



**TOWNSHIP OF SOUTH FRONTENAC  
COMMITTEE OF THE WHOLE MEETING  
AGENDA**

TIME: 7:00 PM,  
DATE: Tuesday, November 28, 2017  
PLACE: Council Chambers.

1. Call to Order
2. Declaration of pecuniary interest and the general nature thereof
3. Scheduled Closed Session - n/a
4. \*\*\*Recess\*\*\* - n/a
5. Delegations
  - (a) Dan Trafford, Kinsmen Dream Home, re: Building Permit Fees
  - (b) Mr. & Mrs. Young, re: Legal costs for Road Closing on Leland Road
  - (c) Roel Vertegaal, Meela Melnik-Proud, Evonn Potts, Matt Rennie, re: Proposed Benefit Permit for Johnston Point 3 - 9
  - (d) Delegations - Proposed Changes to Procedural By-law - no requests
6. Reports Requiring Action
  - (a) Louise Fragnito, Treasurer, re: 2018 Budget Update 10 - 31
  - (b) Wayne Orr, Chief Administrative Officer, re: Revised Draft Procedural By-law - Public Input 32 - 45
7. Reports for Information
  - (a) Louise Fragnito, Treasurer, re: Long Range Financial Plan Update 46 - 50
8. Rise & Report
  - (a) County Council
  - (b) Arena Board
  - (c) Police Services Board
  - (d) Portland Heritage
9. Information Items
  - (a) Niblett Environmental Associates Inc, re: McFadden Road Subdivision Environmental Impact Study (circulated to Council on November 14) 51 - 55
  - (b) Robert Quaiff, Chair, Eastern Ontario Wardens Caucus, re: Bill 160 56 - 57

- (c) Mary Royer, re: Response to comments on November 14, 2017 58
- (d) AMO Policy Update - November 21, 2017 59 - 64
- 10. Notice of Motions
- 11. Announcements
- 12. Question of Clarity (from the public on outcome of agenda items)
- 13. Closed Session (if requested)
- 14. Adjournment

-----Original Message-----

From: Roel Vertegaal [<mailto:roel.vertegaal@me.com>]

Sent: November-14-17 5:45 PM

To: Wayne Orr <[worr@southfrontenac.net](mailto:worr@southfrontenac.net)>; Lindsay Mills <[lmills@southfrontenac.net](mailto:lmills@southfrontenac.net)>; [councillornroberts@gmail.com](mailto:councillornroberts@gmail.com); [councillorrevill@gmail.com](mailto:councillorrevill@gmail.com); [john.mcdougall@xplornet.ca](mailto:john.mcdougall@xplornet.ca); [patbarr1@aol.com](mailto:patbarr1@aol.com); [markschierning@outlook.com](mailto:markschierning@outlook.com); [7846elbe@gmail.com](mailto:7846elbe@gmail.com); [sfcron.sleeth@gmail.com](mailto:sfcron.sleeth@gmail.com); [brad.barbeau@bell.net](mailto:brad.barbeau@bell.net); Ron Vandewal <[rvandewal@southfrontenac.net](mailto:rvandewal@southfrontenac.net)>; Andy Baxter <[andy.baxter@ontario.ca](mailto:andy.baxter@ontario.ca)>; Catherine Warren <[Catherine.Warren@ontario.ca](mailto:Catherine.Warren@ontario.ca)>; [minister.mnrf@ontario.ca](mailto:minister.mnrf@ontario.ca)  
Cc: Evonne Potts <[evonne.potts@gmail.com](mailto:evonne.potts@gmail.com)>; MATTHEW RENNIE <[mattrennie27@hotmail.com](mailto:mattrennie27@hotmail.com)>; Meela Melnik-Proud <[meelamelnik@hotmail.com](mailto:meelamelnik@hotmail.com)>; Roel Vertegaal <[roel@cs.queensu.ca](mailto:roel@cs.queensu.ca)>

Subject: Proposed Benefit Permit for Johnston Point

November 14th, London, England.

Dear Council and Mayor,

In light of the MNRF posting a provisional notice of an upcoming Benefit Permit under section 17.2(c) of the Endangered Species Act of Ontario, we would like to ask for your support against the issuing of this permit for the Plan of Condominium at Johnston Point, a private development that is not in the interest of the citizens of South Frontenac Township.

The benefit permit completely disregards significant evidence gathered by citizens of South Frontenac regarding the presence of at least two more species: Little Brown Myotis bats (Endangered), as well as Eastern Whippoorwill (Species at Risk). I attach a scientific survey conducted by Cambium that concludes there are breeding pairs of Whippoorwill on the peninsula. These two species require a separate benefit permit, making the issuing of this permit unlawful and countervailing the decision by the OMB that proper measures are taken for the protection of Eastern Whippoorwill in this development.

Moreover, the requested actions by the developer fall short of any meaningful improvement to the plight of the other two species identified in a report issued by South Frontenac Township: the Blandings Turtle (Species at Risk) and the Gray Rat Snake (Species at Risk). No action is taken either with regard to the fifth (Endangered) species, the Butternut Tree.

We ask for your support in pressuring MNRF to stop this development, and we ask to present at the next available township meeting to state our case as to why this development is not only unlawful, but unethical in light of the continued destruction of habitat in what is the third most biodiverse area in Canada, and a United Nations Biosphere, the Frontenac Arch, as well as beautiful Loughborough Lake, a tourist destination, for the purpose of a private investor's gain.

Respectfully,

Professor Roel Vertegaal, PhD  
Meela Melnik-Proud, Evonne Potts, and Matt Rennie.



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Building Sciences

Construction Testing  
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cambium-inc.com

**Mailing Address**P.O. Box 325  
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Peterborough, ON  
K9H 1G5**Locations**Peterborough  
Kingston  
Barrie  
Oshawa**Laboratory**

Peterborough



June 29, 2017

Human Media Lab  
Queen's University  
Kingston, Ontario  
K7L3N6

Attn: Professor Roel Vertegaal, PhD

**Re:** Surveys for Eastern Whip-poor-will at Johnson's Point  
Cambium Reference No. 6408-001

Dear Mr. Vertegaal,

In June 2017 Cambium undertook surveys at Johnson's Point, South Frontenac with the intent of determining if eastern whip-poor-will, a Species at Risk in Ontario, was present on the peninsula. Please find below a summary of the sampling efforts completed and the findings of this study.

**PROJECT SCOPE**

Cambium was retained in June 2017 to complete surveys for eastern whip-poor-will on Johnson's Point, a peninsula in Loughborough Lake, South Frontenac, Ontario (the Site). The peninsula is located between Loughborough Lake and Long Bay, on Lots 23 and 24, Concession 6, former Loughborough Township. The peninsula is heavily forested and was believed to provide suitable habitat conditions to support whip-poor-will breeding.

Eastern whip-poor-will (*Caprimulgus vociferus*) was once widespread throughout the central Great Lakes region; however, distribution of the eastern whip-poor-will in this area is now fragmented. Although there is uncertainty about the causes of the population decline, the main threat is likely habitat loss and fragmentation. Additional threats may include car mortality and food supply changes related to pesticides and climate change. The eastern whip-poor-will is usually found in areas with a mix of open and forested areas, such as patchy forests with clearings, forests that are regenerating after major disturbances, savannahs, open woodlands or openings in more mature forests. Breeding habitat is



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June 29, 2017

dependent on forest structure rather than composition, although common tree associations are pine and oak, and it nests directly on the forest floor. Its distinctive call can be heard at dusk or dawn during the breeding season, and whip-poor-wills heard singing between mid-May and mid-July are likely local breeders (Committee on the Status of Endangered Wildlife in Canada, 2009).

The study was intended to determine if the species were present and if it was probable that nesting territories had been established within the focus area of the project. Eastern whip-poor-will is listed by the Committee on the Status of Species at Risk in Ontario (COSSARO) as 'threatened' due to declining populations across the province. Species listed as endangered or threatened on the Species at Risk list are protected under the provincial Endangered Species Act, 2007 (ESA). Section 9(1) of the ESA prohibits a person from killing, harming, harassing, capturing or taking a member of a species listed as endangered, threatened or extirpated on the SARO list. Section 10(1) of the ESA prohibits the damage or destruction of habitat of species listed as endangered or threatened on the SARO list.

## FIELD STUDIES

The *Survey Protocol for Eastern Whip-poor-will in Ontario*, produced by the Ontario Ministry of Natural Resources and Forestry (MNR), was used to develop a monitoring program for this Site (Ministry of Natural Resources, 2013). The protocol states that three (3) surveys should be completed at night, within one (1) week on either side of the full moon, and during clear weather conditions. One (1) survey may be completed outside of the weeks around the full moon if weather conditions were not suitable during those weeks. Surveyors must listen for five (5) minutes at each sampling point and record the number of calls heard, the direction from which the calls originate, and the estimated distance to the bird. This can be used to triangulate the location of birds heard and document the number of individuals present more accurately. Three sampling events must be carried out in order to determine if whip-poor-wills are heard calling from the same general location on multiple nights; thus, indicating an established territory.



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June 29, 2017

The protocol indicates that surveys should be completed over multiple full moon periods in May and June to increase the likelihood of hearing any birds present. Correspondence with the MNRF determined that it would be sufficient to complete all of the sampling events over one moon period in June, provided the weather conditions were appropriate. The following table summarizes the sampling events completed at the property.

| Date    | Sunset | Moonrise | Start Time | Weather               | Moon Illumination |
|---------|--------|----------|------------|-----------------------|-------------------|
| June 8  | 8:48pm | 7:53pm   | 9:30pm     | Clear, no wind.       | 98.1%             |
| June 11 | 8:57pm | 10:34pm  | 11:00pm    | Clear, slight breeze. | 97.2%             |
| June 24 | 9:01pm | 6:21am   | 9:34pm     | Clear, no moon.       | 0%                |

It is important to note that the first two sampling events took place under ideal conditions during the optimal sampling window. The third event took place after the full moon with no illumination due to weather issues.

On each survey night, five (5) points were sampled, as shown in the attached map. One (1) location was completed on land and four (4) locations were completed from a boat, with two (2) points located between the peninsula and the mainland to ensure thorough coverage of the peninsula. This also allowed observers to differentiate bird calls originating from the mainland and those from the peninsula.

## SURVEY RESULTS

Whip-poor-wills were documented on each survey night on both the peninsula and the mainland. It should be noted that on June 24, the night without moon illumination, more birds were recorded than on June 11. This suggests conditions were suitable for monitoring this species even though sampling occurred outside of the recommended window.



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The following table summarizes how many calling whip-poor-wills were recorded on each night, the number of sampling points birds were heard at, and an estimate of the total number of individuals.

|                                             | June 8 | June 11 | June 24 |
|---------------------------------------------|--------|---------|---------|
| Total Calls Documented                      | 18     | 7       | 11      |
| Number of Sampling Points with Active Birds | 5/5    | 4/5     | 5/5     |
| Estimated number of Birds                   | 16     | 6       | 11      |

The total number of whip-poor-wills present was estimated by examining the total calls documented and removing those observations likely to be of the same bird recorded at multiple sampling locations. Due to the size of the area sampled and the spacing of the observation points there was minimal overlap in bird calls and it is estimated that most calls belonged to individual birds.

The location of calls, colour coded by the night on which they were heard, is available on the attached map. Locations in which a bird was heard calling on multiple nights suggest an established nesting territory being defended by an active male. Areas in which two males were heard in close proximity calling simultaneously generally indicate a point where two different territories intersect. This information was used to create the circles indicating potential territories on the map. Eastern whip-poor-will territories average approximately nine (9) hectares in Ontario (Ministry of Natural Resources and Forestry, 2013); therefore, outlined areas on the map are estimated to contain one (1) nesting pair each.

A total of eight (8) potential nesting territories were identified through the completed surveys. Four (4) of these territories were located on the peninsula and appeared to be distributed across the majority of the feature. In two (2) of the potential peninsula territories calling males were heard on two (2) survey nights, and in the remaining two (2) locations males were documented on all three (3) survey nights.



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June 29, 2017

**SUMMARY AND CONCLUSION**

As per the MNRF survey protocol, the findings of this study indicate 'probable breeding' throughout the peninsula and on the adjacent mainland. The General Habitat Description for the Eastern Whip-poor-will states that an area extending 500 meters from the center of defended territories is considered part of the general habitat for this species. Therefore, the entirety of the peninsula is considered eastern whip-poor-will habitat under the ESA and damaging or destroying the forested areas without appropriate authorization is prohibited.

We trust that the study completed and the results documented herein meet with your needs at this time. If you have any questions or comments regarding the enclosed information or the attached map, please contact the undersigned at 705-742-7900 ext. 235.

Kind regards,

**Cambium Inc.**

Andrea Hicks, M. Sc.

Project Manager/Senior Biologist

ALH/les

Encl. *Johnson's Point Whip-poor-will Survey Map*

\\camfile\Projects\6400 to 6499\6408-001 Roel Vertegaal - Whip-poor-will Survey - Johnson's Point\Deliverables\WPW Survey Letter\Final\2017-06-29 WPW Survey Johnsons Point.docx

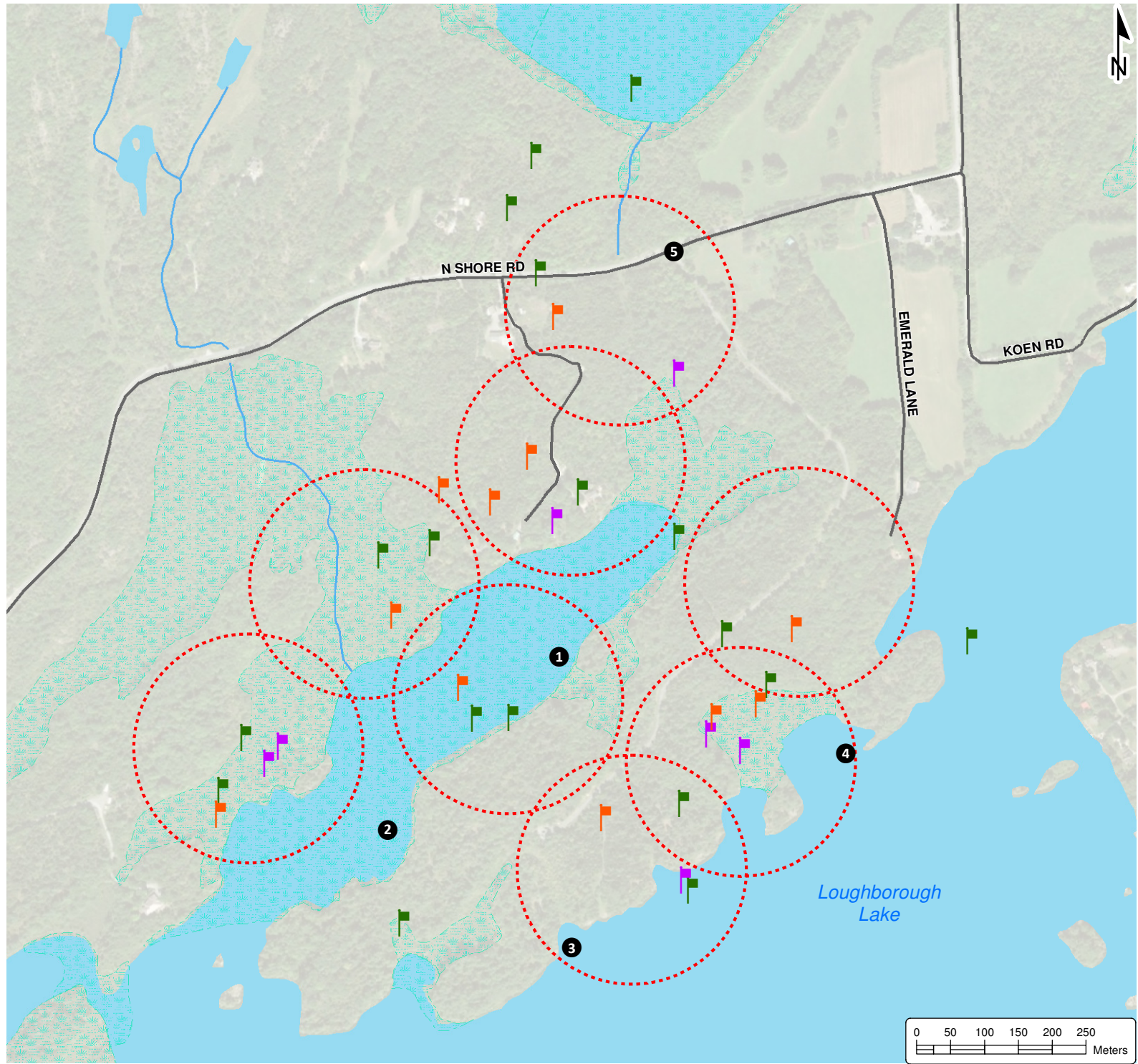
**References**

Committee on the Status of Endangered Wildlife in Canada. (2009). *COSEWIC Assessment and Status Report on the Whip-poor-will in Canada*.

Ministry of Natural Resources. (2013). *Survey Protocol for Eastern Whip-poor-will (Caprimulgus vociferus) in Ontario*. Peterborough, Ontario.

Ministry of Natural Resources and Forestry. (2013). *General Habitat Description for the Eastern Whip-poor-will (Caprimulgus vociferous)*.

C:\GIS\project\_MXD\6400-6408-001 Johnson's Point\2017-06-28 FIG 1 - Whip-Poor-Will Survey.mxd



**JOHNSON'S POINT  
WHIP-POOR-WILL SURVEY**  
ROEL VERTEGAAL  
Northshore Road,  
South Frontenac, Ontario

- LEGEND**
- Whip-Poor-Will Observation  
June 8, 2017
  - Whip-Poor-Will Observation  
June 11, 2017
  - Whip-Poor-Will Observation  
June 24, 2017
  - Site Survey
  - Minor Road
  - Watercourse, Permanent
  - 9 Hectare Area
  - Wetland Area
  - Water Area

**Notes:**  
- Base mapping features are © Queen's Printer of Ontario, 2015 (this does not constitute an endorsement by the Ministry of Natural Resources or the Ontario Government).  
- Distances on this plan are in metres and can be converted to feet by dividing by 0.3048.  
- Cambium Inc. makes every effort to ensure this map is free from errors but cannot be held responsible for any damages due to error or omissions. This map should not be used for navigation or legal purposes. It is intended for general reference use only.



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| WHIP-POOR-WILL SURVEY |          |             |                      |
|-----------------------|----------|-------------|----------------------|
| Project No.:          | 6408-001 | Date:       | June 2017            |
| Scale:                | 1:8,000  | Projection: | NAD 1983 UTM Zone 18 |
| Created by:           | TLC      | Checked by: | ALH                  |
|                       |          | Figure:     |                      |



REPORT TO COUNCIL  
Treasury Department



**AGENDA DATE:** November 28<sup>th</sup>, 2017

**SUBJECT:** 2018 Budget Update

**RECOMMENDATION**

OPEN

**BACKGROUND**

At the November 18<sup>th</sup> Committee of the Whole meeting, the draft 2018 budget was reviewed. From this meeting direction was received on both the operating and capital budgets. Below is a summary of the changes from the November 18<sup>th</sup> presentation:

| Summary of Changes                                                                     |                                   |         |                   |
|----------------------------------------------------------------------------------------|-----------------------------------|---------|-------------------|
|                                                                                        |                                   |         |                   |
| <b><u>Capital Budget</u></b>                                                           | <b>November 18th presentation</b> |         | <b>8,381,400</b>  |
|                                                                                        |                                   |         |                   |
| <b>Changes:</b>                                                                        |                                   |         |                   |
| Remove Centennial - Splash Pad Feasibility Study                                       |                                   | -5,000  | <b>-5,000</b>     |
| <b>Adjusted Capital Budget</b>                                                         |                                   |         | <b>8,376,400</b>  |
|                                                                                        |                                   |         |                   |
| <b>Hold - Council approval required for next steps:</b>                                |                                   |         |                   |
| Fermoy Hall - Structural Integrity -Pending results of grant application and direction |                                   |         |                   |
| OPP Station Generator - Confirmation of existing or previous generators                |                                   |         |                   |
| Water Hauling Station - Pending development of detailed plan                           |                                   |         |                   |
|                                                                                        |                                   |         |                   |
|                                                                                        |                                   |         |                   |
| <b><u>Operating Budget</u></b>                                                         | <b>November 18th presentation</b> |         | <b>19,173,442</b> |
|                                                                                        |                                   |         |                   |
| <b>Changes:</b>                                                                        |                                   |         |                   |
| Assessment information Impact                                                          | -43,723                           |         |                   |
| Reduction - to make impact 2.0%                                                        |                                   | -1,728  |                   |
| Remove Mechanic position                                                               |                                   | -41,995 | <b>-43,723</b>    |
| <b>Adjusted Operating Budget</b>                                                       |                                   |         | <b>19,129,719</b> |
|                                                                                        |                                   |         |                   |
| <b>Hold - Council approval required for next steps:</b>                                |                                   |         |                   |
| Enhanced Recycling Summer Service/Education - Requires Council approval for next steps |                                   |         |                   |
|                                                                                        |                                   |         |                   |

The revised budget maintains Council’s direction of 2.0% impact on the average phased-in property. The revised budget package is included under attachment A.

Since these revisions, an update has been received on the Ontario Municipal Partnership Fund (OMPF) funding which will provide an additional \$38,600 in funding. Although it is not incorporated in the revised budget attached, based on comments received at the November 18<sup>th</sup> meeting, these funds will be put on hold through the Working Fund reserve to offset potential 2018 costs in relation to the mechanic position, retro-reflectivity sign inventory costs and/or possible grants requests being received.

Several questions were received at the November 18<sup>th</sup> meeting. Below is a summary of questions, along with answers from the minutes of the meeting.



## REPORT TO COUNCIL

### Treasury Department



- Council asked for more details about the Crow Lake waste site, where is it, is this a new well or work on an existing well and why?  
**This is an additional monitoring well as required by the MOE. The Crow Lake site is located on Badour Rd and was closed in 2002**
- Council asked for a comparison of mileage and replacement schedules between the Fire Chiefs truck and that of a patrol truck  
**Data being compiled**
- The listing of gravel roads and their traffic counts is to be brought forward to COW  
**Traffic Counts of gravel roads as provided by Public Works can be found in attachment B**
- What is the percentage impact of the minimum wage increase on the Township budget?  
**The impact of the forecasted minimum wage increase in comparison to the Township's operating expenses (excluding Capital) is 0.4%**
- What is the three year average of the planning departments legal services line?  
**The three year average for 2014-2016 was \$38,161**

Unless there is further direction the budget will be brought forward to Council for adoption on December 5, 2017.

## ATTACHMENTS

Attachment A -2018 Draft Budget

Attachment B – Traffic Counts Summary 2010-2017

**Submitted/approved by:**  
Louise Fragnito

**Prepared by:**  
Louise Fragnito

TOWNSHIP OF SOUTH FRONTENAC  
2018 Budget - Draft - November 20th, 2017

Summary of Revenue and Expense

|                                           | 2017 Budget | Actuals<br>24-Oct-17 | 2018 Budget | 2017-2018 Budget |         |
|-------------------------------------------|-------------|----------------------|-------------|------------------|---------|
|                                           |             |                      |             | Variance         |         |
|                                           | \$          | \$                   | \$          | \$               | %       |
| 1. <b>REVENUE</b>                         |             |                      |             |                  |         |
| 2. Property Taxation                      | 187,750     | 18,628,582           | 187,000     | -750             | -0.40%  |
| 3. User Charges                           | 1,017,469   | 673,897              | 1,063,678   | 46,209           | 4.54%   |
| 4. Licenses, Permits and Rents            | 706,277     | 689,709              | 720,526     | 14,250           | 2.02%   |
| 5. Government Grants                      | 1,954,668   | 1,551,315            | 2,056,019   | 101,351          | 5.19%   |
| 6. Grants from Other Municipalities       | 579,025     | 0                    | 503,940     | -75,085          | -12.97% |
| 7. Investment Income                      | 251,000     | 82,686               | 260,000     | 9,000            | 3.59%   |
| 8. Penalties and interest on taxes        | 360,000     | 308,306              | 365,000     | 5,000            | 1.39%   |
| 9. Donations                              | 19,500      | 34,533               | 10,000      | -9,500           | -48.72% |
| 10. Other                                 | 16,065      | 60,072               | 10,000      | -6,065           | -37.75% |
| 11. Transfers From Reserves/Reserve Funds | 4,881,817   | 868,310              | 7,213,596   | 2,331,779        | 47.76%  |
| 12. <b>TOTAL Revenue</b>                  | 9,973,571   | 22,897,410           | 12,389,760  | 2,416,189        | 24.23%  |
| 13. <b>OPERATING EXPENSE</b>              |             |                      |             |                  |         |
| 14. General Government                    | 3,770,647   | 3,116,563            | 4,157,942   | 387,294          | 10.27%  |
| 15. Protection to Persons and Property    |             |                      |             |                  |         |
| 16. Fire                                  | 3,093,173   | 1,550,993            | 3,113,553   | 20,380           | 0.66%   |
| 17. Police                                | 3,022,718   | 2,252,839            | 3,037,857   | 15,139           | 0.50%   |
| 18. Conservation Authorities              | 220,392     | 233,963              | 224,931     | 4,539            | 2.06%   |
| 19. Protective Inspections and Control    | 116,367     | 75,595               | 114,211     | -2,156           | -1.85%  |
| 20. Emergency Measures                    | 1,951       | 444                  | 1,750       | -201             | -10.30% |
| 21. Building Department                   | 535,256     | 295,794              | 592,518     | 57,262           | 10.70%  |
| 22. Transportation Services               |             |                      |             |                  |         |
| 23. Roadway Maintenance                   | 11,097,177  | 5,930,762            | 13,027,415  | 1,930,238        | 17.39%  |
| 24. Winter Control                        | 1,912,992   | 1,591,385            | 1,993,375   | 80,383           | 4.20%   |
| 25. Environmental Services                |             |                      |             |                  |         |
| 26. Water System                          | 391,842     | 188,777              | 529,431     | 137,589          | 35.11%  |
| 27. Solid Waste Management                | 2,445,625   | 1,812,652            | 2,682,917   | 237,292          | 9.70%   |
| 28. Parks, Recreation and Cemeteries      | 1,529,769   | 968,125              | 1,637,046   | 107,277          | 7.01%   |
| 29. Planning and Development              | 422,171     | 409,849              | 406,534     | -15,638          | -3.70%  |
| 30. <b>TOTAL Expense</b>                  | 28,560,078  | 18,427,740           | 31,519,479  | 2,959,400        | 10.36%  |
| 31. <b>TO BE RAISED BY TAXATION</b>       | 18,586,507  | -4,469,670           | 19,129,719  | 543,211          | 2.92%   |

IMPACT ON TAXPAYER:  
BASED ON AVERAGE PHASE-IN ASSESSMENT THE TOWNSHIP'S SHARE OF  
THE TAX BILL ON A \$256,067 PROPERTY WILL INCREASE 2.0% WHICH EQUALS \$30.19

TOWNSHIP OF SOUTH FRONTENAC  
2018 Budget - Draft - November 20th, 2017

General Government Detail

|                                      | Actuals     |             | 2017-2018 Budget |          |          |
|--------------------------------------|-------------|-------------|------------------|----------|----------|
|                                      | 2017 Budget | 24-Oct-17   | 2018 Budget      | Variance |          |
|                                      | \$          | \$          | \$               | \$       | %        |
| 1. GENERAL MUNICIPAL ACTIVITY        |             |             |                  |          |          |
| 2. Revenue                           |             |             |                  |          |          |
| 3. Taxation - Supplementary & PIL    | 187,750     | 18,628,582  | 187,000          | -750     | -0.40%   |
| 4. Government Grants                 | 1,482,900   | 1,112,175   | 1,480,900        | -2,000   | -0.13%   |
| 5. Investment Income                 | 251,000     | 82,655      | 260,000          | 9,000    | 3.59%    |
| 6. Penalties and interest on taxes   | 360,000     | 308,306     | 365,000          | 5,000    | 1.39%    |
| 7. Other                             | 0           | 35,264      | 0                | 0        | 0.00%    |
| 8. Total Revenue                     | 2,281,650   | 20,166,982  | 2,292,900        | 11,250   | 0.49%    |
| 9. Expense                           |             |             |                  |          |          |
| 10. Operations                       | 0           | 0           | 0                | 0        | 0.00%    |
| 11. Transfer to Reserves             | 1,792,919   | 1,815,487   | 1,982,322        | 189,403  | 10.56%   |
| 12. Total Expense                    | 1,792,919   | 1,815,487   | 1,982,322        | 189,403  | 10.56%   |
| 13. TOTAL GENERAL MUNICIPAL ACTIVITY | -488,731    | -18,351,495 | -310,578         | 178,153  | -36.45%  |
| 14. COUNCIL                          |             |             |                  |          |          |
| 15. Revenue                          |             |             |                  |          |          |
| 16. Grants from Other Municipalities | 14,000      | 0           | 14,000           | 0        | 0.00%    |
| 17. Transfer from Reserves           | 5,000       | 0           | 22,800           | 17,800   | 356.00%  |
| 18. Total Revenue                    | 19,000      | 0           | 36,800           | 17,800   | 93.68%   |
| 19. Expense                          |             |             |                  |          |          |
| 20. Remuneration                     | 154,887     | 109,409     | 159,336          | 4,449    | 2.87%    |
| 21. Benefits                         | 3,476       | 3,044       | 4,450            | 974      | 28.04%   |
| 22. Memberships, Training and Travel | 34,000      | 27,398      | 36,250           | 2,250    | 6.62%    |
| 23. Communications                   | 12,613      | 8,115       | 12,371           | -242     | -1.92%   |
| 24. Council Operations               | 23,964      | 18,095      | 23,216           | -748     | -3.12%   |
| 25. Grants                           | 247,000     | 118,677     | 176,800          | -70,200  | -28.42%  |
| 26. Transfer to Capital              | 0           | 0           | 12,000           | 12,000   | 100.00%  |
| 27. Transfer to Reserves             | 10,000      | 10,000      | 10,000           | 0        | 0.00%    |
| 28. Total Expense                    | 485,940     | 294,738     | 434,423          | -51,517  | -10.60%  |
| 29. TOTAL COUNCIL                    | 466,940     | 294,738     | 397,623          | -69,317  | -14.84%  |
| 30. ELECTIONS                        |             |             |                  |          |          |
| 31. Revenue                          |             |             |                  |          |          |
| 32. Transfer from Reserves           | 0           | 0           | 71,110           | 71,110   | 100.00%  |
| 33. Total Revenue                    | 0           | 0           | 71,110           | 71,110   | 100.00%  |
| 34. Expense                          |             |             |                  |          |          |
| 35. Remuneration                     | 0           | 0           | 29,484           | 29,484   | 100.00%  |
| 36. Benefits                         | 0           | 0           | 3,477            | 3,477    | 100.00%  |
| 37. Memberships, Training and Travel | 0           | 0           | 5,000            | 5,000    | 100.00%  |
| 38. Communications                   | 0           | 0           | 2,649            | 2,649    | 100.00%  |
| 39. Elections Operations             | 0           | 0           | 55,500           | 55,500   | 100.00%  |
| 40. Transfer to Reserves             | 25,000      | 25,000      | 0                | -25,000  | -100.00% |
| 41. Total Expense                    | 25,000      | 25,000      | 96,110           | 71,110   | 284.44%  |
| 42. TOTAL ELECTIONS                  | 25,000      | 25,000      | 25,000           | 0        | 0.00%    |

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General Government Detail

|                                      | Actuals     |             | 2017-2018 Budget |          |         |
|--------------------------------------|-------------|-------------|------------------|----------|---------|
|                                      | 2017 Budget | 24-Oct-17   | 2018 Budget      | Variance |         |
|                                      | \$          | \$          | \$               | \$       | %       |
| 43. CORPORATE SERVICES               |             |             |                  |          |         |
| 44. Revenue                          |             |             |                  |          |         |
| 45. User Charges                     | 11,950      | 11,748      | 24,712           | 12,762   | 106.79% |
| 46. Licenses, Permits and Rents      | 1,600       | 1,229       | 1,200            | -400     | -25.00% |
| 47. Government Grants                | 0           | 0           | 0                | 0        | 0.00%   |
| 48. Other                            | 0           | 0           | 0                | 0        | 0.00%   |
| 49. Transfer from Reserves           | 62,000      | 24,677      | 10,000           | -52,000  | -83.87% |
| 50. Total Revenue                    | 75,550      | 37,654      | 35,912           | -39,638  | -52.47% |
| 51. Expense                          |             |             |                  |          |         |
| 52. Remuneration                     | 664,042     | 510,403     | 740,411          | 76,369   | 11.50%  |
| 53. Benefits                         | 214,339     | 149,036     | 238,120          | 23,781   | 11.09%  |
| 54. Inter Departmental Transfer      | 0           | 0           | 0                | 0        | 0.00%   |
| 55. Memberships, Training and Travel | 23,450      | 17,961      | 27,700           | 4,250    | 18.12%  |
| 56. Communications                   | 45,936      | 37,552      | 45,565           | -370     | -0.81%  |
| 57. Professional and Consulting Fees | 68,650      | 44,719      | 84,250           | 15,600   | 22.72%  |
| 58. Administrative Operations        | 105,794     | 82,492      | 130,246          | 24,452   | 23.11%  |
| 59. Transfer to Capital              | 50,000      | 24,677      | 10,000           | -40,000  | -80.00% |
| 60. Total Expense                    | 1,172,211   | 866,840     | 1,276,292        | 104,081  | 8.88%   |
| 61. TOTAL CORPORATE SERVICES         | 1,096,661   | 829,187     | 1,240,380        | 143,719  | 13.11%  |
| 62. ADMINISTRATIVE FACILITIES        |             |             |                  |          |         |
| 63. Revenue                          |             |             |                  |          |         |
| 64. Facilities Revenue               | 208,693     | 177,403     | 215,276          | 6,583    | 3.15%   |
| 65. Donations                        | 0           | 0           | 0                | 0        | 0.00%   |
| 66. Transfer from Reserves           | 25,000      | 6,128       | 91,000           | 66,000   | 264.00% |
| Total Revenue                        | 233,693     | 183,531     | 306,276          | 72,583   | 31.06%  |
| 67. Expense                          |             |             |                  |          |         |
| 68. Remuneration                     | 0           | 3,617       | 2,658            | 2,658    | 100.00% |
| 69. Inter Departmental Transfer      | 300         | 844         | 1,000            | 700      | 233.33% |
| 70. Professional and Consulting Fees | 2,500       | 3,610       | 5,774            | 3,274    | 130.96% |
| 71. Facilities Operating Costs       | 168,487     | 94,051      | 173,725          | 5,238    | 3.11%   |
| 72. Transfer to Capital              | 25,000      | 6,128       | 91,000           | 66,000   | 264.00% |
| 73. Transfer to Reserves             | 98,291      | 6,247       | 94,637           | -3,654   | -3.72%  |
| 74. Total Expense                    | 294,578     | 114,497     | 368,794          | 74,216   | 25.19%  |
| 75. TOTAL ADMINISTRATIVE FACILITIES  | 60,885      | -69,034     | 62,518           | 1,633    | 2.68%   |
| 76. Total General Government         | 1,160,754   | -17,271,603 | 1,414,943        | 254,189  | 21.90%  |

Explanation of Significant Variances

|            |                                                                                       |
|------------|---------------------------------------------------------------------------------------|
| Line 11    | In year Asset Investment Reserve (AIR) contribution                                   |
| Line 25    | Reduced Council Grants                                                                |
| Line 45    | Adjusted OPP Building - Administrative Charges                                        |
| Line 52/53 | Payroll Clerk partial allocation, Annualize Dep. Clerk position, Allowance for impact |
| Line 57    | Consultant - compensation review                                                      |
| Line 58    | Computer/Equipment replacement                                                        |

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Protection to Persons and Property Detail

|                                       | Actuals     |           |             | 2017-2018 Budget |         |
|---------------------------------------|-------------|-----------|-------------|------------------|---------|
|                                       | 2017 Budget | 24-Oct-17 | 2018 Budget | Variance         |         |
|                                       | \$          | \$        | \$          | \$               | %       |
| 1. FIRE                               |             |           |             |                  |         |
| 2. Revenue                            |             |           |             |                  |         |
| 3. User Charges                       | 69,500      | 17,689    | 74,500      | 5,000            | 7.19%   |
| 4. Grants from Other Municipalities   | 0           | 0         | 0           | 0                | 0.00%   |
| 5. Other                              | 0           | 0         | 0           | 0                | 0.00%   |
| 6. Transfer from Reserves             | 1,638,233   | 279,562   | 1,588,000   | -50,233          | -3.07%  |
| 7. Total Revenue                      | 1,707,733   | 297,251   | 1,662,500   | -45,233          | -2.65%  |
| 8. Expense                            |             |           |             |                  |         |
| 9. Remuneration                       | 448,154     | 352,834   | 504,576     | 56,421           | 12.59%  |
| 10. Benefits                          | 65,667      | 52,855    | 71,553      | 5,886            | 8.96%   |
| 11. Memberships, Training and Travel  | 11,200      | 7,548     | 46,800      | 35,600           | 317.86% |
| 12. Communications & Public Education | 73,503      | 53,722    | 73,965      | 462              | 0.63%   |
| 13. Professional and Consulting Fees  | 2,500       | 581       | 600         | -1,900           | -76.00% |
| 14. Fire Operations                   | 214,648     | 197,622   | 261,562     | 46,914           | 21.86%  |
| 15. Transfer to Capital               | 1,710,233   | 354,944   | 1,590,400   | -119,833         | -7.01%  |
| 16. Transfer to Reserves              | 414,500     | 416,269   | 414,500     | 0                | 0.00%   |
| 17. Total Expense                     | 2,940,405   | 1,436,374 | 2,963,956   | 23,551           | 0.80%   |
| 18. TOTAL FIRE                        | 1,232,672   | 1,139,123 | 1,301,456   | 68,784           | 5.58%   |
| 19. FIRE FACILITIES                   |             |           |             |                  |         |
| 20. Expense                           |             |           |             |                  |         |
| 21. Facilities Operating Costs        | 143,767     | 105,952   | 140,597     | -3,171           | -2.21%  |
| 22. Total Expense                     | 143,767     | 105,952   | 140,597     | -3,171           | -2.21%  |
| 23. TOTAL FIRE FACILITIES             | 143,767     | 105,952   | 140,597     | -3,171           | -2.21%  |
| 24. 911 SERVICE                       |             |           |             |                  |         |
| 25. Expense                           |             |           |             |                  |         |
| 26. 911 Operations                    | 9,000       | 8,667     | 9,000       | 0                | 0.00%   |
| 27. Total Expense                     | 9,000       | 8,667     | 9,000       | 0                | 0.00%   |
| 28. TOTAL 911 SERVICE                 | 9,000       | 8,667     | 9,000       | 0                | 0.00%   |
| 29. TOTAL FIRE                        | 1,385,440   | 1,253,742 | 1,451,053   | 65,613           | 4.74%   |

| Explanation of Significant Variances |                                                                                  |
|--------------------------------------|----------------------------------------------------------------------------------|
| Line 6                               | Wage Stabilization transfer for minimum wage impact transition                   |
| Line 9                               | Partial allocation of Mechanic & Payroll Clerk, potential impact of minimum wage |
| Line 11                              | PTSD and Driver Certification Training                                           |
| Line 14                              | Equipment under \$5,000                                                          |

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Protection to Persons and Property Detail

|                                      | Actuals     |           |             | 2017-2018 Budget |          |
|--------------------------------------|-------------|-----------|-------------|------------------|----------|
|                                      | 2017 Budget | 24-Oct-17 | 2018 Budget | Variance         |          |
|                                      | \$          | \$        | \$          | \$               | %        |
| 1. POLICE                            |             |           |             |                  |          |
| 2. Revenue                           |             |           |             |                  |          |
| 3. User Charges                      | 10,500      | 11,570    | 10,500      | 0                | 0.00%    |
| 4. Government Grants                 | 0           | 6,746     | 0           | 0                | 0.00%    |
| 5. Transfer from Reserves            | 3,000       | 0         | 53,000      | 50,000           | 1666.67% |
| 6. Total Revenue                     | 13,500      | 18,316    | 63,500      | 50,000           | 370.37%  |
| 7. Expense                           |             |           |             |                  |          |
| 8. Remuneration                      | 1,200       | 0         | 1,200       | 0                | 0.00%    |
| 9. Memberships, Training and Travel  | 1,700       | 75        | 900         | -800             | -47.06%  |
| 10. Communications                   | 1,814       | 1,111     | 1,706       | -108             | -5.95%   |
| 11. Police Operations                | 3,004,804   | 2,243,043 | 3,020,851   | 16,047           | 0.53%    |
| 12. Total Expense                    | 3,009,518   | 2,244,230 | 3,024,657   | 15,139           | 0.50%    |
| 13. TOTAL POLICE                     | 2,996,018   | 2,225,914 | 2,961,157   | -34,861          | -1.16%   |
| 14. RIDE PROGRAM                     |             |           |             |                  |          |
| 15. Revenue                          |             |           |             |                  |          |
| 16. Government Grants                | 13,200      | 8,895     | 13,200      | 0                | 0.00%    |
| 17. Total Revenue                    | 13,200      | 8,895     | 13,200      | 0                | 0.00%    |
| 18. Expense                          |             |           |             |                  |          |
| 19. Ride Operations                  | 13,200      | 8,609     | 13,200      | 0                | 0.00%    |
| 20. Total Expense                    | 13,200      | 8,609     | 13,200      | 0                | 0.00%    |
| 21. TOTAL RIDE PROGRAM               | 0           | -286      | 0           | 0                | 100.00%  |
| 22. Total Police                     | 2,996,018   | 2,225,628 | 2,961,157   | -34,861          | -1.16%   |
| 23. CONSERVATION AUTHORITIES         |             |           |             |                  |          |
| 24. Expense                          |             |           |             |                  |          |
| 25. Remuneration                     | 1,530       | 1,500     | 1,700       | 170              | 11.11%   |
| 26. Conservation Authority Transfers | 218,862     | 232,463   | 223,231     | 4,369            | 2.00%    |
| 27. Total Expense                    | 220,392     | 233,963   | 224,931     | 4,539            | 2.06%    |
| 28. TOTAL CONSERVATION AUTHORITIES   | 220,392     | 233,963   | 224,931     | 4,539            | 2.06%    |

Explanation of Significant Variances

|         |                                     |
|---------|-------------------------------------|
| Line 5  | Transfer from Policing Cost reserve |
| Line 11 | OPP contract                        |

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| Protection to Persons and Property Detail    |             |           |             |                  |          |
|----------------------------------------------|-------------|-----------|-------------|------------------|----------|
|                                              | 2017 Budget | Actuals   | 2018 Budget | 2017-2018 Budget |          |
|                                              |             | 24-Oct-17 |             | Variance         |          |
|                                              | \$          | \$        | \$          | \$               | %        |
| 1. PROTECTIVE INSPECTIONS AND CONTROL        |             |           |             |                  |          |
| 2. Revenue                                   |             |           |             |                  |          |
| 3. User Charges                              | 5,625       | 5,331     | 5,625       | 0                | 0.00%    |
| 4. Licenses, Permits and Rents               | 54,090      | 51,938    | 52,000      | -2,090           | -3.86%   |
| 5. Government Grants                         | 21,000      | 4,241     | 21,000      | 0                | 0.00%    |
| 6. Other                                     | 2,065       | 0         | 0           | -2,065           | -100.00% |
| 7. Total Revenue                             | 82,780      | 61,510    | 78,625      | -4,155           | -5.02%   |
| 8. Expense                                   |             |           |             |                  |          |
| 9. Inter Departmental Transfer               | 0           | 0         | 0           | 0                | 0.00%    |
| 10. Memberships, Training and Travel         | 12,800      | 8,659     | 12,800      | 0                | 0.00%    |
| 11. Communications                           | 3,125       | 2,482     | 3,065       | -60              | -1.92%   |
| 12. Professional and Consulting Fees         | 4,000       | 4,328     | 4,000       | 0                | 0.00%    |
| 13. Protective Operations                    | 96,442      | 60,125    | 94,346      | -2,096           | -2.17%   |
| 14. Transfer to Reserves                     | 0           | 0         | 0           | 0                | 0.00%    |
| 15. Total Expense                            | 116,367     | 75,595    | 114,211     | -2,156           | -1.85%   |
| 16. TOTAL PROTECTIVE INSPECTIONS AND CONTROL | 33,587      | 14,084    | 35,586      | 1,999            | 5.95%    |
| 17. EMERGENCY MANAGEMENT                     |             |           |             |                  |          |
| 18. Revenue                                  |             |           |             |                  |          |
| 19. Transfer from Reserves                   | 0           | 0         | 0           | 0                | 0.00%    |
| 20. Total Revenue                            | 0           | 0         | 0           | 0                | 100.00%  |
| 21. Expense                                  |             |           |             |                  |          |
| 22. Remuneration                             | 400         | 28        | 400         | 0                | 0.00%    |
| 23. Memberships, Training and Travel         | 200         | 0         | 200         | 0                | 0.00%    |
| 24. Communications                           | 651         | 393       | 450         | -201             | -30.86%  |
| 25. Emg Management Operations                | 700         | 22        | 700         | 0                | 0.00%    |
| 26. Total Expense                            | 1,951       | 444       | 1,750       | -201             | -10.30%  |
| 27. TOTAL EMERGENCY MANAGEMENT               | 1,951       | 444       | 1,750       | -201             | -10.30%  |

Explanation of Significant Variances

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Protection to Persons and Property Detail

|                                                     | Actuals     |           | 2017-2018 Budget |          |          |
|-----------------------------------------------------|-------------|-----------|------------------|----------|----------|
|                                                     | 2017 Budget | 24-Oct-17 | 2018 Budget      | Variance |          |
|                                                     | \$          | \$        | \$               | \$       | %        |
| 1. BUILDING                                         |             |           |                  |          |          |
| 2. Revenue                                          |             |           |                  |          |          |
| 3. User Charges                                     | 12,000      | 9,482     | 12,000           | 0        | 0.00%    |
| 4. Licenses, Permits and Rents                      | 371,200     | 400,146   | 386,200          | 15,000   | 4.04%    |
| 5. Government Grants                                | 0           | 0         | 0                | 0        | 0.00%    |
| 6. Other                                            | 10,000      | 2,544     | 10,000           | 0        | 0.00%    |
| 7. Transfer from Reserves                           | 119,110     | 28,354    | 160,719          | 41,609   | 34.93%   |
| Total Revenue                                       | 512,310     | 440,526   | 568,919          | 56,609   | 11.05%   |
| 8. Expense                                          |             |           |                  |          |          |
| 9. Remuneration                                     | 264,193     | 140,481   | 273,529          | 9,336    | 3.53%    |
| 10. Benefits                                        | 87,534      | 51,371    | 92,521           | 4,987    | 5.70%    |
| 11. Inter Departmental Transfer                     | 0           | 0         | 0                | 0        | 0.00%    |
| 12. Memberships, Training and Travel                | 10,600      | 5,505     | 12,300           | 1,700    | 16.04%   |
| 13. Communications                                  | 5,330       | 2,423     | 5,372            | 42       | 0.78%    |
| 14. Professional and Consulting Fees                | 15,000      | 534       | 15,000           | 0        | 0.00%    |
| 15. Building Operations                             | 73,654      | 28,299    | 74,198           | 544      | 0.74%    |
| 16. Transfer to Capital                             | 35,000      | 28,354    | 75,000           | 40,000   | 114.29%  |
| 17. Transfer to Reserves                            | 21,000      | 21,000    | 21,000           | 0        | 0.00%    |
| 18. Total Expense                                   | 512,310     | 277,968   | 568,919          | 56,609   | 11.05%   |
| 19. TOTAL BUILDING                                  | 0           | -162,558  | 0                | 0        | -222.29% |
| 20. CIVIC NUMBERS                                   |             |           |                  |          |          |
| 21. Revenue                                         |             |           |                  |          |          |
| 22. User Charges                                    | 2,600       | 2,850     | 2,600            | 0        | 0.00%    |
| 23. Total Revenue                                   | 2,600       | 2,850     | 2,600            | 0        | 0.00%    |
| 24. Expense                                         |             |           |                  |          |          |
| 25. Remuneration                                    | 14,995      | 11,591    | 15,295           | 300      | 2.00%    |
| 26. Benefits                                        | 5,200       | 3,900     | 5,304            | 104      | 2.00%    |
| 27. Civic Numbers Operations                        | 2,750       | 2,335     | 3,000            | 250      | 9.09%    |
| 28. Total Expense                                   | 22,945      | 17,826    | 23,599           | 654      | 2.85%    |
| 29. TOTAL CIVIC NUMBERS                             | 20,345      | 14,976    | 20,999           | 654      | 3.21%    |
| 30. TOTAL BUILDING                                  | 20,346      | -147,582  | 20,999           | 653      | 3.21%    |
| 31. Total Protection to Persons and Property Detail | 4,657,733   | 3,580,279 | 4,695,476        | 37,743   | 0.81%    |

Explanation of Significant Variances

Line 4

Projected building permit revenues

Transportation Services Detail

|                                            | Actuals     |           |             | 2017-2018 Budget |          |
|--------------------------------------------|-------------|-----------|-------------|------------------|----------|
|                                            | 2017 Budget | 24-Oct-17 | 2018 Budget | Variance         |          |
|                                            | \$          | \$        | \$          | \$               | %        |
| 1. ROADS                                   |             |           |             |                  |          |
| 2. Revenue                                 |             |           |             |                  |          |
| 3. User Charges                            | 31,000      | 14,350    | 10,000      | -21,000          | -67.74%  |
| 4. Licenses, Permits and Rents             | 58,844      | 44,443    | 54,000      | -4,844           | -8.23%   |
| 5. Government Grants                       | 222,568     | 185,473   | 317,243     | 94,675           | 42.54%   |
| 6. Grants from Other Municipalities        | 565,025     | 0         | 489,940     | -75,085          | -13.29%  |
| 7. Other                                   | 4,000       | 15,264    | 0           | -4,000           | -100.00% |
| 8. Transfer from Reserve                   | 2,095,426   | 267,009   | 3,908,728   | 1,813,302        | 86.54%   |
| Total Revenue                              | 2,976,863   | 526,539   | 4,779,911   | 1,803,048        | 60.57%   |
| 9. Expense                                 |             |           |             |                  |          |
| 10. Remuneration                           | 1,176,602   | 910,097   | 1,297,626   | 121,024          | 10.29%   |
| 11. Benefits                               | 401,002     | 422,030   | 445,410     | 44,408           | 11.07%   |
| 12. Inter Departmental Transfer            | -782,312    | -602,735  | -737,676    | 44,636           | -5.71%   |
| 13. Memberships, Training and Travel       | 41,500      | 31,314    | 41,000      | -500             | -1.21%   |
| 14. Communications                         | 58,166      | 32,179    | 55,814      | -2,351           | -4.04%   |
| 15. Professional and Consulting Fees       | 47,000      | 2,085     | 22,000      | -25,000          | -53.19%  |
| 16. Roads Operations * (see details below) | 2,601,363   | 1,843,153 | 2,626,520   | 25,156           | 0.97%    |
| 17. Transfer to Capital                    | 7,019,929   | 2,663,555 | 8,839,942   | 1,820,013        | 25.93%   |
| 18. Transfer to Reserves                   | 533,929     | 629,088   | 436,780     | -97,149          | -18.20%  |
| 19. Total Expense                          | 11,097,179  | 5,930,764 | 13,027,415  | 1,930,236        | 17.39%   |
| 20. TOTAL ROADS                            | 8,120,316   | 5,404,225 | 8,247,504   | 127,188          | 1.57%    |
| 21. WINTER CONTROL                         |             |           |             |                  |          |
| 22. Expense                                |             |           |             |                  |          |
| 23. Remuneration                           | 387,423     | 242,405   | 388,482     | 1,059            | 0.27%    |
| 24. Benefits                               | 130,618     | 0         | 126,947     | -3,671           | -2.81%   |
| 25. Inter Departmental Transfer            | 527,105     | 378,584   | 525,100     | -2,005           | -0.38%   |
| 26. Winter Control Operations              | 867,846     | 970,396   | 952,846     | 85,000           | 9.79%    |
| 27. Transfer to Capital                    | 0           | 0         | 0           | 0                | 0.00%    |
| 28. Total Expense                          | 1,912,992   | 1,591,385 | 1,993,375   | 80,383           | 4.20%    |
| 29. TOTAL WINTER CONTROL                   | 1,912,992   | 1,591,385 | 1,993,375   | 80,383           | 4.20%    |
| 30. Total Transportation Services          | 10,033,308  | 6,995,610 | 10,240,879  | 207,571          | 2.07%    |

| 31. Roads Operations Breakdown | YTD Actual  |           |             | 2017-2018 Budget |         |
|--------------------------------|-------------|-----------|-------------|------------------|---------|
|                                | 2017 Budget | 24-Oct-17 | 2018 Budget | Variance         |         |
|                                | \$          | \$        | \$          | \$               | %       |
| 32. Maintenance - Structures   | 17,390      | 17,682    | 20,011      | 2,621            | 15.07%  |
| 33. Roadside Maintenance       | 395,500     | 328,311   | 422,500     | 27,000           | 6.83%   |
| 34. Hardtop Maintenance        | 341,000     | 155,804   | 336,000     | -5,000           | -1.47%  |
| 35. Loose Top Maintenance      | 226,000     | 342,448   | 264,000     | 38,000           | 16.81%  |
| 36. Safety Devices             | 310,500     | 215,812   | 302,000     | -8,500           | -2.74%  |
| 37. Street Lights              | 83,000      | 26,681    | 55,000      | -28,000          | -33.73% |
| 38. Overhead                   | 1,227,973   | 756,416   | 1,227,009   | -965             | -0.08%  |
| 39. TOTAL ROADS MAINTENANCE    | 2,601,363   | 1,843,153 | 2,626,520   | 25,156           | 0.97%   |

Explanation of Significant Variances

|            |                                                                              |
|------------|------------------------------------------------------------------------------|
| Line 5     | OCIF increase                                                                |
| Line 6     | City Arterial Funding ended 2017, Forecasted County FGT                      |
| Line 10/11 | Light Equipment Operator . Partial allocation of Mechanic and Payroll Clerk. |
|            | Reduced Student Co-op term                                                   |
| Line 15    | Reduced Consulting Fees - bridges                                            |
| Line 17    | 2017 capital carryovers and expanded linear assets                           |
| Line 29    | 5 year average                                                               |
| Line 16/33 | Increased drainage/catch basin, reduced mowing/weed spraying                 |
| Line 16/34 | Increased shoulders, reduced sweeping and pavement preservation              |
| Line 16/35 | Increased washouts and resurfacing                                           |
| Line 16/36 | Sign retro-reflectivity inventory, reduced street signs                      |
| Line 16/37 | Reduced Hydro on streetlights                                                |
| Line 16/38 | Reduced PW Yards - equipment maintenance                                     |

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Environmental Services Detail

|                                           | Actuals     |           | 2017-2018 Budget |          |         |
|-------------------------------------------|-------------|-----------|------------------|----------|---------|
|                                           | 2017 Budget | 24-Oct-17 | 2018 Budget      | Variance |         |
|                                           | \$          | \$        | \$               | \$       | %       |
| 1. WATER SYSTEM                           |             |           |                  |          |         |
| 2. Revenue                                |             |           |                  |          |         |
| 3. User Charges                           | 369,442     | 244,756   | 377,031          | 7,589    | 2.05%   |
| 4. Licenses, Permits and Rents            | 2,400       | 2,000     | 2,400            | 0        | 0.00%   |
| 5. Government Grants                      | 0           | 0         | 0                | 0        | 0.00%   |
| 6. Other                                  | 0           | 0         | 0                | 0        | 0.00%   |
| 7. Transfer from Reserves                 | 20,000      | 0         | 150,000          | 130,000  | 650.00% |
| 8. Total Revenue                          | 391,842     | 246,756   | 529,431          | 137,589  | 35.11%  |
| 9. Expense                                |             |           |                  |          |         |
| 10. Remuneration                          | 3,030       | 721       | 1,447            | -1,583   | -52.24% |
| 11. Inter Departmental Transfer           | 500         | 243       | 500              | 0        | 0.00%   |
| 12. Communications                        | 4,420       | 2,873     | 4,523            | 103      | 2.32%   |
| 13. Professional and Consulting Fees      | 151,000     | 116,154   | 174,000          | 23,000   | 15.23%  |
| 14. Water System Operations               | 77,670      | 58,949    | 69,945           | -7,725   | -9.95%  |
| 15. Transfer to Reserves                  | 135,222     | 9,838     | 129,016          | -6,206   | -4.59%  |
| 16. Transfer to Capital                   | 20,000      | 0         | 150,000          | 130,000  | 650.00% |
| 17. Total Expense                         | 391,842     | 188,777   | 529,431          | 7,589    | 1.94%   |
| 18. TOTAL WATER SYSTEM                    | 0           | -57,978   | 0                | 0        | 0.00%   |
| 19. SOLID WASTE AND FACILITIES MANAGEMENT |             |           |                  |          |         |
| 20. Revenue                               |             |           |                  |          |         |
| 21. User Charges                          | 313,992     | 191,825   | 345,611          | 31,619   | 10.07%  |
| 22. Government Grants                     | 131,000     | 119,861   | 216,676          | 85,676   | 65.40%  |
| 23. Transfer from Reserves                | 161,641     | 56,966    | 308,000          | 146,359  | 90.55%  |
| 24. Total Revenue                         | 606,633     | 368,652   | 870,287          | 263,654  | 43.46%  |
| 25. Expense                               |             |           |                  |          |         |
| 26. Remuneration                          | 276,185     | 314,185   | 247,397          | -28,788  | -10.42% |
| 27. Benefits                              | 95,527      | 105,568   | 83,604           | -11,923  | -12.48% |
| 28. Inter Departmental Transfer           | 64,500      | 18,169    | 69,000           | 4,500    | 6.98%   |
| 29. Memberships, Training and Travel      | 3,300       | 1,412     | 3,300            | 0        | 0.00%   |
| 30. Communications                        | 24,647      | 10,262    | 23,904           | -743     | -3.01%  |
| 31. Professional and Consulting Fees      | 106,500     | 47,217    | 116,000          | 9,500    | 8.92%   |
| 32. Solid Waste Management Operations     | 1,673,325   | 1,210,745 | 1,780,712        | 107,387  | 6.42%   |
| 33. Transfer to Capital                   | 161,641     | 56,966    | 319,000          | 157,359  | 97.35%  |
| 34. Transfer to Reserves                  | 40,000      | 48,129    | 40,000           | 0        | 0.00%   |
| 35. Total Expense                         | 2,445,625   | 1,812,652 | 2,682,917        | 237,292  | 9.70%   |
| 36. TOTAL SOLID WASTE MANAGEMENT          | 1,838,992   | 1,444,000 | 1,812,630        | -26,361  | -1.43%  |
| 37. Total Environmental Services          | 1,838,992   | 1,386,022 | 1,812,630        | -26,361  | -1.43%  |

\*\* Enhanced Recycling Summer Service/Education - Requires Council approval for next steps

Explanation of Significant Variances

|         |                                                                                                                        |
|---------|------------------------------------------------------------------------------------------------------------------------|
| Line 21 | Portland Tipping fees and KARC processing revenues                                                                     |
| Line 22 | Provincial Recycling funding                                                                                           |
| Line 32 | Recycling/Garbage contracts 2% increase, enhanced summer recycling service, KARC processing fees, garbage truck rental |

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Parks, Recreation and Cemeteries Detail

|     |                                            | Actuals        |                | 2017-2018 Budget |                     |
|-----|--------------------------------------------|----------------|----------------|------------------|---------------------|
|     |                                            | 2017 Budget    | 24-Oct-17      | 2018 Budget      | Variance            |
|     |                                            | \$             | \$             | \$               | \$ %                |
| 1.  | <b>PARKS AND RECREATION PROGRAMS</b>       |                |                |                  |                     |
| 2.  | <b>Revenue</b>                             |                |                |                  |                     |
| 3.  | User Charges                               | 39,760         | 50,728         | 53,500           | 13,740 34.56%       |
| 4.  | Government Grants                          | 6,500          | 28,424         | 7,000            | 500 7.69%           |
| 5.  | Donations                                  | 4,500          | 7,472          | 6,000            | 1,500 33.33%        |
| 6.  | Other                                      | 0              | 7,000          | 0                | 0 0.00%             |
| 7.  | Transfers From Reserves/Reserve Funds      | 0              | 0              | 0                | 0 0.00%             |
| 8.  | <b>Total Revenue</b>                       | 50,760         | 93,623         | 66,500           | 15,740 31.01%       |
| 9.  | <b>Expense</b>                             |                |                |                  |                     |
| 10. | Remuneration                               | 137,410        | 130,402        | 161,353          | 23,943 17.42%       |
| 11. | Benefits                                   | 19,960         | 21,294         | 22,572           | 2,612 13.09%        |
| 12. | Inter Departmental Transfer                | 6,500          | 4,549          | 6,500            | 0 0.00%             |
| 13. | Memberships, Training and Travel           | 8,200          | 7,548          | 9,900            | 1,700 20.73%        |
| 14. | Communications                             | 13,850         | 10,889         | 14,665           | 815 5.88%           |
| 15. | Professional and Consulting Fees           | 200            | 26             | 0                | -200 0.00%          |
| 16. | Parks and Recreation Programs - Operations | 65,954         | 81,847         | 62,104           | -3,850 -5.84%       |
| 17. | Grants                                     | 0              | 0              | 0                | 0 0.00%             |
| 18. | Transfer to Capital                        | 0              | 0              | 0                | 0 0.00%             |
| 19. | Transfer to Reserves                       | 0              | 0              | 0                | 0 0.00%             |
| 20. | <b>Total Expense</b>                       | 252,074        | 256,555        | 277,094          | 25,020 9.93%        |
| 21. | <b>TOTAL PARKS AND RECREATION PROGRAMS</b> | <b>201,314</b> | <b>162,932</b> | <b>210,594</b>   | <b>9,280 4.61%</b>  |
| 22. | <b>PARKS AND RECREATION FACILITIES</b>     |                |                |                  |                     |
| 23. | <b>BUILDINGS</b>                           |                |                |                  |                     |
| 24. | <b>Revenue</b>                             |                |                |                  |                     |
| 25. | User Charges                               | 2,000          | 4,702          | 1,500            | -500 -25.00%        |
| 26. | Licenses, Permits and Rents                | 8,950          | 11,652         | 8,950            | 0 0.00%             |
| 27. | Government Grants                          | 77,500         | 85,500         | 0                | -77,500 -100.00%    |
| 28. | Grants from Other Municipalities           | 0              | 0              | 0                | 0 0.00%             |
| 29. | Donations/Contributions                    | 15,000         | 27,061         | 4,000            | -11,000 -73.33%     |
| 30. | Transfer from Reserves                     | 564,833        | 111,016        | 694,239          | 129,406 22.91%      |
| 31. | <b>Total Revenue</b>                       | 668,283        | 239,931        | 708,689          | 40,406 6.05%        |
| 32. | <b>Expense</b>                             |                |                |                  |                     |
| 33. | Remuneration                               | 0              | 8,228          | 6,000            | 6,000 100.00%       |
| 34. | Benefits                                   | 0              | 0              | 4,601            | 4,601 100.00%       |
| 35. | Inter Departmental Transfer                | 11,300         | 8,416          | 5,500            | -5,800 -51.33%      |
| 36. | Communications                             | 786            | 517            | 810              | 24 3.09%            |
| 37. | Professional and Consulting Fees           | 7,600          | 916            | 6,000            | -1,600 -21.05%      |
| 38. | Building Operations                        | 172,357        | 126,913        | 189,095          | 16,738 9.71%        |
| 39. | Transfer to Capital                        | 667,333        | 217,004        | 698,239          | 30,906 4.63%        |
| 40. | <b>Total Expense</b>                       | 859,376        | 361,994        | 910,245          | 50,869 5.92%        |
| 41. | <b>TOTAL BUILDINGS</b>                     | <b>191,093</b> | <b>122,064</b> | <b>201,556</b>   | <b>10,463 5.48%</b> |

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Parks, Recreation and Cemeteries Detail

|     |                                               | Actuals        |                | 2017-2018 Budget |                      |
|-----|-----------------------------------------------|----------------|----------------|------------------|----------------------|
|     |                                               | 2017 Budget    | 24-Oct-17      | 2018 Budget      | Variance             |
|     |                                               | \$             | \$             | \$               | \$ %                 |
| 42. | <b>PARKS</b>                                  |                |                |                  |                      |
| 43. | <b>Revenue</b>                                |                |                |                  |                      |
| 44. | User Charges                                  | 1,000          | 925            | 1,000            | 0 0.00%              |
| 45. | Licenses, Permits and Rents                   | 500            | 899            | 500              | 0 0.00%              |
| 46. | Government Grants                             | 0              | 0              | 0                | 0 0.00%              |
| 47. | Donations/Contributions                       | 0              | 0              | 0                | 0 0.00%              |
| 48. | Other                                         | 0              | 0              | 0                | 0 0.00%              |
| 49. | Transfer from Reserves                        | 112,574        | 69,598         | 116,000          | 3,426 3.04%          |
| 50. | <b>Total Revenue</b>                          | <b>114,074</b> | <b>71,421</b>  | <b>117,500</b>   | <b>3,426 3.00%</b>   |
| 51. | <b>Expense</b>                                |                |                |                  |                      |
| 52. | Remuneration                                  | 0              | 37,097         | 32,000           | 32,000 100.00%       |
| 53. | Benefits                                      | 0              | 0              | 7,889            | 7,889 100.00%        |
| 54. | Inter Departmental Transfer                   | 13,000         | 29,713         | 27,500           | 14,500 111.54%       |
| 55. | Professional and Consulting Fees              | 8,000          | 611            | 5,200            | -2,800 -35.00%       |
| 56. | Parks Operations                              | 118,576        | 85,341         | 113,529          | -5,047 -4.26%        |
| 57. | Transfer to Capital                           | 132,574        | 69,598         | 116,000          | -16,574 -12.50%      |
| 58. | <b>Total Expense</b>                          | <b>272,150</b> | <b>222,360</b> | <b>302,118</b>   | <b>29,968 11.01%</b> |
| 59. | <b>TOTAL PARKS</b>                            | <b>158,076</b> | <b>150,938</b> | <b>184,618</b>   | <b>26,542 16.79%</b> |
| 60. | <b>ARENA</b>                                  |                |                |                  |                      |
| 61. | <b>Revenue</b>                                |                |                |                  |                      |
| 62. | User Charges                                  | 0              | 0              | 0                | 0 0.00%              |
| 63. | Transfer from Reserves                        | 0              | 0              | 0                | 0 100.00%            |
| 64. | <b>Total Revenue</b>                          | <b>0</b>       | <b>0</b>       | <b>0</b>         | <b>0 100.00%</b>     |
| 65. | <b>Expense</b>                                |                |                |                  |                      |
| 66. | Remuneration                                  | 1,200          | 400            | 1,200            | 0 0.00%              |
| 67. | Transfer to Others                            | 73,354         | 73,354         | 75,000           | 1,646 2.24%          |
| 68. | Transfer to Reserves                          | 0              | 0              | 0                | 0 0.00%              |
| 69. | <b>Total Expense</b>                          | <b>74,554</b>  | <b>73,754</b>  | <b>76,200</b>    | <b>1,646 2.21%</b>   |
| 70. | <b>TOTAL ARENA</b>                            | <b>74,554</b>  | <b>73,754</b>  | <b>76,200</b>    | <b>1,646 2.21%</b>   |
| 71. | <b>TOTAL PARKS AND RECREATION FACILITIES</b>  | <b>423,723</b> | <b>346,756</b> | <b>462,374</b>   | <b>38,651 9.12%</b>  |
| 72. | <b>TOTAL PARKS AND RECREATION</b>             | <b>625,037</b> | <b>509,688</b> | <b>672,968</b>   | <b>47,931 7.67%</b>  |
| 73. | <b>CEMETERIES</b>                             |                |                |                  |                      |
| 74. | <b>Revenue</b>                                |                |                |                  |                      |
| 75. | User Charges                                  | 36,000         | 33,066         | 36,000           | 0 0.00%              |
| 76. | Investment Income                             | 0              | 32             | 0                | 0 100.00%            |
| 77. | Donations                                     | 0              | 0              | 0                | 0 100.00%            |
| 78. | Transfer From Reserves                        | 0              | 0              | 0                | 0 100.00%            |
| 79. | <b>Total Revenue</b>                          | <b>36,000</b>  | <b>33,098</b>  | <b>36,000</b>    | <b>0 0.00%</b>       |
| 80. | <b>Expense</b>                                |                |                |                  |                      |
| 81. | Cemetery Operations                           | 71,615         | 53,462         | 71,389           | -226 -0.32%          |
| 82. | Transfer to Capital                           | 0              | 0              | 0                | 0 100.00%            |
| 83. | Transfer to Reserves                          | 0              | 0              | 0                | 0 100.00%            |
| 84. | <b>Total Expense</b>                          | <b>71,615</b>  | <b>53,462</b>  | <b>71,389</b>    | <b>-226 -0.32%</b>   |
| 85. | <b>TOTAL CEMETERIES</b>                       | <b>35,615</b>  | <b>20,364</b>  | <b>35,389</b>    | <b>-226 -0.63%</b>   |
| 86. | <b>Total Parks, Recreation and Cemeteries</b> | <b>660,652</b> | <b>530,052</b> | <b>708,357</b>   | <b>47,705 7.22%</b>  |

Explanation of Significant Variances

|                   |                                                                                  |
|-------------------|----------------------------------------------------------------------------------|
| Line 3            | Summer programs registrations                                                    |
| Line 10           | Additional summer staffing and impact of minimum wage                            |
| Line 33/34, 52/53 | Redistribution of existing wages from Solid Waste                                |
| Line 38           | Point field - reseed & top dressing, Glendower - parking lot expansion expansion |

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| Development Services |                                  | Actuals     |           | 2017-2018 Budget |                 |
|----------------------|----------------------------------|-------------|-----------|------------------|-----------------|
|                      |                                  | 2017 Budget | 24-Oct-17 | 2018 Budget      | Variance        |
|                      |                                  | \$          | \$        | \$               | \$ %            |
| 1.                   | Development Services             |             |           |                  |                 |
| 2.                   | Revenue                          |             |           |                  |                 |
| 3.                   | User Charges                     | 112,100     | 74,876    | 109,100          | -3,000 -2.68%   |
| 4.                   | Government Grants                | 0           | 0         | 0                | 0 0.00%         |
| 5.                   | Grants from Other Municipalities | 0           | 0         | 0                | 0 0.00%         |
| 6.                   | Transfer from Reserves           | 75,000      | 25,000    | 40,000           | -35,000 -46.67% |
| 7.                   | Total Revenue                    | 187,100     | 99,876    | 149,100          | -38,000 -20.31% |
| 8.                   | Expense                          |             |           |                  |                 |
| 9.                   | Remuneration                     | 199,213     | 149,157   | 205,154          | 5,941 2.98%     |
| 10.                  | Benefits                         | 63,739      | 50,669    | 65,103           | 1,365 2.14%     |
| 11.                  | Inter Departmental Transfer      | 0           | 0         | 0                | 0 0.00%         |
| 12.                  | Memberships, Training and Travel | 10,535      | 3,921     | 13,200           | 2,665 25.30%    |
| 13.                  | Communications                   | 6,707       | 4,740     | 6,483            | -224 -3.33%     |
| 14.                  | Professional and Consulting Fees | 64,000      | 162,929   | 34,000           | -30,000 -46.88% |
| 15.                  | Planning Operations              | 77,978      | 38,432    | 42,593           | -35,385 -45.38% |
| 16.                  | Transfer to Capital              | 0           | 0         | 40,000           | 40,000 100.00%  |
| 17.                  | Transfer to Reserves             | 0           | 0         | 0                | 0 0.00%         |
| 18.                  | Total Expense                    | 422,171     | 409,849   | 406,534          | -15,638 -3.70%  |
| 19.                  | TOTAL Planning and Development   | 235,071     | 309,973   | 257,434          | 22,362 9.51%    |

| Explanation of Significant Variances |                                   |
|--------------------------------------|-----------------------------------|
| Line 15                              | Source Water Protection risk mgmt |
| Line 11/15                           | Heritage Committee                |

|                                                                                  | PROJECT   | TOTAL     | 2018 BUDGETED | PROPOSED FINANCING |           |         |                                                                                                  |
|----------------------------------------------------------------------------------|-----------|-----------|---------------|--------------------|-----------|---------|--------------------------------------------------------------------------------------------------|
|                                                                                  | YEAR(S)   | PROJECT   | EXPENDITURE   | TAX LEVY           | RESERVES  | OTHER   |                                                                                                  |
| GENERAL GOVERNMENT                                                               |           |           |               |                    |           |         |                                                                                                  |
| Corporate Services                                                               |           |           |               |                    |           |         |                                                                                                  |
| New Projects                                                                     |           |           |               |                    |           |         |                                                                                                  |
| Ipads replacements (15-Council/COA)                                              | 2018      | 12,000    | 12,000        |                    | 12,000    |         | Election                                                                                         |
| Total - Corporate Services                                                       |           | 12,000    | 12,000        | 0                  | 12,000    | 0       |                                                                                                  |
| PROTECTIVE SERVICES                                                              |           |           |               |                    |           |         |                                                                                                  |
| Building                                                                         |           |           |               |                    |           |         |                                                                                                  |
| New Projects                                                                     |           |           |               |                    |           |         |                                                                                                  |
| Municipal Permit Software                                                        | 2017/2018 | 120,000   | 75,000        |                    | 75,000    |         | Building                                                                                         |
| Sub-total                                                                        |           | 120,000   | 75,000        | 0                  | 75,000    | 0       |                                                                                                  |
| Fire                                                                             |           |           |               |                    |           |         |                                                                                                  |
| New Projects                                                                     |           |           |               |                    |           |         |                                                                                                  |
| Self-contained Breathing Apparatus (SCBA) replacement                            | 2018      | 585,000   | 585,000       |                    | 585,000   |         | Rolling - Fire                                                                                   |
| Chief's vehicle (F043-2014 with 250,000 kms)                                     | 2018      | 45,000    | 45,000        |                    | 45,000    |         |                                                                                                  |
| Portable Pump (Station 3-replacement)                                            | 2018      | 7,500     | 7,500         | 7,500              |           |         | Rolling - Fire                                                                                   |
| Decontamination Tent - New                                                       | 2018      | 9,500     | 9,500         | 9,500              |           |         |                                                                                                  |
| Forceable Entry Door Simulator - New                                             | 2018      | 5,400     | 5,400         | 5,400              |           |         |                                                                                                  |
| New Firehall Equipment (Appliances/Furniture/Electronics)                        | 2018      | 15,000    | 15,000        | 15,000             |           |         |                                                                                                  |
| Sub-total                                                                        |           | 667,400   | 667,400       | 37,400             | 630,000   | 0       |                                                                                                  |
| Total - Protection Services                                                      |           | 787,400   | 742,400       | 37,400             | 705,000   | 0       |                                                                                                  |
| TRANSPORTATION DEPARTMENT                                                        |           |           |               |                    |           |         |                                                                                                  |
| New Projects                                                                     |           |           |               |                    |           |         |                                                                                                  |
| Transportation Master Plan                                                       | 2018      | 50,000    | 50,000        |                    | 50,000    |         | Dev Charges                                                                                      |
| Pro Fuel Hardware/Software Upgrade -Keeley                                       | 2018      | 8,000     | 8,000         | 8,000              |           |         |                                                                                                  |
| 1/2 Ton Truck - replace F50 (2011)                                               | 2018      | 40,000    | 40,000        |                    | 40,000    |         | Rolling - Roads                                                                                  |
| Mechanic's Truck F25 ( 1994)                                                     | 2018      | 100,000   | 100,000       |                    | 100,000   |         | Rolling - Roads                                                                                  |
| Tandem Truck - replace F27 (2002)                                                | 2018      | 250,000   | 250,000       |                    | 250,000   |         | Rolling - Roads                                                                                  |
| Water Tank (replace 23903-2011)                                                  | 2018      | 30,000    | 30,000        |                    | 30,000    |         | Rolling - Roads                                                                                  |
| Perkins Dump Box - New - to use for Parks                                        | 2018      | 30,000    | 30,000        | 30,000             |           |         |                                                                                                  |
| 3/4 Ton Truck - replace F52 (2011)                                               | 2018      | 65,000    | 65,000        |                    | 65,000    |         | Rolling - Roads                                                                                  |
| LED Streetlights - 3 New                                                         | 2018      | 40,000    | 40,000        |                    | 40,000    |         | Infrastructure                                                                                   |
| Linear Asset Construction-Villages/Local Roads/Arterial Roads (separate Listing) | 2018      | 5,775,000 | 5,775,000     | 4,086,031          | 881,786   | 807,183 | Dev Chgs 300,000<br>FGT 300,000<br>City 281,786 re:2016/17<br>OCIF 317,243<br>County FGT 489,940 |
| Total                                                                            |           | 6,388,000 | 6,388,000     | 4,124,031          | 1,456,786 | 807,183 |                                                                                                  |
| SYDENHAM WATER                                                                   |           |           |               |                    |           |         |                                                                                                  |
| * Water Hauling Station                                                          | 2018      | 80,000    | 80,000        |                    | 80,000    |         | Water                                                                                            |
| Water Meter Replacement                                                          | 2018/2019 | 100,000   | 50,000        |                    | 50,000    |         | Water                                                                                            |
| Total                                                                            |           | 180,000   | 130,000       | 0                  | 130,000   | 0       |                                                                                                  |
| ENVIRONMENTAL SERVICES                                                           |           |           |               |                    |           |         |                                                                                                  |
| Sanitation-Disposal                                                              |           |           |               |                    |           |         |                                                                                                  |
| Loughborough Site - Finish partial capping Ph 1                                  | 2018      | 250,000   | 250,000       |                    | 250,000   |         | Landfill Closure                                                                                 |
| Salem Site - Environmental Study                                                 | 2018      | 11,000    | 11,000        | 11,000             |           |         |                                                                                                  |
| Crow Lake Site - Background Well                                                 | 2018      | 8,000     | 8,000         |                    | 8,000     |         | Landfill Closure                                                                                 |
| Sub-total                                                                        |           | 269,000   | 269,000       | 11,000             | 258,000   | 0       |                                                                                                  |
| Total                                                                            |           | 449,000   | 399,000       | 11,000             | 388,000   | 0       |                                                                                                  |

|                                | PROJECT                                                                          | TOTAL      | 2018 BUDGETED | PROPOSED FINANCING |           |                              |
|--------------------------------|----------------------------------------------------------------------------------|------------|---------------|--------------------|-----------|------------------------------|
|                                | YEAR(S)                                                                          | PROJECT    | EXPENDITURE   | TAX LEVY           | RESERVES  | OTHER                        |
| TOWNSHIP FACILITIES MANAGEMENT |                                                                                  |            |               |                    |           |                              |
| New Projects                   |                                                                                  |            |               |                    |           |                              |
|                                | Energy Retrofits                                                                 | 2018-2020  | 75,000        | 25,000             | 25,000    | Federal Gas Tax              |
| *                              | OPP Station - Generator                                                          | 2018       | 80,000        | 80,000             | 80,000    | Policing                     |
|                                | Town Hall - Front Door Replacement (Accessibility)                               | 2018       | 6,000         | 6,000              | 6,000     | Facilities                   |
|                                | Verona Medical Centre - Main entrance step repairs (BCA)                         | 2018       | 5,000         | 5,000              | 5,000     | Facilities                   |
|                                | Burridge - Stn 2 - Repair Rear Metal Roof (BCA)                                  | 2018       | 10,000        | 10,000             | 10,000    | Facilities                   |
|                                | Hartington - Stn 4 - Rear Exit Handrail (BCA)                                    | 2018       | 5,000         | 5,000              | 5,000     | Facilities                   |
|                                | Hartington - Stn 4 - Remove Portable Training Room                               | 2018       | 10,000        | 10,000             | 10,000    | Facilities                   |
|                                | Hartington - Stn 4 - Replace Tanks and Fuel Lines                                | 2018       | 8,000         | 8,000              | 8,000     | Facilities                   |
|                                | Perth Rd - Stn 6-New Firehall (2018-siteworks)                                   | 2014-2018  | 1,975,000     | 250,000            | 250,000   | Facilities                   |
|                                | Burnt Hills - Stn 9 - Soffit & Facia Upgrades                                    | 2018       | 10,000        | 10,000             | 10,000    | Facilities                   |
| Total                          |                                                                                  | 2,184,000  | 409,000       | 0                  | 409,000   | 0                            |
| RECREATION                     |                                                                                  |            |               |                    |           |                              |
| New Projects                   |                                                                                  |            |               |                    |           |                              |
|                                | Land Acquisition - Boat Launch                                                   | 2018       | 35,000        | 35,000             | 35,000    | Parkland                     |
|                                | Shipyards - Dock Improvements                                                    | 2018       | 10,000        | 10,000             | 10,000    | Parkland                     |
|                                | Boat Launch Upgrades - Various                                                   | 2018-2022  | 75,000        | 15,000             | 15,000    | Parkland                     |
|                                | Park Gates - Accessible Entrances (Point/Centennial/Gilmour/Davison)             | 2018       | 15,000        | 15,000             | 15,000    | Parkland                     |
|                                | Museum - Facia and Eavestrough replacement                                       | 2018       | 5,000         | 5,000              | 5,000     | Vertical - Facilities        |
|                                | Gilmour Point - Washrooms/Change Rooms                                           | 2017-2019  | 420,000       | 150,000            | 150,000   | Parkland 50,000/ FGT 100,000 |
|                                | Point Park - Tennis Court Fencing & Netting                                      | 2018       | 10,000        | 10,000             | 10,000    | Parkland                     |
|                                | Point Park - Paint Bunker & Pavillion                                            | 2018       | 5,000         | 5,000              | 5,000     | Parkland                     |
|                                | Point Park - Replace Concrete Ramp (Baseball Diamond Washrooms - (BCA))          | 2018       | 5,000         | 5,000              | 5,000     | Parkland                     |
| +                              | Fermoy Hall - Building Upgrades -Structural Integrity - Walls/Chimney/Foundation | 2017-2018  | 80,000        | 50,000             | 50,000    | Parkland                     |
|                                | Bradshaw School House - Accessible Entrance/Restore Foundation                   | 2018       | 20,000        | 20,000             | 20,000    | Parkland                     |
|                                | Glendower Hall - Playground Equipment (based on replacement plan)                | 2018       | 20,000        | 20,000             | 20,000    | Parkland                     |
|                                | Wilmer Ball Park - Pump/Storage Building Wall Repair                             | 2018       | 6,000         | 6,000              | 6,000     | Parkland                     |
|                                | Bowes Park - Reshingle Pavillion                                                 | 2018       | 5,000         | 5,000              | 5,000     | Parkland                     |
|                                | Gerald Ball Park - Resurface Tennis Court & 1 New Court                          | 2018       | 10,000        | 10,000             | 10,000    | Parkland                     |
|                                | Gerald Ball Park - Install Outdoor Power for Events                              | 2018       | 5,000         | 5,000              | 5,000     | Parkland                     |
|                                | Centennial Park - Dog Park- Fencing                                              | 2018       | 10,000        | 10,000             | 10,000    | Parkland                     |
|                                | Centennial Park - Skateboard Park Feasibility Study                              | 2018       | 5,000         | 5,000              | 5,000     | Parkland                     |
|                                | Centennial Park - Install Outdoor Power for Events                               | 2018       | 5,000         | 5,000              | 5,000     | Parkland                     |
| Total - Recreation             |                                                                                  | 746,000    | 386,000       | 0                  | 386,000   | 0                            |
| PLANNING                       |                                                                                  |            |               |                    |           |                              |
| New Projects                   |                                                                                  |            |               |                    |           |                              |
|                                | Growth Study                                                                     | 2018       | 40,000        | 40,000             | 40,000    | Dev Charges                  |
| Total - Planning               |                                                                                  | 40,000     | 40,000        | 0                  | 40,000    | 0                            |
| TOTALS                         |                                                                                  | 10,606,400 | 8,376,400     | 4,172,431          | 3,396,786 | 807,183                      |

- BCA= recommendations from the Building Condition assessment
- Seniors Housing currently undetermined
- + Applying for Trillium Grant - This line may not be required if we are successful. Next steps require Council approval
- \* Project on hold pending follow up report to, and approval by Council

|                                                                       |        |
|-----------------------------------------------------------------------|--------|
| Recreation items - removed to be allocated to future years            |        |
| Gerald Ball Park - Playground Equipment (based on replacement plan)   | 30,000 |
| Public Boat Launch to Collins Lake                                    | 60,000 |
| Inverary Ball Park - Renovations (Washrooms/Storage Buildings)        | 10,000 |
| Inverary Ball Park - Playground Equipment (based on replacement plan) | 30,000 |
| Centennial Park - Outdoor Movie Screen & Equipment                    | 26,000 |
| Centennial Park - Purchase Adjacent Land                              | 50,000 |
| Gerald Ball Park - Fencing for Dog Park (Back Area)                   | 10,000 |

Year 2018

18

Linear Asset Construction Schedule

| New Projects                  |                                              | Project Year(s) | Total Project | 2018 Budget |
|-------------------------------|----------------------------------------------|-----------------|---------------|-------------|
| Westport Road                 | Buck Bay Road to Garrett Road                | 2018            | 950,000       | 950,000     |
| Rutledge/Harrowsmith Road     | Harrowsmith Curb & Gutter to Rutledge Bridge | 2018            | 800,000       | 800,000     |
| Desert Lake Causeway          | Causeway                                     | 2018            | 100,000       | 100,000     |
| Petworth Culvert              | 0.1km West of Wolf Swamp Road                | 2018            | 250,000       | 250,000     |
| Sydenham Dam Bridge           | George Street                                | 2018            | 250,000       | 250,000     |
| Desert Lake Causeway Culverts | Desert Lake Causeway                         | 2016-2018       | 200,000       | 150,000     |
| Various Roads                 | Hard Surface Preservation                    | 2018            | 875,000       | 875,000     |
| Bedford Road                  | Sydenham Dam to Alton Road                   | 2017-2018       | 1,800,000     | 800,000     |
| Amey Road                     | End to Campbell Road                         | 2018            | 125,000       | 125,000     |
| Arena Boundary Road           | Frontenac Arena to Picaddilly Road           | 2018            | 125,000       | 125,000     |
| Bradshaw Road                 | Road 38 to Steele Road                       | 2018            | 300,000       | 300,000     |
| Davidson Road                 | Latimer Road to Holmes Road                  | 2018            | 200,000       | 200,000     |
| Lakefield Road                | End to 2km South of Holmes                   | 2018            | 100,000       | 100,000     |
| Masonville Road               | Craig Road to End                            | 2018            | 50,000        | 50,000      |
| Carrying Place Road           | End Easterly 2 km                            | 2018/19         | 700,000       | 350,000     |
| Deyos/Bunker Hill Roads       | Desert Lake Road to Westport Road            | 2018-2021       | 1,150,000     | 350,000     |
| Total                         |                                              |                 | 7,975,000     | 5,775,000   |

Public Works is committed to the total dollars of \$900,000 however allocation and number of projects may change pending pre- engineering review prior to construction.

2018 CAPITAL BUDGET - PRIOR YEAR CARRYOVER

|                                |                                                                                                                                         | BUDGETED    | PROPOSED FINANCING |           |                                        |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------------|-----------|----------------------------------------|
|                                |                                                                                                                                         | EXPENDITURE | TAX LEVY           | RESERVES  | OTHER                                  |
| GENERAL GOVERNMENT             |                                                                                                                                         |             |                    |           |                                        |
| Corporate Services             |                                                                                                                                         |             |                    |           |                                        |
|                                | Asset Management customizations/document update (to be used to leverage FCM grant application)                                          | 10,000      |                    | 10,000    | Working Funds                          |
| Total                          | Corporate Services                                                                                                                      | 10,000      | 0                  | 10,000    | 0                                      |
| Fire                           |                                                                                                                                         |             |                    |           |                                        |
|                                | New-Commercial bunker gear washer/dryer-Station 6 (was Station 8)                                                                       | 35,000      |                    | 35,000    | Fiscal-Working Funds (unspent Capital) |
|                                | Thermal Imaging Camera                                                                                                                  | 7,000       |                    | 7,000     | Fiscal-Working Funds (unspent Capital) |
|                                | Pumper Replacement - 1991 GMC (Ordered Oct/17)                                                                                          | 270,000     |                    | 270,000   | Rolling - Fire                         |
| Total                          | Fire                                                                                                                                    | 312,000     | 0                  | 312,000   | 0                                      |
| TRANSPORTATION DEPARTMENT      |                                                                                                                                         |             |                    |           |                                        |
| *                              | Radio Communication (Fire and PW)                                                                                                       | 300,000     |                    | 300,000   | Working Funds                          |
|                                | Picadilly Patrol Yard Decommissioning                                                                                                   | 10,000      |                    | 10,000    | Vertical - Facilities                  |
|                                | Keeley Patrol yard - Generator replacement (tendered)                                                                                   | 60,000      |                    | 60,000    | Vertical - Facilities Res              |
|                                | Keeley Patrol yard - Front power gate (tendered)                                                                                        | 35,000      |                    | 35,000    | Vertical - Facilities (10k from 2016)  |
|                                | Keeley Admin - Finalize renovations                                                                                                     | 35,000      |                    | 35,000    | Vertical - Facilities                  |
|                                | Harrowsmith Phase 2                                                                                                                     | 500,000     |                    | 500,000   | Fiscal-Working Funds (unspent Capital) |
|                                | Bedford Road                                                                                                                            | 500,000     |                    | 500,000   | Fiscal-Working Funds (unspent Capital) |
|                                | Capacity                                                                                                                                | 199,000     |                    | 199,000   | Fiscal-Working Funds (unspent Capital) |
|                                | Harrowsmith Phase I                                                                                                                     | 205,156     |                    | 205,156   | Fiscal-Working Funds (unspent Capital) |
|                                | Green Bay Bridge                                                                                                                        | 590,000     |                    | 590,000   | Fiscal-Working Funds (unspent Capital) |
| Total                          |                                                                                                                                         | 2,434,156   | 0                  | 2,434,156 | 0                                      |
| SYDENHAM WATER                 |                                                                                                                                         |             |                    |           |                                        |
|                                | Water Tower                                                                                                                             | 20,000      |                    | 20,000    | Water Reserve                          |
| Total                          |                                                                                                                                         | 20,000      | 0                  | 20,000    | 0                                      |
| ENVIRONMENTAL SERVICES         |                                                                                                                                         |             |                    |           |                                        |
|                                | Establish Transfer Station                                                                                                              | 25,000      |                    | 25,000    | Landfill Closure                       |
| Total                          |                                                                                                                                         | 25,000      | 0                  | 25,000    | 0                                      |
| TOWNSHIP FACILITIES MANAGEMENT |                                                                                                                                         |             |                    |           |                                        |
|                                | Facility Signage                                                                                                                        | 17,786      |                    | 17,786    | Vertical - Facilities Res              |
|                                | New Hall - Perth Road-Station 6                                                                                                         | 300,000     |                    | 300,000   | Vert-Fac 300,000                       |
| +                              | Bradshaw- Station 1 paving - per study                                                                                                  | 8,000       |                    | 8,000     | Fiscal-Working Funds (unspent Capital) |
| +                              | Paving - Station 7                                                                                                                      | 10,000      |                    | 10,000    | Vertical - Facilities                  |
| Total                          |                                                                                                                                         | 335,786     | 0                  | 335,786   | 0                                      |
| RECREATION                     |                                                                                                                                         |             |                    |           |                                        |
|                                | Museum - Window Replacement- (being re-tendered)                                                                                        | 8,000       |                    | 4,000     | 4,000 Parkland                         |
|                                | Fermoy Hall - Building upgrades, well, paint insulation, septic system (part of Trillium Grant Application)                             | 26,906      |                    | 26,906    | Parkland                               |
|                                | Glendower Hall - Front Step Replacement                                                                                                 | 40,000      |                    | 40,000    | Parkland                               |
| #                              | Storrington Centre - accessible washrooms, update septic, parking lot improvements, retrofitting, kitchen update, space reconfiguration | 333,333     |                    | 333,333   | Parkland                               |
|                                | Gilmour Point - Design of New Public Wash/Changerooms                                                                                   | 20,000      |                    | 20,000    | Parkland                               |
| Total                          | Recreation                                                                                                                              | 428,239     | 0                  | 424,239   | 4,000                                  |
| TOTALS - Carryovers            |                                                                                                                                         | 3,565,181   | 0                  | 3,561,181 | 4,000                                  |

- \* Project on hold pending follow up report to, and approval by Council
- + To be coordinated with 2018 Paving Tender
- # Scope of work still to be approved by Council

|                                                        |         |
|--------------------------------------------------------|---------|
| 2017 CAPITAL BUDGET - Removed items & not carried over |         |
| Bedford Patrol yard - Fire Separation                  | 5,000   |
| Box Paver for Tandem                                   | 6,000   |
| Bulldozer - replace FT-92 and BT-92                    | 120,000 |
| Centennial Park - Upper Ball Diamond Repair            | 19,000  |
| Total                                                  | 150,000 |

## RESERVES &amp; RESERVE FUNDS FORECAST - 2018 Budget - Draft - November 20th, 2017

|                               |            | BALANCE<br>BEGINNING<br>OF YEAR | CONTRIBUTION      |                   |                 |                 | BALANCE<br>END OF<br>YEAR |
|-------------------------------|------------|---------------------------------|-------------------|-------------------|-----------------|-----------------|---------------------------|
|                               |            |                                 | FROM              |                   | TO              |                 |                           |
|                               |            |                                 | TAXATION<br>BDGTD | OTHER<br>REVENUES | REVENUE<br>FUND | CAPITAL<br>FUND |                           |
| RESERVE                       |            |                                 |                   |                   |                 |                 |                           |
| Fiscal                        |            |                                 |                   |                   |                 |                 |                           |
| Working Funds                 | 5,443,719  | 434,720                         |                   | 10,800            | 2,354,156       | 3,513,483       |                           |
| Equipment and Infrastructure  |            |                                 |                   |                   |                 |                 |                           |
| General                       |            |                                 |                   |                   |                 |                 |                           |
| Asset Investment Reserve      | 2,101,546  | 1,082,602                       |                   |                   |                 | 3,184,148       |                           |
| Infrastructure                | 2,025,180  | 275,000                         |                   |                   | 40,000          | 2,260,180       |                           |
| Vertical                      |            |                                 |                   |                   |                 |                 |                           |
| Facilities/Property           | 1,368,136  | 304,137                         |                   |                   | 776,786         | 895,487         |                           |
| Recreation                    | 12,813     |                                 |                   |                   |                 | 12,813          |                           |
| Rolling                       |            |                                 |                   |                   |                 |                 |                           |
| Capital - Building Department | 27,936     | 21,000                          |                   |                   |                 | 48,936          |                           |
| Capital - Fire Department     | 984,586    | 405,000                         |                   |                   | 900,000         | 489,586         |                           |
| Capital - Roads Department    | 122,551    | 436,780                         |                   |                   | 485,000         | 74,331          |                           |
| Linear                        |            |                                 |                   |                   |                 |                 |                           |
| Cemetery Lot Addition         | 43,538     |                                 |                   |                   |                 | 43,538          |                           |
| Roads - Const/Imp             | 281,786    |                                 |                   |                   | 281,786         | 0               |                           |
| Stabilization                 |            |                                 |                   |                   |                 |                 |                           |
| Planning                      | 66,784     |                                 |                   |                   |                 | 66,784          |                           |
| Policing Costs                | 857,202    |                                 |                   | 53,000            | 80,000          | 724,202         |                           |
| Recycling                     | 273,641    |                                 |                   |                   |                 | 273,641         |                           |
| Revenue-Severance Appl.       | 20,000     |                                 |                   |                   |                 | 20,000          |                           |
| Winter Control - Roads Dept.  | 420,503    |                                 |                   |                   |                 | 420,503         |                           |
| Wages-Fire Department         | 156,264    |                                 |                   | 35,000            |                 | 121,264         |                           |
| Building Department           | 313,975    |                                 |                   | 85,719            | 75,000          | 153,256         |                           |
| Water Reserve Fund            | 752,821    | 129,016                         |                   |                   | 150,000         | 731,837         |                           |
| Sub-total                     | 15,272,982 | 3,088,255                       | 0                 | 184,519           | 5,142,728       | 13,033,990      |                           |
| OBLIGATORY RESERVE FUNDS      |            |                                 |                   |                   |                 |                 |                           |
| 5% Parkland                   | 700,399    |                                 | 130,500           |                   | 705,239         | 125,660         |                           |
| Development Charges           | 2,252,860  |                                 | 365,000           |                   | 390,000         | 2,227,860       |                           |
| Environmental Enhancement     | 140,416    |                                 | 1,550             |                   |                 | 141,966         |                           |
| Federal Gas Tax               | 688,180    | 550,692                         | 8,000             |                   | 425,000         | 821,872         |                           |
| Subdivider Contributions      | 37,171     |                                 |                   |                   |                 | 37,171          |                           |
| Sub-total                     | 3,819,025  | 550,692                         | 505,050           | 0                 | 1,520,239       | 3,354,528       |                           |
| RESERVE FUNDS & TRUSTS        |            |                                 |                   |                   |                 |                 |                           |
| Election                      | 83,110     |                                 |                   | 71,110            | 12,000          | 0               |                           |
| Highway #38 Reconstruction    | 748,620    |                                 | 5,000             |                   |                 | 753,620         |                           |
| Landfill Closure              | 741,180    | 40,000                          | 10,250            |                   | 283,000         | 508,430         |                           |
| Trusts                        |            |                                 |                   |                   |                 |                 |                           |
| Fire Donations                | 17,179     |                                 | 2,600             |                   |                 | 19,779          |                           |
| Portland Historical           | 14,892     |                                 | 100               |                   |                 | 14,992          |                           |
| Grant Memorial                | 26,965     |                                 | 350               |                   |                 | 27,315          |                           |
| OHRP                          | 11,110     |                                 |                   |                   |                 | 11,110          |                           |
| Cemetery - PC                 | 467,332    |                                 |                   |                   |                 | 467,332         |                           |
| Cemetery M. Burns Trust       | 25,000     |                                 |                   |                   |                 | 25,000          |                           |
| Cemetery - Monument PC        | 62,058     |                                 |                   |                   |                 | 62,058          |                           |
| Cemetery - Monument PC Inc    | 18,582     |                                 |                   |                   |                 | 18,582          |                           |
| Sub-total                     | 2,216,028  | 40,000                          | 18,300            | 71,110            | 295,000         | 1,908,218       |                           |
| TOTAL                         | 21,308,036 | 3,678,947                       | 523,350           | 255,629           | 6,957,967       | 18,296,737      |                           |

Attachment B

Local Gravel Roads SADT- 2012-2017200+ SADT

| #  | Road Location                           | AVG AADT<br>Reduced 20% | AVG | 2017 |       | 2016 |          | 2015 |        | 2014 |        | 2013 |        | 2012 |        |
|----|-----------------------------------------|-------------------------|-----|------|-------|------|----------|------|--------|------|--------|------|--------|------|--------|
|    |                                         |                         |     | SADT | Month | SADT | Month    | SADT | Month  | SADT | Month  | SADT | Month  | SADT | Month  |
| 1  | 12th Concession @ Mulville Rd           | 5                       | 6   |      |       |      |          | 6    | July   | -    | -      | -    | -      | -    | -      |
| 2  | Anderson Rd @ Bradshaw Rd               | 36                      | 45  |      |       | 45   | August   | -    | -      | -    | -      | -    | -      | -    | -      |
| 3  | Anderson Rd @ North Bdry                | 46                      | 57  | -    | -     | -    | -        | -    | -      | -    | -      | -    | -      | 57   | July   |
| 4  | Ashwood Drive @ Rutledge Road           | 165                     | 206 |      |       | 206  | November | -    | -      | -    | -      | -    | -      | -    | -      |
| 5  | Beachnut Hill Rd @ Bear Creek Rd        | 34                      | 42  | 48   | Aug   |      |          | -    | -      | -    | -      | 36   | August | -    | -      |
| 6  | Bell Rd @ Holleford Rd                  | 51                      | 64  |      |       |      |          | 64   | August | -    | -      | -    | -      | -    | -      |
| 7  | Belrock Pero Rd @ Leveque Rd            | 9                       | 11  | 9    | Aug   |      |          | -    | -      | 13   | August | -    | -      | -    | -      |
| 8  | Billy Green Rd @ Maple Leaf             | 113                     | 141 | 180  | July  | 108  | August   | -    | -      | -    | -      | -    | -      | 134  | July   |
| 9  | Bradden Rd @ Battersea Rd               | 26                      | 33  |      |       | 33   | August   | -    | -      | -    | -      | -    | -      | -    | -      |
| 10 | Bradford Road East @ Ellerbeck          | 12                      | 15  |      |       |      |          | 15   | August | -    | -      | -    | -      | -    | -      |
| 11 | Bressee Rd @ No Maintenance             | 6                       | 7   |      |       |      |          | 7    | July   | -    | -      | -    | -      | -    | -      |
| 12 | Brewer Lake Rd @ Sunbury Rd (East)      | 14                      | 18  |      |       | 18   | August   | -    | -      | -    | -      | -    | -      | -    | -      |
| 13 | Bunker Hill @ Westport Rd               | 182                     | 227 |      |       | 200  | August   | -    | -      | -    | -      | -    | -      | 254  | August |
| 14 | Burridge Lake Rd @ Space Ln (North)     | 2                       | 2   |      |       |      |          | 2    | July   | -    | -      | -    | -      | -    | -      |
| 15 | Burridge Lake Rd @ Burridge Rd          | 66                      | 83  |      |       | 83   | August   | -    | -      | -    | -      | -    | -      | -    | -      |
| 16 | Burridge@Burridge Lake(South)           | 216                     | 270 | 270  | July  |      |          | -    | -      | -    | -      | -    | -      | -    | -      |
| 17 | Burridge Rd @ Dewitt Rd (North)         | 50                      | 63  |      |       |      |          | 63   | August | -    | -      | -    | -      | -    | -      |
| 18 | Burridge Rd @ RLT Bdry                  | 119                     | 148 | 90   | Aug   |      |          | -    | -      | 214  | July   | -    | -      | 141  | July   |
| 19 | Canal Road @ Sunbury Rd.(Brewers Mills) | 76                      | 95  |      |       | 64   | August   | -    | -      | -    | -      | 125  | August | -    | -      |
| 20 | Canoe Lake North of Devil Lake Rd       | 62                      | 78  |      |       |      |          | 78   | July   | -    | -      | -    | -      | -    | -      |
| 21 | Canoe Lake Rd North of James Wilson Rd  | 98                      | 122 |      |       |      |          | 122  | July   | -    | -      | -    | -      | -    | -      |
| 22 | Canoe Lake South of Devil Lake Rd       | 145                     | 181 |      |       | 181  | August   | -    | -      | -    | -      | -    | -      | -    | -      |
| 23 | Carrying Place @ Fire Hall              | 207                     | 258 | 297  | Aug   |      |          | -    | -      | -    | -      | 247  | August | 231  | August |
| 24 | Carrying Place Road @ Elm Lodge Ln      | 182                     | 228 |      |       |      |          | 228  | August | -    | -      | -    | -      | -    | -      |
| 25 | Clair Rd @ Clair Road Culvert           | 24                      | 30  | 40   | Aug   |      |          | -    | -      | -    | -      | 20   | July   | -    | -      |
| 26 | Clair Rd @ Leveque Rd                   | 26                      | 32  | 38   | Aug   |      |          | -    | -      | 26   | August | -    | -      | -    | -      |
| 27 | Clear Lake Rd @ Christmas Ln            | 6                       | 7   |      |       |      |          | 7    | July   | -    | -      | -    | -      | -    | -      |
| 28 | Clear Lake Rd @ Perth Rd                | 58                      | 73  | 65   | Aug   |      |          | -    | -      | 81   | July   | -    | -      | -    | -      |
| 29 | Corkey Rd @ Latimer Rd                  | 80                      | 100 |      |       |      |          | 100  | July   | -    | -      | -    | -      | -    | -      |
| 30 | Cottage Rd @ Gould Lake Rd              | 22                      | 27  |      |       | 27   | August   | -    | -      | -    | -      | -    | -      | -    | -      |
| 31 | Cummis Road @ Wilton Road               | 61                      | 76  |      |       | 76   | November |      |        | -    | -      | -    | -      | -    | -      |
| 32 | Darling Rd @ Farm (North)               | 5                       | 6   |      |       |      |          | 6    | July   | -    | -      | -    | -      | -    | -      |
| 33 | Deerhurst @ Belrock Rd                  | 31                      | 39  | 43   | Aug   |      |          | -    | -      | 35   | August | -    | -      | -    | -      |
| 34 | Devil Lake Rd @ Cameron Ln              | 43                      | 54  | 46   | Aug   |      |          | -    | -      | -    | -      | -    | -      | 62   | August |
| 35 | Devil Lake Rd @ Canoe Lk Rd             | 42                      | 52  |      |       |      |          | 52   | July   | -    | -      | -    | -      | -    | -      |
| 36 | Devil Lake Rd @ Tobin Rd                | 162                     | 203 |      |       | 155  | August   | -    | -      | -    | -      | -    | -      | 251  | August |
| 37 | Dewitt Rd @ Burridge Rd                 | 20                      | 25  |      |       |      |          | 25   | August | -    | -      | -    | -      | -    | -      |
| 38 | Deyos Rd @ Desert Lake Rd               | 205                     | 257 | 215  | Aug   | 298  | July     | -    | -      | -    | -      | -    | -      | -    | -      |
| 39 | Deyos Rd @ James Wilson Rd              | 114                     | 143 | 143  | Aug   |      |          | -    | -      | -    | -      | 143  | July   | -    | -      |
| 40 | Dixon Road @ Latimer Road               | 113                     | 141 |      |       | 141  | October  |      |        | -    | -      | -    | -      | -    | -      |
| 41 | Draper Lake Rd @ Norway Rd              | 27                      | 34  |      |       |      |          | 34   | July   | -    | -      | -    | -      | -    | -      |
| 42 | Eel Bay Rd @ Charlie Green Rd           | 104                     | 130 |      |       | 130  | August   | -    | -      | -    | -      | -    | -      | -    | -      |
| 43 | Factory Road @ Sunbury Rd               | 60                      | 75  |      |       | 49   | August   | -    | -      | -    | -      | 100  | August | -    | -      |
| 44 | Firehall Rd @ Burridge Rd               | 12                      | 15  |      |       |      |          | 15   | August | -    | -      | -    | -      | -    | -      |
| 45 | First Lake Rd @ Alamo Ln                | 99                      | 124 |      |       | 124  | August   | -    | -      | -    | -      | -    | -      | -    | -      |

|    |                                              |     |     |     |      |     |          |     |        |     |        |     |        |     |        |
|----|----------------------------------------------|-----|-----|-----|------|-----|----------|-----|--------|-----|--------|-----|--------|-----|--------|
| 46 | Fish Creek Rd @ Central Frontenac            | 35  | 44  |     |      |     |          | 44  | August | -   | -      | -   | -      | -   | -      |
| 47 | Fishing Lake Rd @ North Shore Rd             | 5   | 6   |     |      |     |          | 6   | July   | -   | -      | -   | -      | -   | -      |
| 48 | Fitzgerald Rd @ Westport Rd                  | 2   | 2   |     |      |     |          | 2   | July   | -   | -      | -   | -      | -   | -      |
| 50 | Frye Rd @ Roushom Rd                         | 164 | 205 | 124 | Aug  |     |          |     |        | 285 | July   | -   | -      | -   | -      |
| 51 | Garrett Rd @ Westport Rd                     | 85  | 106 |     |      |     |          | 106 | August | -   | -      | -   | -      | -   | -      |
| 52 | Gould Lake Rd @ Cottage Rd (East)            | 103 | 129 |     |      | 129 | August   | -   | -      | -   | -      | -   | -      | -   | -      |
| 53 | Green Bay @ Burns Rd                         | 128 | 161 |     |      | 216 | August   | -   | -      | -   | -      | -   | -      | 105 | Sept   |
| 54 | Green Bay @ New Rd                           | 60  | 75  | 78  | Aug  |     |          | -   | -      | 77  | August | -   | -      | 71  | Sept   |
| 55 | Green Bay Rd @ Bob's Lake Rd                 | 186 | 232 |     |      | 199 | May      | -   | -      | 265 | August | -   | -      | -   | -      |
| 56 | Green Bay Rd @ White Lake Rd                 | 92  | 116 | 124 | Aug  |     |          | -   | -      | 107 | August | -   | -      | -   | -      |
| 57 | Gully Rd @ Loughborough Portland Boundary Rd | 142 | 177 |     |      |     |          | 177 | July   | -   | -      | -   | -      | -   | -      |
| 58 | Hanna Rd @ Dairy Ln (North)                  | 19  | 24  |     |      |     |          | 24  | July   | -   | -      | -   | -      | -   | -      |
| 59 | Hanna Rd @ Westport Rd                       | 99  | 124 |     |      | 124 | August   | -   | -      | -   | -      | -   | -      | -   | -      |
| 60 | Harris Rd @ Battersea Rd                     | 10  | 13  |     |      | 13  | July     | -   | -      | -   | -      | -   | -      | -   | -      |
| 61 | Haughton Rd @ Westport Rd                    | 12  | 15  |     |      | 15  | August   | -   | -      | -   | -      | -   | -      | -   | -      |
| 62 | Henry Rd @ Westport Rd                       | 33  | 41  |     |      |     |          | 41  | August | -   | -      | -   | -      | -   | -      |
| 63 | Hewlett Packard Rd @ North Shore Rd          | 8   | 10  |     |      |     |          | 10  | August | -   | -      | -   | -      | -   | -      |
| 64 | Hickey Rd @ BuckBayRd                        | 70  | 87  |     |      | 87  | August   | -   | -      | -   | -      | -   | -      | -   | -      |
| 65 | Hidden Valley Rd @ Perth Rd                  | 95  | 119 |     |      | 119 | July     | -   | -      | -   | -      | -   | -      | -   | -      |
| 66 | Hinchinbrooke Rd North @ Desert Lake Rd      | 112 | 141 | 257 |      | 24  | July/Oct | -   | -      | -   | -      | -   | -      | -   | -      |
| 67 | Hinchinbrooke Rd North @ No Maintenance      | 2   | 2   |     |      |     |          | 2   | July   | -   | -      | -   | -      | -   | -      |
| 68 | Iawah Rd @ Lee Rd                            | 22  | 27  |     |      |     |          | 27  | August | -   | -      | -   | -      | -   | -      |
| 69 | Ida Hill Rd @ Sunbury Rd (South)             | 36  | 45  |     |      | 38  | August   | -   | -      | -   | -      | 48  | August | 50  | August |
| 70 | James Wilson @ Bunker Hill Rd                | 186 | 233 | 257 | July |     |          | -   | -      | -   | -      | 208 | July   | -   | -      |
| 71 | James Wilson Rd @ Canoe Lake                 | 72  | 90  | 90  | July |     |          |     |        |     |        |     |        |     |        |
| 72 | James Wilson Rd @ Box Culvert                | 9   | 11  |     |      |     |          | 11  | July   | -   | -      | -   | -      | -   | -      |
| 73 | John Martin @ Holleford Rd                   | 8   | 10  |     |      |     |          | 10  | August | -   | -      | -   | -      | -   | -      |
| 74 | Keir Rd @ Duff Rd                            | 96  | 120 |     |      | 120 | August   | -   | -      | -   | -      | -   | -      | -   | -      |
| 75 | Koen Rd @ North Shore Rd                     | 42  | 52  |     |      | 52  | July     | -   | -      | -   | -      | -   | -      | -   | -      |
| 76 | Knowlton Lake Rd @ Louborough Portland Bdry  | 28  | 35  |     |      | 35  | November | -   | -      | -   | -      | -   | -      | -   | -      |
| 77 | Lagoon Rd @ Harrowsmith Rd                   | 16  | 21  | 18  | Aug  |     |          | -   | -      | 23  | July   | -   | -      | -   | -      |
| 78 | Lake Rd @ Kauffman Ln                        | 6   | 7   |     |      |     |          | 7   | July   | -   | -      | -   | -      | -   | -      |
| 79 | Lambert Road @ Stage Coach Rd                | 69  | 86  |     |      | 86  | October  | -   | -      | -   | -      | -   | -      | -   | -      |
| 80 | Larry York Rd @ Battersea Rd                 | 46  | 58  |     |      | 58  | July     | -   | -      | -   | -      | -   | -      | -   | -      |
| 81 | Lee Rd @ Iawah Rd                            | 106 | 133 | 158 | Aug  |     |          | -   | -      | -   | -      | 108 | July   | -   | -      |
| 82 | Leland Rd @ North Shore Rd                   | 14  | 18  |     |      | 18  | July     | -   | -      | -   | -      | -   | -      | -   | -      |
| 83 | Leveque Rd @ Meeks Rd                        | 45  | 56  | 79  | Aug  |     |          | -   | -      | 46  | August | 44  | July   | -   | -      |
| 84 | Little Long Lake Rd @ Bedford Rd             | 47  | 59  |     |      |     |          | 59  | July   | -   | -      | -   | -      | -   | -      |
| 85 | Little Long Lake Rd @ Charlie Green Rd       | 48  | 60  |     |      |     |          | 60  | July   | -   | -      | -   | -      | -   | -      |
| 86 | Little Long Lake Rd @ No Winter Maintenance  | 44  | 55  |     |      |     |          | 55  | July   | -   | -      | -   | -      | -   | -      |
| 87 | Long Swamp Rd @ Quarry                       | 46  | 58  |     |      |     |          | 59  | July   | 57  | July   | -   | -      | -   | -      |
| 88 | Loughborough View Rd @ Battersea Rd          | 84  | 105 |     |      | 105 | July     | -   | -      | -   | -      | -   | -      | -   | -      |
| 89 | Maple Leaf Rd @ Opinicon Rd                  | 172 | 215 |     |      | 215 | July     | -   | -      | -   | -      | -   | -      | -   | -      |
| 90 | MacGillvray Rd @ Billy Green Rd              | 30  | 37  |     |      | 37  | August   | -   | -      | -   | -      | -   | -      | -   | -      |
| 91 | Massassauga Ln @ Massassauga Rd              | 1   | 1   |     |      |     |          | 1   | July   | -   | -      | -   | -      | -   | -      |
| 92 | Massassauga Rd @ Rideau Lk's Bdry            | 135 | 169 | 93  | Aug  |     |          | -   | -      | 244 | August | -   | -      | -   | -      |
| 93 | Massassauga Rd @ Perth road                  | 228 | 285 | 285 | July |     |          |     |        |     |        |     |        |     |        |
| 94 | Meeks Rd @ Leveque Rd                        | 6   | 7   |     |      | 7   | August   | -   | -      | -   | -      | -   | -      | -   | -      |
| 95 | McAndrews Rd @ Rideau Lk's Bdry              | 132 | 165 |     |      |     |          | -   | -      | 165 | August | -   | -      | -   | -      |
| 96 | McGarvey Road @ Battersea Rd                 | 156 | 195 |     |      | 199 | August   | -   | -      | -   | -      | 190 | August | -   | -      |

|     |                                          |     |     |     |      |     |        |    |        |     |        |    |        |     |        |
|-----|------------------------------------------|-----|-----|-----|------|-----|--------|----|--------|-----|--------|----|--------|-----|--------|
| 97  | McNeil Rd @ BurrIDGE Rd                  | 1   | 1   |     |      |     |        | 1  | July   | -   | -      | -  | -      | -   | -      |
| 98  | Miller Rd @ Hwy 38                       | 67  | 84  |     |      |     |        | 84 | August | -   | -      | -  | -      | -   | -      |
| 99  | Mulville Rd @ Devil Lake Rd              | 12  | 15  |     |      |     |        | 15 | August | -   | -      | -  | -      | -   | -      |
| 100 | New Rd @ 1km In From Westport Rd         | 18  | 23  |     |      |     |        | 23 | July   | -   | -      | -  | -      | -   | -      |
| 101 | Nolan @ Clair Rd                         | 4   | 5.5 | 9   | Aug  |     |        | -  | -      | 2   | August | -  | -      | -   | -      |
| 102 | Old Thirteen Island Lake Rd @ Wesport Rd | 41  | 51  |     |      |     |        | 51 | August | -   | -      | -  | -      | -   | -      |
| 103 | O'Riley Rd @ Holleford Rd                | 19  | 24  |     |      |     |        | 24 | August | -   | -      | -  | -      | -   | -      |
| 104 | Pepper St West @ Bellrock Rd             | 26  | 32  |     |      |     |        | 32 | July   | -   | -      | -  | -      | -   | -      |
| 105 | Railway@ Wilton                          | 50  | 62  | 62  | July |     |        |    |        |     |        |    |        |     |        |
| 106 | Ramparts Rd @ Battersea Rd               | 83  | 104 |     |      | 148 | August | -  | -      | -   | -      | 59 | August | 105 | August |
| 107 | Redmond Rd @ Holleford Rd                | 38  | 48  |     |      |     |        | 48 | August | -   | -      | -  | -      | -   | -      |
| 108 | Reynolds @ Shider Rd                     | 22  | 28  |     |      |     |        | 28 | August | -   | -      | -  | -      | -   | -      |
| 109 | Rickards Rd @ Rutledge                   | 108 | 135 |     |      | 135 | July   | -  | -      | -   | -      | -  | -      | -   | -      |
| 110 | Ritchie Rd @ Wilmer Rd (West)            | 20  | 25  |     |      | 25  | August | -  | -      | -   | -      | -  | -      | -   | -      |
| 111 | Roushorn @ Perth Rd                      | 70  | 88  |     |      | 58  | August | -  | -      | 117 | July   | -  | -      | -   | -      |
| 112 | Shales Rd @ Perth Rd                     | 92  | 115 |     |      | 101 | August | -  | -      | -   | -      | -  | -      | 128 | July   |
| 113 | Simpson Rd @ Battersea Rd                | 33  | 41  |     |      | 41  | August | -  | -      | -   | -      | -  | -      | -   | -      |
| 114 | Sleeth Rd @ Ernie Rd                     | 2   | 3   |     |      |     |        | 3  | July   | -   | -      | -  | -      | -   | -      |
| 115 | Sonneveld Road @ Sunbury Rd              | 69  | 86  |     |      | 81  | August | -  | -      | -   | -      | 90 | August | 87  | August |
| 116 | Split Rail Ln @ Opinicon Rd              | 28  | 35  |     |      |     |        | 35 | July   | -   | -      | -  | -      | -   | -      |
| 118 | Steele Rd @ No Winter Maintenance        | 10  | 12  |     |      |     |        | 12 | July   | -   | -      | -  | -      | -   | -      |
| 119 | Steve Babcock Rd @ Steve Babcock Ln      | 34  | 43  |     |      |     |        | 43 | July   | -   | -      | -  | -      | -   | -      |
| 120 | Sweetman Rd @ Dewitt Rd                  | 2   | 2   |     |      |     |        | 2  | August | -   | -      | -  | -      | -   | -      |
| 121 | Tett Cres (North) @ Perth Rd             | 51  | 64  | 64  | July |     |        |    |        |     |        |    |        |     |        |
| 122 | Tett Cres (South) @ Perth Rd             | 87  | 109 | 112 | July |     |        | -  | -      | 106 | August | -  | -      | -   | -      |
| 123 | Timmerman @ No Maintenance               | 0   | 0   |     |      |     |        | 0  | July   | -   | -      | -  | -      | -   | -      |
| 124 | Tobin Rd @ Devil Lake Rd                 | 9   | 11  |     |      |     |        | 11 | July   | -   | -      | -  | -      | -   | -      |
| 125 | Trotter Rd @ Shales Rd                   | 13  | 16  |     |      |     |        | 16 | August | -   | -      | -  | -      | -   | -      |
| 126 | Walsh Rd @ Perth Rd                      | 29  | 36  |     |      |     |        | 36 | August | -   | -      | -  | -      | -   | -      |
| 127 | White Lake Rd @ Green Bay Rd             | 75  | 94  | 101 | Aug  |     |        | -  | -      | 87  | August | -  | -      | -   | -      |
| 128 | White Rd (West) @ Wesport Rd             | 18  | 23  |     |      |     |        | 23 | August | -   | -      | -  | -      | -   | -      |
| 129 | Whitty Rd N @ Bradford West              | 19  | 24  |     |      |     |        | 24 | August | -   | -      | -  | -      | -   | -      |
| 130 | Whitty Rd S @ Bradford West              | 11  | 14  |     |      |     |        | 14 | August | -   | -      | -  | -      | -   | -      |
| 131 | Wilson Rd @ Harrowsmith Rd               | 31  | 39  | 27  | Aug  |     |        | -  | -      | 51  | July   | -  | -      | -   | -      |



# REPORT TO COUNCIL CLERKS DEPARTMENT



**AGENDA DATE:** November 14, 2017

**SUBJECT:** Revised Draft Procedural Bylaw – public input

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**RECOMMENDATION**

That Council consider any public input and provide direction so that staff may prepare a final version of the bylaw for adoption by Council on December 5.

**BACKGROUND**

At the direction of Council and on the recommendation of the Corporate Services Committee a Draft Procedural Bylaw was tabled on November 14, with the intent to allow for public delegations on November 28, as spelled out in the Notice Bylaw.

When Council received the tabled draft they offered initial comments:

- Notice and published agenda with reports should be provided in advance for the three standing committees (PSC, CSC, DSC)
- Could limits be placed on the amount of time allocated for speakers during statutory public meetings
- Should an agenda format be set in advance for special meetings
- Should agendas be approved before proceeding with the meeting
- Should members of Council who are not appointed to committees be allowed to speak any more than members of the public who attend committee members
- Is there a need for a line on the agenda at the end of the meeting for “statements by/ announcements”
- In considering delegation time limits should County appearances be limited as well as they are not always requested by Council

The attached Revised Draft has highlighted sections which either point out where the matter is dealt with or propose new language to address the matter.

Upon further direction from Council and in consideration of any public input, a final version will be prepared and brought forward to Council on December 5 for adoption.

**FINANCIAL and STAFFING CONSIDERATIONS**

To be determined

**ATTACHMENTS**

- Revised Draft Procedural Bylaw

**Submitted/approved by:**

Wayne Orr, CAO

**Prepared by:**

Wayne Orr, CAO



**THE CORPORATION OF THE TOWNSHIP OF SOUTH FRONTENAC**

**BY-LAW 2017-XX**

**BEING A BY-LAW TO PROVIDE FOR GOVERNING THE PROCEEDINGS OF THE COUNCIL, THE CONDUCT OF MEMBERS AND THE CALLING OF MEETINGS**

**WHEREAS** Section 238 (2) of the Municipal Act, 2001, c.25, as amended (the Act), provides that Council shall adopt a Procedure By-law for governing the calling, the place and proceedings of meetings;

**AND WHEREAS** Section 2. 1 of the Act provides that the procedure by-law shall provide for public notice of meetings;

**NOW THEREFORE** the Council for The Corporation of the Township of South Frontenac hereby enacts as follows:

1. That the proceedings of all Council meetings, the conduct of members and the calling of meetings shall be in accordance with the procedures and rules as set down in Schedule "A" attached hereto.
2. This by-law shall come into force and take effect in January 2018.
3. All other previous procedural by-laws are hereby repealed.

**NOW THEREFORE THE CORPORATION OF THE TOWNSHIP OF SOUTH FRONTENAC, BY ITS COUNCIL, HEREBY ENACTS AS FOLLOWS:**

Dated at the Township of South Frontenac this \_\_\_\_ day of \_\_\_\_\_, 2017.

Read a first and second time this \_\_\_\_ day of \_\_\_\_\_, 2017.

Read a third time and finally passed this \_\_\_\_ day of \_\_\_\_\_, 2017.

**THE CORPORATION OF THE TOWNSHIP  
OF SOUTH FRONTENAC**

\_\_\_\_\_  
**Ron Vandewal, Mayor**

\_\_\_\_\_  
**Wayne Orr, Chief Administrative Officer**

## SCHEDULE "A" TO BY-LAW 2017-\*\*

### **1 - DEFINITIONS**

Listed below are definitions of common procedural terms:

- a) **AGENDA** and Orders of the Day are synonymous.
- b) **AMENDMENT** means a change in the form of a Motion. An amendment is designed to alter or vary the terms of the main Motion without materially changing the meaning. It may propose that certain words be left out, that certain words be omitted and replaced by others, or that certain words be inserted or added. Every amendment must be strictly relevant to the question being considered.
- c) **CLERK** means the C.A.O./Clerk or the Deputy Clerk acting In the Clerk's absence or in the absence of both the CAO/Clerk and the Deputy Clerk, another person appointed by Council resolution.
- d) **CLOSED SESSION** means a meeting or a part of a meeting of Council or a Committee which is closed to the public. All meetings shall be open to the public except as provided for in the Municipal Act, 2001, Ch. 25, Section 239.
- e) **COMMITTEE** means any advisory or other committee, subcommittee or similar entity of Council.
- f) **COMMITTEE CHAIR** is the person presiding at meetings of Committees of Council. Elected by the Committee from its members and may be removed only by vote of a majority of the Committee.
- g) **COMMITTEE OF THE WHOLE** means Council sitting in Committee.
- h) **COUNCIL** means the Council of The Corporation of the Township of South Frontenac.
- i) **HOLIDAY** means A Holiday with Pay (Or Statutory Holiday) as identified in the current C. U. P.E., Local 4336, Collective Agreement.
- j) **IN-CAMERA SESSION** shall have the same meaning as closed session (see item #d)
- k) **MEETING** means any regular, special or other meetings of council, or of certain local boards or committees, where a quorum is present and where members discuss or otherwise deal with matters in a way that materially advances the business or decision making of the relevant body.
- l) **MEMBER** means a member of Council and a member of a Committee;
- m) **MINUTES** In strict accordance with the Municipal Act, 2001, Ch. 25, Sect 228, record, without note or comment, of all resolutions, decisions and other proceedings of Council;
- n) **MOTION** and resolution shall be considered synonymous and will include an original motion or an amendment to a motion;
- o) **POINT OF ORDER** The purpose of raising a point of order is to bring to the attention of the presiding officer that a rule has been broken or an error in procedure has been made as follows:
  - i) Breaches of the rules of order of Council;
  - ii) Difficulty in continuation of the meeting;
  - iii) Improper, offensive or abusive language;

- iv) Notice that the discussion is outside the scope of the motion or the notice of motion;
- v) Irregularities in the proceedings.
- p) **PRESIDING OFFICER** is the Mayor or in his/her absence, Deputy Mayor or in his/her absence the acting head of Council who presides at meetings of Council or the Chair of a Committee meeting;
- q) **QUORUM** means a majority of the whole number of members required to constitute Council or a Committee.
- r) **QUESTION** means that the vote now be taken.
- s) **RECORDED VOTE** means the calling for the yeas and nays of all members of Council by any member of Council and the yeas and nays of each individual member of Council shall be so noted in the minutes.
- t) **RULES OF ORDER** The rules of order established by this by law shall govern Council meetings and all Committees of Council. Where this by law is silent on an issue Robert's Rules of Order shall apply.
- u) **WEBSITE** means the Official Website of the Corporation of the Township of South Frontenac - [www.southfrontenac.net](http://www.southfrontenac.net)

**2 - MEETINGS**

- a) **MEETING LOCATION** - All meetings of Council shall be held at the municipal complex, 4432 George Street, Sydenham, Ontario, unless otherwise stipulated in a resolution of Council
- b) **RULES OF ORDER** - The rules of order established by this by law shall govern Council meetings and all Committees of Council. Where this by law is silent on an issue Robert's Rules of Order shall apply.
- c) **SEATING** -During a meeting no person is permitted to come within the enclosure formed by the members' chairs or to address Council unless that person:
  - Is a member of Council
  - Is the C.A. O., the Clerk or Recording Secretary
  - Has been given permission from the Presiding Officer
- d) **CHAIR** - The presiding officer of the Council shall be the Mayor. In his or her absence the Deputy Mayor shall preside. The Deputy Mayor will have the powers and duties of the Mayor when performing in that capacity. If neither the Mayor nor the Deputy Mayor is present to open the meeting, the Council shall elect a presiding officer.
- e) **CONVENING MEETINGS** - The inaugural meeting of Council shall be held on the first Tuesday, at 7:00 p.m., following commencement of the term of office as defined by the Municipal Elections Act, but shall not be later than 31 days after Council term commences.

Unless otherwise stipulated, Council shall meet at 7:00 p.m. on the first and third Tuesday in each month from January to December inclusive with the exception of the months of July and August when only one meeting will be held each month, on the first Tuesday of the month.

Should Council be scheduled for a closed session the Clerk shall establish a start time that reflects the nature of the agenda. Council would then return to open session at 7:00 p.m.

Council will not meet on a statutory holiday nor will it meet between Christmas and New Years.

Should a Council meeting conflict with any committee meeting, such committee meeting shall be rescheduled after consultation with the Committee Chair.

The Clerk will advertise any meeting date changes caused by this policy.

Council reserves the right to dispense with or alter the time, day or place of any meeting by resolution.

f) **NOTICE REQUIREMENTS**

**Notice to Members of Council and Staff**

The Clerk will give notice of all Council and Committee meetings to members of Council and to all Department Heads. The notice will be accompanied by an agenda and any other matter to be addressed at the meeting.

The Clerk will send the notice by posting the agenda to AgendaNotes. In the event of a system problem notice may be sent by alternate means including; delivery, facsimile, electronic mail to the residence or place of business of each member or by telephone alert. Generally members will receive notice at least three days before the day of meeting. However failure to receive the notice will not affect the meeting itself, including the timing of or any actions taken there at.

**Notice to the Public**

The Clerk shall give notice to the public of all regular Council and Committee meetings by posting a schedule of meeting dates on the Township's official web site at the beginning of each calendar year. The agenda shall be posted on the website and in the office on the Friday preceding the date of the meeting.

The Clerk shall give notice to the public of all special meetings of Council by posting a notice on the Township's website as soon as possible after the date of the special meeting has been confirmed.

g) **SPECIAL MEETINGS** - A special meeting may be called under the following circumstances:

- The Mayor may at any time summon a special meeting.
- Upon receipt of a petition of the majority of the members of Council, the Clerk shall call a special meeting for the purpose and at the time mentioned in the petition. Notice may be given by telephone, e-mail or facsimile transmission or posting to AgendaNotes.

Delegations may be scheduled by the Clerk to be heard by Council during a special meeting as appropriate. Closed session (if requested) will be a standing item on every special meeting agenda.

If there is no by-law or petition fixing the place of a special meeting, that meeting shall be held at the place where the last regular meeting was held.

h) **CLOSED SESSION** - As per Subsection 239(2) of the Municipal Act, 2001, as amended, a meeting or part of a meeting may be closed to the public if the subject matter being considered is:

- i) the security of property of the municipality
- ii) personal matters about an identifiable individual, including municipal employees
- iii) a proposed or pending acquisition or disposition of land by the municipality;
- iv) labour relations or employee negotiations
- v) litigation or potential litigation including matters before administrative tribunals affecting the municipality
- vi) advice that is subject to solicitor client privilege including communications necessary for that purpose;
- vii) a matter in respect of which a council, board, committee or other body has authorized a meeting to be closed under another Act;
- viii) Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them

- ix) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization
- x) a trade secret or scientific, technical, commercial or financial information that belongs to the Township or local board and has monetary value or potential monetary value; or
- xi) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the City or local board.
- xii) if the meeting is held for the purpose of educating or training the members: and at the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council,
- xiii) local board or committee;

A meeting shall be closed to the public if the subject matter relates to:

- a request under the Municipal Freedom of Information and Protection of Privacy Act, if the council, board, commission or other body is the head of an institution for the purposes of that Act;
- an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by; the Ombudsman appointed under the Ombudsman Act, an Ombudsman appointed by Council, or the Closed Meeting Investigator appointed by Council.

Prior to holding a meeting or part of a meeting that is to be closed to the public, Council shall state by resolution the fact that a closed meeting is being held and the general nature of the matter to be considered at the closed meeting.

A meeting may only be closed to the public during a vote, if:

- the subject matter is as defined above; and
- the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the municipality or persons retained by or under contract with the municipality

**Other policies regarding closed sessions include:**

- i) All information, documentation or deliberations received, reviewed or taken into a closed meeting is confidential.
- ii) The response of Members to enquiries about any matter dealt with by Council or a Committee of Council at a closed meeting, prior to it being reported publicly, shall be "no comment", or words to that effect. No member shall release or make public any information considered at a closed meeting or discuss the content of such a meeting with persons other than members of Council or relevant senior staff members included in the Closed Session.
- iii) Any violation of this regulation may result in exclusion of the offending Member from future closed meetings of Council or a Committee of Council and that Member no longer being provided with correspondence, material or information proposed to be dealt with by Council at a closed meeting.
- iv) The determination of whether or not a violation of the closed meeting provision of this By-law and the length of the exclusion from closed meetings if so determined, shall be made by Council, and Council in Closed Session shall consider the issue. Prior to this determination by Council, the offending Member shall have the allegation explained to him/her, and he/she shall have the opportunity to provide his/her explanation regarding the matter. The results of Council's deliberations shall be reported publicly.

- v) Despite clause (iv), the Member affected shall not be permitted to vote on a motion respecting his/her purported violation of the closed meeting provision of the procedural by-law, his or her exclusion from closed meetings, or the length of any such exclusion.
  - vi) The release of any information about any matters dealt with by Council at a closed meeting shall be by the Mayor or his delegate only. Once the Mayor or his delegate has released the information, it shall be considered to be public information and a Member may discuss the matter without being considered to be in violation of this By-law.
  - vii) Agendas, minutes or any items thereon for consideration by Council at a closed meeting shall not be released to the public.
- i) **COMMITTEE OF THE WHOLE COUNCIL** - Committee of the Whole Council meetings will be held on the 2nd Tuesday of each month, if required, except during July and August, and shall follow similar rules of procedure as Regular Meetings of Council, except that discussions may be less formal. As appropriate direction provided to staff will be incorporated into reports and will be brought forward for formal approval at Council. Resolutions adopted by Committee of the Whole shall NOT be binding on Council.

Committee of the Whole meetings of Council shall be open to the public except as otherwise provided by The Municipal Act. (See Closed Session Section).

**3 - AGENDAS**

- a) **REGULAR MEETINGS** - The Clerk will prepare an agenda for the use of members at regular meetings. The Agenda shall be posted in the Municipal Building, Sydenham and delivered to each member of Council by posting to AgendaNotes not less than two days (48 hours) prior to the meeting date.

The Clerk will attach copies of all relevant correspondence to the agenda package for Council information. All items of business for the agenda will be received by the Clerk by 12:00 noon on the Thursday prior to the meeting date.

The business of each meeting follows the order in which it stands on the agenda. The agenda for a meeting may only be amended at that meeting by a motion supported by a majority of the members present. Any undisposed matters will be placed on the agenda for the next meeting.

**COUNCIL Agenda:**

1. Call to Order
2. Declaration of pecuniary interest and the general nature thereof
3. Approval of Agenda
4. Scheduled Closed Session
5. Recess
6. Public Meeting
7. Delegations
8. Approval of Minutes
9. Business Arising
10. Reports Requiring Action
11. Committee Meeting Minutes
12. By-laws
13. Reports for Information
14. Information Items
15. Notice of Motions
16. Announcements/Statement by Councillors
17. Question of clarity (from the public on outcome of agenda items)
18. Closed Session (if requested)
19. Confirmatory By-law
20. Adjournment

**COMMITTEE OF THE WHOLE Agenda:**

1. Call to order
2. Declaration of pecuniary interest and the general nature thereof
3. Approval of Agenda
4. Scheduled Closed Session
5. Recess
6. Public Meetings
7. Delegations
8. Reports Requiring Direction
9. Reports for Information
10. Rise and Report from Committees of Council (rotating basis)
11. Information Items
12. Notice of Motions
13. Announcements/Statements by Councillors
14. Question of clarity (from the public on outcome of agenda items)
15. Closed Session (if requested)
16. Adjournment

During July and August a blended meeting agenda will be used incorporating both delegations and public meetings.

- b) **DELEGATIONS** - Delegations will be received at Council or Committee of the Whole. Delegations from the public will be limited to a maximum ten minute presentation, unless otherwise approved by Council. Delegations at the request of the Township will not have a pre-set time limit. Delegations are considered in the following order:

- Those persons Council has requested or commissioned to appear (e. g. representatives of senior government, consultants). Council will grant additional time to those commissioned to appear without effecting the time allotment to other delegates
- Citizens, organizations or their representatives who have notified the Clerk in writing of their desire to appear before Council / Committee no later than 12 o'clock noon on the Thursday prior to the meeting date.
- Those persons not included on the agenda but who have requested and been granted permission by Council to address the meeting.

All delegations must provide a written summary of their presentation to the Clerk prior to 12:00 noon on the Thursday prior to the meeting at which they will be appearing or they will not appear on the agenda.

All Delegates will be encouraged by the Clerk to resolve concerns with the appropriate department head, prior to seeking delegation status.

Only topics which have come before Council or are scheduled to appear on Council's agenda are to be scheduled for delegate status.

Unrelated topics require the delegate to be sponsored by a member of Council, prior to being scheduled. Members of Council may sponsor a delegation by emailing the clerk requesting that the individual / group be given delegate status.

- c) **PUBLIC INPUT RELATED TO PLANNING MATTERS** – During a statutory public meeting under the Planning Act, members of the public wishing to speak to the matter will be limited to 10 minutes and will be encouraged to provide their comments in writing to be put on record and limit their presentation to information that has not already been provided or addressed by another individual.

**4 - QUORUM and PRESIDING OFFICER**

- a) **REGULAR MEETINGS** - As soon as there is a quorum after the hour fixed for the meeting, the Presiding Officer will assume the role as Chair and call the members to order. The Clerk will then take note of attendance.

- b) **TIME LIMIT** - The time limit for a quorum is 30 minutes after the time appointed for the meeting. If no quorum is present after 30 minutes, the Council or Committee will stand adjourned until the next regular day of meeting or until a special meeting is called. The special meeting will deal with the matters intended to be addressed at the adjourned meeting. The Clerk will record the names of the members present at the expiration of the time limit and append this record to the next agenda.

Physical attendance by members of Council is required at Council and Committee meetings in order to participate; no means of electronic participation is permitted.

- c) **PRESIDING OFFICER** - The Presiding Officer shall oversee the conduct of the meeting including:
- i) Call the meeting to order
  - ii) Introduce the items listed on the Agenda in the order presented unless otherwise determined by Council
  - iii) Call on the CAO or Department Head to address staff reports
  - iv) Call on the Clerk to read the motion or by-law as requested by the Presiding Officer
  - v) Designate the Council Member or Staff Member as to who has the floor to speak
  - vi) To put to a vote all questions which are properly moved and seconded and after full discussion has been provided, and announce the results of the vote
  - vii) Ensure the preservation of good order and decorum
  - viii) Ruling on points of order and privilege
  - ix) Deciding all questions relating to the orderly procedure of the meeting subject to an appeal by any member of Council from any ruling of the Presiding Officer

The Presiding Officer may expel any person for improper conduct at a meeting.

At Committee of the Whole or Council the Presiding Officer may state his or her position on any matter before Council following the discussion by other members of Council. This will not require the Presiding Officer to relinquish the chair.

The Presiding Officer will vacate the chair prior to; make a motion or serve a notice of motion. If making a motion, the presiding officer shall remain out of the chair during the debate and vote on the subject.

- d) **VACANCIES** – If the office of a member of council becomes vacant under section 259 of the Municipal Act, the Council shall at its next meeting declare the office to be vacant, except if a vacancy occurs as a result of the death of a member, the declaration may be made at either of its next two meetings.

Rules pertaining to vacancies shall not apply to a member of council of a municipality who is absent for 20 consecutive weeks or less if the absence is a result of the member's pregnancy, the birth of the member's child or the adoption of a child by the member.

If a vacancy occurs in the office of a member of council, the municipality shall, subject to the Municipal Act,

- fill the vacancy by appointing a person who has consented to accept the office if appointed; or
- require a by-election to be held to fill the vacancy

## **5 - CONDUCT**

- a) **SPEAKING** - Each member must be recognized by the Presiding Officer before speaking on any matter or motion. A member may not speak more than once on a matter without leave of the Presiding Officer, except:
- In explanation of a material part of the speech which may have been misunderstood; or
  - In reply after everyone else wishing to speak has spoken

Generally no member may speak to the same matter or in reply for longer than 5 minutes.

Through the Presiding Officer, a member may ask for an explanation of any part of the previous speaker's remarks. A member may also, through the Presiding Officer, ask questions to obtain information relating to the report or minutes presented to Council or any clause contained therein. However this must be done prior to the commencement of the debate on the report, minute or clause.

Following the reading of a motion and during debate, all questions to staff are to be addressed through the Presiding Officer.

b) **CONDUCT** - Members shall not:

- i) Speak disrespectfully of the Reigning Sovereign, any member of the Royal Family, the Governor-General or a Lieutenant-Governor;
- ii) Use offensive words or unparliamentary language in Council;
- iii) Disobey the rules of the Council or decision of the Presiding Officer or of Council on questions of order or practice;
- iv) Leave his or her seat or make any noise or disturbance while a vote is being taken and the result is declared;
- v) Enter the Council Chamber while a vote is being taken;
- vi) Interrupt a member while speaking, except to raise a point of order;
- vii) Pass between a member who is speaking and the Chair.
- viii) Engage in private conversation while in the Council Meeting or use electronic devices (including but not limited to BlackBerrys, cellular phones, pagers, or tablets) in a manner which interrupts the proceeding of the Council, or attempts to coordinate voting.

c) **DRESS CODE** - Each member of Council is personally accountable for presenting themselves in a professional manner at all Council meeting.

d) **DECLARATIONS OF CONFLICT OF INTEREST** - Members shall at all times conduct themselves in accordance with the requirements of the Municipal Conflict of Interest Act, including any subsequent amendments, revisions and regulations thereto.

All declarations and disclosures made in accordance with the Act shall be made in writing by the member in accordance with the Act, and a copy shall be submitted to the Clerk.

If, after making such a declaration, the member determines that he/she does not have a Conflict of Interest, then a public statement to that effect shall be made by the member. Such public statement may be in the same form and substance as the original declaration.

e) **DISCIPLINARY ACTION** - It is not the intention of discipline in a meeting to punish a member but to change the behaviour of the member. If a member commits a breach of conduct, the escalation of remedies is as follows:

- The Presiding Officer requests that the member refrain from breaking the rules and specifies the infraction or rule being broken.
- If this fails, the Presiding Officer provides a sterner warning by calling the member to order.
- If, after this instruction, the member continues with the action or refuses to be seated the Presiding Officer may, if the breach of conduct is serious enough, request that the offending member to apologize or failing an apology to be expelled from the meeting.

If expulsion from the meeting is ordered, the Presiding Officer may establish and appoint individuals to escort the member from the meeting room. If the member refuses to leave, the appropriate civil authorities should be called.

f) **EARLY DEPARTURE FROM MEETINGS** - A member who wishes to leave a meeting prior to the adjournment must so advise the Presiding Officer. The recording officer will note the member's time of departure.

- g) **NOTICE OF ABSENCE FROM MEETING** - If a member cannot be in attendance at a meeting, they should notify the Clerk or the Deputy Clerk of their absence at their earliest opportunity.
- h) **CHAIN OF OFFICE** - The Mayor shall wear or display the Chain of Office at each Council meeting. The Mayor may at his or her discretion wear the Chain of Office on ceremonial occasions.
- i) **CONDUCT OF PUBLIC AND MEDIA**
  - Members of the public, including accredited and other representatives of any news media, may use cameras, recording equipment, television cameras, and any other devices of a mechanical, electronic, or similar nature to transcribe or record Council Meetings. These devices may not be used in such a way as to obstruct the proceedings of the Meeting.
  - Members of the public who constitute the audience at a Meeting, shall not:
    - Address Council or Committee without permission;
    - Applaud, shout, boo, hiss or otherwise express their pleasure or displeasure with the proceedings in such a manner as to interfere with the meeting
    - Bring signage, placards or banners into such Meetings or engage in any activity or behavior that would affect the Council deliberations

**6 - MOTIONS**

- a) **NOTICE OF MOTION** - Notice of motions will preferably be received during the scheduled time as allocated under Section 2.0 (a), however the Clerk may receive a notice of motion at any time during a Council meeting. A notice of motion will become part of the agenda for the subsequent Council meeting unless otherwise approved by Council. A notice of motion requires a seconder only at the time of debate.

If a motion is not moved and seconded on the day and at the meeting for which notice was given, it cannot be moved at any subsequent meeting without notice being given on the agenda for that meeting.

- b) **GENERAL** - Every motion, once presented to the Presiding Officer, becomes the property of Council. The presiding officer may call on the Clerk to read the motion. A member can withdraw a motion only with the consent of the majority of Council. Motions shall be debated in the order of presentation to the Presiding Officer.

Any member may request that the Clerk read the motion under discussion at any time during the debate, except when another member is speaking. Any member may request separation of a motion. Each section of the motion will be voted on separately.

When a matter is under debate, no motions can be made other than a motion:

- To refer / defer
  - To amend
  - To adjourn the meeting
  - To vote on the matter
- c) **REFER/DEFER** - A motion to refer or defer takes precedence over any motion or amendment, except a motion to adjourn. A motion to refer requires direction as to the body to which it is being referred. A motion to defer must include a reason for deferral. Neither motion is debatable.
- d) **VOTING** - When a member makes a motion that the vote now be taken, it shall be put to a vote without debate. If a majority of the members agree to put a motion to a vote, the motion and any amendments thereto will be submitted to a vote immediately without further notice.

No members may speak or present another motion once the Presiding Officer commences the vote on that motion. Each member present at a Council meeting will vote when the vote is taken on a matter, unless prohibited from so doing by statute. Any member who is present but refuses to vote or abstains to vote, their vote will be deemed to be a vote in the negative.

A recorded vote on a motion before Council may be requested at any time by any Council member before the vote is taken or after the vote has been taken unless Council has commenced discussion on a new matter on the agenda. When a member requests a recorded vote, all members will vote in alphabetical order of Council finishing with the Mayor, when polled by the Clerk. The Clerk will note the names of those who voted for and against in the minutes, and will announce the results.

If a member disagrees with the results of the vote, he or she may object to the declaration and ask that the Clerk retake the vote. An objection to any resolution shall not be recorded unless a recorded vote is requested.

- e) **AMENDMENT** - A member may present only one amendment to the main motion at a time. Another amendment may be introduced only after the previous one has been disposed of. An amendment that has been seconded may not be withdrawn and must be dealt with.
- f) **NEW MATTER** - A member may not introduce a new matter without notice, unless Council without debate dispenses with the notice requirements by two thirds vote.
- g) **RECONSIDERATION** - A member who voted with the prevailing side may move for reconsideration at the **same meeting** as follows:

If the motion to reconsider receives a seconder, the motion for reconsideration shall be open to debate and voted upon. The motion will require the votes of two thirds of members present to pass.

If adopted, the motion to reconsider temporarily nullifies the previous decision. The main motion originally voted on is again pending. The motion may now be amended or considered as moved and voted upon.

Example:

- 1. Original Motion -> Vote
- 2. Motion to Reconsider -> Vote
- 3. Reconsideration of main motion (it may now be amended)-> Vote

If a member who voted on the prevailing side presents a motion for reconsideration at a **subsequent meeting**, the motion must be preceded by a notice of motion. At the subsequent meeting, the motion to reconsider follows the same process, as noted above. It will require a two thirds majority vote of the members present to carry.

|          |              |                                           |
|----------|--------------|-------------------------------------------|
| Example: | Meeting #1 → | Vote on original motion                   |
|          | Meeting #2→  | Notice of Motion to be received           |
|          | Meeting #3 → | Motion to Reconsider to be voted on       |
|          | Meeting #3 → | Matter for Reconsideration to be voted on |

No matter may be reconsidered more than once in a twelve-month period.

A notice of motion for reconsideration will not stop or delay action on the decided matter unless Council agrees otherwise. In this case. Council must approve the injunction by a two-thirds majority vote of the members present.

If Council approves a motion to reconsider, the reconsideration will become the next order of business, unless the motion calls for a future definite date. Debate on

the matter shall proceed as though it had not been previously voted upon. The debate must be confined to reasons for or against reconsideration only.

- h) **ADJOURNMENT** - A motion to adjourn a meeting will be in order except:
- When a member is in possession of the floor.
  - When it has been decided that the vote now be taken.
  - During the taking of a vote.
  - If determined in the negative the vote shall not be taken again until some intermediate proceedings have been taken by Council.

Members may not leave their places on adjournment until the Presiding Officer vacates the role as Chair.

Council will adjourn at 10:00 p.m. if in session at that hour, unless determined otherwise by a majority vote of the members present.

- i) **BYLAWS** - The agenda may contain a summary of the contents of each bylaw. If a majority of Council requests, the Clerk will read the by-law in its entirety.

All by-laws must be passed in meetings that are open to the public.

A Confirmatory By-law, to confirm the proceedings of Council during the meeting, will be placed before Council each meeting.

- j) **SUSPENSION OF THE RULES** - Any Member may request that the rules of procedure be temporarily suspended. An example of a motion to suspend the rules would be to extend the meeting past 10:00 p.m.

- k) **ULTRA VIRES** - No motion shall be put on a matter which is Ultra Vires the jurisdiction of Council

- l) **CHANGES TO COUNCIL COMPOSITION** - Where Council wishes to consider changes to the composition of council:

- 5 votes shall be required to support the change,
- At least one Councillor from each district shall support the change,
- There shall be widespread consultation with voters before any proposal is adopted including at least one public meeting in advance of day of the meeting where the resolution is decided. Normal municipal procedures for public notice shall apply.

## **7 - COMMITTEES**

- a) **SPECIAL PURPOSE COMMITTEES** - Council may from time to time appoint, by resolution, special purpose or "Ad Hoc" committees with Terms of Reference as set out in the appointment resolution.
- b) **EXTERNAL COMMITTEES/BOARDS** - Council may from time to time appoint, by resolution, individuals to external committees or boards. The term of office for community members shall be two terms, the length of which will be decided by Council. Terms are to be staggered such that there is always a productive mix of experienced and new volunteer members.
- c) **COMMITTEE CHAIR** - Each Committee at its first meeting in the year will elect a Committee Chair and Committee Vice-Chair from its members. The Committee Chair may be removed only by a vote of a majority of the Committee. The Chair of South Frontenac Recreation shall serve as Chair for a period of no more than two consecutive years.

The Committee will also at the first meeting arrange its own schedule of meetings.

- d) **QUORUM** - A quorum shall be a majority of those appointed to a Committee by Council. A majority is more than half of the total number of those appointed to the Committee.
- e) **COMMENCEMENT OF MEETINGS** - If a Committee Chair or Committee Vice-Chair is not present within fifteen minutes from the time of the opening of the Committee meeting, the members present will elect another member of the Committee to preside. That member will discharge the duties of the Presiding Officer for that meeting, or until the arrival of the Committee Chair or Vice-Chair.
- f) **RULES** - The rules governing the procedure of Council will be observed in all Committees, except that the number of times speaking on a question will not be limited.
- g) **VOTING** - The Mayor or his/her designate will be an ex-officio member of all Committees of Council. Further the Mayor or designate will have the same rights and privileges as any other Committee member and may constitute part of the quorum.

Any member, including the Committee Chair, may propose or second a motion. When the Committee Chair proposes a motion, he or she must vacate the chair to the Acting Chair of the Committee during the debate on the motion and resume the chair following the vote. All members will vote on all motions except when disqualified by reasons of interest or otherwise. A tie vote at the Committee level shall be considered lost.

- h) **DUTIES** - The Committee may report to Council any Committee member who refuses or neglects to attend a meeting. Council may then remove that member from the Committee and appoint another member in his/her place.

Council may discharge from responsibility any Committee, which refuses or neglects to give due consideration to any matter before it. Council may then allot such responsibility to another Committee.

All Committees are subject to the control and direction of Council.

Each Committee must submit to Council reports including minutes and recommendations on all matters connected with their duties.

- i) **PARTICIPATION** – Councillors who are not members of the standing committee can attend as a member of the public to listen to committee discussions. Participation of non-committee Council members will be at the discretion of the Committee Chair. Attendance by non-committee members will not be compensated



# REPORT TO COUNCIL

## Treasury Department



**AGENDA DATE:** November 28, 2017

**SUBJECT:** Long Range Financial Plan Update

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### RECOMMENDATION

This report is for information only

### BACKGROUND

At the September 19<sup>th</sup> Council Meeting, the budget direction report included an update on the long range financial plan to 2027.

From the feedback received from Council, the long range financial plan has been updated as follows:

- Upgrading intersections with an amount of \$200,000/year was removed and returned to controlled intersections every two years at \$100,000.
- The Library for Verona with an amount of \$1,000,000 was removed from the plan
- New fire hall replacement was changed from every 3 years to every 4 years.

Attachment A provides an updated summary of assumptions incorporated within the plan. It includes investment in Road 38 in the amount of \$7 million split over 2 years; 2021 and 2025. This includes the use of an arterial reserve, funded with a portion of the linear assets base budget in 2019 to 2022 totalling \$2.25 million.

Further, the long range plan has been updated to reflect the 2018 draft budget as presented in a separate report at the November 28<sup>th</sup> meeting.

### FINANCIAL and STAFFING CONSIDERATIONS

After incorporating all of the changes, the overall impact of the plan is:

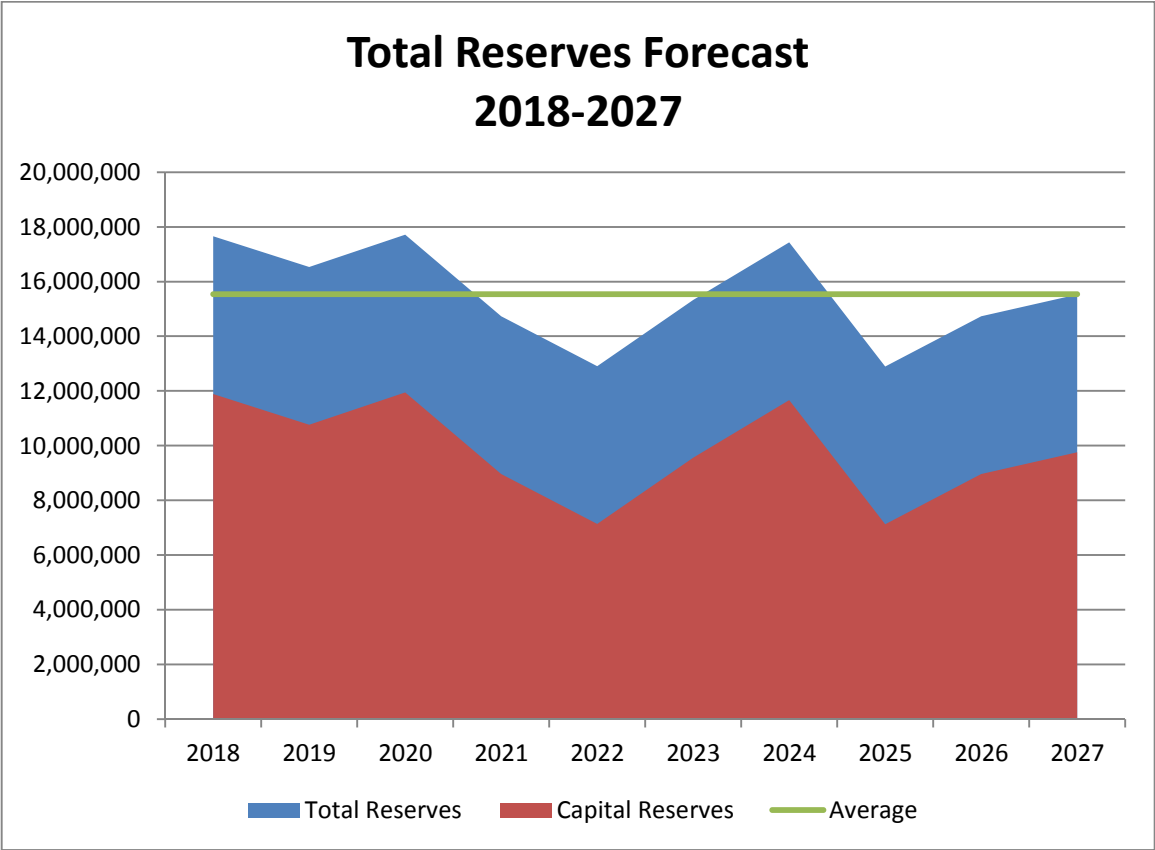
- Average reserve balance from 2018 to 2017 is \$15.5 million
- Taxpayer impact based on average phased-in assessment is kept to 2.0%

This meets Council's direction from the September 19<sup>th</sup> meeting to keep the taxpayer impact to 2.0% while maintaining an average minimum balance of \$10 million.

A chart summarizing the reserve balances per year is provided below. For details on what is included under the Capital and Operating reserves please refer to Attachment B

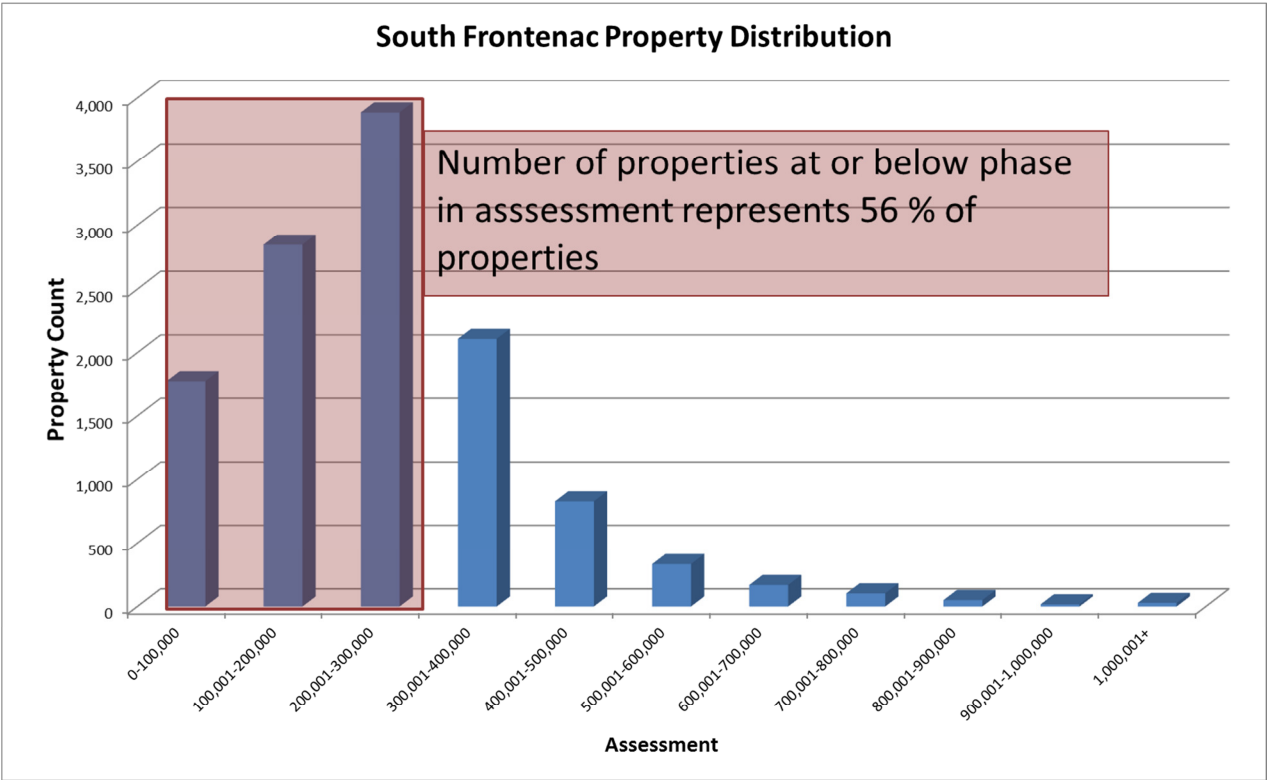


REPORT TO COUNCIL  
Treasury Department



The long range financial plan is built based on maintaining the taxpayer impact to 2.0% based on the average phase-in assessment.

Using 2017 assessment roll data, the graph below depicts the distribution of properties based on phased-in assessment. In 2017, the average phased in assessment was \$251,402. Based on a total property count of 12,140; 6,798 or 56% of properties are at or below the average phase-in assessment.





REPORT TO COUNCIL  
Treasury Department



**ATTACHMENTS**

Attachment A - 2017 Long Range Financial Plan assumptions  
Attachment B – Reserve Listing

**Submitted/approved by:**  
Louise Fragnito

**Prepared by:**  
Louise Fragnito

## Attachment A

### Summary of assumptions from 2018 Long Range Financial Plan

#### ***Operating***

- 2% inflation applied except: Insurance 5%, utilities/communications 4% and fuel 3%
- One non-union and one unionized position from 2019 to 2021 and one unionized position from 2022 to 2026, specific roles are unknown

#### ***Capital***

***(These represent placeholders in the long range financial plan and not commitments to proceed)***

- 2% inflation applied to all future years
- Fire, Public Works and Building vehicle costs are projected in a 25 year plan
- Public Works - additional tandem every 3 years at \$230,000
- Roads construction costs based on September 13<sup>th</sup>, 2016 schedule presented to Council. The schedule incorporates a 5% increase per year including inflation
- Base investment on facilities of \$500,000 per year and \$100,000 for parks. These figures have been confirmed as reasonable based on the preliminary results from the facility condition assessment
- OPP station upgrades over 2 years totalling \$500,000
- New fire halls every 4 years beginning in 2021 valued at 1.5 million
- Keeley Road improvements in 2019 with a value of \$1.5 million
- Administrative offices in 2022 with a value of \$2.75 million
- Landfill closure costs for Loughborough and Salem in 2022 and 2027 respectively
- Communications infrastructure funds of \$300,000 were allocated in the 2016 budget and continue to be carried over in the budget. The plan includes further funds in the amount of \$2.25 million from 2019 to 2021.
- New controlled intersections with an amount of \$100,000 every 2 years

Attachment B

Reserve Account Listing

|                                     |                          |
|-------------------------------------|--------------------------|
| <b>Capital</b>                      |                          |
| <i>Equipment and Infrastructure</i> |                          |
| General                             | Asset Investment Reserve |
|                                     | Infrastructure           |
| Vertical                            | Facilities/Property      |
|                                     | Recreation               |
| Rolling                             | Building Dept            |
|                                     | Fire Dept                |
|                                     | Public Works Department  |
| Linear                              | Cemetery Lot Addition    |
|                                     | Roads Construction       |
| <i>Reserve Funds</i>                | Highway 38               |
|                                     | Landfill Closure         |
| <i>Obligatory</i>                   | Federal Gas Tax          |
|                                     | Development Charges      |
|                                     | Parkland                 |

Operating

|                      |                               |
|----------------------|-------------------------------|
| <i>Fiscal</i>        | Working Funds                 |
| <i>Stabilization</i> | Planning                      |
|                      | Policing                      |
|                      | Recycling                     |
|                      | Planning - Severance revenues |
|                      | Winter Control                |
|                      | Fire - Wages                  |
|                      | Building Department           |
|                      | Water                         |
| <i>Reserve Fund</i>  | Elections                     |



**Niblett Environmental Associates Inc.**  
Biological Consultants

August 8, 2017

PN 16-079

Mr. Sean Marshall  
President; Pittsburgh Building & Energy Systems Inc.  
1910 Cole Road  
Glenburnie, ON  
K0H 1S0

**Subject: PITTSBURGH BUILDING & ENERGY SYSTEMS INC.  
PLAN OF SUBDIVISION  
5550 MCFADDEN ROAD  
PART LOT 14, CONCESSION 1  
TOWNSHIP OF SOUTH FRONTENAC**

**ADDENDUM TO ENVIRONMENTAL IMPACT STUDY**

Dear Mr. Marshall:

NEA submitted an EIS in support of a five lot plan of subdivision in the Township of South Frontenac. As part of the circulation of the planning and development application, Cataraqui Region Conservation Authority (CRCA) reviewed this report and provided comments on the EIS in a letter dated June 23<sup>rd</sup>, 2017.

This letter is in response to that review and our responses follow the order of their comments:

**Comment 1.**

*The Environmental Impact Study (EIS) recommends a 15 metre setback from the wetland features identified on the property. Due to the nature of the water features identified on the property (e.g. artificially created, unconnected to a watercourse), staff are unclear as to whether or not the 30 metre water setback is applicable in this instance.*

*1. Staff recommend that the applicant discuss the 30 metre water setback requirement with the Township of South Frontenac planning department to confirm the applicability of the 30 metre water setback provisions.*

**NEA Response:**

NEA acknowledges that the wetland features identified on the property, based on CRCA definitions, the features on site are not "waterbodies" or "wetlands" because they are not hydrologically connected to a surface waterbody or watercourse and hence are not regulated under the Conservation Authorities Act.

These wetland features have also not been evaluated by MNR or are considered provincially significant wetlands (PSW's) and therefore are not protected under the Provincial Policy Statement (2014).

In biological terms, these features are still considered wetlands although they have been artificially created (man-made) as a result of previous sand and gravel extractions.

**Wetland #1P: community 7**

This larger wetland extends off the property to the east. It does appear to have an outlet to the east. The feature also has a permanent water level and was found to have standing water in 2016 and 2017. This would meet the definition of a waterbody. A 30 m setback from the feature however does not constrain the location of a building envelope on any of the lots.

**Wetland #2 (community 12)****Wetland #3 (community 9)**

These features are shallow depressions in the landscape that retain water for a short period of time, generally drying up during the summer months. As the soils in the area are coarse sand, the area is fairly well drained, this limits how long water will collect. These two low areas would not have permanent standing water. NEA would not consider these features to be waterbodies for setback purposes. The vegetation growing in these features (>50%) are considered facultative wetland plants thereby defining the communities as wetlands based on Ecological Land Classification criterion. There are no defined outlets or inlets to these features.

As previously noted in the EIS, a 15 metre buffer from these features is recommended to protect their ecological value. Furthermore, the plans do not show any development within the wetlands or the 15 m buffers.

**Comments 2 and 3.****Natural Heritage**

*The Provincial Policy Statement (PPS, 2014) suggests that development and site alteration shall not be permitted on adjacent lands to natural heritage features unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated that there will be no negative impacts on the natural features or on their ecological functions.*

*Staff are generally satisfied with the information contained within the Environmental Impact Study (EIS) provided in support of the application. However, on Page 26 of the EIS, it is noted that a 30 metre setback is usually afforded to wetlands and then suggests that a 15 metre setback from the wetland features identified on the property is recommended to "allow a reasonable amount of space for the proposed building envelopes." In the opinion of staff, it is not appropriate to suggest a setback reduction that is based on allowing development to occur unless, as the PPs suggests, it has been demonstrated that there will be no negative impacts.*

2. *staff recommend that the language being used in this section of the EIS be reviewed by the applicant/consultant:*
3. *Staff generally recommend a 30 metre setback from a wetland as a best management practice. However, if it can be demonstrated that there will be no negative impacts resulting from a reduced setback and development is not subject to the 30 metre water setback in the Zoning By-law, a lesser setback may be appropriate.*

#### **NEA Response:**

As previously noted, based on CRCA definitions, the features on site do not meet the definition of "waterbody" or "wetlands" because they are not hydrogeologically connected to a surface waterbody or watercourse and hence are not regulated under the Conservation Authorities Act.

The South Frontenac Zoning By-Law 2003-75 does not have a definition for wetlands however defines 'waterbody' as: "any natural or constructed body of water including lakes, rivers, streams, channels, wetlands and navigable waterways, but excludes a drainage or irrigation channel. A 30 m setback from a waterbody is required according to Section 5.8.2 paragraph 'a' in the Zoning By-Law 2003-75.

Furthermore, as these features are not part of any PSW, they are not protected under the PPS.

As stated in the EIS, a 30 m buffer is a commonly recommended buffer from a wetland feature, in particular a provincially significant/evaluated wetland, but can be less depending on the ecological functions of the specific feature and the type of impacts anticipated from the development being proposed. In this case the wetlands have limited ecological functions due to their age, short hydroperiod and low diversity of plants, that limit the presence of wildlife and aquatic organisms (wetlands 12 and 9). The features are also isolated from other wetlands.

The nature of the development consists of large estate lots with defined building envelopes. As such the balance of the property is to be left undeveloped, including the identified wetland pockets. Typically, the main impacts from development are sedimentation,

nutrient inputs, loss of adjacent upland wildlife habitat (eg. nesting waterfowl, frog foraging area and a setback from a sensitive species living in the wetland). In this case, the runoff from the building envelopes will be directed to infiltrate into the soil, there are no sensitive bird or wildlife species nesting in the wetland and the seasonal ponding prevents algae development due to nutrients. The properties are also very flat, with limited potential for movement of the sandy sediment.

Based on the identified ecological functions and the low density of the development, a 15 m buffer is recommended by NEA from the two westernmost wetlands, as shown on Figure 1. The building envelopes have been adjusted accordingly to meet that recommendation.

We still conclude that no negative impacts on these wetland features are anticipated from the creation of residential dwellings on the lots, provided the recommendations of our report are implemented. Even though they are not waterbodies, we do recommend that they be preserved outside the building envelopes as they add to the biological diversity of the landscape.

**Comment 4.**

*Additionally, page 21 of the EIS contains a recommendation that further breeding bird surveys should be conducted in 2017. Staff concur with this recommendation.*

4. *Staff recommend that the results of the additional breeding bird surveys be provided prior to draft plan approval.*

**NEA Response:**

In addition to the incidental birds observed during the 2016 field investigations, one breeding bird survey was conducted during the breeding season on July 5th, 2017. The survey was timed to coincide with the dawn chorus and within acceptable weather parameters. The survey was modelled after the Ontario Breeding Bird Atlas (2nd) point count methodologies (2001) and used standardized data collection forms. The survey was a combination of point counts and area searches and covered all portions of the property. Incidental observations of birds were taken during the first site visit on September 9th, 2017.

A breeding bird species list was generated from the Atlas of the Breeding Birds of Ontario (Cadman et al., 1987) and Bird Studies Canada, (2005) for the 10 x 10 km atlas square that contains the study area (17PJ75). The data was reviewed to determine if any sensitive or significant breeding species have been recorded in the area of the development. Records of any special concern, threatened or endangered species were solicited from MNR's make-a-map feature.

Significance on a national, provincial or regional level will be based on SARA (2016), COSEWIC (2017), SARO (2017), MNR (1993) and Bird Studies Canada (2005)

A total of twenty-eight (28) bird species were recorded within the study area (Appendix II) during the September 2016 and July 2017 field investigations. Three (3) of the species are considered area sensitive: the American redstart (*Setophaga ruticilla*), ovenbird (*Seiurus aurocapillus*) and the red-breasted nuthatch (*Sitta canadensis*) however as it was a migrant, breeding status is not confirmed in the study area. Other species noted are common to the area and would be considered resident species. These included northern flicker (*Colaptes auratus*), blue jay (*Cyanocitta cristata*), black-capped chickadee (*Poecile atricapillus*), American robin (*Turdus migratorius*), American crow (*Corvus brachyrhynchos*), common raven (*Corvus corax*), gray catbird (*Dumetella carolinensis*), mourning dove (*Zenaida macroura*) and American goldfinch (*Carduelis tristis*). Also observed were migrating turkey vultures (*Cathartes aura*) and a great blue heron (*Ardea herodias*) flying over the area during the September visit. A common loon (*Gavia immer*) was heard during the July 2017 visit. Birds were present in the forested sections, regenerating habitats and the open areas.

None of the species observed during both 2016 and 2017 field investigations are considered species at risk or protected under the ESA.

It should also be noted that conversations with Tom Beaubiah at CRCA were held with the proponent on July 22, 2016. Mr. Beaubiah is responsible for reviewing applications in Frontenac County. He suggested at that time that a "scoped" EIS was required assuming no habitat for endangered species was found. He also suggested that it may only take one site visit to generate the EIS.

It is the opinion of NEA that the issue of the buffers on the wetland features identified on the property are related to Zoning and therefore suggest a rezoning of the property based on the above responses to CRCA comments.

Based on the comments and the additional information provided by NEA, there are no changes to the conclusions or recommendations of the EIS report.

Please contact us if you or the agencies require any additional information.

Sincerely,



Chris Ellingwood  
President and Sr. Terrestrial and Wetland Biologist



Eastern Ontario Wardens' Caucus

Picton, November 16, 2017

MPP Grant Crack, Chair  
 Sylwia Przedziecki, Clerk  
 Standing Committee on General Government  
 Room 1405, Whitney Block  
 Queen's Park, Toronto, ON M7A 1A2

Haliburton  
 Renfrew  
 Hastings  
 Peterborough  
 Kawartha Lakes  
 Prince Edward  
 Frontenac

Lanark  
 Leeds & Grenville  
 Prescott & Russell  
 Stormont Dundas & Glengarry  
 Northumberland  
 Lennox and Addington

*Acting in Partnership.*

**Re: Submission to the Standing Committee on General Government on Bill 160**

Dear MPP Crack,

Over the past year, the Eastern Ontario Wardens' Caucus (EOWC) has reviewed and discussed the legislative consultation regarding the *Ambulance Act*, including the proposal to enable the Province to pilot firefighter paramedics within Ontario. Following its own review, and discussions with its partners in the Association of Municipalities of Ontario (AMO) and the Ontario Association of Paramedic Chiefs (OAPC), the EOWC has a number of concerns regarding the proposed changes to the *Act*. These were expressed in a letter sent to the Ministry of Health and Long-Term Care, dated July 26, 2017.

With the Standing Committee on General Government currently meeting to consider Bill 160, *The Strengthening Quality and Accountability for Patients Act, 2017*, the EOWC would like to reiterate its concerns – and those of its partners in the municipal sector, including AMO, and the OAPC.

The EOWC's key concern with Bill 160 is that the proposed *Ambulance Act* amendments opens the door to the fire-medical model. The EOWC, as well as other municipal governments, have consistently opposed this; however, it seems certain to be implemented despite municipal strong objections and the municipal sector's best advice to the government. Regarding the firefighter paramedics pilot project, the EOWC agrees with its partners that there is still no evidence available from other jurisdictions that such pilots would improve patient outcomes, or that this model works effectively. Yet municipal labour relations issues, risk management issues, and the cost to municipalities from increased fire settlements will all be significant.

In addition, all municipal associations have informed the Province that they did not support moving forward with any pilots. Municipal stakeholders have instead identified significant risks, liabilities, and duplication of services. It is also important to highlight that this concept has never been requested by municipalities and certainly does not address the key priorities for improvement in paramedic service delivery in Ontario, including the review and overhaul of the provincial land ambulance dispatch system.

It is troublesome, despite all of the above, that the government remains committed to proceed with the fire-medical model. Given, however, that it is poised to happen, municipal governments require guaranteed protection from arbitrators. This protection is needed from binding interest arbitration that could replicate and force the pilots on unwilling municipal governments. There is precedence to justify this concern, as it has previously occurred with 24-hour shift pilots imposed on fire departments across Ontario, despite opposition from the municipal employers.



The EOWC cannot emphasize enough that other related legislation must be amended at the same time as the *Ambulance Act*, and therefore supports AMO's proposed concurrent legislative changes to the *Fire Protection and Prevention Act* and the *Ambulance Services Collective Bargaining Act*. We understand that all-party support is required to make these amendments as they are in different Acts than Bill 160 opens. On behalf of municipal governments across Eastern Ontario, we implore you to include these amendments in your clause-by-clause deliberations.

Similarly, the EOWC also wishes to reiterate its support for the OAPC's position, in requesting:

1. That the Province respond to the request by municipal stakeholders to address the number one priority with paramedic services in Ontario – fixing and investing much needed technology and process improvements within the dispatch system.
2. That the Province fully examine the changes to the *Ambulance Act* (including any pilots) with a focus on patient risk, quality assurance, and municipality liability/exposure.
3. That prior to any implementation, all affected stakeholders are fully engaged, consulted and that reasonable timelines are put in place to allow for an appropriate system transition (alternative destinations especially).

Furthermore, the EOWC will continue urging the Province to make immediate improvements to the call triaging and dispatch system, as well as addressing the current non-urgent transfer requirements on an emergency service. Both matters are part of the MOHLTC Phase 2 plan to enhance emergency services in Ontario. While the proposed changes on their merits appear progressive, and moving in the direction of improving response to the growing demand for service, the EOWC urges the Province to delay this process until evidence-based solutions may be examined that truly improve the entire continuum of patient care.

Respectfully,

A handwritten signature in black ink, appearing to read 'Robert Quaiff', is written over a light blue horizontal line.

Robert Quaiff  
Chair, 2017, Eastern Ontario Wardens' Caucus

cc: Members of the Eastern Ontario Wardens' Caucus  
 Association of Municipalities of Ontario  
 Hon. Kathleen Wynne, Premier  
 Hon. Kevin Flynn, Minister of Labour  
 Hon. Bill Mauro, Minister of Municipal Affairs  
 Hon. Jeff Leal, Minister of Agriculture, Food and Rural Affairs  
 Hon. Dr. Eric Hoskins, Minister of Health and Long Term Care  
 Hon. Marie-France Lalonde, Minister of Community Safety and Correctional Services  
 Members of Provincial Parliament representing Eastern Ontario  
 MPP Patrick Brown, Leader of the Official Opposition  
 MPP Ernie Hardeman, Critic, Municipal Affairs and Housing  
 MPP Percy Hatfield, Critic, Municipal Affairs

-----Original Message-----

From: [noreply@esolutionsgroup.ca](mailto:noreply@esolutionsgroup.ca) [<mailto:noreply@esolutionsgroup.ca>] On Behalf Of [marysroyer@yahoo.ca](mailto:marysroyer@yahoo.ca)

Sent: November-19-17 9:22 AM

To: Wayne Orr <[worr@southfrontenac.net](mailto:worr@southfrontenac.net)>

Subject: Response to council meeting

I wish to respond to Mr. John McDougall's comments to council on November 14, 2017. Mr. Varette and myself were not permitted to respond at that time. Mr McDougall was very misinformed in his statement. Council quickly assumed Mr. McDougall's statement was accurate and did not ask for any documentation from him. We would be ill prepared if we had come to council with no documentation.

I live beside that outdoor furnace and have accurate information that the owners of the furnace did absolutely nothing and made no serious efforts to lessen the smoke nuisance until they received two letters from our lawyer stating they must install more pipes. One small pipe was installed. The smoke unit remained on until July 17 2017. The unit went on again Sept 29, 2017 in warm 20 degree weather. The owners of the furnace had their door open frequently but we were forced to close our windows during that warm weather.

Mr. McDougall apparently not aware of any of this. I hope this will give council a little more 'information'.

Mary Royer

November 21, 2017

## AMO Queen's Park Legislative Update

The Ontario Legislature has about 3 weeks left in this legislative session and there are a large number of bills of interest to municipal governments still in significant motion. All of AMO's submissions to Standing Committee (where done) and Members' Updates on any of the Bills are available on the [AMO website](#).

Here are the key highlights for your information:

| Name of Legislation                                                                     | Highlights                                                                                                                                                                                                                                                                                                            | AMO's Asks                                                                                                                                                                                                                                                                                                                                                                                          | Status                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Bill 139, <i>Building Better Communities and Conserving Watersheds Act, 2017</i></b> | <ul style="list-style-type: none"> <li>• OMB becomes Local Planning Appeal Tribunal (LPAT)</li> <li>• No <i>de novo</i> hearings</li> <li>• Some amendments not appealable</li> <li>• A support centre for citizens</li> <li>• Conservation Authorities roles, responsibilities and relationships clearer.</li> </ul> | <ul style="list-style-type: none"> <li>• Bill reflects the AMO key ask to reform the OMB to better respect municipal government decision.</li> <li>• Keep all provincial land use policy in the Provincial Policy Statement (PPS)</li> <li>• Provide 120 days for the second decisions of council</li> <li>• Delete the reference to the LGIC regulating composition of CA board members</li> </ul> | <ul style="list-style-type: none"> <li>• In the House for third reading</li> <li>• The AMO asks to reform the OMB are reflected in this Bill.</li> <li>• Putting all provincial policy in the PPS was not approved.</li> <li>• An amendment providing 120 days instead of 90 for the second decision process was defeated.</li> <li>• No amendment limiting LGIC powers to direct conservation authority board composition</li> </ul> |
| <b>Bill 142- <i>An Act to Amend the Construction Lien Act, 2017</i></b>                 | <ul style="list-style-type: none"> <li>• Bill revises the <i>Construction Lien Act</i></li> <li>• Prompt Payment is added to the Act.</li> <li>• It sets out timelines for the payment of amounts payable under contracts to</li> </ul>                                                                               | <ul style="list-style-type: none"> <li>• Payment should not be made without first getting a municipal owner's express approval or</li> </ul>                                                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>• At Standing Committee</li> <li>• AMO presented on November 1, 2017</li> </ul>                                                                                                                                                                                                                                                                                                                |

| Name of Legislation                                                                     | Highlights                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | AMO's Asks                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Status                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Bill 142- <i>An Act to Amend the Construction Lien Act, 2017</i></b><br>continued    | <p>contractors (payable by owners), and under subcontracts to subcontractors (whether payable by contractors or by other subcontractors).</p> <ul style="list-style-type: none"> <li>• Mandatory Construction Dispute Interim Adjudication is added to the Act</li> </ul>                                                                                                                                                                                                                                                                                                                                            | <p>certification that work was done properly</p> <ul style="list-style-type: none"> <li>• Before proceeding to align lien rights and mandatory adjudication regimes, problematic timing and other practical considerations need to be addressed</li> <li>• Training support and resources needed for implementation</li> </ul>                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                   |
| <b>Bill 148, <i>Fair Workplaces, Better Jobs 2017</i></b>                               | <ul style="list-style-type: none"> <li>• The bill changes the ESA and LRA to require more on-call pay, longer pre-scheduling timeframes, and could undermine municipal public safety and emergency operations significantly unless amended</li> <li>• It means paying volunteer firefighters wages equal to full time firefighters</li> <li>• Provides for 2 paid personal leave days, new vacation pay calculations and equal pay for seasonal, p/t, casual and temp workers</li> </ul>                                                                                                                             | <ul style="list-style-type: none"> <li>• Exemption for municipal / local board employees re: "on call" provisions to deliver statutory public safety services.</li> <li>• Exemption for volunteer firefighters re: matching pay to full-time firefighters</li> <li>• Specific reference that Bill 148 does not override other statutory obligations.</li> </ul>                                                                                                              | <ul style="list-style-type: none"> <li>• AMO presented to the standing committee.</li> <li>• MOL + MMA Ministers' letter was sent to all heads of council Nov 14<sup>th</sup> successfully addressing AMO's core asks.</li> <li>• These amendments included at the clause-by-clause review</li> <li>• Third reading expected this week</li> </ul> |
| <b>Bill 160- <i>Strengthening Quality and Accountability for Patients Act, 2017</i></b> | <p>Omnibus health bill proposing amendments to several pieces of health related legislation including those of municipal interest:</p> <ol style="list-style-type: none"> <li>1. <i>Ambulance Act</i> <ul style="list-style-type: none"> <li>• Modernize the act to enable new models of low-acuity patient care on scene by paramedics</li> <li>• Opens the door to the fire-medical model</li> </ul> </li> <li>2. <i>Health Protection and Promotion Act</i> <ul style="list-style-type: none"> <li>• Permits the regulation of recreational water facilities and personal service settings</li> </ul> </li> </ol> | <ul style="list-style-type: none"> <li>• Concurrently amend the <i>Fire Protection and Prevention Act, 1997</i> and the <i>Ambulance Services Collective Bargaining Act, 2001</i> to protect unwilling municipal government employers from interest arbitration settlements replicating the fire-medical pilot across Ontario.</li> </ul> <p>Amend the <i>Ambulance Act</i> to:</p> <ul style="list-style-type: none"> <li>• update the definition of a paramedic</li> </ul> | <ul style="list-style-type: none"> <li>• Passed second reading</li> <li>• Referred to Standing Committee on General Government</li> <li>• Hearings up until November 22, 2017</li> <li>• AMO made an oral and written submission outlining municipal key asks</li> </ul>                                                                          |

| Name of Legislation                                                                                                  | Highlights                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | AMO's Asks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Status                                                                       |
|----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| <b>Bill 160-<br/>Strengthening<br/>Quality and<br/>Accountability<br/>for Patients Act,<br/>2017</b><br>continued    | <p>3. <i>Long-Term Care Homes Act</i></p> <ul style="list-style-type: none"> <li>• Strengthens enforcement and compliance<br/>Enacts a new consent-based framework for resident confinement</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>• protect against increased municipal liability</li> <li>• update ambulance conveyance and response requirements</li> <li>• add flexibility to operate own dispatch systems</li> <li>• address the cost of non-urgent, inter-facility transfers</li> <li>• ensure that actual costs are reimbursed by the province for the cost-shared program</li> <li>• Amend the <i>Health Protection and Promotion Act</i> to protect against rising cost share responsibilities.</li> </ul>   |                                                                              |
| <b>Bill 174 –<br/>Cannabis,<br/>Smoke-Free<br/>Ontario + Road<br/>Safety Statute<br/>Act Amendment<br/>Act, 2017</b> | <ul style="list-style-type: none"> <li>• Creates Ontario Cannabis Retail Corporation with sole authority for distribution of recreational cannabis;</li> <li>• Creates significant fines for cannabis distribution outside the new corporation;</li> <li>• Updates the Smoke Free Ontario Act to regulate smoking and vaping of cannabis (which will only be allowed in private residences);</li> <li>• Creates new fines for operating a vehicle after consumption of cannabis; prohibits people 19 years and under from purchasing, possession, cultivation and consumption of cannabis and creates new authorities to divert youths away from the court system.</li> <li>• Increased fines and penalties for distracted driving, careless driving, failing to yield to pedestrians at crosswalks and stopped school buses</li> </ul> | <ul style="list-style-type: none"> <li>• Municipalities have influence over the location of new cannabis retail outlets in their communities - LCBO and MOF consultation process in place</li> <li>• Cost neutrality for municipal gov'ts to implement the new rule</li> <li>• Cannabis tax revenue sharing with municipal governments</li> <li>• Longer-term private market available to entrepreneurs to support economic development in our communities</li> <li>• Supportive of improved safety provisions</li> </ul> | <ul style="list-style-type: none"> <li>• At Second Reading debate</li> </ul> |

| Name of Legislation                                                                                                      | Highlights                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | AMO's Asks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Status                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Bill 175</b><br><b><i>Safer Ontario Act, 2017</i></b>                                                                 | <ul style="list-style-type: none"> <li>• Provides for a new <i>Police Services Act</i> and a new <i>Policing Oversight Act</i></li> <li>• Mandates municipal gov'ts to develop Community Safety and Well-Being Plans</li> <li>• Limited civilianization for delivery of some public safety functions</li> <li>• 1 police service board per OPP detachment</li> <li>• Own Force Police Service Boards reforms- training + diversity requirements</li> <li>• Provincial Inspector General establishment</li> <li>• Limited suspension without pay provisions</li> <li>• New waterway policing requirements</li> </ul>                                                                                                                                                                                                                                                                                                | <p>Priority policing modernization Asks:</p> <ul style="list-style-type: none"> <li>• Make changes to the interest arbitration system.</li> <li>• Improve the quality of the existing governance and civilian oversight system.</li> <li>• Make legislative changes to permit the greater transfer of specific functions to civilians or other security providers where appropriate.</li> <li>• Please see <a href="#">2015 AMO Policing Modernization report</a></li> </ul>                                                                                                                                                     | <ul style="list-style-type: none"> <li>• AMO's priority Asks not included in Bill 175- doesn't address improved efficiency + affordability</li> <li>• Some of the legislative changes will advance modernization agenda esp. oversight however many elements will increase municipal costs</li> <li>• At Second Reading debate</li> </ul> |
| <b>Bill 177 – the Stronger, Fairer Ontario (Budget Measures) Act</b><br><br>Note- many schedules affect municipal gov'ts | <p><u>Schedule 2 – Building Code Act</u></p> <ul style="list-style-type: none"> <li>• Enables the establishment of a Building Condition Evaluation Program and a list of building types subject to inspections;</li> <li>• Enables the creation of a continuing education and professional development program for building officials, inspectors, designers and other relevant persons;</li> <li>• Authorizes municipalities to establish administrative penalties for non-compliance and authorizes Building Code officials to impose such penalties;</li> <li>• Improves public notification of orders and enables or in some instances requiring the registration of orders in a land registry office; and</li> <li>• Permits building officials to enter into buildings and onto land without a warrant for the purposes of inspecting a building, subject to limitations on entry into dwellings.</li> </ul> | <ul style="list-style-type: none"> <li>• The approach the province took on Part 1 of the Elliot Lake Inquiry recommendations is appreciated rather than simply implementing all the recommendation without consideration of municipal impact</li> <li>• Would have been better to see Elliot Lake legislation introduced as a standalone bill rather than as a budget item.</li> <li>• It was recommended that any registry or complaints system (as part of the Building Condition Evaluation Program) be housed with the Province and not with individual municipal governments as additional administrative burden</li> </ul> | <ul style="list-style-type: none"> <li>• At Second Reading debate</li> </ul>                                                                                                                                                                                                                                                              |

| Name of Legislation | Highlights                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | AMO's Asks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Status |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
|                     | <u>Schedule 26 – Ministry of Revenue Act</u> <ul style="list-style-type: none"> <li>Enables MOF to request info about a person or business entity from a municipal government and enables municipal governments to respond for the purposes of tax compliance, addressing the underground economy and with some limitations to protect privacy.</li> </ul>                                                                                                                                                                                                                                                                               | <ul style="list-style-type: none"> <li>To address the underground economy for the purposes of maximizing tax compliance.</li> <li>Given the administrative burden this item may have on municipal governments, it is important that a municipal government's response to the MOF's request for information about a person or business entity remain voluntary.</li> </ul>                                                                                                                                               |        |
|                     | <u>Schedule 28 – Municipal Act</u> <ul style="list-style-type: none"> <li>Amends sections of <i>the Municipal Act</i> on the Vacant Unit Rebate Program enabling prescribed local municipalities to impose additional requirements or alternative requirements.</li> <li>The amendments also enable the Minister to make regulations on how the amount of the tax rebate is to be shared by municipal governments and school boards.</li> </ul>                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>These changes should provide municipal governments with more local flexibility as per requests</li> </ul>                                                                                                                                                                                                                                                                                                                                                                        |        |
|                     | <u>Schedule 35 – Provincial Offences Act</u> <ul style="list-style-type: none"> <li>Amends 'prosecutor' to include persons acting on behalf of a municipality</li> <li>Introduces new procedure for 'early resolution meetings between defendant and the prosecutor'</li> <li>Requires court houses to be equipped to enable remote attendance of early resolutions meetings</li> <li>The legislation introduces changes to fine enforcement. Administrative penalties imposed for defaults will not be affected by payment extensions and there will be a requirement for defaulted fines to be paid in chronological order.</li> </ul> | <ul style="list-style-type: none"> <li>The amendments enabling the transfer of responsibility for prosecuting Part III cases to municipalities may result in another unfunded mandate for municipal governments.</li> <li>Since the legislation requires municipal 'agreement,' it is important that a pilot project model not be used to eventually transfer this responsibility onto unwilling municipalities.</li> <li>More information needed about the implications and alleged benefits of this change</li> </ul> |        |

| Name of Legislation | Highlights                                                                                                                                                                                                                                       | AMO's Asks                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Status |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
|                     | <ul style="list-style-type: none"> <li>Enables municipalities by agreement with MAG to prosecute any offence under <i>the Act</i> or the <i>Federal Contraventions Act</i> (eliminating restriction to part 1 and part 2 proceedings)</li> </ul> | <ul style="list-style-type: none"> <li>AMO has supported efforts to introduce new POA processes that enable minor matters to be resolved outside of trial to minimize costly judicial involvement.</li> <li>AMO has also been supportive of using new technologies (remote attendance) to streamline processes and reduce costs</li> </ul>                                                                                                                       |        |
|                     | <p><u>Schedule 45 – Workplace Safety and Insurance Act</u></p> <ul style="list-style-type: none"> <li>The proposed amendments make workplace mental stress claim provisions retroactive to 2014</li> </ul>                                       | <ul style="list-style-type: none"> <li>This change would result in increased costs for Ontario's municipal governments.</li> <li>In 2017 and 2018, the WSIB's Premium rate resulted in decreased rates for many employers with the notable exception of local governments, which saw premiums increase well above inflation.</li> <li>The implementation of the WSIB Workplace mental stress program is expected to be challenging for all employers.</li> </ul> |        |

The Ontario Legislature will rise on December 14<sup>th</sup> and will resume on February 13, 2018. We will keep members informed as more information is available.

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