



AGENDA
Regular Council
Deseronto Town Hall
Wednesday, October 11, 2023
6:30 PM

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20. **ADJOURNMENT**



MINUTES
Special Council Meeting
Deseronto Community Centre
Wednesday, September 20, 2023
5:30 PM

PRESENT: Mayor Dan Johnston, Deputy Mayor Steven Everhardus, Councillor Norman Clark, Councillor Jamie Ziemann, and Councillor Kevin Smith

REGRETS:

**STAFF
PRESENT:**

1. CALL TO ORDER

Deputy Mayor Everhardus called the meeting to order as Mayor Johnston was joining the meeting via Zoom, as he was out of town on business.

2. APPOINTMENT OF MINUTE TAKER

2.1. Appointment of Minute Taker

Resolution 27-21-01

Moved by Councillor Norman Clark
 Seconded by Mayor Dan Johnston

THAT Allen Prowse of Palmer & Associates be appointed to take the minutes at the two meetings.

Carried

3. ADOPTION OF AGENDA

Resolution 27-21-02

Moved by Councillor Kevin Smith
 Seconded by Councillor Norman Clark

THAT the agenda for the September 20, 2023 Special Council meeting be accepted.

Carried

4. DISCLOSURE OF PECUNIARY INTEREST

None noted

5. CLOSED SESSION

5.1. Closed Session Items Under Section 239
 d) labour relations or employee negotiations f) under Advice subject to solicitor-client privilege

Resolution 27-21-03

Moved by Councillor Kevin Smith
 Seconded by Councillor Norman Clark

THAT Council rise at 5:35 pm, under Section 239 of the Municipal Act and move into Closed Session to discuss 2 matters; 1 under 2(b) personal matters about an identifiable person and 1 under 2(f) advice that is subject to solicitor-client privilege, including communications necessary for that matter.

Carried

6. INSTRUCTION TO STAFF

6.1. Instruction

Resolution 27-21-04

Moved by Councillor Norman Clark
Seconded by Councillor Kevin Smith

THAT staff follow the direction of Council as discussed in Closed Session.

Carried

7. BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL

7.1. By-Law 44-2023 to confirm the Special Council meeting of
September 15, 2023.

Resolution 27-21-05

Moved by Deputy Mayor Steven Everhardus
Seconded by Councillor Norman Clark

THAT By-Law 44-2023, being a by-law to confirm the proceedings of the
September 20, 2023 Special Council meeting, having been read a first, second
and third time, be assigned a number and finally passed this 20th day of
September 2023.

Carried

8. ADJOURNMENT

8.1. Adjourn

Resolution 27-21-06

Moved by Councillor Jamie Zieman

THAT the September 20, 2023 Special meeting of Council be adjourned.

Carried

Mayor

CAO/Clerk-Treasurer



MINUTES
Regular Council
Deseronto Town Hall
Wednesday, September 27, 2023
6:30 PM

PRESENT: Mayor Dan Johnston, Deputy Mayor Steven Everhardus, Councillor Norman Clark, Councillor Kevin Smith, and Councillor Jamie Zieman

REGRETS:

STAFF PRESENT: Clerk Gail Maracle and Treasurer Mora Nicholls

1. CALL TO ORDER

Mayor Johnston called the September 27, 2023 Regular meeting of Council to order at 6:31 pm.

2. ADOPTION OF AGENDA

Resolution 28-23-01

Moved by Deputy Mayor Steven Everhardus
Seconded by Councillor Jamie Zieman

THAT the agenda for the September 27, 2023 Regular Council meeting be accepted with the addition of the following:

- 11.3 Arena - Rental
- Closed Session
- f) Advice subject to solicitor-client privilege
- b) Personal matter about an identifiable person

Carried

3. DISCLOSURE OF PECUNIARY INTEREST

None noted

4. APPROVAL OF MINUTES

- 4.1. Minutes of the September 13, 2023 Regular Council Meeting
- 4.2. Minutes of the September 15, 2023 Special Council Meeting

Resolution 28-23-02

Moved by Councillor Kevin Smith
Seconded by Councillor Norman Clark

THAT the minutes of the September 13, 2023 Regular meeting of Council and the September 15, 2023 Special meeting of Council be approved as presented.

Carried

5. DEPUTATIONS/PRESENTATIONS

6. UNFINISHED BUSINESS

- 6.1. Public Works Equipment List & Details
- 6.2. Tree Canopy
- 6.3. Derelict Properties
- 6.4. Fee Schedule - Credit Cards
- 6.5. OCWA - contract is being reviewed
- 6.6. Welcome Package for new property owners
- 6.7. Fire Department - training matrix - September
- 6.8. Fire Department - training roll-out - October

7. VARIANCE REPORT

8. APPROVAL OF ACCOUNTS

8.1. Schedule of Accounts

Resolution 28-23-03

Moved by Councillor Norman Clark

Seconded by Councillor Jamie Zieman

THAT Schedule of Accounts numbered 15-2023 in the amount of \$483,448.63 be approved for payment.

Carried

9. STAFF REPORTS

9.1. Treasurer's report on Building Inspections

Resolution 28-23-04

Moved by Deputy Mayor Steven Everhardus

Seconded by Councillor Jamie Zieman

THAT the Treasurer's Report on building inspections be transferred to Unfinished Business.

Carried

9.2. Public Works Department report on Mill Point Park

Resolution 28-23-05

Moved by Deputy Mayor Steven Everhardus

Seconded by Councillor Jamie Zieman

THAT the Mill Point Park report from the Public Works Department be received.

Carried

9.3. Public Works Report on paving quotations
(report was sent out Wednesday & distributed at the meeting)

Resolution 28-23-06

Moved by Deputy Mayor Steven Everhardus

Seconded by Councillor Norman Clark

THAT Kiley Paving be awarded the Thomas Street resurfacing project at a unit cost of \$33.56 (project approx \$196,783.60);
AND FURTHER THAT the total cost of the project be taken from OCIF funding.

Carried

9.4. Request from the Deseronto Public Library

Resolution 28-23-07

Moved by Councillor Norman Clark

Seconded by Councillor Jamie Zieman

THAT Council award the eavestrough replacement to Caith Contracting at a cost of \$955.12 and forward the bill to the Town for payment;
AND FURTHER THAT the Public Works Department obtain an assessment and quotation for the removal of two trees behind the library.

Carried

9.5. Building Inspection Services Board report for August 2023

Resolution 28-23-08

Moved by Councillor Jamie Zieman

Seconded by Councillor Kevin Smith

THAT the August 2023 Building Inspection Services Board report be received.
Carried

10. COMMITTEE/BOARD MEETING MINUTES

11. ACTION ITEMS

11.1. Quinte Conservation

Resolution 28-23-09

Moved by Deputy Mayor Steven Everhardus
Seconded by Councillor Jamie Zieman

THAT a meeting be set up with Quinte Conservation, Councillor Zieman, the Public Works Supervisor and OCWA staff to discuss the upcoming changes.

Carried

11.2. MMAH re: housing

Resolution 28-23-10

Moved by Deputy Mayor Steven Everhardus
Seconded by Councillor Norman Clark

THAT staff report Council's main concerns as being:

- Accessible housing
- Support for 7.7
- due to land claims, some areas be exempt from policies

Carried

11.3. Community Centre Rental

Resolution 28-23-11

Moved by Deputy Mayor Steven Everhardus
Seconded by Councillor Kevin Smith

THAT staff suggest that the rental be advertised as a family skate not public.

Carried

Resolution 28-23-12

Moved by Deputy Mayor Steven Everhardus
Seconded by Councillor Jamie Zieman

THAT staff compile a report detailing the benefit/expense of maintaining a liquor license.

Carried

12. INFORMATION ITEMS

12.1. 2023-2024 Drinking Water Inspection Report

Resolution 28-23-13

Moved by Councillor Kevin Smith
Seconded by Councillor Jamie Zieman

THAT the 2023-2024 Drinking Water Inspection Report be received by Council.

Carried

13. NEW BUSINESS

14. NOTICES OF MOTION

15. BY-LAWS

16. ANNOUNCEMENTS

17. CLOSED SESSION

- 17.1. Closed Session Items Under Section 239
b) 1 under Personal matters about an identifiable person
f) 1 under Advice subject to solicitor-client privilege

Resolution 28-23-14

Moved by Deputy Mayor Steven Everhardus
Seconded by Councillor Jamie Zieman

THAT Council rise at 7:35 pm, under Section 239 of the Municipal Act and move into Closed Session to discuss 4 matters; 2 under 2(b) personal matters about an identifiable individual, including municipal or local board employees, and 2 under 2(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Carried

18. INSTRUCTION TO STAFF

Resolution 28-23-15

Moved by Councillor Jamie Zieman
Seconded by Councillor Norman Clark

THAT staff follow the direction of Council as discussed in Closed Session.

Carried

19. BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL

- 19.1. By-law 45-2023 to confirm the proceedings of Council for
September 27, 2023

Resolution 28-23-16

Moved by Deputy Mayor Steven Everhardus
Seconded by Councillor Jamie Zieman

THAT By-law 45-2023, being a by-law to confirm the proceedings of the September 27, 2023 Council meeting, having been read a first, second and third time, be assigned a number and finally passed this 27th day of September 2023.

Carried

20. ADJOURNMENT

Resolution 28-23-17

Moved by Deputy Mayor Steven Everhardus

THAT the September 27, 2023 Regular Council meeting be adjourned.

Carried

Mayor

Clerk



Planning Report

To: Mayor and Council, Town of Deseronto

Subject: Council Report – Site Plan Control By-law and Site Alteration By-law

**Municipal
File No.:** N/A

Date: October 3, 2023

**1.0 R
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It is recommended that Council receive the report dated August 03, 2023, from EcoVue Consulting Services regarding the Site Plan Control By-law and the Site Alteration By-law.

It is recommended that Council approve By-law 2023-XX under Section 41 of the *Planning Act*, being a by-law to designate the entire Town of Deseronto as a Site Plan Control Area

It is recommended that Council approve By-law 2023-XX under Section 142 of the *Municipal Act*, being a by-law to prohibit or regulate the dumping of fill, removal of topsoil and alteration of grades.

2.0 Background:

2.1 Site Plan Control

Site Plan Approval is a planning tool used by municipalities to control the details of how land is developed. The *Planning Act* provides the basis for Site Plan Control (under Section 41), which allows a municipality to review certain aspects of building and site design and determine the appropriateness thereof. Section 41 states that municipalities may deem, through a local official plan, any part of a municipality to be subject to Site Plan Control. Once a Site Plan Control area has been established, the municipality may enact a Site Plan Control By-law that outlines the provisions of Site Plan Approval.

The Site Plan process typically involves the applicant providing details of a development through an application for Site Plan Approval. The municipality will review the information provided by the applicant

in the context of development requirements outlined in the local Official Plan and Zoning By-law, in order to ensure that the development will be constructed in a way that complies with the municipality's land use policies and provisions. Where an Official Plan provides goals and objectives and broad land use policies, and the Zoning By-law provides provisions for types of land uses and location of buildings and structures, Site Plan Control is related to details such as landscaping, lighting, fencing, and pedestrian walkways.

When a Site Plan is granted final approval by the municipality, the applicant and the municipality may enter into a Site Plan Agreement to ensure that the site is developed in accordance with the approved plans. The Agreement may also include a number of other provisions such as requirements for site upkeep, maintenance, and details of responsibilities of each party.

Site Plan Control generally applies to commercial and industrial land uses, and residential development over a threshold of ten (10) units but does not apply to buildings associated with agricultural uses.

Currently, the Town of Deseronto does not have a Site Plan Control By-law. As such, the undersigned was authorized to prepare, with assistance from the Town staff, a new Site Plan Control By-law for the Town of Deseronto.

2.2 Site Alteration By-law

Site Alteration By-law is prepared by municipalities to protect agricultural resources and the environment while avoiding drainage issues resulting from site alteration activities. The *Municipal Act* (under Section 142) allows a municipality to prohibit or regulate the placing or dumping of fill, the removal of topsoil and the alteration of the grade of the land. The *Municipal Act* also allows municipalities to require that a Site Alteration Permit be obtained for certain site alterations and also to impose specific conditions on the Permit.

A Site Alteration Permit is generally required when the proposed site alteration could potentially impact the drainage patterns and/or natural features of the subject lands or the neighbouring lands. However, it should be noted that certain exemptions for a Site Alteration Permit include lands used for agriculture, maintenance of road infrastructure by the municipality, aggregate use and other such uses mentioned within the By-law.

Similar to the Site Plan Control By-law, the Town of Deseronto does not have a Site Alteration By-law. As such, the undersigned was authorized to prepare, with assistance from the Town staff, a new Site Alteration By-law for the Town of Deseronto.

3.0 Details of the Site Plan Control By-law

The proposed Site Plan Control By-law 2023-XX mainly contains standard provisions taken from Section 41 of the *Planning Act*, including a list of the details that are required to be included on submitted Site Plans. This includes drawings that show details of off-street parking, pedestrian access, grading of the site, and the massing and conceptual design of the proposed building(s). In addition to standard *Planning Act* requirements, the proposed Site Plan Control By-law also includes the following:

1. The exemption of certain lands uses from Site Plan Control, including single detached dwellings, semi-detached dwellings, seasonal garden centres, commercial patios, and some temporary buildings. Although farm development is also exempt (most normal farming practices and agricultural buildings), on-farm diversified uses, agriculture-related uses, and cannabis production and processing are not.
2. Details of typical supplemental studies that accompany an application for Site Plan Approval, including detailed stormwater management plans, fire protection plans and site servicing studies. The requirement for these studies is at the discretion of the Town.
3. A requirement for Pre-Consultation with Town staff and interested agencies.
4. Delegation of approval of “minor” Site Plan applications to the Chief Building Official, who is referred to as the Designated Site Plan Official (DPSO). The determination of “minor” is at the discretion of the DSPO.
5. Minor alterations to sites with existing site plan agreements can be made without application for Site Plan Approval, if the alteration meets the provisions outlined in the By-law.
6. Option for the Township to require the developer to provide securities, the amount of which is determined by the Township.

7. Mechanism for the Township to require reimbursement from developers where the Township is required to complete any site works.

The entirety of the Town has been deemed a Site Plan Control Area through the County of Hastings Official Plan. Therefore, this proposed By-law applies to all lands within the Town.

4.0 Details of the Site Alteration By-law

The proposed Site Alteration By-law 2023-XX mainly contains standard provisions taken from Section 142 of the *Municipal Act* while also including general prohibitions, exemptions, specific prohibitions, permit requirements and policies regarding enforcement. The By-law also authorizes the Town's Director of Public Works Services to issue Site Alteration Permits.

It should be noted that activities that are exempt from the Site Alteration By-law include lawn dressing, landscaping and adding to flower beds or vegetable gardens within a property.

It should be noted that the undersigned has reviewed the By-laws related to site alteration from municipalities in the surrounding area and tailored the subject By-law to suit the needs and demands of the Town of Deseronto.

5.0 Budget Implications:

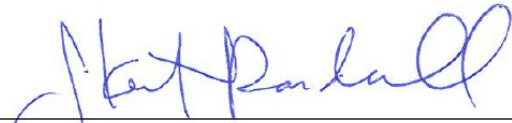
N/A

6.0 Next Steps:

It is recommended that Council approve By-law 2023-XX (Site Plan Control By-law) and By-law 2023-XX (Site Alteration By-law). The approval of both the By-laws do not require public consultation or notice. Should Council grant approval, the By-laws will immediately be in full force and effect.

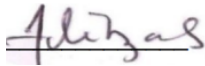
Respectfully Submitted,

ECOVUE CONSULTING SERVICES INC.



J. Kent Randall B.E.S. MCIP RPP
Principal Planner





Aditya Srinivas B.Sc.
Planner



TOPIC:	2023 Third Quarter Statement & Variance Report
REPORT #	TRE-2023-42
REPORT BY:	Treasurer
DRAFTED:	October 3rd, 2023
AMENDED:	
COUNCIL/COMMITTEE:	October 11th, 2023

ISSUE

To provide Council with up-to-date financial statement and variance report.

Background

Attached is the Financial Statement for the third quarter of 2023. There are a few accounts that are over, and I have made comments about these below:

- **Admin Computer Software/Service** is going to be over, there was a new switch we needed and a couple software licenses that were missed being budgeted for.
- **Admin Insurance** is over because of a posting error, this will be corrected.
- **Arena R&M Equipment** is over as we had a breakdown of the roof HV equipment.
- **Roads Building Maintenance** is over because of a posting error, this will be corrected.
- **Recreation Programming Rev/Recreation Programming Costs** - The cost to the overall budget was supposed to be approximately \$4,400. At the third quarter it has cost the Town \$7,783 to run this programming.
- **Water & Sewer Supplies** – we are over on this expense line as previous management spent the budget amount by end of May.
- **Water & Sewer Office Supplies** – we are over on this expense line as previous management spent the budget amount by end of May.
- **Wastewater Chemicals** – is over because of a posting error, this will be corrected.

- **Water & Sewer Safety** – is over because they had to replace eyewash stations, which Council approved.
- **Wastewater Lab Equipment** – is over as they had to purchase equipment that was over the budget line item, this was ordered by the previous manager.

If you have questions about any line item, please feel free to contact me prior to the meeting so I can investigate and have answers for you and provide them at the meeting.

Recommendation

For information only.

Town of Deseronto: Revenue & Expenses 2023

Fund Code	Account Class	Account	Year to Date	Budget	Variance (YTD - Budget)
ADMIN	Revenue	10-10-12-92009 - FCM Funding	0.00	26,000.00	(26,000.00)
		10-10-12-92110 - Prov/Fed. - Misc Grants	4,069.00	0.00	4,069.00
		10-10-12-95100 - Tax Certificate Fee	1,525.00	2,000.00	(475.00)
		10-10-12-95300 - Photocopying	2.50	50.00	(47.50)
		10-10-12-95900 - Other Revenue	1,251.15	2,000.00	(748.85)
		10-10-12-95901 - Admin - Water and Sewer Admin Fees	0.00	45,000.00	(45,000.00)
		10-10-12-95911 - Gov-Program LAS Rebate	0.00	300.00	(300.00)
		10-10-12-95912 - WSIB Excellence Program Funding	1,000.00	0.00	1,000.00
		10-10-12-95915 - Admin - Administration Fee (Transit)	0.00	8,900.00	(8,900.00)
		10-10-12-96101 - Lottery Licence	487.60	500.00	(12.40)
		10-10-12-97200 - Penalties & Interest on Taxes	20,070.55	22,000.00	(1,929.45)
		10-10-12-98100 - Bank Interest	40,946.46	25,000.00	15,946.46
		10-10-12-98900 - Contributions from Reserves	0.00	29,500.00	(29,500.00)
		Total Revenue	69,352.26	161,250.00	(91,897.74)
		Expenditure	10-10-11-41100 - Admin - Salaries	214,357.75	289,041.00
	10-10-11-41302 - Admin - Payroll Costs		50,323.15	58,235.00	(7,911.85)
	10-10-11-41400 - Admin - Group Benefits		13,485.44	18,000.00	(4,514.56)
	10-10-11-44200 - Admin - Legal		4,792.35	35,000.00	(30,207.65)
	10-10-11-44201 - Legal Land Claim		23,208.39	35,000.00	(11,791.61)
	10-10-12-43110 - Admin - Office Supplies		4,718.21	5,000.00	(281.79)
	10-10-12-43130 - Admin - Photocopier R & M		2,798.78	4,000.00	(1,201.22)
	10-10-12-43140 - Admin - Postage		7,307.96	12,000.00	(4,692.04)
	10-10-12-43150 - Admin - Telephone		2,530.99	3,000.00	(469.01)
	10-10-12-43151 - Admin - Internet		1,128.91	1,450.00	(321.09)
	10-10-12-43180 - Admin - Janitorial		3,307.20	5,000.00	(1,692.80)
	10-10-12-43300 - Admin - Building Maintenance/Supplies		451.16	500.00	(48.84)
	10-10-12-43330 - Admin - Janitorial Supplies		25.19	250.00	(224.81)
	10-10-12-43410 - Admin - Hydro		2,057.04	3,500.00	(1,442.96)
	10-10-12-43420 - Admin - Water/Sewer		498.96	1,000.00	(501.04)
	10-10-12-43430 - Admin - Gas	1,719.57	2,500.00	(780.43)	

Third Quarter
Jan-Sept 2023

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Town of Deseronto: Revenue & Expenses 2023

Fund Code	Account Class	Account	Year to Date	Budget	Variance (YTD - Budget)
		10-10-12-43500 - Admin - Computer Software/Service Contra	43,594.80	43,850.00	(255.20)
		10-10-12-43510 - Admin - Computer Hardware	929.91	2,000.00	(1,070.09)
		10-10-12-43600 - Admin - R & M Equipment	767.37	500.00	267.37
		10-10-12-43610 - Admin - Equipment Additions	1,521.31	5,000.00	(3,478.69)
		10-10-12-43700 - Admin - Advertising	1,748.03	350.00	1,398.03
		10-10-12-43720 - Admin - Occ. Health & Safety	4,567.48	500.00	4,067.48
		10-10-12-43730 - Admin - Miscellaneous	737.78	500.00	237.78
		10-10-12-43801 - Admin - Mileage & Travel	0.00	250.00	(250.00)
		10-10-12-43804 - Admin - Memberships/Assoc	2,267.55	2,200.00	67.55
		10-10-12-43900 - Admin - Insurance	31,977.72	28,970.00	3,007.72
		10-10-12-44100 - Admin - Audit	24,498.72	28,000.00	(3,501.28)
		10-10-12-44115 - Admin - Consulting	7,123.20	35,500.00	(28,376.80)
		10-10-12-44300 - Admin - Services (Agreement)	0.00	300.00	(300.00)
		10-10-12-44400 - Admin - Christmas Gifts	0.00	3,300.00	(3,300.00)
		10-10-12-47300 - Admin - Bank Charge/Interest	2,670.66	3,500.00	(829.34)
		10-10-12-50000 - ADMIN - TFR TO RESERVES	0.00	46,500.00	(46,500.00)
		Total Expenditure	455,115.58	674,696.00	(219,580.42)
		Surplus (Deficit) ADMIN Fund	(385,763.32)	(513,446.00)	127,682.68
CEM	Expenditure	10-50-51-48200 - Grant to Cemetery Board	0.00	12,000.00	(12,000.00)
		Total Expenditure	0.00	12,000.00	(12,000.00)
		Surplus (Deficit) CEM Fund	0.00	(12,000.00)	12,000.00
COMM	Revenue	10-80-83-93202 - Arena- Fed Funding	0.00	269,220.00	(269,220.00)
		10-80-83-93203 - Arena- Prov Funding	0.00	224,125.00	(224,125.00)
		10-80-83-95100 - Ice Rental	73,170.84	69,000.00	4,170.84
		10-80-83-95150 - Summer Rentals	8,561.75	6,700.00	1,861.75
		10-80-83-95300 - Arena -Building Rental	5,098.06	2,000.00	3,098.06
		10-80-83-95410 - Fitness Centre Rental	278.73	1,000.00	(721.27)
		10-80-83-95500 - Vending Machines Rev	398.94	0.00	398.94
		10-80-83-95700 - Sign/Bd Rental	2,650.00	2,500.00	150.00
		10-80-83-99100 - Arena- Conti From Reserves	0.00	179,705.00	(179,705.00)

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Town of Deseronto: Revenue & Expenses 2023

Fund Code	Account Class	Account	Year to Date	Budget	Variance (YTD - Budget)
		Total Revenue	90,158.32	754,250.00	(664,091.68)
	Expenditure	10-80-83-41100 - Arena -Salaries	49,453.52	100,000.00	(50,546.48)
		10-80-83-41302 - Arena -Payroll Costs	6,281.86	11,320.00	(5,038.14)
		10-80-83-43110 - Arnea -Office Supplies	296.58	200.00	96.58
		10-80-83-43150 - Arena -Telephone	897.52	1,600.00	(702.48)
		10-80-83-43151 - Arena -Internet Expense	1,238.57	2,000.00	(761.43)
		10-80-83-43180 - Arena -Outside Services	1,752.27	2,000.00	(247.73)
		10-80-83-43300 - Arena -Building Maintenance	10,136.96	5,000.00	5,136.96
		10-80-83-43301 - Ice Plant Maintenance	10,982.20	10,000.00	982.20
		10-80-83-43302 - Ice Maintenance	4,387.31	5,000.00	(612.69)
		10-80-83-43330 - Arena -Janitorial Supplies	1,311.35	1,500.00	(188.65)
		10-80-83-43410 - Arena -Hydro	41,881.15	63,000.00	(21,118.85)
		10-80-83-43420 - Arena -Water/Sewer	2,496.89	3,500.00	(1,003.11)
		10-80-83-43430 - Arena -Heat	10,572.37	8,000.00	2,572.37
		10-80-83-43510 - Arena -Computer Hardware	0.00	800.00	(800.00)
		10-80-83-43600 - Arena -R & M Equipment	2,087.53	500.00	1,587.53
		10-80-83-43630 - Arena -Small Tools Purchases	249.97	0.00	249.97
		10-80-83-43650 - Fitness Centre Expenses	1,135.05	2,000.00	(864.95)
		10-80-83-43700 - Arena- Advertising	0.00	500.00	(500.00)
		10-80-83-43720 - Arena -Occ. Health & Safety	0.00	200.00	(200.00)
		10-80-83-43730 - Arena -Miscellaneous	17.98	200.00	(182.02)
		10-80-83-43803 - Arena -Education	0.00	1,000.00	(1,000.00)
		10-80-83-43804 - Arena -Memberships/Assoc	179.97	165.00	14.97
		10-80-83-43806 - Arena- Licencing Fees	250.00	230.00	20.00
		10-80-83-43900 - Arena- Insurance	34,846.20	34,846.00	0.20
		10-80-83-44400 - Arena -Waste Collection	2,420.79	6,500.00	(4,079.21)
		10-80-83-47100 - Arena -Equipment Rental	0.00	1,000.00	(1,000.00)
		10-80-83-49100 - Arena -Capital Exp - Building	382,450.92	673,050.00	(290,599.08)
		10-80-83-49300 - Arena- Capital Exp - Vehicles	0.00	0.00	0.00
		Total Expenditure	565,326.96	934,111.00	(368,784.04)

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Town of Deseronto: Revenue & Expenses 2023

Fund Code	Account Class	Account	Year to Date	Budget	Variance (YTD - Budget)
		Surplus (Deficit) COMM Fund	(475,168.64)	(179,861.00)	(295,307.64)
COUNCIL	Revenue	10-10-10-98900 - Transfer from Reserves or Reserve Funds	0.00	1,500.00	(1,500.00)
		Total Revenue	0.00	1,500.00	(1,500.00)
	Expenditure	10-10-10-41200 - Council - Honorariums	41,198.48	54,931.00	(13,732.52)
		10-10-10-41302 - Council Payroll Costs	2,188.69	2,918.00	(729.31)
		10-10-10-43150 - Council - Telephone	0.00	600.00	(600.00)
		10-10-10-43736 - Council - Grants Unspecified	633.00	500.00	133.00
		10-10-10-43801 - Council - Mileage & Travel	324.55	500.00	(175.45)
		10-10-10-43805 - Council - Misc. Expenses	29,105.30	3,000.00	26,105.30
		Total Expenditure	73,450.02	62,449.00	11,001.02
		Surplus (Deficit) COUNCIL Fund	(73,450.02)	(60,949.00)	(12,501.02)
ED	Expenditure	10-90-92-43825 - Econ Dev- Sundry Expenses	5,626.28	9,600.00	(3,973.72)
		10-90-92-43835 - Eco Dev - Marketing (Revitalization)	0.00	500.00	(500.00)
		10-90-92-44115 - Consultant	7,662.02	0.00	7,662.02
		Total Expenditure	13,288.30	10,100.00	3,188.30
		Surplus (Deficit) ED Fund	(13,288.30)	(10,100.00)	(3,188.30)
FIRE	Revenue	10-20-21-95101 - Fire - Burn Permit Revenue	830.00	700.00	130.00
		10-20-21-95102 - Fire - Sundry Revenue	300.00	100.00	200.00
		10-20-21-98900 - Contributions from Reserves	0.00	15,000.00	(15,000.00)
		Total Revenue	1,130.00	15,800.00	(14,670.00)
	Expenditure	10-20-21-41200 - Fire - Honorariums	24,362.94	65,000.00	(40,637.06)
		10-20-21-41302 - Fire - Payroll Costs	4,816.01	1,265.00	3,551.01
		10-20-21-43110 - Fire - Office Supplies	13.17	100.00	(86.83)
		10-20-21-43151 - Fire - Internet	549.00	750.00	(201.00)
		10-20-21-43180 - Fire - Janitorial	61.38	300.00	(238.62)
		10-20-21-43190 - Fire - Medical Supplies	1,724.89	3,000.00	(1,275.11)
		10-20-21-43200 - Fire - Material Purchases	0.00	500.00	(500.00)
		10-20-21-43201 - Fire - Fire Equip Gas and Oil	0.00	1,400.00	(1,400.00)
		10-20-21-43202 - Fire - Mutual Aid	51.08	500.00	(448.92)
		10-20-21-43205 - Fire- Personal Protection Equipment	439.37	5,000.00	(4,560.63)

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Town of Deseronto: Revenue & Expenses 2023

Fund Code	Account Class	Account	Year to Date	Budget	Variance (YTD - Budget)
		10-20-21-43210 - Fire - Radio Licences	714.56	670.00	44.56
		10-20-21-43300 - Fire - Building Maintenance	804.23	1,000.00	(195.77)
		10-20-21-43410 - Fire - Hydro	2,108.94	3,500.00	(1,391.06)
		10-20-21-43420 - Fire - Water/Sewer	498.96	1,000.00	(501.04)
		10-20-21-43430 - Fire - Heat	2,919.44	4,500.00	(1,580.56)
		10-20-21-43600 - Fire - R & M Equipment	5,767.93	7,000.00	(1,232.07)
		10-20-21-43630 - Fire - Small Tools Purchases	229.95	3,000.00	(2,770.05)
		10-20-21-43710 - Fire - Uniforms/Clothing	0.00	3,300.00	(3,300.00)
		10-20-21-43730 - Fire - Miscellaneous	0.00	150.00	(150.00)
		10-20-21-43740 - Fire - Fire Prevention	1,064.44	1,000.00	64.44
		10-20-21-43801 - Fire - Mileage & Travel	0.00	250.00	(250.00)
		10-20-21-43803 - Fire - Education	1,372.63	4,000.00	(2,627.37)
		10-20-21-43804 - Fire - Memberships/Assoc	500.00	400.00	100.00
		10-20-21-43900 - Fire - Insurance	15,452.28	15,452.00	0.28
		10-20-21-44510 - Fire - Dispatch Service	0.00	15,500.00	(15,500.00)
		10-20-21-45000 - FIRE-MEDICAL/LICENCE REIMB.	355.00	700.00	(345.00)
		10-20-21-49100 - Fire - Capital Expenditures - Building	4,962.59	15,000.00	(10,037.41)
		10-20-21-50000 - Fire - Transfer to Reserves	0.00	45,900.00	(45,900.00)
		10-20-21-50532 - 1993 Ford MHV Parts	419.62	2,000.00	(1,580.38)
		10-20-21-50533 - 1993 Ford MHV Labour	1,114.32	2,000.00	(885.68)
		10-20-21-50534 - 1999 Ford DRW Parts	0.00	2,000.00	(2,000.00)
		10-20-21-50535 - 1999 Ford DRW Labour	0.00	2,000.00	(2,000.00)
		10-20-21-50536 - 2010 INTL 40S Parts	776.96	2,000.00	(1,223.04)
		10-20-21-50537 - 2010 INTL 40S Labour	1,551.03	2,000.00	(448.97)
		Total Expenditure	72,630.72	212,137.00	(139,506.28)
		Surplus (Deficit) FIRE Fund	(71,500.72)	(196,337.00)	124,836.28
FUNDING	Revenue	10-10-12-92100 - OMPF GRANT (ONT. MUNICIPAL PARTNERSHIP F	542,325.00	723,100.00	(180,775.00)
		Total Revenue	542,325.00	723,100.00	(180,775.00)
		Surplus (Deficit) FUNDING Fund	542,325.00	723,100.00	(180,775.00)

Town of Deseronto: Revenue & Expenses 2023

Fund Code	Account Class	Account	Year to Date	Budget	Variance (YTD - Budget)		
LIB	Expenditure	10-80-84-48200 - Grant to Library	113,834.36	150,968.28	(37,133.92)		
		Total Expenditure	113,834.36	150,968.28	(37,133.92)		
		Surplus (Deficit) LIB Fund	(113,834.36)	(150,968.28)	37,133.92		
PARKS	Revenue	10-80-81-99100 - Parks - Contribution to Reserve	0.00	18,000.00	(18,000.00)		
		Total Revenue	0.00	18,000.00	(18,000.00)		
	Expenditure	10-80-81-43151 - Internet	0.00	750.00	(750.00)		
		10-80-81-43200 - Parks - Material Expenses	951.57	3,000.00	(2,048.43)		
		10-80-81-43209 - Parks - Equipment Gas & Oil	0.00	1,500.00	(1,500.00)		
		10-80-81-43250 - Parks - Maintenance	754.46	800.00	(45.54)		
		10-80-81-43300 - Parks - Building Maintenance	1,470.25	5,000.00	(3,529.75)		
		10-80-81-43305 - Flowers/Planters	2,862.18	2,500.00	362.18		
		10-80-81-43410 - Parks - Hydro	711.32	900.00	(188.68)		
		10-80-81-43600 - Parks - R & M Equipment	3,498.82	3,500.00	(1.18)		
		10-80-81-43610 - Parks - Sprinkler System Maintenance	378.59	500.00	(121.41)		
		10-80-81-43620 - Parks - Dock Repairs	697.46	7,500.00	(6,802.54)		
		10-80-81-43630 - Parks - Small Tools Purchases	539.61	250.00	289.61		
		10-80-81-43640 - Parks - Centennial Park Expense	2,696.13	6,000.00	(3,303.87)		
		10-80-81-43641 - Centennial Park BBQ	1,380.48	3,000.00	(1,619.52)		
		10-80-81-43642 - Mill Point Park	13,587.91	15,000.00	(1,412.09)		
		10-80-81-43650 - PARKS - FOUNTAIN MTCE	397.44	500.00	(102.56)		
		10-80-81-43730 - Parks - Miscellaneous	67.14	250.00	(182.86)		
		10-80-81-43900 - Parks - Insurance	14,288.40	14,288.00	0.40		
		10-80-81-44306 - Memorial Tree Planting	0.00	3,000.00	(3,000.00)		
		10-80-81-49300 - Parks - Capital Exp - Vehicles	11,702.40	33,900.00	(22,197.60)		
			Total Expenditure	55,984.16	102,138.00	(46,153.84)	
				Surplus (Deficit) PARKS Fund	(55,984.16)	(84,138.00)	28,153.84
		PLAN	Revenue	10-90-91-95102 - Zoning Amendments Applications	600.00	600.00	0.00
				10-90-91-95900 - Planning - Misc Revenue	700.00	1,000.00	(300.00)
Total Revenue	1,300.00			1,600.00	(300.00)		
Expenditure	10-90-91-43710 - Advertising		1,373.88	200.00	1,173.88		

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Town of Deseronto: Revenue & Expenses 2023

Fund Code	Account Class	Account	Year to Date	Budget	Variance (YTD - Budget)
		10-90-91-44200 - Plan & Develop Exp	9,930.78	12,500.00	(2,569.22)
		Total Expenditure	11,304.66	12,700.00	(1,395.34)
		Surplus (Deficit) PLAN Fund	(10,004.66)	(11,100.00)	1,095.34
PPP	Revenue	10-20-22-95900 - Police - Misc Revenue	183.00	1,000.00	(817.00)
		10-20-24-95101 - Building Permits	0.00	15,000.00	(15,000.00)
		10-20-25-95101 - By-law - Ticket Revenue	934.00	500.00	434.00
		10-20-27-96103 - Animal Cont-Dog Tag Fees	810.00	1,000.00	(190.00)
		Total Revenue	1,927.00	17,500.00	(15,573.00)
	Expenditure	10-20-22-44520 - Police - OPP Contracted Services	322,687.92	487,948.00	(165,260.08)
		10-20-23-45200 - Quinte Conservation Authority	14,431.00	14,431.00	0.00
		10-20-25-43140 - By-Law - postage	22.02	100.00	(77.98)
		10-20-25-43735 - By-Law Contracted Services	0.00	14,000.00	(14,000.00)
		10-20-25-44200 - By-law enforcement - Legal	0.00	400.00	(400.00)
		10-20-26-41100 - Crossing Guards - Wages	18,581.05	29,400.00	(10,818.95)
		10-20-26-41302 - Crossing Guards - Payroll Costs	2,499.53	3,100.00	(600.47)
		10-20-26-43710 - Crossing Guards - Clothing	0.00	450.00	(450.00)
		10-20-26-43730 - Crossing Guards - Misc	0.00	250.00	(250.00)
		10-20-27-43735 - Animal Control - Contracted Services	0.00	6,000.00	(6,000.00)
		10-20-27-44500 - Dog Tags Fees	168.15	168.00	0.15
		10-20-28-41100 - CEMC-Salaries	1,500.00	0.00	1,500.00
		10-20-28-43730 - Emergency Measures -Misc.	0.00	1,500.00	(1,500.00)
		Total Expenditure	359,889.67	557,747.00	(197,857.33)
				Surplus (Deficit) PPP Fund	(357,962.67)
PW	Revenue	10-30-31-92110 - Prov/Fed Misc Grants	2,170.00	0.00	2,170.00
		10-30-31-95100 - Roads - Misc Revenue	933.33	300.00	633.33
		10-30-31-95130 - Roads Entrance Permit Revenue	450.00	300.00	150.00
		10-30-31-95160 - ROADS - OCIF GRANTS	126,550.00	151,860.00	(25,310.00)
		10-30-31-95200 - Roads - Sweeper Revenue	0.00	8,000.00	(8,000.00)
		10-30-31-95250 - Roads - Water and Sewer Maintenance	0.00	32,400.00	(32,400.00)
		10-30-31-95300 - Roads - Cemetery Maint. Revenue (trans.	0.00	7,000.00	(7,000.00)

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Town of Deseronto: Revenue & Expenses 2023

Fund Code	Account Class	Account	Year to Date	Budget	Variance (YTD - Budget)
		Total Revenue	130,103.33	199,860.00	(69,756.67)
	Expenditure	10-30-31-41100 - Roads - Salaries	164,312.01	253,400.00	(89,087.99)
		10-30-31-41302 - Roads - Payroll Costs	26,522.97	45,000.00	(18,477.03)
		10-30-31-41400 - Roads - Group Benefits	11,704.39	18,600.00	(6,895.61)
		10-30-31-42300 - Loan Payments Backhoe Principal	6,492.92	11,212.92	(4,720.00)
		10-30-31-42350 - Loan Payment Backhoe Interest	2,468.13	4,148.88	(1,680.75)
		10-30-31-42351 - Loan Payment Principal Bld	3,478.63	6,011.17	(2,532.54)
		10-30-31-42352 - Loan Payment Interest Bld	5,264.86	8,977.67	(3,712.81)
		10-30-31-43110 - Roads - Office Supplies	239.74	500.00	(260.26)
		10-30-31-43120 - Roads - Office Equipment	0.00	200.00	(200.00)
		10-30-31-43150 - Roads - Telephone	1,623.38	2,000.00	(376.62)
		10-30-31-43151 - Roads - Internet	545.81	750.00	(204.19)
		10-30-31-43202 - Roads Materials - Catch Basin	0.00	2,000.00	(2,000.00)
		10-30-31-43203 - Roads Materials - Culverts	0.00	1,000.00	(1,000.00)
		10-30-31-43204 - Roads Materials - Oil (Dust Lay)	0.00	200.00	(200.00)
		10-30-31-43205 - Roads Materials - Crushed Stone	1,206.91	3,000.00	(1,793.09)
		10-30-31-43206 - Roads Materials - Cold & Hot Patch	0.00	5,000.00	(5,000.00)
		10-30-31-43207 - Roads Materials - Signs & Fences	880.00	7,500.00	(6,620.00)
		10-30-31-43208 - Roads Materials - Sidewalk Repairs	0.00	5,000.00	(5,000.00)
		10-30-31-43209 - Roads Materials - Gas and Oil	17,570.64	15,000.00	2,570.64
		10-30-31-43210 - Roads - Tree Removal	5,189.76	5,000.00	189.76
		10-30-31-43212 - Roads - Line Painting	8,081.78	8,000.00	81.78
		10-30-31-43300 - Roads - Building Maintenance	2,390.39	500.00	1,890.39
		10-30-31-43320 - Roads - Building Supplies	1,301.72	5,000.00	(3,698.28)
		10-30-31-43410 - Roads - Hydro	3,791.30	3,500.00	291.30
		10-30-31-43420 - Roads - Water/Sewer	1,397.40	2,500.00	(1,102.60)
		10-30-31-43430 - Roads - Heat	4,322.32	5,500.00	(1,177.68)
		10-30-31-43600 - Roads - R & M Equipment	0.00	0.00	0.00
		10-30-31-43605 - Vehicles Stickers	623.50	4,823.00	(4,199.50)
		10-30-31-43630 - Roads - Small Tools Purchases	0.00	500.00	(500.00)

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Town of Deseronto: Revenue & Expenses 2023

Fund Code	Account Class	Account	Year to Date	Budget	Variance (YTD - Budget)
		10-30-31-43710 - Roads - Clothing	860.68	2,000.00	(1,139.32)
		10-30-31-43720 - Roads - Occ. Health & Safety	17.81	0.00	17.81
		10-30-31-43730 - Roads - Miscellaneous	93.69	500.00	(406.31)
		10-30-31-43741 - ROADS- CEMETARY MAINTENANCE	0.00	7,000.00	(7,000.00)
		10-30-31-43801 - Roads - Mileage & Travel	0.00	100.00	(100.00)
		10-30-31-43803 - Roads - Education	529.15	2,000.00	(1,470.85)
		10-30-31-43804 - Roads - Memberships/Assoc	937.43	900.00	37.43
		10-30-31-43900 - Roads - Insurance	51,703.76	51,704.00	(0.24)
		10-30-31-44400 - Roads - Waste Collection	1,933.62	4,000.00	(2,066.38)
		10-30-31-47100 - Roads - Equipment Rental	0.00	3,500.00	(3,500.00)
		10-30-31-47101 - Roads - Property Rental	1,831.68	3,663.36	(1,831.68)
		10-30-31-49600 - Roads - Capital Exp - Roads	4,375.56	0.00	4,375.56
		10-30-31-50000 - Roads - Transfer to Reserves	0.00	151,860.00	(151,860.00)
		10-30-31-50506 - Equipment Maintenance	1,310.54	2,000.00	(689.46)
		10-30-31-50516 - 2017 Ford 1/2 Ton Parts	105.80	0.00	105.80
		10-30-31-50518 - 2019 GMC V2G Parts	0.00	1,200.00	(1,200.00)
		10-30-31-50519 - 2019 GMC V2G Labour	0.00	300.00	(300.00)
		10-30-31-50520 - 2010 FRHT FM2 Parts	0.00	5,000.00	(5,000.00)
		10-30-31-50521 - 2010 FRHT FM2 Labour	0.00	3,000.00	(3,000.00)
		10-30-31-50522 - 2017 POLS PLS Parts	0.00	300.00	(300.00)
		10-30-31-50524 - 2010 PTRB CON Parts	3,176.41	6,000.00	(2,823.59)
		10-30-31-50525 - 2010 PTRB CON Labour	5,954.98	3,000.00	2,954.98
		10-30-31-50526 - 2010 UD Sweeper Parts	902.61	4,500.00	(3,597.39)
		10-30-31-50527 - 2010 UD Sweeper Labour	991.87	1,000.00	(8.13)
		10-30-31-50538 - Trackless Sidewalk Plow Parts	6,072.27	4,000.00	2,072.27
		10-30-31-50539 - Trackless Sidewalk Plow Labour	22.37	500.00	(477.63)
		10-30-31-50540 - ODB Leaf Collector Parts	0.00	500.00	(500.00)
		10-30-31-50542 - Case 580 Backhoe Parts	504.25	1,500.00	(995.75)
		10-30-31-50543 - Case 580 Backhoe Labour	0.00	1,500.00	(1,500.00)
		10-30-31-50544 - Vemeer Woodchipper Parts	0.00	500.00	(500.00)

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Town of Deseronto: Revenue & Expenses 2023

Fund Code	Account Class	Account	Year to Date	Budget	Variance (YTD - Budget)
		10-30-32-43201 - Roads Materials -Sand/Salt	25,788.21	20,000.00	5,788.21
		10-30-33-43410 - Street Lighting - Hydro	11,462.54	18,000.00	(6,537.46)
		10-30-33-44630 - Street Lighting - Contracted Maintenance	1,268.00	5,500.00	(4,232.00)
		10-30-33-49200 - Street Lighting - Capital Exp	1,301.60	2,500.00	(1,198.40)
		Total Expenditure	390,553.39	732,851.00	(342,297.61)
		Surplus (Deficit) PW Fund	(260,450.06)	(532,991.00)	272,540.94
REC	Revenue	10-80-82-98503 - Recreation Programming Revenue	1,367.25	600.00	767.25
		Total Revenue	1,367.25	600.00	767.25
	Expenditure	10-80-82-41410 - Recreation Program Costs	9,150.00	5,000.00	4,150.00
		10-80-82-41419 - Recreation-Ball Diamond Expenses	0.00	3,000.00	(3,000.00)
		10-80-82-44150 - Recreation - Family Day Expense	2,039.15	2,000.00	39.15
		10-80-82-44180 - Canada Day Expenses	11,977.06	12,000.00	(22.94)
		10-80-82-48250 - Santa Claus Parade Expenses	0.00	5,000.00	(5,000.00)
		Total Expenditure	23,166.21	27,000.00	(3,833.79)
		Surplus (Deficit) REC Fund	(21,798.96)	(26,400.00)	4,601.04
TRAN	Revenue	10-95-95-95150 - Town of Deseronto-Transit-Provincial Fun	52,615.02	67,000.00	(14,384.98)
		10-95-95-95900 - Transit - Single Tickets	15,208.30	23,000.00	(7,791.70)
		10-95-95-95905 - Transit - Charter Service Revenue	875.00	0.00	875.00
		10-95-95-95915 - Transit- Books of Tickets	3,685.00	8,000.00	(4,315.00)
		10-95-95-95920 - Transit-Monthly Passes	7,700.00	7,500.00	200.00
		10-95-95-95960 - Transit - Hastings County Grant	0.00	25,200.00	(25,200.00)
		10-95-95-95975 - Transit - Provincial Gas Tax Monies	148,390.00	197,853.00	(49,463.00)
		10-95-95-95980 - Transit- - United Way Grant	9,999.99	13,000.00	(3,000.01)
		10-95-95-95990 - Transit - Grant from Other Municipalitie	1,000.00	2,000.00	(1,000.00)
		Total Revenue	239,473.31	343,553.00	(104,079.69)
	Expenditure	10-95-95-41100 - Transit - Salaries	0.00	18,000.00	(18,000.00)
		10-95-95-41105 - Transit - Bus Drivers Wages	91,705.46	95,000.00	(3,294.54)
		10-95-95-41405 - Transit - Bus Drivers Payroll Costs	16,410.26	15,400.00	1,010.26
		10-95-95-43110 - Transit -Office Supplies	30.51	200.00	(169.49)
		10-95-95-43150 - Transit- -Telephone	1,302.06	2,500.00	(1,197.94)

Third Quarter
Jan-Sept 2023

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Town of Deseronto: Revenue & Expenses 2023

Fund Code	Account Class	Account	Year to Date	Budget	Variance (YTD - Budget)
		10-95-95-43201 - Transit- Gas and Oil	30,594.61	50,000.00	(19,405.39)
		10-95-95-43210 - Transit - Licence fees	250.50	1,000.00	(749.50)
		10-95-95-43300 - Building Maintenance	0.00	2,500.00	(2,500.00)
		10-95-95-43410 - Transit- -Hydro	343.10	1,000.00	(656.90)
		10-95-95-43420 - Water	498.96	1,000.00	(501.04)
		10-95-95-43430 - Transit - Heat	1,119.90	1,000.00	119.90
		10-95-95-43510 - Transit- -Computer Hardware	0.00	1,000.00	(1,000.00)
		10-95-95-43600 - Transit - R & M Equipment	478.16	2,000.00	(1,521.84)
		10-95-95-43607 - Transit - R&M 2018 Dodgevan (parts)	960.80	1,500.00	(539.20)
		10-95-95-43608 - Transit - R&M 2018 Dodgevan (labour)	879.04	1,500.00	(620.96)
		10-95-95-43624 - Transit - R&M 2012 GM Girardin Parts	0.00	2,500.00	(2,500.00)
		10-95-95-43625 - Transit - R&M 2012 GM Girardin Labour	0.00	2,500.00	(2,500.00)
		10-95-95-43626 - Transit - R & M 2016 Econoline Parts	4,836.91	9,000.00	(4,163.09)
		10-95-95-43627 - Transit - R & M 2016 Econoline Labour	3,808.46	7,500.00	(3,691.54)
		10-95-95-43628 - TRANSIT- 2018 FORD R& M - PARTS	4,142.31	4,000.00	142.31
		10-95-95-43629 - TRANSIT - 2018 FORD R & M - LABOUR	3,024.13	3,000.00	24.13
		10-95-95-43705 - Transit - Promotion & Ad Production	0.00	1,000.00	(1,000.00)
		10-95-95-43730 - Transit - Miscellaneous	137.50	500.00	(362.50)
		10-95-95-43804 - Transit - Membership	1,938.88	1,845.00	93.88
		10-95-95-43900 - Transit- Insurance	17,696.48	17,686.00	10.48
		10-95-95-44300 - Transit - Administration	0.00	8,900.00	(8,900.00)
		10-95-95-45000 - Medical/Licence Reimb.	130.00	0.00	130.00
		10-95-95-47305 - Transit - Internet	0.00	650.00	(650.00)
		10-95-95-50338 - COVID Expenses	112.36	10,000.00	(9,887.64)
		Total Expenditure	180,400.39	262,681.00	(82,280.61)
		Surplus (Deficit) TRAN Fund	59,072.92	80,872.00	(21,799.08)
W&S	Revenue	15-40-41-95100 - Sewer Charges	404,555.76	550,000.00	(145,444.24)
		15-40-41-95150 - WATER CHARGES	530,160.72	737,000.00	(206,839.28)
		15-40-41-95400 - W & S - Penalty Interest	2,291.53	3,500.00	(1,208.47)
		15-40-41-95450 - Wastewater - Septage Receiving	36,811.90	74,200.00	(37,388.10)

Third Quarter
Jan-Sept 2023

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Town of Deseronto: Revenue & Expenses 2023

Fund Code	Account Class	Account	Year to Date	Budget	Variance (YTD - Budget)
		15-40-41-95500 - Water Metres	0.00	1,000.00	(1,000.00)
		15-40-41-95900 - W & S - Other Revenue	710.00	1,000.00	(290.00)
		15-40-41-95902 - Tower Rental Revenue	13,567.50	17,793.00	(4,225.50)
		15-40-41-98100 - W & S - Bank Interest	45,419.82	10,000.00	35,419.82
		15-40-41-99100 - Contri From Reserve - W & S	0.00	40,000.00	(40,000.00)
		Total Revenue	1,033,517.23	1,434,493.00	(400,975.77)
	Expenditure	15-40-41-41100 - W & S - Salaries	154,351.98	234,791.00	(80,439.02)
		15-40-41-41302 - W & S - Payroll Costs	33,483.92	37,755.00	(4,271.08)
		15-40-41-41400 - W & S - Group Benefits	9,565.83	13,000.00	(3,434.17)
		15-40-41-42400 - Principal - Infrastructure Ontario Waste	17,642.22	30,463.44	(12,821.22)
		15-40-41-42450 - Interest - Infrastructure Ontario Wastew	23,017.82	39,239.64	(16,221.82)
		15-40-41-42460 - Principal - Infrastructure Ont Loan Wat	11,846.95	23,847.91	(12,000.96)
		15-40-41-42461 - Interest Infrastructure Ont Loan Water E	12,259.09	24,364.17	(12,105.08)
		15-40-41-43110 - W & S - Supplies	1,493.61	500.00	993.61
		15-40-41-43140 - W & S - Postage	49.42	100.00	(50.58)
		15-40-41-43150 - W & S - Telephone	4,820.66	10,000.00	(5,179.34)
		15-40-41-43151 - W & S - Internet	1,376.89	2,000.00	(623.11)
		15-40-41-43201 - W & S - Gas & Oil	5,557.19	8,000.00	(2,442.81)
		15-40-41-43300 - W & S - Building Maintenance	2,003.16	2,000.00	3.16
		15-40-41-43340 - W & S - Payment in Lieu of Taxes	2,782.85	40,000.00	(37,217.15)
		15-40-41-43410 - Water - Hydro	55,076.85	90,000.00	(34,923.15)
		15-40-41-43411 - Wastewater - Hydro	59,303.83	100,000.00	(40,696.17)
		15-40-41-43430 - Water Heat	9,930.22	28,000.00	(18,069.78)
		15-40-41-43500 - W & S - Computer Software/ Support	1,037.96	5,000.00	(3,962.04)
		15-40-41-43510 - W & S - Computer Hardware	528.27	2,000.00	(1,471.73)
		15-40-41-43601 - Wastewater - Collection R&M Equipment	12,839.09	45,000.00	(32,160.91)
		15-40-41-43602 - Water - Distribution Service R&M	14,722.71	30,000.00	(15,277.29)
		15-40-41-43603 - Wastewater - Treatment R&M	35,896.79	45,000.00	(9,103.21)
		15-40-41-43620 - W & S - Office Supplies	1,471.53	100.00	1,371.53
		15-40-41-43630 - W & S - Small Tools Purchases	118.23	2,000.00	(1,881.77)

Third Quarter
Jan-Sept 2023

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Town of Deseronto: Revenue & Expenses 2023

Fund Code	Account Class	Account	Year to Date	Budget	Variance (YTD - Budget)
		15-40-41-43640 - W & S - Lab Equipment	397.63	4,000.00	(3,602.37)
		15-40-41-43660 - Water - Chemicals	43,676.76	70,000.00	(26,323.24)
		15-40-41-43661 - Wastewater - Chemicals	48,077.59	40,000.00	8,077.59
		15-40-41-43670 - W & S - Calibrations and Equip. Cert.	0.00	3,000.00	(3,000.00)
		15-40-41-43700 - Advertising	133.20	300.00	(166.80)
		15-40-41-43710 - W & S - Uniforms/Clothing	1,273.21	1,500.00	(226.79)
		15-40-41-43720 - Occ. Health & Safety	7,627.58	0.00	7,627.58
		15-40-41-43730 - W & S - Miscellaneous	708.03	500.00	208.03
		15-40-41-43801 - W & S - Mileage/ Travel	150.03	500.00	(349.97)
		15-40-41-43803 - W & S - Education	4,318.85	7,000.00	(2,681.15)
		15-40-41-43804 - W & S - Memberships	508.50	1,000.00	(491.50)
		15-40-41-43900 - Sewer - Insurance Premium	73,828.80	73,829.00	(0.20)
		15-40-41-44100 - W & S - Audit	1,729.92	10,000.00	(8,270.08)
		15-40-41-44105 - W & S - Engineering	0.00	1,000.00	(1,000.00)
		15-40-41-44115 - Consulting	214,872.64	15,000.00	199,872.64
		15-40-41-44205 - W & S - Inspections	0.00	7,000.00	(7,000.00)
		15-40-41-44400 - W & S - Waste Collection	2,068.83	3,500.00	(1,431.17)
		15-40-41-44730 - W & S - Town Hall Administration fees	0.00	45,000.00	(45,000.00)
		15-40-41-44731 - W/S - Roads Maintenance Expense	0.00	32,400.00	(32,400.00)
		15-40-41-44741 - Wastewater - Lab Analysis	12,308.24	24,000.00	(11,691.76)
		15-40-41-44745 - Water - Lab Analysis	12,774.59	17,000.00	(4,225.41)
		15-40-41-44750 - W & S - Bio Solids Managment	8,903.76	65,000.00	(56,096.24)
		15-40-41-44755 - W & S - Safety	2,129.56	1,500.00	629.56
		15-40-41-44830 - Water - Treatment Equipment R&M	6,114.14	50,000.00	(43,885.86)
		15-40-41-47300 - W & S - Bank Charges	269.72	750.00	(480.28)
		15-40-41-49800 - Capital Project	22,372.55	40,000.00	(17,627.45)
		15-40-41-50001 - Transfer to Unfinanced Capital	0.00	54,050.04	(54,050.04)
		15-40-41-50210 - Water Meter Loan Principal	6,947.37	12,004.00	(5,056.63)
		15-40-41-50211 - Water Meter Loan Interest	7,345.93	12,498.80	(5,152.87)
		15-40-41-50302 - Waterwater Heat	1,050.49	12,000.00	(10,949.51)

Third Quarter
Jan-Sept 2023

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Town of Deseronto: Revenue & Expenses 2023

Fund Code	Account Class	Account	Year to Date	Budget	Variance (YTD - Budget)
		15-40-41-50317 - Wastewater Computer Hardware	0.00	4,000.00	(4,000.00)
		15-40-41-50339 - Wastewater Lab Equipment	5,714.93	2,000.00	3,714.93
		15-40-41-50505 - Wastewater Bld Maintenance	635.15	4,000.00	(3,364.85)
		15-40-41-50519 - Wastewater Computer Software/Support	0.00	3,000.00	(3,000.00)
		15-40-41-50528 - 2010 GMC Siera Parts	1,215.39	1,000.00	215.39
		15-40-41-50529 - 2010 GMC Siera Labour	187.15	1,000.00	(812.85)
		15-40-41-50530 - 2018 Ford COF Parts	0.00	1,000.00	(1,000.00)
		15-40-41-50531 - 2018 Ford COF Labour	0.00	1,000.00	(1,000.00)
		Total Expenditure	958,517.61	1,434,493.00	(475,975.39)
		Surplus (Deficit) W&S Fund	74,999.62	0.00	74,999.62
WASTE	Revenue	10-40-43-95100 - Bag Tag Fees	75,338.50	103,345.00	(28,006.50)
		10-40-43-95200 - Waste - Special Pick Up Days Revenue	2,435.60	2,200.00	235.60
		10-40-43-95300 - Recycling Revenue	15,188.67	15,000.00	188.67
		Total Revenue	92,962.77	120,545.00	(27,582.23)
	Expenditure	10-40-42-43730 - Misc Expense	1,831.68	0.00	1,831.68
		10-40-43-44730 - Waste Contracted Services - Pick-up	71,439.39	102,958.00	(31,518.61)
		10-40-43-44732 - Waste - Spring Cleanup	6,629.46	5,000.00	1,629.46
		10-40-43-44750 - Contract Services Recycling	44,261.81	71,500.00	(27,238.19)
		Total Expenditure	124,162.34	179,458.00	(55,295.66)
			Surplus (Deficit) WASTE Fund	(31,199.57)	(58,913.00)
		Total Surplus (Deficit)	(1,194,007.90)	(1,573,478.28)	379,470.38



2023-10-11

**Corporation of the
TOWN OF DESERONTO**

Schedule of Accounts No. **16-2023**

Moved by: _____

Seconded by _____

"That Schedule of Accounts Numbered **16-2023**
be approved in the amount of \$ 150,547.08

Carried.

BREAKDOWN OF SCHEDULE OF ACCOUNTS

ACCOUNTS PAYABLES
See Attached List

	<u>BATCH</u>		<u>AMOUNT</u>
	2023-00113	\$	90,037.45
	2023-00115	\$	60,509.63

TOTAL SCHEDULE OF ACCOUNTS NO. **16-2023** Total \$ 150,547.08

List of Accounts for Approval

As of 2023-10-05

Batch: 2023-00113

Report Date
2023-10-05 12:22 PM

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
Bank Code: GEN - General					
Computer Cheques:					
3347	2023-09-28	Belleville Tire and Auto Centr	Alignment and tires in 2022		
BVT30283		15-40-41-50528 - 2010 GMC Sier:	Alignment and tires in 2	1,215.39	
		15-40-41-50529 - 2010 GMC Sier:	Alignment and tires in 2	187.15	
		10-00-00-12103 - Federal Rebate	HST Tax Code	68.91	
		10-00-00-12104 - Provincial Reba	HST Tax Code	86.00	1,557.45
3348	2023-09-28	Brenntag Canada Inc.	Chemicals Chlorine 68KG		
46724897		15-40-41-43660 - Water - Chemic:	Chemicals Chlorine 68KG	14,570.62	
		10-00-00-12103 - Federal Rebate	HST Tax Code	715.93	
		10-00-00-12104 - Provincial Reba	HST Tax Code	893.48	16,180.03
46655790		15-40-41-43660 - Water - Chemic:	Chemicals Cyl and cage re	4,884.48-	
		10-00-00-12103 - Federal Rebate	HST Tax Code	240.00-	
		10-00-00-12104 - Provincial Reba	HST Tax Code	299.52-	5,424.00-
46726156		15-40-41-43660 - Water - Chemic:	Chemicals Cyl and Cage re	5,291.52-	
		10-00-00-12103 - Federal Rebate	HST Tax Code	260.00-	
		10-00-00-12104 - Provincial Reba	HST Tax Code	324.48-	5,876.00-
				Payment Total:	4,880.03
3349	2023-09-28	Canadian Tire	Cable ties, oil Etc		
14988		10-30-31-43209 - Roads Materials	Cable ties, oil Etc	268.97	
		10-00-00-12103 - Federal Rebate	HST Tax Code	13.22	
		10-00-00-12104 - Provincial Reba	HST Tax Code	16.49	298.68
3350	2023-09-28	CDW Canada Corp	Office 365 accts 2023/2024		
ZR00052066		10-10-12-43500 - Admin - Comput	Office 365 accts 2023/202	2,984.36	
		10-00-00-16100 - Prepaid Expens	Office 365 accts 2023/202	5,968.73	
		10-00-00-12103 - Federal Rebate	HST Tax Code	439.91	
		10-00-00-12104 - Provincial Reba	HST Tax Code	549.01	9,942.01
3351	2023-09-28	CIMCO Refrigeration	Seasonal start up Arena		
90888114		10-80-83-43301 - Ice Plant Mainte	Seasonal start up Arena	4,802.20	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	240.11	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	384.18	5,426.49
3352	2023-09-28	Cintas Canada Limited	Mat Rental x2 arena		
4168864115		10-80-83-43180 - Arena -Outside	Mat Rental x2 arena	58.22	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	2.91	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	4.66	65.79
3353	2023-09-28	Classic Displays	Remainder of payment 2023-614		
2023-614/part 2		10-80-81-43642 - Mill Point Park	Remainder of payment 2023	66.14	
		10-00-00-12103 - Federal Rebate	HST Tax Code	3.25	
		10-00-00-12104 - Provincial Reba	HST Tax Code	4.06	73.45

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Town of Deseronto
List of Accounts for Approval
As of 2023-10-05
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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
3354	2023-09-28	Cogeco Connexion Inc.	Sep 11 to Oct 10 Water&Sewer		
110066590843		15-40-41-43151 - W & S - Internet	Sep 11 to Oct 10 Water&Se	106.80	
		10-00-00-12103 - Federal Rebate	HST Tax Code	5.25	
		10-00-00-12104 - Provincial Reba	HST Tax Code	6.54	118.59
110066612899		10-80-83-43151 - Arena -Internet	Sep 11 to Oct 10 Arena	101.71	
		10-80-83-43150 - Arena -Telephor	Sep 11 to Oct 10 Arena	50.77	
		10-00-00-12103 - Federal Rebate	HST Tax Code	7.49	
		10-00-00-12104 - Provincial Reba	HST Tax Code	9.35	169.32
			Payment Total:		287.91
3355	2023-09-28	Eastern Rink Services	Paint the ice in arena		
23149		10-80-83-43302 - Ice Maintenance	Paint the ice in arena	2,887.00	
		10-00-00-12592 - A/R - Other	Paint the ice in arena	646.07	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	144.35	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	230.96	3,908.38
3356	2023-09-28	Humphreys, Matt	Cell phone chargers		
W1220936138		10-30-31-43150 - Roads - Telephc	Cell phone chargers	99.72	
		10-00-00-12103 - Federal Rebate	HST Tax Code	4.90	
		10-00-00-12104 - Provincial Reba	HST Tax Code	6.12	110.74
702-8564520-875		10-30-31-43150 - Roads - Telephc	cases for new iphone	69.05	
		10-00-00-12103 - Federal Rebate	HST Tax Code	3.39	
		10-00-00-12104 - Provincial Reba	HST Tax Code	4.24	76.68
			Payment Total:		187.42
3357	2023-09-28	Hydro One Networks Inc	Billing Period Aug 5-Sept 5		
Oct23Arena		10-80-83-43410 - Arena -Hydro	Billing Period Aug 5-Sept	3,035.29	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	151.76	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	242.83	3,429.88
3358	2023-09-28	ITI Canada Inc.	Sever Warranty 1Yr		
103538		10-10-12-43500 - Admin - Comput	Sever Warranty 1Yr	95.73	
		10-00-00-16100 - Prepaid Expens	Sever Warranty 1Yr	478.62	
		10-00-00-12103 - Federal Rebate	HST Tax Code	28.21	
		10-00-00-12104 - Provincial Reba	HST Tax Code	35.23	637.79
3359	2023-09-28	Lennox Fence Inc.	Dome Cages		
985		10-80-81-43642 - Mill Point Park	Dome Cages	61.91	
		10-00-00-12103 - Federal Rebate	HST Tax Code	3.04	
		10-00-00-12104 - Provincial Reba	HST Tax Code	3.80	68.75
3360	2023-09-28	Madden, Sophia	DW Operator Exam		
R305149		15-40-41-43803 - W & S - Educati	DW Operator Exam	140.00	140.00
3361	2023-09-28	Manulife Financial	Oct benefits		

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Town of Deseronto
List of Accounts for Approval
As of 2023-10-05
Batch: 2023-00113

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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
Oct 2023		10-10-11-41400 - Admin - Group E	Oct benefits	1,001.48	
		10-30-31-41400 - Roads - Group E	Oct benefits	1,183.64	
		15-40-41-41400 - W & S - Group E	Oct benefits	632.17	2,817.29
3362	2023-09-28	Minister of Finance - OPP	OPP Billing August		
302009231031043		10-20-22-44520 - Police - OPP Cc	OPP Billing August	40,662.00	40,662.00
3363	2023-09-28	Napanee Home Hardware	20v Cordless combo kit		
DC5981		10-80-83-43630 - Arena -Small To	20v Cordless combo kit	249.97	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	12.50	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	20.00	282.47
DC4816		10-30-31-49600 - Roads - Capital	Cement fence & post, bolt	140.29	
		10-00-00-12103 - Federal Rebate	HST Tax Code	6.89	
		10-00-00-12104 - Provincial Reba'	HST Tax Code	8.60	155.78
DC6081		15-40-41-43730 - W & S - Miscellz	Nuts, Bolts, Insecticide	143.26	
		10-00-00-12103 - Federal Rebate	HST Tax Code	7.04	
		10-00-00-12104 - Provincial Reba'	HST Tax Code	8.78	159.08
			Payment Total:		597.33
3364	2023-09-28	Noble Corporation	Emergency eyewash station		
5026344-00		15-40-41-44755 - W & S - Safety	Emergency eyewash station	80.19	
		10-00-00-12103 - Federal Rebate	HST Tax Code	3.94	
		10-00-00-12104 - Provincial Reba'	HST Tax Code	4.91	89.04
5026355-00		15-40-41-44755 - W & S - Safety	Emergency eyewash station	25.38	
		10-00-00-12103 - Federal Rebate	HST Tax Code	1.25	
		10-00-00-12104 - Provincial Reba'	HST Tax Code	1.55	28.18
502876-00		15-40-41-50505 - Wastewater Bld	Maintenance on wastewater	32.97	
		10-00-00-12103 - Federal Rebate	HST Tax Code	1.62	
		10-00-00-12104 - Provincial Reba'	HST Tax Code	2.02	36.61
5025587-00		15-40-41-44755 - W & S - Safety	emergency eyewash shower	105.44	
		10-00-00-12103 - Federal Rebate	HST Tax Code	5.18	
		10-00-00-12104 - Provincial Reba'	HST Tax Code	6.47	117.09
			Payment Total:		270.92
3365	2023-09-28	Stone Mills Portable Toilet	Standard unit May-July		
2250		10-80-81-43640 - Parks - Centenn	Standard unit May-July	457.92	
		10-00-00-12103 - Federal Rebate	HST Tax Code	22.50	
		10-00-00-12104 - Provincial Reba'	HST Tax Code	28.08	508.50
3366	2023-09-28	Swish Maintenance Limited	Bags toilet paper, window wash		
K703914		10-80-83-43330 - Arena -Janitoria	Bags toilet paper, window	358.85	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	17.94	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	28.71	405.50

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3367 INV01-17135	2023-09-28	Templeman 15-40-41-44200 - W & S - Legal	Review OWCA Contract Review OWCA Contract	1,158.54	
		10-00-00-12103 - Federal Rebate	HST Tax Code	56.93	
		10-00-00-12104 - Provincial Reba	HST Tax Code	71.04	1,286.51
3368 01R60995	2023-09-28	Tim's Truck & Equipment 10-30-31-50526 - 2010 UD Sweep	Annual heavy duty inspection Annual heavy duty inspect	110.18	
		10-30-31-50527 - 2010 UD Sweep	Annual heavy duty inspect	752.75	
		10-00-00-12103 - Federal Rebate	HST Tax Code	42.40	
		10-00-00-12104 - Provincial Reba	HST Tax Code	52.90	958.23
3369 22943	2023-09-28	True Comfort Heating & Cooling 10-80-83-43600 - Arena -R & M Er	Maintenance on Luxaire furnace Maintenance on Luxaire fu	627.00	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	31.35	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	50.16	708.51
22942		10-80-83-43600 - Arena -R & M Er	Maintenance on Greenheck	150.00	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	7.50	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	12.00	169.50
22923		10-80-83-43301 - Ice Plant Mainte	Maintenance om dehumidifi	345.00	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	17.25	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	27.60	389.85
22940		10-80-83-43600 - Arena -R & M Er	Maintenance on rooftop un	310.00	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	15.50	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	24.80	350.30
22941		10-80-83-43600 - Arena -R & M Er	Maintenance on rooftop un	810.00	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	40.50	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	64.80	915.30
				Payment Total:	2,533.46
3370 24896G	2023-09-28	Tyendingaga Propane 10-80-83-43302 - Ice Maintenance	Propane for arena Propane for arena	61.64	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	3.08	
		10-00-00-12101 - ITC Receivable	HST-ITC Tax Code	4.93	69.65
3371 2308	2023-09-28	Wilson, Mandi 10-80-82-41410 - Recreation Proj	Sept bootcamp,yoga Sept bootcamp,yoga	1,200.00	1,200.00
3372 July-Sept2023	2023-09-28	WSIB 10-00-00-21537 - WSIB Payable	July to Sept 3rd Quater July to Sept 3rd Quater	6,367.18	
		10-20-21-41302 - Fire - Payroll Co	July to Sept 3rd Quater	1,456.85	7,824.03
				Total for GEN:	90,037.45

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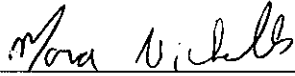
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Certified Correct This October 5, 2023

Mayor



Treasurer

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Bank Code: GEN - General					
Computer Cheques:					
3373	2023-10-05	Anchor Safe & Lock Ltd	Fix vault door		
203564-1		10-10-12-43600 - Admin - R & M E	Fix vault door	220.56	
		10-00-00-12103 - Federal Rebate	HST Tax Code	10.84	
		10-00-00-12104 - Provincial Reba	HST Tax Code	13.53	244.93
3374	2023-10-05	Battlefield Equipment Rental	Camlock male 2x2		
23231020		15-40-41-50505 - Wastewater Bld	Camlock male 2x2	13.43	
		10-00-00-12103 - Federal Rebate	HST Tax Code	0.66	
		10-00-00-12104 - Provincial Reba	HST Tax Code	0.83	14.92
3375	2023-10-05	Caduceon Enterprises	Testing Water coliform, e.coil		
123-014570		15-40-41-44745 - Water - Lab Anz	Testing Water coliform, e	1,771.41	
		10-00-00-12103 - Federal Rebate	HST Tax Code	87.04	
		10-00-00-12104 - Provincial Reba	HST Tax Code	108.62	1,967.07
123-013124		15-40-41-44741 - Wastewater - Lz	Testing Wasterwater volit	2,723.94	
		10-00-00-12103 - Federal Rebate	HST Tax Code	133.84	
		10-00-00-12104 - Provincial Reba	HST Tax Code	167.04	3,024.82
				Payment Total:	4,991.89
3376	2023-10-05	Canadian Tire	Oil filters x2		
14987		10-30-31-50518 - 2019 GMC V2G	Oil filters x2	32.54	
		10-00-00-12103 - Federal Rebate	HST Tax Code	1.60	
		10-00-00-12104 - Provincial Reba	HST Tax Code	2.00	36.14
3377	2023-10-05	Certified Crane & Hoist INC	Safety and lift inspections		
2399		15-40-41-44755 - W & S - Safety	Safety and lift inspectio	1,933.44	
		10-00-00-12103 - Federal Rebate	HST Tax Code	95.00	
		10-00-00-12104 - Provincial Reba	HST Tax Code	118.56	2,147.00
3378	2023-10-05	Clark, Norman	Mileage for travel 3rd quater		
Mileage 2023		10-10-10-43801 - Council - Mileag	Mileage for travel	129.82	
		10-00-00-12103 - Federal Rebate	HST Tax Code	6.38	
		10-00-00-12104 - Provincial Reba	HST Tax Code	7.96	144.16
3379	2023-10-05	Cogeco Connexion Inc.	Sep 21-Oct 20 Transit		
110066762553		10-95-95-43150 - Transit- -Teleph	Sep 21-Oct 20 Transit	75.09	
		10-00-00-12103 - Federal Rebate	HST Tax Code	3.69	
		10-00-00-12104 - Provincial Reba	HST Tax Code	4.60	83.38
110066758926		10-20-21-43151 - Fire - Internet	Sep 21-Oct 20 Fire	61.00	
		10-00-00-12103 - Federal Rebate	HST Tax Code	3.00	
		10-00-00-12104 - Provincial Reba	HST Tax Code	3.74	67.74
110066755660		10-10-12-43151 - Admin - Internet	Sep 21-Oct 20 Townhall	127.15	
		10-10-12-43150 - Admin - Telephc	Sep 21-Oct 20 Townhall	25.38	

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		10-00-00-12103 - Federal Rebate	HST Tax Code	7.49	
		10-00-00-12104 - Provincial Reba	HST Tax Code	9.36	169.38
				Payment Total:	320.50
3380	2023-10-05	Fitzgibbon Construction	Paving Patch 303 Edmon St		
8125		15-40-41-44731 - W/S - Roads M	Paving Patch 303 Edmon	2,035.20	
		10-00-00-12103 - Federal Rebate	HST Tax Code	100.00	
		10-00-00-12104 - Provincial Reba	HST Tax Code	124.80	2,260.00
3381	2023-10-05	GFL Environmental	Biosolids 132.00 M3		
G90003253725		15-40-41-44750 - W & S - Bio Soli	Biosolids 132.00 M3	2,037.68	
		10-00-00-12103 - Federal Rebate	HST Tax Code	100.12	
		10-00-00-12104 - Provincial Reba	HST Tax Code	124.96	2,262.76
3382	2023-10-05	Gray's IDA Drug Store	Distilled water		
WPCP2023		15-40-41-43640 - W & S - Lab Eq	Distilled water	4.46	
		10-00-00-12103 - Federal Rebate	HST Tax Code	0.22	
		10-00-00-12104 - Provincial Reba	HST Tax Code	0.27	4.95
3383	2023-10-05	ICONIX Waterworks LP	Sanitary Sewer Grates		
C2316089903		10-30-31-49600 - Roads - Capital	Sanitary Sewer Grates	2,412.53	
		10-00-00-12103 - Federal Rebate	HST Tax Code	118.54	
		10-00-00-12104 - Provincial Reba	HST Tax Code	147.93	2,679.00
C2316087730		10-30-31-49600 - Roads - Capital	Tactile walking plate	976.90	
		10-00-00-12103 - Federal Rebate	HST Tax Code	48.00	
		10-00-00-12104 - Provincial Reba	HST Tax Code	59.90	1,084.80
				Payment Total:	3,763.80
3384	2023-10-05	ITI Canada Inc.	September 2023 backup		
IN-75153-01		10-10-12-43500 - Admin - Comput	September 2023 backup	175.83	
		10-00-00-12103 - Federal Rebate	HST Tax Code	8.64	
		10-00-00-12104 - Provincial Reba	HST Tax Code	10.78	195.25
IN-75028-01		10-10-12-43500 - Admin - Comput	1 year post warrenty tech	143.58	
		10-00-00-16100 - Prepaid Expens	1 year post warrenty tech	430.76	
		10-00-00-12103 - Federal Rebate	HST Tax Code	28.22	
		10-00-00-12104 - Provincial Reba	HST Tax Code	35.23	637.79
				Payment Total:	833.04
3385	2023-10-05	Johnston, Bernie	Sep 11 Firehall training		
edu2023		10-20-21-43803 - Fire - Education	Sep 11 Firehall training	233.00	233.00
3386	2023-10-05	Kasama Marketing	Website Maint. Q4 2023		
519		10-90-92-43825 - Econ Dev- Sunc	Websit maint. Q4 2023	1,144.80	
		10-00-00-12103 - Federal Rebate	HST Tax Code	56.25	
		10-00-00-12104 - Provincial Reba	HST Tax Code	70.20	1,271.25

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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
3387 36,736	2023-10-05	The Mearie Group 15-40-41-41400 - W & S - Group	Billing Period October 2023 Billing Period October 20	358.31	358.31
3388 3687	2023-10-05	Minitel Corporation 10-10-12-43150 - Admin - Telephc 10-00-00-12103 - Federal Rebate 10-00-00-12104 - Provincial Reba	Monthly billing for October Monthly billing for Octob HST Tax Code HST Tax Code	161.80 7.95 9.92	179.67
3389 DC5525	2023-10-05	Napanee Home Hardware 10-30-31-49600 - Roads - Capital 10-00-00-12103 - Federal Rebate 10-00-00-12104 - Provincial Reba	Cement Fence and Post Cement Fence and Post HST Tax Code HST Tax Code	152.49 7.49 9.35	169.33
DC5965		10-30-31-49600 - Roads - Capital 10-00-00-12103 - Federal Rebate 10-00-00-12104 - Provincial Reba	Cement Fence and Post HST Tax Code HST Tax Code	174.85 8.59 10.73	194.17
DC6149		10-30-31-49600 - Roads - Capital 10-00-00-12103 - Federal Rebate 10-00-00-12104 - Provincial Reba	Cement fence and post HST Tax Code HST Tax Code	172.82 8.49 10.60	191.91
DC7371		15-40-41-50505 - Wastewater Bld 10-00-00-12103 - Federal Rebate 10-00-00-12104 - Provincial Reba	Water Heater 1500w HST Tax Code HST Tax Code	600.37 29.50 36.82	666.69
				Payment Total:	1,222.10
3390 23472	2023-10-05	Nautilus Environmental 15-40-41-44741 - Wastewater - L 10-00-00-12103 - Federal Rebate 10-00-00-12104 - Provincial Reba	Toxicity testing for Wastewat Toxicity testing Wastewa HST Tax Code HST Tax Code	574.94 28.25 35.26	638.45
3391 5026692-01	2023-10-05	Noble Corporation 15-40-41-44755 - W & S - Safety 10-00-00-12103 - Federal Rebate 10-00-00-12104 - Provincial Reba	Male Socx Adaptor Male Socx Adaptor HST Tax Code HST Tax Code	185.40 9.11 11.36	205.87
5026692-00		15-40-41-44755 - W & S - Safety 10-00-00-12103 - Federal Rebate 10-00-00-12104 - Provincial Reba	Square threaded plug HST Tax Code HST Tax Code	95.75 4.70 5.87	106.32
				Payment Total:	312.19
3392 454438759	2023-10-05	Purolator Inc 10-00-00-12592 - A/R - Other	Shipment Sep 20th 2023 Shipment Sep 20th 2023	15.32	15.32
3393 Sept2023	2023-10-05	Receiver General 10-00-00-21530 - Employee Tax F	Sept Payroll Remittance Sept Payroll Remittance	18,693.22	18,693.22

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3394 9132	2023-10-05	Ron Allison Electric 10-80-81-43250 - Parks - Mainten: 10-80-81-43250 - Parks - Mainten: 10-30-33-44630 - Street Lighting - 10-00-00-12103 - Federal Rebate 10-00-00-12104 - Provincial Reba	20 amp gfi, bucket truck, fuse 20 amp gfi, bucket truck, 20 amp gfi, bucket truck, 20 amp gfi, bucket truck, HST Tax Code HST Tax Code	80.01 139.00 901.14 55.04 68.69	1,243.88
3395 97207	2023-10-05	Shelin Pools 15-40-41-44731 - W/S - Roads M: 10-30-31-43208 - Roads Materials 10-00-00-12103 - Federal Rebate 10-00-00-12104 - Provincial Reba	form, pour, finish sidewalks form, pour, finish sidewa form, pour, finish sidewa HST Tax Code HST Tax Code	1,037.65 5,697.36 330.93 413.00	7,478.94
3396 23019	2023-10-05	True Comfort Heating & Cooling Repair 10-80-83-43600 - Arena -R & M E: 10-00-00-12101 - ITC Receivable 10-00-00-12101 - ITC Receivable	Repair A/C unit Arena Repair A/C unit Arena HST-ITC Tax Code HST-ITC Tax Code	305.00 15.25 24.40	344.65
3397 32731G-1	2023-10-05	Tyendingaga Propane 10-80-83-43302 - Ice Maintenance 10-00-00-12101 - ITC Receivable 10-00-00-12101 - ITC Receivable	Propane 33lb Arena Propane 33lb Arena HST-ITC Tax Code HST-ITC Tax Code	30.82 1.54 2.47	34.83
Other:					
24-Man Sept2023	2023-10-05	O.M.E.R.S 10-00-00-21536 - OMERS Payabl	Payroll Remittances For Sept Payroll Remittances For S	9,378.10	9,378.10
30-Man Oct 5, 2023	2023-10-05	Foss National Leasing 10-30-31-43209 - Roads Materials 10-30-31-43209 - Roads Materials 15-40-41-43201 - W & S - Gas & C 15-40-41-43201 - W & S - Gas & C 10-00-00-12103 - Federal Rebate 10-00-00-12104 - Provincial Reba	Gas Charges Aug-Sept/23 Gas Charges Aug-Sept/23 Gas Charges Aug-Sept/23 Gas Charges Aug-Sept/23 HST Tax Code HST Tax Code	1,142.31 14.59 754.71 10.34 93.21 116.33	2,081.63
				Total for GEN:	60,509.63

Certified Correct This October 5, 2023

Mayor



Treasurer

TOPIC:	Proposed 2024 Budget Schedule
REPORT BY:	TRE-2023-43
DRAFTED:	October 4th, 2023
AMENDED:	
COUNCIL/COMMITTEE:	October 11th, 2023

ISSUE

To provide Council with a proposed 2024 budget time frame.

Background

I have put together a proposed schedule in preparation of the 2024 budget.

I will input figures in all department budgets for items that are out of our control and/or are pretty much fixed costs; items such as utilities, payroll expenses, benefits etc. The department heads can then spend more time on the line items that they do have control over.

I will get department heads to look at their capital budgets for the next two years and will provide them with reports from our Asset Management software so they will have a better handle of what assets need repair/replacement first and they can budget accordingly based on the asset information that has been gathered.

The time frame that I was considering (which can be changed and altered as need be) is as follows:

- Around the 20th, of October provide department heads with the Operating Budget worksheets.
- Week of November 20-24 set up meetings with all department heads to go over their first preliminary numbers for their operating budgets

- Week of December 4-8 set up meeting with all department heads to go over their capital budgets for the next two years.
- Week of December 4-8 put a budget package together for Council.
- On December 13th have our first budget meeting

The meeting on the 13th, would just be to have a look at what department heads have put together. There probably won't be a lot of information from MPAC, the County or even the School Board at this time. This will give us a starting point and we will be that much further ahead so when we have all the other pieces of the puzzle, we are ready to go.

At the December 13th meeting we could set more budget meeting dates for 2023.

Recommendation

That Council set the date of December 14th, 2023, for the first 2024 operating budget meeting, and;

That Council provide the Treasurer with a percentage for a wage increase for staff for 2023, and;

That Council provide the Treasurer with an idea of a tax rate increase that they are aiming for in 2024.

TOPIC:	Transit Funding
REPORT BY:	TRE-2023-46
DRAFTED:	October 5th, 2023
AMENDED:	
COUNCIL/COMMITTEE:	October 11th, 2023

Issue

To provide Council with information of Transit funding for 2023 and 2024

Background

Historically the Town of Deseronto Transit had received funding from the County of Hastings in the amount of approximately \$25,000 for our Transit service. In 2023 we budgeted for a grant amount of \$25,200, the same that we received in 2022. When I was reviewing the third quarter statements, I noticed that we still had not received this funding amount, therefore I reached out to Tony Bird, the County's Director of Finance, to inquire when we would be receiving this amount. Tony informed me that the Town did receive the invitation to apply for the funding, but we did not apply. I inquired as to whom the invitation was sent to, and they sent it to transit@deseronto.ca which was being manned by our former manager. Neither Gail nor I were aware that Transit applied for this funding in the past, and we were never given the information to apply for the funding.

The good news is that we are receiving funding from Lennox and Addington County for our Transit service in 2023 and 2024. We will receive an amount of \$93,000 in 2023 that was not budgeted for, therefore that will help soften the blow at year end.

Recommendation

For information only.

TOPIC:	Community Centre Liquor License
REPORT BY:	TRE-2023-44
DRAFTED:	October 4th, 2023
AMENDED:	
COUNCIL/COMMITTEE:	October 11th, 2023

Issue

To provide Council with information of the Community Centre liquor license and the bar inventory

Background

Since COVID the interest in renting of the Community Centre banquet hall with a bar has been minimal. Even before COVID, when we did rent it out for events that had a bar, the Town made little to no profits on these types of events.

Our current liquor license expires in January of 2024. I spoke with Alcohol and Gaming Commission of Ontario (AGCO) and if we choose not to renew the license, we don't have to do anything. If Council ever decide to get a liquor license again, that would not be a problem we could just apply again.

We had the arena staff do an inventory of what was left in the bar, what was full bottles, part bottles, spoiled alcohol, and empties, which is recapped on the attached chart. The empties and spoiled/outdated product will be returned to the Beer Store for credit. The full and partial bottle of liquor will also have to be disposed of in some form or other.

We currently have a credit at the Beer Store of just over \$1,100 and after we return all the empties and spoiled product, we should have a large credit that we can request a refund cheque. If Council decide not to renew the liquor license, I recommend that the credit from the Beer Store be put into a reserve for the arena.

Recommendation

That we do not renew the license when it comes due in 2024. That Council consider selling the full and partial bottles of liquor to staff and Council to clear the whole bar out. That all funds received from the closing of the bar be placed either in the Arena Building Repairs Reserve or the Arena Equipment Reserve.

Bar Inventory Oct 2023

Type	Quantity	Description of Product	Status of Product	Notes
Liquor	1	Bacardi Rum 1.14litre	Empty	To be returned to Beer Store
Liquor	1	Empty Wisers 1.75 Litres	Empty	To be returned to Beer Store
Liquor	1	Forty Creek 1.75 Litres	Empty	To be returned to Beer Store
Coolers	24	Cans	Empty	To be returned to Beer Store
Beer	16	Cases (24) Bottles	Empty	To be returned to Beer Store
Beer	2	6 Packes Heineken	Empty	To be returned to Beer Store
Beer	1	Case (24) Bottles Miller	Empty	To be returned to Beer Store
Beer	5	Cases (24) Bottles Bud Light	Spoiled	To be disposed of and be returned to Beer Store
Beer	13	Bottles of Bud Light	Spoiled	To be disposed of and be returned to Beer Store
Beer	2	Cases (24) Bottles Molson Canadian	Spoiled	To be disposed of and be returned to Beer Store
Beer	6	Cases (24) Bottles Coors Light	Spoiled	To be disposed of and be returned to Beer Store
Beer	22	Bottles of Coors Light	Spoiled	To be disposed of and be returned to Beer Store
Beer	4	Cans Excel	Spoiled	To be disposed of and be returned to Beer Store
Coolers	2	6 Packs Cans Smirnoff Ice	Spoiled	To be disposed of and be returned to Beer Store
Coolers	12	Bottles Blackfly	Spoiled	To be disposed of and be returned to Beer Store
Coolers	28	Cans Palm Bay	Spoiled	To be disposed of and be returned to Beer Store
Coolers	9	Cans Social Lite Vodka	Spoiled	To be disposed of and be returned to Beer Store
Coolers	3	Bottles Smirnoff Ice	Spoiled	To be disposed of and be returned to Beer Store
Coolers	18	Bottles Mikes Hard Lemonade	Spoiled	To be disposed of and be returned to Beer Store
Coolers	18	Cans Breezers Coolers	Spoiled	To be disposed of and be returned to Beer Store
Coolers	9	Cans Twisted Tea	Spoiled	To be disposed of and be returned to Beer Store
Wine	1/2	1.5 Bottle L'Ambiance Red	Spoiled	To be disposed of and be returned to Beer Store
Wine	1	Box Peller Dry White	Spoiled	To be disposed of and be returned to Beer Store
Liquor	2	Bottles Special Blend Wisers 1.75 litres	Full	
Liquor	1	Margarita (Motts) 1 Litre	Full	
Liquor	1	Captain Morgan Spiced Rum 1.75 Litres	Full	
Liquor	2	Captian Morgan Dark Rum 1.14 Litres	Full	
Liquor	1	Captain Morgan White Rum 1.75 Litres	Full	
Liquor	1	Smirnoff Vodka 1.75 Litres	Full	
Wine	2	Bottles L'Ambiance Red Wine 1.5 Litres	Full	
Liquor	3/4	Jose Cuervo Tequila 150 ml	Part Bottle	
Liquor	3/4	Bacardi Rum 1.14litre	Part Bottle	
Liquor	1/3	Captain Morgan Spiced Rum 1.75 Litres	Part Bottle	

Bar Inventory Oct 2023

Type	Quantity	Description of Product	Status of Product	Notes
Liquor	3/4	Smirnoff Vodka 1.75 Litres	Part Bottle	
Liquor	1/4	Wisers 1.75 Litres	Part Bottle	
Liquor	3/4	Captain Morgan Dark Rum 1.14 Litres	Part Bottle	

TOPIC: Probationary firefighters responding to calls

REPORT BY: Duncan McIlvaney, Deputy Fire Chief

DRAFTED: September 28, 2023

COUNCIL/COMMITTEE: Regular Council Meeting October 11, 2023

REQUEST: Investigate building a standard operating procedure for new recruits

BACKGROUND:

At the last council meeting, the fire department requested that probationary firefighters participate in non-medical calls during their probationary time.

It was discussed and understood that a standard operating procedure (SOP) would be required. To accomplish this, we are proposing a 6-month trial. Reflecting on the duties performed during this trial will provide us with the working knowledge needed to write a comprehensive SOP based on the experience gained during this trial.

If a trial option is granted, this initiative will be in effect after our next training night. This would allow us time to instruct the probationary firefighters to respond to our staging area which is a safe place for firefighters. The probationary firefighters will be under strict supervision of the chief, deputy chief and or commanding officers. The only time a recruit would leave the staging area is to perform a task under the direction of one of the aforementioned parties. All of this will be communicated to all members of the fire department so there will be no confusion about their roles and duties.

All applicable **personal protection equipment (PPE)** training will be completed and documented prior to probationary firefighters participating on a scene. As part of their regular training regimen, a focus will be put on role-playing and situational conversations to help prepare new recruits for what an active fire scene may look like.

Types of jobs that may be performed by new recruits are as follows:

1. Provide hose support.
2. Direct traffic/scene control
3. Carrying and supplying equipment to front-line firefighters.
4. Filling or replacing SCBA tanks.
5. Other duties as assigned by the commanding officer and applicable to their training and predetermined abilities.



FINANCIAL IMPACT: The expected cost in the 2023 budget is less than \$100. Any additional cost from this will be accommodated in the 2023 honorarium budget. In the future paying for a few months of calls at the probationary rate will cause a small increased cost in wages. This increase in cost will be budgeted for as we will budget for the standard rate of pay and a fully staffed department that can respond to calls in the future.

Although there will be a slight increase in additional wages, the impact on the municipality would be a benefit as we will have firefighters with some experience, and retention would be increased therefore saving more from not having to retrain new recruits.

RECOMMENDATION(s): that council approves this request and that the DFD Reports back to council in six months.



Deseronto Fire Department
316 Edmon St.
Deseronto, ON KOK IXO
Emergencies: Dial 911
Fire Hall Phone: 613-396-2325
Town Hall Phone: 613-396-2440

**Application for:
The Deseronto Fire Department Firefighter Trainee Program**

Name: _____ Phone: _____

Email: _____

Address: _____

Are you between the ages of 18 and 64 years of age?: Yes No

Present Employer _____

Work Address: _____

Phone Number: _____

Number of Years: _____

Previous Employer _____

Work Address: _____

Phone Number: _____

Number of Years: _____

Highest level of Education completed: _____

Degrees or Diplomas Obtained: _____

From which educational institution(s): _____

Trade Apprenticeship (registered): _____

Trade licenses/certifications: _____

Please read and answer the questions on the following page and sign at the bottom.

Applicant Questionnaire

Yes

No

Do you possess a valid Class G Ontario Driver's License?

Do you possess a valid Class DZ Ontario Driver's License?

Have you obtained a certified criminal record check within the past 3 months?

If not, are you willing to obtain one?

Do you work shift work?

Do you own a personal vehicle?

If not, do you have reasonable access to one?

Are you capable of working in extreme hot/cold conditions?

Are you aware this program will be physically strenuous?

If accepted, are you willing to take the department physical form to your family physician and cover the costs incurred? *

Are you able to attend training sessions held on Monday evenings between the hours of 18:30 and 20:30 hrs ?

Do you have any degree of claustrophobia?

Deseronto Fire Department Firefighter Trainee Program

Purpose:

To establish a resource of personnel that possess basic entry level skills in the firefighting trade.

Program Outline:

This program will take effect January 17, 2005. The program will consist of a selection process, an orientation, Ontario Firefighter Curriculum training and certification, establishing a short list that will rank individuals according to skills demonstrated during-OFFC training and testing, and a training continuum to be offered while awaiting a position with the department. This recruitment process is strictly a volunteer process. Program entrants will not participate in any fireground activities what so ever. They may be asked to attend a scene as an onlooker for training purposes only.

Program Entry:

All participants aspiring to become firefighters with the Deseronto Fire Department are required to complete this program to become eligible for entry.

Selection Criteria for Program Entry:

Applicants to this program may be asked to provide proof of a clear criminal record. Any accreditation, certifications or licenses that may be considered valuable assets to the person during department response will be taken into serious consideration. Current and past volunteering in their community. A valid G class license is required. The ability to obtain a valid D class license with Z airbrake endorsement will be necessary for entry to the department after completion of the entire program. Training assistance will be offered by the department's Training Division to ensure the necessary aptitude and driving skills are acquired to pass Provincial testing. Applicant is responsible for covering costs incurred by the licensing process.* Any applicant who has completed the required OFFC training and has been signed off by a certified OFM Trainer Facilitator will be required to provide documentation from his/her past department/organization and must re-write the modular tests with the Deseronto Fire Department.

*Once hired the Town of Deseronto will reimburse the cost of licensing (approx. \$85). *

Training Records:

All completed training records will be kept on file for each participant for a maximum of 5 years. At which time all possible effort will be made to contact the participant to inform them of there file expiration. If they so chose they may request a copy of their file upon departure of the program for what ever reason. These records may be used for application with any fire department in Ontario and may be excepted abroad as the Province's curriculum is based on NFPA standards and IFSTA training programs such as the Fourth Edition of the Essentials of Firefighting.

Once a recruit is hired with the Fire Department, their training records will be transferred to a permanent file in the Training Division. At that time they will be ready to continue with the Ontario Firefighter Curriculum.

Deseronto Fire Department Firefighter Trainee Program

Department Entry:

When a position becomes available, all applicants who have successfully completed the recruit program will have the opportunity to apply. The applicants will be subject to two evaluations. A written test that will cover all material studied in the recruit program. Secondly, an interview with the Senior Officers of the department. The interview will consist of questions regarding department procedures, safety and how the applicant would handle real life scenario that could be encountered in the field.

Program Contents:

- 1) Deseronto Fire Department Orientation
- 2) Department Standard Operating Guidelines
- 3) Introduction to the Ontario Firefighter Curriculum
- 4) Fire Behaviour
- 5) Building Construction
- 6) Radio Communications
- 7) Personal Protective Equipment - Fireground Operations
- 8) SCBA - Self Contained Breathing Apparatus
- 9) Ladders
- 10) Water Supplies
- 11) Hoses and Nozzles
- 12) Pump Operations
- 13) Accountability System

Terms and Conditions Agreement:

The Deseronto Fire Department's "Firefighter Trainee Program" is a community program that has been established to allow aspiring firefighters the opportunity to gain knowledge, training and real life experience prior to entering the field of firefighting. The program participants do not receive any remuneration from the Corporation of the Town of Deseronto for volunteer services rendered. Participants in this program may be call upon during escalated emergencies to offer volunteer assistance in the form of Non-Life threatening duties in conjunction with the Deseronto Fire Department or the Town of Deseronto' s Emergency Management Program. Trainees are required to keep acceptable attendance for training sessions. If a trainee shows lack of participation; lack of interest in training exercises, disrespect for safety or any other inappropriate behaviour, the program supervisor may ask the Senior Department Officers to have the participant expelled from the program. Any signs of alcoholic consumption (this includes detectable odour) prior to training exercises will result in the dismissal of the participant from the program, no excuses excepted.

I have read, understand and accept the Terms and Conditions set forth by the Town of Deseronto and the Deseronto Fire Department.

Name: _____

Date: _____

Signature: _____

Deseronto Fire Department Firefighter Trainee Program

Firefighter Job Description:

Firefighters hired for the Deseronto Fire Department must be capable of functioning under extreme conditions. This includes, but is not limited to, heat, cold, hazardous areas, storm conditions, high elevations, confined spaces and high stress levels.

Some of the duties a firefighter has during emergency response are fire suppression, pump operation, search and rescue~ vehicle extrication, emergency medical response and operations during extraordinary events that other agencies require assistance handling.

Firefighters have to spend a lot of time training to ensure their skills are kept fresh and up to date to provide the best service possible to the residents of this community.

At the Fire Hall, firefighters are responsible for keeping a clean and safe workplace. Checking gear and equipment regularly, performing routine maintenance to equipment and trucks, training for fire, rescue and medical emergency response. The Chain of command is to be respected during all Fire Department responses, training and hall duties.

Firefighters are obligated to participate in fire prevention and public education events, fund raising activities and other civic duties such as attending ceremonies, memorials and funerals.

All firefighters must have the ability to keep information classified when directed by an officer and must never talk to the press without the approval of the Fire Chief.

Firefighters must follow department operational guidelines during all emergencies and keep up to date on any revisions that are made to those guidelines.

TOPIC: Reimbursement for DZ licences

REPORT BY: Duncan McIlvaney, Deputy Fire Chief

DRAFTED: September 28, 2023

COUNCIL/COMMITTEE: Regular Council Meeting October 11, 2023

REQUEST: reimbursement for DZ licenses

BACKGROUND:

We recognize the current policy is the applicant will pay for their medical exams and that the municipality will refund a portion of their license. We realize this policy has not been adhered to correctly and that the municipality has been covering the cost of the medical exam and not the license and that is appreciated.

To best position our community today and in the future for Fire Protection services, we recognize that a policy change is required to stay competitive.

With the continued cost of living increases for everyone, being out of pocket for a volunteer position is something we are trying to avoid to better position ourselves as a desired employer.

FINANCIAL IMPACT: Currently, we have 2 firefighters who received DZ licences thinking the town would reimburse them. We recognize that a larger policy discussion will be had encompassing other departments in 2024 and by review with the new town manager, but in the interim, we are requesting consideration to make an exception for these two firefighters and pay for the 2 licences at a total cost of \$245 using our Fire medical / Licence reimbursement line item in our budget that still has \$345.00 in it?

No new requests will be made until the policy change has been reviewed in the 2024 budget.

RECOMMENDATION(s): that council approves this request and future operational costs be proactively budgeted.

TOPIC: Probationary firefighters pay

REPORT BY: Duncan McIlvaney, Deputy Fire Chief

DRAFTED: September 28, 2023

COUNCIL/COMMITTEE: Regular Council Meeting October 11, 2023

REQUEST: Reconsideration to pay back pay for training hours for 6 firefighters.

BACKGROUND:

Council recently discussed and approved changing the pay policy governing new recruits to allow recruits to earn wages while on probation. This change is to take effect for all new hires starting after 10-01-2023.

We recognize and are very pleased to have the opportunity to use this change as a recruitment tool when looking for new recruits.

From our last request, we were asking that 6 previous new hires in 2023 be compensated for hours worked prior to this change.

The justification for this request is, that we believe these new recruits are dedicated and are successfully adding value to the department. With the costs of living increasing, we do not want to see our recruits out of pocket for volunteering their time.

We respectfully request reconsideration on this as we believe it will help boost departmental morale and will go a long way with the new recruits if we can compensate them for their time worked.

FINANCIAL IMPACT: The cost of this adjustment would be \$3,391.13 (with the 4% vacation pay). I predict based on this year's averages that by paying the 6 firefighters and including all our remaining training nights and all our average amount of remaining calls we will end the year with an approximately \$200 surplus in our honorarium budget.

It was determined by both myself and the chief, that by doing this it would not set any further precedence, and no further payments would be required because of offering this one-time payment.

RECOMMENDATION(s): that council approves this request.

2023 NEW HOMES

DESERONTO	1	
MADOC	6	
MARMORA & LAKE	17	
STIRLING-RAWDON	12	
TWEED	11	
TYENDINAGA	16	
TOTAL	63	As of September 30th, 2023

# of Permits Issued In September 2023		
	#	
Deseronto	1	
Madoc	3	
Marmora and Lake	11	
Stirling-Rawdon	15	
Tweed	11	
Tyendinaga	9	
Total	50	

YEAR TO DATE 2023 - # OF PERMITS

		<u>Deseronto YTD</u>	<u>Madoc YTD</u>	<u>Marmora & Lake YTD</u>	<u>Stirling YTD</u>	<u>Tweed YTD</u>	<u>Tvandinaga YTD</u>	
JANUARY	22	2	1	11	2	4	2	22
FEBRUARY	16	1	0	4	1	4	6	16
MARCH	19	1	1	7	4	2	4	19
APRIL	36	0	3	5	12	8	8	36
MAY	71	3	5	11	21	15	16	71
JUNE	65	0	6	16	10	18	15	65
JULY	52	1	8	11	13	9	10	52
AUGUST	61	0	7	19	10	13	12	61
SEPTEMBER	50	1	3	11	15	11	9	50
OCTOBER	0	0	0	0	0	0	0	0
NOVEMBER	0	0	0	0	0	0	0	0
DECEMBER	0	0	0	0	0	0	0	0
TOTAL	392	9	34	95	88	84	82	392

Building Inspection Services Board Report 2023

Permit Report



Building Permits Issued				
SEPTEMBER 2023 Report	Residential Permit	Commercial Permit	Construction Value	Revenue
Deseronto	1	0	\$5,000.00	\$310.00
Madoc	3	0	\$80,000.00	\$2,812.50
Marmora and Lake	11	0	\$2,323,200.00	\$24,548.50
Stirling-Rawdon	12	3	\$3,242,600.00	\$24,540.00
Tweed	11	0	\$1,771,000.00	\$21,187.00
Tyendinaga	9	0	\$670,500.00	\$15,347.50
Totals		50	\$8,092,300.00	\$88,740.50
Deseronto	Residential Permit	Commercial Permit	Construction Value	Revenue
New Construction	1	0	\$205,000.00	\$4,324.50
Renovations	2	1	\$637,850.00	\$7,545.00
Demolition	0	0	\$0.00	\$0.00
Totals		9	\$942,850.00	\$11,869.50
Madoc	Residential Permit	Commercial Permit	Construction Value	Revenue
New Construction	19	1	\$3,520,561.00	\$45,650.65
Renovations	13	1	\$468,600.00	\$9,863.50
Demolition	0	0	\$0.00	\$0.00
Totals		34	\$3,989,161.00	\$55,514.15
Marmora and Lake	Residential Permit	Commercial Permit	Construction Value	Revenue
New Construction	51	1	\$7,802,900.00	\$112,596.16
Renovations	38	2	\$2,008,855.00	\$31,461.26
Demolition	3	0	\$4,000.00	\$600.00
Totals		95	\$9,815,755.00	\$144,657.42
Stirling-Rawdon	Residential Permit	Commercial Permit	Construction Value	Revenue
New Construction	42	2	\$9,398,550.00	\$99,677.66
Renovations	35	4	\$3,313,750.00	\$37,304.44
Demolition	3	2	\$47,200.00	\$600.00
Totals		88	\$12,759,500.00	\$137,582.10
Tweed	Residential Permit	Commercial Permit	Construction Value	Revenue
New Construction	34	0	\$4,965,100.00	\$57,621.30
Renovations	39	6	\$5,653,370.00	\$77,204.85
Demolition	5	0	\$394,500.00	\$1,000.00
Totals		84	\$11,012,970.00	\$135,826.15
Tyendinaga	Residential Permit	Commercial Permit	Construction Value	Revenue
New Construction	48	1	\$9,587,986.25	\$157,541.75
Renovations	28	2	\$1,165,975.00	\$22,658.00
Demolition	3	0	\$18,000.00	\$600.00
Totals		82	\$10,771,961.25	\$180,799.75
Year-to-Date Totals	Residential Permit	Commercial Permit	Construction Value	Revenue
New Construction 2023	144	4	\$35,580,097.25	\$477,412.02
Renovations 2023	122	14	\$13,248,400.00	\$186,037.05
Demolitions 2023	11	2	\$463,700.00	\$2,800.00
Totals 2023		392	\$49,292,197.25	\$666,249.07

Building Inspection Services Board Report 2023

Month By Month Permit Report



	September			October			November			December		
	Permits	Construction	Revenue	Permits	Construction	Revenue	Permits	Construction	Revenue	Permits	Construction	Revenue
DESERONTO	1	\$5,000	\$310.00									

	September			October			November			December		
	Permits	Construction	Revenue	Permits	Construction	Revenue	Permits	Construction	Revenue	Permits	Construction	Revenue
STIRLING-RAWDON	15	\$3,242,600	\$24,540.00									

	September			October			November			December		
	Permits	Construction	Revenue	Permits	Construction	Revenue	Permits	Construction	Revenue	Permits	Construction	Revenue
TWEED	11	\$1,771,000	\$21,187.00									

	September			October			November			December		
	Permits	Construction	Revenue	Permits	Construction	Revenue	Permits	Construction	Revenue	Permits	Construction	Revenue
TYENDINAGA	9	\$670,500	\$15,342.50									

	September			October			November			December		
	Permits	Construction	Revenue	Permits	Construction	Revenue	Permits	Construction	Revenue	Permits	Construction	Revenue
MADOC	3	\$80,000	\$2,812.50									

	September			October			November			December		
	Permits	Construction	Revenue	Permits	Construction	Revenue	Permits	Construction	Revenue	Permits	Construction	Revenue
MARMORA & LAKE	11	\$2,323,200	\$24,548.50									

BY-Law Enforcement Services Board Report 2023

September 2023 CALL REPORT	DES	MADOC	S/R	TWEED	TYN	TOTAL
Property Standards	3	2	7	7	2	21
Zoning	0	1	1	5	1	8
Noise	0	0	1	1	1	3
Parking Complaints	1	0	1	2	0	4
Parking Patrol (In Vehicle)	11	0	10	9	0	30
Parking Patrol (On Foot)	1	0	2	1	0	4
Animal	1	1	2	5	1	10
Miscellaneous	1	3	2	2	1	9
Frivolous	1	1	0	0	0	2
Inter-Departmental Assistance	1	1	1	1	0	4
Cannabis	0	0	0	0	0	0
Court	0	0	0	0	0	0
Totals	20	9	27	33	6	95

YEAR-TO-DATE CALL TOTALS	DES	MADOC	S/R	TW	TYN	TOTAL
Property Standards	21	9	34	34	10	108
Zoning	5	5	19	22	6	57
Noise	1	3	7	4	4	19
Parking Complaints	3	1	5	2	0	11
Parking Patrol (In Vehicle)	36	0	36	32	3	107
Parking Patrol (On Foot)	6	0	8	3	0	17
Animal	4	3	3	10	12	32
Miscellaneous	7	4	10	13	12	46
Frivolous	2	1	1	6	0	10
Inter-Departmental Assistance	1	1	3	1	0	6
Cannabis	0	0	0	0	0	0
Court	0	0	0	0	0	0
Totals	86	27	126	127	47	413

YEAR-TO-DATE HOUR TOTALS	DES	MADOC	S/R	TW	TYN	TOTAL
JANUARY	19	12	41	41.5	32	145.50
FEBRUARY	18	12	52	50	31	163.00
MARCH	20	33	52	53	32	190.00
APRIL	12	8	38	28	16	102.00
MAY	20	20	60	64	37	201.00
JUNE	28	32	60	64	44	228.00
JULY	34.75	38.75	88	92	34.5	288.00
AUGUST	50	52.75	96.5	122	45.25	366.50
SEPTEMBER	43.75	44.75	76.5	117	39.75	321.75
OCTOBER	0	0	0	0	0	0.00
NOVEMBER	0	0	0	0	0	0.00
DECEMBER	0	0	0	0	0	0.00
	245.5	253.25	564	631.5	311.5	2005.75

YEAR-TO-DATE ACTUAL	DES	MADOC	S/R	TW	TYN
\$145,852.95	\$17,852.12	\$18,415.68	\$41,012.62	\$45,921.05	\$22,651.47

BESB HOURS & KM'S						
DATE	DESERONTO	MADOC	STIRLING-RAWDON	TWEED	TYENDINAGA	
2023	Hrs	Hrs	Hrs	Hrs	Hrs	Total Hrs
January	19	12	41	41.5	32	145.5
February	18	12	52	50	31	163
March	20	33	52	53	32	190
April	12	8	38	28	16	102
May	20	20	60	64	37	201
June	28	32	60	64	44	228
July	34.75	38.75	88	92	34.5	288
August	50	52.75	96.5	122	45.25	366.5
September	43.75	44.75	76.5	117	39.75	321.75
October	0	0	0	0	0	0
November	0	0	0	0	0	0
December	0	0	0	0	0	0
TOTAL HOURS	245.5	253.25	564	631.5	311.5	2005.75
TOTAL KM'S	0	0	0	0	0	
Total Expenditures as of September 30th, 2023						\$ 145,852.95
Deseronto	\$ 17,852.12					
Madoc	\$ 18,415.68					
Stirling-Rawdon	\$ 41,012.62					
Tweed	\$ 45,921.05					
Tyendinaga	\$ 22,651.47					
	\$ 145,852.95					

By-Law Enforcement Services Board

	DESERONTO	MADOC	STIRLING- RAWDON	TWEED	TYENDINAGA
Property Standards	2	1	2	3	2
Zoning		1	1	1	1
Noise			1	1	1
Parking Complaints	1			2	
Parking Patrol (In Vehicle)	3		3	3	
Parking Patrol (On Foot)					
Animal			1	1	1
Miscellaneous		1	2	1	1
Frivolous					
Inter-Departmental Assistanc			1		
Cannabis					
Court					
TOTAL	6	3	11	12	6
					0

By-Law Enforcement Services Board

	DESERONTO	MADOC	STIRLING- RAWDON	TWEED	TYENDINAGA
Property Standards	1	1	5	4	0
Zoning	0	0	0	4	0
Noise	0	0	0	0	0
Parking Complaints	0	0	1	0	0
Parking Patrol (In Vehicle)	8	0	7	6	0
Parking Patrol (On Foot)	1	0	2	1	0
Animal	1	1	1	4	0
Miscellaneous	1	2	0	1	0
Frivolous	1	1	0	0	0
Inter-Departmental Assistanc	1	1	0	1	0
Cannabis	0	0	0	0	0
Court	0	0	0	0	0
TOTAL	14	6	16	21	0



358 Main Street, P.O. 302
Deseronto, ON K0K 1X0
Phone: 613-396-2744
Fax: 613-396-3466

Deseronto Public Library Board Minutes

Meeting Date: 14/02/2023

A meeting of the Deseronto Public Library Board was held on 14/02/2023 with the following members present:

- Chair: Mrs. J. Rixen
- Vice Chair: absent
- Secretary: Ms. S. Lake
- Treasurer: CEO/Librarian: Ms. J. Lane
- Board Member: Mr. N. Clark
- Board Member: Mr. S. Everhardus
- Board Member Mrs. J. Hill
- Board Member: Mr. D. Simpson

Also in attendance was Ms. J. Lane, CEO/Chief Librarian.

1. Call to Order and welcome:

Meeting called to order by Board Chair at 4:55PM.

Declaration of conflict of interest:

No conflicts of interest were declared.

2. Approval of Agenda:

*The motion was moved by Mrs. Rixen and seconded by Mr. Clark.
"CARRIED"*

3. Minutes of the Previous Meeting:

*Minutes were approved by Mrs. Rixen and seconded by Mrs. Hill.
"CARRIED"*

4. Business Arising:

No items brought forward.

5. Information Items:

a. Financial Report from January 2023

Ms. Lane reviewed the most recent statement of Revenues and Expenses and answered questions from the board. The following was noted:

- Good news with a new option for accounting software. Quick Books for non-profits software is widely used by libraries and has a one-time fee of \$134.00 vs. a monthly fee with the Sage software which is currently at a trail fee of \$15 per month. Both software packages will be kept until it is determined which one will best meet the accounting needs of the library.
- The furnace motherboard was replaced, and it was determined the furnace



358 Main Street, P.O. 302
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Phone: 613-396-2744
Fax: 613-396-3466

is on borrowed time. A quote to replace the furnace is currently being looked at to understand the cost to replace it.

- The MOU needs to be reviewed to understand responsibilities for items such as booking keeping, IT and snow removal.

*The motion was moved by Mr. Clarke and seconded by Mrs. Rixen.
"CARRIED"*

b. CEO Report:

Ms. Lane reviewed the DLP Report and answered questions from the board. The following was noted:

Current Projects

- Some of the items in the old archives room may be re-homed to the Napanee library, examined by the diocese, or boxed up and stored. Any items related to the history of Deseronto will be kept.
- It was discussed how this room will be a great bookable space which will create additional traffic for the library.

Policy Review Strategy

- A request for Policy Review Committee members - Mrs. Rixen, Mr. Everhardus and Ms. Lake volunteered to form the committee along with Ms. Lane.

Statistics Update

- The online statistics are very encouraging. Facebook is up almost 50% and Instagram is up a staggering 4000%. Another interesting stat was the gender comparison of the followers which are mainly women – 86%, this stat will continue to be reviewed for potential key information it could provide the library.
- The in-person statistics are encouraging as well.

Programming Update

- All programs are going well. There is an upward trend with the Junior Easy Readers since the reorganization of the section.
- There will be a trial of bringing book clubs back to the library, led by Eilis.
- There is exciting news that a local author will be coming to the library as a guest speaker.

Closure of CIBC Account

- The account will finally get closed in the next few weeks.

*The motion was moved by Ms. Lake and seconded by Mr. Everhardus.
"CARRIED"*



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c. Board Orientation

- Reminder of the One Day Session on Saturday, March 4th, 2023 – 2pm-5pm.

*The motion was moved by Mr. Clarke and seconded by Mr. Simpson.
“CARRIED”*

d. Policy Review Committee

- The committee will meet before the board orientation meeting on March 4th, 2023, from 11:30am-1:30pm.

*The motion was moved by Mr. Everhardus and seconded by Ms. Lake
“CARRIED”*

e. Library Hours Adjustment

Ms. Lane presented the Community Survey report and the models for new library hours and answered questions from the board. The following was noted:

- The results showed there was more interest afternoon hours, lower interest for Mondays and there was particular interest in opening the library on Fridays. Three models were created based on these results.
- It was discussed how it would be easier for patrons if the opening hours of the library were consistent.
- Another model was discussed to close Sundays and Mondays, extending the hours on other days to meet community needs.
- Ms. Lane will review the impact to staffing with this new model and get back the board.
- A concern was raised about the library staff working on their own and is there a policy that requires 2 staff members to be present when the library is open?
- Ms. Lane addressed this concern stating that there are no fears with the staff working on their own as there is a phone network in place with the team and they have been trained to handle tense situations. Additionally, challenging behaviour has subsided since the back room has been dismantled.

*The motion was moved by Mr. Everhardus and seconded by Mr. Simpson to accept the report.
“CARRIED”*



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f. New Policy: GOV15 Library Board Code of Conduct

Ms. Lane presented the new form and answered questions from the board. The following was noted:

- Can there be 2 separate forms – one for staff and one for the board?
- Does a code of ethics need to be created for the library if there is not one for the Town of Deseronto?
- Further clarification and wordsmithing are required for the term “one voice” – it will be tabled at the next meeting.

*The motion was moved by Mr. Everhardus and seconded by Mr. Simpson to continue editing of the policy and bring back further edits at a future meeting.
“CARRIED”*

g. Other Items

- Mr. Simpson mentioned the Seniors Walking Club donated \$250 instead of food to the Food Bank. This gives the food bank the flexibility to buy items that are needed for the community.

6. The next meeting date:

- Tuesday, March 28th, 2023 at 5:00pm.

*The motion was moved by Mr. Simpson and seconded by Mr. Clake.
“CARRIED”*

7. Adjournment:

*The motion was moved by Mr. Everhardus and seconded by Mrs. Rixen at 6:27 pm.
“CARRIED”*



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Deseronto Public Library Board Minutes

Meeting Date: 28/03/2023

A meeting of the Deseronto Public Library Board was held on 28/03/2023 with the following members present:

- Chair: Mrs. J. Rixen
- Vice Chair: Mrs. M. Hilderley
- Secretary: Ms. S. Lake
- Treasurer: CEO/Librarian: Ms. J. Lane
- Board Member: Mr. N. Clark - absent
- Board Member: Mr. S. Everhardus
- Board Member Mrs. J. Hill
- Board Member: Mr. D. Simpson

1. Call to Order and welcome:

Meeting called to order by Board Chair at 4:58PM.

Declaration of conflict of interest:

No conflicts of interest were declared.

2. Approval of Agenda:

*The motion was moved by Mrs. Rixen and seconded by Mrs. Hilderley.
"CARRIED"*

3. Minutes of the Previous Meeting:

Minutes to be reviewed at next meeting.

*The motion approved by Mr. Everhardus and seconded by Mrs. Rixen.
"CARRIED"*

4. Business Arising:

No items brought forward.

5. Information Items:

a. Financial Report from February 2023

Ms. Lane reviewed the most recent statement of Revenues and Expenses and answered questions from the board. The following was noted:

- i. **No More CIBC** - CIBC finally closed \$7,718.15 transferred in, then transferred out to the BMO account.
- ii. **LEAF funds moving** – ongoing renovations going well, the back room is in great shape. Ms. Lane will get a quote from Home Depot for cabinets, and it is expected to be over \$5,000.



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- iii. **Still sorting reserves vs donations vs operating etc.** – anticipating it will take a while to sort through but does not anticipate any issues.

The motion was moved by Mrs. Hilderley and seconded by Mrs. Rixen to accept the Financial Report for February 2023.

“CARRIED”

b. CEO Report:

Ms. Lane reviewed the DLP Report and answered questions from the board. The following was noted:

i. Current Projects

- Enbridge Gas meter being moved which is currently in the bathroom, no date booked yet.
- Cataloging of children’s collection ongoing – large in scope, once done it will be great for the library and reporting statistics to government.

ii. Statistics Update

- Facebook numbers are still up, which is great news.
- More book donations are anticipated with folks doing Spring cleaning.
- New library cards still going up this year with more new adult cards being issued.
- The Fiction category is still most popular for books with DVDs a close second.
- Monitoring patron comments to determine if they are struggling to get books through the LIBBY system.
- Foot traffic numbers are still great - Tuesdays still has the most with Monday, Wednesday, and Thursday close seconds.

iv. Programming Update

- March Break was extremely successful.
- Movie Night was loved by the patrons and planning another one soon.
- Taking a break on BookTalk Program to determine how it can be more engaging for the community.
- A Marysville kindergarten class is interested in a visit next month which is encouraging news for the library.

v. OLA Superconference

- The conference was a great opportunity to network and learn – there is a full report on the experience available for review. Ms. Lane was able to get on the Superconference planning committee which will



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cover her costs for the next conference.

vi. Security Update

- The contact list updated with Mrs. Rixen being added as a local contact. All alarms, fobs tested and working.

The motion was moved by Mrs. Hilderley and seconded by Mr. Simpson to accept the CEO report.

“CARRIED”

6. Action Items

a. Policy Review Committee

- The committee met and determined the project has a much bigger scope. All Deseronto Library policy documents will be compared to OLS policy documents as these were just updated with all current legislation as of January 2023. The content of all the policy documents will be reviewed, streamlined, and updated.
- The committee is starting with the HR policy documents. The policies have been split evenly between the members to review.

b. Library Hours Adjustment – Monday-Saturday proposal

- It was proposed to have the Monday-Saturday model be approved based on the data. The library will open Monday-Saturday at 10:00 am apart from Friday to meet community needs.
- The new hours will be implemented after Easter to the end of summer, with a review of the new hours and data in September.
- The new hours will be fluid with the flexibility to change the hours if required before the end of the summer based on community needs.
- Staff hours do not change, every week the Friday and Saturday shifts will be covered by the same employee then switched the following week to another employee.
- The new hours will be communicated heavily through; social media, press releases, town post office, town distribution list, radio, signage inside/outside of the library, and word of mouth.

The motion to approve the new hours was moved by Mr. Everhardus and seconded by Mr. Simpson. “CARRIED”

c. Summer Student – job description to be written and posted after Easter

- Still have not heard about government grant for the position but asked permission to have it be a full-time job posting. All costs should be covered between grant and budgeted allotment.



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- Ideally the summer student would start the beginning of June.

d. Ellis replacement – potential position update

- It was proposed to make the position full-time hours (4-day work week) to cover all aspects of the job – administration, outreach opportunities, data collection, reporting, etc.
- Mr. Simpson raised his concerns about the budget, as making the position full-time does not leave much room for other expenses.
- Ms. Lane will put together a proposal with the budget information included and present this at the next board meeting.

e. Other Items

- Mr. Simpson suggested adding 2 younger library patrons to the board who would help the board with brainstorming fresh ideas for the library. These would be non-voting board members.

7. Date for Next Meeting Confirmation

- a. Tuesday April 25th, 2023
- b. 5:00 pm

8. Adjournment

*The motion was moved by Mr. Simpson and seconded by Mr. Everhardus at 5:55 pm.
"CARRIED"*



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Deseronto Public Library Board Minutes

Meeting Date: 25/04/2023

A meeting of the Deseronto Public Library Board was held on 25/04/2023 with the following members present:

- Chair: Mrs. J. Rixen
- Vice Chair: Mrs. M. Hilderley
- Secretary: Ms. S. Lake – *absent*
- Treasurer: CEO/Librarian: Ms. J. Lane
- Board Member: Mr. N. Clark
- Board Member: Mr. S. Everhardus
- Board Member Mrs. J. Hill – *absent*
- Board Member: Mr. D. Simpson

1. Call to Order and welcome:

Meeting called to order by Board Chair at 5:00 pm.

Declaration of conflict of interest:

No conflicts of interest were declared.

2. Approval of the Agenda:

Ms. Lane requested to flip the order of agenda items to review items 5 and 6 before the rest of the agenda.

The motion was moved by Mr. Everhardus and seconded by Mr. Simpson.

“CARRIED”

3. Approval of Previous Board Minutes:

Minutes for the March and April board meetings were approved by the board, but due to Mr. Everhardus and Mr. Clark needing to leave the meeting early, quorum was no longer met. The vote to approve the previous meeting minutes will be ratified at the May 2023 Board Meeting.

The motion approved by Mr. Simpson and seconded by Mrs. Rixen.

to be ratified at May 2023 board meeting.

4. Business Arising:

a. Cintas Quote for mat service

- CEO received an initial quote for the cost of weekly floor mat pick up and delivery. The board asked that the CEO inquire with Town Hall about joining with their subscription to the service to see what the cost difference would be.

5. Information Items:



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a. Financial Report from March 2023

- Due to time constraints for the bookkeeper in Tax Season, the financial statement was not ready for the meeting. A motion was requested by the CEO to defer the March 2023 financial report to the next board meeting.

*The motion was moved by Mr. Everhardus and seconded by Mrs. Hilderley.
"CARRIED"*

b. CEO Report:

Ms. Lane reviewed the DLP Report and answered questions from the board.
The following was noted:

i. Statistics Summary Update

- Facebook numbers are still climbing, which is great news.
- Book Ordering – majority of the library collection is the Fiction category.

ii. Programming Summary Update

- Currently planning Pride and Indigenous Heritage Month.
- Additionally starting the framework for the summer programs.
- Researching the costs of bringing in guests/performers.
- Another author presentation in May.

iii. New Hours Implementation

- As of April 11th, 2023, the new hours were put in place.
- No data at this point but hoping to have preliminary data at the next board meeting.

*The motion was moved by Mr. Simpson and seconded by Mrs. Hilderley.
Vote to be ratified at May 2023 board meeting.*

6. Action Items

a. Policy Review Committee Update

- The committee will be meeting after tonight's board meeting to review the HR policy documents that have been updated.

b. Summer Student – Job Description

- Summer Jobs Gant application was successful, Ms. Lane will be posting that position within the next week or so.
- Ideally the summer student would start the beginning of June.

c. Librarian Assistant

- Job Description Update & Potential Cost for Full Time



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The motion was moved by Mr. Everhardus and seconded by Mrs. Hilderley to approve the change of the Librarian Assistant role from a part time position to a full-time position as per CEO recommendation and financial projections. The position posting will be advertised throughout the month of May and ideally, interviews and hiring will take place in June with a projected start date towards the end of July.

“CARRIED”

d. CEO Performance Review

- Performance Review Form (sent out as part of the board package)
- *Ad Hoc* committee to complete review – the committee will consist of current and past Chair along with the Vice Chair – to be completed in May and the report to be presented at the June board meeting.

e. Request from Deseronto Girl Guides for Sleep Over Activity

- Times would be 5:00 pm on the Friday to 12:00 pm on the Saturday.
- i.* The group would like two of the three dates if the board supports the program. Their hope is to have one sleepover for the older members and a second sleepover for any age of girls in the group who would like to attend.
 - ii.* All program materials would be cleaned by the group prior to the library opening so not interfere or impact regular library service.
 1. April 28th, 2023 – April 29th, 2023
 2. May 5th, 2023 – May 6th, 2023 – **approved**
 3. June 2nd, 2023 – June 3rd, 2023 – **approved**
 4. The activity plans from the Girl Guide Unit are attached.

*The motion was moved by Mrs. Hilderley and seconded by Mr. Simpson.
“CARRIED”*

7. Date for Next Meeting Confirmation

- a. Tuesday May 23rd, 2023
- b. 5:00 pm
- c. Ms. Lane will make a calendar invitation for all future meetings.

8. Adjournment

*The motion was moved by Mr. Simpson and seconded by Mrs. J. Rixen at 5:51 pm.
Vote to be ratified at the May 2023 meeting.*



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Deseronto Public Library Board Minutes

Meeting Date: 23/05/2023

A meeting of the Deseronto Public Library Board was held on 23/05/2023 with the following members present:

- Chair: Mrs. J. Rixen
- Vice Chair: Mrs. M. Hilderley
- Secretary: Ms. S. Lake
- Treasurer: CEO/Librarian: Ms. J. Lane
- Board Member: Mr. N. Clark
- Board Member: Mr. S. Everhardus
- Board Member Mrs. J. Hill
- Board Member: Mr. D. Simpson

1. Call to Order and welcome:

Meeting called to order by Board Chair at 5:00 pm.

Declaration of conflict of interest:

No conflicts of interest were declared.

2. Approval of the Agenda:

- a. *Motion required*

The motion was moved by Mr. Clarke and seconded by Mr. Everhardus.

"CARRIED"

3. Approval of Previous Board Minutes: (February, March, April)

- a. February and March meeting minutes were approved without quorum at the last meeting.

- o *Motion required to ratify previous vote.*

Motion to ratify was moved by Mr. Everhardus and seconded by Mrs. Hilderley

- b. April meeting minutes were sent via email prior to this meeting.

- o *Motion required*

The motion was moved by Mr. Everhardus and seconded by Ms. Lake

"CARRIED"

4. Business Arising from Previous Minutes:

- a. Ms. Lane discovered the Town of Deseronto does not use Cintas for their mats but have the cleaner manage the mats. For now, Ms. Lane will purchase new mats to replace the damaged mats and will continue to investigate options.



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Information Items:

a. CEO Report from previous meeting

- Motion required to Radify vote of approval
Motion to ratify was moved by Mr. Everhardus and seconded by Mrs. Hill

b. Financial Report from March and April 2023

- i. Ms. Lane reviewed the Financial Reports which are still a work in progress:
 - The library finances doing quite well compared to last year.
 - Utilities are on par.
 - The income from flex space in the back of the library is still being calculated.
 - Item lines in pink are on wrong account but will be corrected.
 - Still learning the new software for finances and currently building data to feed the software which will make the pulling of data for the 2022 audit report complicated but this will make the audit information easier to pull for the 2023 audit.
 - Current account balance is \$34,590.45 which is a comfortable number to be sitting at this time in the year.
 - Ms. Lane is working with bookkeeper on 2021 audit – trying to calculate the actual reserves vs. operating funds.
- ii. Chair Mrs. Rixen requested the motion left until all reports ready and Ms. Lane agreed.

c. CEO Report

Ms. Lane reviewed the DLP Report and answered questions from the board. The following was noted:

- Statistics Summary
 - Flex space furniture – currently going through the Town procurement process to get cost calculations.
 - New projector purchased which has great features to accommodate for events it will be used for.
 - Policy committee has no new dates set due to the WSIB program starting.
- Programming Summary
 - Temporary drop in online engagement due to Ms. Lane's focus on hiring the Summer Student and Library Assistant.
 - Ordering - Books still #1, DVDs #2.
 - To build up large print book collection, Ms. Lane is purchasing large print books through outlets which is the most economical option.
 - Collection and circulation
 - 7 new cards



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- LIBBY increasing up 26 % for eBooks or audio books
- Mr. Clark asked with young families moving into Deseronto does Ms. Lane see an increase in younger patrons. She said yes in fact there is probably a new family each week and 2 families who are moving to town came in to find out about the library.
 - Library has run 98 programs with 933 people participating in them.
 - Summer program planning underway.
 - Big ticket for the summer program – the Pentecostal Church summer camp and the Pastor will be promoting the library programs to their congregation.
- New Hours Update
 - Monday patron numbers not impacted by the new hours.
 - There has been a great response to the Friday hours, especially having evening availability.

*The motion was moved by Mr. Clark and seconded by Mrs. Hilderley.
“CARRIED”*

5. Action Items

a. WSIB Program for Health and Safety Policies & Procedures

- The program has started now and will end Dec 31/23. Starting the process of sending HR and Health & Safety policies to the consultant.
- This will be a great benefit to the policy committee to have these policies meet WSIB standards. The ongoing maintenance will be the responsibility of the library.
- This will put the committee in a great position to have the library policies reviewed and up to date for 2024.
- Once the program is finished there will be 2 years of additional training for staff along with extra money for participating in the program. Ms. Lane feels with the upswing in homelessness, health & safety training would benefit the staff.
 - Mr. Simpson voiced a concern that this meant a commitment for another 4 years of fees, but Ms. Lane assured him this commitment ends Dec 31/23.

b. Summer Student – Hiring Update

- There were 3 applicants, 2 candidates have been interviewed, final candidate Ms. Lane is confirming their references with the hope of starting the student at the beginning of June.
 - Mr. Clark asked if there were any candidates from Deseronto? Ms. Lane confirmed there was not any one from town amongst the applicants.



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c. Librarian Assistant

o Job Posting Update

- There were 70 applicants, Ms. Lane has narrowed it down to 17 candidates who have been made aware of the pay level and pension. She hoping to get the 17 candidates down to 7 and the interview process starting soon.
 - Mr. Clark asked if there were any candidates from Deseronto? Ms. Lane confirmed there were a few but none of them met the minimum qualifications for the role.

6. Date for Next Meeting Confirmation

- a. Tuesday June 20th, 2023
- b. 5:00 pm

7. Adjournment

*The motion was moved by Mr. Everhardus and seconded by Mrs. Hill at 5:25 pm.
"CARRIED"*

A meeting of the Deseronto Public Library Board was held on June 27, 2023 with the following members present:

Ms. J. Rixen, Chair
Mr. N. Clark
Mrs. J. Hill

Mrs. M. Hilderley, Vice-Chair
Mr. S. Everhardus
Mr. D. Simpson

1. Call to Order

The Chair opened the meeting at 5:00 p.m.

2. Approval of Agenda

It was moved by Mrs. Hilderley and seconded by Mr. Clark that the agenda be approved.

"CARRIED"

3. Declaration of Conflict of Interest

No conflicts of interest were declared.

4. Minutes of Last Meeting

The Minutes of the May 23, 2023 meeting had been distributed previously.

It was moved by Mr. Everhardus and seconded by Mrs. Hilderley that the Minutes of the May 23, 2023 meeting be received.

"CARRIED"

5. Business Arising

a) WSIB Program Update

The WSIB program update was deferred as it is discussed further in the CEO's report.

b) Summer Student

Jenna Patterson has been hired as the Summer Student and has started work at the library.

c) Library Assistant

There was great interest in the Library Assistant job. Three candidates will be interviewed and a decision is anticipated by Friday.

6. Information Items

a) Financial Report

Ms. Lane explained that \$292.20 had been moved to the Donations account and the balance of the LEAF grant had been transferred from the Reserve to the Operating line.

It was moved by Mr. Everhardus and seconded by Mr. Clark that the transfer of \$292.20 to the Donations Account and the balance of the LEAF grant from Reserves to the Operating Account be approved.

“CARRIED”

Ms. Lane reported that the quotes are being requested for library furniture. The Fire Chief also inspected the library and has amended the capacity as a result of the renovations that have been completed.

b) CEO's Report

i) Statistics

Ms. Lane noted that social media usage is increasing, in particular, Instagram has increased 32%. She also advised that interlibrary loan activity has increased to three per week.

Response to the new hours on Friday has been favourable but activity is expected to increase once movie nights begin to be publicized.

ii) Programming

Staff met with the CAO and senior staff from Hastings County to discuss re-staffing the County's service desk at the library. Discussions were positive.

The library is also having discussions with Family Space Quinte and partnering more with EarlyON to bring services for families with young children.

Two special guests were welcomed during Creative Corner programs—one made marionettes and the other was a Mohawk Elder who taught a Talking Feather workshop in celebration of National Indigenous Peoples Day.

iii) Staff will take advantage of increased access to health and safety training opportunities provided by the WSIB program and 4S Consulting with the goal of meeting provincial standards.

iv) Library Assistant

An exceptionally good response of well-qualified candidates was received

for the Library Assistant position. A decision will be made shortly.

v) Potential Benefits Plan

The Board is in favour of investigating potential staff benefits programs. After some discussion, it was agreed that the Chamber of Commerce program would be provided to Board members for review and discussion at the September meeting.

It was moved by Mrs. Hill and seconded by Mrs. Hilderley that Items i) through v) be received.

“CARRIED”

Ms. Lane informed the Board of Canada Post’s Community Foundation Grant for which an application could be made to assist with additional improvements at the library.

It was noted by Mr. Simpson that the morning exercise group had been bringing a food item to each exercise session for donation to the Food Bank. The members have changed their practice and now make a financial donation, instead, to allow the Food Bank volunteers to buy whatever is necessary. The Board was pleased to hear that the group had recently made a very generous donation of \$1,230.

7. Action Items

a) WSIB Program

Ms. Lane explained that in order to receive a rebate from the WSIB Emergency Services Update Program, two policies are required to be adopted:

Health & Safety
Workplace Violence.

After some discussion,

It was moved by Mr. Everhardus and seconded by Mr. Clark that the Health & Safety Policy be adopted.

“CARRIED”

It was also moved by Mr. Everhardus and seconded by Mrs. Hilderley that the Workplace Violence policy be adopted to become effective on June 8, 2023.

“CARRIED”

8. Date of Next Meeting

The next meeting is scheduled for September 26, 2023 at 5:00 p.m.

9. Adjournment

It was moved by Mr. Simpson and seconded by Mrs. Hill that the meeting be adjourned at 5:30 p.m.

“CARRIED”

(Acting) Secretary

**THE CORPORATION OF THE
TOWN OF DESERONTO**

BY-LAW NO. XX-2023

BEING A BY-LAW TO DESIGNATE THE TOWN OF DESERONTO AS A “SITE PLAN CONTROL AREA” AND TO EXEMPT CERTAIN CLASSES OF DEVELOPMENT FROM APPROVAL OF PLANS AND DRAWINGS

WHEREAS Section 41 of the *Planning Act* provides that, where in an official plan an area is shown or described as proposed site plan control area, the Council of the local municipality in which the proposed area is situated may, by by-law, designate the whole or any part of such area as a site plan control area;

AND WHEREAS there is an Official Plan in effect in the County of Hastings and the Official Plan contains policies for the establishment of a site plan control area;

AND WHEREAS Section 41 of the *Planning Act* provides that no person shall undertake any development in an area designated under a by-law passed under that section without first having received approval;

AND WHEREAS Section 41 of the *Planning Act* provides that the Council of the Town of Deseronto may define any class or classes of development that may be undertaken without the approval of plans and drawings otherwise required;

NOW THEREFORE BE IT RESOLVED that the Council of the Town of Deseronto enacts as follows:

Title

1. This by-law may be cited as the “Site Plan Control By-law” of the Town of Deseronto.

Definitions

2. In this By-law the following definitions shall apply:

- (a) **“Building Permit”** means a permit under the *Building Code Act, 1992*, as amended;
- (b) **“Designated Site Plan Official”** means the officer or employee of the Town charged with the duty of enforcing the provisions of this By-law and identified in Schedule “A” hereto;
- (c) **“Council”** means the Council of The Corporation of the Town of Deseronto.
- (d) **“Development”** means development as defined in Section 41 of the *Planning Act*.
- (e) **“Dwelling Unit”** means a suite operated as a housekeeping unit, used or intended to be used as a domicile by one or more persons and usually containing cooking, eating, living, sleeping and sanitary facilities. The word “suite” in this definition means a single room or series of rooms of complementary use and operating under a single tenancy.

- (f) **“Erect”** means the carrying out of any activity within the meaning of “development” herein;
- (g) **“Farm Development”** means the construction, erection, placing or alteration of one or more buildings used exclusively by farming operations for agricultural uses, and shall include the residence of the farm operator and a temporary dwelling for seasonal labour, but shall not include veterinarian clinics, kennels or agriculture-related commercial and industrial uses, on-farm diversified uses, or buildings or structures associated with Cannabis Cultivation, Production and Processing Facilities;
- (h) **“Owner”** means the registered owner of the lands subject to the Site Plan Approval as disclosed or determined by the records maintained in the applicable Land Registry Office;
- (i) **“Site Plan Agreement”** means an agreement entered into pursuant Section 41(7)(c) of the *Planning Act*.
- (j) **“Site Plan Approval”** means the approval of the Plans and/or Drawings referenced in Section 7 of this By-law.

Site Plan Control Area

- 3. The whole of the area located within the entire geographic limits of The Corporation of the Town of Deseronto is hereby designated as a site plan control area pursuant to subsection 41(2) of the *Planning Act*.
- 4. No person shall undertake any Development until Site Plan Approval has been granted by the Town under this by-law, unless the Development is exempt from the requirement for Site Plan Approval (see Sections 5 and 6). Site Plan Approval granted under this by-law does not become effective until all conditions imposed have been satisfied.

Exempt Classes of Development

- 5. Notwithstanding section 4, the following classes of Development may be undertaken without Site Plan Approval:
 - (a) A building(s) or structure(s) with up to ten (10) dwelling units constructed, erected or placed on a freehold lot, except where the approval of plans and/or drawings is required as a condition of provisional consent or a condition or a Minor Variance.
 - (b) An addition or alteration to a building or structure mentioned in Clause (a) except where the approval of plans and/or drawings is required as a condition of provisional consent or a condition of a Minor Variance decision;
 - (c) Building or structure accessory to a building or structure mentioned in Clauses (a) and (c);
 - (d) *Farm Development* as defined herein;
 - (e) An outdoor commercial patio;
 - (f) A seasonal garden centre in a parking lot;

- (g) A temporary building or structure if it is:
- i. Part of a special event or construction purposes on the lot;
 - ii. A garden suite;
 - iii. Used as an office for the sale of residential lots or dwelling units and does not exceed a gross floor area of 100 square metres;
- (h) Alterations to a building where:
- i. Dwelling units are added to the building and;
 - After the alteration, the building contains no more than three dwelling units (inclusive of additional dwelling units); and,
 - After the alteration, no new parking spaces have been added;
 - ii. The usability of commercial or industrial uses are not substantially increased.

Replace or Rebuild

6. Notwithstanding section 4, the replacement, repair or restoration to a safe condition of any building or structure, provided such replacement, repair or restoration does not increase the height, size or volume of the building or structure may be undertaken without Site Plan Approval.

Requirements for Site Plan Approval

7. No person shall be eligible to receive Site Plan Approval until the following are supplied to the satisfaction of the Town:
- (a) Plans and/or drawings showing the location of all buildings and structures to be erected and showing the location of all facilities and works to be provided in conjunction therewith and of all facilities and works required under Section 41 (7) (a) of the Planning Act, as amended from time to time, which at the time of passing this by-law are:
- i. widening of highways that abut the land;
 - ii. facilities to provide access to and from the land such as access ramps and curbs and traffic direction signs (subject to the Public Transportation and Highway Improvement Act);
 - iii. off-street vehicular loading and parking facilities, either covered or uncovered, access driveways, including driveways for emergency vehicles, and the surfacing of such areas and driveways;
 - iv. walkways and walkway ramps, including the surfacing thereof, and all other means of pedestrian access;
 - v. facilities designed to have regard for accessibility for persons with

disabilities;

- vi. facilities for the lighting, including floodlighting, of the land or of any buildings or structures thereon;
- vii. walls, fences, hedges, trees, shrubs or other groundcover or facilities for the landscaping of the lands or the protection of adjoining lands;
- viii. vaults, central storage and collection areas and other facilities and enclosures for the storage of garbage and other wastes material;
- ix. easements conveyed to the Town for the construction, maintenance or improvement of watercourse, ditches, land drainage works, sanitary sewage facilities and other public utilities of the Town or local board thereof on the land;
- x. grading or alteration in elevation or contour of the land and provision for the disposal of storm, surface and wastewater from the land and from any buildings or structures thereon;
- xi. fire hydrant/protection on the subject property and/or the closest fire hydrant(s) to the subject property.

(b) Plans and/or drawings showing plan, elevation and cross-section views for each building to be erected, that are sufficient to display:

- i. the massing and conceptual design of the proposed building;
- ii. the relationship of the proposed building to adjacent buildings, streets, and exterior areas to which members of the public have access;
- iii. the provision of interior walkways, stairs, elevators and escalators to which members of the public have access from streets, open spaces and interior walkways in adjacent buildings,
- iv. matters related to exterior design, including without limitation, the character, scale, appearance and design features of buildings, and their sustainable design, but only to the extent that it is a matter of exterior design;
- v. the sustainable design elements on any adjoining highway under a municipality's jurisdiction, including without limitation, trees shrubs, hedges, plantings or other ground cover, permeable paving materials, street furniture, curb ramps, waste and recycling containers and bicycle parking facilities; and
- vi. facilities designed to have regard for accessibility for persons with disabilities.

8. Plans and/or drawings submitted in accordance with this By-law or under any Site Plan Agreement are subject to the following:

(a) Plans and/or drawings may exclude the layout and design of interior areas, other than the interior walkways, stairs, elevators and escalators referred to in clause 7 (b) iii.

- (b) Plans and/or drawings may exclude the manner of construction and standards for construction.
 - (c) All plans and/or drawings shall be submitted in a manner and scale to show with clarity and accuracy all buildings, structures, facilities and works described in Section 7.
9. Prior to granting Site Plan Approval or as a condition thereof, the Town may require an Owner to produce studies, plans (including those prepared by an engineer) and calculations that validate the location, dimensions and nature of the buildings, structures, facilities and works proposed in plans and/or drawings, such as, but not limited to:
- (a) A site servicing plan, detailing water and wastewater servicing.
 - (b) A fire protection plan that shows adequate ingress/egress for emergency vehicles and details fire suppression methods on site in accordance with the Ontario Building Code.
 - (c) A detailed stormwater management plan that provides for adequate treatment of stormwater quality and quantity on the site.

Such studies, plans and calculations shall be completed by a qualified professional. The cost of any required studies plans and calculations and any peer reviews or evaluations conducted on behalf of the Town will be the responsibility of the Owner.

Pre-Consultation

10. Pursuant to subsection 41 (3.1) of the *Planning Act*, the Owner shall consult with the Town prior to submitting plans and/or drawings for Site Plan Approval.

Site Plan Application Review

11. Site Plan review and Pre-consultation referenced in Section 10 shall be coordinated by the Building and Planning Department under the direction of the Delegated Site Plan Official.
12. A determination of forms and documents that may constitute a 'complete' application will be at the discretion of the Delegated Site Plan Official.

Delegation of Site Plan Approval

13. The power and authority given to Council under Section 41 of the Act is hereby delegated to the Designated Site Plan Official. For clarity, this delegation includes the authority to execute a Site Plan Agreement and amendments thereto.

Conditions of Site Plan Approval

14. As a condition to Site Plan Approval the Town may require that the Owner of the lands to:
- (a) provide at no cost to the Town, any or all of the facilities and works required under Section 41 (7) (a) of the Act and listed in Section 7 (a) of this By-law; and/or
 - (b) maintain to the satisfaction of the Town and at the sole risk and expense of the Owner any or all of the facilities or works mentioned in Section 7 (a) including the removal of

snow from access ramps and driveways, parking and loading areas and walkways; and/or

- (c) enter into a Site Plan Agreement.

Site Plan Agreements

- 15. Site Plan Agreements entered into as a condition of Site Plan Approval, shall be prepared by the Town and may be registered, at the option of the Town, upon title to the land to which it applies. Where the Site Plan Agreement is to be registered on title, the Owner shall be obliged to obtain and/or register such instruments to give priority to the Site Plan Agreement. All of the foregoing shall be at the sole cost and expense of the Owner.

Site Plan Amendments

- 16. Notwithstanding any other provisions to the contrary, the Designated Site Plan Official shall be authorized to approve changes to the approved plans attached to a Site Plan agreement, where requested by the Owner of the lands in respect of which the said Site Plan Agreement has been entered into by the Town. Such changes shall only be approved where they are considered by the Designated Site Plan Official to be minor, which is determined in accordance with all of the following:

- (a) The amendment does not significantly alter:
 - i. The location or height of any buildings and structures;
 - ii. The size of any building or structure by way of an expansion beyond 5% of the building footprint;
 - iii. The design and appearance of the Development; and
 - iv. The location or function of any works required under Subsection (7) (a) of Section 41 of the Act.
- (b) There is no amendment to the Site Plan agreement; and
- (c) There is no amendment to any conditions of the Site Plan approval.

Securities

- 17. The Town may require that the Owner provide financial security to ensure the satisfactory completion of certain works required in the Site Plan Approval or any Site Plan Agreement to be entered into as a condition thereto. The amount of securities shall be determined by the Town and be based on estimates of the works to be completed (which estimates must be approved by the Town).

Release of Security

- 18. The value of the any remaining security shall be refunded or released (as applicable) to the Owner when, in the opinion of the Town all the terms and conditions of the Site Plan agreement have been fulfilled.

Offence

19. Every person who, without being granted Site Plan Approval, undertakes any development in the site plan control area designated by this by-law is pursuant to Section 67 of the *Planning Act*, guilty of contravening Section 41 of that Act.

Conformity to Plans

20. All buildings, structures, facilities and works shown on any plans and/or drawings that are subject to a Site Plan Approval and/or forming part of a Site Plan Agreement shall be provided, erected, constructed, used and maintained in good repair in accordance with such plans at the sole risk and expense of the Owner of the lands.

Failure to Comply

21. In the event that an Owner of lands in respect of which a Site Plan Agreement was entered into, fails to comply with any of the provisions of such Site Plan Agreement, and/or where such agreement does not contain the following specific enforcement provisions, then the Town may take any or all of the following steps:

- a) Completion, to its satisfaction, any work required by the said Site Plan agreement;
- b) Apply all or any portion of the money deposited by the Owner with the Town in accordance with Subsection 7 hereof towards the payment of costs and expenses for the completion of any works required by the Site Plan Agreement on land owned by the Town; and/or
- c) Collect reimbursement from the Owner, as municipal taxes, any expenses paid by the Town to complete works, left incomplete by the Owner, where said works are referred to in such Site Plan Agreement and located on the Owner's lands.

READ a first and second time this X day of X 2023.

READ a third time and finally passed this X day of X 2023

MAYOR DAN JOHNSTON

CLERK GAIL MARACLE

**THE CORPORATION OF THE
TOWN OF DESERONTO**

BY-LAW NO. XX-2023

BEING A BY-LAW TO CONTROL THE DUMPING OF FILL, REMOVAL OF TOPSOIL AND ALTERATION OF GRADES.

WHEREAS Section 142 of the Municipal Act, 2001, S.O., 2001, c. 25, authorizes a municipality to prohibit or regulate the dumping of fill, removal of topsoil and alteration of grades;

AND WHEREAS the Council of the Town of Deseronto deems it expedient to pass a by-law for this purpose;

NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Town of Deseronto enacts as follows:

1. **TITLE**

This by-law may be cited as the “**Site Alteration By-law**” of the Town of Deseronto.

2. **DEFINITIONS**

In this By-law, the terms in the following lettered paragraphs shall have meanings as indicated in this section:

- i. **“Applicant”** means any person who seeks or obtains a permit issued under the provisions of this by-law.
- ii. **“Council”** means the Council of the Corporation of the Town of Deseronto.
- iii. **“Dumping”** means the movement and depositing of fill from one location to a different location and includes the movement and depositing of fill from one location on a property to another on the same property and “Dump” and “Dumped” in relation to fill shall have the same meaning.
- iv. **“Fill”** means any type of material deposited or placed on lands and includes soil, stone, rock, concrete, construction materials, asphalt, sod or turf either singly or in combination.
- v. **“Director”** means the Town’s Director of Public Works Services.
- vi. **“Grade”** means the elevation of a ground surface and includes:
 - a. “Existing Grade”, meaning the elevation of an existing ground surface, except that where the placing or dumping of fill or the alteration of ground surfaces has occurred in contravention of this By-law, Existing Grade shall mean the grade as it existed prior to the placing or dumping of fill or alteration of the grade;
 - b. “Finished Grade”, meaning the elevation of the ground surface of land upon which fill has been placed or dumped or after alteration of the grade has occurred; and
 - c. “Proposed Grade”, meaning the proposed elevation of the ground surface or land upon which any fill is proposed to be placed or site alteration is to occur.
- vii. **“Inspector”** means any of the Director or his or her designate, and such municipal staff, including municipal law enforcement officers, as may be appointed by the Town from time to time.
- viii. **“Normal Agricultural Practice”** includes sod-farming, greenhouse operations and nurseries for horticultural products but does not include the sale, exchange or other disposition of Topsoil.

- ix. **“Owner”** means each registered owner of land
 - (a) for which a Permit is sought or obtained; or
 - (b) in respect of which there is or may be contravention of
 - i) this By-law;
 - ii) an order made pursuant to subsection 445(1) of the *Municipal Act, 2001*; or
 - iii) a court order made pursuant to subsection 144(18) of the *Municipal Act, 2001*.
- x. **“Permit”** means a permit issued by the Director pursuant to the provisions of this By-law.
- xi. **“Person”** includes a natural individual and their heirs, executors, administrators or other legally appointed representatives, a corporation, partnership or other form of business association.
- xii. **“Placing”** means the distribution of Fill on lands to establish a Finished Grade higher or lower than the Existing Grade and “Place” and “Placed” in relation to Fill have the same meaning.
- xiii. **“Ponding”** means the accumulation of surface water in an area not having drainage therefrom where the lack of drainage is caused by the Placing or Dumping of Fill or the alteration of the Grade.
- xiv. **“Retaining Wall”** means a wall designed to contain and support Fill which has a Finished Grade higher than that of adjacent lands.
- xv. **“Soil”** means material commonly known as earth, Topsoil, loam, subsoil, clay, sand or gravel or any combination thereof.
- xvi. **“Swale”** means a shallow depression in the ground sloping to a place for disposal for the purpose of providing a method of drainage of surface water.
- xvii. **“Topsoil”** means those horizons in a Soil profile, commonly known as the “O” and the “A” horizons, containing organic material and includes deposits of partially decomposed organic matter such as peat.
- xviii. **“Zoning By-law”** means the Corporation of the Town of Deseronto Zoning By-law 27-2023.

3. GENERAL PROHIBITIONS

- i. No Person shall Place or Dump Fill or cause or permit Fill to be Placed or Dumped in the Town except in accordance with the By-law.
- ii. No Person shall remove Topsoil or cause or permit the removal of Topsoil except in accordance with this By-law.
- iii. No Person shall alter the Grade or cause or permit the Grade of any land in the Town to be altered except in accordance with this By-law.
- iv. Where a Permit has been issued, no Person shall, except in accordance with the provisions of that Permit,
 - (a) Place or Dump Fill or cause or permit Fill to be Placed or Dumped;
 - (b) remove Topsoil or cause or permit the removal of Topsoil; or
 - (c) alter the Grade of any land or cause or permit the Grade of any land in the Town to be altered.

4. EXEMPTIONS

- i. The provisions of this By-law do not apply to the extent that the Placing or Dumping of Fill, removal of Topsoil or alteration of the Grade of land is:
 - (a) undertaken by a municipality or a local board of a municipality;
 - (b) imposed as a condition to the approval of a site plan, a plan of subdivision or a consent under Sections 41, 51 or 53, respectively, of the *Planning Act* or as a requirement of a site plan agreement or subdivision agreement entered into under those sections;
 - (c) imposed as a condition to a development permit authorized by regulation made under section 70.2 of the *Planning Act* or as a requirement of an agreement entered into under that regulation;
 - (d) undertaken by a transmitter or distributor, as those terms are defined in Section 2 of the *Electricity Act, 1998*, for the purpose of constructing and maintaining a transmission system or a distribution system, as those terms are defined in that section;
 - (e) undertaken on land described in a license for a pit or quarry or a permit for a wayside pit or wayside quarry issued under the *Aggregate Resources Act*;
 - (f) undertaken on land in order to lawfully establish and operate or enlarge any pit or quarry on land,
 - i) that has not been designated under the *Aggregate Resources Act* or a predecessor of that Act, and
 - ii) on which a pit or quarry is a permitted land use under a by-law passed under Section 34 of the *Planning Act*; or
 - (g) undertaken as an incidental part of drain construction under the *Drainage Act* or the *Tile Drainage Act*.
 - (h) undertaken in accordance with a license or permission obtained under applicable provincial or federal legislation.
 - (i) undertaken in accordance with a permit issued by the Town's Chief Building Official pursuant to the *Building Code Act*, for the erection or demolition of a building or structure, provided the Director and the Chief Building Official are satisfied that the permit application provides sufficient information to determine compliance with the provisions of this By-law; or
 - (i) undertaken in accordance with an order issued pursuant to the Town's Property Standards By-law as from time to time amended.
- ii) The provisions of this By-law do not apply to the extent that Fill is Placed on lands zoned for residential use within the meaning of the Zoning By-law for the purpose of lawn dressing, landscaping, adding to flower beds or vegetable gardens, provided that:
 - (a) the elevation of the land within 0.6 metre of the property line is not changed;
 - (b) there is no change in the location, direction or elevation of any natural or artificial watercourse, open channel, Swale or ditch used to drain land;
 - (c) the functionality of any drainage infrastructure is not impeded; and
 - (d) the volume of such Fill does not exceed 20 cubic metres.
- iii) The provisions of this By-law do not apply to the extent that Topsoil is removed as an incidental part of a Normal Agricultural Practice.
- iv) The provisions of this By-law do not apply in an area to the extent of any

conflict with a regulation made under section 28 of the *Conservation Authorities Act* respecting the Placing or Dumping of Fill, removal of Topsoil or alteration of the Grade of land in such area.

5. SPECIFIC PROHIBITIONS AND REGULATIONS

- i) No Person may Place or Dump Fill or cause or permit Fill to be Placed or Dumped and no Person may remove Topsoil or cause or permit the removal of Topsoil and no Person may alter the Grade of any land or cause or permit the Grade of any land to be altered within the Town in the following circumstances:
 - (a) where the Owner has not consented in writing to the Placing or Dumping of Fill or to the removal of Topsoil or to alteration of the Grade;
 - (b) where the Fill is Placed or Dumped or the Grade is altered for storage purposes and such storage is not permitted pursuant to the Zoning By-law;
 - (c) where the Placing or Dumping of Fill or alteration of the Grade will result in changing any Grade established by a grading and drainage plan approved by the Town including, without limitation, a grading and drainage plan approved by the Town in relation to any subdivision, re-zoning, site plan or building permit approval, and such Placing or Dumping of Fill or alteration occurs without a Permit;
 - (d) where the Fill includes material from the demolition of any structure or includes "refuse", as amended or includes toxic or hazardous materials, glass or sewage;
 - (e) where the Placing or Dumping of Fill or alteration of the Grade would result in Soil erosion or Soil pollution, blockage or siltation of any watercourse, pollution of any watercourse, flooding or Ponding on any land or detrimental effect on any environmentally significant area or wetland complex;
 - (f) where the Placing or Dumping of Fill or alteration of the Grade does not accord with Town design standards;
 - (g) where the Placing or Dumping of Fill or alteration of the Grade is on any land zoned within the Hazard (H) Zone pursuant to the Zoning By-law, unless approval therefore has been issued by the Quinte Conservation Authority or a Permit has been issued pursuant to this By-law.
- ii) No Person may Place or Dump Fill or cause or permit Fill to be Placed or Dumped and no Person may alter the Grade of any land or cause or permit the Grade of any land to be altered in the Town without a Permit where the volume of the Fill being Placed or Dumped or the volume of Fill involved in the alteration exceeds 50 cubic metres.

6. ISSUANCE OF A PERMIT

- i) The Director is hereby authorized and directed to issue a Permit where an Applicant has satisfied the requirements of this By-law.
- ii) An Applicant shall submit the following to the Director:
 - (a) a completed application in the form prescribed from time to time by the Director in accordance with the information required in this By-law;
 - (b) the Permit fee prescribed by the Town's General Fees and Charges By-law as from time to time amended;
 - (c) When required by the Director in order to assess the impact of the Fill or alteration on the environment affected, a Fill-control plan,

which shall include any or all of the following as shall be specified by the Director and to his/her satisfaction:

- i) a key map showing the location of each lot, including the nearest major intersection and north arrow;
- ii) the lot boundaries and area (expressed in hectares) of each lot;
- iii) the existing and proposed use of the land and the location and use of the buildings and other structures adjacent to each lot;
- iv) the location, dimensions and use of any building and other structures existing or proposed to be erected on each lot;
- v) the location of lakes, streams, wetlands, channels, ditches, other watercourses and other bodies of water on and within a minimum of 30 metres beyond each lot boundary;
- vi) the location of all Regulatory Flood Lines and conservation Authority Fill Regulation lines;
- vii) the location and identification of the predominant existing Soil types;
- viii) the species, Grade at base and size of all trees greater than 250 millimetres in caliper, all shrubs, trees and hedges within three (3) metre(s) of the property line and driveways on each lot and all easements and rights-of-way over, under, across or through each lot;
- ix) the location and dimensions of any existing and proposed storm water drainage systems and natural drainage patterns on and within a minimum of 30 metres beyond each lot boundary;
- x) the location and dimensions of utilities, structures, roads, highways and paving located within a minimum of 30 metres beyond each lot boundary;
- xi) the existing topography on each lot and extending a minimum of 30 metres beyond each lot boundary;
- xii) the Proposed Grades of each lot;
- xiii) the location and dimensions of all proposed land disturbance activities, including construction of access roads;
- xiv) the location and dimensions of all temporary Soil, dirt or Fill stockpiles;
- xv) the location, dimensions, design details and design calculations of all construction site erosion control measures that may be necessary to minimize the impact of the proposal;
- xvi) a schedule of the anticipated starting and completion dates of each land disturbance or land development activity;
- xvii) provisions for the maintenance of the construction site erosion control and dust control measures during construction and after as required;
- xviii) the scale of drawing, ranging from 1:250 to 1:1000 as deemed appropriate (each drawing control plan to be in metres);

- xix) an indication on the drawing of directions of overland water flow and overland flow route;
 - (d) Proposed Grades and drainage system to be used upon completion of the filling operation;
 - (e) a description of the proposed Fill, including a list of the sources and geotechnical reports as to content and quality, prepared by qualified experts in that regard;
 - (f) a certificate of the Owner, Applicant and each qualified expert referenced in paragraph (e) certifying that the Fill contains no contaminants as defined in the *Environment Protection Act*, R.S.O. 1990, c.E.19;
 - (g) a plan showing the design details to proper scale of any Retaining Wall that may be required and the dimensions of any materials to be used in construction of such Retaining Wall; and
 - (h) security in a form and amount to be determined by the Director to secure performance of the work for which the Permit is being applied.
 - (i) any other information with respect to the site required by the Director.
- (iii) The Director may draw upon the security posted pursuant to paragraph 6.2(h) to recover the cost of the Town performing any required work which the Owner or the Applicant has failed to perform.
 - (iv) The issuance of a Permit does not relieve the Owner or the Applicant from the obligation to secure all other applicable approvals.

7. PERMIT REQUIREMENTS

- (i) The Director may, prior to the issuance of a Permit, require the Owner or Applicant or both to enter into an agreement which may be registered on title to the subject lands containing such requirements of this By-law as the Director considers necessary to ensure that the Placing or Dumping or removal of Fill is done in accordance with the prevailing Town design standards and proper engineering principles.
- (ii) Requirements contained in an agreement may include the Owner or Applicant releasing and indemnifying the Town, certifying that the Fill contains no contaminants as defined in the *Environmental Protection Act*, posting with the Town the required security and where, in the opinion of the Director, extensive activities are proposed, certification by a geotechnical engineer or other similarly qualified Person, both prior to the issuance of a Permit and upon completion of the work. All such certifications shall state that the Owner or Applicant can and has complied with all of the obligations and conditions contained in the applied for and issued Permit.
- (iii) The Director may, from time to time and at the Applicant's expense, require the testing of any Fill by a qualified expert retained by the Town.
- (iv) The Director may require an Applicant to install such site remediation measures, including Topsoil, seeding, sodding and installation berms and landscaping, as are necessary to minimize the visual impact of Fill or Grade alteration proposals.
- (v) For the purpose of this Section, the Director and the Town Clerk may execute on the Town's behalf the agreement in a form acceptable to the Director.

8. PERMIT EXPIRY

- (i) A Permit shall expire on the earliest of the following dates:

- (a) the expiry date as specified on the Permit by the Director;
- (b) the date which is twelve (12) months following the date on which the Permit was issued; and
- (c) the date on which an Owner at the time of issuance of the Permit ceases to be an Owner.

(ii) A Permit which expires pursuant to section 8.1 of this By-law may be renewed within a two (2) month period from the date of expiry by making of written application to the Director accompanied by a payment of 50% of the original Permit fee, provided that the proposed work has not been revised.

9. PERMIT REVOCATION

- (i) It is a condition of each Permit that the Permit may be revoked by the Director under the following circumstances:
 - (a) if it was obtained on mistaken, false or incorrect information;
 - (b) if it was issued in error;
 - (c) if the Owner or Applicant requests in writing that it be revoked;
 - (d) if the terms of an agreement under this By-law have not been complied with; or
 - (e) if an Owner or an Applicant fails to comply with the provisions of the By-law or with an order requiring work to be done to correct contraventions of this By-law.

10. ENFORCEMENT

- (i) Inspectors are hereby authorized to carry out inspections in relation to this By-law and are delegated such powers as are within the jurisdiction of the Town in order to administer and enforce this By-law including, without limitation, the power to make orders requiring the discontinuance of activities and requiring work to be done to correct contraventions of this By-law.

11. REMEDIES AND PENALTIES

- (i) Each Person who Places or Dumps Fill or who causes or permits Fill to be Placed or Dumped contrary to this By-law or to a Permit shall forthwith remove such Fill and restore the Existing Grade of the land.
- (ii) Each Person who removes Topsoil contrary to this By-law or to a Permit shall forthwith rehabilitate the land from which the Topsoil was removed including the replacement on the land of Topsoil and the restoration of the Existing Grade of the land.
- (iii) Each Person who alters the Grade of land or who causes or permits the alteration of the Grade of land contrary to this By-law or to a Permit shall forthwith restore the land to its original condition including the Existing Grade of the land.
- (iv) Where an Owner fails to do any work required in an order issued pursuant to this By-law within the period specified, the Director may cause the work to be done at the Owner's expense and, for this purpose, the Director, Inspectors and the Town's employees and agents may enter on the Owner's land at any reasonable time.
- (v) Each Person who contravenes any provision of this By-law or an order under subsections 445(1) of the *Municipal Act, 2001*, is guilty of an offence and is liable
 - (a) on a first conviction, to a fine of not more than \$10,000; and

(b) on any subsequent conviction, to a fine of not more than \$25,000.

12. GENERAL PROVISIONS

- (i) The provisions of this By-law shall apply to all lands and premises within the Town.
- (ii) All references to legislation in this By-law are references to legislation of the Province of Ontario as amended from time to time, including successor legislation, whether enacted prior to or subsequent to the enactment of this By-law.
- (iii) Should any section of this By-law be declared invalid by a court of competent jurisdiction, such section shall be construed as being severed from this By-law and the remainder of this By-law shall continue in full force and effect.
- (iv) The short title of this By-law shall be the **“Site Alteration By-law”**.
- (v) This By-law shall be administered by the Director.
- (vi) The provisions of this By-law shall come into force and effect on the date of its passing.

13. INTERPRETATION

All words and personal pronouns relating to words contained in this by-law shall be read and construed with the number and gender of the person or persons referred to in each case. Paragraph headings are inserted solely for ease of reference.

14. SEVERABILITY

If any section, clause or provision of this By-law is for any reason declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this By-law as a whole or any part thereof other than the section, clause or provision so declared to be invalid and it is hereby declared to be the intention of Council for the Town that all remaining sections, clauses or provisions of this By-law shall remain in full force and effect until repealed, notwithstanding that one or more provisions thereof may have been declared invalid.

15. EFFECTIVE DATE

This By-law shall become effective upon the date of final passing thereof.

READ a first and second time this Xs^t day of X 2023.

READ a third time and finally passed this Xs^t day of X 2023

MAYOR DAN JOHNSTON

CLERK GAIL MARACLE

THE CORPORATION OF THE TOWN OF DESERONTO

BY-LAW NUMBER XX-2023

BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE SPECIAL COUNCIL MEETING HELD ON THE 11th DAY OF OCTOBER 2023.

THE TOWN OF DESERONTO ENACTS AS FOLLOWS:

1. Every decision of the Council taken at the meeting at which this by-law is passed and every motion and resolution passed at that meeting shall have the same force and effect as if each and every one of them had been the subject matter of a separate by-law duly enacted, except where prior approval of the Ontario Municipal Board is required and where any legal prerequisite to the enactment of a specific by-law has not been satisfied.
2. The Mayor and the proper civic employees of the Town of Deseronto are hereby authorized and directed to execute and deliver all documents as are required to give effect to the decisions, motions and resolutions taken at the meeting at which this by-law is passed.
3. This by-law comes into force on the day it is passed.

READ a first, second and third time, number assigned and finally passed this 11th day of October, 2023.

MAYOR

CLERK