



**TOWNSHIP OF ALFRED AND PLANTAGENET
AGENDA
COMMITTEE OF THE WHOLE**

**Tuesday, November 29, 2022, 7:00 P.M.
TOWN HALL CONFERENCE ROOM**

Pages

1.	<u>OPENING OF THE MEETING</u>	
2.	<u>ADOPTION OF THE AGENDA</u>	
3.	<u>DISCLOSURES OF PECUNIARY INTERESTS</u>	
4.	<u>DELEGATIONS AND PRESENTATIONS</u>	
	None	
5.	<u>REPORTS FROM DEPARTMENTS/COMMITTEES</u>	
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Members of the public must state their name and direct their question/comment on any matter which is related to any item included in this agenda to the Presiding Officer.

The maximum time allowed in all circumstances for a question/comment shall be three (3) minutes per person per meeting. There shall be a maximum of 30 minutes dedicated to the question/comment period.

At no time shall this question period be taken by members of the audience to make

speeches or accusations.

9. ADJOURNMENT



CANTON / TOWNSHIP
ALFRED AND PLANTAGENET

CORPORATION DU CANTON D'ALFRED ET PLANTAGENET

Greffé

Dotation du poste de commissaire à l'intégrité

DATE: le 29 novembre 2022
FILIÈRE : GR-06-2022

INTRODUCTION

En vertu de l'article 223.3 de la *Loi de 2001 sur les municipalités*, le canton d'Alfred et Plantagenet doit nommer un commissaire à l'intégrité.

NATURE DE LA DEMANDE

En 2019, dans le cadre d'un processus de sélection conjoint avec les municipalités des Comtés unis de Prescott Russell, la municipalité avait nommé M. John Saywell. Le mandat de M. Saywell se termine le 31 décembre 2022, et il ne souhaite pas renouveler l'entente.

Le présent rapport vise donc à informer les membres du conseil des démarches entreprises pour pourvoir le poste de commissaire à l'intégrité pour le Canton d'Alfred et Plantagenet.

CONTEXTE LÉGAL

L'article 223.3 de la *Loi de 2001 sur les municipalités* stipule que la municipalité est autorisée à nommer un commissaire à l'intégrité qui est chargé d'exercer, de façon indépendante, les fonctions que lui attribue la municipalité, notamment :

1. L'application du code de conduite établi à l'intention des membres du conseil
2. L'application des règles et des politiques de la municipalité en lien avec l'éthique des membres du conseil
3. L'application de la loi sur les conflits d'intérêts municipaux
4. Les demandes de conseils des membres du conseil concernant le code de conduite
5. Les demandes de conseil des membres en lien avec les règles et les politiques, ainsi que la Loi sur les conflits d'intérêts municipaux, et
6. La fourniture de renseignements éducatifs aux membres du conseil.

COMMENTAIRES DES AUTRES SERVICES

S.O.

IMPLICATIONS FINANCIÈRES

Les services du commissaire à l'intégrité sont assujettis à un taux horaire de 295 \$, avec un acompte provisionnel annuel de 4 000 \$.

Un montant de 7 500 \$ est prévu au budget 2023 sous la rubrique GL14-1314-4510, en lien avec les services du commissaire à l'intégrité.

COMMENTAIRES

Une demande de propositions pour les services de commissaire à l'intégrité a été préparée conjointement par les municipalités de Casselman et du Canton d'Alfred et Plantagenet, la Cité de Clarence-Rockland, la ville de Hawkesbury, et le Canton de Russell.

La demande a été publiée à l'aide de la plateforme Bids&Tenders, sur le site web de la municipalité de Casselman le 27 septembre 2022, et la date limite pour soumettre une offre était le 20 octobre à 15 h.

La demande de proposition a aussi été envoyée aux personnes suivantes : Mme Sheppard, la commissaire à l'intégrité de la ville d'Ottawa, M. Tony Fleming, qui représente la totalité des municipalités des Comtés unis de Stormont, Dundas et Glengarry, ainsi qu'à M. Patrice J. Cormier et M. Jean-Jacques LaCombe.

Deux offres de services ont été reçues, M. Tony Fleming, de la firme Cunningham, Swan, Carty, Little and Bonham LLP. L'offre de M. Patrice J. Cormier a été reçue le 26 octobre, et a donc dû être rejetée.

Les greffiers des cinq municipalités se sont rencontrés afin d'évaluer la proposition reçue, et après discussion, sont d'avis que M. Tony Fleming a su démontrer qu'il possède amplement d'expérience, à la fois en tant qu'avocat, qu'en tant que commissaire à l'intégrité.

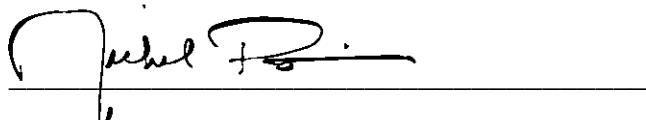
Ainsi, le comité recommande la nomination de M. Tony Fleming à titre de commissaire à l'intégrité pour un mandat de deux années et demie, soit du 1^{er} janvier 2023 au 30 juin 2025.

Le greffe demande que le conseil autorise l'administration à communiquer avec M. Tony Flemming de la firme Cunningham, Swan, Carty, Little and Bonham LLP pour négocier une entente pour les services de commissaire à l'intégrité et préparer un règlement pour adoption lors de la prochaine réunion ordinaire du conseil, le 6 décembre 2022.

LIEN AVEC LE PLAN STRATÉGIQUE

Le bureau du commissaire à l'intégrité et la nomination d'un commissaire viennent appuyer la bonne gouvernance du conseil.


Annie Rochefort
Greffière


Michel Potvin
Directeur général

REQUEST FOR PROPOSAL

INTEGRITY COMMISSIONER SERVICES

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Introduction

This Request for Proposals (RFP) is an invitation by the Township of Alfred-Plantagenet, the Municipality of Casselman, the City of Clarence-Rockland, the Town of Hawkesbury and the Township of Russell to prospective respondents to submit proposals for the provision of services as an Integrity Commissioner to administer the Code of Conduct approved by the Council, including providing advice to Members of Council, and investigating complaints. The appointment will be based on an as required basis, from January 1, 2023, to June 30, 2025, with an option to renew for one (1) additional year.



Background

The Township of Alfred-Plantagenet, the Municipality of Casselman, the City of Clarence-Rockland, the Town of Hawkesbury and the Township of Russell are administered through a lower-tiered system of municipal government, that is to say the upper tier (United Counties of Prescott and Russell) and the local tier (eight local municipalities). The following is the total population and Council composition for the respective municipalities:

Municipalities	Population	Council composition
Alfred-Plantagenet	9 949	5 members
Casselman	3960	5 members
Clarence-Rockland	26 505	9 members
Hawkesbury	10 194	7 members
Russell	19 598	5 members

Each Council adopted a Code of Conduct and a complaint protocol. These documents are included as appendix A. The Code of Conduct and the complaint protocol to the integrity commissioner are living documents intended to be amended and updated from time to time.

Scope of Work

The Integrity Commissioner is an independent and impartial position that reports directly to Council and whose powers and duties are set out in the *Municipal Act, 2001*.

The Integrity Commissioner will be responsible for administering the Council Code of Conduct and for investigating formal complaints and alleged breaches of the said Code of Conduct in accordance with the accountability and transparency provisions of the *Municipal Conflict of Interest Act*. This is a critical role in maintaining public confidence in the municipal government.

The Integrity Commissioner performs four basic roles:

Advisory

- Provides advice to Council to prevent potential violations of the Code of Conduct
- Reviews the Code of Conduct to ensure it meets the needs of Council
- Provides advice to the public on matters relating to the conduct of Council
- Provides advice regarding the *Municipal Conflict of Interest Act*

Education

- Provides educational information to members of Council on the Code of Conduct and integrity
- Provides information to the public on the expected conduct of the members of Council through the development of a website
- Prepares and delivers an annual report to Council containing a summary of activities, if any, during the previous calendar year

Complaint investigation

- Assesses complaints from the public to determine their validity
- Investigates valid complaints
- Conducts inquiries upon complaint for *Municipal Conflict of Interest Act* and code of conduct (MCIA) matters
- Reports the results of the investigations to Council and the public

Complaint adjudication

- Determines whether a member of Council has violated a Municipal protocol, by-law or policy governing ethical behaviour
- Recommends appropriate discipline as outlined in the By-Law for members found in violation of the Code of Conduct
- Reports the results of an investigation through Council
- After completing an investigation, could decide to apply to a judge for a determination as to whether the member contravened the MCIA

The Integrity Commissioner does not have authority over the conduct of Municipal employees.

Qualifications

Qualifications for this position should include:

1. Ability to provide service in both official languages;
2. Proven impartiality and neutrality, such as that of a judge;
3. Ability to provide services on a part-time, flexible and as-needed basis;
4. No other involvement in political campaigning/endorsement, or related conflicts of interest;
5. No financial interest in the work undertaken by the municipality;
6. An independent person who personifies high ethical standards;
7. Experience managing sensitive inquiries, conducting investigations and making appropriate recommendations;
8. Excellent communication and superior writing skills;
9. Familiarity with investigator procedures and the applicable legal principles;
10. General knowledge and appreciation of municipal government;
11. Ability to interpret and apply the provisions of various statutes, regulations, policies and other enabling frameworks;
12. Impartiality, wisdom, sound judgment combined with the ability to inspire trust and confidence; and,
13. At least ten years of senior-level management, legal or quasi-judicial experience.

Work Plan

The proponent's response shall provide detail of the following:

1. A statement acknowledging an understanding of the requirements;
2. A work plan setting out how the Proponent would ensure the quality of work and cost effectiveness. The work plan shall also set out proposed response times and any communication and co-ordination procedures that the proponent proposes, where it is appropriate to do so. The work plan must include who will provide the service in case of emergency and/or conflict of interest (back-up);
3. A training plan for members of Council, the public and concerned employees.
4. Other pertinent information as outlined in the evaluation criteria section located at page 5 of this document.

Appointment

The term of the contract will be from January 1, 2023, to June 30, 2025, with an option to renew for one (1) additional year at the municipality's sole discretion.

Subcontracting

The successful respondent shall not assign or sublet any portion of the work except for the provisions included in the work plan for an appointed substitute in case of emergency and/or conflict of interest.

Selection Process

The selection process will start with a review of the contents of the submissions as received, any clarifications requested and from reference checks. The municipalities reserve the right to reject any or all submissions and shall not be bound to accept any of them.

The municipalities shall have the right to negotiate with each and every respondent the terms and conditions of their proposal, the details of the contract and the inclusion or exclusion of all or any portion of the role of the Integrity Commissioner outlined in this document. Negotiations may take the form of adding, deleting or modifying requirements to obtain the best possible price. There is no obligation to negotiate with only one respondent to the exclusion of the other respondents.

Evaluation Criteria

Proposals will be evaluated based on the information provided by the respondent and the evaluation criteria will be as follows:

	BEST VALUE EVALUATION CRITERIA	Weighted Score
1.	Qualifications and Experience- Investigative Experience Respondents are to give at least two (2) examples which demonstrate how their previous experience aligns with the role of the proposed Integrity Commissioner, such as: <ul style="list-style-type: none">• impartiality and neutrality in managing sensitive inquiries and conducting investigations and making appropriate recommendations;• expertise with investigative techniques and procedures and in gathering of evidence and its legal interpretation; and• adjudicative skills or similar related experience.	25%
2.	Qualifications and Experience - General Municipal and Ontario Municipal Law Knowledge Respondents shall provide: A minimum of two (2) examples which demonstrate broad knowledge and experience related to municipal government, the role of a municipal integrity commissioner, as well as practices, procedures, methods and mandates related to the municipal sector.	35%
3.	Price – Costing Proposal Provide a retainer fee for training, emails about conflict of interest from Council members and other related duties. Respondents shall also provide an hourly rate for their complaint process services.	25%
4.	Value Added – Public Relations Provide examples, which demonstrate past experiences where they have successfully dealt with elected officials, the media and the public.	15%
	TOTAL	100

The municipalities, in its sole discretion may adjust the evaluation score or ranking of proposal submissions as an outcome of the clarifications.

Fee Structure

The proposed 'Retainer Fee' shall include any mandatory training requirements, any unofficial discussions with members of Council and/or the administration. The proposed hourly rates shall apply when formal advice is required by members of Council and/or the administration or when a complaint is investigated.

Indemnity and Insurance Requirements

The municipalities agrees to indemnify and save harmless the successful proponent or any person acting under the instructions of the successful proponent for costs reasonably incurred by either of them in connection with the defence of a proceeding if the proceeding relates to an act done in good faith in the performance or intended performance of a duty or authority under Section 223 of the *Municipal Act*, 2001, as amended or a by-law passed under it or an alleged neglect or default in the performance in good faith of the duty or authority.

Insurance (from successful respondents only)

The successful respondent shall at their own expense within 10 days of notification of acceptance and prior to the commencement of work, obtain and maintain until the termination of the contract or otherwise stated, provide the municipalities with evidence of:

Commercial General Liability Insurance

Commercial General Liability Insurance issued on an occurrence basis for an amount of not less than \$5,000,000. per occurrence / \$5,000,000., annual aggregate for any negligent acts or omissions by the contractor relating to its obligations under this agreement. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; personal injury and advertising injury; contractual liability; premises, property & operations; non-owned automobile; broad form property damage; owners & contractors protective; occurrence property damage; products & completed operations; employees as Additional Insured(s); contingent employers' liability; tenants' legal liability; cross liability and severability of interest clause.

Such insurance shall add the municipalities as Additional Insured subject to a waiver of subrogation with respect to the operations of the successful proponent. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the municipalities.

Automobile Liability Insurance

Automobile liability insurance with respect to owned or leased vehicles used directly or indirectly in the performance of the services covering liability for bodily injury, death and damage to property with a limit of not less than \$5,000,000., inclusive for each and every loss.

Professional Liability Insurance

Professional liability (errors and omissions) insurance coverage shall be obtained for a limit of not less than \$2,000,000. If such insurance is issued on a claims made basis, coverage shall contain a twenty four (24) months extended reporting period or be maintained for a period of two (2) years subsequent to conclusion of services provided under this agreement.

The successful respondent is responsible to keep their assets / property insured – failure to do so does not impose any liability on behalf of the Municipality.

Any and all deductibles shall be the sole responsibility of the respondent – the Municipalities shall bear no cost towards such deductible.

The respondent shall provide evidence of WSIB or its equivalent.

The Policies shown above shall not be cancelled unless the Insurer notifies the municipalities in writing at least thirty (30) days prior to the effective date of the cancellation. The insurance policy will be in a form and with a company, which are, in all respects, acceptable to SWCHC.

The Integrity Commissioner shall obtain the insurance coverage as detailed in the RFP, and shall provide evidence of such coverage to the Municipality.

Notwithstanding the above, the Municipality reserves the right to extend its Municipality Liability coverage to the Integrity Commissioner, if agreeable by its Insurer. The Insurer's refusal to extend coverage does not relieve the Integrity Commissioner from their insurance obligations set out above, and does not impose any additional liability on the Municipality.

Indemnification Clause

The Respondent shall defend, indemnify and save harmless the Municipalities, elected officials, officers, and employees from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs including legal costs, interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service arising out of allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the Respondent, their directors, officers, employees, agents, contractors or other parties which the Respondent is responsible. This indemnity shall be in addition to and not in lieu of any insurance to be provided to the Municipalities in accordance with the Agreement / contract and shall survive this Agreement / contract.

Freedom of Information

The municipalities are subject to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*. As a result, the municipalities cannot guarantee that any information forwarded can be held in confidence.

Respondents must identify in their submission any information which they feel is confidential and which should remain confidential. Respondents must specify their reasons and those sections of the Act, which support the confidentiality.

Confidential information must be included in a separate section of the submission. This will facilitate the ability to make other parts of the submission available to the public.

In all circumstances, the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* will prevail.

Accommodation for Proponents with Disabilities

The municipalities are committed to providing equal treatment to people with disabilities with respect to the use and benefit of municipal services, programs and goods in a manner that respects their dignity and that is equitable in relation to the broader public. In accordance with the Ontario Human Rights Code, *Ontarians with Disabilities Act, 2001* (ODA) and *Accessibility for Ontarians with Disabilities Act, 2005* (AODA), the municipalities will accommodate for a disability, ensuring full and equitable participation throughout the RFP process.

If a proponent requires this RFP in a different format to accommodate a disability, the proponent must contact the Municipal Contact as soon as possible and in any event prior to the Submission Deadline. The RFP and all addenda if any will be issued only to the requesting proponent.

Questions

Questions can be addressed to:

Sébastien Dion, Clerk
Tel: 613-764-3139 ext. 206
Email: sdion@casselman.ca

All clarification requests are to be sent in writing to the individual mentioned above. No clarification requests will be accepted by telephone.

Amendments or changes to this RFP prior to the closing date and time stated herein will only be in the form of written addenda and said addenda will be issued by the Clerk. Any addenda will be distributed through www.casselman.ca. It is the Proponent's sole responsibility to check this Web Site regularly to inform itself of any posted Addendum. The municipalities make no promises or guarantees that addenda will be delivered by any means to any proponent. By submitting a proposal submission in response to this RFP, the Proponent acknowledges and agrees that addenda shall only be posted on www.casselman.ca and it is the sole responsibility of the Proponent to check this Web Site for said addenda.

Deadline for questions: Wednesday October 12th, 2022

Rights Reserved by the municipalities

The municipalities reserve the right without prejudice to reject any and all submissions in whole or in part, and to determine in its own best judgment, the businesses or individuals best qualified to undertake this contract.

The municipalities are not responsible for any costs incurred by the respondents in the preparation of their submissions or attendance at any selection interviews (if required).

The municipalities reserve the right to terminate the contract without notice if due to non-performance and unsatisfactory services.

The municipalities reserve the right to schedule and/or request required services or to call in alternate services if the proponent is unable to provide the service when it is requested.

The municipalities will hire the successful proponent on an as and when required basis and does not guarantee a specific quantity of work.

Submission Basic Requirements

Submissions should include, but not be limited to, the following information:

- Contact information, including the business or individual's full name, complete address, telephone number, fax number (if available), contact person's full name and email address;
- A brief description of your firm – its clients, its history, its projects, its staff;
- An outline of the services to be provided (Work Plan as outlined at page 4);
- An outline of past experience in similar projects;

A cost proposal;

- References (see below for more detail);
- Any other supporting information you may wish to include with your submission;
- Submit one (1) copy of the completed document clearly marked as to contents, to the address below or via email in a readable format such as PDF or MS Word.

Failure to complete and include information as required may result in your submission not being considered. Point by point response is requested. Respondents shall address each and every required item as indicated above.

References

Please state the name, address, phone number and contact person for all references supplied. The submission of a response authorizes the municipalities to contact all references provided. Failure to provide references and details of experience may result in the submission not being considered.

Closing Time and Date

Submissions must be received by no later than 3:00 p.m. on Thursday, October 12, 2022, to:

**The Municipality of Casselman
751 St-Jean
Casselman ON K0A 1M0, P.O. 710**

Attention: Sébastien Dion, Clerk

Email: sdion@casselman.ca

Please note on the front cover page:

“RFP – Integrity Commissioner Services –”.

Respondents are advised there will NOT be a public opening for this RFP.
Submissions received after the above time will not be considered.

APPENDIX A

Municipality	Council Code of Conduct	Complain Procedure
Alfred-Plantagenet	By-Law 2019-33	By-Law 2019-33
Casselman	By-Law 2019-008 (Consolidated)	By-Law 2019-037 (Consolidated)
Clarence-Rockland	By-Law 2019-40	By-Law 2019-40
Hawkesbury	By-Law 13-2019	By-Law 13-2019
Russell	By-Law 2019-021 (Consolidated)	Bylaw 2019-038



CANTON / TOWNSHIP
ALFRED AND PLANTAGENET

CORPORATION DU CANTON D'ALFRED ET PLANTAGENET

Direction générale

Projet de politique pour la gouvernance des comités du canton

DATE: le 29 novembre 2022
FILIÈRE : DG-17-2022

INTRODUCTION

Le Canton d'Alfred et Plantagenet utilise divers comités pour appuyer la bonne gouvernance du conseil. Cette pratique, souhaitable aux yeux de l'administration, encourage un rapprochement entre la population dans la sphère municipale.

Toutefois, nos processus actuels en matière de gestion de comités sont, au mieux, flous et inconsistants. Ceci a contribué par le passé à certaines frustrations en raison, par exemple, de mandat non-défini et d'absence de cadre de référence définissant les objectifs et la raison d'être d'un comité.

Le présent projet de politique vise donc à éliminer toute ambiguïté en définissant clairement le processus de gouvernance des divers comités et, par le fait même, appuyer la bonne gouvernance du conseil municipal.

Présentement, 12 comités sont répertoriés sur notre site web, dont plusieurs sont inactifs depuis longtemps.

NATURE DE LA DEMANDE

Le présent rapport a pour but d'obtenir une rétroaction du conseil en lien avec le projet de politique sur les comités **en pièce jointe au présent rapport**.

CONTEXTE LÉGAL

Un comité officiel du canton- incluant un sous-comité- devrait toujours être créé par résolution du conseil avec un mandat et des objectifs clairs définis dans un cadre de référence.

Par ailleurs, il est important de noter que les comités officiels du canton sont assujettis aux mêmes règles de gouvernances que le conseil, notamment le code de conduite, le règlement de procédure, la publication d'avis de réunions et la tenue de réunions publiques. *Click or tap here to enter text.*

COMMENTAIRES DES AUTRES SERVICES

Le greffe devra amender le règlement de procédure advenant que le conseil accepte de se doter d'une politique régissant la gouvernance des comités.

IMPLICATIONS FINANCIÈRES

Le projet de politique n'aurait aucune nouvelle implication financière.

Il convient toutefois de préciser qu'à l'heure actuelle, 3 comités reçoivent un budget annuel de 5 000\$ (Environnement, Loisirs et Arts et Culture). Il conviendrait d'uniformiser la pratique pour fins d'équité.

Les membres du public siègent bénévolement aux divers comités (à moins d'exigences statutaires) alors qu'un membre du conseil reçoit une rémunération du 50\$ par rencontre.

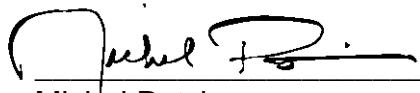
COMMENTAIRES

Les 3 changements majeurs proposés par cette politique sont les suivants :

- 1- La présidence de chaque comité serait assumée par un membre du conseil ;
- 2- Un membre de l'administration serait officiellement attribué à chaque comité à titre de personne-ressource ; et
- 3- Chaque comité serait assujetti à un cadre de gouvernance rigoureux précisant, notamment, la composition et la nomination des membres, l'adoption d'un calendrier de rencontres, la publication des ordres du jour, la tenue de réunions publiques ainsi que la publication des procès-verbaux sur le site web du canton.

LIEN AVEC LE PLAN STRATÉGIQUE 2021-2023

Ce projet de politique vient appuyer la stratégie : « Appuyer la bonne gouvernance du conseil. »



Michel Potvin
Directeur général

Corporation of the Township of Alfred and Plantagenet

By-Law 2022-xxx

BEING A BY-LAW TO DEFINE THE MANDATE AND MEETING PROCEDURES FOR COMMITTEES ESTABLISHED BY THE CORPORATION OF THE TOWNSHIP OF ALFRED AND PLANTAGENET

WHEREAS the Municipal Act, 2001, S.O. 2001, c. 25 (Municipal Act) - under Sections 9 to 11- provides broad powers to municipalities to establish By-laws to govern the structure of the municipality and its local boards; and

WHEREAS the Municipal Act, further provides the authority to provide for accountability and transparency of the municipality and its operations and of its local boards and their operations, including but not limited to the health, safety and well-being of persons, services and protection of persons and property; and

WHEREAS the Corporation of the Township of Alfred and Plantagenet wishes to establish a Committees' By-law, which set out the rules and procedures under which all Council Committees are to conduct business; and

WHEREAS all Committees established by the Township of Alfred and Plantagenet shall conduct their meeting procedures in the same manner as established under the Township's Procedural By-law in effect; and

WHEREAS Committees of Council shall be comprised of both Members of Council and individual people residing in our Township, now therefore;

BE IT RESOLVED that the Council of the Township of Alfred and Plantagenet enact the following:

ARTICLE I- GENERAL

1. Short title

This By-law shall be known as 'The Committees' By-law'.

ARTICLE II- DEFINITIONS

2. Definitions

2.1 "Ad Hoc Committee" means a Committee established for a particular purpose or special project defined with a start and finish date.

2.2 "Committee" means a Standing, Statutory, Sub-Committee, Joint, Ad-Hoc or External Committee established by Council and more specifically those enumerated as Schedule "A".

2.3 "External Committee" means a Committee where a Member of Council may be invited to sit, from time to time, to advance a matter of interest to the affairs of the Township.

2.4 "Geographic Locations" shall mean the communities of Alfred, Curran, Lefaivre, Pendleton, Plantagenet, Treadwell and Wendover.

2.5 "Joint Committee" means a committee whose members are from two or more different organizations.

2.6 "Local Board" means a municipal service board, transportation commission, public library board, board of health, police services board, planning board, or any other board, commission, committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities, excluding a school board and a conservation authority.

2.7 "Standing Committee" shall mean an advisory body to Council to consider policy matters regarding Administration, Finance, Planning, Environmental, Arts and Culture, Public Works, Parks and Recreation, Police and Fire Services and on any other matter to which the Council shall deem it necessary.

2.8 "Statutory Committee" means Committees established pursuant to a specific enabling statute such as, but not limited to:

- 2.8.1 Committee of Adjustment established pursuant to the Planning Act,
- 2.8.2 Property Standards Committee established pursuant to the Building Code Act,
- 2.8.3 Municipal Election Compliance Audit Committee established pursuant to the Municipal Elections Act; and

any other body established pursuant to any enabling legislation servicing at an arms-length or Quasi-Judicial capacity on behalf of or in cooperation with the Township of Alfred and Plantagenet.

ARTICLE III- RULES OF PROCEDURE

3. Rules of Procedure

3.1 All Committees appointed by the Council shall conduct its meetings under the rules and regulations set out within the current Council's adopted Procedural By-law, this Committees By-law and its parliamentary authority.

3.2 The rules of procedure outlined in Council's Procedural By-law may not be suspended, unless the rule specifically provides for its own suspension.

3.3 If the rule specifically provides for its own suspension, the rules of this By-law may be suspended by a 2/3's vote of the Committee Members who are present and voting.

3.4 Questions of procedures that cannot be resolved by the Committee upon the advice of the Staff Liaison to the Committee shall be referred to the Municipal Clerk for interpretation and clarification.

ARTICLE IV- COMMITTEE APPOINTMENTS

4. COUNCIL

4.1 Members of Council, in consultation with the Mayor, shall be selected and appointed to the various Committees by By-law.

4.2 Unless otherwise prescribed by legislation, By-law or enabling terms of reference of a specific Committee, a minimum of one (1) Member of Council and a maximum of two (2) Members of Council shall serve on each Committee.

4.3 The Mayor shall designate the Members of Council to serve as chair and vice-chair (when applicable) to Standing Committees.

4.4 All Members appointed to a Standing Committee, including the Chair and Vice-Chair are entitled to one vote.

4.5 Any Member of Council, not appointed to a Standing Committee, may at any time, attend committee meetings as an observer but is not entitled to vote nor participate in any of the Committee's discussions.

4.6 Council representatives serve for the term of Council, subject to section 4.16, and may be reviewed after 24 months, unless decided otherwise.

4.7 Council's Role on Committees

4.7.1 Members of Council shall be voting Members on the Committee(s) to which they have been appointed.

4.7.2 Members of Council shall serve as a communication channel to Council and report back to Council on important committee activities and discussions.

4.8 Mayor and Chief Administrative Officer

4.8.1 The Mayor shall be recognized as an ex-officio Member of every Standing Committee and as such has the same rights as other Committee Members but is not obligated to attend meetings and is not counted in determining if a quorum is present.

4.8.2 The Mayor may participate in the business of the Committee without restrictions and is entitled to a vote.

4.8.3 The Chief Administrative Officer shall be authorized to participate in every Standing Committee and as such has the same rights as other Committee Members but is not obligated to attend meetings and is not counted in determining if a quorum is present.

4.8.4 The Chief Administrative Officer may participate in the business of the Committee without restrictions but is not entitled to a vote.

4.9 Appointments – Geographical locations.

Appointments to Committees, insofar as it is possible, shall represent the seven (7) geographic locations of the communities of Alfred, Curran, Lefavre, Pendleton, Plantagenet, Treadwell and Wendover.

4.10 Appointments – Election year

Immediately following a municipal election, the Municipal Clerk shall advertise opportunities for appointment of Members from the public who may be interested to an appointment to various Committees.

4.11 Committee Appointments

The Mayor shall recommend members to various Boards and Committees to be approved by Council by By-law.

4.12 Appointments Made

Committee appointments shall be made as soon as possible following a regular Municipal Election and/or following the departure of a Board or Committee member.

4.13 Serve without Compensation

Committee Members shall serve without compensation, unless otherwise decided by Council or provided for in the enabling statute or establishing By-law or terms of reference.

4.14 Member of Council – Chair

Where a Committee has representation from a Member of Council, the Member of Council shall serve as Chair. The Committee shall select a Vice-Chair to act in the stead of a Chair when the Chair is absent.

4.15 Establishment of Sub-Committees

If it is the desire of a Committee to establish a Sub-Committee, a recommendation shall be made to Council for approval. Included with the recommendation for the establishment of the Sub-Committee shall be information regarding the mandate of the proposed Sub-Committee's Terms of Reference, the beginning and the end date, the composition and how the members are to be selected and what the suggested reporting structure should be.

4.16 Terms of Appointment

Appointments to all Committees, Sub-Committees or Ad-hoc Committees shall expire with the term of Council in the year of an election, unless otherwise provided for in the enabling statute, establishing By-law or terms of reference.

4.17 Committee Vacancy - Replacement Term

In the event of a vacancy on a Committee, the person appointed to fill the vacancy shall hold office for the remainder of the term of the vacated position.

4.18 Dismissal of a Member

The Mayor in conjunction with the Chair shall make a recommendation to Council to dismiss a member.

ARTICLE V- APPOINTMENTS

5. Appointments

5.1 Appointments to Statutory, Standing, Ad-Hoc or any other Committee to which Council makes appointments, its composition, mandate and the manner under which these Committees conduct business shall be prescribed by the Terms of Reference of each Committee in the manner outlined at Schedule "B" attached to and forming part of this By-Law.

ARTICLE VI- ATTENDANCE

6. Attendance at Meetings

6.1 Three Consecutive Meetings

Unless otherwise provided for in the enabling statute or terms of reference if a Member of a Committee is absent for three (3) consecutive meetings without cause acceptable to the Committee, the Committee Staff Liaison shall bring the matter to the attention of the Municipal Clerk.

6.2 Seek Clarification for Absenteeism

The Municipal Clerk shall contact the Committee Member in question to discuss the reasons for absenteeism and to determine whether the Member wishes to provide a letter of resignation.

6.2.1 Upon confirmation that the Member will no longer be serving on the Committee, the Municipal Clerk shall, as soon as possible, notify Members of Council of the vacancy.

6.2.2 If the Member indicates the desire to continue to serve on the Committee, the Member will be advised that attendance is required, or the Member shall forthwith be removed from the Committee.

6.3 Advertising Vacancy

The Municipal Clerk shall provide to the Mayor for consideration, the names of applicants who are on the waiting list, except for the Public Library Board which shall be processed, advertised and appointed as stipulated in the Public Libraries Act, R.S.O. 1990, c.P.44.

6.3.1 Should there be no names on the waiting list, the Municipal Clerk shall advertise the vacancy with the local media, social media or other effective means.

6.4 A list of the candidate(s) suggested by the Mayor shall be provided to Members of Council for approval by By-law pursuant to section 4.11.

ARTICLE VII- SUPPORT STAFF TO COMMITTEE

7. Staff Liaison

7.1 A staff liaison will be appointed for each Committee.

7.2 The Staff Liaison shall not be a Member of the Committee and shall not be entitled to debate or a vote.

7.3 Role of the Staff Liaison shall be:

7.3.1 To provide information and advice.

7.3.2 Supporting the Chairperson in developing agendas and supporting materials, arranging meetings, and promoting effective committee functioning as well as writing reports/resolutions and/or recommendations to Council.

7.3.3 All other tasks to be assigned to the Staff Liaison shall first be approved by the Chief Administrative Officer of the Municipality.

7.4 Secretary to the Committee

The Staff Liaison, in consultation with the Chief Administrative Officer may recommend the assignment of a Secretary to the Committee, who shall provide assistance with the following services:

7.4.1 Prepare and distribute the agenda and supporting materials at the direction of the Staff Liaison of the Committee.

7.4.2 The Secretary shall attend all meetings to record the minutes.

7.4.3 Prepare draft minutes after the meeting and circulate to Members for their input.

7.4.3 Prepare, for approval, final minutes in prescribed format for Committee.

7.4.4 Following approval of the minutes by the Committee, submit to the Municipal Clerk for inclusion to the Council's Agenda.

7.4.5 Prepare in final prescribed form, approved correspondence under the direction of the Staff Liaison.

7.4.6 Shall ensure that appropriate arrangements are made for Committee Meetings, including room bookings.

7.4.7 Maintain, distribute and post on the Township's website the calendar of Committee Meetings.

7.4.8 Ensure approved minutes are filed on the Township of Alfred and Plantagenet Intranet for proper retention and posted on the Township website.

7.4.9 May perform other administrative duties related to the function of the Committee as assigned by the Staff Liaison.

ARTICLE VIII- MEETINGS

8. Meetings

8.1 Schedules

Committees shall establish their meeting schedules in accordance with the terms and references (or) where necessary at the call of the Chair.

8.2 There shall be no meetings in the months of July and August.

8.3 The Chair may, at its discretion, and where it is deemed that there is not sufficient business to discuss, cancel one or more meetings.

8.4 Meetings Open to the Public

Unless otherwise provided for in the enabling Statute or By-law, all meetings are opened to the public and no person shall be excluded except for improper conduct, or where the Committee is considering an item where, in accordance with Section 239 of the Municipal Act, the exclusion of the public is permitted.

8.4.1 Prior to invoking section 239, the Committee Staff Liaison shall consult with the Clerk to ensure that statutory requirements are met.

8.5 Special Combined Committee Meetings

8.5.1 A combined meeting of two committees may be directed by the Council or may be called by their Chairs whenever such Chairs consider it necessary for the respective Committees to consider and report jointly on matters within their common areas of concern.

8.5.2 A quorum for the combined meeting of two committees shall be a majority of the combined number of Members of both the Committees. In this instance, and as exception to Section 10.02 the Mayor, if in attendance, shall be counted as one Member in making such quorum and shall have one vote.

8.5.3 Appointing a Chair

The Members in attendance at a combined meeting called pursuant to this section may appoint a Chair from one of the Committee Chairs to chair the joint meeting. If both Committee Chairs are absent, another Member of either Committee in attendance may be appointed as Chair.

8.5.4 Voting in a Combined Committee

When a vote has been called to a question, each Member of the joint Committees shall vote in unison and the vote shall be decided by majority vote. The Chair may vote on all questions.

8.5.5 A tie vote is deemed to be a lost vote for want of a majority.

8.6 Delegations to Committees – 10 minutes

8.6.1 Delegations appearing before a Committee shall be limited to a ten (10) minute presentation, unless a longer period has been voted on by the Members.

8.6.2 Upon completion of the presentation, Members, through the Chair may ask questions and/or clarifications.

8.6.3 Once the delegation has completed its presentation, their participation in the meeting is completed and they may not participate in the Committee's deliberations, unless otherwise invited to by the Chair.

ARTICLE IX PROCESS – MEETINGS

9. Agendas

9.1 The Chair, in consultation with the Staff Liaison, is responsible for the preparation of agendas.

9.2 Agendas, once finalized, shall be distributed by the Secretary of the Committee to Members and posted on the Township's website, in so far as is practicable, 48 hours prior to the meeting.

ARTICLE X- QUORUM

10. Quorum

10.01 A majority of the Members of a Committee shall constitute a quorum, unless otherwise provided for in a Committee's enabling statute or terms of reference.

10.02 In accordance with Section 4.8.1, the Mayor is not counted in determining if a quorum is present.

10.03 In the event that there is no quorum after 15 minutes past the scheduled start time, or if a quorum is lost during a meeting, the names of those present shall be recorded; the Committee's official business ceases and the meeting is terminated.

ARTICLE XI- MINUTES

11. Minutes

11.1 The Secretary shall record all decisions made and the key discussion points of the proceedings and shall complete the minutes of the meeting(s) in accordance with these matters.

11.2 The Draft minutes shall be reviewed by the Chair and Staff Liaison and included to the next Committee meeting agenda for adoption.

11.3 Following adoption of Committee minutes, an electronic version shall be provided to the Township Clerk for inclusion to the next Council's agenda for information purposes only.

11.4 The adopted minutes shall be posted on the Township's website.

11.5 The adopted minutes shall be saved on the Township's intranet server for retention purposes.

ARTICLE XII- VOTING

12. Voting

12.1 All Members of a Committee, including the Chair and Vice-Chair, shall have one vote on any question, unless prohibited by statute.

12.2 In accordance to the Council's Procedural By-law:

12.2.1 A tie vote is deemed to be lost for want of a majority.

12.2.2 No vote shall be taken by secret ballot or other form of secret vote.

12.2.3 Any Member, prior to or immediately subsequent to the taking of the vote, may require that the vote be recorded.

ARTICLE XIII- REPORTING AND RECOMMENDATIONS

13. Reporting and Authority

13.1 Establishment and Authority

Members will not misrepresent themselves as having any authority beyond that to which they were delegated by Council.

13.2 Recommendations by Committees to Council

13.2.1 Committee recommendations, with the exception of the Committee of Adjustment, shall be brought to Council by the Chair following a Committee meeting, through the Council Agenda process as identified within the Procedural By-law for final decision.

13.2.2 All recommendations generated from any Standing Committee and Ad-Hoc Committee shall be referred to Council for consideration.

13.2.3 Recommendations generated by Sub-Committees shall be submitted to the Standing Committee for consideration.

13.2.4 Statutory Committees shall conduct their business in accordance with the terms of their enabling statute and/or establishing By- law.

ARTICLE XIV- CONFLICT OF INTEREST

14. Disclosures of Interest

14.1 Legislated Statute

At all times and under all circumstances, Members shall be guided by and shall have regard to the Municipal of Conflict of Interest Act.

14.2 Declaration of Interest

Where a Member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting at which the matter is the subject of consideration, the Member:

- a) Shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- b) Shall not take part in the discussion of, or vote on any question in respect of the matter; and
- c) Shall not attempt in any way before, during or after the meeting to influence the voting on any such question.

14.3 Closed Meeting Declaration

When a meeting is not opened to the public, in addition to complying with the requirements of Section 14.2, the Member shall forthwith leave the meeting for the part of the meeting during which the matter is under consideration.

14.4 Pecuniary Interest When Absent

Where the interest of a Member has not been disclosed by reason of the Member's absence from a particular meeting, the Member shall disclose the interest and otherwise comply with the requirements of Section 14.2 at the first meeting of the Committee or Local Board as the case may be, attended by the Member after the particular meeting.

14.5 Written Statement re Disclosure and Influence

14.5.1 Written Statement re disclosure

At a meeting at which a Member discloses a pecuniary interest, or as soon as possible afterwards, the Member shall file a written statement in the prescribed form stating the interest and its general nature with the Clerk of the Municipality or the Secretary of the Committee or Local Board, as the case may be; and

14.5.2 Influence

Where a Member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter that is being considered by an officer or employee of the Municipality or Local Board, or by a person or body to which the Municipality or Committee or Local Board has delegated a power or duty, the Member shall not use his or her office in any way to attempt to influence any decision or recommendation that results from consideration of the matter.

14.6 Record of Disclosure

- a. Every declaration of interest and the general nature thereof shall be recorded in the minutes of the meeting by the Clerk of the Municipality or Secretary of the Committee or Local Board, as the case may be.
- b. Every declaration of interest made, but not the general nature of that interest, shall, where the meeting is not open to the public, be recorded in the minutes of the next meeting that is open to the public.

14.7 Registry

14.7.1 Requirement to Establish Registry

Every Municipality and Local Board shall establish and maintain a registry in which shall be kept:

- a) a copy of each statement filed under Section 14.5; and
- b) a copy of each declaration recorded under Section 14.6.

14.7.2 Access to Registry

The registry shall be available for public inspection in the manner and during the time that the Municipality or Local Board, as the case may be, may determine.

14.8 Failure by any Member of Council to comply

The failure of one or more Members to comply with the declaration, shall not affect the validity of the meeting in regard to the said matter.

15. Effect

That this By-law come into force and take effect on the date of its passing.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS **XXTH DAY**
OF XXX 2022.

SCHEDULE "A"
ACTIVE COMMITTEE LIST

ADVISORY COMMITTEES

Recreation Advisory Committee

Arts, Culture and Heritage Advisory Committee

Advisory Committee on the Environment

Marinas Advisory Committee

SUB COMMITTEES

Laroque Woods Park- Alfred (Recreation)

Denis-St-Pierre Park- Wendover (Recreation)

Riverview Park- Lefaivre (Recreation)

STATUTORY COMMITTEES

Committee of Adjustment

Property Standards Committee

Municipal Election Compliance Audit Committee

LOCAL BOARDS

Alfred and Plantagenet Public Library Board

Hydro 2000 Inc.

JOINT COMMITTEE

Alfred and Plantagenet and La Nation Joint Water Supply Committee

EXTERNAL COMMITTEE

Prescott-Russell Recreational Trail Corporation

SCHEDULE “B”

TERMS OF REFERENCE TEMPLATE

Section 1- Purpose of the Committee

Section 2- Committee Objectives

Section 3- Membership Composition and Responsibilities

Section 4- Staff Support

Section 5- Meeting Role and Requirements

Section 6- Minutes and Agenda

Section 7- Amendments to Terms of Reference

Section 8- General Conduct

Section 9- Conflict of Interest

Section 10- Municipal Freedom of Information and Protection of Privacy Act



CANTON / TOWNSHIP
ALFRED AND PLANTAGENET

CORPORATION DU CANTON D'ALFRED ET PLANTAGENET

Greffé

Modification au règlement 2021-45 régissant les délibérations du conseil de la Corporation du Canton d'Alfred et Plantagenet

DATE: 6 décembre 2022

FILIÈRE : GR-07-2022

INTRODUCTION

Le conseil municipal, au lendemain des élections municipales du 24 octobre 2022, s'est montré favorable à certaines modifications règlementaires, notamment en ce qui a trait aux heures des réunions ordinaires et du comité plénier.

L'administration propose aussi un règlement pour définir le mandat des comités et de leur assurer un cadre procédural adéquat.

Le règlement 2021-45, régissant la convocation, le lieu et le déroulement des réunions et les avis publics doit donc être modifié afin de refléter les récentes décisions du conseil municipal nouvellement élu.

NATURE DE LA DEMANDE

Le greffe propose donc l'adoption du règlement 2022-61, afin d'entériner les récents changements souhaités par le conseil.

CONTEXTE LÉGAL

La Loi de 2001 sur les municipalités prévoit qu'une municipalité peut adopter un règlement afin de régir la convocation, le lieu, le déroulement des réunions et les avis publics.

Le règlement 2021-45, adopté le 1^{er} juin 2021, doit donc être modifié pour inclure les récentes modifications suggérées.

COMMENTAIRES DES AUTRES SERVICES

S.O.

IMPLICATIONS FINANCIÈRES

S.O.

COMMENTAIRES

Les modifications apportées au règlement 2021-45 sont les suivantes :

Les sections 13(1) et 55(1) sont modifiées afin de refléter le changement de l'heure de réunions, qui dorénavant auront lieu à 16 h 30, le premier mardi de chaque mois pour les réunions ordinaires, et le troisième mardi de chaque mois pour les réunions du comité plénier. La disposition qui fait en sorte qu'il n'y a qu'une réunion ordinaire en juillet et août de chaque année, et qu'il n'y a pas de réunion du comité plénier demeurent.

La section 24(1) est modifiée pour établir le quorum à trois (3) membres, étant donné que le conseil est maintenant composé de 5 membres seulement.

La PARTIE XII – COMITÉS est supprimée et remplacée par la section 73, établissant que les comités établis par le conseil municipal sont assujettis, sous réserve de la politique relative aux comités, aux règles régissant les procédures du conseil.

Finalement, la section 89(1) est modifiée pour permettre la tenue de rencontre virtuelle uniquement dans le cas d'une situation ou d'une pandémie où l'éloignement physique ou les mesures de quarantaine sont exigés par les organismes de santé locaux, provinciaux ou fédéraux.

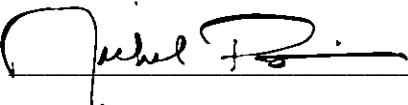
En conservant la portion qui permet la tenue de réunions virtuelles et la section qui en définit le fonctionnement, cela permettra au conseil de recourir à ces dispositions particulières sans avoir à modifier le règlement de procédures, et ainsi assurer la continuité des affaires municipales efficacement.

LIEN AVEC LE PLAN STRATÉGIQUE

Ces modifications règlementaires viennent appuyer la bonne gouvernance du conseil municipal d'Alfred et Plantagenet.



Annie Rochefort
Greffière



Michel Potvin
Directeur général

BY-LAW 2022-61 TO AMEND THE PROCEDURE BY-LAW
THE CORPORATION OF THE TOWNSHIP OF ALFRED AND
PLANTAGENET

By-law 2022-61

Being a By-law to amend By-law 2021-45 governing the proceedings of Council of the Corporation of the Township of Alfred and Plantagenet.

WHEREAS every municipality shall pass a procedure by-law for governing the calling, place and proceedings of meeting under section 238 of the Municipal Act, 2001, S.O. 2001, c.25, as amended (the “Municipal Act”);

AND WHEREAS the Council of the Corporation of the Township of Alfred and Plantagenet deems it necessary to amend the rules of procedures of Council;

NOW THEREFORE the Council of the Corporation of the Township of Alfred and Plantagenet enacts as follows:

1. THAT section 13(1) be amended to read as follows:

- (1) The regular meetings of Council will be held on the first Tuesday over every month, at 4:30 p.m, except in the months of July where the regular meeting of Council will be held on the second Tuesday, and August, where the regular meeting of Council will be held on the third Tuesday, at 4:30 p.m.

2. THAT section 24(1) be amended to read as follows:

- (1) The quorum for a Council meeting is three (3) members of Council;

3. THAT section 55(1) be amended to read as follows:

- (1) The Committee of the Whole meeting will be held on the third Tuesday of the month, at 4:30 p.m. except during the months of July and August, where there will be no Committee of the Whole meeting.

4. THAT PART XII – COMMITTEES be removed and replaced by section 73 as follows:

73. COMMITTEES

- (1) Except as provided by the Committee Policy, a Committee shall conform to the rules governing protocol and procedure of Council.

5. THAT section 89(1) be amended to read as follows:

- (1) Members can participate electronically in a Meeting which is open or closed to the public should they be unable to participate in person in the event of a situation or pandemic in which physical distancing, limited gatherings or quarantine measures are required by local, provincial or federal public health agencies;

- 6. THAT** section 89(4) be removed;
- 7. THAT** this By-law shall come into force and take effect December 6, 2022.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY ADOPTED THIS 6TH DAY OF DECEMBER, 2022.

Yves Laviolette, Mayor

Annie Rochefort, Clerk



NOTE DE SERVICE

DESTINATAIRES : Membres du Conseil
DATE : Le 29 novembre 2022
EXPÉDITEUR : Annie Rochefort
Greffière
SUJET : Proposition de modification règlement 2007-75

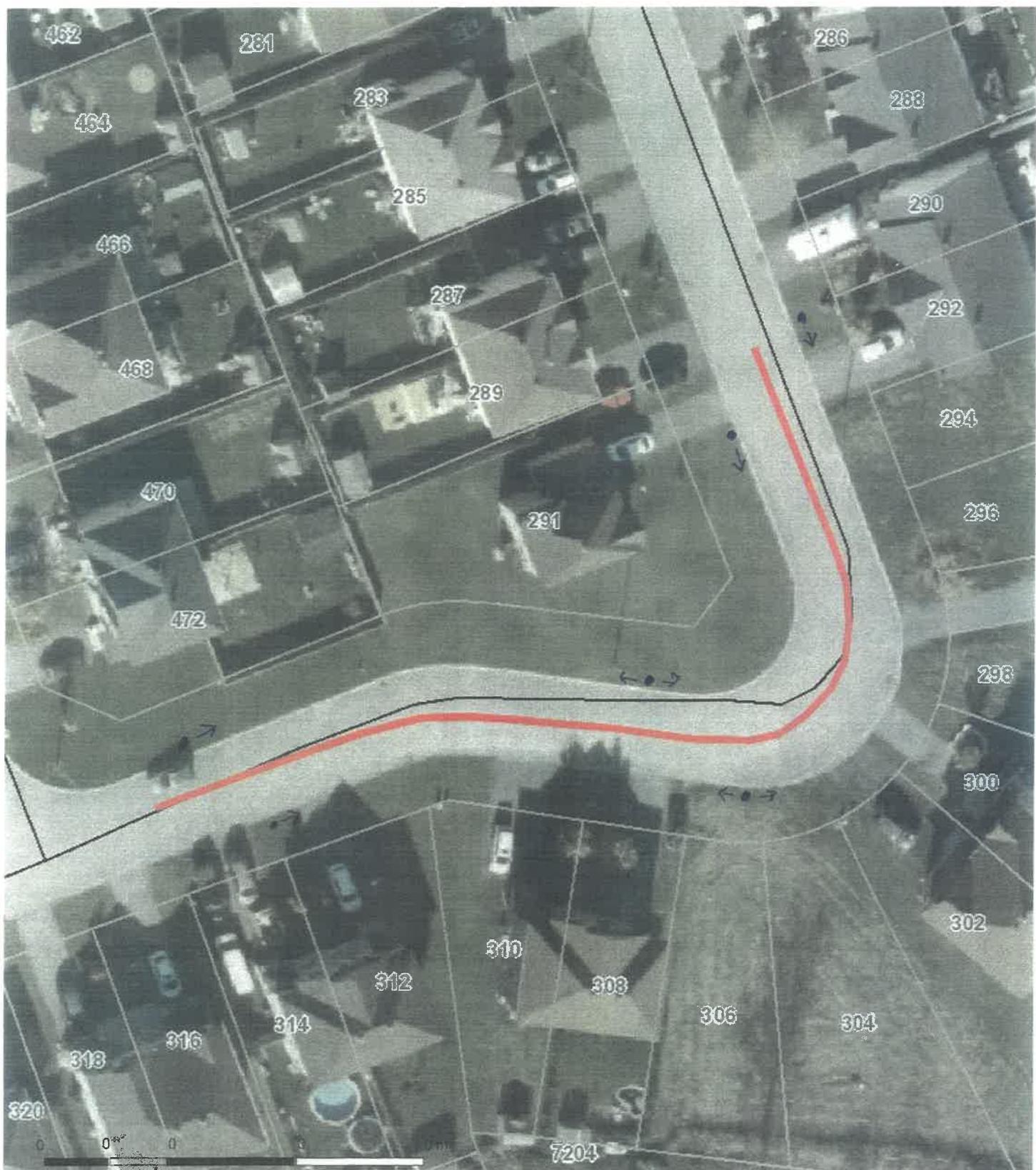
Le bureau du greffe, conjointement avec les services de la réglementation et des travaux publics propose une modification au règlement 2007-75 régissant le stationnement sur la voie publique sur le territoire de la municipalité.

Cette modification permettra d'ajouter une zone d'interdiction de stationnement sur la rue Cercle Trillium, entre les numéros civiques 292 et 314, des deux côtés de la rue, afin de permettre une circulation sécuritaire pour les usagers, et pour faire en sorte que les véhicules d'urgences puissent emprunter cette voie publique en tout temps.

Un extrait cartographique du secteur visé par la modification proposée est en annexe. Le bureau du greffe souhaite obtenir une directive du conseil permettant l'adoption du règlement lors de la réunion ordinaire du 6 décembre prochain.

Annie Rochefort
Annie Rochefort
Greffière

Proposed no parking zone on Trillium Circle



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November 23, 2022
8:26:52 AM

Prescott
Russell

CORPORATION OF THE TOWNSHIP OF ALFRED AND PLANTAGENET

BY-LAW 2022-62

TO AMEND BY-LAW 2007-75 PARKING BY-LAW

A By-law to amend By-law 2007-75 to prohibit or regulate the placing, stopping, standing or parking within its jurisdiction.

WHEREAS the Council of the Township of Alfred and Plantagenet deems it necessary to amend the By-law 2007-75 known as the Parking By-law;

NOW THEREFORE the Council of the Corporation of the Township of Alfred and Plantagenet enacts as follows:

- 1. THAT** Schedule A be replaced by the attached Schedule A;
- 2. THAT** this By-law shall come into force and take effect upon receiving the final passing thereof.

**READ A FIRST, SECOND AND THIRD TIME AND PASSED IN OPEN COUNCIL THIS
6TH DAY OF DECEMBER, 2022.**

Yves Laviolette, Mayor

Annie Rochefort, Clerk

SCHEDULE "A" TO BY-LAW NUMBER 2007-75

No parking in the village of Alfred

Highway	Side or Sides	From – To	In Effect
Bolt rd.	East / West	St-Philippe St. to St-Joseph St.	Anytime
Bourgeois St.	West	St-Philippe St. to St-Joseph St.	Anytime
Fournier St.	East	St-Philippe St. to St-Joseph St.	Anytime
Laniel St.	East / West	St-Philippe St. to Landriault St.	Anytime
Du Moulin St.	East / West	St-Philippe St. to end of street	Anytime
Murray St.	East / West	Telegraph St. to St-Joseph St.	Anytime
Quesnel St.	East	St-Philippe St. to St-Joseph St.	Anytime
St-John St.	North / South	St-Paul Street to St-Placide St.	Anytime
St-Joseph St.	North / South	Bourgeois St. to Bolt Rd.	Anytime
St-Joseph St.	North / South	Leduc Street	Anytime
St-Mary St.	South	St-Paul St. to St-Placide St.	Anytime
St-Paul St.	West	St-Philippe St. to St-Mary St.	Anytime
St-Paul St.	East	St-Philippe St. to St-John St.	Anytime
St-Placide St.	West	St-Philippe to 110 feet southbound	Anytime
St-Placide St.	East	St-Philippe St. to St-Mary St.	Anytime
Telegraph St.	North	Quesnel St. to Bourgeois St.	Anytime
St-Philippe St.	North	From 87 feet of Telegraph st. to 89 feet westbound	August to June 7:30 a.m. to 8:00 a.m. and 12:00 p.m. to 1:00 p.m.
St-Philippe St.	West	From 20 feet west of entrance to 12 feet east of raised	Monday to Sunday 7:00 a.m. to 4:00 p.m.

		curb island in front of 512 St-Philippe	
265 St-Philippe St.	West	From the entrance of garage to the property line on South side.	Anytime

No parking in the village of Plantagenet

Highway	Side or Sides	From – To	Period
Water St.	East / West	Alfred St. to civic number 280 on Water St.	Anytime
St-Paul St.	West	From St-John St. to a distance of 160 feet northbound	Maximum 15 minutes from 7:00 a.m. to 6:00 p.m.
St-Paul St.	West	From a distance of 61feet of St-Mary St. to a distance of 193 feet southbound	Maximum 1 hour from Monday to Friday, 8:00 a.m. to 4:00 p.m.
Parent St.	North West	From the corner of Jessup's Falls and Parent St.	Anytime

No parking in the village of Wendover

Highway	Side or Sides	From – To	Period
Principale St.	South		Anytime
Trillium Circle	North and South	Civic number 292 to 314	Anytime

No parking in the village of Lefailleure

Highway	Side or Sides	From – To	Period
Du Traversier St.	West	From the corner of Du Traversier St. and Lajoie St.	Anytime



CANTON / TOWNSHIP
ALFRED AND PLANTAGENET

CORPORATION DU CANTON D'ALFRED ET PLANTAGENET

Finance

Directives budgétaires 2023

DATE: 29 novembre 2022
FILIÈRE : F-20-2022

INTRODUCTION

L'administration s'affaire à la préparation d'une ébauche du budget 2023, laquelle sera présentée pour considération au conseil lors des rencontres budgétaires du 13 et 14 décembre prochain.

Sujet aux directives du conseil, nous anticipons à ce stade-ci un budget opérationnel de l'ordre d'environ 12 070 515 \$ ainsi qu'un budget capital d'environ 2 876 586 \$ (34 projets envisagés en 2023).

NATURE DE LA DEMANDE

Le présent rapport a pour but d'obtenir des directives du conseils sur certains items spécifiques afin de finaliser l'ébauche budgétaire 2023.

CONTEXTE LÉGAL

En vertu de l'article 290 de la Loi sur les municipalités :

290 (1) Pour chaque année, une municipalité locale prépare et adopte, cette année-là ou l'année précédente, un budget dans lequel figurent les prévisions des sommes nécessaires au cours de l'année aux fins de la municipalité, y compris les sommes suivantes :

- a) les sommes suffisantes pour rembourser la totalité de ses dettes qui viennent à échéance au cours de l'année;
- b) les sommes à recueillir pour les fonds d'amortissement ou de remboursement;
- c) les sommes nécessaires pour les conseils, commissions ou autres organismes.

En raison des élections de 2022, l'exception ci-bas s'applique :

Exception

(1.1) Malgré le paragraphe (1), le budget de l'année qui suit une année d'élections ordinaires ne peut être adopté qu'au cours de l'année à laquelle il s'applique.

C'est donc dire que les discussions budgétaires peuvent avoir lieu en 2022, mais l'adoption du budget se fera début 2023.

COMMENTAIRES DES AUTRES SERVICES

Chaque chef de service contribue à l'élaboration de son budget départemental et est consulté régulièrement au cours du processus budgétaire.

IMPLICATIONS FINANCIÈRES

Les directives du conseil permettront au trésorier de finaliser un projet du budget balancé en vue des discussions budgétaires.

COMMENTAIRES

Ci-bas, les divers items pour lesquels l'administration sollicitent des directives. Certains items auront un impact budgétaire et sont notés à titre d'information.

1- Taux de taxe pour l'année fiscale 2023

Contexte- Depuis déjà plusieurs mois, les chefs de départements travaillent avec l'équipe des finances à l'élaboration du budget de l'année 2023 dans le but de produire un budget équilibré en vue des discussions budgétaires prévues à la mi-décembre. Présentement, avec les chiffres actuels qui se retrouve **à l'annexe « A » du présent rapport**, une augmentation de 6.4% du taux d'impôt serait nécessaire afin de balancer le budget.

Enjeux- Le coût de la vie a atteint un taux de 6,9% en septembre pour la dernière année de référence, ce qui affecte grandement le budget du Canton, tout comme celui des résidents d'Alfred et Plantagenet. L'administration cherche à obtenir une directive du Conseil quant à une augmentation appropriée du taux d'imposition pour l'année 2023.

Recommandation de l'administration- L'administration recommande une augmentation de 3,5% du taux de taxe pour 2023, ce qui équivaudrait à un revenu additionnel de 281 305 \$ pour 2023.

Impact financier- Une augmentation de 1% représente près de 80 000\$ en revenu additionnel pour le canton d'Alfred et Plantagenet. Pour nos résident, l'impact d'imposition par tranche de 100 000\$ d'évaluation d'une propriété résidentielle représente 7\$ par 1% d'augmentation pour la portion municipale seulement. Donc, pour une propriété résidentielle moyenne évaluée à 200 000\$ par la Société d'évaluation foncière des municipalités (SÉFM), une augmentation de 3,5%, tel que proposé, équivaut à une hausse d'environ 49\$ d'impôt en 2023 par rapport à la facture d'impôt de 2022 pour la portion municipale.

Directive du conseil- Le conseil est favorable / défavorable à une augmentation de 3,5% du taux de taxe pour 2023.

2- Ajustement salarial pour cout de la vie

Contexte- Selon le règlement 2011-36 régissant les conditions de travail, le conseil peut indexer, par résolution, l'échelle salariale de la prochaine année de référence afin de refléter le taux d'inflation. L'indexation est basée sur l'indice des prix à la consommation (IPC) établi par Statistique Canada pour la dernière année de référence (du mois de novembre au mois d'octobre de l'année suivante).

Enjeux- L'IPC du mois d'octobre se situait à 6,9% selon Statistique Canada. Lors des années antérieures, le conseil a approuvé des augmentations de 2% par année.

Recommandation de l'administration- L'administration recommande une augmentation de 3,5% de l'échelle salariale pour la prochaine année de référence pour refléter la hausse de l'inflation des deux dernières années.

Impact financier- Chaque tranche de 1% d'augmentation représente une augmentation d'environ 37 000\$ au budget au niveau des salaires et bénéfices. Une augmentation de 2% (traditionnellement accordée) équivaut à 74 000\$. La recommandation de 3.5% aurait un impact budgétaire additionnel de 55 500\$ pour 2023.

Directive du conseil- Le conseil est favorable / défavorable à une augmentation de 3,5% de l'échelle salariale pour la prochaine année de référence.

3- Rémunération du conseil

Contexte- Le règlement 2019-43 visant à établir la rémunération des membres du conseil stipule que la rémunération des membres peut, par résolution, être indexée annuellement en accord avec l'IPC.

Enjeux- Comme mentionné lors du dernier point, l'IPC se situe présentement à 6,9% pour le mois d'octobre selon Statistique Canada. Par ailleurs, en raison de la réduction de la taille du conseil de 7 à 5 membres, certains membres ont suggéré qu'il serait propice d'augmenter la rémunération de base.

Recommandation de l'administration- L'administration recommande une augmentation salariale des membres du conseil de 5%.

Impact financier- Une hausse de 5% de la rémunération des membres du conseil représente une augmentation d'un peu plus de 1 000\$ par conseiller, et de 2 000 \$ pour le maire. En prenant compte des bénéfices reliés aux salaires, cette augmentation représente une dépense additionnelle total de 7 500 \$ au budget.

Directive du conseil- Le conseil est favorable / défavorable à une augmentation de 5% de la rémunération des membres du conseil.

4- Inspecteur en bâtiments

Contexte- D'entrée de jeu, il est important de préciser que l'administration ne demande pas la création d'un nouveau poste. Ce poste existe depuis 2008 et est inclus à la charte organisationnelle du canton. Le précédent conseil a simplement choisi de ne pas accorder un budget pour ce poste, lorsqu'il est devenu vacant en 2018.

Enjeux- Le contexte actuelle n'est plus le même qu'en 2018. Le recensement fédéral de 2021 note une croissance de la population du canton. Un important projet de subdivision s'est amorcé en 2022 à Wendover. L'administration anticipe de deux autres projets de développement résidentiel d'envergure pourrait voir le jour dans les

années à venir. Du point de vue de l'administration, la demande actuelle au service de la construction justifie pleinement l'embauche d'un inspecteur en bâtiments. Une telle embauche rejoint d'ailleurs la stratégie d' « accroître la qualité du service à la clientèle » du plan stratégique 2021-2023 du canton.

Recommandation de l'administration- L'administration recommande d'inclure au budget 2023 la somme nécessaire à l'embauche d'un inspecteur en bâtiments en 2023.

Impact financier- Selon la grille salariale actuelle du canton, le salaire de base du poste d'inspecteur se situe à 58 773 \$, avant indexation (classe 7).

Directive du conseil- Le conseil est favorable / défavorable d'inclure une somme au budget 2023 en vue de l'embauche d'un inspecteur en bâtiment.

5- Caserne de pompiers d'Alfred (255 rue St-Philippe)

Contexte- La caserne d'Alfred est dans un état de désuétude fonctionnelle depuis plusieurs années. Deux tests de qualité de l'air démontrent que certaines parties de l'édifice ne sont pas sécuritaire, ni propice à utilisation. Des actions concrètes doivent être prises dès 2023.

Enjeux- À la suite d'inspections d'ingénierie réalisées en 2022, la recommandation est à l'effet qu'il n'est plus souhaitable d'investir dans la bâtie existante du 255 rue St-Philippe, compte tenu de son état. De plus, d'un point de vue fonctionnel et logistique, le site présente plusieurs défis et lacunes qui ne peuvent être remédiées en raison de l'emplacement actuel de la caserne. Enfin, le canton n'a aucune caserne (sur 4) qui rencontre les normes structurelles attendues de l'industrie (« post disaster standards »).

Recommandation de l'administration- L'administration recommande que le canton engage les fonds nécessaires en 2023 pour procéder à l'élaboration d'un design d'une nouvelle caserne de pompiers aux standards d'aujourd'hui pour le village d'Alfred.

Impact financier- Un montant de 50 000 \$ est prévu au budget de 2023 pour la conception et les plans d'une nouvelle caserne à Alfred. Une somme inutilisée de 42 000\$ en 2022 sera transférée en 2023 à cette fin. L'impact financier réel serait donc d'environ 8 000\$ pour 2023.

Directive du conseil- Le conseil est favorable / défavorable à ce que l'administration procède à l'étape de la conception de plans en vue d'une construction éventuelle d'une nouvelle caserne à Alfred.

6- Assurances municipales

Contexte- Nous avons reçu une confirmation de notre courtier en assurance pour l'augmentation de la police d'assurance pour l'année 2023-2024, soit une augmentation d'environ 20%. Ceci comprend une augmentation de 11% sur la valeur des immeubles du Canton.

Enjeux- La hausse faramineuse des primes d'assurance n'est pas propre à notre canton, ni même à notre région. Il s'agit d'un phénomène qui a des répercussions financières importantes pour le secteur municipal à travers la province de l'Ontario.

Recommandation de l'administration- Sans objet. Pour fin d'information seulement.

Impact financier- L'impact financier de cette augmentation est d'environ 31 000 \$ par rapport à 2022.

Directive du conseil- Sans objet.

7- Marina de Lefavire

Contexte- La marina de Lefavire est présentement gérée par le département des parcs et loisirs. Les opérations annuelles, de mai à octobre, nécessitent l'embauche et la formation de 4 à 5 employés saisonniers, ainsi qu'une supervision constante de la part du directeur des parcs et loisirs, et ce, parfois au détriment de la programmation loisirs et culture.

Enjeux- L'administration aimerait explorer la possibilité de louer la marina à un entrepreneur du secteur privé.

Recommandation de l'administration- Nonobstant les profits générés par la marina, l'administration souhaite se départir de la responsabilité de gérer la marina afin de mettre l'emphase davantage sur une programmation loisir et culture et la réalisation des projets capitaux. L'administration sollicite donc une directive du conseil (au plus tard au début 2023) afin de procéder à la publication d'une demande d'avis d'intérêt pour la location de la marina de Lefavire.

Impact financier- La marina de Lefavire a généré un revenu, principalement de la vente de gaz et de diesel. Au cours des dernières années la marina a réalisé des profits tout juste au-dessus du seuil de rentabilité. Une location engendrait certainement des revenus intéressants. L'ordre de ces revenus est toutefois impossible à préciser à ce stade-ci. Le budget 2023 prévoit donc un budget opérationnel, comme si la municipalité assumait la gestion en 2023.

Directive du conseil- Le conseil est favorable / défavorable à la publication d'un avis d'expression d'intérêt afin de sonder la possibilité de louer la marina de Lefavire au secteur privé dès 2023.

8- Plan stratégique 2023-2026

Contexte- Le rôle de l'administration est d'opérationnaliser la vision du conseil. Le plan stratégique est le document phare par lequel le conseil énonce sa vision pour la durée du mandat, tant pour l'administration que pour les citoyennes et citoyens d'Alfred et Plantagenet. Le précédent conseil avait adopté un plan stratégique sur un horizon 2021 à 2023.

Enjeux- L'administration croit qu'il serait bénéfique que le canton se dote d'un nouveau plan stratégique 2023-2026, fondé sur la vision du nouveau conseil.

Recommandation de l'administration- L'administration recommande qu'une somme de 25 000\$ soit allouée au budget 2023 en vue d'amorcer un processus d'appel d'offres pour l'embauche dès l'adoption du budget 2023.

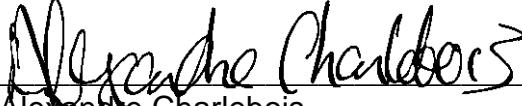
Impact financier- Le plan 2021-2023 a couté 26 000 \$ à produire. Cette somme est modeste pour la réalisation d'un plan stratégique de qualité. Néanmoins, l'administration propose l'inclusion d'une somme de 25 000 \$.

Directive du conseil- Le conseil est favorable / défavorable à l'inclusion d'une somme de 25 000\$ pour frais professionnels en vue de l'élaboration d'un plan stratégique 2023-2026.

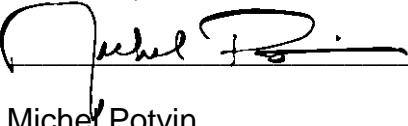
LIEN AVEC LE PLAN STRATÉGIQUE 2021-2023

Le présent rapport vient appuyer les stratégies suivantes :

- « optimiser la gestion des ressources municipales » et;
- « appuyer la bonne gouvernance du conseil ».



Alexandre Charlebois
Trésorier



Michel Potvin
Directeur général



SOMMAIRE BUDGET D'OPÉRATIONS 2023 2023 OPERATIONS BUDGET SUMMARY

	Revenus / Revenues		Dépenses / Expenses	
	Budget 2022	Budget 2023	Budget 2022	Budget 2023
Conseil / Council				
Élection / Election	-	-	32,077	8,077
Conseil / Council	(15,000)	(15,000)	264,616	221,649
Total	(15,000)	(15,000)	296,693	229,726
Administration & Finance				
Total	(10,000,726)	(10,188,408)	1,492,297	1,829,396
Protection de la personne et des biens-fonds / Protection of Person & Property				
Service des incendies / Fire Department	(27,000)	(69,000)	719,313	782,879
Service de construction / Building Department	(165,500)	(210,500)	232,798	316,080
Service de la réglementation / By-Law Enforcement	(51,880)	(56,280)	181,582	217,594
Brigadier (ière) / School Crossing	-	-	25,704	41,581
Service d'urgence / Emergency Department	(18,000)	-	18,000	47,325
Total	(262,380)	(335,780)	1,177,397	1,405,459
Travaux publics / Public Works				
Frais généraux / Overhead	(56,500)	(76,350)	1,966,572	1,929,904
Équipements de voirie / Roads Equipment	-	-	165,000	236,500
Entretien des routes / Road Maintenance	-	-	909,000	984,500
Lumières de rue / Street Lights	-	-	94,500	95,000
Égouts pluviaux / Storm Sewers	-	-	85,000	90,000
Total	(56,500)	(76,350)	3,220,072	3,335,904
Gestion des déchets / Waste Management				
Collecte d'ordures / Garbage Collection	(867,680)	(881,000)	431,134	453,758
Site d'enfouissement / Landfill site	(140,000)	(150,000)	440,906	604,264
Recyclage / Recycling	(173,091)	(189,847)	317,918	343,537
Environnement / Environment	(12,000)	(12,000)	17,000	12,000
Total	(1,192,771)	(1,232,847)	1,206,957	1,413,559
Loisirs / Recreation				
Frais généraux et autres / Overhead & Other	(88,100)	(202,500)	915,662	1,074,896
Marina Lefavire	(293,250)	(491,000)	389,758	580,938
Total	(381,350)	(693,500)	1,305,419	1,655,834
Bibliothèques / Libraries	(20,215)	(20,215)	347,706	374,749
Programme d'accès communautaire / Community Access Program	(2,325)	(2,630)	2,315	2,656
Total	(22,540)	(22,845)	350,021	377,405
Aménagement / Planning				
Total	(93,305)	(99,636)	224,481	229,305
Développement économique / Economic Development				
Total	(20,564)	-	89,193	-
Autres / Other				
Total	(72,800)	(72,550)	1,650,481	1,593,927
TOTAL - BUDGET D'OPÉRATIONS / OPERATIONS BUDGET	(12,117,936)	(12,736,916)	11,013,011	12,070,515



SOMMAIRE BUDGET CAPITAL 2023 2023 CAPITAL BUDGET SUMMARY

	Revenus / Revenues		Dépenses / Expenses	
	Budget 2022	Budget 2023	Budget 2022	Budget 2023
Conseil / Council				
Election / Election	-	-	-	-
Conseil / Council	-	-	-	-
Total	-	-	-	-
Administration & Finance				
Total	-	-	50,000	-
Protection de la personne et des biens-fonds / Protection of Person & Property				
Service des incendies / Fire Department	(141,700)	-	154,500	21,200
Service de construction / Building Department	(39,600)	-	46,300	-
Service de la réglementation / By-Law Enforcement	-	-	-	-
Brigadier (ière) / School Crossing	-	-	-	-
Service d'urgence / Emergency Department	-	-	-	-
Total	(181,300)	-	200,800	21,200
Travaux publics / Public Works				
Chemins / Roads	(1,996,046)	(870,351)	2,431,470	1,616,886
Équipements de voirie / Roads Equipment	-	(400,000)	300,000	400,000
Lumières de rue / Street Lights	-	-	-	70,000
Égouts pluviaux / Storm Sewers	-	(50,000)	-	50,000
Total	(1,996,046)	(1,320,351)	2,731,470	2,136,886
Gestion des déchets / Waste Management				
Collecte d'ordures / Garbage Collection	-	-	-	-
Site d'enfouissement / Landfill site	-	-	80,000	-
Recyclage / Recycling	-	-	-	-
Environnement / Environment	-	-	-	-
Total	-	-	80,000	-
Loisirs / Recreation				
Parcs et loisirs / Parks and Recreation	(293,900)	(345,500)	513,900	688,500
Marina Lefavre	(10,000)	-	10,000	-
Total	(303,900)	(345,500)	523,900	688,500
Bibliothèques / Libraries	(30,000)	(30,000)	30,000	30,000
Programme d'accès communautaire / Community Access Program	-	-	-	-
Total	(30,000)	(30,000)	30,000	30,000
Aménagement / Planning				
Total	-	-	-	-
Développement économique / Economic Development				
Total	-	-	-	-
Autres / Other				
Total	-	-	-	-
TOTAL - BUDGET CAPITAL / CAPITAL BUDGET	(2,511,246)	(1,695,851)	3,616,170	2,876,586
Non-financé / Unfinanced	-	-	-	-
Surplus (Général et bibliothèque)	-	-	-	-
GRAND TOTAL - CAPITAL & OPERATIONS	(14,629,182)	(14,432,767)	14,629,181	14,947,101
BUDGET BALANCÉ / BALANCED BUDGET			(0)	514,334

CAPITAL PROJECTS - 2023			
Department	GL account	Description	Amount budgeted
Fire	14-2118-8000	Habits de combats	21,200
			21,200
Public Work			
Roads	14-3118-8000	Paver - Conc. 2 from Boundary to Ouellette (1.3km)	254,232
Roads	14-3118-8000	Paver - Conc. 2 from Cty 19 going West (1.6km)	309,456
Roads	14-3118-8000	Paver - Conc. 6 from Sarrazin to Route 16 (1.25km)	226,146
Roads	14-3118-8000	Paver - Conc. 9 from Cty 19 to Route 16 (1.5km)	255,025
Roads	14-3118-8000	Paver - Con. 10 with Nation (1.4km)	125,000
Roads	14-3118-8000	Gravier - Conc. 4 from Cty 19 going East (1.1km)	70,000
Roads	14-3118-8000	Gravier - Conc. 9 from Cty 9 to river (1.5km)	49,676
Roads	14-3118-8000	Gravier - Conc. 7 from Cty 9 to Route 11 (2.5km)	123,190
Roads	14-3118-8000	Gravier - Rang St-Jean & Conc. 7 from Ritchance to Peat Moss (2km)	66,568
Roads	14-3118-8000	Gravier - Route 16 from Conc. 7 to Conc. 8 (1.3km)	64,079
Roads	14-3118-8000	Gravier - Route 25 from Conc 3 to asphalt (1.5km)	73,514
Equipment	14-3208-8000	Camion Benne	325,000
Equipment	14-3208-8000	Moulin à foin	25,000
Equipment	14-3208-8000	Boîte pour camion benne	50,000
Street lights	14-3418-8000	Remplacement des lumières de rue à Lefavire	70,000
Storm Sewers	14-4118-8000	Clôture au bassin de rétention des eaux pluviales de Wendover	50,000
			2,136,886
Parcs and Recreation			
Recreation	14-7018-8000	Van loisir	65,000
Recreation	14-7018-8000	Ski-doo usagé	3,500
Rec. Centre - Alfred	14-7028-8000	Arches d'entrées	25,000
Rec. Centre - Alfred	14-7028-8000	Parcours d'interpretation et cartes interactives	50,000
Rec. Centre - Alfred	14-7028-8000	Asphalte stationnement parc Larocque monument de la francophonie	185,000
Rec. Centre - Alfred	14-7028-8000	Skate park nouvelles structures	40,000
Rec. Centre - Lefavire	14-7048-8000	Construction d'une scène de spectacle	150,000
Rec. Centre - Lefavire	14-7048-8000	Structures au parc pour ainée	25,000
Rec. Centre - Plantagenet	14-7058-8000	Stationnement terrain de balle	40,000
Rec. Centre - Treadwell	14-7068-8000	Sentier de dust	25,000
Rec. Centre - Wendover	14-7078-8000	Calvrettes	20,000
Rec. Centre - Wendover	14-7078-8000	Sentier parc Denis St-Pierre	60,000
			688,500
Libraries			
	14-7518-8000	Library books in Alfred	6,000
	14-7528-8000	Library books in Curran	6,000
	14-7538-8000	Library books in Wendover	6,000
	14-7548-8000	Library books in Plantagenet	6,000
	14-7558-8000	Library books in Lefavire	6,000
			30,000
		TOTAL:	\$ 2,876,586