

(Unofficial version)

DATE: December 11, 2023

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. 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

194-12-2023 Proposed by Cr. Holmes

Seconded by Cr. Elliott

And is unanimously resolved to adopt the agenda as presented.

Carried

The 2024 budget was presented by Cr. Hanna, chair of the Finance Committee

4. 2024 Budget

195-12-2023 Proposed by: Cr .Hanna

Seconded by Cr. Smith

And is unanimously resolved to adopt the 2024 budget as presented with revenues of \$3,489,555 and operating expenses of \$3,257,841 plus investing activities of \$231,714 to create a balanced budget. (Annex A)

Carried

5. Three Year Capital Expenditure Plan 2024, 2025, 2026

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

196-12-2023 Moved by: Cr. Dagg

Seconded by: Younge

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

Carried.

6. ADJOURNMENT

197-12-2023 Motion by Cr. Holmes to adjourn the meeting at 8 :00 p.m.

	PROJECT	FINANCING	JUSTIFICATION
2024	<i>1. Plow Truck with Sander</i>	\$151,714 Lease Payments	Municipality Vehicles are aging Update of Fleet Needed
	<i>2. Addition to Municipal Office</i>	\$80,000 from Budget	An addition is needed to the Municipal Office to have a proper archive room
2025	<i>1. Salt Shed</i>	95,000 from Budget	A covered area is needed to store these substances
	<i>2. Loader/ Plow Truck</i>	\$300,000.00 Lease Payments	Municipality Vehicles are aging Update of Fleet Needed
2026	<i>Loader/ Plow Truck</i>	300,000 Lease Payments	Payments from Precious years purchase

**THE MUNICIPALITY OF CLARENDON
BUDGET ESTIMATES**

**SUMMARY OF OPERATING ACTIVITIES FOR BUDGETARY PURPOSES
PERIOD ENDED DECEMBER 31, 2024**

THE MUNICIPALITY OF CLARENDON BUDGET ESTIMATES SUMMARY OF OPERATING ACTIVITIES FOR BUDGETARY PURPOSES PERIOD ENDED DECEMBER 31, 2024				
	2024 Budget	2023 Estimate	2023 Budget	2023 %
Revenue				
Taxes	2,210,276	1,734,576	1,735,076	48.84%
Grants in lieu of taxes	247	229	229	0.01%
Transfers	1,227,032	1,181,783	1,181,783	33.27%
Assessment of rights	24,000	25,000	32,000	0.90%
Interest on tax arrears	20,000	31,447	20,000	0.56%
Other revenue	8,000	8,000	8,000	0.23%
Appropriation of surplus - TECQ 2019-2023		300,418	300,418	8.46%
Appropriation of surplus - General		274,728	274,728	7.73%
	3,489,555	3,556,181	3,552,234	
Operating expense				
General administration	704,145	690,325	708,565	19.95%
Public security	415,019	393,174	386,174	10.87%
Transportation	1,594,600	1,414,392	1,429,380	40.24%
Environmental health	240,773	243,722	242,722	6.83%
Urban planning and regional development	138,042	138,468	140,368	3.95%
Recreational and cultural activities	85,262	57,607	54,607	1.54%
Cost of Financing	80,000	80,000	80,000	2.25%
Investing activities	231,714	557,123	510,418	14.37%
	3,489,555	3,574,811	3,552,234	
Operating surplus (deficit)	0	-18,629	-0	

**THE MUNICIPALITY OF CLARENDON
BUDGET ESTIMATES
ANALYSIS OF REVENUE
PERIOD ENDED DECEMBER 31, 2024**

	2024 Budget	2023 Estimate	2023 Budget
TAXES			
General tax revenue			
Based on assessment - \$ 372,940,000 /100 x .54	2,013,876	1,543,576	1,543,576
Municipal services			
Waste disposal \$200 (982 users)	196,400	191,000	191,500
	2,210,276	1,734,576	1,735,076
GRANTS IN LIEU OF TAXES			
Public lands	97	79	79
Schools	150	150	150
	247	229	229
TRANSFERS			
Road maintenance grant	1,137,800	1,137,800	1,137,800
Recycling grant	21,771	23,490	23,490
Special grant - Q.S.T.	67,461	20,493	20,493
	1,227,032	1,181,783	1,181,783
ASSESSMENT OF RIGHTS			
Licenses and permits	5,000	8,000	5,000
Transfer duties	15,000	15,000	20,000
Aggregate levy	4,000	2,000	7,000
	24,000	25,000	32,000
INTEREST			
Interest on tax arrears	20,000	31,447	20,000
OTHER			
Garbage bag sales	8,000	8,000	8,000

**THE MUNICIPALITY OF CLARENDON
BUDGET ESTIMATES
ANALYSIS OF EXPENSES
PERIOD ENDED DECEMBER 31, 2024**

	2024 Budget	2023 Estimate	2023 Budget
GENERAL ADMINISTRATION			
Legislation			
Mayor and Councillors - remuneration and allowance	75,180	70,924	70,924
Mayor and Councillors - travel	1,000	0	1,000
FQM convention	5,000	3,000	4,000
Employee recognition dinner	3,000	1,500	1,500
Employer's share	3,800	3,585	3,585
	87,980	79,009	81,009
Financial management			
Administrative salaries and benefits	160,000	131,373	131,373
Director general - travel expense	250	0	250
Director general - training/conferences	2,000	500	2,000
Audit fee	28,000	23,500	23,500
Accounting services	27,600	26,600	25,200
Cleaning supplies	350	350	350
Office cleaning	1,200	1,200	1,200
Office - light and heat	7,000	7,000	7,000
Office insurance	5,000	4,000	6,700
Water service	420	420	420
Office supplies & Translation	16,000	15,000	15,000
Postage	5,000	5,000	5,000
Public notices	3,700	3,700	3,700
Clarendon website/Backup	3,000	5,000	3,000
Equipment rental and leasing	1,000	1,000	1,000
Office maintenance and repairs	8,000	6,500	2,000
Office equipment purchases	4,000	2,500	4,000
Office equipment maintenance	1,000	250	1,000
Association fees and memberships	3,100	3,100	3,100
Telephone	3,800	3,800	3,800
Cnesst annual fee	180	180	180
PG Gagnon - software and annual support	6,000	6,000	4,500
Sage 50 - software and support	5,000	2,500	2,500
	291,600	249,473	246,773
Assessment			
M.R.C. Pontiac - assessment	113,610	143,032	143,032
Other			
M.R.C. Pontiac - other administrative expense	129,155	160,751	160,751
Liability and errors and omissions insurance	7,300	7,200	7,000
Legal fees	30,000	25,000	30,000
Legal fees - tax collection	20,000	12,000	20,000
Other administrative expense	2,000	860	2,000
Donations, gifts and awards	13,000	13,000	9,000
Professional services	5,000	0	5,000
	206,455	218,811	233,751
Election Expense	4,500		4,000
	704,145	690,325	708,565

**THE MUNICIPALITY OF CLARENDON
BUDGET ESTIMATES
ANALYSIS OF EXPENSES
PERIOD ENDED DECEMBER 31, 2024**

	2024 Budget	2023 Estimate	2023 Budget
PUBLIC SECURITY			
Police protection			
Government of Quebec	211,264	197,443	197,443
Fire protection			
M.R.C. Pontiac - fire protection	22,625	28,598	28,598
Fire chief and volunteers' remuneration and benefits	86,100	82,000	82,000
Fire - fuel	7,000	6,700	6,700
Fire - hydrant maintenance	1,500	0	1,500
Firemen - insurance on volunteers	2,800	2,800	2,800
Fire hall expenses	10,000	10,000	11,000
Fire services provided by other municipalities	5,000	4,000	2,000
Fire - annual verifications	7,500	6,000	5,000
Fire - joint training	7,200	6,000	2,500
Fire - joint vehicle fuel	2,000	2,000	2,000
Fire - joint vehicle insurance	2,500	2,000	2,000
Fire - joint vehicle licences	3,000	2,000	2,000
Fire - joint vehicle maintenance	10,000	9,000	5,000
Fire - joint fire supplies	23,000	20,000	20,000
Fire - joint cell phone	700	700	700
Fire - joint communication licence	300	250	250
Fire - joint equipment/pagers	1,500	1,500	2,500
Fire - joint banquet	900	850	850
	193,625	184,398	177,398
Other			
M.R.C. Pontiac - animal control	10,130	11,333	11,333
	415,019	393,174	386,174

**THE MUNICIPALITY OF CLARENDON
BUDGET ESTIMATES
ANALYSIS OF EXPENSES
PERIOD ENDED DECEMBER 31, 2024**

	2024 Budget	2023 Estimate	2023 Budget
TRANSPORTATION			
Municipal roads			
Wages and benefits	560,000	480,902	480,902
Training	2,000	1,500	2,000
Vehicles - fuel	150,000	150,000	150,000
Vehicles - maintenance	125,000	100,000	100,000
Vehicles - insurance	8,500	7,000	7,000
Vehicles - licences	22,500	21,000	14,000
Shop supplies	6,000	4,000	4,000
Small equipment maintenance	950	950	950
Garage - light and heat	7,500	7,500	7,500
Garage - maintenance	10,000	3,000	2,500
Garage - insurance	7,000	6,015	2,500
Communication Expense	2,000	2,000	600
Travel expense	100		
Group AST	1,200	1,200	1,200
Road safety equipment	3,000	3,000	3,000
Small tools and supplies	3,000	2,500	2,000
Boots	1,500	1,500	1,500
Other road expense	350	0	350
<i>25% of above items allocated to winter roads</i>	<i>(233,900)</i>	<i>(198,017)</i>	<i>(195,001)</i>
Calcium	150,000	140,000	115,000
Culverts	30,000	30,000	30,000
Bridge maintenance	1,000	0	1,000
Pit run and gravel	155,000	150,000	130,000
Equipment rental	160,000	125,000	125,000
Pavement maintenance	62,000	55,000	55,000
Beavers	8,000	7,500	7,000
Brushing	10,000	10,000	10,000
Grass cutting	0	0	15,000
Street sweeping	0	0	21,000
MRC - share Engineering			15,178
Professional services	2,000	725	8,700
	1,254,700	1,112,275	1,117,879
Snow removal			
Snow removal contracts	24,000	22,000	18,000
Salt	30,000	30,000	30,000
Sand and equipment rental	40,000	40,000	50,000
<i>25% from summer roads</i>	<i>233,900</i>	<i>198,017</i>	<i>195,001</i>
	327,900	290,017	293,001
Street lighting			
Electricity/maintenance	8,500	8,500	8,500
Traffic			
Road signs and civic numbering	3,500	3,600	10,000
	1,594,600	1,414,392	1,429,380

**THE MUNICIPALITY OF CLARENDON
BUDGET ESTIMATES
ANALYSIS OF EXPENSES
PERIOD ENDED DECEMBER 31, 2024**

	2024 Budget	2023 Estimate	2023 Budget
ENVIRONMENTAL HEALTH			
Water distribution system			
Sampling	800	800	800
Domestic garbage			
Collection			
Waste disposal	140,000	140,000	140,000
Elimination			
Supplies (Garbage bags)	8,000	8,000	8,000
M.R.C. Pontiac - waste management	21,473	25,422	25,422
Redevance	18,500	18,500	18,500
	47,973	51,922	51,922
Secondary materials			
Recycling	27,000	26,000	25,000
Brush site	25,000	25,000	25,000
	52,000	51,000	50,000
	240,773	243,722	242,722
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URBAN PLANNING			
Urban planning and zoning			
M.R.C. Pontiac	93,442	97,768	97,768
Municipal inspector Contract	37,000	35,000	35,000
Travel expense	3,500	3,500	3,500
Supplies	1,600	1,200	1,600
Bylaw Update	2,500	1,000	2,500
	138,042	138,468	140,368
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BUDGET ESTIMATES
ANALYSIS OF EXPENSES
PERIOD ENDED DECEMBER 31, 2024**

	2024 Budget	2023 Estimate	2023 Budget
RECREATIONAL AND CULTURAL ACTIVITIES			
Recreational			
Arena	33,000	7,000	4,500
Grants	600	600	600
Youth centre / rec. project/ RA student	3,000	3,000	3,000
	36,600	10,600	8,100
Cultural - Library			
C.R.S.B.P.O.	5,607	5,557	5,557
Remuneration and benefits	22,230	21,375	21,375
Telephone	300	300	300
Books and periodicals	3,000	3,000	3,000
Program animation	1,000	1,000	1,000
Parts and accessories	500	500	500
Equipment maintenance	250	250	250
Stationery	1,100	1,100	1,100
Insurance	2,100	2,100	2,100
Building maintenance & Flooring	2,250	2,250	2,250
Cleaning contract	2,000	2,000	2,000
Cleaning supplies	100	100	100
Electricity	3,600	3,600	3,600
Snow plowing/grass cutting	1,000	1,000	1,000
Publicity	50	50	50
Lost book account	200	200	200
Elevator fee	50	50	50
New equipment	250	250	250
Christmas décor	225	225	225
Special Event - 20 year anniversary	1,250		
	47,062	44,907	44,907
Other cultural activities			
Canada Day expense	500	500	500
Archives expense	100	100	100
Veterans Park	1,000	1,500	1,000
	1,600	2,100	1,600
	85,262	57,607	54,607
COST OF FINANCING			
	80,000	80,000	80,000
APPROPRIATIONS			
Capital assets purchased			
Gas Tax - Clarendon Share		455,803	300,418
Road Equipment	151,714	101,320	130,000
Municipal Building Upgrade	80,000		80,000
Salt Shed			
	231,714	557,123	510,418