	3,272	Full benefits budget under roads overhead Nixon Boundary Road shared with Champlain
1-4-3011-2125	BRIDGES - MATERIALS/SUPPLIES	15,000	41,947	26,947	
1-4-3011-4010	BRIDGES - CONTRACTED SEVICES	5,000	6,291	1,291	
1-4-3011-5011	BRIDGES - ENGINEERING STUDY/DESIGN	15,000	-	(15,000)	
1-4-3012-1010	RD MTCE - WAGES	-	259,616	259,616	Full wages budget under roads overhead
1-4-3012-1035	RD MTCE - OVERTIME	-	11,090	11,090	Full wages budget under roads overhead
1-4-3012-1110	RD MTCE - BENEFITS	-	48,310	48,310	Full benefits budget under roads overhead
1-4-3012-2125	RD MTCE - MATERIALS/SUPPLIES	10,000	21,839	11,839	Over expended



**OPERATING EXPENSE AS OF NOVEMBER 15, 2019**

Account No.	Account Name	19 FINAL BUDGET	19 ACTUAL VALUES	VARIANCE	NOTES
1-4-3012-2325	RD MTCE - BEAUTIFICATION	6,000	4,467	(1,533)	
1-4-3012-4110	RD MTCE - BRUSHING & TRIMMING	-	117	117	
1-4-3012-4200	RD MTCE - DITCHING/DRAINS	-	145	145	
1-4-3012-4300	RD MTCE - CATCH BASINS AND CURBS	7,500	20	(7,480)	
1-4-3012-4350	RD MTCE - DEBRIS/ LITTER PICK UP	1,000	354	(646)	
1-4-3012-4351	RD MTCE - TOP SOIL	1,000	957	(43)	
1-4-3035-1010	SIDEWK - WAGES	-	9,402	9,402	Full wages budget under roads overhead
1-4-3035-1035	SIDEWK - OVERTIME	-	121	121	
1-4-3035-1110	SIDEWK - BENEFITS	-	1,856	1,856	
1-4-3035-2125	SIDEWK - MATERIALS/SUPPLIES	3,000	1,386	(1,614)	
1-4-3035-4010	SIDEWK - CONTRACTED SERVICES	3,000	-	(3,000)	
1-4-3045-1010	LSTOP - WAGES	-	39,471	39,471	Full wages budget under roads overhead
1-4-3045-1035	LSTOP - OVERTIME	-	5,374	5,374	Full wages budget under roads overhead
1-4-3045-1110	LSTOP - BENEFITS	-	9,039	9,039	Full benefits budget under roads overhead
1-4-3045-2125	LSTOP - MATERIALS/SUPPLIES	4,000	3,595	(405)	
1-4-3045-5190	LSTOP - PATCHING AND WASHOUTS	2,000	95	(1,905)	
1-4-3045-5205	LSTOP - DUST LAYER	135,000	129,910	(5,090)	
1-4-3046-1010	HRDTOP MTCE - WAGES	-	18,029	18,029	Full wages budget under roads overhead
1-4-3046-1035	HDRDTOP MTCE - OVERTIME	-	666	666	
1-4-3046-1110	HRDTOP MTCE - BENEFITS	-	3,924	3,924	Full benefits budget under roads overhead
1-4-3046-5190	HRDTOP MTCE - PATCHING AND WASHOUTS	35,000	39,705	4,705	Over expended
1-4-3046-5194	HRDTOP MTCE - SWEEPING AND CLEANING	40,000	13,127	(26,873)	
1-4-3055-1010	PLOWING/SALTING - WAGES	-	118,524	118,524	Full wages budget under roads overhead
1-4-3055-1035	PLOWING/SALTING - OVERTIME	-	42,179	42,179	Full wages budget under roads overhead
1-4-3055-1110	PLOWING/SALTING - BENEFITS	-	29,479	29,479	Full benefits budget under roads overhead
1-4-3055-2125	PLOWING/SALTING - MATERIALS/SUPPLIES	5,000	-	(5,000)	
1-4-3055-4010	PLOWING/SALTING - CONTRACTED SERVICES	2,000	-	(2,000)	
1-4-3055-5125	SAND AND SALT	100,000	65,923	(34,077)	
1-4-3056-1010	SNOW REMOVAL - WAGES	-	13,334	13,334	Full wages budget under roads overhead
1-4-3056-1035	SNOW REMOVAL - OVERTIME	-	6,700	6,700	Full wages budget under roads overhead
1-4-3056-1110	SNOW REMOVAL - BENEFITS	-	3,769	3,769	Full benefits budget under roads overhead
1-4-3056-2125	SNOW REMOVAL - MATERIALS/SUPPLIES	1,000	1,062	62	
1-4-3056-4010	SNOW REMOVAL - CONTRACTED SERVICES	60,000	70,790	10,790	Over expended
1-4-3060-1010	S.S. - WAGES	-	1,696	1,696	
1-4-3060-1035	S.S. - OVERTIME	-	349	349	
1-4-3060-1110	S.S. - BENEFITS	-	492	492	

**OPERATING EXPENSE AS OF NOVEMBER 15, 2019**

Account No.	Account Name	19 FINAL BUDGET	19 ACTUAL VALUES	VARIANCE	NOTES
1-4-3060-2125	S.S. - MATERIALS/SUPPLIES	2,500	34,926	32,426	Macdonald Blvd Storm sewer culvert failure
1-4-3060-4010	S.S. - CONTRACTED SERVICES	20,000	9,507	(10,493)	
1-4-3061-1010	S.D. - WAGES	-	704	704	
1-4-3061-1110	S.D. - BENEFITS	-	151	151	
1-4-3061-2125	S.D. - MATERIALS/SUPPLIES	10,000	6,972	(3,028)	
1-4-3061-3010	S.D. - EQUIPMENT RENTALS	40,000	31,894	(8,106)	
1-4-3061-5010	S.D. - GENERAL EXPENSES	-	558	558	
1-4-3062-2056	ST. LIGHTS - HYDRO	73,500	49,666	(23,834)	
1-4-3062-2125	ST. LIGHTS - MATERIALS/SUPPLIES	1,000	393	(607)	
1-4-3062-2368	ST. LIGHTS - EQUIPMENT MAINTENANCE	4,000	3,092	(908)	
1-4-3062-5010	ST. LIGHTS - X-MAS DECORATION	1,500	-	(1,500)	
1-4-3065-2025	PWB - MILEAGE	-	276	276	
1-4-3065-2050	PWB - TLEPHONE	1,000	-	(1,000)	
1-4-3065-2055	PWB - ENBRIDGE	3,178	2,214	(964)	
1-4-3065-2056	PWB - HYDRO	4,410	1,303	(3,107)	
1-4-3065-2057	PWB - WATER/SEWER	1,300	1,040	(260)	
1-4-3065-2120	PWB - OFFICE SUPPLIES	4,000	1,454	(2,546)	
1-4-3065-2124	PWB - HOUSEKEEPING/JANITORIAL SUPPLIE	5,000	4,027	(973)	
1-4-3065-2125	PWB - MATERIAL/SUPPLIES	2,000	661	(1,339)	
1-4-3065-2140	PWB - PHOTOCOPIER EXPENSE	-	665	665	
1-4-3065-2366	PWB - BLG MTCE/SUPPLIES	3,000	1,476	(1,524)	
1-4-3090-2055	PWB - ENBRIDGE	10,000	13,786	3,786	Higher than budgeted
1-4-3090-2056	PWB - HYDRO	8,000	2,014	(5,986)	
1-4-3090-2057	PWB - WATER SEWER	1,500	499	(1,001)	
1-4-3090-2366	PWB - BUILDING EXPENSE	1,000	434	(566)	
1-4-3101-1010	ROADS - WAGES - FULL TIME	895,590	342,307	(553,283)	
1-4-3101-1015	ROADS - WAGES - PART TIME	49,050	10,165	(38,885)	
1-4-3101-1035	ROADS - OVERTIME	85,000	6,638	(78,362)	
1-4-3101-1110	ROADS - BENEFITS	268,358	134,089	(134,269)	
1-4-3101-1210	ROADS - WSIB CLAIMS	-	842	842	
1-4-3101-1225	ROADS - INSURANCE	52,330	53,238	908	
1-4-3101-1502	ROADS - LTD FINANCE CHARGES	75,000	8,845	(66,155)	
1-4-3101-2020	ROADS - HEALTH & SAFETY	2,000	158	(1,842)	
1-4-3101-2021	ROADS - WORK BOOTS & CLOTHING	10,000	4,299	(5,701)	
1-4-3101-2025	ROADS - MILEAGE & TRAVEL	500	80	(420)	
1-4-3101-2026	ROADS - MEETING ATTENDANCE	120	46	(74)	
1-4-3101-2027	ROAD - INSURANCE CLAIMS	10,000	3,330	(6,670)	
1-4-3101-2035	ROADS - CONFERENCES/WORKSHOPS/TRAINING	20,000	7,169	(12,831)	
1-4-3101-2049	ROADS - CELL PHONES	15,000	10,687	(4,313)	

**OPERATING EXPENSE AS OF NOVEMBER 15, 2019**

Account No.	Account Name	19 FINAL BUDGET	19 ACTUAL VALUES	VARIANCE	NOTES
1-4-3101-2050	ROADS - TELEPHONE	1,800	3,607	1,807	
1-4-3101-2051	ROADS - COURIER	2,500	1,117	(1,383)	
1-4-3101-2055	ROADS - ENBRIDGE	13,000	7,521	(5,479)	
1-4-3101-2056	ROADS - HYDRO	20,000	12,359	(7,641)	
1-4-3101-2057	ROADS - WATER/SEWER	1,300	946	(354)	
1-4-3101-2065	ROADS - OIL FURNACE	5,200	4,550	(650)	
1-4-3101-2110	ROADS - TOOLS	5,000	4,472	(528)	
1-4-3101-2120	ROADS - OFFICE SUPPLIES	2,000	537	(1,463)	
1-4-3101-2124	ROADS - JANITORIAL/HOUSEKEEPING SUPPLIES	500	374	(126)	
1-4-3101-2125	ROADS - MATERIAL/SUPPLIES	12,000	10,474	(1,526)	
1-4-3101-2130	ROADS - COMPUTER FEES & EQUIPMENT	1,500	5,660	4,160	New computer for Michel
1-4-3101-2210	ROADS - LEGAL FEES	3,500	2,573	(927)	
1-4-3101-2223	ROADS - CONSULTING FEES	10,000	-	(10,000)	
1-4-3101-2300	ROADS - ADVERTISING	2,000	1,022	(978)	
1-4-3101-2325	ROADS - PUBLICITY & PROMOTION	-	14	14	
1-4-3101-2366	ROADS - BUILDING MAINTENANCE/SUPPLIES	15,000	5,549	(9,451)	
1-4-3101-2367	ROADS - SHOP EQUIPMENT INVENTORY	-	45	45	
1-4-3101-2368	ROADS - EQUIPMENT MAINTENANCE	115,000	155,631	40,631	Aging equipment
1-4-3101-2370	ROADS - TRUCK LICENCING	18,000	18,376	376	
1-4-3101-2400	ROADS - GAS/DIESEL/OIL	175,000	167,611	(7,389)	
1-4-3101-2410	ROADS - ASSOC & MEMBERSHIP FEES	2,000	772	(1,228)	
1-4-3101-3010	ROADS - EQUIPMENT RENTAL	-	20	20	
1-4-3101-4010	ROADS - CONTRACT/CONTRACTED SERVICES	600	534	(66)	
1-4-3101-4105	ROADS - WEED CONTROL	15,000	-	(15,000)	
1-4-3101-5010	ROADS - GENERAL EXPENSES	-	487	487	
1-4-3101-7911	ROADS - RECOVERABLE COSTS	18,000	-	(18,000)	
1-4-3101-8002	ROADS - REPAY RESERVES (EQUIPMENT)	54,472	-	(54,472)	
1-4-4010-4010	WASTE - CONTRACT/CONTRACTED SERVICES	256,000	210,936	(45,064)	
1-4-4010-4011	WASTE - RECYLING CONTRACTED SERVICES	170,000	138,779	(31,221)	
1-4-4010-4026	WASTE - PROCESSING SERVICES	58,000	-	(58,000)	
1-4-4020-1010	LF - WAGES	50,851	16,411	(34,440)	
1-4-4020-1015	LF - PART-TIME WAGES	-	25,830	25,830	Not budgeted
1-4-4020-1035	LF - OVERTIME	-	468	468	
1-4-4020-1110	LF - BENEFITS	7,098	6,545	(553)	
1-4-4020-1516	LF - LTD - LAND	26,884	22,403	(4,481)	
1-4-4020-2013	LF - COVER MATERIAL	15,000	4,467	(10,533)	
1-4-4020-2015	LF - PROPERTY TAXES	-	12,436	12,436	Not budgeted
1-4-4020-2021	LF - CLOTHING ALLOWANCE	-	227	227	
1-4-4020-2024	LF - OPERATING MTCE. EXPENSE	20,000	15,725	(4,275)	
1-4-4020-2025	LF - MILEAGE & TRAVEL	1,500	1,474	(26)	



**OPERATING EXPENSE AS OF NOVEMBER 15, 2019**

Account No.	Account Name	19 FINAL BUDGET	19 ACTUAL VALUES	VARIANCE	NOTES
1-4-4020-2029	LF - CUSTODIAN EXPENSES	-	80	80	
1-4-4020-2035	LF - CONFERENCES & WORKSHOPS	3,000	-	(3,000)	
1-4-4020-2049	LF - CELL PHONE	600	230	(370)	
1-4-4020-2056	LF - HYDRO	4,000	1,218	(2,782)	
1-4-4020-2125	LF - MATERIALS/SUPPLIES	3,000	-	(3,000)	
1-4-4020-2161	LF - COMPACTOR EXPENSE	3,000	4,474	1,474	
1-4-4020-2187	LF - WASTE ACCEPTANCE FEES - LAFLECHE	163,951	130,608	(33,343)	
1-4-4020-2210	LF - LEGAL COSTS	5,000	34,896	29,896	Purchase of landfill buffer
1-4-4020-2223	LF - CONSULTING FEES	30,000	23,679	(6,321)	
1-4-4020-2300	LF - ADVERTISING/EDUCATION	1,000	296	(704)	
1-4-4020-2368	LF - EQUIPMENT MAINTENANCE	1,500	10	(1,490)	
1-4-4020-2400	LF - GAS/DIESEL/OIL	2,500	346	(2,154)	
1-4-4020-2410	LF - ASSOCIATION FEES	300	-	(300)	
1-4-4020-2540	LF - SAMPLING AND MONITORING	68,675	10,276	(58,399)	
1-4-4020-4023	LF - HOUSEHOLD HAZARDOUS WASTE DAY	42,000	44,492	2,492	Over expended
1-4-4020-4028	LF - LEACHATE HAULING	25,000	31,567	6,567	Over expended
1-4-4020-4029	LF - NG COMMUNITY CLEAN-UP DAY	7,500	3,633	(3,867)	
1-4-4020-4956	LF - FREE LANDFILL OFFSET	30,000	-	(30,000)	
1-4-4020-9000	LF - TRANSFER TO RESERVES	20,000	-	(20,000)	
1-4-4030-1010	RARE - WAGES	278,777	260,149	(18,628)	
1-4-4030-1015	RARE- PART TIME WAGES	189,247	141,251	(47,996)	
1-4-4030-1035	RARE - OVERTIME	5,000	15,175	10,175	Over budgeted
1-4-4030-1110	RARE - BENEFITS	108,466	92,238	(16,228)	
1-4-4030-1210	RARE - WSIB CLAIMS PAID	500	-	(500)	
1-4-4030-1225	RARE - INSURANCE	10,796	10,818	22	
1-4-4030-1505	RARE - LTD PAYMENTS	54,500	45,349	(9,151)	
1-4-4030-2015	RARE - PROPERTY TAXES	12,750	12,327	(423)	
1-4-4030-2020	RARE - HEALTH & SAFETY	500	1,324	824	
1-4-4030-2021	RARE - WORK BOOTS & CLOTHING	3,000	1,107	(1,893)	
1-4-4030-2024	RARE - GARBAGE & SNOW REMOVAL	42,000	25,560	(16,440)	
1-4-4030-2025	RARE - MILEAGE & TRAVEL	500	262	(238)	
1-4-4030-2026	RARE - MEETING ATTENDANCE	250	-	(250)	
1-4-4030-2035	RARE - CONFERENCES/WORKSHOPS/TRAINING	3,000	190	(2,810)	
1-4-4030-2049	RARE - CELL PHONE	1,500	1,564	64	
1-4-4030-2050	RARE - TELEPHONE	850	800	(50)	
1-4-4030-2055	RARE - ENBRIDGE	4,000	3,085	(915)	
1-4-4030-2056	RARE - HYDRO	40,000	25,024	(14,976)	
1-4-4030-2057	RARE - WATER/SEWER	1,200	947	(253)	
1-4-4030-2100	RARE - POSTAGE	100	-	(100)	
1-4-4030-2110	RARE - TOOLS	2,000	421	(1,579)	

**OPERATING EXPENSE AS OF NOVEMBER 15, 2019**

Account No.	Account Name	19 FINAL BUDGET	19 ACTUAL VALUES	VARIANCE	NOTES
1-4-4030-2120	RARE - OFFICE SUPPLIES	750	45	(705)	
1-4-4030-2124	RARE - HOUSEKEEPING & JANITORIAL SUPPLIE	1,500	470	(1,030)	
1-4-4030-2125	RARE - WIRE MATERIAL	15,000	3,866	(11,134)	
1-4-4030-2130	RARE - COMPUTER EXPENSE	1,000	939	(61)	
1-4-4030-2140	RARE - PHOTOCOPIER EXPENSE	-	547	547	
1-4-4030-2155	RARE - REPAIRS - MAGNETIC SEPARATOR	1,000	-	(1,000)	
1-4-4030-2156	RARE - REPAIRS - CONVEYOR	2,500	2,583	83	
1-4-4030-2157	RARE - REPAIRS - BOBCAT	2,500	11,750	9,250	Aging equipment
1-4-4030-2159	RARE - REPAIRS - VANS	500	398	(102)	
1-4-4030-2160	RARE - REPAIRS - BALER	6,000	3,031	(2,969)	
1-4-4030-2165	RARE - BALLISTIC/OCC HT STORAGE	6,000	253	(5,747)	
1-4-4030-2210	RARE - LEGAL FEES	2,000	-	(2,000)	
1-4-4030-2223	RARE - CONSULTING FEES	3,000	-	(3,000)	
1-4-4030-2300	RARE - ADVERTISING	1,000	213	(787)	
1-4-4030-2325	RARE - PUBLICITY & PROMOTION	2,500	1,155	(1,345)	
1-4-4030-2366	RARE - BUILDING/ MAINTENANCE/SUPPLIES	6,000	2,960	(3,040)	
1-4-4030-2367	RARE - SHOP EQUIPMENT INVENTORY	3,000	256	(2,744)	
1-4-4030-2370	RARE - TRUCK LICENCING	150	-	(150)	
1-4-4030-2399	RARE - VEHICLE MAINTENANCE	1,000	274	(726)	
1-4-4030-2400	RARE - GAS/OIL/DIESEL	7,000	3,674	(3,326)	
1-4-4030-2410	RARE - ASSOC. & MEMBERSHIP FEES	1,000	530	(470)	
1-4-4030-2511	RARE - TRANSPORTATION	2,000	-	(2,000)	
1-4-4030-2520	RARE - WEIGHING CHARGES	1,500	806	(694)	
1-4-4030-3010	RARE - EQUIPMENT RENTAL/LEASING	20,000	22,599	2,599	Due to equipment repairs
1-4-4030-3020	RARE - EQUIPMENT PURCHASES - PLANT	-	15,955	15,955	Grapple bucket and specialty tires
1-4-4030-3021	RARE - EQUIPMENT PURCHASES - OFFICE	500	-	(500)	
1-4-4030-4027	RARE - SINGLE STREAM PROCESSING	-	30,190	30,190	Not budgeted
1-4-4030-5010	RARE - GENERAL EXPENSES	750	2,837	2,087	Over expended
1-4-4030-7424	RARE - PURCHASE - ALUMINUM	20,000	-	(20,000)	
1-4-4030-7430	RARE - PURCHASE - CARDBOARD	75,000	24,795	(50,205)	
1-4-4030-7431	RARE - PURCHASE - MIXED PLASTIC	4,500	790	(3,710)	
1-4-4030-7435	RARE - PURCHASE -NEWSPRINT	7,000	815	(6,185)	
1-4-7000-5234	GSP - LINE OF CREDIT PAYMENT	-	(22,000)	(22,000)	
1-4-7000-5235	CONTRIBUTIONS TO GSP	231,732	231,732	-	
1-4-7000-5236	CONTRIBUTIONS - OTHER ORGANIZATIONS	25,000	25,000	-	
1-4-7000-5237	CONTRIBITIONS TO N.G. RECREATION ASSOCIAT	75,000	76,777	1,777	
1-4-7000-5242	CONTRIBUTION TO MINOR SPORTS SUBSIDY	8,000	8,000	-	
1-4-7000-5247	CONT GLENGARRY PIONEER MUSEUM TAX & INS.	14,000	16,155	2,155	Higher than budgeted
1-4-7000-5248	CONT GLENGARRY PIONEER MUSEUM OPERATING	17,000	17,000	-	
1-4-7000-5249	CONTRIBUTION TO HIGHLAND GAMES COMMITTEE	3,000	3,000	-	

**OPERATING EXPENSE AS OF NOVEMBER 15, 2019**

<b>Account No.</b>	<b>Account Name</b>	<b>19 FINAL BUDGET</b>	<b>19 ACTUAL VALUES</b>	<b>VARIANCE</b>	<b>NOTES</b>
1-4-7000-5251	CONTRIBUTION TO FESTIVAL OF LIGHTS	7,500	5,754	(1,746)	
1-4-7000-5253	CONTRIBUTION TO GMH	20,000	-	(20,000)	
1-4-7000-5258	CONTRIBUTION TO ARCHIVE INITIATIVE	20,000	16,449	(3,551)	
1-4-7020-4260	APPLE HILL COMMUNITY CENTRE	1,428	461	(967)	
1-4-7020-4261	GLEN ROBERTSON COMMUNITY CENTRE	1,429	1,092	(337)	
1-4-7020-4262	DUNVEGAN RECREATION CENTRE	1,428	118	(1,310)	
1-4-7020-4263	DALKEITH RECREATION CENTRE	1,429	310	(1,119)	
1-4-7020-4264	MAXVILLE RECREATION CENTRE	1,428	2,826	1,398	
1-4-7020-4265	MAXVILLE LIBRARY	1,429	795	(634)	
1-4-7020-4266	DALKEITH LIBRARY	1,429	1,013	(416)	
					Allocations of employees' salaries different than budgeted.
1-4-7100-1010	MSC - WAGES	97,440	110,369	12,929	
1-4-7100-1015	MSC - PART TIME WAGES	113,274	48,523	(64,751)	
1-4-7100-1035	MSC - OVERTIME	5,000	3,970	(1,030)	
1-4-7100-1110	MSC - BENEFITS	61,285	57,265	(4,020)	
1-4-7100-1225	MSC - INSURANCE	11,000	11,022	22	
1-4-7100-2020	MSC - HEALTH & SAFETY	750	-	(750)	
1-4-7100-2021	MSC - WORK BOOTS & CLOTHING	1,500	290	(1,210)	
1-4-7100-2025	MSC - MILEAGE & TRAVEL	1,200	495	(705)	
1-4-7100-2026	MSC - MEETING ATTENDANCE	600	181	(419)	
1-4-7100-2028	MSC - BOOK KING SOFTWARE	1,500	877	(623)	
1-4-7100-2030	MSC - SPORTSFIELDS EXPENSES	1,750	2,940	1,190	
1-4-7100-2035	MSC - CONFERENCES/ WORKSHOPS/TRAINING	4,000	3,232	(768)	
1-4-7100-2049	MSC - CELL PHONE	700	666	(34)	
1-4-7100-2050	MSC - TELEPHONE	900	1,153	253	
1-4-7100-2056	MSC - HYDRO	90,000	56,661	(33,339)	
1-4-7100-2057	MSC - WATER/SEWER	2,500	1,504	(996)	
1-4-7100-2065	MSC - OIL FURANCE	1,000	-	(1,000)	
1-4-7100-2110	MSC - TOOLS	300	220	(80)	
1-4-7100-2120	MSC - OFFICE SUPPLIES	500	285	(215)	
1-4-7100-2124	MSC - HOUSEKEEPING & JANITORIAL SUPP	6,000	6,433	433	
1-4-7100-2125	MSC - MATERIALS/SUPPLIES	2,000	297	(1,703)	
1-4-7100-2126	MSC - HALL SUPPLIES	4,000	4,518	518	
1-4-7100-2127	MSC - PEPSI SUPPLIES	2,000	1,216	(784)	
1-4-7100-2130	MSC - COMPUTER FEES & EQUIP.	1,500	1,540	40	
1-4-7100-2300	MSC - ADVERTISING	750	38	(712)	
1-4-7100-2366	MSC - BUILDING MAINTENANCE/GROUND MTCE	40,000	31,412	(8,588)	
1-4-7100-2367	MSC - PROPANE	35,000	20,900	(14,100)	
1-4-7100-2368	MSC - EQUIPMENT MTCE	15,000	15,551	551	
1-4-7100-2410	MSC - ASOCIATION & MEMBERSHIP FEES	1,000	455	(545)	



**OPERATING EXPENSE AS OF NOVEMBER 15, 2019**

Account No.	Account Name	19 FINAL BUDGET	19 ACTUAL VALUES	VARIANCE	NOTES
1-4-7100-2564	MSC - PRO SHOP	1,000	-	(1,000)	
1-4-7100-4010	MSC - CONTRACTS/CONTRACTED SERVICES	9,000	5,532	(3,468)	
1-4-7100-5010	MSC - GENERAL EXPENSES	-	16	16	
1-4-7100-5120	MSC - SNOW REMOVAL	7,000	5,920	(1,080)	
1-4-7100-7711	MSC - CANTEEN SUPPLIES	10,000	11,495	1,495	
1-4-7200-1010	ISLAND PARK - WAGES	92,788	132,049	39,261	Allocations of employees' salaries different than budgeted.
1-4-7200-1015	ISLAND PARK - PART TIME WAGES	50,160	10,365	(39,795)	
1-4-7200-1035	ISLAND PARK - OVERTIME	5,000	4,826	(174)	
1-4-7200-1110	ISLAND PARK - BENEFITS	32,263	38,493	6,230	Allocations of employees' salaries and associated benefits different than budgeted.
1-4-7200-1225	ISLAND PARK - INSURANCE	8,000	7,903	(97)	
1-4-7200-2021	ISLAND PARK - CLOTHING ALLOWANCE	1,500	1,313	(187)	
1-4-7200-2025	ISLAND PARK - MILEAGE & TRAVEL	500	457	(43)	
1-4-7200-2026	ISLAND PARK - MEETING ATTENDANCE	1,500	40	(1,460)	
1-4-7200-2028	ISLAND PARK - BOOK KING SOFTWARE	1,500	1,095	(405)	
1-4-7200-2030	ISLAND PARK - SPORTSFIELDS EXPENSE	8,000	7,555	(445)	
1-4-7200-2035	ISLAND PARK - CONF/WORKSHOP/TRAINING	3,500	5,167	1,667	
1-4-7200-2049	ISLAND PARK - CELL PHONE	1,200	2,286	1,086	
1-4-7200-2050	ISLAND PARK - TELEPHONE	500	585	85	
1-4-7200-2055	ISLAND PARK - ENBRIDGE	2,500	2,152	(348)	
1-4-7200-2056	ISLAND PARK - HYDRO	12,000	6,556	(5,444)	
1-4-7200-2057	ISLAND PARK - WATER/SEWER	7,500	4,317	(3,183)	
1-4-7200-2120	ISLAND PARK - OFFICE SUPPLIES	1,000	244	(756)	
1-4-7200-2124	ISLAND PARK - HOUSEKEEPING & JAN. SUPP	7,000	4,558	(2,442)	
1-4-7200-2125	ISLAND PARK - MATERIALS/SUPPLIES	1,550	(19)	(1,569)	
1-4-7200-2126	ISLAND PARK - BAR SUPPLIES	-	564	564	
1-4-7200-2128	ISLAND PARK - VANDALISM REPAIRS	1,000	-	(1,000)	
1-4-7200-2130	ISLAND PARK - COMPUTER EQUIPT & SUPPLIES	1,000	3,832	2,832	New computer for Coordinator
1-4-7200-2140	ISLAND PARK - PHOTOCOPIER EXPENSE	-	573	573	
1-4-7200-2300	ISLAND PARK - ADVERTISING	750	894	144	
1-4-7200-2366	ISLAND PARK - BUILDING MAINT/SUPPLIES	7,000	13,012	6,012	Pathway work and interlock repairs
1-4-7200-2368	ISLAND PARK - EQUIPMENT MAINT/SUPLIES	7,000	3,298	(3,702)	
1-4-7200-2370	ISLAND PARK - OUTDOOR FURN & ATTRIBUTES	3,000	2,646	(354)	
1-4-7200-2399	ISLAND PARK - VEHICLE MAINTENANCE	2,500	2,332	(168)	
1-4-7200-2400	ISLAND PARK - GAS/OIL/DIESEL	6,000	5,106	(894)	
1-4-7200-2410	ISLAND PARK - MEMBERSHIP FEES	1,000	414	(586)	
1-4-7200-4005	ISLAND PARK - LANDSCAPING/FLOWERS	10,000	9,730	(270)	
1-4-7200-4010	ISLAND PARK - CONTRACTS/CONTRACTED SERV	25,159	24,519	(640)	

**OPERATING EXPENSE AS OF NOVEMBER 15, 2019**

Account No.	Account Name	19 FINAL BUDGET	19 ACTUAL VALUES	VARIANCE	NOTES
1-4-7200-4102	ISLAND PARK - TREE REMOVAL	3,000	-	(3,000)	
1-4-7200-4104	ISLAND PARK - KING GEORGE PARK	-	307	307	
1-4-7200-4108	ISLAND PARK - GOOSE MANAGEMENT STRATEGY	-	163	163	
1-4-7200-4131	ISLAND PARK - DAY CAMP PROJECT-EXPENSES	-	2,503	2,503	Youth summer camp
1-4-7200-5010	ISLAND PARK - GENERAL EXPENSES	-	12	12	
1-4-7200-8003	ISLAND PARK - SPECIAL PROJECTS	2,000	845	(1,155)	
1-4-7200-8004	ISLAND PARK - SPECIAL EVENTS/FESTIVALS	1,500	1,289	(211)	
1-4-7200-9000	ISLAND PARK - TRANSFERS TO RESERVES	2,500	-	(2,500)	
					Allocations of employees' salaries different
1-4-7300-1010	DOME - WAGES	81,561	49,153	(32,408)	than budgeted.
1-4-7300-1015	DOME - PART TIME WAGES	35,410	33,726	(1,684)	
1-4-7300-1035	DOME - OVERTIME	-	798	798	
1-4-7300-1110	DOME - BENEFITS	19,690	15,985	(3,705)	
1-4-7300-1225	DOME - INSURANCE	1,100	1,033	(67)	
1-4-7300-2021	DOME - CLOTHING ALLOWANCE	500	242	(258)	
1-4-7300-2025	DOME - MILEAGE	1,300	39	(1,261)	
1-4-7300-2028	DOME - BOOK KING SOFTWARE	1,500	1,095	(405)	
1-4-7300-2030	DOME - SPORTS EQUIP & SUPPLIES	1,500	1,045	(455)	
1-4-7300-2031	DOME - OUTDOOR FIELD MTCE	-	262	262	
1-4-7300-2035	DOME - TRAINING/CONFERENCE	500	1,140	640	
1-4-7300-2049	DOME- CELL PHONE	700	328	(372)	
1-4-7300-2050	DOME - TELEPHONE	300	39	(261)	
1-4-7300-2055	DOME - ENBRIDGE	45,000	27,467	(17,533)	
1-4-7300-2056	DOME - HYDRO	20,000	15,518	(4,482)	
1-4-7300-2057	DOME - WATER/SEWER	1,300	1,112	(188)	
1-4-7300-2120	DOME - OFFICE SUPPLIES	1,000	310	(690)	
1-4-7300-2124	DOME - JANITORIAL SUPP & HOUSEKEEPING	3,300	1,845	(1,455)	
1-4-7300-2125	DOME - SUPPLIES	500	130	(370)	
1-4-7300-2127	DOME - VENDING SUPPLIES (PEPSI ..)	500	228	(272)	
1-4-7300-2130	DOME - COMPUTER EQUIPT & SUPPLIES	500	154	(346)	
1-4-7300-2140	DOME - PHOTOCOPIER EXPENSE	-	128	128	
1-4-7300-2300	DOME - ADVERTISING	750	397	(353)	
					Offset with transfer from reserves.
1-4-7300-2366	DOME - BLDG/PROP MAINT/SUPPLIES	12,000	16,326	4,326	Insurance deductible for leak repairs
1-4-7300-2368	DOME - EQUIPMENT MTCE	2,000	529	(1,471)	
1-4-7300-2371	DOME - REFEREE	1,200	570	(630)	
1-4-7300-2399	DOME - VEHICLE REPAIRS	500	120	(380)	
1-4-7300-2410	DOME - MEMBERSHIP FEES	-	155	155	
1-4-7300-4000	DOME - VOLLEYBALL EXPENSE	1,000	1,112	112	
1-4-7300-4001	DOME - RUNNING PROGRAM	-	1,980	1,980	

**OPERATING EXPENSE AS OF NOVEMBER 15, 2019**

Account No.	Account Name	19 FINAL BUDGET	19 ACTUAL VALUES	VARIANCE	NOTES
1-4-7300-4005	DOME - LANDSCAPING	2,000	1,180	(820)	
1-4-7300-4010	DOME - CONTRACTED SERVICES	-	407	407	
1-4-7300-4110	DOME - BIRTHDAY SUPPLIES	1,000	523	(477)	
1-4-7300-4112	DOME - OUTDOOR FURNITURE	500	-	(500)	
1-4-7300-4113	DOME - FIELD MAINTENANCE	2,000	-	(2,000)	
1-4-7300-5120	DOME - SNOW REMOVAL	-	322	322	
1-4-7300-7755	DOME-FLAG FOOTBALL	-	78	78	
1-4-7400-2056	LIB - HYDRO - DALKEITH & MAXVILLE	8,000	5,342	(2,658)	
1-4-7400-2366	LIB - BUILDING MAINTENANCE/SUPPLIES	8,000	1,087	(6,913)	
1-4-7500-1010	GSP - WAGES	-	3,754	3,754	GSP billed at year end
1-4-7500-1110	GSP - BENEFITS	-	733	733	GSP billed at year end
1-4-7500-2021	GSP - CLOTHING ALLOWANCE	-	60	60	GSP billed at year end
1-4-7500-2049	GSP - CELL PHONES	-	84	84	GSP billed at year end
1-4-7500-2050	GSP - TELEPHONE	-	46	46	GSP billed at year end
1-4-8000-1010	PLN - WAGES	109,844	80,347	(29,497)	
1-4-8000-1015	PLN - PART TIME WAGES	-	3,167	3,167	Wages for term position not budgeted
1-4-8000-1035	PLAN - OVERTIME	-	330	330	
1-4-8000-1110	PLN - BENEFITS	30,348	23,622	(6,726)	
1-4-8000-2025	PLN - MILEAGE & TRAVEL	1,000	582	(418)	
1-4-8000-2026	PLN - MEETING ATTENDANCE	-	1,020	1,020	
1-4-8000-2035	PLN - CONFERENCES/WORKSHOPS/TRAINING	1,500	1,863	363	
1-4-8000-2049	PLN - CELL PHONES	-	467	467	
1-4-8000-2120	PLANNING - OFFICE SUPPLIES	-	86	86	
1-4-8000-2125	PLN - MATERIALS/SUPPLIES	-	359	359	
1-4-8000-2223	PLN - CONSULTING FEES	5,000	2,528	(2,472)	
1-4-8000-2300	PLN - ADVERTISING	4,500	5,855	1,355	
1-4-8000-2410	PLN - ASSOCIATION & MEMBERSHIPS FEES	500	-	(500)	
1-4-8000-5010	PLN - GENERAL EXPENSES	-	2,290	2,290	Not budgeted
1-4-8000-9000	PLN - TRF TO RESERVE	5,000	-	(5,000)	
1-4-8020-1010	MUN. DRAIN - WAGES	54,207	48,455	(5,752)	
1-4-8020-1035	MUN. DRAIN - OVERTIME	-	684	684	
1-4-8020-1110	MUN. DRAIN - BENEFITS	12,247	10,281	(1,966)	
1-4-8020-2021	DRAIN - WORK BOOTS & CLOTHING	500	-	(500)	
1-4-8020-2024	DRAIN SUPT - OPERATING EXPENSES	800	206	(594)	
1-4-8020-2025	DRAIN SUPT - MILEAGE & TRAVEL	200	4	(196)	
1-4-8020-2026	DRAIN - MEETING ATTENDANCE	120	-	(120)	
1-4-8020-2035	DRAIN - CONFERENCE & WORKSHOP	3,000	2,270	(730)	
1-4-8020-2049	DRAIN SUPT - CELL PHONE	500	444	(56)	
1-4-8020-2399	DRAIN - VEHICLE MAINTENANCE	1,500	2,465	965	
1-4-8020-2400	DRAIN - GAS	4,000	3,069	(931)	



**OPERATING EXPENSE AS OF NOVEMBER 15, 2019**

Account No.	Account Name	19 FINAL BUDGET	19 ACTUAL VALUES	VARIANCE	NOTES
1-4-8020-6150	MUNICIPAL DRAIN MAINTENANCE	200,000	25,630	(174,370)	
1-4-8020-6151	MUNICIPAL DRAIN - BEAVER MANAGEMENT	10,000	5,981	(4,019)	
1-4-8020-6153	CHENIER-JEAUROND (WAS BUREAU RD) DRAIN	440,000	5,839	(434,161)	
1-4-8020-6170	LIVESTOCK EVALUATOR	-	230	230	
1-4-8020-6171	LIVESTOCK DAMAGES	-	2,607	2,607	Not budgeted
1-4-8030-6170	LIVESTOCK EVALUATOR	1,000	-	(1,000)	
1-4-8030-6171	LIVESTOCK DAMAGES	5,000	-	(5,000)	
1-4-8040-5010	TILE DRAINAGE - GENERAL/ADJUSTMENTS	-	106	106	
1-4-8040-6300	TILE DRAINAGE - DEBENTURE PRINCIPAL	91,250	91,200	(50)	
1-4-8040-6301	TILE DRAINAGE - DEBENTURE INTEREST	-	16,137	16,137	Not budgeted
1-4-8300-6350	COUNTY - REQUISITIONS	-	6,535,732	6,535,732	Taxes submitted, offset with collections noted under revenues
1-4-8300-6352	PUBLIC FRENCH - REQUISITIONS	-	135,544	135,544	Taxes submitted, offset with collections noted under revenues
1-4-8300-6354	PUBLIC ENGLISH - REQUISITIONS	-	1,110,167	1,110,167	Taxes submitted, offset with collections noted under revenues
1-4-8300-6356	SEPARATE FRENCH - REQUISITIONS	-	557,654	557,654	Taxes submitted, offset with collections noted under revenues
1-4-8300-6358	SEPARATE ENGLISH - REQUISITIONS	-	328,239	328,239	Taxes submitted, offset with collections noted under revenues
1-4-9200-1010	NGWD-WAGES	135,181	2,004	(133,177)	
1-4-9200-1035	NGWD - OVERTIME	2,000	719	(1,281)	
1-4-9200-1110	NGWD-BENEFITS	38,763	715	(38,048)	
1-4-9200-1210	NGWD-WSIB CLAIMS PAID	500	44	(456)	
1-4-9200-1225	NGWD-INSURANCE	21,576	22,381	805	
1-4-9200-1505	NGWD-LTD PAYMENTS	101,350	96,775	(4,575)	
1-4-9200-1506	NGWD-INTEREST PAYMENTS	180,000	-	(180,000)	
1-4-9200-2015	NGWD-MUNICIPAL TAXES	1,200	352	(848)	
1-4-9200-2020	NGWD-HEALTH & SAFETY	1,200	175	(1,025)	
1-4-9200-2021	NGWD-WORK BOOTS & CLOTHING ALLOWANCE	1,200	55	(1,145)	
1-4-9200-2023	NGWD-BILLING OPERATING COSTS	2,500	2,373	(127)	
1-4-9200-2025	NGWD-MILEAGE & TRAVEL	-	100	100	
1-4-9200-2035	NGWD-CONFERENCE & WORKSHOPS	9,000	4,760	(4,240)	
1-4-9200-2037	NGWD-CERTIFICATE RENEWAL	500	145	(355)	
1-4-9200-2049	NGWD-CELL PHONES	2,500	1,893	(607)	
1-4-9200-2050	NGWD-TELEPHONE	3,200	2,885	(315)	
1-4-9200-2051	NGWD-COURIER	1,200	534	(666)	
1-4-9200-2055	NGWD-ENBRIDGE	5,500	-	(5,500)	
1-4-9200-2056	NGWD-HYDRO	1,100	974	(126)	
1-4-9200-2057	NGWD-WATER/SEWER	200	-	(200)	

**OPERATING EXPENSE AS OF NOVEMBER 15, 2019**

Account No.	Account Name	19 FINAL BUDGET	19 ACTUAL VALUES	VARIANCE	NOTES
1-4-9200-2110	NGWD-TOOLS	1,000	2,438	1,438	
1-4-9200-2114	NGWD-CHEMICALS	2,000	1,669	(331)	
1-4-9200-2116	NGWD-CHLORINE	500	449	(51)	
1-4-9200-2120	NGWD-OFFICE SUPPLIES	1,000	724	(276)	
1-4-9200-2125	NGWD-MATERIALS & SUPPLIES	8,000	3,894	(4,106)	
1-4-9200-2130	NGWD - COMPUTER SUPPLIES	1,500	360	(1,140)	
1-4-9200-2140	NGWD - PHOTOCOPIER EXPENSES	-	445	445	
1-4-9200-2162	NGWD-NEW WATER METER /REPAIRS	5,000	590	(4,410)	
1-4-9200-2164	NGWD-WATER MAIN REPAIRS	100,000	135,416	35,416	Higher than budgeted
1-4-9200-2166	NGWD-FROZEN LINES SERVICES	-	841	841	
1-4-9200-2200	NGWD-ACCOUNTING/AUDIT FEES	1,500	-	(1,500)	
1-4-9200-2201	NGWD-QMS AUDITING	2,400	-	(2,400)	
1-4-9200-2210	NGWD-LEGAL FEES	5,000	2,000	(3,000)	
1-4-9200-2223	NGWD-CONSULTING FEES	5,000	-	(5,000)	
1-4-9200-2300	NGWD-ADVERTISING	1,000	323	(677)	
1-4-9200-2366	NGWD-BUILDING MTCE/SUPPLIES	1,000	25	(975)	
1-4-9200-2368	NGWD-EQUIPMENT MTCE	4,500	4,420	(80)	
1-4-9200-2370	NGWD-TRUCK LICENCING	1,000	-	(1,000)	
1-4-9200-2399	NGWD-VEHICLE MTCE	2,000	3,630	1,630	
1-4-9200-2400	NGWD-GAS/OIL/DIESEL	7,000	6,542	(458)	
1-4-9200-2410	NGWD-ASSOC. & MEMBERSHIP FEES	500	1,061	561	
1-4-9200-2540	NGWD-SAMPLING	1,500	769	(731)	
1-4-9200-3010	NGWD-EQUIPMENT RENTAL	250	-	(250)	
1-4-9200-3753	NGWD-METER READING	13,000	9,807	(3,193)	
1-4-9200-3782	NGWD-CONTRACTED SERVICE RRCA	12,000	-	(12,000)	
1-4-9200-4010	NGWD-CONTRACTS/CONTRACTED SERVICES	10,000	7,706	(2,294)	
1-4-9200-4100	NGWD-GRASS CUTTING	500	-	(500)	
1-4-9200-5010	NGWD-GENERAL EXPENSES	-	25	25	
1-4-9200-7912	NGWD-DEFICIT/OPERAQTING REPAY 4 YRS	7,500	-	(7,500)	
1-4-9200-7997	NGWD-EMERENCY PHONE SERVICE	1,500	-	(1,500)	
1-4-9200-7999	NGWD-BOIL WATER ADVISORY	500	-	(500)	
1-4-9300-1010	NGWT-WAGES	135,182	266,463	131,281	Budget based on percentage, however actuals may differ
1-4-9300-1015	NGWT - PART TIME WAGES	-	7,217	7,217	Budget based on percentage, however actuals may differ
1-4-9300-1035	NGWT - OVERTIME	2,000	45,344	43,344	Mostly due to Maxville water project .
1-4-9300-1110	NGWT-BENEFITS	38,763	78,395	39,632	Budget based on percentage, however actuals may differ
1-4-9300-1210	NGWT-WSIB CLAIMS PAID	-	44	44	
1-4-9300-1225	NGWT-INSURANCE	21,576	21,620	44	

**OPERATING EXPENSE AS OF NOVEMBER 15, 2019**

Account No.	Account Name	19 FINAL BUDGET	19 ACTUAL VALUES	VARIANCE	NOTES
1-4-9300-1505	NGWT-LTD PAYMENTS	43,436	41,475	(1,961)	
1-4-9300-2015	NGWT-MUNICIPAL TAXES	8,800	7,195	(1,605)	
1-4-9300-2020	NGWT-HEALTH & SAFETY	1,200	788	(412)	
1-4-9300-2021	NGWT-WORK BOOTS & CLOTHING	1,200	-	(1,200)	
1-4-9300-2023	NGWT-BILLING OPERATING COSTS	2,500	3,243	743	
1-4-9300-2025	NGWT-MILEAGE & TRAVEL	-	199	199	
1-4-9300-2035	NGWT-CONFERENCES & WORKSHOPS	9,000	4,936	(4,064)	
1-4-9300-2037	NGWT-CERTIFICATE RENEWAL	500	(140)	(640)	
1-4-9300-2049	NGWT-CELL PHONES	2,500	1,629	(871)	
1-4-9300-2050	NGWT-TELEPHONE	1,000	895	(105)	
1-4-9300-2051	NGWT-COURIER	1,000	595	(405)	
1-4-9300-2055	NGWT-ENBRIDGE	2,500	7,771	5,271	Budget resides in 9200, move for 2020
1-4-9300-2056	NGWT-HYDRO	65,000	58,978	(6,022)	
1-4-9300-2110	NGWT-TOOLS	500	878	378	
1-4-9300-2114	NGWT-CHEMICALS	40,000	23,081	(16,919)	
1-4-9300-2115	NGWT-COAGULENT	55,000	58,267	3,267	More costly than anticipated
1-4-9300-2116	NGWT-CHLORINE	22,000	35,072	13,072	More costly than anticipated
1-4-9300-2120	NGWT-OFFICE SUPPLIES	1,000	745	(255)	
1-4-9300-2125	NGWT-MATERIALS & SUPPLIES	10,000	7,015	(2,985)	
1-4-9300-2130	NGWT-COMPUTER SUPPLIES	1,000	360	(640)	
1-4-9300-2140	NGWT - PHOTOCOPIER EXPENSE	-	456	456	
1-4-9300-2200	NGWT-ACCOUNTING/AUDIT FEES	2,500	-	(2,500)	
1-4-9300-2201	NGWT-QMS AUDITING	2,400	-	(2,400)	
1-4-9300-2210	NGWT-LEGAL FEES	5,000	-	(5,000)	
1-4-9300-2223	NGWT-CONSULTING FEES	5,000	50,371	45,371	Daisy Group consulting fees for Maxville funding
1-4-9300-2300	NGWT-ADVERTISING	1,000	254	(746)	
1-4-9300-2366	NGWT-BUILDING MTCE/SUPPLIES	10,000	1,845	(8,155)	
1-4-9300-2368	NGWT-EQUIPMENT MTCE	50,000	25,389	(24,611)	
1-4-9300-2370	NGWT - TRUCK LICENSING	-	288	288	
1-4-9300-2400	NGWT-GAS/OIL/DIESEL	1,000	-	(1,000)	
1-4-9300-2410	NGWT-ASSOC. & MEMBERSHIP FEES	500	2,246	1,746	
1-4-9300-2540	NGWT-SAMPLING	19,000	14,859	(4,141)	
1-4-9300-3010	NGWT-EQUIPMENT RENTAL	250	-	(250)	
1-4-9300-3782	NGWT-CONTRACTED SERVICE RRCA	18,000	1,722	(16,278)	
1-4-9300-4010	NGWT-CONTRACTS/CONTRACTED SERVICES	2,500	70,148	67,648	Unanticipated water leak at railway crossing. Offset with a transfer from reserves in revenues
1-4-9300-4013	NGWT-OPERATING MONITORING/ANALYSIS COSTS	1,000	-	(1,000)	
1-4-9300-4100	NGWT-GRASS CUTTING	500	-	(500)	



**OPERATING EXPENSE AS OF NOVEMBER 15, 2019**

Account No.	Account Name	19 FINAL BUDGET	19 ACTUAL VALUES	VARIANCE	NOTES
1-4-9300-5010	NGWT-GENERAL EXPENSES	-	60	60	
1-4-9300-5020	NGWT-BAD DEBT EXPENSE	-	4,067	4,067	Invoices cancelled for utility billing usually due to an error in invoicing
1-4-9300-7912	NGWT-DEFICIT/OPERATING REPAY 4 YRS	7,500	-	(7,500)	
1-4-9300-9000	NGWT-TRANSFER TO RESERVES	92,869	-	(92,869)	
1-4-9400-1010	NGS - WAGES	180,242	131,920	(48,322)	Budget based on percentage, however actuals may differ
1-4-9400-1015	NGS - PART-TIME WAGES	-	4,898	4,898	Budget based on percentage, however actuals may differ
1-4-9400-1035	NGS - OVERTIME	2,000	18,143	16,143	
1-4-9400-1110	NGS - BENEFITS	51,685	43,470	(8,215)	
1-4-9400-1210	NGS - WSIB CLAIMS PAID	-	58	58	
1-4-9400-1225	NGS - INSURANCE	28,768	28,826	58	
1-4-9400-1505	NGS - LTD PAYMENTS	124,005	103,337	(20,668)	
1-4-9400-1511	NGS - LTD MAXVILLE LAGOONS	18,100	-	(18,100)	
1-4-9400-1515	NGS - LTD WETLANDS	26,640	21,345	(5,295)	
1-4-9400-2015	NGS - MUNICIPAL TAXES	13,000	15,709	2,709	Higher than budgeted
1-4-9400-2020	NGS - HEALTH & SAFETY	4,500	580	(3,920)	
1-4-9400-2021	NGS - WORK BOOTS & CLOTHING	2,100	1,206	(894)	
1-4-9400-2023	NGS - BILLING OPERATING COSTS	3,200	3,591	391	
1-4-9400-2025	NGS - MILEAGE & TRAVEL	-	133	133	
1-4-9400-2027	NGS - INSURANCE CLAIMS	10,000	7,837	(2,163)	
1-4-9400-2035	NGS - CONFERENCE & WORKSHOPS	9,000	5,809	(3,191)	
1-4-9400-2037	NGS - LICENSE RENEWAL	500	225	(275)	
1-4-9400-2049	NGS - CELL PHONES	2,500	2,153	(347)	
1-4-9400-2050	NGS - TELEPHONE	3,500	3,222	(278)	
1-4-9400-2051	NGS - COURIER	700	508	(192)	
1-4-9400-2056	NGS - HYDRO	90,000	69,201	(20,799)	
1-4-9400-2110	NGS - TOOLS	1,000	1,035	35	
1-4-9400-2114	NGS - CHEMICALS	7,500	3,402	(4,098)	
1-4-9400-2115	NGS - COAGULENT	20,000	10,719	(9,281)	
1-4-9400-2116	NGS - CHLORINE	31,000	48,154	17,154	Higher cost than anticipated
1-4-9400-2120	NGS - OFFICE SUPPLIES	400	-	(400)	
1-4-9400-2125	NGS - MATERIALS/SUPPLIES	7,500	3,202	(4,298)	
1-4-9400-2130	NGS - COMPUTER SUPPLIES	1,000	479	(521)	
1-4-9400-2140	NGS - PHOTOCOPIER EXPENSE	-	619	619	
1-4-9400-2163	NGS - SEWER LINE REPAIRS	40,000	29,501	(10,499)	
1-4-9400-2200	NGS - ACCOUNTING/AUDIT FEES	1,900	-	(1,900)	
1-4-9400-2210	NGS - LEGAL FEES	10,000	-	(10,000)	
1-4-9400-2223	NGS - CONSULTING FEES	20,000	41,576	21,576	Sewage lagoon consulting fees

**OPERATING EXPENSE AS OF NOVEMBER 15, 2019**

<b>Account No.</b>	<b>Account Name</b>	<b>19 FINAL BUDGET</b>	<b>19 ACTUAL VALUES</b>	<b>VARIANCE</b>	<b>NOTES</b>
1-4-9400-2300	NGS-ADVERTISING	500	121	(379)	
1-4-9400-2366	NGS-BUILDING MTCE/SUPPLIES	15,000	4,595	(10,405)	
1-4-9400-2368	NGS-EQUIPMENT MTCE	55,000	19,743	(35,257)	
1-4-9400-2369	NGS-LAGOON MTCE	5,000	8,801	3,801	Over expended
1-4-9400-2370	NGS-TRUCK LICENCING	250	192	(58)	
1-4-9400-2399	NGS-VEHICLE MTCE	3,000	1,268	(1,732)	
1-4-9400-2400	NGS-GAS/DIESEL/OIL	10,000	7,885	(2,115)	
1-4-9400-2410	NGS-ASSOC. & MEMBERSHIP FEES	500	-	(500)	
1-4-9400-2540	NGS-SAMPLING	20,000	18,430	(1,570)	
1-4-9400-3010	NGS-EQUIPMENT RENTAL- EOS RENTAL	250	465	215	
1-4-9400-4010	NGS-CONTRACTS/CONTRACTED SERVICES	10,000	5,921	(4,079)	
1-4-9400-4016	NGS-SUMP PUMP PROGRAM	20,000	-	(20,000)	
1-4-9400-4100	NGS-GRASS CUTTING	2,000	-	(2,000)	
1-4-9400-5010	NGS-GENERAL EXPENSES	1,000	53	(947)	
1-4-9400-5020	NGS-BAD DEBT EXPENSE	-	2,632	2,632	Cancelled invoice for utility billings
1-4-9400-7911	NGS-RECOVERABLE SERVICES & REPAIRS	-	(1)	(1)	
		<b>12,532,439.00</b>	<b>18,316,453.00</b>	<b>5,784,014.00</b>	

**CAPITAL BUDGET AS OF NOVEMBER 15, 2019**

Account No.	Account Name	CENTRE	19 FINAL BUDGET	19 ACTUAL VALUES	VARIANCE	NOTES
1-5-1200-8000	CAPITAL - ADMINISTRATION		151,500.00	16,638.00	(134,862.00)	
1-5-1200-8000	CAPITAL - ADMINISTRATION	SOFTW	-	45,817.00	45,817.00	
1-5-1950-8000	CAPITAL - ECONOMIC DEVELOPMENT		34,000.00	-	(34,000.00)	
1-5-1950-8000	CAPITAL - ECONOMIC DEVELOPMENT	PANEL	-	8,501.00	8,501.00	
1-5-1950-8000	CAPITAL - ECONOMIC DEVELOPMENT	SIGNS	-	4,732.00	4,732.00	
1-5-2000-8000	CAPITAL - FIRE DEPARTMENT		-	976.00	976.00	
1-5-2001-8000	CAPITAL - BEE ON		-	6,436.00	6,436.00	
1-5-2002-8000	CAPITAL - COMMUNICATIONS INFRASTRUCTURE		75,000.00	47,154.00	(27,846.00)	
1-5-2003-8000	CAPITAL - FIREWELLS		20,000.00	14,799.00	(5,201.00)	
1-5-2004-8000	CAPITAL - STATION RENOVATIONS		20,000.00	2,400.00	(17,600.00)	
1-5-2005-8000	CAPITAL - TRAINING FACILITY		45,000.00	25,586.00	(19,414.00)	
1-5-3000-8000	CAPITAL - CORPORATE FLEET		486,000.00	-	(486,000.00)	
1-5-3000-8000	CAPITAL - CORPORATE FLEET	RE #49	-	36,697.00	36,697.00	
1-5-3000-8000	CAPITAL - CORPORATE FLEET	RE #5	-	36,652.00	36,652.00	
1-5-3000-8000	CAPITAL - CORPORATE FLEET	RE#38	-	149,812.00	149,812.00	
1-5-3045-8000	CAPITAL - ROADS IN NEED PROGRAM		206,654.00	217,878.00	11,224.00	
1-5-3046-8000	CAPITAL - HARDTOP MAINTENANCE		400,121.00	31,541.00	(368,580.00)	
1-5-3101-8000	CAPITAL - ROADS DEPARTMENT		705,000.00	4,783.00	(700,217.00)	
1-5-3101-8000	CAPITAL - ROADS DEPARTMENT	BR #27	-	6,759.00	6,759.00	
1-5-3101-8000	CAPITAL - ROADS DEPARTMENT	SKYE	-	7,863.00	7,863.00	
1-5-3102-8000	CAPITAL - BRIDGE 33 BRODIE ROAD		-	24,768.00	24,768.00	
1-5-3103-8000	CAPITAL - BRIDGE 27 MACKS CORNERS		-	6,008.00	6,008.00	
1-5-3117-8000	CAPITAL - GRAVEL RESURFACING		302,640.00	306,749.00	4,109.00	
1-5-3120-8000	CAPITAL - SIDEWALK REPAIR REPLACEMENT		143,000.00	-	(143,000.00)	
1-5-4020-8000	CAPITAL - LANDFILL SITES		75,000.00	-	(75,000.00)	
1-5-4020-8000	CAPITAL - LANDFILL SITES	LAND	-	4,449.00	4,449.00	
1-5-4030-8000	CAPITAL - RARE PLANT		73,000.00	30,397.00	(42,603.00)	
1-5-4030-8000	CAPITAL - RARE PLANT	LIGHTS	-	1,370.00	1,370.00	
1-5-4030-8000	CAPITAL - RARE PLANT	WALL	-	200.00	200.00	
1-5-7000-8000	CAPITAL - MRA GROUPS		66,350.00	23,361.00	(42,989.00)	
1-5-7100-8000	CAPITAL - MSC		38,000.00	-	(38,000.00)	
1-5-7100-8000	CAPITAL - MSC	QEL	-	3,154.00	3,154.00	
1-5-7200-8000	CAPITAL - ISLAND PARK		37,000.00	-	(37,000.00)	
1-5-7200-8000	CAPITAL - ISLAND PARK	BENCH	-	5,000.00	5,000.00	
1-5-7200-8000	CAPITAL - ISLAND PARK	CEMENT	-	5,407.00	5,407.00	
1-5-7200-8000	CAPITAL - ISLAND PARK	NETS	-	4,118.00	4,118.00	
1-5-7200-8000	CAPITAL - ISLAND PARK	TABLE	-	676.00	676.00	
1-5-7300-8000	CAPITAL - DOME - INDOOR SPORTS COMPLEX		40,000.00	-	(40,000.00)	
1-5-7300-8000	CAPITAL - DOME - INDOOR SPORTS COMPLEX	COUNT	-	1,955.00	1,955.00	
1-5-7300-8000	CAPITAL - DOME - INDOOR SPORTS COMPLEX	FLOOR	-	9,237.00	9,237.00	
1-5-7300-8000	CAPITAL - DOME - INDOOR SPORTS COMPLEX	SPRKLR	-	13,694.00	13,694.00	
1-5-7400-8000	CAPITAL - LIBRARY		-	(448.00)	(448.00)	



**CAPITAL BUDGET AS OF NOVEMBER 15, 2019**

Account No.	Account Name	CENTRE	19 FINAL BUDGET	19 ACTUAL VALUES	VARIANCE	NOTES
1-5-7600-8000	CAPITAL - ARCHIVES		-	71,611.00	71,611.00	
1-5-9200-8000	CAPITAL - NGWD - WATER DISTRIBUTION		3,066,383.00	-	(3,066,383.00)	
1-5-9200-8000	CAPITAL - NGWD - WATER DISTRIBUTION	MAIN	-	6,540.00	6,540.00	
1-5-9200-8000	CAPITAL - NGWD - WATER DISTRIBUTION	METER	-	3,177.00	3,177.00	
1-5-9300-2065	NGWT - PERMITS & APPROVALS		15,264.00	-	(15,264.00)	
1-5-9300-2223	NWWT - PROJECT ENGINEERING		-	170,613.00	170,613.00	
1-5-9300-4010	NGWT - CONTRACTED SERVICES		3,663,361.00	63,125.00	(3,600,236.00)	
1-5-9300-8000	CAPITAL - NGWT - WATER TREATMENT		82,610.00	-	(82,610.00)	
1-5-9300-8000	CAPITAL - NGWT - WATER TREATMENT	AIRREL	-	946.00	946.00	
1-5-9300-8000	CAPITAL - NGWT - WATER TREATMENT	HYDRA	-	880.00	880.00	
1-5-9300-8000	CAPITAL - NGWT - WATER TREATMENT	MAIN	-	125,540.00	125,540.00	
1-5-9300-8000	CAPITAL - NGWT - WATER TREATMENT	METER	-	2,715.00	2,715.00	
1-5-9300-8000	CAPITAL - NGWT - WATER TREATMENT	WATER	-	10,432.00	10,432.00	
1-5-9400-8000	CAPITAL - NGS - SEWAGE		210,813.00	63,101.00	(147,712.00)	
1-5-9400-8000	CAPITAL - NGS - SEWAGE	AIR	-	3,836.00	3,836.00	
1-5-9400-8000	CAPITAL - NGS - SEWAGE	GENER	-	9,006.00	9,006.00	
1-5-9400-8000	CAPITAL - NGS - SEWAGE	HYDRA	-	953.00	953.00	
1-5-9400-8000	CAPITAL - NGS - SEWAGE	LAGOON	-	270,278.00	270,278.00	
1-5-9400-8000	CAPITAL - NGS - SEWAGE	LINING	-	-	-	
1-5-9401-8000	CAPITAL - ANNUAL SEWER LINING		-	(42,816.00)	(42,816.00)	
1-5-9500-1506	MDS - BRIDGE LOAN INTEREST		-	78,385.00	78,385.00	
1-5-9500-2065	MDS - PERMITS & APPROVALS		21,633.00	-	(21,633.00)	
1-5-9500-2125	MDS - MATERIAL & SUPPLIES		-	81.00	81.00	
1-5-9500-2223	MDS - PROJECT ENGINEERING		322,914.00	155,796.00	(167,118.00)	
1-5-9500-2300	MDS - ADV		-	65.00	65.00	
1-5-9500-2540	MDS - SAMPLING & TESTING		-	814.00	814.00	
1-5-9500-4010	MDS - CONTRACTED SERVICES		1,290,470.00	2,419,066.00	1,128,596.00	
1-5-9550-2060	MWT - INSPECTIONS		-	2,646.00	2,646.00	
1-5-9550-2065	MWT - PERMITS & APPROVALS		30,330.00	-	(30,330.00)	
1-5-9550-2095	MWT - APPROVALS		-	11,248.00	11,248.00	
1-5-9550-2125	MWT - MATERIALS & SUPPLIES		-	188.00	188.00	
1-5-9550-2223	MWT - PROJECT ENGINEERING		-	78,526.00	78,526.00	
1-5-9550-4010	MWT - CONTRACTED SERVICES		-	476,171.00	476,171.00	
1-5-9600-2065	AMTM - PERMITS & APPROVALS		41,552.00	-	(41,552.00)	
1-5-9600-2223	AMTM - PROJECT ENGINEERING		524,325.00	210,128.00	(314,197.00)	
1-5-9600-2540	AMTM - SAMPLING & TESTING		-	1,635.00	1,635.00	
1-5-9600-4010	AMTM - CONTRACTED SERVICES		5,031,404.00	4,646,654.00	(384,750.00)	
1-5-9650-2065	BS - PERMITS & APPROVALS		6,660.00	2,267.00	(4,393.00)	
1-5-9650-2223	BS - PROJECT ENGINEERING		79,610.00	153,513.00	73,903.00	
1-5-9650-4010	BS - CONTRACTED SERVICES		1,594,121.00	1,392,954.00	(201,167.00)	
1-5-9700-2223	AWPU - PROJECT ENGINEERING		-	16,232.00	16,232.00	
<b>TOTAL CAPITAL</b>			<b>18,899,715.00</b>	<b>11,511,425.00</b>	<b>(7,388,290.00)</b>	

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

**RESOLUTION #** \_\_\_\_\_

**DATE:** November 20, 2019

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

THAT the Committee of the Whole receives Staff Report No. BP-2019-39 – Planning/Building & By-law Enforcement update – 2019 Workplan.

**Carried**

**Defeated**

**Deferred**

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**MAYOR / DEPUTY MAYOR**

**YEA**

**NEA**

**Deputy Mayor:** Carma Williams

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**Councillor:** Jacques Massie

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**Councillor:** Brenda Noble

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**Councillor:** Jeff Manley

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**Councillor:** Michel Depratto

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**Councillor:** Johanne Wensink

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**Mayor:** Jamie MacDonald

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**Section 5 (e)**



## STAFF REPORT TO COMMITTEE OF THE WHOLE

Report No: BP-2019-39

November 20, 2019

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

RE: 2019 Work Plan

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### Recommended Motion:

THAT the Committee of the Whole receives Staff Report No. BP-2019-39 – the Director of Building, By-law & Planning 2019 Work Plan.

### Background / Analysis:

The Building, By- Law & Planning Department is presenting the Committee of the Whole with their work plan update for 2019.

## **BUILDING**

### **Maxville Water Project**

A Building Permit Application that is signed by an owner gives the Chief Building Official the right of entry inside a building to inspect, as per Building Code Act. Many applications already have been submitted. Many connections are also already completed, waiting for water to be available to connect to potable water system. With potential water being available next month, the Building Department along with Water Works are preparing for some first connection inspections.

### **Building Permit Application & Tracking Software**

The IT department and CBO attended a presentation on a software for Building Permits issuance, tracking and inspection. The software appears like it's working well for a building department but is very expensive to buy the software and maintenance/updates also very expensive. The Department is working alongside IT to create newer software for Building Permit Applications & tracking system being linked with Zoning and to assess all cost to make right decisions for future. We are checking into potentially at By-law and Planning tracking in the same software, which would make it even more useful. A GIS and IT Technician may be a potential solution for cost savings and service delivery.



### **Review of Sign By-law**

The sign By-law will be reviewed early 2020. Location, size, temporary or permanent, fees, will be some if the reviewed items.

### **Review of Civic Number By-law**

The sign By-law will be reviewed early 2020. The new Farm 911 will be merged with the civic By-law. We will be reviewing application system, installation guide, etc.

### **Building Permits**

We are currently close to 225 Building Permits that have been issued in 2019, a little more than last year. That includes SFD, decks, pools, livestock facilities, demolitions, etc.

## **BY-LAW ENFORCEMENT**

### **Creation of Animal Control By-law**

The By-law Enforcement Officer and the Department are currently working on a new Animal Control By-law, which would include dogs and an Exotic/Prohibited Animal By-law. We already have the Dog By-law but as the dog catcher duties will change, that By-law will also need to be updated. We currently do not have an Exotic/Prohibited Animal By-law.

### **Review Dog Catcher Duties**

There is currently an agreement in place for all Townships of SDG for a dog catcher until the end of March 2020 but we are looking into some other options for after. We recently decided that it was of best interest for North Glengarry to pull out of a joint kennel for animal control throughout the United Counties. We will be looking at veterinary clinics, kennels and local farmers and evaluate what the best process would be.

### **Review of Garage Sale By-law**

The sign By-law will be reviewed in 2020. The location, free weekends, setbacks, articles to be sold, will be some if the reviewed items.

### **Ongoing Complaints**

The By-law is also working on several files to achieve compliance with municipal By-laws in a timely manner and to avoid any additional costs.

## **PLANNING**

### **Draft Zoning By-law Review (2017)**

The Planner held conference call with JL Richards and was updated on the project status since Gerry's departure from the Township. Currently working on an extensive detailed log of past ZBA and MV applications for analysis to create new 'zones' to accommodate repetitive amendments within new zones. The next step is creating a matrix chart to identify major gaps in the 2000 Comprehensive ZBL, identify parts of the 2017 review that can be incorporated into the current review, and moving forward.

### **Update of current GIS**

A GIS technician was hired to update the GIS planning layers. Currently working with the Planner and IT to update all layers for new updated GIS. The GIS technician contract was extended until the end of 2019 for now. The department is evaluating the value of a GIS/IT technician for a new building permit/by-law application that needs a major upgrade.

### **Cannabis use - Zoning By-law Amendment**

The Planning Department completed Cannabis Zoning By-law Amendment and Cannabis Retail Application Review Policy documents. The documents are currently being reviewed and will then submit for approval.

### **Main Street Renewal Project**

A discussion on the status of Main Street Renewal Project was done with Ryan before his departure. Currently the project is suspended until the new Director commences his work at the Township. County level main street consultations to take place late summer/fall 2019 or spring 2020.

### **Town Core & Rural Cycling Project**

The Planner attended the Annual Active Transportation Summit in South Stormont, useful materials and ideas were collected. The ideas were also discussed ideas with the Economic Development Officer. Both will be collaborating with the public works department and the recreation department on the project to create a more bike friendly town core and expand/improve the recreational trails network.

### **Forest Conservation By-law**

The draft documents for the Forest Conservation By-law and application are completed. We are now waiting some comments from Conservation Authorities to implement the By-law. It will be made available to public soon for comments and concerns. The By-law will then be reviewed and implemented with the public's comments. The plan is to also assign Set Fines to the By-law for a easier way to enforce it. The By-law is currently in review by Township staff to try simplify the entire process and stream line it.

**LPAT Official Plan Appeal**

The Planning Department is working together with SDG Counties and Township planners, attending bi-monthly half day meetings for discussing the process and moving forward in the appeal.

**Ongoing Zoning By-law Amendments, Consent Applications, Minor Variances**

Also working on several files with applicants that will be forwarded to Council in due time. The meetings with customers are daily for pre-consultations, review of applications. Discussing possibilities in English and French.

**Severance Process – SDG vs Township**

The Planning Department will put together a short presentation/information session to explain precisely how the process works and who is responsible for what. Also review legislation to know more about the “flag lots” issues.

**Bed & Breakfast – Air B & B**

The Planning Department will put together a short presentation/information session to explain the requirements and when the Township needs to get involved, Planning, Building and By-law all have different sets of rules that all needs to be followed.

**Alternatives:**

None.

**Financial Implications:**

No financial implications to the Township

**Attachments & Relevant Legislation:**

None.




**Others consulted:**

Todd McDonell, *By-law Enforcement Officer*  
Kasia Olszewska, *Planner*

Signed by Sarah Huskinson – CAO/Clerk



Building, Planning, By-Law Department Tasks		Deliverable	Involvement	2019				2020	Progress
				Q1	Q2	Q3	Q4		
Strat Plan	Create a list of all municipally owned land and properties. Evaluate each of the properties for municipal use vs land sale or development. Present the report and recommendations to Council for approval.	Approved by Council	KO						
	Create a Tree Canopy by-law and permitting system.	Approved by Council	KO, JR, SH						
	Develop a plan to attract development across all demographics in Maxville and Alexandria following the completion of the infrastructure projects.	Approved by Council	KO						
	Complete a development charges feasibility study.	Approved by Council	JR						
	Review current by-laws for enforcement.	Approved by Council	JR, TM						
	Provide training to all departments on excellence in customer service.	Approved by Council	JR, TM, KO, CL						
Policies	Draft Zoning By-law Review (2017)	Approved by Council	KO, JR						
	Cannabis use - Zoning By-law Amendment	Approved by Council	KO						
	Review of Civic Number By-law	Approved by Council	JR						
	Creation of Animal Control By-law (SDG)	Approved by Council	TM, JR						
	Review of Garage Sale By-law	Approved by Council	TK, JR						
	Review of Sign By-law	Approved by Council	JR						
	Creation of Tree Canopy By-law	Approved by Council	KO, JR, SH						
Other	Main Street Renewal Project	Ongoing Planning/ Public Works/ SDG project	KO, RM, TK						
	Town Core & Rural Cycling Project	Ongoing Planning/ Ec. Dev./ SDG project	KO, TK						
	Ongoing ZBA, MV	Ongoing Planning	KO						
	Ongoing Consent Applications	Ongoing Planning	KO						
	Ongoing OP Appeal (SDG)	Ongoing Planning/ Township and SDG Appeal	KO						
	Building Permit Application & Tracking Software	IT building a new software for building permits and zoning references and tracking	RE, JR						
	Dog tags tracking	By-law Officer to overlook the entered date	TM, CL						
	By-law/Complaint Software	Easier and simpler tracking software for complaints	TM, CL						
	Review Dog Catcher Duties	Current contract to expire	TM, JR						
	Ongoing By-law Complaints	Ongoing By-law	TM						
	Ongoing Building Permit Applications	Ongoing Building	JR						
	Maxville Water Connections	Ongoing	JR						
	Severance Process – SDG vs Township	Ongoing	KO, JR						
Bed & Breakfast – Air B & B	Ongoing	KO, JR							

Preparation   
Execution   
Complete 

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

**RESOLUTION #** \_\_\_\_\_

**DATE:** November 20, 2019

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

That the Committee of the Whole receives Staff Report No. BP-2019-38 – Short Term Rentals;  
and

That the Committee of the Whole recommends that the Council for the Township of North  
Glengarry approves the proposed option: Option 1 or Option 2.

**Carried**

**Defeated**

**Deferred**

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**MAYOR / DEPUTY MAYOR**

**YEA**

**NEA**

**Deputy Mayor:** Carma Williams

**Councillor:** Jacques Massie

**Councillor:** Brenda Noble

**Councillor:** Jeff Manley

**Councillor:** Michel Depratto

**Councillor:** Johanne Wensink

**Mayor:** Jamie MacDonald

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**Section 5 (f)**



## STAFF REPORT TO COMMITTEE OF THE WHOLE

Report No: BP-2019-38

November 20, 2019

From: Kasia Olszewska, Planner

RE: Short Term Rentals

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### Recommended Motion:

THAT the Committee of the Whole receives Staff Report No. BP-2019-38 – Short Term Rentals to direct Staff regarding the proposed option: Option 1 or Option 2.

### Background / Analysis:

#### Responses to Short Term Rentals in other Municipalities

Staff researched the issue of short-term residential rentals, being rentals of 30 days or less, and reviewed the regulatory frameworks implemented by other municipalities. Short term rentals do not include established accommodation types such as bed and breakfasts, hotels, motels, trailer parks, or campgrounds.

Municipalities across the country are taking steps to regulate short term residential rentals. In large urban centres, such as Toronto and Vancouver, short term residential rentals are being regulated as a means to ensure adequate and affordable housing in inflated and understocked rental markets. In municipalities with a large tourism industry, such as the Blue Mountains, ON and Whistler, BC, short term residential rentals are regulated from more of a nuisance prevention and consumer protection standpoint as those municipalities are a year-round tourism destination. In the case of the Blue Mountains, they have implemented a regulatory by-law involving site inspections as well as a demerit point system wherein if a licensed short-term rental property accumulates a certain number of demerit points based on verified by-law violations, the licence is not eligible for renewal. This approach requires one full time staff person to administer and enforce. Other municipalities are implementing regulations for short term residential rentals that include only permitting owner occupied short term residential

rentals, implementing a minimum stay requirement to avoid a high turn-over rate of tenants, and a registration system.

## **Tourism**

Access to short term residential rentals can enable additional visitation in North Glengarry. Consumers looking for something different than traditional accommodations may be attracted to visit the municipality because of short term residential rental options that suit their preferred style and price points. Increased visitation results in increased spending and positively impacts the local economy.

## **Airbnb**

A close examination of the North Glengarry Township boundary limits on the Airbnb rentals map showed that **there are only two existing short-term rentals within the settlement area of Alexandria and eight within the Township of North Glengarry.** A quick search on Airbnb.com will state that there are “300+” listings in North Glengarry, however this number is very inaccurate as it encompasses any rental listing within a 70km radius, including several other municipalities.

## **Review of Existing By-Laws and Legislation**

The SDG Official Plan permits bed and breakfast uses in all designations (Table 3.5.1), however it does not speak to short term rentals specifically. The Township of North Glengarry Zoning By-law permits a *‘tourist lodging establishment’* defined as *premises or buildings to be used for the purpose of sleeping accommodation on a temporary basis by tourists and vacationers, including a hotel, motel, cabin, lodge or bed and breakfast, including accessory uses such as dining, meeting, and beverage rooms or similar uses*, in the General Commercial (CG) zone, Highway Commercial (CH), Tourist Commercial (CT). Bed and breakfast uses are permitted in the General Commercial (CG) zone, Highway Commercial (CH), Tourist Commercial (CT). However, many surrounding municipalities also permit bed and breakfasts in the Rural (RU) zone including the Township of South Glengarry and the City of Clarence Rockland.

For many of the potential issues surrounding short term rentals, there are existing municipal or provincial laws or by-laws in place to regulate the activity/behaviour. Trespassing, speeding, and drug and alcohol over consumption are all regulated by provincial and/or federal statutes and enforced by the Ontario Provincial Police. Matters such as large fires, parking violations, dogs running at large, excessive noise, improper garbage disposal, and septic issues are regulated by municipal by-laws and enforced by municipal staff such as the By-law officer, the Chief Building Official and the Fire Chief.



By-laws, laws, and regulations exist as an effort to curtail behaviours. Unfortunately, the existence of laws does not necessarily dissuade individuals from carrying out or allowing acts to happen in violation of these statutes. Additionally, there is no guarantee that disallowing the operation of short-term residential rentals will cause behaviours to cease. In discussions with provincial police as well as municipal law enforcement, the advice to individuals who are concerned about or witness illegal behaviour is to call the appropriate enforcement agency. To that end, regardless of the option Council directs staff to undertake, staff will be working to create an awareness campaign about which agency residents should contact in response to a concern and will continue to review existing by-laws and practices as they pertain to short term residential rentals.

### **Options for the Regulation of Short-term residential rentals in The Township of North Glengarry**

Staff has developed two options for Council consideration. Both options would involve the implementation of a public relations/education program with rental owners, short term renters and concerned citizens. With the exception of Option #1, a new regulatory framework would be required and developed and be implemented.

#### **Option #1 – Status Quo and Monitoring:**

After analysis of the number of complaints received, and the number of existing short term rentals, staff has determined that an additional level of regulation is not needed or being requested by the community at large. Under this option, staff will continue to respond to by-law violation complaints at short term residential rentals as per current practices and maintain the same hours of services as present. Staff will continue to review and update existing by-laws, and analyze the results compiled from the tracking data. Specifically, staff will utilize the fee for service tools that are proposed to be built into the Fees and Charges By-law to charge the owners of individual properties for inspections resulting from multiple complaints. The proposed 2020 fees are outlined below.

<b>Service Description</b>	<b>Unit</b>	<b>Rate Effective January 1, 2020</b>
Initial First Inspection	each	Free
Initial Final Inspection	each	Free
Second Alleged Offence	each	Free
Second Offence Final Inspection	each	\$110.00
Third Alleged Offence	each	Free
Third Offence Final Inspection	each	\$220.00
Fourth Alleged Offence	each	Free
Fourth Offence Final Inspection	each	\$435.00
Fifth Alleged Offence	each	\$875.00
Fifth Offence Final Inspection	each	\$875.00
Subsequent offences	each	\$875.00
Certificate of Compliance (Includes Discharge from title / deed)	each	\$220.00

This approach allows for additional time to collect useable statistics regarding the frequency of issues at short term residential rentals and that information can be used to assist in developing policies and approaches beyond current by-laws. A public relations/education program could be developed with the assistance of Economic Development based on tourism to promote safe and community friendly rentals and provide residents who have concerns regarding short term residential rentals with the appropriate agency contacts to address their concerns. Staff recommends this option.

**Option #2 – Registration Program:** Under this option, owners who rent their properties for 30 or less days will be required to register with the Township. A \$100 registration fee will be paid for the registration and be valid for 5 years or until the property ownership changes hands, whichever occurs first. The newly established fee of \$100.00 will be included in an amendment to the Township’s Fees and Charges By-Law and adjusted annually as per the By-Law. This will allow staff to collect owner information, information about the property, and local emergency contact information. Owners will receive and be required to post the registration certificate in the property in a conspicuous place, visible from the outside of the dwelling. Current legislation would be used to enforce for issues that arise from the property, including the provisions contained within the Fees By-law to charge a fee for service to the owner commencing after the 2nd call to the property as outlined in the chart above. This option would allow staff and neighbours access to the owner’s information and a local emergency contact to respond to issues at the property and provides staff with greater information that is useful to levy call back fees for when staff are called to the property. The registration fee will offset some costs associated with multiple responses and for maintaining a database, and the 5-year limit on the registration will allow registered owner information records to be current/accurate. This option has the potential of being difficult to enforce as some owners will not see a perceived benefit to

registering and failing to register will bring legal penalty. Additionally, seeking out short term residential rentals is difficult to do as many internet listings do not provide the exact address of the property until payment is received. Additional staff resources in Municipal Law Enforcement will be required to realize the full potential of this option. There would also be minor impact to Information Technology as additional resources would be required to create and maintain new forms and database software.

### **Rationale:**

After reviewing existing internal and external legislation, staff believes that there is enough legislation to effectively address the issues created by short term residential rentals. Municipal by-laws exist to address the issues of parking, dogs at large, excessive noise, trespassing and dumping (i.e. improper garbage disposal). The By-law officer follows up on all calls received and endeavors to respond while the offense is occurring or within a time frame in which the offender can be identified. The burn by-law is enforced by the By-law Department as well as the Fire Department. If a fire appears to be out of control or too large, the Fire Department should be called. Fire fighters will be dispatched to all calls when a report of unsafe burning is received.

By tracking complaints originating from properties that are being used as short-term residential rentals and using the existing fees for service by-law, the Township can create a sense of accountability among owners of short term rental properties at which by-law violations are frequently found. Additionally, implementing a public relations/education campaign will be an effective tool for neighbours to use when they feel intervention is needed for certain activities.

### **Other Alternatives Considered**

Legislative responses to regulate activities should be created with the uniqueness of each area in mind. There is no blanket response to regulating short term residential rentals that would be effective in every municipality.

### **The Toronto Approach**

The City of Toronto is currently not regulating short term residential rentals in large part because of the lack of available and affordable housing in that municipality. Although the City is currently experiencing a less than 1% vacancy rate for rental housing, the properties being offered as short-term residential rentals are not suited or desirable for individuals seeking long term housing options as they are either seasonal properties or too costly. Therefore, regulating short term residential rentals would not assist in increasing the number of year-round residential rental units that are available in the City.

## The Blue Mountains Approach

Town of the Blue Mountains implemented a by-law regulating short term residential rentals to reduce nuisance caused at short term residential rentals and to address safety issues. The by-law involves site inspections as well as a demerit point system wherein if a licensed short-term rental property accumulates a certain number of demerit points based on verified by-law violations, the licence is not eligible for renewal. This approach requires one full time staff person to administer and enforce. The Blue Mountain by-law affects all short-term residential rentals within a certain geographical areas and outlines penalties for properties that are consistently in violation of municipal by-laws.

Town of the Blue Mountains enjoys a year-round tourism industry which justifies having a full-time staff person dedicated to the program. In the Township of North Glengarry, our tourism season is primarily from May – October.

### Alternatives:

None.

### Financial Implications:

If Council elected to implement Option 2, there will be additional staffing costs.

Approximate Staffing Costs for Regulatory Options for Short Term Rentals	
Option #1 – Status Quo and Monitoring	No additional staff costs estimated at present
Option #2 – Registration Program	Costs of hiring one municipal employee to run the registration program and enforcement.

### Attachments & Relevant Legislation:

Housekeeping By-law Information Package (example from North Dundas)

### Others consulted:

Sarah Huskinson, CAO

Jacob Rheaume, CBO

Paul Hicks, Acting Planner, SDG County

Signed by Sarah Huskinson – CAO/Clerk



**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

**RESOLUTION #** \_\_\_\_\_

**DATE:** November 20, 2019

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

THAT the Committee of the Whole receives Staff Report No. PW 2019-22 - Public Works update – 2019 November Workplan.

**Carried**

**Defeated**

**Deferred**

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**MAYOR / DEPUTY MAYOR**

**YEA**

**NEA**

**Deputy Mayor:** Carma Williams

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**Councillor:** Jacques Massie

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**Councillor:** Brenda Noble

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**Councillor:** Jeff Manley

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**Councillor:** Michel Depratto

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**Councillor:** Johanne Wensink

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**Mayor:** Jamie MacDonald

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**Section 5 (g)**



## STAFF REPORT TO COUNCIL

November 15<sup>th</sup>, 2019

From: Michel Riberdy – Director of Public Works

RE: Public Works Department – November Update

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### **Recommended Motion:**

THAT the Committee of the Whole receives Staff Report No. PW 2019-22 for information purposes.

### **Background / Analysis:**

The Public Works Department staff have been busy performing a vast amount of work during the month of November.

### **Roads Department:**

#### Bridges

The Public Works Director is currently reviewing 7 eligible proposals from various engineering companies for the Creek Road Bridge Replacement Project.

#### Skye Road Reconstruction

The preparations for Skye Road were completed jointly by the Township of North Glengarry and The Nation Municipality. The Township equipment used consisted of four tandem trucks and a backhoe.

Paving began at the end of October, but Cornwall Gravel was unable to pave the full 3.2 kilometers due to the weather. Approximately half of the work was completed. The remaining work will be completed in the spring 2020.

### Ditching and Road Work

Staff ditched 500 meters on Auld MacMillan Road and Kenyon Concession 6 Road.

Staff is in the process of cleaning up the debris on the road from the wind storm that occurred at the end of October / beginning of November. As the Roads Department is short staffed, the process is still ongoing.

The Manager of Transportation inquired about line painting several surface treated roads at the end of the season. The line painting company had already left the County for the season and it would have been too costly to have them back. Also, the air temperature must be 5° C or greater for the paint to dry immediately within the specification timeline. Therefore, the line painting program will account for the surface treated roads to be done in the spring of 2020.

### Winter Control

The Kenyon and Lochiel garages received their first shipment of stone dust in late October. Approximately 1000 tons of stone dust and 100 tons of salt were received at each garage. The stone dust and salt were mixed at a ratio of 9:1 for winter control. Straight salt will be used for winter maintenance in Alexandria.

Patrol yards are being prepared for the winter; equipment is being repaired and general maintenance is being performed. Winter maintenance activities began on November 12, 2019 with the first heavy snowfall of the season.

### Miscellaneous Activities

Staff noticed that the roof at the old Alexandria Moulding building located at 95 Lochiel Street was leaking. Measures were taken at the end of October to repair the roof and stop the leak.

The banners and frames for Remembrance Day were put up during the first week of November. Staff will remove the Remembrance Day banners and begin putting up the Christmas snowflake decorations in the beginning of December.

The Christmas tree for Maxville was generously donated by a resident of North Glengarry. Staff will cut down the tree and erect it in Maxville in time for the tree lighting ceremony on Saturday November 16, 2019.

## **Water Works Department:**

### Hydrants

Staff revisited the winterized hydrants in Alexandria to ensure that there was no water left inside of them.

Water Works staff, in collaboration with the IT department, are working to implement a new GIS system. This system will track hydrant maintenance to ensure no hydrants are missed during the winterizing program.

### Training

Operators have attended training on various courses throughout the month. The newest Water Works operator has successfully completed his mandatory probation period. He will now require numerous mandatory courses as well as on going safety training.

### Lagoons

Sludge level measurements are being taken at the Alexandria lagoons to track the amount of sludge in the lagoon cells. This must be done annually.

### Mill Square and Ottawa Street

The hot mix HL-3 asphalt placement on Mill Square, Ottawa Street and Catherine Fraser Street has not yet been completed. The work was scheduled to begin on November 12, 2019 but was delayed due to inclement weather. The paving is set to take place in the next few weeks depending on the weather. The contractor will have two crews on site when the opportunity arises.

### Maxville Water Project

Staff have been flushing, disinfecting and sampling the new transmission main between Maxville and Alexandria in an attempt to expedite water to Maxville. This has been a daily task for the last 3 weeks, including Saturdays and Sundays. There have been ongoing issues with getting clear sample results. The contractor has had to open and flush out numerous hydrants to ensure there is no debris in the pipes.

Staff has coordinated with the contractor and EVB to begin flushing and super chlorinating the system within Maxville.

### Water Main Repair

A leak was found at the corner of Kenyon Street West (County Road 43) and Main Street (County Road 34). The leak was repaired in one day. There were no issues during the repair and the water was off to only a few houses for a short period of time. The paving was completed in the same week.

### Drinking Water Quality Management System (DWQMS)

The DWQMS requires that the results from the Infrastructure Maintenance, Rehabilitation and Renewal Review be communicated to the owner. This review identifies deficiencies, trending, and operational requirements through various levels of the operations and helps to highlight potential areas for budgeting requests or treatment shortfalls.

The annual review was held on October 30, 2019 and was attended by operation staff and the Environmental Services Manger. Action items included the creation of forms to better capture information, the scheduling of cleaning for the sludge tank, and items pertaining to I-beam deficiencies that were noted during annual inspections. No major infrastructure requests were highlighted at this time.



The DWQMS also requires the results from the Provision for Infrastructure Review be communicated to the owner. This review identifies deficiencies, trending, operational requirements and discusses internal/external auditing as well as compliance findings from MECP to Top Management and help drive decisions for budgeting requests.

The review was held on November 8 and was attended by the Public Works Director, the Environmental Services Manager and the QMS Representative. Action items included the opportunity to reclassify the Glen Robertson Drinking Water System, and highlighted issues noted with the flow monitoring in Glen Robertson. Discussions were held regarding the training matrix and looking into various means of tracking specific training for operational staff and new hires and the potential for increased work when the Maxville Water System is put into operation. No major infrastructure requests were highlighted at this time.

#### Miscellaneous Activities

The internal audit took place on November 6<sup>th</sup>, 2019. The Township hired Acclaims Environmental Inc. to perform the audit in preparation for the upcoming external audit. The QMS Representative has taken the feedback into account when preparing for the external audit.

Staff performed regular sampling and maintenance within the systems as well as the mandatory testing inspections at all recreation centres.

#### **Alexandria Water Treatment Plant Upgrade**

Staff coordinated with the contractor at the water plant to facilitate the ongoing upgrades. Staff have been working collaboratively with the contractor to ensure that the water plant upgrades go smoothly. A few upgrades had to be modified as there were items that were not installed as per the specifications/drawings.

#### **Drainage Department:**

##### Municipal Drains/Beaver Management

The Township received submissions from 5 different contractors in response to the RFQ issued on October 18, 2019. After staff reviewal, the 20 drains were awarded to the lowest bidders. The necessary culverts have been ordered by staff. Work on the drains will begin immediately and be ongoing until next spring.

South Nation Conservation Authority approved the construction of a small weir (swale) on a natural watercourse and the Township was issued a permit to proceed with construction. The work is estimated to take three days and the anticipated start date is November 18<sup>th</sup>, 2019.

## **R.A.R.E.**

In April of 2019, R.A.R.E. submitted information for the Blue Box Financial Datacall submission. R.A.R.E. was selected for an audit because the costs submitted for 2018 were over 10% greater than the costs submitted for 2017. The increase in cost was primarily due to extra expenses incurred from moving unsorted material to other recycling facilities.




The audit took place on November 7, 2019. The audit was successful and took only 3 hours to complete. Management at R.A.R.E. is currently waiting for follow-up questions and feedback from the auditors.

## **Comments**

This report is presented for information purposes only.

Public Works Department Tasks	Deliverable	Involvement	2019				2020	Progress
			Q1	Q2	Q3	Q4		
Strat Plan	Provide safe potable water to the residents of Maxville.	Water quality monitoring	PW/WW					End of 2020
	Upgrade the wastewater treatment system in the Town of Alexandria	Plant upgrade	PW/WW/ENG.					Contingent on Funding, Tender document complete
	Cost benefit analysis of road types for each Twp. road.	Report	PW					End of 2020
	Develop a plan in collaboration with the County to redesign specific roads for diverting heavy truck traffic.	Engineer Report	PW					Ongoing study
	Cost benefit analysis for the RARE plant.	Report	PW					Spring 2020
	Review the curbside collection program for the feasibility and costs savings by collecting the garbage internally or contracting the services to a private company	Report	PW					End of 2020
	Investigate ways to increase the waste diversion rate.	Report	PW/RARE					End of 2020
Pump needs study		EVB/water dept.					Part of the master service plan	
Pump Flow testing		EVB/water dept.					Part of the master service plan	
Harrison/Mill square water main	Watermain upgrade	Roads/water dept					Asphalt placement remaining (weather dependant)	
Valve and Hydrant replacement	Updated maintenance logbook	all water staff					Replace valves and hydrants as required once Harrison Street work is performed	
Watermain air relief valves		all water staff					Work to be completed before the end of December 2019, supplies just arrived.	
Polymer and Coagulant pump		all water staff					Forms part of the Alexandria water treatment plant upgrades	
Forcemain air relief valve		all water staff					Repairs to be performed before the end of December of 2019, supplies just arrived	
Sewage pumps		all water staff					Work not complete and no completion date set at this time	
Sewage pumping station roofs		all water staff					Repairs to be performed before winter of 2019	
Alexandria water treatment plant upgrade		EVB/WW/Const.					Contract awarded to Bourgon Construction, Completion 2020	
Maxville distribution system		EVB/WW/Const.					Flushing/disinfecting distribution line, ongoing	
Maxville Water Tower		EVB/WW/Const.					Flushing/disinfecting water tower, ongoing	
Maxville booster station		EVB/WW/Const.					Ongoing	
Maxville transmission main		EVB/WW/Const.					Flushing/disinfecting transmission line, ongoing	
Bishop St. Bridge	Deck Cond Survey/Rehab	PW/Eng/Const.					Deck survey completed, report ongoing	
Concession 8 Bridge	Deck Cond Survey/Rehab	PW/Eng/Const.					Deck survey completed, report ongoing	
Dominion St. South Bridge	Major Rehab	PW/Eng/Const.					Deck survey completed, report ongoing	
Sidewalk Repair/Replacement	New Sidewalks	PW/Const.					Sandfield Sidewalk, Spring 2020	
Skye Road (Phase 1)	Road Section Rehabilitation						± 3.2 km road section rehabilitation (pavement to be completed in Spring 2020, road base is soft)	
Creek Road Bridge - RFP Bridge Design	Engineering Services						2020 Bridge Replacement	
GPS System Upgrade							Review	
RARE - South Wall and Dock Repairs	Asset Management	RARE					On hold - Operation Review	
RARE - New Gate	Regulatory	RARE					On hold - Operation Review	
2020 Capital Program		All Staff					Capital Budget Preparation	
Land Purchase - Glen Robertson Landfill	CAZ	PW					Purchase complete, register land as CAZ	
Fleet Management Plan - Township	Internal document	PW/Other Depts.					2020 Review	
Legal matter - slip and fall		PW/CAO					Ongoing	
Update Winter Maintenance Policy	Regulatory	PW					2020 Review/Update	
Union Negotiations - Water	Internal Document	Utilities/PW					Contract Negotiation	
Bridge Inspections	Internal Document	PW/Eng.					Field inspections completed, report ongoing	
Alexandria Landfill Closure	External document	PW/Eng.					P2g2 Engineering study/report	
Gravel Road Conversion Candidates	Internal document	PW					2020 Review	
Road Needs Study Update	Internal document	PW					2020 Review	
Municipal Drain Report ARDA	External document	Drainage Eng.					Ongoing, Lascelles Eng.	

Public Works Department Tasks	Deliverable	Involvement	2019				2020	Progress
			Q1	Q2	Q3	Q4		
Monitoring Well Development/Install	Monitoring reports	PW/Eng.						Jp2g Consultants Inc. to install monitoring wells on newly purchase property (CAZ) Glen Robertson

Preparation   
 Execution   
 Complete 



**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

**RESOLUTION #** \_\_\_\_\_

**DATE:** November 20, 2019

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

THAT the Committee of the Whole receives Staff Report No. COW FD 2019-04 – Fire Dept. – 2019 Workplan update.

**Carried**

**Defeated**

**Deferred**

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**MAYOR / DEPUTY MAYOR**

**YEA**

**NEA**

**Deputy Mayor:** Carma Williams

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**Councillor:** Jacques Massie

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**Councillor:** Brenda Noble

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**Councillor:** Jeff Manley

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**Councillor:** Michel Depratto

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**Councillor:** Johanne Wensink

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**Mayor:** Jamie MacDonald

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**Section 5 (h)**



## STAFF REPORT TO COUNCIL

Report No: COW FD 2019-04

November 20<sup>th</sup>, 2019

From: Matthew Roy - Fire Chief

RE: 2019 Work Plan

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### **Recommended Motion:**

That the Committee of the Whole receives Staff Report No. COW FD 2019-04 the Fire Chief's 2019 Work Plan update.

### **Background / Analysis:**

Last Work Plan update: September 2019

### **COMMUNICATIONS**

The communication project is currently on going in phase 1 with all equipment in place and training in the coming month. We are currently experiencing a delay with changes required at the Cornwall Dispatch centre and are working with Bell for solutions. Phase 2 of the project at the Maxville Water tower was delayed, however still on track to be completed prior to Dec 31, 2020. The additional site in Maxville tower will "go-live" in January 2020.

SD&G County IT have been exploring a County wide communication system for fire departments. SD&G County council authorized County IT to engage a consultant to assess existing radio infrastructure and user gear and provide an expert opinion on how the County should proceed. The report provided a review of all the departments in SD&G with North Glengarry Fire Department having a new system, we are in a good position, and will continue to work with the counties to assess the benefits of shared infrastructure.

### **TRAINING FACILITY**

The training facility project is currently in the building phase, soil test and structural plan are being completed. The project is delayed due to weather conditions; however, work is still planned until end of Dec. The project will continue and move into phase 2 in 2020.

### **STATION RENOVATIONS**

Station 1 renovation are progressing well, with new offices and equipment room, to include a new heating system to replace old base board heating and A/C units.

### **POLICIES AND PROCEDURES**

We continue to update our policies and procedure; this item will be ongoing.

## **RECORDS MANAGEMENT SYSTEM (BeeOn)**

We continue to experience issues the vendor ICO. The County IT have suggested a system they would support. On-going communication with ICO and Counties are taking place, with continued pressure of implementation in 2019.

## **TRAINING**

Our training program has been very successful, establishing a joint station approach. We recently received training in Autism Awareness, this training proved to be a very valuable, while equipping our apparatus with Autism Kit to assist person(s) with autism in an emergency.

A recruit training program is being delivered for our 9 new recruits. All recruits are continuing to progress well in the program.

## **PPE MAINTENANCE, AIR MANAGEMENT**

The PPE maintenance program is proving to be a high budget item, due to shipping cost to the vendor in Toronto. We are moving to a different vendor in effort to reduce cost, however NFPA standards continue to change, placing higher expectation on PPE cleaning in 2020.

New lockers at Station 2 – Apple Hill, have been purchased in effort to meet the NFPA 1851 standards.

## **AID AGREEMENTS, F.D. REVIEW/RISK ASSESSMENT, BY-LAW REVIEW**

Currently conducting a review of all by-laws specifically:

Burn by-law – Completion November and implementation Jan 2020  
Establishing a fire department – under review to new OFM standard.

### **Alternatives:**

None.

### **Financial Implications:**

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

### **Others Consulted:**

Signed by Sarah Huskinson, CAO/Clerk

Fire Department Tasks		Deliverable	Involvement	2019				2020	Progress
				Q1	Q2	Q3	Q4		
Strat Plan									
Capital Projects	Communications	Project approved by Council	MR	Preparation	Execution	Execution	Complete		
	Training Facility	Project approved by Council	MR	Preparation	Execution	Execution	Complete		
	Firewells	Project approved by Council	MR	Preparation	Execution		Complete		
	Station Renovations	Project approved by Council	MR		Preparation	Execution	Complete		
Other	Policies and Procedures	Requires updating	MR		Preparation	Execution	Complete		New SOP created, ongoing
	Record Management System	2018 Capital project	MR	Preparation	Execution	Execution	Complete		Under review
	Training program	NFPA 1001	MR	Execution	Execution		Complete		Phase 3 RIT completed
	PPE Maintenance	NFPA 1851	MR	Execution	Execution		Complete		Full program in place
	Air Management Program	NFPA 1989	MR	Execution	Execution		Complete		Final prog. review in progress
	Aid Agreements	FPPA	MR	Preparation	Execution	Execution	Complete		Under review
	F. D. Review and Risk Assessment	FPPA	MR	Preparation	Execution	Execution	Complete		Ongoing
	Review By-laws establishing fire department	OFM template	MR		Preparation	Execution	Complete		Currently updating
	New Burn By-law	Required updating	MR			Execution	Complete		Report to council
	Strategic Work Plan		MR				Execution		

Preparation   
Execution   
Complete 



**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

**RESOLUTION #** \_\_\_\_\_

**DATE:** November 20, 2019

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

THAT the Committee of the Whole recommends the Council of the Township of North Glengarry approve the new Open Air Burn By-law effective January 1<sup>st</sup>, 2020.

**Carried**

**Defeated**

**Deferred**

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**MAYOR / DEPUTY MAYOR**

**YEA**

**NEA**

**Deputy Mayor:** Carma Williams

**Councillor:** Jacques Massie

**Councillor:** Brenda Noble

**Councillor:** Jeff Manley

**Councillor:** Michel Depratto

**Councillor:** Johanne Wensink

**Mayor:** Jamie MacDonald

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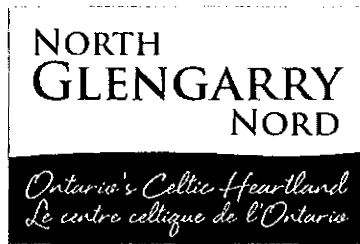
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**Section 5 (i)**



## STAFF REPORT TO COUNCIL

Report No: COTW FD 2019 - 05

November 20th, 2019

From: Matthew Roy – Fire Chief

RE: Open air burn by-law

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### **Recommended Motion:**

That the Committee of the Whole recommends to Council to approve the new Open Air Burn By-law effective January 1<sup>st</sup>, 2020

### **Background / Analysis:**

A review of the current bylaw was started in September due to the ongoing incidents and concerns throughout 2019. Changes to the agricultural burn permits were identified as requiring changes to ensure we met all the needs of North Glengarry residents while ensuring the health and safety of all person(s).

The fire department have evaluated a new burn permit tracking system through Fluent IMS - burnpermits.com. The department will be moving to this system in 2020 which will effectively reduce the burden of our application process, while providing real time data to our front-line members responding to burn complaints. This system will allow the Fire Chief to issue a fire ban and send out notification to all permit holders.

### **Alternatives:**

Option 1: That the Committee of the Whole recommends to Council the approval of the new open air burn by-law

Option 2: No changes are made to the existing by-law 04-2019. Continue existing application process not move to a new system.

### **Financial Implications:**

The implementation of a new burnpermits.com system, yearly cost based on the number of permits and notifications created.

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

By-Law 04-2019  
Proposed by-law

### **Others Consulted:**

Signed by Sarah Huskinson, CAO/Clerk

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

**BY-LAW No. XX-XXXX**

**BEING** a by-law regulating the setting of fires and to institute precautions to be taken with open air fires, including establishing the times during which open air fires may be set.

**WHEREAS** Section 129 of the *Municipal Act, 2001, S.O.2001 c25*, as amended provides that the Council of a local municipality may pass by-laws prohibiting and regulating public nuisances;

**AND WHEREAS** Section 7.1(1) of the *Fire Protection and Prevention Act, 1997, S.O. 1997, c4*, as amended, provides that a council of a municipality may pass by-laws regulating fire prevention, including the prevention of the spreading of fires, and regulating the setting of open air fires, including establishing the times during which open air fires may be set;

**AND WHEREAS** Section 11 of the *Municipal Act, 2001, S.O. 2001, c.25*, allows the municipality to regulate matters related to the health, safety and well-being of the inhabitants of the municipality;

**AND WHEREAS** the regulation of open air burning is important for the health, safety and wellbeing of persons and property;

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

**SHORT TITLE**

This By-law shall be known as the "*Open Air Burning By-law*"

**Part 1  
DEFINITIONS**

**1.1 Definitions**

In this By-Law:

"Adverse Effect" means impairment of the safety of any person and/or damage to property and includes:

- I. impairment of the quality of the natural environment
- II. injury or damage to property, plant or animal life
- III. harm or material discomfort to any person
- IV. an adverse effect on the health of any person
- V. impairment of the safety of any person; or
- VI. loss of enjoyment of normal use of property;

"Authorized Representative" means a person 18 years of age or older who is authorized to burn by the registered legal owner of the property and who's name appears on the burn permit.

"Brush" means natural woody debris collected from a property and includes branches, chopped-off tree limbs, trunks and leaves;

"Building" means any structure used or intended for supporting or sheltering any use or occupancy;

"Corporation" means the Corporation of the Township of North Glengarry;

"Dwelling" a house, apartment, or other place of residence;

"Dry period" means a period of time during which the Fire Chief declares a total ban on open air fires;

"Farm or Agricultural Operations" means an agricultural operation as defined under the Farming and Food Production Protection Act, 1998 Chapter 1, Section and operates with a Farm Business Number;

"Fire Chief" means the person appointed by Council of the Corporation of the Township of North Glengarry as defined in the Fire Protection and Prevention Act, 1997 and his or her designate;

"Firefighter" means the Fire Chief and any other person employed in, or appointed to the North Glengarry's Fire Service Division of the Corporation of the Township of North Glengarry, and assigned to undertake fire protection services;

"Fire Department Vehicle" means any vehicle owned by the Township of North Glengarry and Mutual Aid Fire Departments.

"Grass Cuttings" means the lawn waste resulting from mowing;

"Highway" includes a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof;

"Municipal Law Enforcement Officer" means the Municipal Law Enforcement Officer appointed by the Council of the Corporation of the Township of North Glengarry.

"Normal Farm Practices" means a practice that:

- I. is conducted in a manner consistent with proper and acceptable customs and standards as established and followed by a similar agricultural operation under similar circumstances; or
- II. makes use of innovative technology in a manner consistent with proper advanced farm management practices;

"Noxious Materials" includes tires, plastics, rubber products, drywall, demolition waste, household garbage, construction waste, paint, animal organic waste, vegetable waste, food waste, biomedical waste, tar, asphalt products, battery boxes, pressure-treated wood, creosote-treated wood, painted wood and other similar materials;

"Nuisance" means excessive smoke, odour, airborne sparks or embers that is likely to cause an Adverse Effect, disturb others, or that is likely to reduce visibility on roads in the vicinity of the Open Air Burning;

"Officer" means a Municipal Law Enforcement Officer or a Firefighter, including the Fire Chief and any member of the North Glengarry Fire Service Division;

"Open Air" means any area outside of a building or enclosed structure;

"Open Air Fire and Open Air Burning" means a fire set in the Open Air;

"Outdoor Fireplace" means a manufactured non-combustible enclosed container designed to hold a small fire for decorative purposes and the size of which is not larger than 1 meter in any direction, and may include, but is not limited to, chimneys, metal tubs, fire pits, and outdoor brick fireplaces;

"Owner" means the registered owner or any person, firm or corporation having control over, or possession, of any portion of the building or property under consideration and includes the persons in the building or property;

"Permit" means a permit issued by the Fire Chief to set a fire in the Open Air for a specified time period;

"Person" includes an individual, association, firm, partnership, corporation, trust, organization, trustee, or agent, and their heirs, executors, or legal representatives;

"Receptacle" means anything used to contain or hold something else which is made of non-combustible materials and is not greater than 1-meter square;

"Recreational Fire" means a small, controlled and contained fire for the purpose of cooking, warmth or personal enjoyment;

"Remedial Costs" means any cost incurred by the fire department or the township for inspecting, extinguishing, or responding to fires deemed, by fire chief or designate, to not be in accordance with this by-law.

"Settlement areas" means urban areas and rural settlement areas within municipalities (such as cities, towns, villages and hamlets) that are:

- a) built up areas where development is concentrated, and which have a mix of land uses;
- b) lands which have been designated in an official plan for development over the long-term planning; and
- c) land designated as settlement area in the municipal official plan



"Set" means to light an open air fire and "setting" has a corresponding meaning;

"Smog Alert" means an alert issued by the Ministry of Environment and Climate Change with respect to air quality;

"Supervisor" means:

(a) a Person eighteen (18) years of age or more who is a registered legal owner of the property upon which the Open Air Fire is to be burned;

(b) a Person eighteen (18) years of age or more who is the occupier of the property upon which the Open Air Fire is to be burned and who has been provided with permission by a registered legal owner of the property to burn an Open Air Fire; or

(c) a Person eighteen (18) years of age or more who is an authorized representative of the registered legal owner of the property upon which the Open Air Fire is to be burned.

"Township" means the geographic area of the Corporation of the Township of North Glengarry.

"Windrow" a long line of material heaped up by the wind or by a machine.

## Part 2

### GENERAL REQUIREMENTS FOR OPEN AIR BURNING PERMITS

- 2.1 No person shall start, set, maintain or permit to be started, set, or maintained an open air fire within the Township, except as permitted under this By-Law. Only Open air fires permitted under this By-Law shall be started, set or maintained.
- 2.2 A burning permit must be obtained as provided in this by-law before starting or setting a fire.
- 2.3 The North Glengarry Fire Service Division and North Glengarry Township Employees shall be exempt from the provisions of this by-law with respect to Open Air Fires and Open Air Burnings for the purposes of educating, training or any other purpose approved by the Fire Chief.
- 2.4 It is not permitted to set an Open Air Fire when the wind velocity is greater than 15 kilometers an hour.
- 2.5 All Open Air Fires must be monitored at all times by a Supervisor
- 2.6 It is not permitted to burn during dry period as designated by the Fire Chief or the Ministry of Natural Resources.
- 2.7 It is not permitted to burn noxious materials and/or household garbage.
- 2.8 It is not permitted to burn buildings or machinery.
- 2.9 Barbeques used according to the manufacture's instructions for the purpose of cooking food shall be exempt from this By-Law.
- 2.10 It is not permitted to burn on any road allowance, unopened road allowance or in a location that would interfere with traffic.
- 2.11 All Open Air Fires must be completely extinguished before vacating the location of the Open Air Fire.
- 2.12 Fires that have an adverse affect or are a nuisance as determined by the Fire Chief or designate shall be extinguished immediately.
- 2.13 Commercial, industrial or wrecking yard zoned properties are not permitted to have an open air fire
- 2.14 The only person entitled to apply for an open air fire permit as set out in schedule "A" as amended from time to time is a Supervisor.
- 2.15 The Supervisor is responsible to ensure that the conditions outlined in this bylaw are adhered to at all times.

- 2.16 An application for a Permit shall be completed on the forms provided in Schedule "A".
- 2.17 Recreational and Brush permits expire Dec 31<sup>st</sup> at midnight on the year it was issued.
- 2.18 Farm and Agricultural permits expire at midnight on the last day of the two week period as set out in the permit in Schedule "A".
- 2.19 Any permit in effect during a dry period as designated by the Fire Chief or the Ministry of Natural Resources will be voided for the remainder of the dry period. No reimbursement and no extension of the permit will be permitted.
- 2.20 Supervisor shall produce the permit upon request by the Fire Chief or designate.
- 2.21 The Fire Chief or designate may refuse, revoke or suspend a permit at any time at his or her sole discretion. The Supervisor or the Authorized Representative must:
- have a copy of the permit with them at all times while burning
  - must identify himself/ herself upon request by the fire chief or designate.
  - Not give false or incorrect information to the fire chief or designate
- 2.22 Types of Burning permits available are, as set out in Schedule A:
- Recreational Fire Permit
  - Brush Fire Permit
  - Farm or Agricultural Operation Fire Permit

### Part 3 RECREATIONAL FIRES

- 3.1 In addition to conditions set out in Part 2 Recreational Fires shall:
- be for the purpose of cooking, warmth or personal enjoyment;
  - have a flame of no more than 1 cubic meter;
  - be located at least 5 meters from any structure, building, property line, tree, hedge, fence, highway, deck, overhead wire or any other combustible material;
  - be located on a non combustible surface if an appliance is used
  - have, as a fuel, clean wood or charcoal.
- 3.2 Spark guards with openings no larger than 12 mm in diameter are recommended for all recreational fires

### Part 4 BRUSH FIRES

- 4.1 In addition to conditions set out in Part 2 Brush Fires shall:
- be at least 50 meters from the nearest dwelling.
  - be at least 5 meters from the property line
  - be at least 15 meters from forest, woodland, or buildings
  - consist of brush and yard waste (except grass)
  - consist of material which have been adequately dried prior to burning to ensure low moisture content and avoid excessive smoke.
  - not exceed 2 cubic meters
  - be burned one pile at a time.
  - petroleum products, plastics, rubber, painted lumber, pressure treated, or creosote treated lumber, domestic, industrial & agricultural waste, animal carcasses or any other materials that will cause excessive smoke or noxious fumes must not be mixed with or contaminate the wood or brush that may be burned



- i. have the resources to adequately control the fire and to prevent it from becoming dangerous to life or property.

## Part 5 FARM AND AGRICULTURAL FIRES

- 5.1 In addition to the conditions set out in Part 2 the following conditions apply to farm and agricultural fire only and will be used to regulate the burning of large piles (greater than 2 cubic metres),
- 5.2 Permits only will be issue for two (2) consecutive weeks as indicated in the Schedule "A" of this By-Law. Additional two (2) week permits may be issued at the discretion of the Fire Chief or designate.
- 5.3 Burning shall not be permitted between June 1st and October 1st.
- 5.4 No person holding a valid burning permit, shall set or maintain a fire unless they ensure all of the following conditions are met:
  - a. the fire is set and maintained at no less than 75 meters from any building, structure, standing timber, hedge, fence, highway, overhead wires, flammable or combustible material;
  - b. no less than 200 meters from any dwelling not owned by the Supervisor.
  - c. material to be burned must be placed in piles in a tilled or bare field free of vegetation and combustible materials;
  - d. consist of burn piles of no more than 6 cubic meters;
  - e. no more than four (4) piles can be burned at a single time;
  - f. a minimum distance of 15m must be maintained between piles;
  - g. not consist of windrow;
  - h. material to be burned shall have been adequately dried prior to burning to ensure low moisture content and avoid excessive smoke.
  - i. petroleum products, plastics, rubber, painted lumber, pressure treated, or creosote treated lumber, domestic, industrial & agricultural waste, animal carcasses or any other materials that will cause excessive smoke or noxious fumes must not be mixed with or contaminate the wood or brush that may be burned
- 5.5 Supervisor in charge shall be equipped with sufficient personnel and mechanical equipment to control and/or extinguish the fire to prevent it from becoming dangerous to life or property and must have a means of contacting the North Glengarry Fire Service in case of emergency. Equipment must be on site while burning is carried out. (i.e. front loader, backhoe, shovel)
- 5.6 Supervisor must ensure that the North Glengarry Fire Department vehicles can safely have full access at all times to the land upon which the burn is conducted, during the period of the permit. Access must be at least 10 feet wide
- 5.7 Supervisor must comply with all additional conditions and restriction imposed as a result of a fire prevention inspection conducted by the Fire Chief or designate.

## Part 6 ADMINISTRATION AND ENFORCEMENT

- 6.1 The Municipal Law Enforcement Officer, Fire chief or designate are authorized to:
  - a) issue permits as provided is this by-law;
  - b) sign all permits on behalf of the Corporation;
  - c) limit the time for which a permit is issued;
  - d) undertake any technical investigation or inspection for the purpose of administering this by-law.

- 6.2 The Municipal Law Enforcement Officer, Fire Chief or designate may:
- a) demand the fire permit for inspection from any permit holder;
  - b) inspect any premises for which a fire permit has been issued;
  - c) enter at any time onto land to determine whether the provisions of this by-law are obeyed and to enforce or carry into effect this by-law.

## **Part 7 ORDERS**

- 7.1 Despite any other provisions of this by-law, if upon inspection of a fire, the Municipal Law Enforcement Officer, the Fire chief or designate is satisfied the fire poses a danger to the health or safety of any person or property, the Municipal Law Enforcement Officer, Fire Chief or designate shall cancel or suspend the fire permit and order the fire extinguished.
- 7.2 The area of burning must be restricted in order to enable the permit holder to extinguish the fire immediately if necessary due to a change in weather or other conditions or if so, ordered by the Municipal Law Enforcement Officer, Fire Chief or designate.

## **Part 8 ENFORCEMENT**

### **8.1 Authority to Enforce**

(1) Any enforcement Officer is authorized to enforce this By-Law pursuant to the provisions hereof, the *Municipal Act, 2001*, the *Provincial Offences Act*, RSO 1990, c. P.33, and the *Fire Protection and Prevention Act, 1997*.

(2) No person shall hinder or obstruct, or attempt to hinder or obstruct, any person exercising a power or performing a duty under this By-Law.

### **8.2 Right of Entry**

(1) An enforcement Officer shall be permitted to enter upon any land at any reasonable time for the purpose of enforcing this By-Law.

(2) A person exercising a power of entry on behalf of the Corporation of the Township of North Glengarry under this By-Law shall, on request, display or produce proper identification.

### **8.3 Order to Extinguish / Comply**

(1) An enforcement Officer may at his or her sole discretion, order a fire extinguished or brought into compliance with this By-Law and this order shall be final.

(2) Every person who is ordered by an enforcement Officer to extinguish a fire or otherwise bring a fire into compliance with this By-Law shall comply immediately.

(3) In the event that an order of an enforcement Officer under subsection (1) is not complied with, the enforcement Officer may take action to have the fire extinguished or otherwise brought into compliance with this By-Law.

(4) Every person who fails to comply with an order of an enforcement Officer under this By-Law shall be liable for any costs incurred by the North Glengarry Fire Service to extinguish the fire or bring it into compliance. Where applicable, such costs shall be calculated in accordance with the current Ministry of Transportation rate for Emergency Response Services.

### **8.4 Remedial Costs and Recovery**

(1) The Corporation of the Township of North Glengarry may recover the remedial action costs incurred by the Fire Department or Township for attending fires which are deemed to be not in accordance with this by-law. These costs will be invoiced or added to the tax roll and collected in the same manner as taxes in accordance with section 446 of the *Municipal Act, 2001*. The remedial costs may include interest calculated at a rate of fifteen percent (15%), calculated for the period commencing on the day the municipality incurs the costs and ending on the day the costs, including interest are paid in full. The amount of the costs, including interest, constitutes a lien on the land upon the registration of a notice of lien in the Land Registry Office.



**Part 9**  
**CONTRAVENTION OF BY-LAW – OFFENCES AND PENALTY**

**9.1 Offences**

(1) Every person who contravenes any provision of this By-Law is guilty of an offence.

(2) Where a corporation is convicted of an offence under this By-Law, every director or officer of a corporation who was in whole or in part responsible for the conduct of that part of the business of the corporation that gave rise to the offence is guilty of an offence, unless he or she satisfies the court that he or she took all reasonable care to prevent the commission of the offence.

(3) Every person who contravenes an Order issued by a court pursuant to this By-Law is guilty of an offence.

**9.2 Penalty**

(1) Every person who is found guilty of an offence under this By-Law is liable to a fine as provided for by the *Provincial Offences Act*, R.S.O. 1990, Chapter P.33 with a fine as set out in Schedule "B".

(2) Upon registering a conviction of any provision of the By-Law, the Ontario Court, Provincial Division, may in addition to any penalty imposed by the By-Law make an order prohibiting the continuation or repetition of the offence by the person convicted.

(3) Every day or part of a day on which the offence occurs or continues shall constitute a separate offence and is punishable as such.

(4) If any provision of this By-Law is contravened and a conviction entered, in addition to any other remedy and to any penalty imposed by this By-Law, the court in which the conviction has been entered and any court of competent jurisdiction thereafter may make an order prohibiting the continuation or repetition of the offence by the person convicted.

(5) Any fine imposed under this Part shall be payable in addition to any fees, charges and costs payable under this By-Law.

(6) Schedule "B" shall come into force and take effect when it is approved and filed by Regional Senior Justice, pursuant to the *Provincial Offences Act* Part 1

**Part 10**  
**VALIDITY**

**10.1** If a court of competent jurisdiction declares any provision or a part of a provision of this bylaw to be invalid or to be of no force and effect, it is the intention of Council that the remainder of the by-law shall continue to be in force.

**10.2** This by-law is not constructed at any time in such a fashion as to hold the Corporation or its Officers liable for failing to ensure that persons comply with the provisions of this by-law.

Part 11

REPEAL OF EXISTING BYLAWS

11.1 Upon this bylaw coming into force, bylaw 04-2019 shall be rescinded.

READ a first, second, third time and enacted in Open Council, this XX day of XXX 2019.

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

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

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

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

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

**SCHEDULE "A"**

This is schedule "A" to by-Law No. **XX-XXXX** respecting application form to obtain a fire permit.

OPEN AIR BURNING PERMIT APPLICATION # \_\_\_\_\_

APPLICANT:

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_\_

TELEPHONE RESIDENCE: \_\_\_\_\_ CELL: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

LOCATION OF PROPOSED OPEN AIR FIRE:

CIVIC ADDRESS: \_\_\_\_\_

LOT: \_\_\_\_\_ CONCESSION: \_\_\_\_\_

CITY: \_\_\_\_\_ PROVINCE: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

WHAT TYPE OF OPEN AIR BURNING PERMIT?

- RECREATIONAL FIRE – FREE  
 BRUSH FIRE - FREE  
 **FARM OR AGRICULTURAL OPERATION FIRE - \$50.00**  
**PROPOSED TWO (2) WEEK PERIOD**  
**FROM: \_\_\_\_\_ TO: \_\_\_\_\_**

- OWNER  
 WRITTEN PERMISSION GIVEN  
OWNER'S NAME: \_\_\_\_\_

List Authorized Representative (s) **An Authorized Representative is a person 18 years of age or older who is authorized to burn by the registered legal owner of the property.**

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

- I understand that I have 30 days to pay the amount owing as per Schedule "C" of this permit. Failing to do so will result in all future application being denied and an invoice shall follow.

Invoice mailing address: \_\_\_\_\_

- The applicant has reviewed the Open Air Burning By-Law and agreed to:**

- 1. Comply with all the provisions of this by-law.**
- 2. Assume all responsibility for any damages and /or service fees resulting from the Open Air Burning for which this permit is issued.**

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

Please be advised that the current by-law is posted on the municipal website at:  
[www.northglengarry.ca](http://www.northglengarry.ca) or contact the municipal office at 613-525-1110.



**SCHEDULE "B"**

**Township of North Glengarry  
Part 1 Provincial Offences Act  
Bylaw 04-2019: Open Air Burning By-Law**

<b>Item</b>	<b>Column 1 Short Form Wording</b>	<b>Column 2 Provision creating or defining offence</b>	<b>Column 3 Set Fines</b>
1.	Burning or permit to burn with wind velocity greater than 15km/h	2.4	250.00
2.	Burning or permit to burn during a dry period	2.6	400.00
3.	Burning or permit to burn petroleum products, plastics, rubber or any other material that causes excessive smoke or noxious fumes	2.7	400.00
4.	Burning or permit to burn buildings or machinery	2.8	400.00
5.	Burning or permit to burn on any type of road allowance or where it interferes with traffic	2.10	400.00
6.	Leaving a fire without fully extinguishing it	2.11	250.00
7.	Permit a fire to have an adverse affect	2.12	350.00
8.	Burning or permit to burn household garbage	2.7	350.00
9.	Having an open air fire in a commercial, industrial or wrecking yard zoned properties	2.13	500.00
10.	Failing to comply with the conditions of the permit	8.3	300.00
11.	Fail or refuse to produce permit	2.19	150.00
12.	Fail to supervise fire continuously	2.5	150.00
13.	Burning or permit to burn other material than those for which a permit was issued	3.1 e 4.1 d 5.1 f	150.00
14.	Burning or permit to burn without a permit	2.2	450.00
15.	Burning or permit to burn within 75 meters of any building, structures, standing timber or any flammable or combustible material	5.1 a	350.00
16.	Burning or permit to burn a pile exceeding 6 cubic meters.	5.1c	400.00
17.	Failing to have 15 meters between burn piles	5.1d	400.00
18.	Burning or permit to burn windrows	5.1e	400.00
19.	Burning or permit to burn a fire within 200 meters adjacent to a residence	5.1b	400.00
20.	Burning or permit to burn within 50 meters of a dwelling or 5 meters within a property line	4.1 a &b	300.00
21.	Burning or permit to burn within 15 meters from a forest, woodland or building	4.1c	300.00

22.	Burning or permit to burn during a prohibited time.	2.18	300.00
23.	Burning or permit to burn a pile exceeding 2 cubic meters	4.1 e	300.00
24.	Failing to burn one pile at a time	4.1 f	300.00
25.	Failing to comply with the conditions for recreational open air burning	Part 3	250.00
26.	Obstruct an officer	8.1	\$500.00
27.	Fail to comply with an order to extinguish	8.3	\$500.00
28.	Fail to identify upon request	2.21 b	\$500.00
29.	Give false or incorrect information	2.21 c	\$250.00

Note: the general penalty provision for the offences listed above is section 9 of bylaw -2018, a certified copy of which has been filed and section 61 of the Provincial Offences Act, R.S.O. 1990,c.P.33.

#### SCHEDULE "C" - FEES

PERMIT	FEES
Open Air Burn Permit – Recreation Fire	NIL
Open Air Burn Permit – Brush Fire	NIL
Open Air Burn Permit – Farm or Agricultural Operation	\$ 50

#### SCHEDULE "D" Costs for Emergency Response

The cost for emergency fire department vehicles responding to a fire that is not in accordance with this By-Law shall be current MTO rates.

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

**BY-LAW No. 04-2019**

**BEING** a by-law regulating the setting of fires and to institute precautions to be taken with open air fires, including establishing the times during which open air fires may be set.

**WHEREAS** Section 129 of the *Municipal Act, 2001, S.O.2001 c25*, as amended provides that the Council of a local municipality may pass by-laws prohibiting and regulating public nuisances;

**AND WHEREAS** Section 7.1(1) of the *Fire Protection and Prevention Act, 1997, S.O. 1997, c4*, as amended, provides that a council of a municipality may pass by-laws regulating fire prevention, including the prevention of the spreading of fires, and regulating the setting of open air fires, including establishing the times during which open air fires may be set;

**AND WHEREAS** Section 11 of the *Municipal Act, 2001, S.O. 2001, c.25*, allows the municipality to regulate matters related to the health, safety and well-being of the inhabitants of the municipality;

**AND WHEREAS** the regulation of open air burning is important for the health, safety and wellbeing of persons and property;

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

**SHORT TITLE**

This By-law shall be known as the "*Open Air Burning By-law*"

**Part 1  
DEFINITIONS**

**1.1 Definitions**

In this By-Law:

"Adverse Effect" means impairment of the safety of any person and/or damage to property and includes:

- I. impairment of the quality of the natural environment
- II. injury or damage to property, plant or animal life
- III. harm or material discomfort to any person
- IV. an adverse effect on the health of any person
- V. impairment of the safety of any person; or
- VI. loss of enjoyment of normal use of property;

"Authorized Representative" means a person 18 years of age or older who is authorized to burn by the registered legal owner of the property and who name appears on the burn permit.

"Brush" means natural woody debris collected from a property and includes branches, chopped-off tree limbs, trunks and leaves;

"Corporation" means the Corporation of the Township of North Glengarry;

"Farm or Agricultural Operations" means an agricultural operation as defined under the Farming and Food Production Protection Act, 1998 Chapter 1, Section and operates with a Farm Business Number;

"Fire Chief" means the person appointed by Council of the Corporation of the Township of North Glengarry as defined in the Fire Protection and Prevention Act, 1997 and his or her designate;

"Firefighter" means the Fire Chief and any other person employed in, or appointed to the North Glengarry's Fire Service Division of the Corporation of the Township of North Glengarry, and assigned to undertake fire protection services;

"Grass Cuttings" means the lawn waste resulting from mowing;

"Municipal Law Enforcement Officer means the Municipal Law Enforcement Officer appointed by the Council of the Corporation of the Township of North Glengarry.

"Normal Farm Practices" means a practice that:

- I. is conducted in a manner consistent with proper and acceptable customs and standards as established and followed by a similar agricultural operations under similar circumstances; or
- II. makes use of innovative technology in a manner consistent with proper advanced farm management practices;

"Noxious Materials" includes tires, plastics, rubber products, drywall, demolition waste, household garbage, construction waste, paint, animal organic waste, vegetable waste, food waste, biomedical waste, tar, asphalt products, battery boxes, pressure-treated wood, creosote-treated wood, painted wood and other similar materials;

"Nuisance" means excessive smoke, odour, airborne sparks or embers that is likely to cause an Adverse Effect, disturb others, or that is likely to reduce visibility on roads in the vicinity of the Open Air Burning;

"Officer" means a Municipal Law Enforcement Officer or a Firefighter, including the Fire Chief and any member of the North Glengarry Fire Service Division;

"Open Air" means any area outside of a building or enclosed structure;

"Open Air Fire and Open Air Burning" means a fire set in the Open Air;

"Outdoor Fireplace" means a manufactured non-combustible enclosed container designed to hold a small fire for decorative purposes and the size of which is not larger than 1 meter in any direction, and may include, but is not limited to, chimneys, metal tubs, fire pits, and outdoor brick fireplaces;

"Owner means the registered owner or any person, firm or corporation having control over, or possession, of any portion of the building or property under consideration and includes the persons in the building or property;

"Permit" means a permit issued by the Fire Chief to set a fire in the Open Air for a specified time period;

"Person" includes an individual, association, firm, partnership, corporation, trust, organization, trustee, or agent, and their heirs, executors, or legal representatives;

"Receptacle" means anything used to contain or hold something else which is made of noncombustible materials and is not greater than 1 meter square;

"Recreational Fire" means a small, controlled and contained fire for the purpose of cooking, warmth or personal enjoyment;

"Remedial Costs" means any cost incurred by the fire department or the township for inspecting, extinguishing, or responding to fires deemed, by fire chief or designate, to not be in accordance with this by-law.

"Settlement areas" means urban areas and rural settlement areas within municipalities (such as cities, towns, villages and hamlets) that are:

- a) built up areas where development is concentrated and which have a mix of land uses;
- b) lands which have been designated in an official plan for development over the long-term planning; and
- c) land designated as settlement area in the municipal official plan

"Smog Alert" means an alert issued by the Ministry of Environment and Climate Change with respect to air quality;

"Supervisor" means:

- (a) a Person eighteen (18) years of age or more who is a registered legal owner of the property upon which the Open Air Fire is to be burned;
- (b) a Person eighteen (18) years of age or more who is the occupier of the property upon which the Open Air Fire is to be burned and who has been provided with



permission by a registered legal owner of the property to burn an Open Air Fire;  
or

(c) a Person eighteen (18) years of age or more who is an authorized representative of the registered legal owner of the property upon which the Open Air Fire is to be burned.

"Township" means the geographic area of the Corporation of the Township of North Glengarry.

**Part 2**  
**GENERAL REQUIREMENTS FOR OPEN AIR BURNING PERMITS**

- 2.1 No person shall start, set, maintain or permit to be started, set, or maintained an open air fire within the Township, except as permitted under this By-Law. Only Open air fires permitted under this By-Law shall be started, set or maintained.
- 2.2 A burning permit must be obtained as provided in this by-law before starting or setting a fire.
- 2.3 The North Glengarry Fire Service Division and North Glengarry Township Employees shall be exempt from the provisions of this by-law with respect to Open Air Fires and Open Air Burnings for the purposes of educating, training or any other purpose approved by the Fire Chief.
- 2.4 It is not permitted to set an Open Air Fire when the wind velocity is greater than 15 kilometers an hour.
- 2.5 All Open Air Fires must be monitored at all times by a Supervisor
- 2.6 It is not permitted to burn during dry periods as designated by the Fire Chief or the Ministry of Natural Resources.
- 2.7 It is not permitted to burn noxious materials and/or household garbage.
- 2.8 It is not permitted to burn buildings or machinery.
- 2.9 Barbeques used according to the manufactures instructions for the purpose of cooking food shall be exempt from this By-Law.
- 2.10 It is not permitted to burn on any road allowance, unopened road allowance or in a location that would interfere with traffic.
- 2.11 All Open Air Fires must be completely extinguished before vacating the location of the Open Air Fire.
- 2.12 Fires that have an adverse affect or are a nuisance as determined by the Fire Chief or designate shall be extinguished immediately.
- 2.13 Commercial, industrial or wrecking yard zoned properties are not permitted to have an open air fire
- 2.14 The only person entitled to apply for an open air fire permit as set out in schedule "A" as amended from time to time is a Supervisor.
- 2.15 The Supervisor is responsible to ensure that the conditions outlined in this bylaw are adhered to at all times.
- 2.16 All permits expire Dec 31<sup>st</sup> at midnight on the year it was issued.
- 2.17 An application for a Permit shall be completed on the forms provided in Schedule "A".
- 2.18 Any permit in effect during a dry period as designated by the Fire Chief or the Ministry of Natural Resources will be voided for the remainder of the dry period. No reimbursement and no extension of the permit will be permitted.
- 2.19 Supervisor shall produce the permit upon request by the Fire Chief or designate.
- 2.20 The Fire Chief or designate may refuse, revoke or suspend a permit at any time at his or her sole discretion.

- 2.21** The Supervisor or the Authorized Representative must:
- a. have a copy of the permit with them at all times while burning
  - b. must identify himself/ herself upon request by the fire chief or designate.
  - c. Not give false or incorrect information to the fire chief or designate
- 2.22** Types of Burning permits available are, as set out in Schedule A:
- a. Recreational Fire Permit
  - b. Brush Fire Permit
  - c. Farm or Agricultural Operation Fire Permit

**Part 3  
RECREATIONAL FIRES**

- 3.1** Recreational Fires shall:
- a. be for the purpose of cooking, warmth or personal enjoyment;
  - b. have a flame of no more than 1 cubic meter;
  - c. be located at least 5 meters from any structure, building, property line, tree, hedge, fence, roadway, deck, overhead wire or any other combustible material;
  - d. be located on a non combustible surface if an appliance is used
  - e. have, as a fuel, clean wood or charcoal.
- 3.2** Spark guards with openings no larger than 12 mm in diameter are recommended for all recreational fires

**Part 4  
BRUSH FIRES**

- 4.1** Brush Fires shall:
- a. be at least 50 meters from the nearest dwelling.
  - b. be at least 5 meters from the property line
  - c. be at least 15 meters from forest, woodland, or buildings
  - d. consist of brush and yard waste (except grass)
  - e. not exceed 2 cubic meters
  - f. be burned one pile at a time.

**Part 5  
FARM AND AGRICULTURAL FIRES**

- 5.1** Farm and Agricultural Operation Fire shall:
- a. be at least 75 meters from any building, structure, standing timber or flammable or combustible material.
  - b. be at least 200 meters from any residence not owned by the Supervisor.
  - c. Consist of burn piles of no more than 6 cubic meters.
  - d. Consist of burn piles at least 15 meters apart.
  - e. Not consist of a windrow
  - f. Consist of burn piles of dry timber, stumps, grass and dry brush, agricultural waste from farming operations on that property and any other organic material resulting from the clearing of land.

- 5.2 Material to be burned shall have been adequately dried prior to burning to ensure low moisture content and avoid excessive smoke.
- 5.3 Supervisor shall ensure sufficient personnel and equipment are provided to adequately control the fire and to prevent it from becoming dangerous to life or property.
- 5.4 Supervisor shall ensure accessibility (at least 10 feet wide) for fire department vehicles to safely gain access to the burn site.

**Part 6  
ADMINISTRATION AND ENFORCEMENT**

- 6.1 The Municipal Law Enforcement Officer, Fire chief or designate are authorized to:
  - a) issue permits as provided in this by-law;
  - b) sign all permits on behalf of the Corporation;
  - c) limit the time for which a permit is issued;
  - d) undertake any technical investigation or inspection for the purpose of administering this by-law.
- 6.2 The Municipal Law Enforcement Officer, Fire Chief or designate may:
  - a) demand the fire permit for inspection from any permit holder;
  - b) inspect any premises for which a fire permit has been issued;
  - c) enter at any time onto land to determine whether the provisions of this by-law are obeyed and to enforce or carry into effect this by-law.

**Part 7  
ORDERS**

- 7.1 Despite any other provisions of this by-law, if upon inspection of a fire, the Municipal Law Enforcement Officer, the Fire chief or designate is satisfied the fire poses a danger to the health or safety of any person or property, the Municipal Law Enforcement Officer, Fire Chief or designate shall cancel or suspend the fire permit and order the fire extinguished.
- 7.2 The area of burning must be restricted in order to enable the permit holder to extinguish the fire immediately if necessary due to a change in weather or other conditions or if so ordered by the Municipal Law Enforcement Officer, Fire Chief or designate.

**Part 8  
ENFORCEMENT**

**8.1 Authority to Enforce**

(1) Any enforcement Officer is authorized to enforce this By-Law pursuant to the provisions hereof, the *Municipal Act, 2001*, the *Provincial Offences Act*, RSO 1990, c. P.33, and the *Fire Protection and Prevention Act, 1997*.

(2) No person shall hinder or obstruct, or attempt to hinder or obstruct, any person exercising a power or performing a duty under this By-Law.

**8.2 Right of Entry**

(1) An enforcement Officer shall be permitted to enter upon any land at any reasonable time for the purpose of enforcing this By-Law.

(2) A person exercising a power of entry on behalf of the Corporation of the Township of North Glengarry under this By-Law shall, on request, display or produce proper identification.

**8.3 Order to Extinguish / Comply**

(1) An enforcement Officer may at his or her sole discretion, order a fire extinguished or brought into compliance with this By-Law and this order shall be final.

(2) Every person who is ordered by an enforcement Officer to extinguish a fire or otherwise bring a fire into compliance with this By-Law shall comply immediately.

(3) In the event that an order of an enforcement Officer under subsection (1) is not complied with, the enforcement Officer may take action to have the fire extinguished or otherwise brought into compliance with this By-Law.

(4) Every person who fails to comply with an order of an enforcement Officer under this By-Law shall be liable for any costs incurred by the North Glengarry Fire Service Division to extinguish the fire or bring it into compliance. Where applicable, such costs shall be calculated in accordance with the current Ministry of Transportation rate for Emergency Response Services.

#### **8.4 Remedial Costs and Recovery**

(1) The Corporation of the Township of North Glengarry may recover the remedial action costs incurred by the Fire Department or Township for attending fires which are deemed to be not in accordance with this by-law. These costs will be invoiced or added to the tax roll and collected in the same manner as taxes in accordance with section 446 of the *Municipal Act, 2001*. The remedial costs may include interest calculated at a rate of fifteen percent (15%), calculated for the period commencing on the day the municipality incurs the costs and ending on the day the costs, including interest are paid in full. The amount of the costs, including interest, constitutes a lien on the land upon the registration of a notice of lien in the Land Registry Office.

### **Part 9 CONTRAVENTION OF BY-LAW – OFFENCES AND PENALTY**

#### **9.1 Offences**

(1) Every person who contravenes any provision of this By-Law is guilty of an offence.

(2) Where a corporation is convicted of an offence under this By-Law, every director or officer of a corporation who was in whole or in part responsible for the conduct of that part of the business of the corporation that gave rise to the offence is guilty of an offence, unless he or she satisfies the court that he or she took all reasonable care to prevent the commission of the offence.

(3) Every person who contravenes an Order issued by a court pursuant to this By-Law is guilty of an offence.

#### **9.2 Penalty**

(1) Every person who is found guilty of an offence under this By-Law is liable to a fine as provided for by the *Provincial Offences Act*, R.S.O. 1990, Chapter P.33 with a fine as set out in Schedule "B".

(2) Every day or part of a day on which the offence occurs or continues shall constitute a separate offence and is punishable as such.

(3) If any provision of this By-Law is contravened and a conviction entered, in addition to any other remedy and to any penalty imposed by this By-Law, the court in which the conviction has been entered and any court of competent jurisdiction thereafter may make an order prohibiting the continuation or repetition of the offence by the person convicted.

(4) Any fine imposed under this Part shall be payable in addition to any fees, charges and costs payable under this By-Law.

(5) Schedule "B" shall come into force and take effect when it is approved and filed by Regional Senior Justice, pursuant to the *Provincial Offences Act* Part 1

### **Part 10 VALIDITY**

**10.1** If a court of competent jurisdiction declares any provision or a part of a provision of this bylaw to be invalid or to be of no force and effect, it is the intention of Council that the remainder of the by-law shall continue to be in force.

**10.2** This by-law is not constructed at any time in such a fashion as to hold the Corporation or its Officers liable for failing to ensure that persons comply with the provisions of this by-law.

**Part 11**

**REPEAL OF EXISTING BYLAWS**

**11.1** Upon this bylaw coming into force, bylaw 25-2018 and 43-2018 shall be rescinded.

READ a first, second, third time and enacted in Open Council, this 14th day of January 2019.

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

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

I hereby certify this to be a true copy of by-law No.04-2019, and that such by-law is in full force and effect.

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

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





**SCHEDULE "A"**

This is schedule "A" to by-Law No. 04-2019 respecting application form to obtain a fire permit.

OPEN AIR BURNING PERMIT APPLICATION # \_\_\_\_\_

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

TELEPHONE RESIDENCE \_\_\_\_\_ CELL \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

LOCATION OF PROPOSED OPEN AIR FIRE:

CIVIC ADDRESS: \_\_\_\_\_

LOT: \_\_\_\_\_ CONCESSION: \_\_\_\_\_

CITY: \_\_\_\_\_ PROVINCE: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

WHAT TYPE OF FIRE?

- \_\_\_ RECREATIONAL FIRE – FREE
- \_\_\_ BRUSH FIRE - FREE
- \_\_\_ FARM OR AGRICULTURAL OPERATION FIRE - \$50.00

- \_\_\_ OWNER
- \_\_\_ WRITTEN PERMISSION GIVEN: OWNER'S NAME \_\_\_\_\_

List the other properties you own or on which you have written permission from the owner to burn at.

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

List Authorized Representative (s) **An Authorized Representative is a person 18 years of age or older who is authorized to burn by the registered legal owner of the property.**

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

Please be advised that the current by-law is posted on the municipal website at: [www.northglengarry.ca](http://www.northglengarry.ca) or contact the municipal office at 613-525-1110.

I understand that I have 30 days to pay the amount owing as per Schedule "C" of this permit. Failing to do so will result in all future application being denied and an invoice shall follow.

Invoice mailing address: \_\_\_\_\_

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

**SCHEDULE "B"**

**Township of North Glengarry  
Part 1 Provincial Offences Act  
Bylaw 04-2019: Open Air Burning By-Law**

<b>Item</b>	<b>Column 1 Short Form Wording</b>	<b>Column 2 Provision creating or defining offence</b>	<b>Column 3 Set Fines</b>
1.	Burning or permit to burn with wind velocity greater than 15km/h	2.4	250.00
2.	Burning or permit to burn during a dry period	2.6	400.00
3.	Burning or permit to burn petroleum products, plastics, rubber or any other material that causes excessive smoke or noxious fumes	2.7	400.00
4.	Burning or permit to burn buildings or machinery	2.8	400.00
5.	Burning or permit to burn on any type of road allowance or where it interferes with traffic	2.10	400.00
6.	Leaving a fire without fully extinguishing it	2.11	250.00
7.	Permit a fire to have an adverse affect	2.12	350.00
8.	Burning or permit to burn household garbage	2.7	350.00
9.	Having an open air fire in a commercial, industrial or wrecking yard zoned properties	2.13	500.00
10.	Failing to comply with the conditions of the permit	8.3	300.00
11.	Fail or refuse to produce permit	2.19	150.00
12.	Fail to supervise fire continuously	2.5	150.00
13.	Burning or permit to burn other material than those for which a permit was issued	3.1 e 4.1 d 5.1 f	150.00
14.	Burning or permit to burn without a permit	2.2	450.00
15.	Burning or permit to burn within 75 meters of any building, structures, standing timber or any flammable or combustible material	5.1 a	350.00
16.	Burning or permit to burn a pile exceeding 6 cubic meters.	5.1c	400.00
17.	Failing to have 15 meters between burn piles	5.1d	400.00
18.	Burning or permit to burn windrows	5.1e	400.00
19.	Burning or permit to burn a fire within 200 meters adjacent to a residence	5.1b	400.00
20.	Burning or permit to burn within 50 meters of a dwelling or 5 meters within a property line	4.1 a &b	300.00
21.	Burning or permit to burn within 15 meters from a forest, woodland or building	4.1c	300.00

22.	Burning or permit to burn during a prohibited time.	2.18	300.00
23.	Burning or permit to burn a pile exceeding 2 cubic meters	4.1 e	300.00
24.	Failing to burn one pile at a time	4.1 f	300.00
25.	Failing to comply with the conditions for recreational open air burning	Part 3	250.00
26.	Obstruct an officer	8.1	\$500.00
27.	Fail to comply with an order to extinguish	8.3	\$500.00
28.	Fail to identify upon request	2.21 b	\$500.00
29.	Give false or incorrect information	2.21 c	\$250.00

Note: the general penalty provision for the offences listed above is section 9 of bylaw -2018, a certified copy of which has been filed and section 61 of the Provincial Offences Act, R.S.O. 1990,c.P.33.

#### SCHEDULE "C" - FEES

PERMIT	FEES
Open Air Burn Permit – Recreation Fire	NIL
Open Air Burn Permit – Brush Fire	NIL
Open Air Burn Permit – Farm or Agricultural Operation	\$ 50

#### SCHEDULE "D" Costs for Emergency Response

The cost for emergency fire department vehicles responding to a fire that is not in accordance with this By-Law shall be current MTO rates.

# **Section 6**

**UNFINISHED**

**BUSINESS**



# **Section 7**

## **OTHER BUSINESS**



# **SECTION 8**

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**MATTERS ARISING**

**FROM STANDING**

**COMMITTEES**



# **SECTION 9**

# **NOTICE OF MOTION**



# **SECTION 10**

# **ADJOURNMENT**

**CORPORATION OF  
THE  
TOWNSHIP OF NORTH GLENGARRY**

**RESOLUTION #** \_\_\_\_\_

**DATE:** November 20, 2019

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

There being no further business to discuss, the meeting was adjourned at \_\_\_\_\_.

**Carried**

**Defeated**

**Deferred**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**MAYOR / DEPUTY MAYOR**

**YEA**

**NEA**

**Deputy Mayor:** Carma Williams

**Councillor:** Jacques Massie

**Councillor:** Brenda Noble

**Councillor:** Jeff Manley

**Councillor:** Michel Depratto

**Councillor:** Johanne Wensink

**Mayor:** Jamie MacDonald

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**Section 10**