

(Unofficial version)

DATE: December 12, 2022

The annual public meeting regarding the 2023 budget as well as the Three Year Capital Expenditure Plan of the Clarendon Municipal Council was held on the above night. The meeting was held by tele conference as per Covid Restrictions. A Public Notice was placed advising of the meeting date and time. A copy of the draft budget was made available at the beginning of the meeting to any public in attendance. Mayor Edward Walsh presided with councillors, Rick Younge, Jonathon Dagg Phillip Elliott, Phil Holmes, Eric Smith and Mavis Hanna . The Director-General Patricia Hobbs was also in attendance.

1. OPENING THE MEETING

Mayor Edward Walsh opened the meeting at 7:00 PM

2. QUESTION PERIOD/VISITORS

3. ADOPTION OF THE AGENDA

186-12-2022

Proposed by Cr. Holmes

Seconded by Cr. Younge

And is unanimously resolved to adopt the agenda as presented.

Carried

The 2023 budget was presented by Cr. Hanna, chair of the Finance Committee

4. 2023 Budget

187-12-2022

Proposed by: Cr. Hanna

Seconded by Cr. Elliott

And is unanimously resolved to adopt the 2023 budget as presented with revenues of \$2,977,088 plus appropriated surplus of \$575,146 and operating expenses of \$3,041,816 plus investing activities of \$510,418 to create a balanced budget. (Annex A)

Carried

5. Three Year Capital Expenditure Plan 2023, 2024, 2025

Mayor Edward Walsh presented the three-year capital expenditure program.

188-12-2022

Moved by: Cr. Holmes

Seconded by: Dagg

And unanimously resolved to adopt the Three Year Capital Expenditure Plan as outlined below

Carried.

6. ADJOURNMENT

189-12-2022

Motion by Cr. Holmes to adjourn the meeting at 7 :45 p.m.

	PROJECT	FINANCING	JUSTIFICATION
2023	1. Plow Truck with Sander <i>purchased in 2022</i> <i>Expected Delivery – Early 2023</i>	Leasing \$80,000 yearly	Municipality Vehicles are aging Update of Fleet Needed
	2. Backhoe	\$90,000 from Budget	To lower costs of Equipment Rentals as well as street sweeping costs if attachment ordered.
	3. Garage Repair & Salt Shed	\$ 100,000 (PRABM Grant)	The Municipal Garage needs repairs to the exterior wall and the floor. A salt /cold patch shed is needed to store these substances
	4. Addition to Municipal Office	\$ 80,000 From accumulated surplus	An addition is needed to the Municipal Office to have a proper archive room
	5. Street Sweeping and Brush Cutting Equipment	\$40,000	To maintain the cleanliness and weed control for residents and agricultural producers.
2024	Plow Truck with Sander – ordered in 2023.	Leasing	Aging Fleet of Municipal Vehicles
	<i>Expected Arrival – Early 2024</i>	\$80,000 yearly	
2025	Lease Payments for Plow Trucks	\$160,000	- Need to update fleet

BUDGET ESTIMATES
SUMMARY OF OPERATING ACTIVITIES FOR BUDGETARY PURPOSES
PERIOD ENDED DECEMBER 31, 2023

	2023 Budget	2022 Budget
Revenue		
Taxes	1,735,076	1,734,453
Grants in lieu of taxes	229	229
Transfers	1,181,783	1,172,290
Assessment of rights	32,000	30,000
Interest on tax arrears	20,000	20,000
Other revenue	8,000	8,000
Appropriation of surplus - TECQ 2019-2023	300,418	164,890
Appropriation of surplus - General	274,728	
	3,552,234	3,129,862
Operating expense		
General administration	708,565	558,794
Public security	386,174	360,868
Transportation	1,429,380	1,405,310
Environmental health	242,722	234,741
Urban planning and regional development	140,368	125,138
Recreational and cultural activities	54,607	54,593
Cost of Financing	80,000	20,000
Investing activities	510,418	370,418
	3,552,234	3,129,862
Operating surplus (deficit)	0	0

THE MUNICIPALITY OF CLARENDON
BUDGET ESTIMATES
ANALYSIS OF REVENUE
PERIOD ENDED DECEMBER 31, 2023

	2023 Budget	2022 Budget
TAXES		

General tax revenueBased on assessment - \$257,262,800 @
\$0.60/\$100

1,543,576 1,543,053

Municipal services

Waste disposal \$200 (957 users)

191,500 191,400

1,735,076 1,734,453**GRANTS IN LIEU OF TAXES**

Public lands

79 79

Schools

150 150

229 229**TRANSFERS**

Road maintenance grant

1,137,800 1,137,800

Recycling grant

23,490 18,000

Special grant - Q.S.T.

20,493 16,490

1,181,783 1,172,290**ASSESSMENT OF RIGHTS**

Licenses and permits

5,000 5,000

Transfer duties

20,000 20,000

Aggregate levy

7,000 5,000

32,000 30,000**INTEREST**

Interest on tax arrears

20,000 20,000**OTHER**

Garbage bag sales

8,000 8,000**THE MUNICIPALITY OF CLARENDON
BUDGET ESTIMATES
ANALYSIS OF EXPENSES
PERIOD ENDED DECEMBER 31, 2023****2023
Budget****2022
Budget**

GENERAL ADMINISTRATION

Legislation

Mayor and Councillors - remuneration and allowance	70,924	66,284
Mayor and Councillors - travel	1,000	1,000
FQM convention	4,000	4,000
Employee recognition dinner	1,500	1,500
Employer's share	3,585	3,350

81,009 76,134

Financial management

Administrative salaries and benefits	131,373	119,430
Director general - travel expense	250	250
Director general - training/conferences	2,000	1,000
Audit fee	23,500	19,000
Accounting services	25,200	22,500
Cleaning supplies	350	350
Office cleaning	1,200	1,200
Office - light and heat	7,000	5,000
Office insurance	6,700	2,600
Water service	420	420
Office supplies & Translation	15,000	15,000
Postage	5,000	4,000
Public notices	3,700	3,700
Clarendon website/Backup	3,000	3,000
Equipment rental and leasing	1,000	1,200
Office maintenance and repairs	2,000	2,000
Office equipment purchases	4,000	4,000
Office equipment maintenance	1,000	1,000
Association fees and memberships	3,100	3,100
Telephone	3,800	3,800
Cnesst annual fee	180	180
PG Gagnon - software and annual support	4,500	4,000
Sage 50 - software and support	2,500	1,500

246,773 218,230

Assessment

M.R.C. Pontiac - assessment	143,032	102,383
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Other

M.R.C. Pontiac - other administrative expense	160,751	102,047
Liability and errors and omissions insurance	7,000	7,000
Legal fees	30,000	25,000
Legal fees - tax collection	20,000	12,000
Other administrative expense	2,000	2,000
Donations, gifts and awards	9,000	9,000
Professional services	5,000	5,000
	233,751	162,047
Election Expense	4,000	
	708,565	558,794

**THE MUNICIPALITY OF CLARENDON
BUDGET ESTIMATES
ANALYSIS OF EXPENSES
PERIOD ENDED DECEMBER 31, 2023**

	2023 Budget	2022 Budget
PUBLIC SECURITY		
Police protection		
Government of Quebec	197,443	184,526
Fire protection		
M.R.C. Pontiac - fire protection	28,598	19,299
Fire chief and volunteers' remuneration and benefits	82,000	76,315
Fire - fuel	6,700	4,000
Fire - hydrant maintenance	1,500	1,000
Firemen - insurance on volunteers	2,800	2,800
Fire hall expenses	11,000	10,200
Fire services provided by other municipalities	2,000	2,500
Fire - annual verifications	5,000	4,000
Fire - joint training	2,500	2,500
Fire - joint vehicle fuel	2,000	1,000
Fire - joint vehicle insurance	2,000	1,000
Fire - joint vehicle licences	2,000	1,800
Fire - joint vehicle maintenance	5,000	10,000
Fire - joint fire supplies	20,000	22,605
Fire - joint cell phone	700	700
Fire - joint communication licence	250	250

Fire - joint equipment/pagers	2,500	2,500
Fire - joint banquet	850	750
Disaster Preparedness		3,000
	177,398	166,219
Other		
M.R.C. Pontiac - animal control	11,333	10,123
	386,174	360,868

**THE MUNICIPALITY OF CLARENDON
BUDGET ESTIMATES
ANALYSIS OF EXPENSES
PERIOD ENDED DECEMBER 31, 2023**

	2023 Budget	2022 Budget
TRANSPORTATION		
Municipal roads		
Wages and benefits	480,902	437,200
Training	2,000	2,000
Vehicles - fuel	150,000	130,000
Vehicles - maintenance	100,000	100,000
Vehicles - insurance	7,000	14,000
Vehicles - licences	14,000	14,000
Shop supplies	4,000	4,000
Small equipment maintenance	950	950
Garage - light and heat	7,500	6,500
Garage - maintenance	2,500	40,000
Garage - insurance	2,500	1,000
Communication Expense	600	2,500
Travel expense		800
Group AST	1,200	1,200
Road safety equipment	3,000	3,000
Small tools and supplies	2,000	2,000
Boots	1,500	1,600
Other road expense	350	350
<i>25% of above items allocated to winter roads</i>	<i>(195,001)</i>	<i>(190,275)</i>
Calcium	115,000	100,000
Culverts	30,000	30,000
Bridge maintenance	1,000	7,000

Pit run and gravel	130,000	130,000
Equipment rental	125,000	120,000
Pavement maintenance	55,000	55,000
Beavers	7,000	5,000
Brushing	10,000	3,000
Grass cutting	15,000	9,000
Street sweeping	21,000	12,000
MRC - share Engineering	15,178	13,510
Professional services	8,700	8,700

1,117,879 1,064,035

Snow removal

Snow removal contracts	18,000	22,500
Salt	30,000	30,000
Sand and equipment rental	50,000	80,000
<i>25% from summer roads</i>	<i>195,001</i>	<i>190,275</i>

293,001 322,775

Street lighting

Electricity/maintenance	8,500	8,500
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Traffic

Road signs and civic numbering	10,000	10,000
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1,429,380 1,405,310

**THE MUNICIPALITY OF CLARENDON
BUDGET ESTIMATES
ANALYSIS OF EXPENSES
PERIOD ENDED DECEMBER 31, 2023**

**2023
Budget 2022
Budget**

ENVIRONMENTAL HEALTH

Water distribution system

Sampling	800	800
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Domestic garbage**Collection**

Waste disposal	140,000	140,000
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Elimination

Supplies (Garbage bags)	8,000	8,000
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M.R.C. Pontiac - waste management	25,422	21,441
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Redevance	18,500	15,000
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	51,922	44,441
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Secondary materials

Recycling	25,000	28,500
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Brush site	25,000	21,000
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	50,000	49,500
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	242,722	234,741
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URBAN PLANNING**Urban planning and zoning**

M.R.C. Pontiac	97,768	85,038
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Municipal inspector Contract	35,000	35,000
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Travel expense	3,500	1,000
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Supplies	1,600	1,600
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Bylaw Update	2,500	2,500
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	140,368	125,138
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THE MUNICIPALITY OF CLARENDON**BUDGET ESTIMATES****ANALYSIS OF EXPENSES****PERIOD ENDED DECEMBER 31, 2023**

	2023	2022
	Budget	Budget

RECREATIONAL AND CULTURAL ACTIVITIES**Recreational**

Arena	4,500	4,500
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Grants	600	600
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Youth centre / rec. project/ RA student	3,000	3,000
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	8,100	8,100
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Cultural - Library

C.R.S.B.P.O.	5,557	6,415
Remuneration and benefits	21,375	20,553
Telephone	300	300
Books and periodicals	3,000	3,000
Program animation	1,000	1,000
Parts and accessories	500	500
Equipment maintenance	250	250
Stationery	1,100	1,100
Insurance	2,100	1,500
Building maintenance & Flooring	2,250	2,250
Cleaning contract	2,000	3,000
Cleaning supplies	100	150
Electricity	3,600	3,600
Snow plowing/grass cutting	1,000	1,000
Publicity	50	50
Lost book account	200	200
Elevator fee	50	50
New equipment	250	250
Christmas décor	225	225

44,907 45,393

Other cultural activities

Canada Day expense	500	500
Archives expense	100	100
Veterans Park	1,000	500

1,600 1,100

54,607 54,593

COST OF FINANCING

80,000 20,000

APPROPRIATIONS**Capital assets purchased**

Gas Tax - Clarendon Share	300,418	300,418
Road Equipment	130,000	70,000
Municipal Building Upgrade	80,000	

510,418 370,418
