



# AGENDA

## HUMAN RESOURCES, ADMINISTRATION & PUBLIC RELATIONS COMMITTEE

**September 13, 2023 9:00 a.m.**

**Council Chambers  
Municipal Office  
7 Third Avenue  
Whitney, Ontario**

**And ZOOM Live Streamed to You Tube Channel: South Algonquin Council**

1. Open Meeting/Call to order
2. Land Acknowledgement  
We acknowledge that we are gathered on the unceded Traditional Territory of the Algonquin Anishinaabeg people, specifically the Matouweskarini (people of the Madawaska River). We further acknowledge that the Algonquin People have been stewards of this land since time immemorial and we strive to treat the land along with the flora and fauna it supports, the people, their customs and traditions, with honour and respect. Today, this area is home to people of all walks of life, and we acknowledge the shared opportunities and responsibilities to live, work and survive within this beautiful territory. Chi-miigwetch, All my relations
3. Additions/Amendments to the Agenda
4. Adoption of the Agenda
5. Disclosure of Pecuniary Interest
6. Unfinished Business
  - Draft Short-Term Rental Zoning By-Law Amendment and Short-Term Rental Policy
7. New Business
  - Draft Routine Disclosure and Active Dissemination Policy
  - Draft Schedule of Fees
  - Budgetary Control Report
8. Adjournment

**CORPORATION OF THE TOWNSHIP  
OF SOUTH ALGONQUIN**

**BY-LAW NO. 2023-\_\_\_\_\_**  
**Being a By-law to amend Comprehensive**  
**Zoning By-law No. 2017-527**  
**Short Term Rental Accommodations**

**WHEREAS** the Corporation of the Township of South Algonquin has deemed it appropriate to amend Zoning By-law No. 2017-527 for the purpose of establishing zoning provisions to regulate Short Term Rental Accommodations;

**AND WHEREAS** authority is provided pursuant to Section 34 of the Planning Act, R.S.O 1990, c.P.13 to pass this By-law;

**AND WHEREAS** a Public Meeting was held on \_\_\_\_\_, 2023, pursuant to the provisions of Section 34 (12) of the Planning Act, R.S.O., 1990;

**AND WHEREAS** the matters hereinafter set forth are consistent with provincial policy and conforms to applicable plans currently in force and effect;

**NOW THEREFORE** the Corporation of the Township of South Algonquin enacts that By-law No. 2017-527 shall and is hereby amended as follows:

- 1.0 Section 10, Definitions, is hereby amended with the addition of the following Short Term Rental Accommodation definition,

***Short-Term Rental Accommodation*** means the secondary use of a residential Dwelling Unit that offers a place of accommodation or temporary residence, or occupancy by way of concession, permit, lease, license, rental agreement, or similar arrangement for fewer than twenty-eight (28) consecutive calendar days with no on-site management throughout all or part of the year. Short-Term Rental Accommodation uses shall not mean a motel, hotel, bed and breakfast establishment, tourist establishment, tourist cabin establishment, or similar commercial accommodation use. For the purposes of this definition, a secondary use shall mean secondary in terms of time the Dwelling Unit is used as a Short-Term Rental Accommodation. For the purpose of this definition only, a Dwelling Unit shall include a “cottage” but shall not include any “Accessory” building or structure, a tent, a vehicle, recreation vehicle, or a boat.

- 2.0 Section 4, General Provisions, is hereby amended with the addition of the following new Short Term Rental Accommodation provisions as a new Section 4.33

**“4.33 Short-Term Rental Accommodations**

Short-term rental accommodations, as defined, shall be regulated by the following provisions, in addition to any licencing requirements of the Township.

- a) Short-term rental accommodations shall only be permitted in a principal dwelling unit and shall not be permitted in an accessory structure.
- b) Short-term rentals shall only be permitted on lands which are in compliance with the lot area and frontage requirements of the respective zone.
- c) Short-term rental accommodations must be the principal residence of the owner and operator;
- d) Short-term rental accommodations shall provide the necessary parking in accordance with Table 4.2 of this By-law.
- e) The existing private sewage disposal system is acceptable to adequately service the principal residential dwelling unit and the proposed bed and breakfast establishment;
- f) Short-term rental accommodations may be licenced by the Township.”

- 3.0 **Section 5, Residential Zones, Table 5.1, Permitted Uses Table**, is hereby amended with the addition of a new use “Short Term Rental Accommodation” in Column 1 and a black circle in Columns 2 and 3.

**Commented [TC1]:** Table included

4.0 Section 8, Other Zones, Table 8.1, Permitted Use Table is hereby amended with the addition of a new use "Short Term Rental Accommodation" in Column 1 and a black circle in Column 2.

Commented [TC2]: Table Included

5.0 Section 4.19, Table 4.2, Parking Requirements, is hereby amended with the addition of a new type of building "Short Term Rental Accommodation" in Column 1 "Type of Building" and "1 parking space per bedroom rented" in Column 2, "Minimum Parking Requirements".

Commented [TC3]: Table Included

6.0 This By-law shall come into force and effect in accordance with the provisions of the Planning Act, R.S.O 1990, c.P.13.

This By-law shall take effect and come into force from the date of its passage by Council.

READ A FIRST AND SECOND TIME on \_\_\_\_\_, \_\_\_\_\_, 2023

\_\_\_\_\_  
MAYOR,

\_\_\_\_\_  
CAO/CLERK-TREASURER,

READ A THIRD TIME, PASSED AND ENACTED on \_\_\_\_\_, \_\_\_\_\_ 2023

\_\_\_\_\_  
MAYOR,

\_\_\_\_\_  
CAO/CLERK-TREASURER,

Short-Term Rental Accommodations would only be permitted in the Settlement Area Residential (R1) Zone and the Settlement Area Shoreline Residential (R2) not the other zones listed in the below table per Section 3.0 in the Draft Zoning By-Law Amendment for Short-Term Rental By-Law.

The Residential Zones established by this By-law include:

- R1 – Settlement Area Residential
- R2 – Settlement Area Shoreline Residential
- SR – Shoreline Residential
- LSR – Limited Service Shoreline Residential

### 5.3 PERMITTED USES TABLE

**Table 5.1**

Column 1	Column 2	Column 3	Column 4	Column 5
USE	R1	R2	SR	LSR
Cottage			•	•
Dwelling Unit, Secondary	•			
Detached Dwelling	•	•	•	•
Home Occupation	•	•	•	•
Bed and Breakfast Operations	•	•		

Short-Term Rental Accommodations would only be permitted in the Rural (RU) Zone not the other zones listed in the below table per Section 4.0 in the Draft Zoning By-Law Amendment for Short-Term Rental By-Law.

The Other Zones established by this By-Law include:

- CF – Community Facility
- RU – Rural
- CL – Crown Land
- EP – Environmental Protection
- LS – Lakeside

## 8.2 PERMITTED USES TABLE

**Table 8.1**

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
USE	RU	CF	CL	EP	LS
Agriculture	•				
Bed and Breakfast Operations	•				
Commercial Greenhouse	•				
Conservation Use				•	
Contractor's Yard	•				
Dwelling Unit, Accessory	•				
Dwelling Unit, Secondary	•				
Dwelling, Detached	•				
Emergency Service Facility		•			
Public Works Yard		•			
Forestry	•				
Home Industry	•				
Home Occupation	•				
Recreational Camp	•				
Recreation Trails	•	•			
Community Institutional Use		•			
Sports Field	•	•			
Park	•	•	•	•	•
Library		•			
Museum		•			
School		•			
Place of Worship		•			

**Table 4.2**

TYPE OF BUILDING	MINIMUM PARKING REQUIRED
For each dwelling unit in a single unit detached, or a two-unit dwelling.	Two parking spaces.
Any commercial use, clinic, office, home industry or commercial floor space of the building.	One parking space for each 30 square metres of commercial floor space of the building.
Places of Assembly, Place of Worship	One parking space for each 10 square metres of net floor area.
Restaurant, Tavern	One parking space per 15 square metres for floor area.
Industrial Use	One parking space for each 100 square metres of building floor space on the lot.
Schools	Two parking spaces for each classroom plus parking spaces for places of assembly, as given above.
Hotels, Motels	One parking space for each guest room or suite plus parking spaces for places of assembly, as given above.
For each tent or trailer space in a camping establishment	One parking space.
Uses permitted by this By-law other than those listed in this Table	One parking space per 45 square metres of total floor area

THE CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN  
BY-LAW

**A By-law to License, Regulate and Govern  
Short-Term Rental Accommodation**

**WHEREAS** the Council of the Township of South Algonquin may, pursuant to the *Municipal Act*, 2001, S.O. 2001, c.25. as amended, enact by-laws for the licensing, regulating, and governing of businesses and occupations in the Township of South Algonquin;

**AND WHEREAS** pursuant to *Municipal Act*, Part 11, Section 8(1), a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

**AND WHEREAS** pursuant to *Municipal Act*, Part II, Section 8(3), authorizes a municipality to:

- (a) regulate or prohibit respecting the matter;
- (b) require persons to do things respecting the matter;
- (c) provide for a system of licenses respecting the matter;

**AND WHEREAS** pursuant to *Municipal Act*, Part 11, Section 9, a municipality has the capacity, rights, powers, and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

**AND WHEREAS** pursuant to *Municipal Act*, Part II, Section 11(2), paragraph 6 of the *Municipal Act*, authorizes a municipality to pass a By-law respecting the health, safety, and well-being of persons;

**AND WHEREAS** pursuant to *Municipal Act*, Part 11, Section 23.1 authorizes a municipality to delegate its powers and duties;

**AND WHEREAS** pursuant to *Municipal Act*, Part IV, Section 151, provides that a municipality may provide for a system of licenses with respect to a business and may:

- (a) prohibit the carrying on or engaging in the business without a license;
- (b) refuse to grant a license or to revoke or suspend a license;
- (c) impose conditions as a requirement of obtaining, continuing to hold or renewing a license;
- (d) impose special conditions on a business in a class that have not been imposed on all the businesses in that class in order to obtain, continue to hold or renew a license;
- (e) impose conditions, including special conditions, as a requirement of continuing to hold a license at any time during the term of the license; and
- (f) license, regulate or govern real and personal property used for

the business and the persons carrying it on or engaged in it;

**AND WHEREAS** the Council of the Corporation of the Township of South Algonquin deems it desirable that such licensing, regulation, and governing takes place with regard to short-term rental accommodations as defined in this By-law;

**NOW THEREFORE** the Council of the Corporation of The Township of South Algonquin hereby ENACTS AS FOLLOWS:

**1. Title:**

- 1.1 This By-law shall be known and may be cited as the "Short-Term Rental Accommodation Licensing By-law".

**2. DEFINITIONS:**

- 2.1 **"Accessory Building or Structure"** means a detached building or structure, the use of which is naturally and normally incidental to, subordinate to, or exclusively devoted to, the principal use of the main building on the same lot.
- 2.2 **"Applicant"** means the Owners of the Premises applying for a License or renewal of a License under this By-law.
- 2.3 **"Bedroom"** means a room offered for Short-Term Rental Accommodation intended primarily for overnight occupation, which complies with the standards for a bedroom, as set forth by the Ontario Building Code, and/or a room with one or more beds, murphy beds, pullout beds, sofa beds, day beds, futons, or similar places for sleeping.
- 2.4 **"Boat"** means any vessel, container on water, or floating accommodation, regardless of whether or not it is docked, affixed to land, or can be driven.
- 2.5 **"Building"** means a structure occupying an area greater than 160 sq feet or as amended in the Ontario Building Code consisting of a wall, roof, and floor or any of them or a structural system serving the function thereof, including all plumbing, works, fixtures and service systems related thereto.
- 2.6 **"Chief Fire Official"** means the assistant to the Fire Marshal who is the Municipal Fire Chief or a member or members of the fire department appointed by the Municipal Fire Chief or a person appointed by the Fire Marshal.
- 2.7 **"Committee"** means a committee of individuals which has been delegated, by Township of South Algonquin Council, the responsibility of handling appeals, suspensions and revocations of

Licenses under this By-law.

- 2.8 **"Corporation"** means a body incorporated pursuant to the laws of Ontario or Canada.
- 2.9 **"Council"** means the Council of the Corporation of the Township of South Algonquin.
- 2.10 **"Dwelling Unit"** means one or more rooms used, designed, or intended for the domestic use of one or more individuals living as a single housekeeping unit, with living, sleeping and sanitary facilities, and kitchen facilities, having a private entrance from outside the building or from a common hallway or stairway inside or outside the building. For the purpose of this By-law, a Dwelling Unit does include a cottage and a mobile home but does not include an Accessory Building or Structure or a tent, trailer, mobile home, vehicles or recreational vehicles, boats, room or suite of rooms in a boarding or rooming house, hotel, or motor home.
- 2.11 **"Fee"** means a Fee as set forth in the Township of South Algonquin Fee By-law, which is not prorated and non-refundable.
- 2.12 **"Guest"** means any person on the Premises who is not a Renter.
- 2.13 **"License"** means the license issued under this By-law as proof of licensing under this By-law.
- 2.14 **"Licensed"** means to have in one's possession a valid and current License issued under this By-law and "Unlicensed" has the contrary meaning.
- 2.15 **"Licensee"** means the Owner of a Premises who holds a License or is required to hold a License under this By-law for those Premises.
- 2.16 **"Licensee Code of Conduct & Acknowledgment"** means a document, as set forth in Schedule "B", that has been prepared by the Township that prescribes the roles and responsibilities of the Licensee, including but not limited to behavioural expectations as they relate to non-disturbance of neighbours; compliance with applicable Township by-laws; and adherence to the provisions of this By-law.
- 2.17 **"Licensing Officer"** means any person or persons provided the authority by the Township to issue a License under this By-law.
- 2.18 **"Mobile Home"**, means any dwelling that is designed to be mobile, and constructed or manufactured to provide a residence for one or more persons certified in accordance with

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2-17 C.S.A. Standard Z240 or 241, but does not include a travel trailer or tent trailer or trailer otherwise designed.

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2-182.19 "Officer" means a Municipal By-Law Enforcement Officer, Chief Building Official Inspector, Police Officer, Fire Chief or other person appointed by by-law to enforce the provisions of Township by-laws.

Commented [i1]: Fire Chief captured under "Chief Fire Official"

2-192.20 "Owner" means the Person holding title to the Premises where the Short-Term Rental Accommodation is located, and "Ownership" has a corresponding meaning.

2-202.21 "Parking Area" means an area on the Premises provided for the parking of motor vehicles and may include aisles, parking spaces, pedestrian walkways, and related ingress and egress lanes, but shall not include any part of a public street.

2-212.22 "Person" means any singular or plural human being, association, firm, partnership, incorporated company, corporation, agent or trustee, and the heirs, executors, or other legal representatives of a person to whom the context can apply, according to law.

2-222.23 "Premises" means the Property upon which a Short-Term Rental Accommodation is operated, inclusive of buildings or structures or any part thereof used for such purpose.

2.24 "Property" means the land upon which Short-Term Rental Accommodation is operated, exclusive of buildings or structures or any part thereof.

2-232.25 "Recreational Vehicle" means a vehicle that provides short term occupancy intended and used exclusively for travel, recreation and vacationing, designed to be self-propelled, and includes such vehicles commonly known as recreational vehicles ("RVs"), motor homes or other similar vehicles but does not include a mobile home.

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2-242.26 "Renter" means a person that intends to use the Short-Term Rental Accommodation for overnight lodging but shall not include daily visitors to the Premises.

2-252.27 "Renter's Code of Conduct" means a document, as set forth in Schedule "A", that has been prepared by the Township that prescribes the roles and responsibilities of the Renters and Guests, including but not limited to behavioural expectations as they relate to non-disturbance of neighbours; compliance with applicable Township by-laws, and adherence to the provisions of this By-law;

2-262.28 "Responsible Person" means an Owner or a Person, 18

years of age or older if an individual, duly appointed by an Owner to act on its behalf, and being responsible for ensuring the Short-Term Rental Accommodation is operated in accordance with the provisions of this By-law, the License, and applicable laws.

2.29 "Short-Term Rental Accommodation" means the secondary use of a residential Dwelling Unit that offers a place of accommodation or temporary residence, or occupancy by way of concession, permit, lease, license, rental agreement, or similar arrangement for fewer than twenty-eight (28) consecutive calendar days with no on-site management throughout all or part of the year. Short-Term Rental Accommodation uses shall not mean a motel, hotel, bed and breakfast establishment, tourist establishment, tourist cabin establishment, or similar commercial accommodation use. For the purposes of this definition, a secondary use shall mean secondary in terms of time the Dwelling Unit is used as a Short-Term Rental Accommodation.

2.272.30 "Tent Trailer/Travel Trailer" means any trailer which is designed to be temporarily utilized for living, shelter and sleeping accommodation, with or without cooking facilities and which has running gear and towing equipment permanently attached and a current license and is not permanently affixed to the ground.

2.282.31 "Township" means The Corporation of the Township of South Algonquin.

2.292.32 "Zoning By-law" means the Township's Comprehensive Zoning By-law 2017-527, as amended, or any successor comprehensive Zoning By-law, as amended.

### 3. ADMINISTRATION:

- 3.1 The By-Law Enforcement Officer shall be responsible for the administration of this By-law;
- 3.2 Officers shall be responsible for the enforcement of this By-law;
- 3.3 Upon receipt of an application for a License, a Licensing Officer shall perform the following functions:
  - a) receive and review the application in conjunction with any provision of this By-law; and
  - b) ensure the relevant Officers have carried out the necessary inspections to satisfy the Township that the Premises is in compliance with the provisions of this by-law.
- 3.4 Applications for a License and issued Licenses will be posted on the Township's website, including personal information such as the legal description, civic address, and Owners' and Responsible Person's contact information.

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3.5 Licensees may apply for renewal of their License, however shall not exceed 100.

#### 4. PROHIBITIONS

4.1 No Person shall operate a Short-Term Rental Accommodation unless the Person holds a current License issued pursuant to this By-law.

4.2 No Person shall use or rent an Unlicensed Short-Term Rental Accommodation.

4.3 No Person shall advertise nor permit:

- a) the use of a Short-Term Rental Accommodation without a License;
- b) the rental or use of a greater number of Bedrooms than permitted by the License;
- c) a greater number of Renters or Guests than is permitted by the License;
- d) the use of more than one building with Bedrooms on the Premises;
- e) the rental of the Premises for fewer than 6 consecutive days between April 15 - October 15;
- f) the rental of the Premises more often than once in every six-day period from October 16 - April 14; or
- g) the rental of the Premises for more than 92 combined days per calendar year.

4.4 No Person shall violate the provisions of the Renter's Code of Conduct attached as Schedule "A" to this By-law.

4.5 No Person shall violate the provisions of the Licensee Code of Conduct & Acknowledgment attached as Schedule "B" to this By-law.

4.6 No Person shall fail to produce a copy of the signed Renter's Code of Conduct or Licensee Code of Conduct & Acknowledgment upon the request of an Officer.

4.7 No Licensee or Renter shall permit more than 2 Renters on the Premises for each Bedroom identified and approved as such on the floor plans submitted with the application for the Short-Term Rental Accommodation License, at any one time.

4.8 The maximum number of Guests at the Premises at any one time shall not exceed 1 Guest per Bedroom approved as such on the floor plans submitted with the application for the Short-Term Rental Accommodation License, at any one time.

**Commented [i2]:** The number 100 is an attempt to limit STR and is an arbitrary number at this time. Some municipalities have found it necessary to limit the number of licenses. This can be in or out and could always be added if we continue to have concerns with volume of STR's

**Commented [i3]:** Did I miss the number of bedrooms for rent permitted

**Commented [i4]:** Greater number of renters per booking?

**Commented [BM5R4]:** Yes there is a limit of 2 per bedroom

**Commented [i6]:** Like this statement. Would solve the issue of several trailers on property but should include tents, bunkies

**Commented [i7]:** Difficult and time consuming for staff to monitor. Most stays are about a week.

**Commented [i8]:** This is to encourage longer stays and reduce daily turnover. This can be changed or eliminated. It is harder to police daily turnovers and it discourages long term rentals.

**Commented [i9]:** Since most stays are for 6 days maximum could set maximum at 96 days which results in 16 weeks instead of 15.3 weeks

**Commented [i10]:** One person or one booking ?

**Commented [BM11R10]:** Booking. We allow 2 guests per bedroom

**Commented [i12]:** Consideration of septic capacity should be considered. A dwelling with 3 bedroom isn't designed for 12 people.

**Commented [i13]:** Comments state 2 guests per bedroom. Section 4.9 sets maximum renters at 10. With 2 guests per bedroom that could take total to 20 persons on the property. Need to clarify as difference is significant

4.9 The maximum number of Renters on Premises shall not exceed ten (10).

4.10 No Licensee shall rent any room other than a Bedroom that was identified and approved as such on the floor plans submitted with the application for the Short-Term Rental Accommodation License.

4.11 The provisions of Section 4 shall not apply when the Premises are not rented for Short-Term Rental Accommodation.

4.12 No Person shall contravene the Site Requirements found at Section 7 of this By-law.

4.13 Short-Term Rental Accommodations shall comply with all applicable Municipal by-laws and provincial legislation.

## 5. TERM OF LICENSE:

5.1 A License that has been issued pursuant to this By-law shall expire upon the earliest of the following events:

- a) December 31st of the year issued;
- b) Upon the sale or transfer of the Premises. For clarity, a License cannot be assigned or transferred to another Person; or
- c) The License has been revoked in accordance with the provisions of this By-law.

5.2 The Licensing Officer shall have the right to extend any active License for up to 1 calendar year, should there be a declared emergency that directly effects the Licensee.

5.3 Only one License per Premises shall be permitted.

5.4 A License may only be issued to the Owner of the Premises.

## 6. LICENSING REQUIREMENTS:

6.1 Every application for a new License, or the renewal of an existing License, shall include:

- a) a completed application in the form required by the Township, which shall include each Owner's name, address, telephone number, and email address;
- b) proof of Ownership for the Premises;
- c) a statutory declaration signed by each and every Owner stating that the Premises is used primarily for residential purposes and that each and every Owner understands their responsibilities as a Licensee;

- d) a site diagram and floor plan, drawn to scale and fully dimensioned of the Premises identifying:
- i. the location of all Buildings and structures on the Property;
  - ii. the location of wells, and all components of sewage systems;
  - iii. the use of each room;
  - iv. the location of smoke and carbon monoxide alarms and early warning devices;
  - v. the location of fire extinguishers;
  - vi. the location of records of tests and maintenance of smoke and carbon monoxide alarms, early warning devices and fire extinguishers;
  - vii. the location of all gas and electric appliances;
  - viii. the location of all fireplaces and fuel-burning appliances;
  - ix. all entrances/exits to and from the buildings; and
  - x. the exterior decks and related site amenities including dimensioned parking spaces, and other Buildings or structures on the Property;
- e) a certificate of insurance which includes a liability limit of no less than two million dollars (\$2,000,000.00) per occurrence for property damage or bodily injury. Such insurance policy must identify that Short-Term Rental Accommodation is being operated on the Premises. The insurance coverage required herein shall be endorsed to the effect that the Township shall be given at least 10 days' notice in writing of any cancellation or material variation to the policy;
- f) an electrical general inspection performed by a licensed electrical contractor dated less than 5 years old;
- g) where there are wood burning appliances, a Wood Energy Technical Transfer (WETT) report dated less than 5 years old issued by a certified WETT inspector;
- h) an annual inspection report, provided with the annual application, indicating that the chimney, flue pipes etc. have been inspected by a WETT certified chimney sweep and are safe to be utilized;
- i) an HVAC inspection report issued by an HVAC Technician. An updated report shall be required each year;
- j) the name and contact information of the Responsible Person who can be readily contacted within thirty (30) minutes and respond to an emergency or contravention of any Township by-law, including attendance on site of the Premises within sixty (60) minutes of being notified of the occurrence; and

k) at time of renewal: maintenance and record of tests for all smoke and carbon monoxide alarms along with the guest log/register.

6.2 An Applicant shall provide payment of the applicable Fee as noted within the [Township's] Fee By-law.

**Commented [i14]:** Need to add fees in by-law

6.3 An Applicant or Licensee shall be responsible for informing the Township, in writing, of any changes to the information contained within the application or any deviation to the approved plans within (7) days of such change or deviation.

**Commented [BM15R14]:** Agreed.

6.4 Nothing herein allows a Licensee to rent Bedrooms other than those identified and approved on the floor plans submitted with the application unless the Township has approved same.

6.5 An Applicant shall confirm that an occupancy permit, also known as "permission to occupy" has been issued for the Premises if the building was constructed on or after [???. Where this is not available, the Township Building Department shall be consulted. A License shall not be issued until the Township is satisfied that the necessary inspections and reports have been completed or that a safety site inspection was completed to ensure the safety of persons.

**Commented [i16]:** Suggestion; the passing of this bylaw.

6.6 A Licensee must ensure that any listing, advertisement, etc. of the Premises includes the corresponding License number issued by the Township.

6.7 A Licensee shall be an Owner who is an individual or group of individuals and not a corporation, partnership, or business, except where section 6.8 applies.

6.8 Corporate Owners may be permitted to become a Licensee at the discretion of the Licensing Officer, if staff is satisfied in its sole discretion that the property is used and held primarily for residential purposes.

## 7. SITE REQUIREMENTS

7.1 The provision of parking on the required site diagram shall include the following:

- a) location of the Parking Area with a minimum number of parking spaces as set out in the Zoning By-law;
- b) that Renters and Guests are permitted no more cars than there are designated parking spaces in the Parking Area; and
- c) compliance with all other parking provisions as set out in the

Township Zoning By-law, as amended.

- 7.2 A Parking Area shall consist of a hard-surfaced driveway (gravel, paved, concrete, interlock, or similar hard surface). Vehicles may only park in the Parking Area.
- 7.3 The following shall be made available to Renters:
- a) A copy of the current License retained on site of the Premises and available for inspection by Township staff;
  - b) A copy of the site diagram showing the current Parking Area and parking provisions for the Premises;
  - c) A copy of the approved floor plans identifying the rooms and showing exits and fire escape routes;
  - d) A copy of the Renter's Code of Conduct;
  - e) A copy of the current Township Noise By-law;
  - f) A copy of the current Open-Air Burning By-law;
  - g) A copy of the current Fireworks By-law;
  - h) The occupant load of the residence, posted in a conspicuous location;
  - i) Emergency "911" instructions with the address of the Property clearly printed and posted in a conspicuous location;
  - j) A copy of the smoke and carbon monoxide maintenance and use instructions; and
  - k) Name and contact information of the Responsible Person.
- 7.4 All Short-Term Rental Accommodations must provide a class A ULC listed portable fire extinguisher with a minimum rating of 2A 5B:C in any cooking area and a 1A 10B:C on each floor of the building as a minimum.
- 7.5 Portable extinguishers shall be:
- a) kept operable and fully charged;
  - b) located so that they are easily seen and shall be always accessible;
  - c) tested and maintained in conformance with NFPA 10, "Portable Fire Extinguishers"; and
  - d) inspected monthly.
- d) 7.6 Should the licensee permit campfires on the property a Burn

**Commented [i17]:** The township currently does not have a Noise By-Law or a Firework By-law and Fireworks were brought up at the Official Plan Open House last August.

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Permit from the Township shall be required.

7.6 The Licensee shall maintain a guest register which indicates the Renters' and Guests' names, addresses, telephone numbers, number of Renters and Guests, length of stay, and confirmation that the smoke and carbon monoxide alarms have been checked and are in working condition after a Renter leaves. This guest register must be provided to the Township within 24 hours upon request.

## 8. INSPECTION

8.1 It is the responsibility of any Applicant to contact the Township for an inspection, which shall ensure compliance with the following, where applicable:

- a) the provisions of this By-law;
- b) the Ontario Building Code Act, 1992, S.O. 1992 c.23; including Sewage System;
- c) the Ontario Fire Protection and Prevention Act, 1997, S.O. 1997, c.4;
- d) the Zoning By-law; and
- e) any other municipal by-laws or provincial legislation that may affect the safety and well-being of persons or eligibility of the application or License.

8.2 During the inspection process, all relevant departments of the Township may be circulated and provide comments on any known matters that would assist with the determination of License eligibility.

## 9. ISSUANCE OF LICENSE AND GROUNDS FOR REFUSAL:

9.1 The Licensing Officer shall have the authority to issue, refuse to issue or renew a License, to revoke or suspend a License, or to impose terms and conditions on a License.

9.2 The Licensing Officer may refuse to issue or renew a License where:

- a) there are reasonable grounds for belief that the operation of the Short-Term Rental Accommodation may be averse to the public interest;
- b) a License has been previously revoked, suspended, or made subject to terms and conditions;
- c) an Applicant has presented a history of contravention with this By-law;
- d) the proposed use of the Premises is not permitted by the Zoning By-law;
- e) the Owner is indebted to the Township in respect of fines, penalties, judgements, or any other amounts owing, including awarding of legal costs, disbursements, outstanding property taxes and late payment charges, against an Owner's Property;

**Commented [i18]:** I just thought of this. If we issue a license and something happens that someone gets hurt or damages occur from something that was grounds for us to issue a license and we missed it, are we liable?

- or
- f) the Premises does not conform with applicable federal and provincial law and regulations or municipal by-laws, including, but not limited to, the Zoning By-law, Yard Standards By-law, the Building Code Act, the Fire Protection and Prevention Act, and the Electricity Act.

9.3 The Licensing Officer, if satisfied that the continuation of a License poses a danger to the health or safety of any person, may suspend a License for not more than 14 days. If, after this period, the Licensing Officer is satisfied that the continuation of a License will continue to pose a danger to the health or safety of any person, the Licensing Officer may suspend a License for further terms of not more than 14 days or may revoke the License.

9.4 The License Officer may revoke a License if it was issued in error or granted based on incorrect or false information.

## 10. APPEAL:

10.1 Where the Licensing Officer has denied an Applicant a License, a renewal of a License, or has suspended or revoked a License, the Licensing Officer shall inform the Applicant or Licensee by way of written notice setting forth the grounds for the decision with reasonable particulars and shall advise of the right to appeal such decision to the Committee.

10.2 An Owner may appeal to the Committee in relation to a matter set forth in a notice delivered pursuant to Section 10.1. Appeals will not be permitted for the issuance of demerit points until they have resulted in the suspension or revocation of a License. Appeals will not be permitted for any matters that have already been heard by the Committee.

10.3 A request for an appeal must be made within 14 business days of service of the written notice. An appeal shall be made in writing to the Licensing Officer, setting forth the reasons for the appeal, with payment of the required appeal fee as set out in the Township Fees and Charges By-law.

10.4 Where no request for an appeal is received in accordance with Section 10.3, the decision of the Licensing Officer shall be final and binding.

10.5 Where a request for an appeal is received, a hearing of the Committee shall be convened, and the Owner shall be provided reasonable written notice thereof.

10.6 After such an opportunity to be heard is afforded, the Committee shall make a decision. When making its decision, the Committee

**Commented [i19]:** Council will need to establish an appeal committee as council's procedural bylaw doesn't currently have one. Unless council wished to defer it to the hr/admin/pr committee. This would need some council direction.

may consider any matter pertaining to this By-law, or other matter that relates to the health, safety, and well-being of the public. When making its decision, the Committee may refuse to issue or renew a License, or revoke, suspend, or impose any condition to a License. The Committee's decision is final and binding.

10.7 Where the Committee conducts a hearing, the rules set out in the Statutory Powers Procedure Act, R.S.O. 1990, c. S.22 shall apply.

#### 11. ORDERS:

11.1 If an Officer is satisfied that a contravention of this By-law has occurred, the Officer may make an order requiring the Renter, or Person who contravened this By-law, or Person who caused or permitted the contravention, or the Licensee to take actions to correct the contravention.

11.2 The order shall set out:

- a) reasonable particulars of the contravention adequate to identify the contravention and the location of the contravention; and
- b) the work to be done and the date by which the work must be done, if any.

11.3 An order may be served personally upon the Person to whom it is directed to or sent by regular mail to the address shown on the last revised assessment roll or to the last known address.

11.4 An order under Section 11.1 may require action to be taken even though the facts which constitute the contravention of this By-law were present before this By-law came into force.

11.5 No Person shall fail to comply with an order issued pursuant to Section 11.1.

11.6 If an Officer is satisfied that a contravention of this By-law has occurred, the Officer may make an order, known as a "Discontinue Activity Order", requiring the Renter, or Person who contravened this By-law, or Person who caused or permitted the contravention, or the Licensee to discontinue the contravening activity.

11.7 The Discontinue Activity Order shall set out:

- a) reasonable particulars of the contravention adequate to identify the contravention and the location of the contravention;
- b) the date by which there must be compliance with the Discontinue Activity Order.

- 11.8 A Discontinue Activity Order may be served personally upon the Person to whom it is directed to or sent by regular mail to the address shown on the last revised assessment roll or to the last known address.
- 11.9 No Person shall fail to comply with a Discontinue Activity Order issued pursuant to Section 11.6.
- 11.10 In the event the Officer is unable to serve any order under the provisions of this By-law, the order shall be posted in a conspicuous place on the Premises, and the placing of the order shall be deemed to be sufficient service of the order on the Renter or Licensee/Owner.
- 11.11 An order under this By-law may require work to be done even though the facts which constitute the contravention of this By-law were present before this By-law came into force.
- 11.12 Any violations of this By-law shall be addressed pursuant to their respective remedies. In addition, demerit points will be levied against the Premises and Licensee as per Appendix "B" to this By-law.

## 12. ENTRY AND INSPECTION

- 12.1 An Officer ~~or~~ Chief Fire Official ~~or Building Inspector~~ may, at any time, enter onto any land to determine whether this By-law is being complied with.
- 12.2 Every Owner shall permit the Officer, ~~or~~ Chief Fire Official ~~Inspector~~ to inspect any part of the Premises for the purpose of determining compliance with this By-law.
- 12.3 Notwithstanding any provision of this By-law, an Officer or ~~Chief Fire Official Building Inspector~~ shall not enter or remain in any room or place being used as a Dwelling Unit, unless:
- a) the consent of the occupier is obtained after the occupier has been informed that the right of entry may be refused and, if refused, may only be made under the authority of a warrant issued under the Provincial Offences Act, R.S.O.1990, c.P.33, as amended; or
  - b) a warrant is issued under the Provincial Offences Act, R.S.O.1990, c. P.33, as amended, is obtained.
- 12.4 A ~~Chief Fire Official or designate fire-inspector~~ may, without a warrant, enter and inspect land and premises for the purpose of

assessing fire safety pursuant to section 19(2) of the Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4, as amended.

**13. OBSTRUCTION:**

- 13.1 No Person shall hinder or obstruct, or attempt to hinder or obstruct, any Officer, or Chief Fire Official ~~or Building Inspector~~ exercising a power or performing a duty under this By-law.
- 13.2 Any person who has been alleged to have contravened any of the provisions of this By-law, shall identify themselves to the Officer or, Chief Fire Official ~~or Building Inspector~~ upon request, failure to do so shall be deemed to have obstructed or hindered the Officer or, Chief Fire Official ~~or Building Inspector~~ in the execution of their duties.

**14. PENALTY:**

- 14.1 Every Person who contravenes any of the provision of this By-law and every Director or Officer of a Corporation who knowingly concurs in the contravention by the Corporation is guilty of an offence under the provisions of the Municipal Act, 2007, S.O. 2001, c. 25, as amended.
- 14.2 Every Person who contravenes the provisions of this By-law and every Director or Officer of a Corporation who knowingly concurs in the contraventions by the corporation is guilty of an offence and liable:
- a) upon a first conviction, to a fine of not less than \$300 and the maximum shall not exceed \$100,000, exclusive of costs under the provisions of the Municipal Act, 2001, S.O. 2001, c. 25, as amended; and
  - b) upon a second, or subsequent conviction, to a fine of not less than \$500 and the maximum shall not exceed \$100,000, exclusive of costs under the provisions of the Municipal Act, 2001, S.O. 2001, c. 25, as amended.
- 14.3 For the purpose of continuous offences, every Person who contravenes any provision of this By-law and every Director or Officer of a Corporation who knowingly concurs in the contravention of a by-law of the Corporation is guilty of an offence and liable on conviction to a penalty not exceeding \$10,000, exclusive of costs under the provisions of the Municipal Act, 2001, S.O. 2001, c. 25, as amended.
- 14.4 Despite Section 14.3 and the provisions of the Municipal Act, 2007, S.O. 2001, c. 25, as amended, the total of all daily fines for an

offence is not limited to \$100,000.

- 14.5 For the purpose of multiple offences, every Person who contravenes any provision of this By-law and every Director or Officer of a Corporation who knowingly concurs in the contravention of a by-law of the Corporation is guilty of an offence and liable on conviction to a penalty not exceeding \$10,000, exclusive of costs under the provisions of the Municipal Act, 2001, S.O. 2001, c. 25, as amended.
- 14.6 Despite Section 14.5 and the provisions of the Municipal Act, 2007, S.O. 2001, c. 25, as amended, the total of all daily fines for an offence is not limited to \$100,000.
- 15. DEMERIT POINT SYSTEM**
- 15.1 A Demerit Point System has been established in accordance with Schedule "C", Table 1, without prejudice to options otherwise available to enforce this By-law or any other by-laws of the Township, provincial act or regulation, including, but not limited to, actions pursuant to the Building Code Act, Fire Protection and Prevention Act, and the Provincial Offences Act.
- a) The number of Demerit Points referenced in Column 3 of Table 1 will be assessed against a Short-Term Rental Accommodation Premises and Licensee in respect of the
- i) the expiry of the period for appealing a fine imposed pursuant to Part I or Part III of the Provincial Offences Act;
  - (ii) the expiry of the period for appealing against a conviction in the Ontario Court of Justice;
  - (iii) an Order not complied with;
  - (iv) an Order not complied with resulting in Township remediation; or
  - (v) an observation by an Officer.
- 15.2 A License may be suspended for a period of six months if the total Demerit Points in effect respecting a Short-Term Rental Accommodation is seven or more.
- 15.3 A License may be revoked if the total of all Demerit Points in effect respecting a Short-Term Rental Accommodation is fifteen or more.
- 15.4 Notice of the suspension or revocation of a License shall be provided to the Licensee in accordance with this By-law and a Licensee may appeal the suspension or revocation in accordance with Section 11 of this By-law.
- 15.5 Demerit Points shall remain in place until the two-year anniversary of the date of which the Demerit Points were assessed.

15.6 The Township shall not be liable for economic or other losses claimed by a Licensee for any reason, so long as good faith efforts were made by the Township or its representatives in exercising their judgment, or fulfilling their responsibilities, under this By-law.

16. SEVERABILITY:

16.1 If any court of competent jurisdiction declares any section or part of this By-law to be invalid, such section or part of a section thereof shall be deemed to be severable and all other sections or parts of this By-law shall be deemed to be separate and independent therefrom and to be enacted as such and the remainder of this By-law shall be valid and shall remain in force.

17. EFFECTIVE DATE:

17.1 All Short-Term Rental Accommodations that existed prior to the passing of this by-law shall comply.

17.2 This By-law will be reviewed after the first year of implementation.

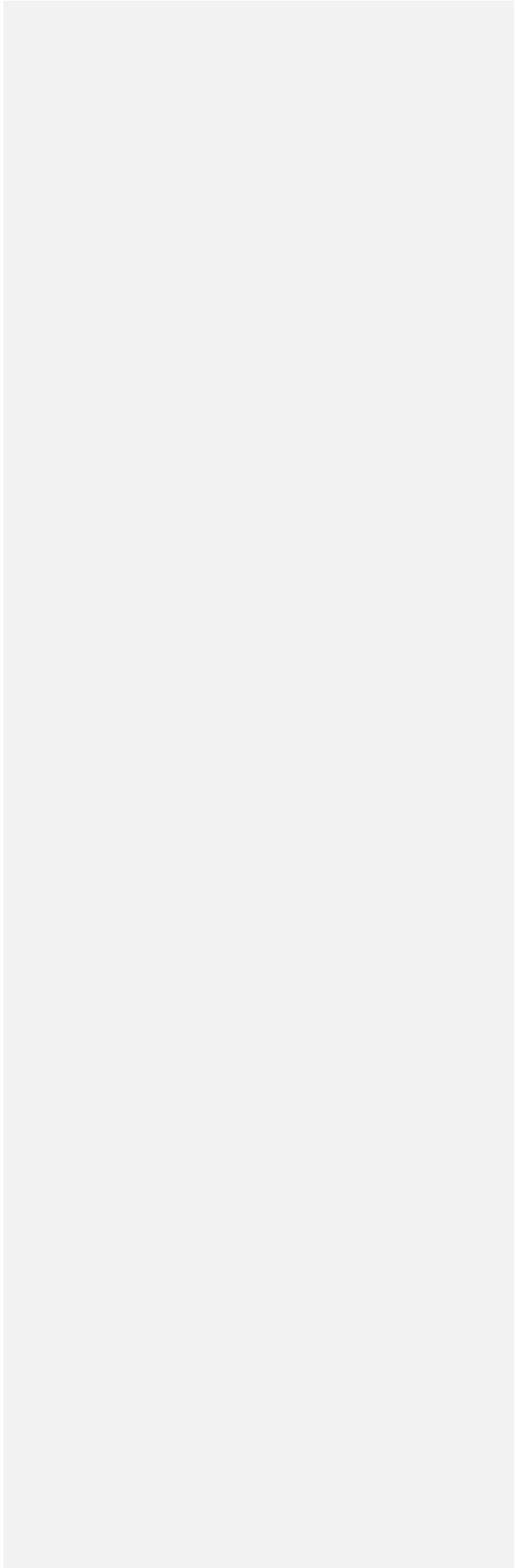
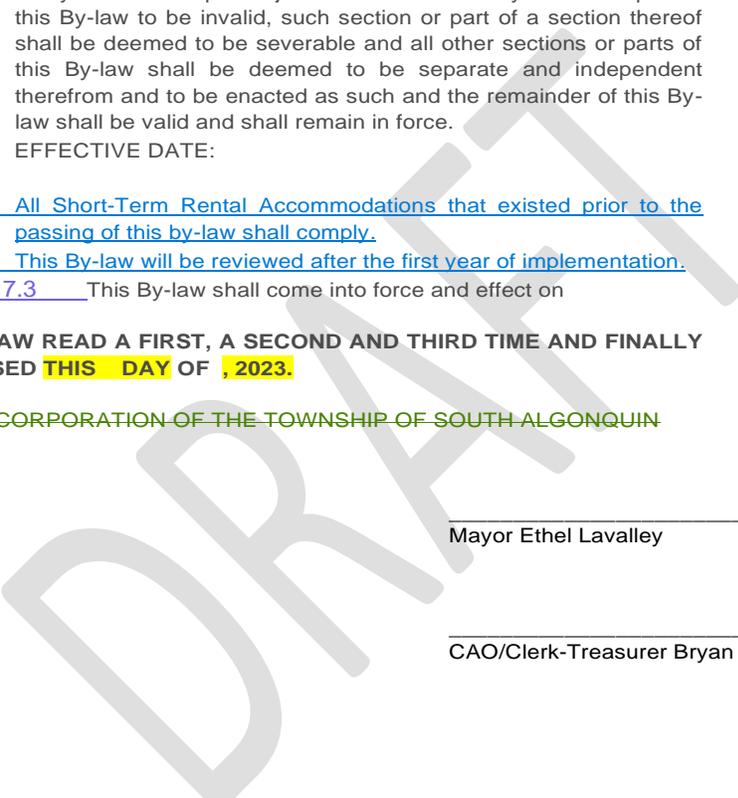
17.3 This By-law shall come into force and effect on

**BY-LAW READ A FIRST, A SECOND AND THIRD TIME AND FINALLY PASSED THIS DAY OF , 2023.**

~~THE CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN~~

\_\_\_\_\_  
Mayor Ethel Lavalley

\_\_\_\_\_  
CAO/Clerk-Treasurer Bryan Martin



Schedule "A"  
SHORT-TERM RENTAL ACCOMMODATION  
Renter's Code of Conduct

Licensed Premises  
Municipal Address:  
All Owner Names:  
Responsible Person's Name:  
Responsible Person's phone number:

1. Purpose of the Code

The purpose of the Renter's Code of Conduct is to acknowledge that Short-Term Rental Accommodation Premises is permitted in residential neighbourhoods and that other residents of these neighbourhoods have the right to enjoy their properties without nuisance. It also outlines specific requirements for Short-Term Rental Accommodations and imposes responsibilities for both Licensees and Renters of such Premises and that Licensees bear the primary responsibility of conveying this information to Renters of the Premises.

2. Objectives of this Code

The objective of this Code is to establish acceptable standards of behaviour for Owners and Renters to minimize any adverse impacts on their neighbours and the neighbourhood while protecting the health, safety, and well-being of people.

3. Residential Area

The Renters acknowledge for themselves and on behalf of Guests that they will be occupying Short-Term Rental Accommodation that is located in a residential area.

4. Guiding Principles

The guiding principles for Short-Term Rental Accommodation Renters are:

- The Premises that you are occupying is a home;
- Treat the Premises as your own;
- Respect the neighbours of the Premises; and
- Leave the Premises as you find it.

5. Maximum Number of Renters and Guests:

The maximum number of Renters including Guests permitted at a Short-term Rental Accommodation premises shall be limited as per the Short-term Rental Accommodation Licensing By-law.

6. Noise and Residential Amenity:

No person shall make noise to cause a disturbance or conduct themselves in a way that is likely to disturb others. Examples of noise that is likely to disturb others at any time include:

- a) Loud music;
- b) Outdoor or backyard gatherings or activities involving excessive noise or disruptive behaviour;
- c) Late evening/early morning disturbances; and
- d) Yelling, shouting, singing, or conversing loudly.

Renters and Guests are not allowed to disturb neighbours or interfere with the enjoyment of their properties, or the public realm, at any time of the day or night. Failure to comply with the conditions of the [Township Noise By-law](#) may result in charges or legal action being taken.

7. Access and Parking:

Please familiarize yourself and your Guests with the on-site parking available on the Premises to ensure ease of access with minimum disturbance to neighbours. All Short-Term Rental Accommodation Premises have vehicle parking requirements as part of the licensing process.

8. Garbage and Recycling:

Please familiarize yourself and your Guests with the provisions that have been made for waste management and the day of the week in which waste collection is scheduled. It should be noted that the "putting out" of waste on a non-scheduled day is regulated by the Township of South Algonquin Waste Management By-law. [Household Waste](#) collection information and pick up days are available on the Township of South Algonquins website.

9. Dwelling Units on Lots on Private Sewage Disposal Systems:

Note: Maximum occupancy of Short-Term Rental Accommodation is based on a maximum of two persons per Bedroom. Exceeding the maximum occupancy may result in the malfunctioning of the septic system and pollution of the ground water system.

10. Fire and Safety Precautions:

All Short-Term Rental Accommodations must have operating smoke alarms in accordance with the provisions of the Ontario Fire Code. In Short-Term Rental Accommodations which have a fuel-fired appliance or solid fuel-fired appliance installed or an attached storage garage, the Licensee must ensure that the building is equipped with carbon monoxide alarms installed outside of the sleeping areas in accordance with the provisions of the Ontario Fire Code. Further, the Licensee must regularly test the alarms to ensure that they are operational. If a Renter discovers that any of the alarms are not operational, the Renter shall immediately notify the Licensee of the deficiency. No





	Standards By-Law	with	
		Part 1 or Part III conviction	4
Host does not respond within 1 hour of request by Township	Short-Term Rental Accommodation Licensing By-law	Observed by an Officer	1
		Order not Complied with	2
		Part 1 or Part III conviction	4
Violation of any Provision of this By-Law	Short-Term Rental Accommodation Licensing By-law	Observed by an Officer	1
		Order not Complied with	2
		Part 1 or Part III conviction	4
Violation of Renter's Code of Conduct	Short-Term Rental Accommodation Licensing By-law	Observed by an Officer	1
		Order not Complied with	2
		Part 1 or Part III conviction	4
Obstruction of Officer or <u>Chief Fire Official</u>	Short-Term Rental Accommodation Licensing By-law	Observed by an Officer	7
		Part 1 or Part III conviction	15

Township of South Algonquin Corporate Policy			
<b>DEPARTMENT:</b> Corporate Services			<b>POLICY #:</b> INSERT
<b>POLICY:</b> <b>Routine Disclosure and Active Dissemination</b>			
<b>DATE:</b> September/23	<b>REV. DATE:</b>	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 1 of

## 1. Policy Statement

The Township of South Algonquin is committed to improving customer service and streamlining public access to municipal records. Routine Disclosure and Active Dissemination of records supports accountability and transparency, the foundation of which is providing access to municipal records, while protecting privacy in accordance with the *Municipal Act* and the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*.

The routine disclosure and active dissemination policy was developed to ensure that the Township of South Algonquin is proactive, efficient, open, and accountable. These principles are the focus of the Information and Privacy Commissioner of Ontario's *Access by Design*.

In the *Township of South Algonquin Strategic Plan (2016-2021)*, effectively communicating the Townships activities and interests was outlined as a key objective. Establishing the records available for routine disclosure and active dissemination will support this key objective, ensuring that both the public and staff are aware of records available for disclosure and identifying key records available on our website.

## 2. Purpose

- i) To identify, provide and improve access to municipal records.
- ii) To protect privacy, personal and confidential information
- iii) To improve accountability and transparency
- iv) To identify the records which may be routinely disclosed and made actively available.
- v) To provide guidelines to staff for the release of records
- vi) To establish a routine procedure under which records may be released without the submission of a formal Freedom of Information (FOI) request.

### 3. Scope

This policy applies to all Township of South Algonquin employees and all records in the custody and control of the Township of South Algonquin. This policy does not apply to records or information which are exempt under sections 6-15 of the *Municipal Freedom of Information and Protection of Privacy Act, 1990*.

### 4. Policy

#### 4.1 Definitions

Active Dissemination	The periodic release of government records in the absence of a request.
Confidential Information	Information subject to exceptions outlined in <i>MFIPPA</i> or information which the Township of South Algonquin has deemed confidential.
FOI Coordinator	For the purposes of this policy and related procedures, the CAO/Clerk-Treasurer is designated as the FOI Coordinator. The Chief Administrative Officer may designate alternates through delegation of authority.
Freedom of Information (FOI) Request	A formal request made under Freedom of Information legislation ( <i>MFIPPA</i> ).
MFIPPA	<i>Municipal Freedom of Information and Protection of Privacy Act, 1990</i>
Personal Information	Recorded information about an identifiable individual (not a corporation, partnership, or sole proprietorship), including information relating to: a) race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual; b) education, medical, psychiatric, psychological, criminal or employment history, financial transactions; c) any identifying number, symbol, address, telephone number, fingerprints, or blood type; d) personal opinions or views of the individual except if they relate to another individual, and views or opinions of another individual about the individual; e) correspondence sent to the Township which is implicitly or explicitly of a private or confidential nature and replies to the correspondence; f) the individual's name if it appears with any other personal information.
Personal Information Bank (PIB)	Is a collection of personal information that is organized and capable of being retrieved using an individual's name or an identifying number assigned to the individual.

Record	All recorded information, regardless of structure or form, was created, captured, received, or maintained by the municipality and which serves as documentary evidence of daily activities. Records are valuable corporate assets of the Township of South Algonquin. Records may include, but are not limited to correspondence, email, memoranda, invoices, minutes, photographs, maps, plans, drawings, microforms, books, reports, etc.
Request, Formal	A request for access to or copies of a record which is submitted in writing detailing the requested records, is dated, and signed by the requester. This type of request should be received only after the informal request has been denied. Fees apply.
Request, Informal	A verbal request for access to or copies of a record. May also be referred to as a routine disclosure request. All requests should begin informally, and requesters should only formally submit a request as a last resort.
Responsible Department	Shall refer to the department that currently has control or custody of the record.
Routine Disclosure	The routine or automatic release of certain types of administrative and operational records in response to informal rather than formal requests under <i>MFIPPA</i> .
Third Party Information	Any person, group of persons or organizations whose interest might be affected by disclosure, other than the person, group of persons, or organization making a request for access. Where the third party is an individual, another person may in some cases, exercise his/her right.

## 4.2 Active Dissemination

The Township of South Algonquin committed to making key records available to the public, where possible, on the Township of South Algonquin website, through media releases, newsletters, notices, pamphlets, newspapers, and advertising or for review at the Township Municipal Offices.

Where possible, any information released shall be made available in an accessible format.

Examples of public records routinely made available on the Township of South Algonquin website

include:

- Council Agendas and Minutes
- Frequently requested By-Laws
- Bid and Tender documents
- Municipal Policies
- Blank Applications and Forms
- Media Releases and Announcements
- Public documents related to Special Studies and Projects
- Master Plans
- Park, Trail, and Road Maps

- The Township of South Algonquin Emergency Plan
- The Township of South Algonquin Organizational Chart

### 4.3 Routine Disclosure

Records identified for routine disclosure may be released by the responsible department upon request, subject to the governing rules listed below and exceptions in the *Municipal Freedom of Information and Protection of Privacy Act, 1990*.

### 4.4 Rules Governing Routine Disclosure Requests

#### 4.4.1 Requests

- Routine disclosure requests should be made to the responsible department.
- Routine disclosure requests may be denied, or the records redacted, as per the exemptions outlined in the *Municipal Freedom of Information and Protection of Privacy Act, 1990*, or at the Clerk's Discretion.
- If a routine disclosure request is denied, the requestor may submit a formal Freedom of Information Request (FOI) to the Clerk, subject to applicable fees.
- Routine disclosure requests may be made verbally or in writing ([See the Routine Disclosure Request Form](#)).
- Staff may require the routine disclosure request be submitted in writing if the request is unclear or the scope of the request warrants it in writing ([See the Routine Disclosure Request Form](#)).
- Routine disclosure requests may be required to be formally submitted as an FOI request if the search time and preparation of records may be deemed excessive. Fees may apply.
- Records related to regular routine disclosure requests will be made available within 10 business days.
- An estimate must be given within 10 days outlining the amount of time that a routine disclosure request may take for large volumes of records, records stored off-site, archived, or in a fragile state, where response may take longer.

#### 4.4.2 Conditions of Release

- To confirm the identity of the requestor, identification may be requested. MFIPPA, R.R.O. 1990, Reg. 823, s. 2 (3).
- Records will be routinely disclosed according to the conditions listed and, in the manner, specified in [APPENDIX A: Schedule of Records and Information for Routine Disclosure and Active Dissemination](#).

- iii) A staff member must be always present when a requestor is viewing an original record. MFIPPA, R.R.O. 1990, Reg. 823, s. 2 (1)(2).

#### **4.4.3 Personal and Confidential Information**

- iv) Personal information will not be released, except in accordance with exceptions provided in Section 14 of *MFIPPA*. Personal information may be redacted in response to a Routine Disclosure request. Requests for records containing personal information may be denied, requiring a formal Freedom of Information (FOI) request. MFIPPA, R.S.O. 1990, c. M.56, s. 14.
- v) The Township of South Algonquin is committed to the confidentiality of Third-Party information that reveals a trade secret or scientific, technical, commercial, financial or labour relations information, if the disclosure could reasonably be expected to cause harm to the interests of the Third Party. MFIPPA, R.S.O. 1990, c. M.56, s. 10. This includes copyrighted records and information.
- vi) Confidential Information, as defined in *MFIPPA*, or information determined to be confidential by the Township, will not be released.
- vii) If the personal information in the record is not that of the requestor or an agent of the requestor, the information will be redacted, unless authorized by legislation or in writing by the individual to which the information pertains.
- viii) Residents have the right to review and correct their own personal information if it is believed that there is an error or omission. MFIPPA, R.S.O. 1990, c. M.56, s. 36

#### **4.4.4 Availability of Records**

- i) Reproductions (digital or paper) of records may be provided if the request pertains to archived or permanent records considered too fragile for public viewing. The records management clerk will make this determination.
- ii) Records stored off-site or archived may not be immediately available and may require extra time to fulfill the request.
- iii) In response to a request, the Township of South Algonquin is not required to create records which do not otherwise exist.
- iv) The Township of South Algonquin is not required to restore or recreate records which have been destroyed in accordance with the records retention By-Law.

#### **4.5 FEES**

Fees may apply in accordance with the current Schedule of Fees By-Law.

## 4.6 Routine Disclosure Procedure

- 1) Upon receipt of a verbal or written request, consult the [Schedule of Records and Information for Routine Disclosure and Active Dissemination](#) to determine if the record can be routinely disclosed.
  - a. If the record is not listed in the Schedule of Records, consult with the FOI Coordinator or alternate to determine the appropriate response.
- 2) Consult the fee schedule for any applicable fees to provide an estimate to the requestor if required.
  - a. If fees apply, the requestor must make payment at the finance counter prior to obtaining the records.
- 3) Consult the schedule for any existing restrictions on the way the records will be disclosed and any exceptions or exemptions.

## 5. Responsibilities:

### 5.1 Department Heads:

- i) Ensure the protection of privacy and personal information collected, received, or maintained by the department.
- ii) Oversee routine disclosure and active dissemination within the department.
- iii) Regularly review the Routine Disclosure and Active Dissemination policy and notify the Clerk's Department of any changes to departmental record holdings.

### 5.2 FOI Coordinator / Alternate

- i) Provide guidance on release of records and Freedom of Information (FOI) requests.
- ii) Provide information and guidance on the formal FOI request process.

### 5.3 Employees:

- i) Assist the public with routine disclosure requests.
- ii) Protect personal, confidential, and third-party information when responding to all requests.
- iii) Follow all rules listed in section [4.4 Rules Governing Routine Disclosure Requests](#)
- iv) Review records available for routine disclosure
- v) Ensure familiarity with user fee schedule and provide estimates.
- vi) Consult supervisor if uncertain release of information.
- vii) Direct requests for records not listed in Appendix A to the FOI Coordinator / Alternate

## 6. Policy Review:

This policy will be periodically reviewed and updated as required. This policy must be reviewed by the stated review date and approved by the responsible department.

## 7. References and Related Documents:

Procedure for Processing FOI Requests  
Protecting Personal Information  
Township of South Algonquin Strategic Plan (2016-2021)  
*Access by Design – Information and Privacy Commissioner of Ontario (2010)*  
*Accessibility for Ontarians with Disabilities Act, 2005*  
*Assessment Act, 1990*  
*Development Charges Act, 1997*  
*Emergency Management and Civil Protection Act, 1990*  
*Fire Protection and Prevention Act, 1997*  
*Green Energy Act, 2009*  
*Municipal Act, 2001*  
*Municipal Elections Act, 1996*  
*Municipal Freedom of Information and Protection of Privacy Act, 1990*  
*Planning Act, 1990*  
*Provincial Offences Act, 1990*

## 8. Attachments:

**APPENDIX A:** Schedule of Records and Information for Routine Disclosure / Active Dissemination

**APPENDIX B:** Routine Disclosure Request Form

## APPENDIX A : Schedule of Records and Information for Routine Disclosure / Active Dissemination

### Administration Department

Records / Information	RD/AD	Conditions for Release	Access to information	Legislation Governing Access
Advertising	RD	Excludes draft copies and correspondence.	Available by request to Administration Department.	
South Algonquin Newsletter	AD	Excludes drafts and working copies.	Available on website and at Township Office.	
Media Releases / Announcements	AD	Excludes drafts and working copies.	Available on website	
Organizational Chart	AD	Excludes drafts and working copies.	Available on website.	
Strategic Plan	AD	Excludes drafts and working copies.	Available on website.	
Studies and Special Projects	AD	Excludes drafts and working copies.	Available on the website. Some materials available on Council Agenda.	

### Council Services Department

Records / Information	RD/AD	Conditions for Release	Access to information	Legislation Governing Access
Accessibility Compliance Report	RD		Available by request to the Clerk's Department.	<i>Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11, s. 14 (2)</i>
Accessibility Plan	AD	Excludes correspondence, draft, and working copies.	Available on website or by request to Clerk's Department.	<i>Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11, O. Reg. 165/16, s. 3 (1)</i>

Agreements & Contracts under seal	RD/AD	Excludes draft agreements, legal opinions, correspondence, various other agreement documentation.	Agreements under seal may be provided on the Council Agenda. Signed agreements provided upon request.  Fees may apply.	
Appointments to Boards & Committees	RD	Release of names and resolutions appointing individuals only. Will not release applications, correspondence, closed reports, agendas, minutes, or background information.		
By-Laws	RD/AD	Signed copy only. Excludes draft copies, confidential attachments, legal opinion, correspondence, and background information relating to By-Law.	Commonly requested By-Laws available on website. All other By-Laws available by request to the Clerks Department.  Fees may apply.	<i>Municipal Act. 2001, s. 253(1); MFIPPA, s. 6(1)</i>
Committee Agendas & Minutes	RD	Excludes closed or confidential committee records.	Fees may apply.	<i>MFIPPA, R.S.O. 1990, c. M.56, s. 6; Municipal Act. 2001, s. 253(1)</i>
Council Agendas & Minutes	AD	Excludes Closed Session Agendas, Minutes and working notes.	Available on the website or by request to the Clerk's Department.  Fees may apply.	<i>MFIPPA, R.S.O. 1990, c. M.56, s. 6; Municipal Act. 2001, s. 253(1)</i>
Elections – Candidate Files	RD	Records may only be viewed in the 120 days following the election period.	Available for viewing at Clerk's Department between filing and the 120 period after the election from the Clerk's Department.	<i>Municipal Elections Act, 1996, 1996, c. 32, Sched., s. 88 (6)</i>
Elections – Candidate Financial Statements	AD		Available on website or for viewing at the Clerk's Department.	<i>Municipal Elections Act, 1996, 1996, c. 32, Sched., s. 88 (5)</i>
Elections – Nomination Papers	AD	Records may only be viewed in the 120 days following the election period.	Available for viewing at Clerk's Department between filing and the 120 period after the election from the Clerk's Department.	<i>Municipal Elections Act, 1996, 1996, c. 32, Sched., s. 88 (6)</i>
Incident / Accident Reports	RD	Copy can be provided to the individual referred to in the Incident /		

		Accident Report, insurance company or legal counsel.		
Lottery Licensing	RD	Confirmation of license issuance including license number, license holder, date of event and event location.	Available upon request from the Clerk's Department.	
Noise By-Law Exemptions	AD	Notice sent to surrounding residents.		
Policies	AD	Excludes drafts and working copies.	Available on the website or by request to the Clerk's Department.  Fees may apply.	
Reports to Council and Committees	AD	Excludes reports to closed session or confidential reports and working notes.	Available on website in Agenda.	<i>MFIPPA, R.S.O. 1990, c. M.56, s. 6; Municipal Act, 2001, s. 253(1).</i>
Resolutions	AD		Available in Council Minutes on website or by request to the Clerk's Department.	
Statements of Remuneration	RD	Statements of Remuneration prepared under Section 284 of the <i>Municipal Act, 2001</i> .		<i>Municipal Act, 2001, s. 253(1); MFIPPA, s. 284.</i>

## Recreation Department

Records / Information	RD/AD	Conditions for Release	Access to information	Legislation Governing Access
Facility Rental Agreements	RD	Provided only to renting party.	Available upon request.	
Programming Information	AD	Excludes registrations and personal information.	Available in activity guide, on website, or by request.	

## Planning and Building Department

Records / Information	RD/AD	Conditions for Release	Access to information	Legislation Governing Access
Building Permit Files	RD	Released to property owner, authorized agent, or individual with written permission from the owner.		<i>MFIPPA</i> , R.S.O. 1990, c. M.56, s. 14 (1).
Building Plans (Residential Buildings)	RD	Released to property owner, authorized agent, or individual with written permission from the owner.  Copyright Act may apply to some drawings and plans.		<i>MFIPPA</i> , R.S.O. 1990, c. M.56, s. 14 (1).
Official Plan and Amendments	AD	Excludes draft copies, correspondence, legal opinions, etc.	Available on the website or by request to Planning Staff.  Fees may apply.	
Planning Act related applications and supporting materials.  <ul style="list-style-type: none"> <li>- Official Plan Amendment</li> <li>- Zoning Applications</li> <li>- Subdivision Applications</li> <li>- Part Lot control</li> <li>- Consent Applications</li> <li>- Variance Applications</li> </ul>	AD	Excludes records not yet considered by Council, legal opinions, or other confidential records. Personal information will be redacted prior to the release of any information. Drawings may be subject to the exemptions listed in <i>MFIPPA</i> .	Available by request to, Planning Staff.	<i>Planning Act</i> , R.S.O. 1990, c. P.13, s. 1.0.1, s.14.2(6); <i>Municipal Act</i> . 2001, s. 253(1); <i>MFIPPA</i> , R.S.O. 1990, c. M.56

Planning Act and Committee of Adjustment Notices	AD		Available on website or by request to Planning Staff.	<i>Planning Act</i> , R.S.O. 1990, c.P.13, s. 14.2(6); <i>Municipal Act</i> . 2001, s. 253(1)
Work order and zoning compliance letters	RD	Released to lawyers and real estate agents.	Available by request to Planning Staff.  Fees apply.	
Zoning By-Laws & Amendments	AD	Excludes drafts, information not considered by Council, correspondence, background information, etc.	Available on the website or by request to the Council Services department.  Fees may apply.	

## Finance Department

Records / Information	RD/AD	Conditions for Release	Access to information	Legislation Governing Access
Assessment Rolls	RD	Assessment roll books are made available for public viewing at Township Hall. Assessment roll information is not provided by phone or email, except to the property owner. Proof of identification will be required.  No information pertaining to the roll number will be given out.  Assessment rolls currently stored off-site may not be immediately available.	<b>Current year and previous year:</b> Available for viewing at Township Office  <b>Archived copies:</b> Request by phone or email to finance department: 613-637-2650  Fees may apply.	<i>Assessment Act</i> , R.S.O. 1990, c. A.31, s. 39
Asset Management Plan	AD	Excludes drafts and working copies.	Available on website.	

Audited Financial Statements	AD		Available on website.	
Budget (Proposed and approved)	AD	Excludes drafts and working notes.	Available on website Township Office for viewing.	
Energy Consumption Report	AD	Excludes drafts and working copies.	Available on website.	<i>Green Energy Act, 2009, S.O. 2009, c. 12, Sched. A, O. Reg. 397/11: Energy Conservation and Demand Management Plans</i>
Energy Management Plan	AD	Excludes drafts and working copies.	Available on website.	<i>Green Energy Act, 2009, S.O. 2009, c. 12, Sched. A, O. Reg. 397/11: Energy Conservation and Demand Management Plans</i>
Remuneration	RD	Includes only final statements of remuneration prepared under section 284 of the <i>Municipal Act, 2001</i> .		<i>Municipal Act, 2001, c. 25, sec. 253(1)</i>
Tax account hard copy	RD	Available to registered owner or representative only.	Available by request from the Finance department.  Fees apply.	
Tax account information	RD	Available to the registered owner or representative only.	Available by request from the Finance department.  Fees may apply.	
Tax Certificate / Lawyers Letter	RD	Available to registered owner or representative only.	Available by request from the Finance department.  Fees apply.	

## Fire Services

Records / Information	RD/AD	Conditions for Release	Access to information	Legislation Governing Access
Incident Reports	RD	Released only to property owner, authorized agent, or with written permission from the property owner. Subject to FOI requirements and exemptions.	Available by request to Fire Chief. Fees apply.	<i>MFIPPA</i> , R.S.O. 1990, c. M.56.
Inspection Reports	RD	Released only to property owner, authorized agent, or with written permission from the property owner. Subject to FOI requirements and exemptions.	Available by request to Fire Chief. Fees apply.	<i>MFIPPA</i> , R.S.O. 1990, c. M.56.
Fire Safety/Prevention Information	AD		Available on website and social media, or by request.	
South Algonquin Fire Service Annual Report	RD		Available by request to Fire Chief.	
Recreational Fires – Quick Reference Sheet	AD		Available on website.	
Township of South Algonquin Emergency Response Plan	AD	Excludes drafts and confidential information.	Available on website.	<i>Emergency Management and Civil Protection Act</i> , R.S.O. 1990, c. E.9, s. 10.

## Public Works Department

Records / Information	RD/AD	Conditions for Release	Access to information	Legislation Governing Access
Memorial Program Information Packages	AD		Available at Township Office by request.	
Road Closures and Construction Information	AD		Available on website.	

## ROUTINE DISCLOSURE REQUEST FORM

**Routine Disclosure Request made to:**

Corporation of the Township of South  
Algonquin,

7 Third Avenue  
Whitney, ON, K0J 2M0

Request For:	Preferred Method of Access:
<input type="checkbox"/> Access to General Records <input type="checkbox"/> Access to Own Personal Information <input type="checkbox"/> Correction of Own Personal Information <input type="checkbox"/> Other	<input type="checkbox"/> Review Original <input type="checkbox"/> Copy

Requestor Information:	
<b>Date:</b>	
<b>Name:</b>	
<b>Organization:</b>	
<b>Address:</b>	
<b>City:</b>	
<b>Province:</b>	
<b>Telephone Number:</b>	
<b>Email:</b>	
<b>Signature:</b>	
<p>*Personal information on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of responding to your request. Questions about this collection should be directed to the Freedom of Information Coordinator at 613-637-2650 ext. 202.</p>	

Detailed Request Information	
Please include any description or additional information related to the request	
<b>Request Details:</b>	



7 Third Avenue • PO Box 217 • Whitney, Ontario, K0J 2M0  
 Tel: 613-637-2650 or 1-888-307-3187 • Fax: 613-637-5368  
 info@southalgonquin.ca • www.southalgonquin.ca

<b>For office use only:</b>	
<b>Date Received:</b>	
<b>Request Status:</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
<b>Request Notes:</b>	
<b>Date Completed:</b>	

# DRAFT

Type of Service	Proposed Fees	Current Fees/Notes
<b>Animal Shelter</b>		
Township Collection Fee	\$250.00	\$250.00
Plus all impound fees and additional sums charged by Animal Shelter	Cost recovery	Cost recovery
<b>Building Permit Fees:</b>		
<b>Residential</b>		
New Buildings (habitable)	\$1.00/sq./ft	\$.50/sq./ft
Additions, renovations, alterations or repairs (minimum \$150.00)	\$.50/sq./ft	\$.30/sq./ft
Garage, carport, or accessory building, shipping containers (minimum \$150.00)	\$.50/sq./ft	\$.30/sq./ft
Installation of a building unit fabricated or moved from elsewhere (e.g. mobile home-factory built home) (minimum \$150.00)	\$.1.00/sq./ft	\$.50/sq./ft
<b>Commercial &amp; Industrial</b>		
New buildings or structure	\$1.00/sq./ft	\$.50/sq./ft
Additions, renovations, alterations or repairs (minimum \$150.00)	\$.50/sq./ft	\$.30/sq./ft
Any tower not falling under federal/provincial jurisdiction or structure exceeding one hundred (100) feet in height: \$1,000.00 for the first one hundred (100) feet; and \$6.00 per foot for every foot over one hundred (100) feet		Same
Any temporary structure or tower not falling under federal/provincial jurisdiction will require a deposit of \$3000.00		Same
<b>Other</b>		
Swimming Pool & Fence Enclosure	\$100.00	\$100.00
Prefabricated truss arch structures & decks (minimum \$150.00)	\$.50/sq./ft	\$100.00
Residential Demolition Permit	\$150.00	\$150.00
Commercial Demolition Permit under 6000 sq. ft.	\$150.00	\$150.00
Commercial Demolition Permit over 6000 sq. ft.	\$250.00	\$250.00
Requested site inspections prior to applying for permit	\$100.00 (if permit issued, fee to be included in permit fee)	\$100.00 (if permit issued, fee to be included in permit fee)
Construction commencing before permit is applied for or issued.	Equal to permit fee or a minimum \$150.00	Equal to permit fee or a minimum \$100.00
Change of Use Permit	\$150.00	\$150.00
Transfer of Permit	\$75.00	\$75.00
Occupancy Permit/Completion Permit	\$50.00	\$50.00
On site visit/inspections and or re-inspections over and above what is required	\$100.00 per inspection	\$100.00 per inspection
Inspection of lands pertaining to septic, wells, severance purchasing or selling	\$200.00	\$200.00
Solar Panels (Roof mounts only)	\$100.00	\$100.00
Water access-any inspections – if adequate, safe transportation is not provided by permit holder	\$100.00 per inspection	\$100.00 per inspection
Administration Fees for Plan Review for Compliance to the OBC and Applicable Law	\$150.00	NEW
Research permit archives and distribute information	\$50.00	\$50.00
Any extra costs pertaining to any of the preceding shall be borne by the property owner	Cost recovery	Cost recovery
No permits are required for the following: replacing an existing roof material, existing siding with a material of similar type, existing windows or doors, repairs of an emergency nature that are temporary to prevent weather damage until permanent repairs are made and a shed or other free standing structure under (10 square meters)107 sq. ft.		Delete this section as its info only and no fees included. Have information on website.
<b>Refunds</b>		
<b>Status of Permit - Application</b>	Percentage of Fee	Percentage of Fee
	Eligible for Refund	Eligible for Refund
Application filed. No process or Review of Plans submitted	80%	80%
Application filed. Plan reviewed and Permit issued	50%	50%
Permit valued at \$100.00 or lesse (No Refund)	0%	0%
Any temporary structure or tower not falling under federal/provincial jurisdiction will require a deposit of \$3000.00 of which 80% will be refundable when the tower or structure is dismantled and removed to the satisfaction of Council		

# DRAFT

Type of Service	Proposed Fees	Current Fees/Notes
<b>Business Licenses</b>		
Transient Trader Type 1 –(door-to-door, chip truck on someone else’s property)	\$150.00	\$150.00
<b>Dog License (Lifetime)</b>		
All Dogs	\$10.00	\$10.00
Replacement Tag	\$5.00	\$5.00
<b>Entrance Permit</b>		
New	\$200.00	\$100.00
Paving of existing driveway	\$100.00	\$50.00
<b>Administration Fees</b>		
Research Files 2 years and prior	\$50.00	\$50.00
Fax Transmissions (Outgoing) Every 4 Pages (includes cover page)	\$2.00	\$2.00
<b>Civic Addressing</b>		
Replacement Civic Address Sign	\$50.00	\$50.00
Replacement Civic Address Post	\$50.00	\$50.00
New or Replacement of Civic Address Sign and Post	\$100.00	\$75.00
Sign and Post Installed by Township After Final Notice Given to Pick-up Sign from Municipal Office	\$75.00	Propose to Delete this section
<b>Commissioner of Oaths</b>		
Resident	NO CHARGE	NO CHARGE
Non Resident	\$10.00	\$10.00
<b>Council Chambers Rental (Day Time Rentals Only)</b>		
	\$75.00	\$75.00
<b>Damage to Municipal Property</b>		
	Replacement Cost	Replacement Cost
<b>Fire Department Fees</b>		
For apparatus, firefighters wages, mileage (Per the current Ministry of Transportation Rates)	Cost Recovery	Cost Recovery
Minimum charge of 1 hour for equipment and firefighters.		Same
Cost Recovery billed to insurance company - if no insurance flat rate of \$100.00		Same
Letters to Lawyers/Insurance Companies,administration fee etc.	\$50.00	\$30.00/hour
<b>Hall Rentals</b>		
Funerals/Memorials (Residents only)	NO CHARGE	NEW
Full Day and Evening – Madawaska Complex Non-Alcohol Event	\$250.00	\$150.00
Full Day and Evening – Madawaska Complex Non-Alcohol Event ( Non Resident)	\$350.00	\$250.00
Full Day and Evening –Madawaska Complex Alcohol Event	\$600.00	\$300.00
Full Day and Evening –Madawaska Complex Alcohol Event (Non Resident)	\$800.00	\$400.00
PROPOSED TO DELETE AND INCLUDE AUTOMATICALLY IN RENTAL FEE - Kitchen Rental with Equipment Madawaska Complex	NO CHARGE	\$100.00
PROPOSE TO DELETE AND INCLUDE AUTOMATICALLY IN RENTAL FEE - Kitchen Rental with Equipment Madawaska Complex (Non Resident)	NO CHARGE	\$150.00
Full Day and Evening –Lester Smith Non-Alcohol Event	\$150.00	\$75.00
Full Day and Evening –Lester Smith Non-Alcohol Event (Non Resident)	\$200.00	\$100.00
Full Day and Evening –Lester Smith Alcohol Event	\$400.00	\$150.00
Full Day and Evening –Lester Smith Alcohol Event (Non Resident)	\$500.00	\$200.00
Mervin Dupuis (Rink) Madawaska-Non Alcohol Event	\$75.00	\$50.00
Mervin Dupuis (Rink) Madawaska-Non Alcohol Event ( Non Resident)	\$100.00	\$75.00
Mervin Dupuis (Rink) Madawaska-Alcohol Event	\$200.00	\$100.00
Mervin Dupuis (Rink) Madawaska-Alcohol Event (Non Resident)	\$275.00	\$125.00
Damage Deposit – Non-Alcohol Event	\$200.00	\$100.00
Damage Deposit – Alcohol Event	\$400.00	\$200.00
<b>Interest Charges (on the balance owing on invoices, taxes)</b>	1.25%/ month	1.25%/ month
<b>Lottery Licenses</b>		
Bingo or Raffle Licenses	\$10.00 up to a draw prize of \$1500.00, 3% for draw prizes	\$5.00
Nevada License Extension Letter	\$10.00	\$10.00

# DRAFT

Type of Service	Proposed Fees	Current Fees/Notes
<b>Mapping</b>		
8 ½" x 11"	\$4.00 each	\$3.00 each
8 ½" x 14"	\$5.00 each	\$4.00 each
8 ½" x 11" laminated	\$5.00 each	\$3.50 each
8 ½" x 14" laminated	\$6.00 each	\$5.00 each
11" x 17"	\$6.00 each	\$5.00 each
Binder of all Municipal Street Maps	\$30.00 each	\$25.00 each
Shipping	Cost Recovery	Cost Recovery
<b>Marriage License</b>		
Marriage License	\$100.00	\$80.00
Marriage License (Non Resident)	\$125.00	\$100.00
<b>NSF Cheque</b>	\$35.00 plus bank fees	\$25.00 plus bank charges
<b>Photocopies (per page)</b>		
Black and White	\$0.50	\$0.25
Colour	\$1.25	\$0.75
Colour 11"x17"	\$2.25	\$2.00
<b>Planning</b>		
Pre-Consultation Application Fee	\$100.00	\$50.00
Pre-Consultation with the Township Planner	Cost Recovery	Cost Recovery
Planning Application Deposit	\$1,000.00	NEW
Consent Application Fees	\$550.00	\$500.00
Minor Variance	\$450.00	\$400.00
Site Plan Application	\$500.00	\$500.00
Zoning By-Law Amendment	\$700.00	\$700.00
Official Plan Amendment	\$800.00	\$700.00
Amendment to Zoning By-Law and Official Plan	\$1,400.00	\$1,400.00
Temporary Use By-Law	\$250.00	NEW
Part-Lot Control or Deeming By-Law	\$250.00	NEW
Lifting Holding Symbol	\$250.00	NEW
Planning Agreements (i.e. Development Agreement or Road Allowance Agreement)	\$250.00	NEW
Plan of Subdivision/ condominium	\$1,500.00	\$1,000.00
Site Inspection Water access-any inspections – if adequate, safe transportation is not provided by permit holder	\$100.00	\$100.00
Advertisement	Cost of ad	Cost of ad
Administration Fees	\$50.00/hr	\$50.00
Official Plan, Zoning, Building, Subdivision Compliance Report	\$50.00	\$50.00
Copy of Official Plan	\$25.00	\$20.00
Copy of Zoning By-Law	\$25.00	\$25.00
<b>Any extra costs, including but not limited to registration of title pertaining to any of the preceding shall be borne by the property owner/applicant.</b>		
<b>Septic System Permits and Inspections</b>		
Certificate of Approval for a Class 2 sewage system (grey water system)	\$475.00	\$200.00
Certificate of Approval for a Class 3 sewage system (receive from Class 1 system)	\$475.00	\$200.00
Certificate of Approval for a Class 4 sewage system (leaching bed)	\$800.00	\$475.00
Certificate of Approval for a Class 4 sewage system (filter media)	\$800.00	\$475.00
Certificate of Approval for a Class 5 sewage system (holding tank)	\$475.00	\$250.00
Replacement of tank	\$475.00	\$250.00
Replacement of leaching bed	\$475.00	\$250.00
File Search (per file)	\$100.00	\$50.00
Subsequent File Search/Additional Information Requested	\$50.00	\$25.00
Permit Renewal	\$100.00	\$50.00
<b>Status of Permit – Application</b>	Percentage of Fee	Percentage of Fee
	Eligible for Refund	Eligible for Refund
Application filed. No process or Review of Plans submitted	80%	80%

# DRAFT

Type of Service	Proposed Fees	Current Fees/Notes
Application filed. Plans reviewed and Permit issued	50%	50%
<b>Shoreline Road Allowance</b>		
Application Fee (non-refundable)	\$700.00	\$595.00
Deposit (non-refundable)	\$100.00	\$100.00
Patent fee (if applicable)	\$750.00	\$750.00
Purchase of frontage costs – per lineal foot	\$10.00	\$5.00
Purchase of frontage costs – per metre	\$33.00	\$16.50
All other fees associated therewith, advertising, title search, etc.	Cost recovery	Cost recovery
<b>Tax Certification and Statements</b>		
Certificate	\$50.00	\$35.00
Statement	\$5.00	\$5.00
<b>Tax Sales</b>		
Administrative Costs –Engage Professional Services	\$500.00	\$500.00
Preparation and Registration of a Tax Arrears Certificate	Cost recovery	Cost recovery
Preparation and Registration of Statutory Declarations	Cost recovery	Cost recovery
Preparation and Registration of a Cancellation Certificate	Cost recovery	Cost recovery
Preparation and Registration of a Tax Arrears Extension Agreement	Cost recovery	Cost recovery
Survey Costs (if applicable)	Cost recovery	Cost recovery
<b>SALE:</b>		
Tender Costs	Cost recovery	Cost recovery
Advertising Costs: Local Paper	Cost recovery	Cost recovery
Preparation and Registration of the Tax Deed	Cost recovery	Cost recovery
<b>Waste Disposal Fees (Proof of demoliton permit or proof of civic address number must be provided)</b>		
Brush, sorted construction and demolition waste from within the geographic boundaries of the Township. Half Ton/Truck/Van with/without Smaill Trailer if brought in by resident	Delete row as captured in below row	NO CHARGE
Wood Chips from within the geographic boundaries of the Township. Half Ton Truck/Van with /without Small Trailer if brought in by resident.	NO CHARGE	NO CHARGE
Delete "Tires and Shingles from within the geographic boundaries of the Township brought in by a resident" REPLACE WITH: Tires on or off rims are accepted.	NO CHARGE	NO CHARGE
Mattresses, box springs and fabric covered furniture with metal frames or springs e.g. couches, loveseats, sofa chairs	\$10.00 per piece	\$5.00 per piece
DELETE "Boats/Vessels (Residents are exempt from this fee for a registered vessel with proof of ownership and for vessels rated less than 10hp if it is brought in by the resident)". <b>Propose to make fee of \$5.00 for everyone even residents and charge only for Fibre Glass/Wood boats to cover shredding costs. Aluminum would be exempt as they go in the steel pile.</b>	\$5.00/foot	\$5.00/foot
Each entry into Landfill Site during non-operational hours (Applies to contractor or resident)	\$100.00	\$100.00
If more than one after-hours entry is required, arrangements can be made to have the Landfill Attendant remain on site for the initial entry fee plus per hour rate (Applies to contractor or resident)	\$50.00/hr	\$30.00/hr
<b>Delete -"Commercial Contractor" Construction/Demolition Waste and Brush ADD- including shingles</b>		
DELETE -½ ton Truck/van & Small trailer (Residents are exempt from this fee if brought in by resident) <b>REPLACE WITH- Passenger Vehicles - Car, Van, SUV, ½ ton truck **Residents are exempt from this fee if brought in by resident**</b>	Sorted \$5 Unsorted \$20	Sorted \$5 Unsorted \$20
Utility Trailer-single axle	Sorted \$20 Unsorted \$80	NEW
Utility Trailer-tandem axle	Sorted \$25 Unsorted \$100	NEW
DELETE -Large trailer <b>REPLACE WITH-Commercial trailer (including dump trailers) - single axle</b>	Sorted \$30 Unsorted \$120	Sorted \$30 Unsorted \$120
Commercial trailer (including dump trailers) - tandem axle	Sorted \$35 Unsorted \$140	NEW
Single axle <b>Dump Truck</b>	Sorted \$50 Unsorted \$200	Sorted \$50 Unsorted \$200

# DRAFT

Type of Service	Proposed Fees	Current Fees/Notes
Tandem <b>Dump Truck</b>	Sorted \$80 Unsorted \$320	Sorted \$80 Unsorted \$320
Tri-axle <b>Dump Truck</b>	Sorted \$120 Unsorted \$500	Sorted \$120 Unsorted \$500
Contaminated Soil	\$30.00/tonne Plus Cost Recovery of Required Equipment	\$30.00/tonne Plus Cost Recovery of Required Equipment
<b>Township Services Rendered</b>	<b>\$75.00 per hour</b>	\$50.00 per hour

NOTE: Text in red for council consideration or for council information

\*\*Residents are exempt from this fee if brought in by resident\*\* this exemption only applies to the section in which it states; For example residents that bring in an utility trailers-single or tandem would be charge accordingly.

Type of Service	Fee
<b>Animal Shelter</b>	
Township Collection Fee	\$250.00
Plus all impound fees and additional sums charged by Animal Shelter	Cost recovery
<b>Building Permit Fees:</b>	
<b>Residential</b>	
New Buildings (habitable)	\$.50/sq./ft
Additions, renovations, alterations or repairs (minimum \$100.00)	\$.30/sq./ft
Garage, carport, or accessory building, shipping containers (minimum \$100.00)	\$.30/sq./ft
Installation of a building unit fabricated or moved (minimum \$100.00) from elsewhere (e.g. mobile home-factory built home)	\$.50/sq./ft
<b>Commercial &amp; Industrial</b>	
New buildings or structure	\$.50/sq./ft
Additions, renovations, alterations or repairs (minimum \$100.00)	\$.30/sq./ft
Any tower not falling under federal/provincial jurisdiction or structure exceeding one hundred (100) feet in height: \$1,000.00 for the first one hundred (100) feet; and \$6.00 per foot for every foot over one hundred (100) feet	
Any temporary structure or tower not falling under federal/provincial jurisdiction will require a deposit of \$3000.00	
<b>Other</b>	
Swimming Pool & Fence Enclosure	\$100.00
Prefabricated truss arch structures & decks	\$100.00
Residential Demolition Permit	\$150.00
Commercial Demolition Permit under 6000 sq. ft.	\$150.00
Commercial Demolition Permit over 6000 sq. ft.	\$250.00
Requested site inspections prior to applying for permit	\$100.00 (if permit issued, fee to be included in permit fee)
Construction commencing before permit is applied for or issued.	Equal to permit fee or a minimum \$100.00
Change of Use Permit	\$150.00
Transfer of Permit	\$75.00
Occupancy Permit/Completion Permit	\$50.00
On site visit/inspections and or re-inspections over and above what is required	\$100.00 per inspection
Inspection of lands pertaining to septic, wells, severance purchasing or selling	\$200.00
Solar Panels (Roof mounts only)	\$100.00
Water access-any inspections – if adequate, safe transportation is not provided by permit holder	\$100.00 per inspection
Research permit archives and distribute information	\$50.00
Any extra costs pertaining to any of the preceding shall be borne by the property owner	Cost recovery
No permits are required for the following: replacing an existing roof material, existing siding with a material of similar type, existing windows or doors, repairs of an emergency nature that are temporary to prevent weather damage until permanent repairs are made and a shed or other free standing structure under (10 square meters) 107 sq. ft.	
<b>Refunds</b>	
<b>Status of Permit - Application</b>	Percentage of Fee
	Eligible for Refund
Application filed. No process or Review of Plans submitted	80%
Application filed. Plan reviewed and Permit issued	50%
Permit valued at \$100.00 or lesse (No Refund)	0%
Any temporary structure or tower not falling under federal/provincial jurisdiction will require a deposit of \$3000.00 of which 80% will be refundable when the tower or structure is dismantled and removed to the satisfaction of Council	
<b>Business Licenses</b>	
Transient Trader Type 1 –(door-to-door, chip truck on someone else’s property)	\$150.00
<b>Dog License (Lifetime)</b>	
All Dogs	\$10.00
Replacement Tag	\$5.00

Type of Service	Fee
<b>Entrance Permit</b>	
New	\$100.00
Paving of existing driveway	\$50.00
<b>Administration Fees</b>	
Research Files 2 years and prior	\$50.00
Fax Transmissions (Outgoing) Every 4 Pages (includes cover page)	\$2.00
<b>Civic Addressing</b>	
Replacement Civic Address Sign	\$50.00
Replacement Civic Address Post	\$50.00
Replacement of Civic Address Sign and Post	\$75.00
Sign and Post Installed by Township After Final Notice Given to Pick-up Sign from Municipal Office	\$75.00
<b>Commissioner of Oaths</b>	
Resident	NO CHARGE
Non Resident	\$10.00
<b>Council Chambers Rental (Day Time Rentals Only)</b>	\$75.00
<b>Damage to Municipal Property</b>	Replacement Cost
<b>Fire Department Fees</b>	
For apparatus, firefighters wages, mileage (Per the current Ministry of Transportation Rates)	Cost Recovery
Minimum charge of 1 hour for equipment and firefighters.	
Cost Recovery billed to insurance company - if no insurance flat rate of \$100.00	
Letters to Lawyers/Insurance Companies, etc.	\$30.00
<b>Hall Rentals</b>	
Full Day and Evening – Madawaska Complex Non-Alcohol Event	\$150.00
Full Day and Evening – Madawaska Complex Non-Alcohol Event ( Non Resident)	\$250.00
Full Day and Evening –Madawaska Complex Alcohol Event	\$300.00
Full Day and Evening –Madawaska Complex Alcohol Event (Non Resident)	\$400.00
Kitchen Rental with Equipment Madawaska Complex	\$100.00
Kitchen Rental with Equipment Madawaska Complex (Non Resident)	\$150.00
Full Day and Evening –Lester Smith Non-Alcohol Event	\$75.00
Full Day and Evening –Lester Smith Non-Alcohol Event (Non Resident)	\$100.00
Full Day and Evening –Lester Smith Alcohol Event	\$150.00
Full Day and Evening –Lester Smith Alcohol Event (Non Resident)	\$200.00
Mervin Dupuis (Rink) Madawaska-Non Alcohol Event	\$50.00
Mervin Dupuis (Rink) Madawaska-Non Alcohol Event ( Non Resident)	\$75.00
Mervin Dupuis (Rink) Madawaska-Alcohol Event	\$100.00
Mervin Dupuis (Rink) Madawaska-Alcohol Event (Non Resident)	\$125.00
Damage Deposit – Non-Alcohol Event	\$100.00
Damage Deposit – Alcohol Event	\$200.00
<b>Interest Charges (on the balance owing on invoices, taxes)</b>	1.25%/ month
<b>Lottery Licenses</b>	
Bingo or Raffle Licenses	\$5.00
Nevada License Extension Letter	\$10.00
<b>Mapping</b>	
8 ½" x 11"	\$3.00 each
8 ½" x 14"	\$4.00 each
8 ½" x 11" laminated	\$3.50 each
8 ½" x 14" laminated	\$5.00 each
11" x 17"	\$5.00 each
Binder of all Municipal Street Maps	\$25.00 each
Shipping	Cost Recovery
<b>Marriage License</b>	
Marriage License	\$80.00
Marriage License (Non Resident)	\$100.00
<b>NSF Cheque</b>	\$25.00 plus bank charges

Type of Service	Fee
<b>Photocopies (per page)</b>	
Black and White	\$0.25
Colour	\$0.75
Colour 11"x17"	\$2.00
<b>Planning</b>	
Pre-Consultation Application Fee	\$50.00
Pre-Consultation with the Township Planner	Cost Recovery
Consent Application Fees	\$500.00
Minor Variance	\$400.00
Site Plan Application	\$500.00
Zoning By-Law Amendment	\$700.00
Official Plan Amendment	\$700.00
Amendment to Zoning By-Law and Official Plan	\$1,400.00
Plan of Subdivision/ condominium	\$1,000.00
Site Inspection Water access-any inspections – if adequate, safe transportation is not provided by permit holder	\$100.00
Advertisement	Cost of ad
Administration Fees	\$50.00
Official Plan, Zoning, Building, Subdivision Compliance Report	\$50.00
Copy of Official Plan	\$20.00
Copy of Zoning By-Law	\$25.00
<b>Any extra costs pertaining to any of the preceding shall be borne by the property owner/applicant.</b>	
<b>Septic System Permits and Inspections</b>	
Certificate of Approval for a Class 2 sewage system (grey water system)	\$200.00
Certificate of Approval for a Class 3 sewage system (receive from Class 1 system)	\$200.00
Certificate of Approval for a Class 4 sewage system (leaching bed)	\$475.00
Certificate of Approval for a Class 4 sewage system (filter media)	\$475.00
Certificate of Approval for a Class 5 sewage system (holding tank)	\$250.00
Replacement of tank	\$250.00
Replacement of leaching bed	\$250.00
File Search (per file)	\$50.00
Subsequent File Search/Additional Information Requested	\$25.00
Permit Renewal	\$50.00
<b>Status of Permit – Application</b>	Percentage of Fee
	Eligible for Refund
Application filed. No process or Review of Plans submitted	80%
Application filed. Plans reviewed and Permit issued	50%
<b>Shoreline Road Allowance</b>	
Application Fee (non-refundable)	\$595.00
Deposit (non-refundable)	\$100.00
Patent fee (if applicable)	\$750.00
Purchase of frontage costs – per lineal foot	\$5.00
Purchase of frontage costs – per metre	\$16.50
All other fees associated therewith, advertising, title search, etc.	Cost recovery
<b>Tax Certification and Statements</b>	
Certificate	\$35.00
Statement	\$5.00
<b>Tax Sales</b>	
Administrative Costs –Engage Professional Services	\$500.00
Preparation and Registration of a Tax Arrears Certificate	Cost recovery
Preparation and Registration of Statutory Declarations	Cost recovery
Preparation and Registration of a Cancellation Certificate	Cost recovery
Preparation and Registration of a Tax Arrears Extension Agreement	Cost recovery
Survey Costs (if applicable)	Cost recovery
<b>SALE:</b>	
Tender Costs	Cost recovery
Advertising Costs: Local Paper	Cost recovery
Preparation and Registration of the Tax Deed	Cost recovery

Type of Service	Fee
<b>Waste Disposal Fees (Proof of demoliton permit or proof of civic address number must be provided)</b>	
Brush, sorted construction and demolition waste from within the geographic boundaries of the Township. Half Ton Truck/Van with /without Small Trailer if brought in by resident	NO CHARGE
Wood Chips from within the geographic boundaries of the Township. Half Ton Truck/Van with /without Small Trailer if brought in by resident.	NO CHARGE
Tires and Shingles from within the geographic boundaries of the Township brought in by a resident	NO CHARGE
Mattresses, box springs and fabric covered furniture with metal frames or springs e.g. couches, loveseats, sofa chairs	\$5.00 per piece
Boats/Vessels (Residents are exempt from this fee for a registered vessel with proof of ownership and for vessels rated less than 10hp if it is brought in by the resident.	\$5.00/foot
Each entry into Landfill Site during non-operational hours (Applies to contractor or resident)	\$100.00
If more than one after-hours entry is required, arrangements can be made to have the Landfill Attendant remain on site for the initial entry fee plus per hour rate (Applies to contractor or resident)	\$30.00/hr
<b>Commercial Contractor Construction/Demolition Waste and Brush</b>	
½ ton Truck/van & Small trailer (Residents are exempt from this fee if brought in by resident)	Sorted \$5 Unsorted \$20
Large trailer	Sorted \$30 Unsorted \$120
Single axle	Sorted \$50 Unsorted \$200
Tandem	Sorted \$80 Unsorted \$320
Tri-axle	Sorted \$120 Unsorted \$500
Contaminated Soil	\$30.00/tonne Plus Cost Recovery of Required Equipment
<b>Township Services Rendered</b>	\$50.00 per hour

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**Township of South Algonquin**  
**Budgetary Control Summary**  
For the Period Ending September 30, 2023

Page 1

	Current Month	Year to Date	Approved Budget	Variance
<b>REVENUES</b>				
Taxation		2,625,197.72	2,625,198.00	0.28
General Government		854,295.28	1,419,360.00	(565,064.72)
Protection Services		62,826.03	89,500.00	(26,673.97)
Transportation Services		273,828.29	367,430.00	(93,601.71)
Environmental Services		10,562.54	25,000.00	(14,437.46)
Health Services		36,058.48	44,300.00	(8,241.52)
Social & Family Services		5,600.00	9,600.00	(4,000.00)
Recreation & Cultural Services		29,727.33	59,480.00	(29,752.67)
Planning & Development		12,822.28	14,000.00	(1,177.72)
<b>Total REVENUES:</b>	<b>0.00</b>	<b>3,910,917.95</b>	<b>4,653,868.00</b>	<b>(742,950.05)</b>
<b>EXPENSES</b>				
<b>Operating</b>				
General Government	7,272.78	585,908.99	833,733.00	247,824.01
Protection Services		409,371.01	669,760.00	260,388.99
Transportation Services		635,184.10	1,002,860.00	367,675.90
Environmental Services	34.59	263,302.99	400,490.00	137,187.01
Health Services		30,022.98	44,390.00	14,367.02
Social & Family Services		455,636.74	688,095.00	232,458.26
Recreation & Cultural Services		229,550.93	314,100.00	84,549.07
Planning & Development		60,111.16	91,500.00	31,388.84
<b>Total Operating:</b>	<b>7,307.37</b>	<b>2,669,088.90</b>	<b>4,044,928.00</b>	<b>1,375,839.10</b>
<b>Capital</b>				
General Government		19,160.44	94,000.00	74,839.56
Protection Services		5,004.57	33,000.00	27,995.43
Transportation Services		23,880.85	77,000.00	53,119.15
Recreation & Cultural Services	1,305.00	18,014.72	26,500.00	8,485.28
<b>Total Capital:</b>	<b>1,305.00</b>	<b>66,060.58</b>	<b>230,500.00</b>	<b>164,439.42</b>
<b>Contributions to Reserves</b>				
General Government			9,750.00	9,750.00
Protection Services			20,000.00	20,000.00
Transportation Services			330,190.00	330,190.00
Health Services			3,500.00	3,500.00
Planning & Development			15,000.00	15,000.00
<b>Total Contributions to Reserves:</b>	<b>0.00</b>	<b>0.00</b>	<b>378,440.00</b>	<b>378,440.00</b>
<b>Total EXPENSES:</b>	<b>8,612.37</b>	<b>2,735,149.48</b>	<b>4,653,868.00</b>	<b>1,918,718.52</b>
<b>SURPLUS/(DEFICIT)</b>	<b>(8,612.37)</b>	<b>1,175,768.47</b>	<b>0.00</b>	<b>1,175,768.47</b>

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**Township of South Algonquin**  
**General Government Budgetary Control**  
For the Period Ending September 30, 2023

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	Current Month	Year to Date	Approved Budget	Variance
<b>REVENUES</b>				
<b>Department Generated</b>				
14-1200 - Interest On Taxes		18,401.28	28,000.00	(9,598.72)
15-3400 - Fees - Administrative - Gen Government		885.00	2,500.00	(1,615.00)
15-3500 - Fees - Services Gen Government		212.25	50.00	162.25
15-3600 - Licences & Permits		570.00	900.00	(330.00)
15-4000 - Investment Income - General		74,401.75	50,000.00	24,401.75
15-4140 - Sale of Capital Assets			500.00	(500.00)
<b>Total Department Generated:</b>	<b>0.00</b>	<b>94,470.28</b>	<b>81,950.00</b>	<b>12,520.28</b>
<b>Grants</b>				
15-2100 - OMPF Unconditional Grant		759,825.00	1,013,100.00	(253,275.00)
15-3550 - General Govt. Grants			4,000.00	(4,000.00)
<b>Total Grants:</b>	<b>0.00</b>	<b>759,825.00</b>	<b>1,017,100.00</b>	<b>(257,275.00)</b>
<b>From Reserves</b>				
15-9000-0200 - Transfers from Reserves to General Gover			320,310.00	(320,310.00)
<b>Total From Reserves:</b>	<b>0.00</b>	<b>0.00</b>	<b>320,310.00</b>	<b>(320,310.00)</b>
<b>Total REVENUES:</b>	<b>0.00</b>	<b>854,295.28</b>	<b>1,419,360.00</b>	<b>(565,064.72)</b>
<b>EXPENSES</b>				
<b>Operating Expenses</b>				
<b>Governance Line 0240</b>				
16-2000-0400 - Council Honorarium	5,967.00	47,736.00	72,800.00	25,064.00
16-2000-0405 - Council Special Meetings	987.50	13,198.75	15,600.00	2,401.25
16-2000-0450 - Council C.P.P.	182.64	1,699.09	5,040.00	3,340.91
16-2000-0470 - Council E.H.T.	135.64	1,188.30	1,720.00	531.70
16-2000-0500 - Council Conferences/Seminars		14,235.51	16,000.00	1,764.49
16-2000-0710 - Council Travel		3,858.00	6,000.00	2,142.00
16-2000-0800 - Council Telephone		212.90	450.00	237.10
16-2000-0820 - Council Supplies		2,364.39	2,000.00	(364.39)
16-3000-0520 - Administration Election Costs			700.00	700.00
<b>Total Governance Line 0240:</b>	<b>7,272.78</b>	<b>84,492.94</b>	<b>120,310.00</b>	<b>35,817.06</b>
<b>Corporate Management Line 0250</b>				
<b>Labour</b>				
16-3000-0400/3400-0400 Adm.Salaries & Wages		207,686.02	313,700.00	106,013.98
16-3000-0440/3400-0440 Admin E.I.		4,334.93	4,180.00	(154.93)
16-3000-0450/3400-0450 Admin C.P.P.		11,078.02	16,680.00	5,601.98
16-3000-0460/3400-0460 Admin W.S.I.B.		6,590.71	10,680.00	4,089.29
16-3000-0470/3400-0470 Admin E.H.T.		3,873.58	7,050.00	3,176.42
16-3000-0480/3400-0480 Admin OMERS		22,788.79	36,370.00	13,581.21
16-3000-0490/3400-0490 Admin Other Benefits		29,617.47	40,300.00	10,682.53
<b>Total Labour:</b>	<b>0.00</b>	<b>285,969.52</b>	<b>428,960.00</b>	<b>142,990.48</b>
<b>Direct Expenses</b>				
16-3000-0600 - Admin Repairs To Building	335.81	3,018.14	3,000.00	(18.14)
16-3000-0640 - Administration Insurance		12,355.31	12,363.00	7.69
16-3000-0655 - Administration Heating Propane	(335.81)	1,553.50	3,500.00	1,946.50
16-3000-0660 - Administration Hydro		1,962.87	3,000.00	1,037.13
16-3000-0670 - Administration Cleaning		1,462.88	3,000.00	1,537.12
16-3000-0680/3400-0680 Radio		127.62	130.00	2.38
16-3000-0690/3400-0690 Rent/LeaseAgreements	(1,625.09)	57,637.67	65,000.00	7,362.33
16-3000-0700/3400-0700 Adv. and Promotion		528.13	2,000.00	1,471.87
16-3000-0710/3400-0710 Travel		5,289.15	8,000.00	2,710.85
16-3000-0720/3400-0720 Association Fees		4,062.12	4,400.00	337.88
16-3000-0730/3400-0730 Confer/StaffTraining		3,886.01	10,000.00	6,113.99
16-3400-0740 - Emg.Manag.Public Education & Training			200.00	200.00
16-3000-0800/3400-0800 Telephone		3,297.23	6,000.00	2,702.77
16-3000-0810/3400-0810 Office Exp.- Postage		3,036.88	8,500.00	5,463.12
16-3000-0811 - Administration Staff Appreciation		327.38	2,000.00	1,672.62
16-3000-0820/3400-0820 Supplies		11,367.26	7,000.00	(4,367.26)
16-3000-0830 - Administration Audit		13,483.23	30,000.00	16,516.77
16-3000-0840 - Tax Sales/ Admin. Legal		6,797.25	10,000.00	3,202.75
16-3000-0850 - Administration Consultants/ Contractors	1,625.09	49,653.35	41,000.00	(8,653.35)
16-3000-0900 - Admin Bank Charges & Interest		2,024.17	3,200.00	1,175.83
16-3000-0920 - Administration Write Off		1,137.92	3,500.00	2,362.08

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**Township of South Algonquin**  
**General Government Budgetary Control**  
For the Period Ending September 30, 2023

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	Current Month	Year to Date	Approved Budget	Variance
16-3000-0950 - Administration Donations		1,941.21	2,000.00	58.79
16-6300-0990 - MPAC fees		30,497.25	40,670.00	10,172.75
16-3000-1000 - Covid-19 Expenses			16,000.00	16,000.00
<b>Total Direct Expenses:</b>	<b>0.00</b>	<b>215,446.53</b>	<b>284,463.00</b>	<b>69,016.47</b>
<b>Total Corporate Management Line 0250:</b>	<b>0.00</b>	<b>501,416.05</b>	<b>713,423.00</b>	<b>212,006.95</b>
<b>Total Operating Expenses:</b>	<b>7,272.78</b>	<b>585,908.99</b>	<b>833,733.00</b>	<b>247,824.01</b>
<b>Capital</b>				
16-3000-0940 - Admin Capital Expenditures		19,160.44	94,000.00	74,839.56
<b>Total Capital:</b>	<b>0.00</b>	<b>19,160.44</b>	<b>94,000.00</b>	<b>74,839.56</b>
<b>Contributions to Reserves</b>				
16-3000-0970 - Contributions To Reserve			9,750.00	9,750.00
<b>Total Contributions to Reserves:</b>	<b>0.00</b>	<b>0.00</b>	<b>9,750.00</b>	<b>9,750.00</b>
<b>Total EXPENSES:</b>	<b>7,272.78</b>	<b>605,069.43</b>	<b>937,483.00</b>	<b>332,413.57</b>
<b>SURPLUS/(DEFICIT)</b>	<b>(7,272.78)</b>	<b>249,225.85</b>	<b>481,877.00</b>	<b>(232,651.15)</b>

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**Township of South Algonquin**  
**Protection Services Budget**  
For the Period Ending September 30, 2023

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	Current Month	Year to Date	Approved Budget	Variance
<b>REVENUES</b>				
<b>Department Generated</b>				
15-2850 - Fire Dpt Fees		4,131.21	18,000.00	(13,868.79)
15-7850 - MNRF Fire Agreement		21,499.23	21,400.00	99.23
15-3620 - Dog Licence & Dog Fees		45.00	100.00	(55.00)
15-3700 - Building/Demolition Permits		30,323.99	14,000.00	16,323.99
15-3750 - Septic Permits		5,575.00	7,000.00	(1,425.00)
<b>Total Department Generated:</b>	<b>0.00</b>	<b>61,574.43</b>	<b>60,500.00</b>	<b>1,074.43</b>
<b>Grants</b>				
15-2810 - Ontario Grants - Policing/ Fire		1,251.60	2,000.00	(748.40)
<b>Total Grants:</b>	<b>0.00</b>	<b>1,251.60</b>	<b>2,000.00</b>	<b>(748.40)</b>
<b>From Reserves</b>				
15-9000-0201 - Transfers from Reserves to Protection			27,000.00	(27,000.00)
<b>Total From Reserves:</b>	<b>0.00</b>	<b>0.00</b>	<b>27,000.00</b>	<b>(27,000.00)</b>
<b>Total REVENUES:</b>	<b>0.00</b>	<b>62,826.03</b>	<b>89,500.00</b>	<b>(26,673.97)</b>
<b>EXPENSES</b>				
<b>Operating</b>				
<b>Fire Line 0410</b>				
<b>Labour</b>				
16-3300-0400 - Fire Dept Salaries & Wages		56,059.47	87,000.00	30,940.53
16-3300-0440 - Fire Dept E.I.C.		962.40	1,200.00	237.60
16-3300-0450 - Fire Dept C.P.P.		2,575.24	3,100.00	524.76
16-3300-0460 - Fire Dept W.S.I.B.		4,439.54	6,700.00	2,260.46
16-3300-0470 - Fire Dept E.H.T.		1,123.28	1,700.00	576.72
16-3300-0480 - Fire OMERS		197.71		(197.71)
16-3300-0490 - Fire Dept Other Benefits		7,261.84	6,000.00	(1,261.84)
<b>Total Labour:</b>	<b>0.00</b>	<b>72,619.48</b>	<b>105,700.00</b>	<b>33,080.52</b>
<b>Direct Expenses</b>				
16-3300-0510 - Clothing MFD/WFD (<\$1000)		2,091.18	4,000.00	1,908.82
16-3300-0530 - Fire Dept Small Tools		1,354.69	2,500.00	1,145.31
16-3300-0540 - Fire Dept Licences & Permits		30.00	500.00	470.00
16-3300-0600 - Fire Dept Repairs To Building-MFD		4,157.26	6,500.00	2,342.74
16-3300-0601 - Fire Dept Repairs to Building-WFD		1,117.26	4,000.00	2,882.74
16-3300-0610 - Fire Dept Equip/Fleet-Purchase & Repairs	(414.15)	10,647.52	8,000.00	(2,647.52)
16-3300-0615 - Fire Dept Equipment- Annual Servicing		5,857.62	8,000.00	2,142.38
16-3300-0620 - Fire Dept-Gas & Oil	414.15	2,644.85	3,500.00	855.15
16-3300-0640 - Fire Dept Insurance		15,767.79	15,770.00	2.21
16-3300-0650 - Fire Dept Heating-MFD		2,100.72	4,000.00	1,899.28
16-3300-0651 - Fire Dept Heating-WFD		3,023.29	5,000.00	1,976.71
16-3300-0660 - Fire Dept Hydro-MFD		1,939.41	3,100.00	1,160.59
16-3300-0661 - Fire Dept. Hydro-WFD		1,676.15	2,500.00	823.85
16-3300-0670 - Fire Dept Cleaning		111.16	300.00	188.84
16-3300-0680 - Fire Dept Radios		2,352.60	6,850.00	4,497.40
16-3300-0690 - Fire Dept Rental/Lease Agreeme		4,908.86	9,000.00	4,091.14
16-3300-0700 - Fire Dept Advertising			1,000.00	1,000.00
16-3300-0710 - Fire Dept Travel		1,120.90	2,100.00	979.10
16-3300-0720 - Fire Dept Association Fees		649.50	1,000.00	350.50
16-3300-0730 - Fire Dept Conference/Training-MFD/WFD		8,154.72	10,000.00	1,845.28
16-3300-0740 - Fire Prevention Materials		490.71	500.00	9.29
16-3300-0800 - Fire Dept-Telephone-MFD		722.46	1,500.00	777.54
16-3300-0801 - Fire Dept-Telephone-WFD		587.70	1,500.00	912.30
16-3300-0802 - Fire Dept- Emergency Call Out Line		421.03	700.00	278.97
16-3300-0810 - Fire Dept Office Expense-MFD/WFD		82.93	450.00	367.07
16-3300-0820 - Fire Dept Supplies-MFD/WFD		7,311.38	7,000.00	(311.38)
<b>Total Direct Expenses:</b>	<b>0.00</b>	<b>79,321.69</b>	<b>109,270.00</b>	<b>29,948.31</b>
<b>Total Fire Line 0410:</b>	<b>0.00</b>	<b>151,941.17</b>	<b>214,970.00</b>	<b>63,028.83</b>
<b>Policing Line 0420</b>				
16-3350-0750 - Policing Requisitions		155,308.17	310,100.00	154,791.83
<b>Total Policing Line 0420:</b>	<b>0.00</b>	<b>155,308.17</b>	<b>310,100.00</b>	<b>154,791.83</b>

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**Township of South Algonquin**  
**Protection Services Budget**  
For the Period Ending September 30, 2023

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	Current Month	Year to Date	Approved Budget	Variance
<b>Protective &amp; Inspection Control Line 0440</b>				
<b>Labour</b>				
16-3500-0400 - Bylaw/Animal Control Salaries/Wages			750.00	750.00
16-3500-0440 - Bylaw/Animal Control EI			20.00	20.00
16-3500-0450 - Bylaw/Animal Control CPP			40.00	40.00
16-3500-0460 - Bylaw/Animal Control W.S.I.B.			20.00	20.00
16-3500-0470 - Bylaw/Animal Control E.H.T.			10.00	10.00
16-3500-0480 - Bylaw/Animal Control Omers			60.00	60.00
<b>Total Labour:</b>	<b>0.00</b>	<b>0.00</b>	<b>900.00</b>	<b>900.00</b>
<b>Direct Expenses</b>				
16-3500-0690 - Bylaw Animal Control Rental/Lease Agree	2,263.54	3,863.54	5,100.00	1,236.46
16-3500-0730 - Bylaw/Animal Control Training			100.00	100.00
16-3500-0820 - Bylaw/Animal Control Supplies			100.00	100.00
<b>Total Direct Expenses:</b>	<b>2,263.54</b>	<b>3,863.54</b>	<b>5,300.00</b>	<b>1,436.46</b>
<b>Total Protective &amp; Inspection Control Line</b>	<b>2,263.54</b>	<b>3,863.54</b>	<b>6,200.00</b>	<b>2,336.46</b>
<b>Building Permit &amp; Insp. Services Line 0445</b>				
<b>Labour</b>				
16-3800-0400 - Building Inspection Wages		65,462.59	96,580.00	31,117.41
16-3800-0440 - Building Inspection E.I.C.		1,489.13	1,050.00	(439.13)
16-3800-0450 - Building Inspection C.P.P.		3,969.33	3,770.00	(199.33)
16-3800-0460 - Building Inspection W.S.I.B.		2,078.51	2,850.00	771.49
16-3800-0470 - Building Inspection E.H.T.		1,373.92	1,900.00	526.08
16-3800-0480 - Building Inspection Omers		7,492.30	10,380.00	2,887.70
16-3800-0490 - Bldg Inspection Other Benefits		6,603.17	8,900.00	2,296.83
<b>Total Labour:</b>	<b>0.00</b>	<b>88,468.95</b>	<b>125,430.00</b>	<b>36,961.05</b>
<b>Direct Expenses</b>				
16-3800-0510 - Bldg Inspect. Clothing Allowan		150.00	150.00	
16-3800-0640 - Building Inspection Insurance		1,585.24	1,590.00	4.76
16-3800-0690 - Bldg.Insp.Rental/Lease Agree	(2,263.54)	1,294.00	1,800.00	506.00
16-3800-0710 - Building Inspection Travel			300.00	300.00
16-3800-0720 - Bldg.Insp.Association Fees		256.00	250.00	(6.00)
16-3800-0730 - Bldg.Insp.Conferences/Training			800.00	800.00
16-3800-0750 - 22-01 Ford Escape Fuel		3,641.99	4,000.00	358.01
16-3800-0760 - 22-01 Ford Escape Maintenance & Licence		893.04	800.00	(93.04)
16-3800-0800 - Building Inspection Telephone		120.00	500.00	380.00
16-3800-0810 - Bldg.Insp.Office Expense/Posta			370.00	370.00
16-3800-0820 - Building Inspection Supplies		1,728.91	1,500.00	(228.91)
<b>Total Direct Expenses:</b>	<b>(2,263.54)</b>	<b>9,669.18</b>	<b>12,060.00</b>	<b>2,390.82</b>
<b>Total Building Permit &amp; Insp. Services Line</b>	<b>(2,263.54)</b>	<b>98,138.13</b>	<b>137,490.00</b>	<b>39,351.87</b>
<b>Emergency Measures Line 0450</b>				
16-4000-0962 - Roads Dept-Civic Addressing & 911		120.00	1,000.00	880.00
<b>Total Emergency Measures Line 0450:</b>	<b>0.00</b>	<b>120.00</b>	<b>1,000.00</b>	<b>880.00</b>
<b>Total Operating:</b>	<b>0.00</b>	<b>409,371.01</b>	<b>669,760.00</b>	<b>260,388.99</b>
<b>Capital</b>				
<b>Fire</b>				
16-3300-0940 - Fire Dept Capital Expenditures		5,004.57	33,000.00	27,995.43
<b>Total Fire:</b>	<b>0.00</b>	<b>5,004.57</b>	<b>33,000.00</b>	<b>27,995.43</b>
<b>Total Capital:</b>	<b>0.00</b>	<b>5,004.57</b>	<b>33,000.00</b>	<b>27,995.43</b>
<b>Contributions to Reserves</b>				
<b>Fire</b>				
16-3300-0970 - Fire Dept Contrib To Reserve			20,000.00	20,000.00
<b>Total Fire:</b>	<b>0.00</b>	<b>0.00</b>	<b>20,000.00</b>	<b>20,000.00</b>
<b>Total Contributions to Reserves:</b>	<b>0.00</b>	<b>0.00</b>	<b>20,000.00</b>	<b>20,000.00</b>

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**Township of South Algonquin**  
**Protection Services Budget**  
For the Period Ending September 30, 2023

	<b>Current Month</b>	<b>Year to Date</b>	<b>Approved Budget</b>	<b>Variance</b>
<b>Total EXPENSES:</b>	<b>0.00</b>	<b>414,375.58</b>	<b>722,760.00</b>	<b>308,384.42</b>
<b>SURPLUS/(DEFICIT)</b>	<b>0.00</b>	<b>(351,549.55)</b>	<b>(633,260.00)</b>	<b>281,710.45</b>

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**Township of South Algonquin**  
**Transportation Services Budgetary Control**  
For the Period Ending September 30, 2023

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	Current Month	Year to Date	Approved Budget	Variance
<b>REVENUES</b>				
<b>Department Generated</b>				
15-2600 - Fees - Roads Own Fees (Entrance)		1,750.34	500.00	1,250.34
15-2610 - Fees - Aggregate Licenses			750.00	(750.00)
15-4050 - Investment Income - Gas Tax		4,862.98	1,000.00	3,862.98
<b>Total Department Generated:</b>	<b>0.00</b>	<b>6,613.32</b>	<b>2,250.00</b>	<b>4,363.32</b>
<b>Grants</b>				
15-9000 - Gas Tax Grant (CCBF)- Federal		36,271.11	72,540.00	(36,268.89)
15-2503 - Provincial Grants - Transportation OCIF		230,943.86	232,640.00	(1,696.14)
<b>Total Grants:</b>	<b>0.00</b>	<b>267,214.97</b>	<b>305,180.00</b>	<b>(37,965.03)</b>
<b>From Reserves</b>				
15-9000-0202 - Transfer from Reserves to Transportation			60,000.00	(60,000.00)
<b>Total From Reserves:</b>	<b>0.00</b>	<b>0.00</b>	<b>60,000.00</b>	<b>(60,000.00)</b>
<b>Total REVENUES:</b>	<b>0.00</b>	<b>273,828.29</b>	<b>367,430.00</b>	<b>(93,601.71)</b>
<b>EXPENSES</b>				
<b>Operating</b>				
<b>Labour</b>				
16-4000-0400 - Roads Salaries And Wages		253,815.19	433,650.00	179,834.81
16-4000-0440 - Roads E.I.C.		6,062.92	4,300.00	(1,762.92)
16-4000-0450 - Roads C.P.P.		14,660.39	23,750.00	9,089.61
16-4000-0460 - Roads W.S.I.B.		8,031.67	11,950.00	3,918.33
16-4000-0470 - Roads E.H.T.		5,329.44	7,450.00	2,120.56
16-4000-0480 - Roads Omers		22,838.73	28,760.00	5,921.27
16-4000-0490 - Roads Other Benefits		24,431.77	45,480.00	21,048.23
<b>Total Labour:</b>	<b>0.00</b>	<b>335,170.11</b>	<b>555,340.00</b>	<b>220,169.89</b>
<b>Direct Expenses</b>				
16-4000-0510 - Roads Clothing /Safety Gear		1,216.26	1,500.00	283.74
16-4000-0530 - Roads Small Tools (>250)		145.44	3,500.00	3,354.56
16-4000-0540 - Roads Licences & Permits		51.00	1,500.00	1,449.00
16-4000-0600 - Roads Garage Maintenance & Repairs		15,822.48	14,000.00	(1,822.48)
16-4000-0640 - Roads Insurance		34,764.17	34,770.00	5.83
16-4000-0650 - Roads Heat-Propane Madawaska Garage		7,806.56	13,000.00	5,193.44
16-4000-0660 - Roads Hydro- Public Works MTO Garage		5,738.17	8,000.00	2,261.83
16-4000-0680 - Roads Radios		2,034.89	850.00	(1,184.89)
16-4000-0690 - Roads Rental/Lease Agreement		2,272.70	5,500.00	3,227.30
16-4000-0700 - Roads Advertising		3,383.52	1,300.00	(2,083.52)
16-4000-0710 - Roads Travel/Accomodations		1,740.34	1,000.00	(740.34)
16-4000-0720 - Roads Association Fees		886.85	800.00	(86.85)
16-4000-0730 - Roads Conferences/Training		859.40	10,000.00	9,140.60
16-4000-0800 - Roads Telephone		968.30	1,000.00	31.70
16-4000-0810 - Roads Office Expense-Postage		656.56	700.00	43.44
16-4000-0820 - Roads Supplies		4,209.61	4,500.00	290.39
16-4000-0821 - Roads - Safety Supplies		1,025.92	1,000.00	(25.92)
16-4000-0900 - Roads Bank Charges & Interest			100.00	100.00
<b>Total Direct Expenses:</b>	<b>0.00</b>	<b>83,582.17</b>	<b>103,020.00</b>	<b>19,437.83</b>
<b>Equipment Expenses</b>				
16-4000-2146 - 2008-Tr#7 Yellow Tandem- Fuel		6,231.63	11,000.00	4,768.37
16-4000-2148 - 2008-Tr#7 Yellow TandemMaintenance & Lic		20,464.12	20,000.00	(464.12)
16-4000-2194 - 2020-Tr#29-Ford F150 Halfton- Fuel		3,599.37	11,500.00	7,900.63
16-4000-2196 - 2020-Tr#29-Ford F150- Maintenance & Lic		1,186.02	3,000.00	1,813.98
16-4000-2197 - 2020-Tr#30-Ford F150 Halfton- Fuel		3,973.87	6,500.00	2,526.13
16-4000-2199 - 2020-Tr#30-Ford F150- Maintenance & Lic		1,278.87	3,000.00	1,721.13
16-4000-2201 - 2014-Tr#24-Ford Super Duty- Fuel	88.73	2,993.61	6,000.00	3,006.39
16-4000-2204 - 2014-Tr#24FordSuperDuty-Maintenance&Lic	(88.73)	5,778.97	5,000.00	(778.97)
16-4000-2208 - Backhoe #26 Fuel		2,920.75	3,500.00	579.25
16-4000-2209 - Backhoe #26 Maintenance		5,490.34	5,000.00	(490.34)
16-4000-2210 - 2018-Tr#27 Red Plow- Fuel		9,193.68	15,500.00	6,306.32
16-4000-2211 - 2018-Tr#27 Red Plow- Maintenance&Lic		14,548.53	20,000.00	5,451.47
16-4000-2214 - 2021-Tr#33 Int'l Plow- Fuel		11,130.30	19,500.00	8,369.70
16-4000-2215 - 2021-Tr#33 Int'l Plow- Maintenance & Lic		6,900.15	20,000.00	13,099.85
16-4000-2218 - 2021-Tr#34 Super Duty- Maintenance & Lic		5,649.53	7,000.00	1,350.47
16-4000-2219 - 2021-Tr#34 Super Duty- Fuel		5,941.49	15,000.00	9,058.51
16-4000-2316 - 2001 #16 Grader- Fuel		6,578.53	14,000.00	7,421.47
16-4000-2318 - 2001 #16 Grader- Maintenance		7,679.23	13,000.00	5,320.77
16-4000-2322 - Sander Spreader #35- Maintenance		28.13	1,000.00	971.87
16-4000-2330 - Excavator #31 Fuel		1,084.42	5,000.00	3,915.58

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**Township of South Algonquin**  
**Transportation Services Budgetary Control**  
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	Current Month	Year to Date	Approved Budget	Variance
16-4000-2332 - Excavator #31 Maintenance		2,192.31	5,000.00	2,807.69
16-4000-2620 - Steamer #13- Fuel & Maintenance			1,000.00	1,000.00
16-4000-2640 - Small Equipment (\$250-\$5000)		4,273.92	4,000.00	(273.92)
16-4000-2641 - Small Equipment- Maintenance		1,439.28	1,500.00	60.72
16-4000-2642 - Small Equipment- Fuel & Oil			800.00	800.00
16-4000-2650 - 2020 Float Trailer #32- Maintenance			2,000.00	2,000.00
16-4000-2651 - UtilityTrailer #28- Maintenance		81.41	500.00	418.59
<b>Total Equipment Expenses:</b>	<b>0.00</b>	<b>130,638.46</b>	<b>219,300.00</b>	<b>88,661.54</b>
<b>Roads - Paved Line 0611</b>				
16-4000-1320 - Roads Hardtop Patching		3,801.19	5,000.00	1,198.81
<b>Total Roads - Paved Line 0611:</b>	<b>0.00</b>	<b>3,801.19</b>	<b>5,000.00</b>	<b>1,198.81</b>
<b>Roads - Unpaved Line 0612</b>				
16-4000-1410 - Roads Loose Top Patching/Washouts			1,500.00	1,500.00
16-4000-1420 - Roads Loose Top Grading/Scarifying			500.00	500.00
16-4000-1430 - Roads Loose Top Dust Control		58,911.87	50,000.00	(8,911.87)
16-4000-1450 - Maintenance Gravel			3,000.00	3,000.00
<b>Total Roads - Unpaved Line 0612:</b>	<b>0.00</b>	<b>58,911.87</b>	<b>55,000.00</b>	<b>(3,911.87)</b>
<b>Bridges &amp; Culverts (&gt;3m) Line 0613</b>				
16-4000-1100 - Roads Bridges & Culverts (>3m Dia.)			4,000.00	4,000.00
<b>Total Bridges &amp; Culverts (&gt;3m) Line 0613:</b>	<b>0.00</b>	<b>0.00</b>	<b>4,000.00</b>	<b>4,000.00</b>
<b>Traffic Oper. &amp; Roadside Maint. Line 0614</b>				
16-4000-1210 - Roads Grass Mowing			7,000.00	7,000.00
16-4000-1600 - Roads Safety Devices/Barcades/signs		7,097.26	3,000.00	(4,097.26)
<b>Total Traffic Oper. &amp; Roadside Maint. Line</b>	<b>0.00</b>	<b>7,097.26</b>	<b>10,000.00</b>	<b>2,902.74</b>
<b>Winter Control Line 0621</b>				
16-4000-1330 - Roads Winter Sand Sweeping			2,000.00	2,000.00
16-4000-1560 - Roads Sand/Salt Materials		9,244.82	39,000.00	29,755.18
<b>Total Winter Control Line 0621:</b>	<b>0.00</b>	<b>9,244.82</b>	<b>41,000.00</b>	<b>31,755.18</b>
<b>Street Lighting Line 0650</b>				
16-4200-0660 - Street Lighting - Hydro		6,009.62	8,200.00	2,190.38
16-4200-0960 - Street Lighting -Repairs		728.60	2,000.00	1,271.40
<b>Total Street Lighting Line 0650:</b>	<b>0.00</b>	<b>6,738.22</b>	<b>10,200.00</b>	<b>3,461.78</b>
<b>Total Operating:</b>	<b>0.00</b>	<b>635,184.10</b>	<b>1,002,860.00</b>	<b>367,675.90</b>
<b>Capital Equipment</b>				
16-4000-0940 - Roads Capital Expenditures		2,267.40	17,000.00	14,732.60
<b>Total Equipment:</b>	<b>0.00</b>	<b>2,267.40</b>	<b>17,000.00</b>	<b>14,732.60</b>
<b>Projects</b>				
16-4000-1821 - Roads Reconstruction Program		21,613.45	60,000.00	38,386.55
<b>Total Projects:</b>	<b>0.00</b>	<b>21,613.45</b>	<b>60,000.00</b>	<b>38,386.55</b>
<b>Total Capital:</b>	<b>0.00</b>	<b>23,880.85</b>	<b>77,000.00</b>	<b>53,119.15</b>
<b>Contributions to Reserves</b>				
16-4000-0970 - Roads Contributions To Reserve			330,190.00	330,190.00
<b>Total Contributions to Reserves:</b>	<b>0.00</b>	<b>0.00</b>	<b>330,190.00</b>	<b>330,190.00</b>
<b>Total EXPENSES:</b>	<b>0.00</b>	<b>659,064.95</b>	<b>1,410,050.00</b>	<b>750,985.05</b>
<b>SURPLUS/(DEFICIT)</b>	<b>0.00</b>	<b>(385,236.66)</b>	<b>(1,042,620.00)</b>	<b>657,383.34</b>

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**Township of South Algonquin**  
**Environmental Services Budgetary Control**  
For the Period Ending September 30, 2023

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	Current Month	Year to Date	Approved Budget	Variance
<b>REVENUES</b>				
<b>Department Generated</b>				
15-2900 - Fees - Garbage Disposal		10,562.54	20,000.00	(9,437.46)
<b>Total Department Generated:</b>	<b>0.00</b>	<b>10,562.54</b>	<b>20,000.00</b>	<b>(9,437.46)</b>
<b>Grants</b>				
15-2970 - Grant - Hazardous Waste			5,000.00	(5,000.00)
<b>Total Grants:</b>	<b>0.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>(5,000.00)</b>
<b>Total REVENUES:</b>	<b>0.00</b>	<b>10,562.54</b>	<b>25,000.00</b>	<b>(14,437.46)</b>
<b>EXPENSES</b>				
<b>Operating</b>				
<b>Rural Storm Sewer System Line 0822</b>				
<b>Labour</b>				
16-4700-0400 - Rural Storm - Wages and Salaries		12,800.33	29,000.00	16,199.67
16-4700-0440 - Rural Storm - E.I.		286.48	700.00	413.52
16-4700-0450 - Rural Storm C.P.P.		613.27	1,350.00	736.73
16-4700-0460 - Rural Storm - W.S.I.B.		380.89	800.00	419.11
16-4700-0470 - Rural Storm - E.H.T.		252.18	600.00	347.82
16-4700-0480 - Rural Storm - OMERS		906.51	1,600.00	693.49
<b>Total Labour:</b>	<b>0.00</b>	<b>15,239.66</b>	<b>34,050.00</b>	<b>18,810.34</b>
<b>Direct Expenses</b>				
16-4000-1220 - Roads Brushing & Tree Trimming		74.22	5,000.00	4,925.78
16-4000-1231 - Maint. Drainage Pipe & Accessories		86.50	500.00	413.50
16-4000-1240 - Catch Basin/Curb/GutterCulvertCleaning			300.00	300.00
<b>Total Direct Expenses:</b>	<b>0.00</b>	<b>160.72</b>	<b>5,800.00</b>	<b>5,639.28</b>
<b>Total Rural Storm Sewer System Line 0822:</b>	<b>0.00</b>	<b>15,400.38</b>	<b>39,850.00</b>	<b>24,449.62</b>
<b>Solid Waste Collection Line 0840</b>				
<b>Labour</b>				
16-4600-0400 - Garb Collect Salaries & Wages		53,667.63	78,000.00	24,332.37
16-4600-0440 - Garbage Collection E.I.C.		1,253.51	1,700.00	446.49
16-4600-0450 - Garbage Collection C.P.P.		3,066.01	4,100.00	1,033.99
16-4600-0460 - Garbage Collection W.S.I.B.		1,695.72	2,100.00	404.28
16-4600-0470 - Garbage Collection E.H.T.		1,121.22	1,500.00	378.78
16-4600-0480 - Garbage Collection Omers		3,502.55	4,600.00	1,097.45
16-4600-0490 - Garbage Collect Other Benefits		5,601.75	6,500.00	898.25
<b>Total Labour:</b>	<b>0.00</b>	<b>69,908.39</b>	<b>98,500.00</b>	<b>28,591.61</b>
<b>Direct Expenses</b>				
16-4600-0510 - Garb.Coll-Clothing Allowance		300.00	500.00	200.00
16-4600-0640 - Garbage Collection Insurance		1,769.12	1,770.00	0.88
16-4600-0680 - Garbage Collection Radio		127.63	130.00	2.37
16-4600-0700 - Garbage Collection Advertising		66.14	300.00	233.86
16-4600-0810 - Garb Coll Office Expense-Posta		343.70	550.00	206.30
16-4600-0820 - Garbage Collection Supplies		948.90	1,000.00	51.10
16-4600-2121 - Garbage Compactor-#23 Diesel Fuel		14,758.03	34,000.00	19,241.97
16-4600-2123 - Garbage Compactor-#23 Repairs/servic	34.59	38,500.69	20,000.00	(18,500.69)
<b>Total Direct Expenses:</b>	<b>34.59</b>	<b>56,814.21</b>	<b>58,250.00</b>	<b>1,435.79</b>
<b>Total Solid Waste Collection Line 0840:</b>	<b>34.59</b>	<b>126,722.60</b>	<b>156,750.00</b>	<b>30,027.40</b>
<b>Solid Waste Disposal Line 0850</b>				
<b>Labour</b>				
16-4650-0400 - Garbage Disposal Salaries/Wage		33,351.93	54,000.00	20,648.07
16-4650-0440 - Garbage Disposal E.I.C.		791.88	1,250.00	458.12
16-4650-0450 - Garbage Disposal C.P.P.		1,898.25	2,800.00	901.75
16-4650-0460 - Garbage Disposal W.S.I.B.		1,020.18	1,500.00	479.82
16-4650-0470 - Garbage Disposal E.H.T.		675.04	1,100.00	424.96
16-4650-0480 - Garbage Disposal Omers		1,084.31	2,600.00	1,515.69
<b>Total Labour:</b>	<b>0.00</b>	<b>38,821.59</b>	<b>63,250.00</b>	<b>24,428.41</b>
<b>Direct Expenses</b>				

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**Township of South Algonquin**  
**Environmental Services Budgetary Control**  
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	Current Month	Year to Date	Approved Budget	Variance
16-4650-0510 - Garb Disp Clothing Allowance		150.00	300.00	150.00
16-4650-0540 - Garb Disp Licences & Permits		63.11	100.00	36.89
16-4650-0600 - Garb Disp Repairs To Building		106.85	500.00	393.15
16-4650-0640 - Garbage Disposal Insurance		2,158.03	2,160.00	1.97
16-4650-0650 - Garbage Disposal Heating		407.58	700.00	292.42
16-4650-0680 - Garbage Disposal Radio		127.62	130.00	2.38
16-4650-0700 - Garbage Disposal Advertising		403.58	500.00	96.42
16-4650-0710 - Garbage Disposal - Travel			100.00	100.00
16-4650-0810 - Garb Disp Office Expense-Posta		48.00	100.00	52.00
16-4650-0820 - Garbage Disposal Supplies		212.55	550.00	337.45
16-4650-1000 - Garbage Disp Site Maintennace-Mat/Equip			5,000.00	5,000.00
16-4650-1821 - Gbd-Airy Landfill Site(Mon/Con		13,882.63	25,000.00	11,117.37
16-4650-1822 - Gbd-Mad.Landfill Site(Mon/Con)		11,657.90	25,000.00	13,342.10
16-4650-1825 - Shredding Initiative		35,414.87	30,000.00	(5,414.87)
16-4650-1830 - Garbage Recycling Service		12,954.08	22,000.00	9,045.92
16-4650-2511 - Garb Disposal Loader Gas #6		3,325.34	6,500.00	3,174.66
16-4650-2513 - Garb Disposal Loader Repairs/servi		1,446.28	5,000.00	3,553.72
<b>Total Direct Expenses:</b>	<b>0.00</b>	<b>82,358.42</b>	<b>123,640.00</b>	<b>41,281.58</b>
<b>Total Solid Waste Disposal Line 0850:</b>	<b>0.00</b>	<b>121,180.01</b>	<b>186,890.00</b>	<b>65,709.99</b>
<b>Waster Diversion Line 0860</b>				
16-4650-0690 - Hazardous Waste Disposal			17,000.00	17,000.00
<b>Total Waster Diversion Line 0860:</b>	<b>0.00</b>	<b>0.00</b>	<b>17,000.00</b>	<b>17,000.00</b>
<b>Total Operating:</b>	<b>34.59</b>	<b>263,302.99</b>	<b>400,490.00</b>	<b>137,187.01</b>
<b>Total EXPENSES:</b>	<b>34.59</b>	<b>263,302.99</b>	<b>400,490.00</b>	<b>137,187.01</b>
<b>SURPLUS/(DEFICIT)</b>	<b>(34.59)</b>	<b>(252,740.45)</b>	<b>(375,490.00)</b>	<b>122,749.55</b>

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**Township of South Algonquin**  
**Health Services Budgetary Control**  
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	Current Month	Year to Date	Approved Budget	Variance
<b>REVENUES</b>				
<b>Department Generated</b>				
15-6000 - Rent and Expenses Ambulance/Helipad		30,548.48	27,500.00	3,048.48
15-3830 - Rent and Expenses- Medical Centre		5,510.00	16,800.00	(11,290.00)
<b>Total Department Generated:</b>	<b>0.00</b>	<b>36,058.48</b>	<b>44,300.00</b>	<b>(8,241.52)</b>
<b>Total REVENUES:</b>	<b>0.00</b>	<b>36,058.48</b>	<b>44,300.00</b>	<b>(8,241.52)</b>
<b>EXPENSES</b>				
<b>Operating</b>				
<b>Public Health Services Line 1010</b>				
16-3000-0603 - Repairs to Medical Centre		2,127.26	1,000.00	(1,127.26)
16-5000-0640 - Health Services Insurance		963.82	965.00	1.18
16-4000-0822 - Roads Water Sampling		499.29	800.00	300.71
16-5110-0990 - Renfrew County Health Unit		15,680.64	23,530.00	7,849.36
<b>Total Public Health Services Line 1010:</b>	<b>0.00</b>	<b>19,271.01</b>	<b>26,295.00</b>	<b>7,023.99</b>
<b>Hospitals Line 1030</b>				
16-5000-0816 - Hospital Donation		5,000.00	5,000.00	
<b>Total Hospitals Line 1030:</b>	<b>0.00</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>0.00</b>
<b>Ambulance Services Line 1030</b>				
16-3200-0600 - Ambulance Service Repairs To Building		710.28	3,500.00	2,789.72
16-3200-0640 - Ambulance Service Insurance		343.47	345.00	1.53
16-3200-0650 - Ambulance Service Heating		2,798.67	6,000.00	3,201.33
16-3200-0660 - Ambulance Service Hydro		1,676.19	2,500.00	823.81
16-3200-0690 - Ambulance Service - rent/lease agreement		223.36	250.00	26.64
16-4000-1701 - Helipad			500.00	500.00
<b>Total Ambulance Services Line 1030:</b>	<b>0.00</b>	<b>5,751.97</b>	<b>13,095.00</b>	<b>7,343.03</b>
<b>Total Operating:</b>	<b>0.00</b>	<b>30,022.98</b>	<b>44,390.00</b>	<b>14,367.02</b>
<b>Contributions to Reserves</b>				
16-5000-0970 - Contributions to Reserves			3,500.00	3,500.00
<b>Total Contributions to Reserves:</b>	<b>0.00</b>	<b>0.00</b>	<b>3,500.00</b>	<b>3,500.00</b>
<b>Total EXPENSES:</b>	<b>0.00</b>	<b>30,022.98</b>	<b>47,890.00</b>	<b>17,867.02</b>
<b>SURPLUS/(DEFICIT)</b>	<b>0.00</b>	<b>6,035.50</b>	<b>(3,590.00)</b>	<b>9,625.50</b>

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**Township of South Algonquin**  
**Social and Family Services Budgetary Control**  
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	Current Month	Year to Date	Approved Budget	Variance
<b>REVENUES</b>				
<b>Department Generated</b>				
15-3800 - Rent - Resource Ctr		5,600.00	9,600.00	(4,000.00)
<b>Total Department Generated:</b>	<b>0.00</b>	<b>5,600.00</b>	<b>9,600.00</b>	<b>(4,000.00)</b>
<b>Total REVENUES:</b>	<b>0.00</b>	<b>5,600.00</b>	<b>9,600.00</b>	<b>(4,000.00)</b>
<b>EXPENSES</b>				
<b>Operating</b>				
<b>General Assistance Line 1210</b>				
16-5200-0600 - Resource Centre Building Repairs		197.09	500.00	302.91
16-5200-0640 - Resource Centre Insurance		255.75	260.00	4.25
16-3000-0661 - Resource Ctr Hydro		1,597.17	2,650.00	1,052.83
16-5500-0990 - District Social Services Admin. Board		375,671.68	563,510.00	187,838.32
<b>Total General Assistance Line 1210:</b>	<b>0.00</b>	<b>377,721.69</b>	<b>566,920.00</b>	<b>189,198.31</b>
<b>Assistance to Aged Persons Line 1220</b>				
16-5600-0600 - Repairs to Seniors Building			3,000.00	3,000.00
16-5600-0640 - Seniors Centre Insurance		1,272.41	1,275.00	2.59
16-5600-0655 - Seniors Centre - Heat		1,553.65	3,500.00	1,946.35
16-5600-0660 - Senior's Centre - Hydro		1,352.99	2,800.00	1,447.01
16-5600-0990 - Casselholme		73,736.00	110,600.00	36,864.00
<b>Total Assistance to Aged Persons Line 1220:</b>	<b>0.00</b>	<b>77,915.05</b>	<b>121,175.00</b>	<b>43,259.95</b>
<b>Total Operating:</b>	<b>0.00</b>	<b>455,636.74</b>	<b>688,095.00</b>	<b>232,458.26</b>
<b>Total EXPENSES:</b>	<b>0.00</b>	<b>455,636.74</b>	<b>688,095.00</b>	<b>232,458.26</b>
<b>SURPLUS/(DEFICIT)</b>	<b>0.00</b>	<b>(450,036.74)</b>	<b>(678,495.00)</b>	<b>228,458.26</b>

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**Township of South Algonquin**  
**Recreation & Cultural Services Budgetary Control**  
For the Period Ending September 30, 2023

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	Current Month	Year to Date	Approved Budget	Variance
<b>REVENUES</b>				
<b>Department Generated</b>				
15-3100 - Fees - Recreation		700.00	1,000.00	(300.00)
15-3102 - Fundraising Revenue - Recreation		18,322.15	15,000.00	3,322.15
15-3300 - Fees - Library		700.00	100.00	600.00
15-3810 - Rent - Recreation		4,739.82	2,000.00	2,739.82
15-4010 - Investment Income - Recreation		555.36	500.00	55.36
<b>Total Department Generated:</b>	<b>0.00</b>	<b>25,017.33</b>	<b>18,600.00</b>	<b>6,417.33</b>
<b>Grants</b>				
15-3200 - Grants-Library-Ontario			10,280.00	(10,280.00)
15-3000 - Fees & Grants - Rec - Canada		4,710.00	4,900.00	(190.00)
<b>Total Grants:</b>	<b>0.00</b>	<b>4,710.00</b>	<b>15,180.00</b>	<b>(10,470.00)</b>
<b>From Reserves</b>				
15-9000-0206 - Transfer from Reserves to Recreation			18,500.00	(18,500.00)
15-9000-0207 - Transfer from Reserves to Library			7,200.00	(7,200.00)
<b>Total From Reserves:</b>	<b>0.00</b>	<b>0.00</b>	<b>25,700.00</b>	<b>(25,700.00)</b>
<b>Total REVENUES:</b>	<b>0.00</b>	<b>29,727.33</b>	<b>59,480.00</b>	<b>(29,752.67)</b>
<b>EXPENSES</b>				
<b>Operating</b>				
<b>Recreation</b>				
<b>Labour</b>				
16-6000-0400 - Recreation Salaries And Wages		56,387.43	87,000.00	30,612.57
16-6000-0440 - Recreation E.I.C.		1,361.84	1,900.00	538.16
16-6000-0450 - Recreation C.P.P.		2,776.53	4,100.00	1,323.47
16-6000-0460 - Recreation W.S.I.B.		1,751.38	2,400.00	648.62
16-6000-0470 - Recreation E.H.T.		1,168.80	1,700.00	531.20
16-6000-0480 - Recreation Omers		2,670.11	3,500.00	829.89
<b>Total Labour:</b>	<b>0.00</b>	<b>66,116.09</b>	<b>100,600.00</b>	<b>34,483.91</b>
<b>Direct Expenses</b>				
16-6000-0690 - Recreation Rental/Lease Agreem			200.00	200.00
16-6000-0700 - Recreation Advertising			500.00	500.00
16-6000-0710 - Recreation Travel		2,348.94	3,500.00	1,151.06
16-6000-0730 - Recreat Conferences/Training		44.95	500.00	455.05
<b>Total Direct Expenses:</b>	<b>0.00</b>	<b>2,393.89</b>	<b>4,700.00</b>	<b>2,306.11</b>
<b>Parks Line 1610</b>				
16-6000-0530 - Recreation Small Tools		196.39	200.00	3.61
16-6000-0601 - Maintenance/Repairs- privies		3,126.11	10,000.00	6,873.89
16-6000-0603 - Rec Repairs/Maintenance Rink Madawaska		70.95	500.00	429.05
16-6000-0604 - Rec Repairs/Maintenance Rink Whitney		212.49	500.00	287.51
16-6000-0605 - Flood Lighting- Hydro		506.17	1,000.00	493.83
16-6000-0610 - Recreation Repairs Equip Madawaska		364.42	500.00	135.58
16-6000-0611 - Recreation RepairsEquip-KubotaMower		747.67	1,000.00	252.33
16-6000-0612 - Recreation-Repairs Equip Whitney		33.60	1,000.00	966.40
16-6000-0620 - Recreation Gas & Oil-Madawaska			200.00	200.00
16-6000-0621 - Recreation Gas/Oil Kubota		182.05	600.00	417.95
16-6000-0622 - Recreation-Gas & Oil- Whitney -Zamboni		192.73	500.00	307.27
16-6000-0641 - Insurance - Trestle		1,417.20	1,420.00	2.80
16-6000-0950 - Recreation Maintenance to Playgrounds		1,527.14	1,500.00	(27.14)
<b>Total Parks Line 1610:</b>	<b>0.00</b>	<b>8,576.92</b>	<b>18,920.00</b>	<b>10,343.08</b>
<b>Recreational Programs Line 1620</b>				
16-3000-0814 - Bow Club Levy		2,500.00	2,500.00	
16-6000-0820 - Recreation Supplies-Madawaska		1,162.82	5,000.00	3,837.18
16-6000-0822 - Recreation Supplies Whitney		1,255.71	3,000.00	1,744.29
16-6000-0823 - Fundraising Expenses- Whitney		6,305.90	10,000.00	3,694.10
16-6000-0824 - Fundraising Expenses- M & L		9,950.52	5,000.00	(4,950.52)
16-6000-0960 - Recreation Grant Expenses		4,703.82	4,900.00	196.18
16-6000-0920 - Recreation Programming			1,000.00	1,000.00
<b>Total Recreational Programs Line 1620:</b>	<b>0.00</b>	<b>25,878.77</b>	<b>31,400.00</b>	<b>5,521.23</b>
<b>Docks Line 1631</b>				

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**Recreation & Cultural Services Budgetary Control**  
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16-6000-0642 - Insurance - Boat Launch		4,466.13	4,470.00	3.87
16-6000-1809 - Dock Lighting- Hydro		347.44	550.00	202.56
16-6000-1810 - Dock/Boat Launch Maintenance		5,052.30	2,000.00	(3,052.30)
<b>Total Docks Line 1631:</b>	<b>0.00</b>	<b>9,865.87</b>	<b>7,020.00</b>	<b>(2,845.87)</b>
<b>Recreational Facilities Line 1634</b>				
16-6000-0600 - Recreation Repairs To Building-Madawaska		13,497.57	18,500.00	5,002.43
16-6000-0602 - Recreation Repairs to Building-Whitney		5,502.45	8,000.00	2,497.55
16-6000-0640 - Recreation Insurance		12,143.95	12,550.00	406.05
16-6000-0650 - Recreation Heating Madawaska		3,793.36	6,600.00	2,806.64
16-6000-0652 - Recreation Heating Whitney		2,630.93	4,000.00	1,369.07
16-6000-0660 - Recreation Hydro Madawaska		2,760.56	5,000.00	2,239.44
16-6000-0662 - Recreation Hydro Whitney		1,758.18	4,000.00	2,241.82
16-6000-0670 - Recreation Cleaning Supplies Madawaska		780.37	1,000.00	219.63
16-6000-0672 - Recreation Cleaning Supplies Whitney		489.10	1,000.00	510.90
16-6000-0800 - Recreation Telephone		1,645.59	2,600.00	954.41
16-6000-0810 - Recreat Office Exp-Postage-Madawaska			500.00	500.00
16-6000-0812 - Recreation Office Exp-Postage-Whitney		27.21	150.00	122.79
<b>Total Recreational Facilities Line 1634:</b>	<b>0.00</b>	<b>45,029.27</b>	<b>63,900.00</b>	<b>18,870.73</b>
<b>Total Recreation:</b>	<b>0.00</b>	<b>157,860.81</b>	<b>226,540.00</b>	<b>68,679.19</b>
<b>Libraries Line 1640</b>				
<b>Labour</b>				
16-6100-0400 - Library Salaries And Wages		40,896.83	51,000.00	10,103.17
16-6100-0440 - Library E.I.C.		979.24	1,100.00	120.76
16-6100-0450 - Library C.P.P.		2,266.32	2,950.00	683.68
16-6100-0460 - Library W.S.I.B.		1,097.08	1,460.00	362.92
16-6100-0470 - Library E.H.T.		836.87	970.00	133.13
16-6100-0480 - OMERS		3,862.34		(3,862.34)
<b>Total Labour:</b>	<b>0.00</b>	<b>49,938.68</b>	<b>57,480.00</b>	<b>7,541.32</b>
<b>Direct Expenses</b>				
16-6100-0540 - Library Licences & Permits		101.76	200.00	98.24
16-6100-0590 - Library Books		4,721.74	7,000.00	2,278.26
16-6100-0600 - Library Repairs To Building		522.03	2,000.00	1,477.97
16-6100-0610 - Library Repairs To Equipment			400.00	400.00
16-6100-0640 - Library Insurance		2,259.49	2,260.00	0.51
16-6100-0650 - Library Heating		900.26	2,000.00	1,099.74
16-6100-0660 - Library Hydro		2,034.79	3,000.00	965.21
16-6100-0670 - Library Cleaning		70.17	200.00	129.83
16-6100-0690 - Library Rental/Lease Agreement		821.91	1,000.00	178.09
16-6100-0700 - Library Advertising		76.32	500.00	423.68
16-6100-0710 - Library Travel			900.00	900.00
16-6100-0730 - Library Conferences/Training		116.88	250.00	133.12
16-6100-0800 - Library Telephone		2,013.30	2,800.00	786.70
16-6100-0810 - Library Office Expense-Postage		47.18	250.00	202.82
16-6100-0820 - Library Supplies		4,832.95	4,000.00	(832.95)
16-6100-0960 - Library Conditional Grant Expense		3,232.66	3,320.00	87.34
<b>Total Direct Expenses:</b>	<b>0.00</b>	<b>21,751.44</b>	<b>30,080.00</b>	<b>8,328.56</b>
<b>Total Libraries Line 1640:</b>	<b>0.00</b>	<b>71,690.12</b>	<b>87,560.00</b>	<b>15,869.88</b>
<b>Total Operating:</b>	<b>0.00</b>	<b>229,550.93</b>	<b>314,100.00</b>	<b>84,549.07</b>
<b>Capital</b>				
<b>Murchison &amp; Lyell</b>				
16-6000-0940 - Recreation Cap Exp- M&L Rec		7,219.92	16,000.00	8,780.08
<b>Total Murchison &amp; Lyell:</b>	<b>0.00</b>	<b>7,219.92</b>	<b>16,000.00</b>	<b>8,780.08</b>
<b>Whitney</b>				
16-6000-0942 - Recreation Cap Exp-Whitney Rec	1,305.00	3,268.72	2,000.00	(1,268.72)
<b>Total Whitney:</b>	<b>1,305.00</b>	<b>3,268.72</b>	<b>2,000.00</b>	<b>(1,268.72)</b>
<b>Library</b>				
16-6100-0940 - Library Capital Expenditure		7,526.08	8,500.00	973.92

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**Township of South Algonquin**  
**Recreation & Cultural Services Budgetary Control**  
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<b>Total Library:</b>	0.00	7,526.08	8,500.00	973.92
<b>Total Capital:</b>	1,305.00	18,014.72	26,500.00	8,485.28
<b>Total EXPENSES:</b>	1,305.00	247,565.65	340,600.00	93,034.35
<b>SURPLUS/(DEFICIT)</b>	(1,305.00)	(217,838.32)	(281,120.00)	63,281.68

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**Township of South Algonquin**  
**Planning Services Budgetary Control**  
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	Current Month	Year to Date	Approved Budget	Variance
<b>REVENUES</b>				
<b>Department Generated</b>				
15-4100 - Sale Of Land-Shoreline Rd Allowances		3,461.15	3,000.00	461.15
15-4110 - Planning Applications		9,361.13	11,000.00	(1,638.87)
<b>Total Department Generated:</b>	<b>0.00</b>	<b>12,822.28</b>	<b>14,000.00</b>	<b>(1,177.72)</b>
<b>Total REVENUES:</b>	<b>0.00</b>	<b>12,822.28</b>	<b>14,000.00</b>	<b>(1,177.72)</b>
<b>EXPENSES</b>				
<b>Operating</b>				
<b>Planning and Zoning Line 1810</b>				
<b>Labour</b>				
16-6300-0400 - Planning Wages & Salaries		19,172.57	35,000.00	15,827.43
16-6300-0440 - Planning EIC		457.23	800.00	342.77
16-6300-0450 - Planning CPP		1,147.12	1,900.00	752.88
16-6300-0460 - Planning WSIB		599.67	1,000.00	400.33
16-6300-0470 - Planning EHT		396.39	700.00	303.61
16-6300-0480 - Planning OMERS		1,861.68	3,200.00	1,338.32
<b>Total Labour:</b>	<b>0.00</b>	<b>23,634.66</b>	<b>42,600.00</b>	<b>18,965.34</b>
<b>Direct Expenses</b>				
16-6300-0690 - Planning Rental/Lease Agreement		1,294.15	1,800.00	505.85
16-6300-0700 - Planning - Advertising		630.92	1,000.00	369.08
16-6300-0710 - Travel/Accommodations/Meals		941.64	2,000.00	1,058.36
16-6300-0720 - Planning Association Fees		585.53	600.00	14.47
16-6300-0730 - Planning Conferences/Training		1,005.00	1,000.00	(5.00)
16-6300-0820 - Planning Supplies		1,004.15	500.00	(504.15)
16-6300-0840 - Planning Legal		1,392.04	2,000.00	607.96
16-6300-0850 - Planning Consultants		8,498.28	15,000.00	6,501.72
16-6300-0000 - Planning & Development (Official Plan)		21,124.79	25,000.00	3,875.21
<b>Total Direct Expenses:</b>	<b>0.00</b>	<b>36,476.50</b>	<b>48,900.00</b>	<b>12,423.50</b>
<b>Total Planning and Zoning Line 1810:</b>	<b>0.00</b>	<b>60,111.16</b>	<b>91,500.00</b>	<b>31,388.84</b>
<b>Total Operating:</b>	<b>0.00</b>	<b>60,111.16</b>	<b>91,500.00</b>	<b>31,388.84</b>
<b>Contributions to Reserves</b>				
16-6300-0970 - Contributions to Reserve			15,000.00	15,000.00
<b>Total Contributions to Reserves:</b>	<b>0.00</b>	<b>0.00</b>	<b>15,000.00</b>	<b>15,000.00</b>
<b>Total EXPENSES:</b>	<b>0.00</b>	<b>60,111.16</b>	<b>106,500.00</b>	<b>46,388.84</b>
<b>SURPLUS/(DEFICIT)</b>	<b>0.00</b>	<b>(47,288.88)</b>	<b>(92,500.00)</b>	<b>45,211.12</b>