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**MINUTES**  
**Regular Council**  
**Deseronto Town Hall**  
**Wednesday, December 13, 2023**  
**6:30 PM**

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

**REGRETS:** Councillor Jamie Zieman

**STAFF PRESENT:** Clerk Gail Maracle, Treasurer Mora Nicholls, and Town Manager Bryan Brooks

**1. CALL TO ORDER**

Mayor Johnston called the December 13, 2023 Regular meeting of Council to order at 6:32 pm. He asked those in attendance to observe a moment of silent reflection in memory of Clarence Zieman, who served over 20 years on Council in various capacities.

**2. ADOPTION OF AGENDA**

**Resolution 33-23-01**

Moved by Deputy Mayor Steven Everhardus  
 Seconded by Councillor Kevin Smith

THAT the agenda for the December 13, 2023 Regular Council meeting be accepted with the addition of 6 items: 4 under New Business - letter from the Ontario Land Tribunal, Town Hall Christmas closure, Fitness Centre entrance and arena software and 2 Personnel items in Closed Session

**Carried**

**3. DISCLOSURE OF PECUNIARY INTEREST**

None noted

**4. APPROVAL OF MINUTES**

4.1. Minutes of the November 22, 2023 Regular Council Meeting

**Resolution 33-23-02**

Moved by Councillor Norman Clark  
 Seconded by Councillor Kevin Smith

THAT the minutes of the November 22, 2023 Regular meeting of Council be approved as presented.

**Carried**

**5. DEPUTATIONS/PRESENTATIONS**

**6. UNFINISHED BUSINESS**

6.1. Welcome Package for new property owners

**7. VARIANCE REPORT**

**8. APPROVAL OF ACCOUNTS**

8.1. Schedule of Accounts

**Resolution 33-23-03**

Moved by Deputy Mayor Steven Everhardus  
 Seconded by Councillor Norman Clark

THAT Schedule of Accounts numbered 20-2023 in the amount of \$401,125.56

be approved for payment.

**Carried**

**9. STAFF REPORTS**

9.1. Town Manager - Policies for Review

**Resolution 33-23-04**

Moved by Deputy Mayor Steven Everhardus

Seconded by Councillor Kevin Smith

THAT Council defer the policies to the next meeting of Council to allow all members of Council to review.

**Carried**

9.2. Deseronto Transit updates - reports will be available prior to meeting

**Resolution 33-23-05**

Moved by Deputy Mayor Steven Everhardus

Seconded by Councillor Norman Clark

THAT Council receive the Town Manager's verbal report on the transition of Transit

AND FURTHER THAT the proposed rates be approved with the yellow ticket be changed to \$8.00 and the yellow monthly pass be changed to \$100.00.

**Carried**

9.3. Clerk - Signage Report

**Resolution 33-23-06**

Moved by Deputy Mayor Steven Everhardus

Seconded by Councillor Kevin Smith

THAT Council receive the "Snow Removal Signage" report and request staff to design and have some signs made up.

**Carried**

9.4. Treasurer's Report - Vault

**Resolution 33-23-07**

Moved by Deputy Mayor Steven Everhardus

Seconded by Councillor Norman Clark

THAT Council receive the "Fireproof Safe Approval" report and authorize staff to purchase a new safe.

**Carried**

9.5. By-Law Enforcement Services Board Report - November 2023

**Resolution 33-23-08**

Moved by Deputy Mayor Steven Everhardus

Seconded by Councillor Norman Clark

THAT Council receive the By-Law Enforcement Services Board report for the month of November 2023.

**Carried**

**10. COMMITTEE/BOARD MEETING MINUTES**

10.1. Building Inspection Services Board meeting minutes - September 28, 2023

10.2. By-Law Enforcement Services Board meeting minutes - September 28, 2023



**Resolution 33-23-09**

Moved by Deputy Mayor Steven Everhardus  
Seconded by Councillor Norman Clark

THAT Council receive the Building Inspection Services Board and By-Law Enforcement Services Board September 28, 2023 meeting minutes.

**Carried**

**11. ACTION ITEMS**

11.1. Letter from Bruce Cowle re: Morgan severance

**Resolution 33-23-10**

Moved by Deputy Mayor Steven Everhardus  
Seconded by Councillor Kevin Smith

THAT Council receive the letter from Bruce Cowle and leave the resolution as it was.

**Carried**

**12. INFORMATION ITEMS**

12.1. Hastings County Media Release - Strat Plan -

**Resolution 33-23-11**

Moved by Deputy Mayor Steven Everhardus  
Seconded by Councillor Kevin Smith

THAT Council receive the Hastings County media release and new Strategic Plan.

**Carried**

**13. NEW BUSINESS**

13.1. Ontario Land Tribunal Letter

**Resolution 33-23-12**

Moved by Councillor Kevin Smith  
Seconded by Councillor Norman Clark

THAT the letter from the Ontario Land Tribunal be received.

**Carried**

13.2. Town Hall Christmas Closure

**Resolution 33-23-13**

Moved by Deputy Mayor Steven Everhardus  
Seconded by Councillor Kevin Smith

THAT in addition to the statutory holidays, the Town Hall will be closed December 27th, 28th and 29th.

**Carried**

13.3. Fitness Centre Entrance

**Resolution 33-23-14**

Moved by Deputy Mayor Steven Everhardus  
Seconded by Councillor Norman Clark

THAT Council authorize the revised entrance at the Fitness Centre with the additional funding coming from Arena-Wages line item.

**Carried**

13.4. New Arena Software

**Resolution 33-23-15**

Moved by Deputy Mayor Steven Everhardus  
Seconded by Councillor Kevin Smith

THAT Council authorize staff to purchase the new Arena ice booking software.

**Carried**

**14. NOTICES OF MOTION**

**15. BY-LAWS**

15.1. By-law 55-2023 to enter into an agreement with member municipalities to participate in the Tiered Emergency Response Plan

**Resolution 33-23-16**

Moved by Deputy Mayor Steven Everhardus  
Seconded by Councillor Norman Clark

THAT By-law 55-2023, being a by-law to enter into an agreement with Hastings County to participate in Tiered Emergency Response, having been read a first, second and third time and number assigned, be finally passed this 13th day of December 2023.

**Carried**

15.2. By-Law 56-2023 to enter into an agreement with Hastings County for transit funding

**Resolution 33-23-17**

Moved by Deputy Mayor Steven Everhardus  
Seconded by Councillor Norman Clark

THAT By-law 56-2023, being a by-law to enter into an agreement with Hastings County for transit funding, having been read a first, second and third time and number assigned, be finally passed this 13th day of December 2023.

**Carried**

**16. ANNOUNCEMENTS**

All members of Council wished everyone a Merry Christmas and Happy New Year and thanked staff for all of their work during the past year.

**17. CLOSED SESSION**

17.1. Closed Session Items Under Section 239  
b) 2 under Personal matters about an identifiable person

**Resolution 33-23-18**

Moved by Deputy Mayor Steven Everhardus  
Seconded by Councillor Kevin Smith

THAT Council rise at 7:55 pm, under Section 239 of the Municipal Act and move into Closed Session to discuss 2 matters under 2(b) personal matters about an identifiable individual, including municipal or local board employees,

**Carried**

**18. INSTRUCTION TO STAFF**

**Resolution 33-23-19**

Moved by Deputy Mayor Steven Everhardus

Seconded by Councillor Kevin Smith

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

**Carried**

**19. BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL**

19.1. By-law 57-2023 to confirm the proceedings of Council for  
December 13, 2023

**Resolution 33-23-20**

Moved by Deputy Mayor Steven Everhardus

Seconded by Councillor Norman Clark

THAT By-law 57-2023, being a by-law to confirm the proceedings of the  
December 13, 2023 Regular Council meeting, having been read a first, second  
and third time, be assigned a number and finally passed this 13th day of  
December 2023.

**Carried**

**20. ADJOURNMENT**

**Resolution 33-23-21**

Moved by Councillor Kevin Smith

THAT the December 13 2023 Regular Council meeting be adjourned.

**Carried**

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Mayor

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Clerk



2024-01-11

**Corporation of the  
TOWN OF DESERONTO**

Schedule of Accounts No. **1-2024**

Moved by: \_\_\_\_\_

Seconded by \_\_\_\_\_

"That Schedule of Accounts Numbered **1-2024**  
be approved in the amount of \$ 373,396.97

Carried.

**BREAKDOWN OF SCHEDULE OF ACCOUNTS**

**ACCOUNTS PAYABLES**  
See Attached List

	<u>BATCH</u>	<u>AMOUNT</u>
	2023-00136	\$ 369,863.15
	2023-00137-00140	\$ -
	2023-00142	2929.51
	2023-00144	\$ 604.31

TOTAL SCHEDULE OF ACCOUNTS NO. **1-2024** Total \$ 373,396.97

**Town of Deseronto**  
**List of Accounts for Approval**  
Batch: 2023-00136 to 2023-00136

Bank Code - GEN - General

**COMPUTER CHEQUE**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>3583</b>	<b>2023-12-21</b>	<b>Air Liquide</b>			
76730092		10-30-31-43320 - Roads - Buildi	Cylinder lease	185.20	
		10-00-00-12103 - Federal Rebal	HST Tax Code	9.10	
		10-00-00-12104 - Provincial Ret	HST Tax Code	11.36	205.66
76719217		10-30-31-43320 - Roads - Buildi	Cylinder Lease Small	92.60	
		10-00-00-12103 - Federal Rebal	HST Tax Code	4.55	
		10-00-00-12104 - Provincial Ret	HST Tax Code	5.68	102.83
			Payment Total:		<u>308.49</u>
<b>3584</b>	<b>2023-12-21</b>	<b>All About Signs</b>			
10085		10-80-83-43730 - Arena -Miscel	Federal Government reno, s	400.00	
		10-80-83-43300 - Arena -Buildin	Federal Government reno, s	440.00	
		10-00-00-12101 - ITC Receivabl	HST-ITC Tax Code	42.00	
		10-00-00-12101 - ITC Receivabl	HST-ITC Tax Code	67.20	949.20
<b>3585</b>	<b>2023-12-21</b>	<b>Bakertilly</b>			
295211		10-10-12-44100 - Admin - Audit	Second iterim audit procedu	10,176.00	
		15-40-41-44100 - W & S - Audit	Second iterim audit procedu	10,176.00	
		10-00-00-12640 - Due From (To	Second iterim audit procedu	1,500.00	
		10-00-00-12650 - Due From (To	Second iterim audit procedu	1,500.00	
		10-10-12-44100 - Admin - Audit	Second iterim audit procedu	-3,000.00	
		10-00-00-12103 - Federal Rebal	HST Tax Code	1,000.00	
		10-00-00-12104 - Provincial Ret	HST Tax Code	1,248.00	22,600.00
<b>3586</b>	<b>2023-12-21</b>	<b>Battlefield Equipment Rental</b>			
23232838		10-30-31-43320 - Roads - Buildi	Shovel	52.47	
		10-00-00-12103 - Federal Rebal	HST Tax Code	2.58	
		10-00-00-12104 - Provincial Ret	HST Tax Code	3.21	58.26
23232929		10-30-31-43207 - Roads Materie	Fence, silt 3'x100'	265.38	
		10-00-00-12103 - Federal Rebal	HST Tax Code	13.04	
		10-00-00-12104 - Provincial Ret	HST Tax Code	16.27	294.69
			Payment Total:		<u>352.95</u>
<b>3587</b>	<b>2023-12-21</b>	<b>Free Flow Gas Bar</b>			
Nov23		10-95-95-43201 - Transit- Gas e	Fuel for Nov	2,644.24	
		10-00-00-12103 - Federal Rebal	HST Tax Code	129.93	
		10-00-00-12104 - Provincial Ret	HST Tax Code	162.15	2,936.32
<b>3588</b>	<b>2023-12-21</b>	<b>Bell Mobility</b>			
Dec2023		10-10-12-43150 - Admin - Telep	Dec bill	74.39	
		15-40-41-43150 - W & S - Telep	Dec bill	71.27	
		10-00-00-12592 - A/R - Other	Devans overage	19.21	
		10-00-00-12592 - A/R - Other	Andrews overage	19.21	
		10-30-31-43150 - Roads - Telep	Andrews overage	145.07	
		10-95-95-43150 - Transit- -Telep	Andrews overage	71.35	
		10-00-00-12103 - Federal Rebal	HST Tax Code	17.79	
		10-00-00-12104 - Provincial Ret	HST Tax Code	22.21	440.50
<b>3589</b>	<b>2023-12-21</b>	<b>Brinklow, Darrell</b>			
3709050		10-20-21-43180 - Fire - Janitorie	Rack Storage	223.87	
		10-00-00-12103 - Federal Rebal	HST Tax Code	11.00	
		10-00-00-12104 - Provincial Ret	HST Tax Code	13.73	248.60
<b>3590</b>	<b>2023-12-21</b>	<b>Brooks, Bryan</b>			

**Town of Deseronto**  
**List of Accounts for Approval**  
Batch: 2023-00136 to 2023-00136

**COMPUTER CHEQUE**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
Travel2023		10-10-12-43801 - Admin - Milea	Travel expenses Oct 10- Nc	242.47	319.25
		10-10-12-43150 - Admin - Telep	Travel expenses Oct 10- Nc	50.00	
		10-00-00-12103 - Federal Rebal	HST Tax Code	11.91	
		10-00-00-12104 - Provincial Ret	HST Tax Code	14.87	
Travel23		10-10-12-43801 - Admin - Milea	Travel expenses Dec1-Dec:	71.65	129.56
		10-10-12-43801 - Admin - Milea	Travel expenses Dec1-Dec:	50.00	
		10-00-00-12103 - Federal Rebal	HST Tax Code	3.52	
		10-00-00-12104 - Provincial Ret	HST Tax Code	4.39	
			Payment Total:		448.81
<b>3591</b>	<b>2023-12-21</b>	<b>Canadian Tire</b>			
14908		10-30-31-43320 - Roads - Buildi	Oil, air filter,oil filter, etc	402.96	447.47
		10-00-00-12103 - Federal Rebal	HST Tax Code	19.80	
		10-00-00-12104 - Provincial Ret	HST Tax Code	24.71	
14905		10-30-31-43320 - Roads - Buildi	Spray 9	25.43	28.24
		10-00-00-12103 - Federal Rebal	HST Tax Code	1.25	
		10-00-00-12104 - Provincial Ret	HST Tax Code	1.56	
14913		10-30-31-43320 - Roads - Buildi	pvc connector, tire foam, gla	169.13	187.81
		10-00-00-12103 - Federal Rebal	HST Tax Code	8.31	
		10-00-00-12104 - Provincial Ret	HST Tax Code	10.37	
			Payment Total:		663.52
<b>3592</b>	<b>2023-12-21</b>	<b>Carter, Joe</b>			
clothing23		10-30-31-43710 - Roads - Cloth	work boots	223.86	248.59
		10-00-00-12103 - Federal Rebal	HST Tax Code	11.00	
		10-00-00-12104 - Provincial Ret	HST Tax Code	13.73	
<b>3593</b>	<b>2023-12-21</b>	<b>CarQuest Auto Parts</b>			
5291-367488		10-30-31-43209 - Roads Materiz	black silicone, lights, conditi	293.36	325.76
		10-00-00-12103 - Federal Rebal	HST Tax Code	14.41	
		10-00-00-12104 - Provincial Ret	HST Tax Code	17.99	
5291-367472		10-30-31-43320 - Roads - Buildi	Brake clean	76.81	85.29
		10-00-00-12103 - Federal Rebal	HST Tax Code	3.77	
		10-00-00-12104 - Provincial Ret	HST Tax Code	4.71	
5291-367489		10-30-31-43209 - Roads Materiz	Fuel Condition	190.37	211.40
		10-00-00-12103 - Federal Rebal	HST Tax Code	9.35	
		10-00-00-12104 - Provincial Ret	HST Tax Code	11.68	
5291-367876		10-30-31-43320 - Roads - Buildi	14G Black Wire	8.13	9.03
		10-00-00-12103 - Federal Rebal	HST Tax Code	0.40	
		10-00-00-12104 - Provincial Ret	HST Tax Code	0.50	
			Payment Total:		631.48
<b>3594</b>	<b>2023-12-21</b>	<b>ChoiceCom Networks &amp; Comm. Ltd</b>			
140425		10-10-12-43130 - Admin - Photc	Billing Period Dec	122.09	135.58
		10-00-00-12103 - Federal Rebal	HST Tax Code	6.00	
		10-00-00-12104 - Provincial Ret	HST Tax Code	7.49	
<b>3595</b>	<b>2023-12-21</b>	<b>Cintas Canada Limited</b>			
4177553939		10-80-83-43180 - Arena -Outsid	Mat Rental x2 arena	65.46	73.97
		10-00-00-12101 - ITC Receivabl	HST-ITC Tax Code	3.27	
		10-00-00-12101 - ITC Receivabl	HST-ITC Tax Code	5.24	
<b>3596</b>	<b>2023-12-21</b>	<b>City of Belleville</b>			
20233211		10-20-21-44510 - Fire - Dispatc	Fire- Dispatch Fees	11,351.37	11,351.37
<b>3597</b>	<b>2023-12-21</b>	<b>Congers Plumbing</b>			
4851		10-80-81-43300 - Parks - Buildir	winterized canteen centenn	227.94	

**Town of Deseronto**  
**List of Accounts for Approval**  
Batch: 2023-00136 to 2023-00136

**COMPUTER CHEQUE**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
		10-00-00-12103 - Federal Rebal	HST Tax Code	11.20	
		10-00-00-12104 - Provincial Ret	HST Tax Code	13.98	253.12
<b>3598</b>	<b>2023-12-21</b>	<b>County of Hastings</b>			
0000000000773		10-10-12-43500 - Admin - Comp	IT Support Services	783.33	783.33
<b>3599</b>	<b>2023-12-21</b>	<b>Davis &amp; Davis</b>			
0000243284		10-30-31-50538 - Trackless Sid	3/8 HYD hose. clamp, quick	106.92	
		10-00-00-12103 - Federal Rebal	HST Tax Code	5.25	
		10-00-00-12104 - Provincial Ret	HST Tax Code	6.56	118.73
<b>3600</b>	<b>2023-12-21</b>	<b>REV - Deerhaven Farm &amp; Garden</b>			
<b>3601</b>	<b>2023-12-21</b>	<b>Deseronto Cemetery</b>			
2023grant		10-00-00-12640 - Due From (To	Grant to Cemetery 2023	14,427.79	14,427.79
<b>3602</b>	<b>2023-12-21</b>	<b>Ecovue Consulting Services Inc</b>			
22-2114-509		10-00-00-12591 - A/R Planning	Park St Subdivision	1,117.29	1,117.29
<b>3603</b>	<b>2023-12-21</b>	<b>Enbridge Gas</b>			
Nov23Arena		10-80-83-43430 - Arena -Heat	Billing Per Nov11-Dec8	1,470.96	
		10-00-00-12101 - ITC Receivabl	HST-ITC Tax Code	73.55	
		10-00-00-12101 - ITC Receivabl	HST-ITC Tax Code	117.68	1,662.19
Nov23Police		10-20-21-43430 - Fire - Heat	Billing Per Nov3-Dec2	201.14	
		10-20-21-43430 - Fire - Heat	Billing Per Nov3-Dec2	0.83	
		10-00-00-12103 - Federal Rebal	HST Tax Code	9.88	
		10-00-00-12104 - Provincial Ret	HST Tax Code	12.33	224.18
Nov23Firehall		10-20-21-43430 - Fire - Heat	Billing Per Nov3-Dec2	421.46	
		10-20-21-43430 - Fire - Heat	Billing Per Nov3-Dec2	3.45	
		10-00-00-12103 - Federal Rebal	HST Tax Code	20.71	
		10-00-00-12104 - Provincial Ret	HST Tax Code	25.84	471.46
Nov23Sewage		15-40-41-50302 - Waterwater H	Billing Per Nov3-Dec3	196.86	
		15-40-41-50302 - Waterwater H	Billing Per Nov3-Dec3	0.04	
		10-00-00-12103 - Federal Rebal	HST Tax Code	9.67	
		10-00-00-12104 - Provincial Ret	HST Tax Code	12.07	218.64
Nov23OfficeRds		10-30-31-43430 - Roads - Heat	Billing Per Nov3-Dec2	319.65	
		10-30-31-43430 - Roads - Heat	Billing Per Nov3-Dec2	1.95	
		10-00-00-12103 - Federal Rebal	HST Tax Code	15.71	
		10-00-00-12104 - Provincial Ret	HST Tax Code	19.60	356.91
Nov23Transit		10-30-31-43430 - Roads - Heat	Billing Per Nov3-Dec2	343.39	
		10-95-95-43430 - Transit - Heat	Billing Per Nov3-Dec2	171.70	
		10-95-95-43430 - Transit - Heat	Billing Per Nov3-Dec2	0.96	
		10-30-31-43430 - Roads - Heat	Billing Per Nov3-Dec2	1.92	
		10-00-00-12103 - Federal Rebal	HST Tax Code	25.31	
		10-00-00-12104 - Provincial Ret	HST Tax Code	31.58	574.86
Nov23Townhall		10-10-12-43430 - Admin - Gas	Billing Per Nov3-Dec2	376.09	
		10-10-12-43430 - Admin - Gas	Billing Per Nov3-Dec2	2.04	
		10-00-00-12103 - Federal Rebal	HST Tax Code	18.48	
		10-00-00-12104 - Provincial Ret	HST Tax Code	23.06	419.67
Nov23Water		15-40-41-43430 - Water Heat	Billing Per Nov3-Dec2	1,268.91	
		15-40-41-43430 - Water Heat	Billing Per Nov3-Dec2	7.55	
		10-00-00-12103 - Federal Rebal	HST Tax Code	62.35	
		10-00-00-12104 - Provincial Ret	HST Tax Code	77.81	

Payment Total: 1,416.62  
5,344.53

**Town of Deseronto**  
**List of Accounts for Approval**  
Batch: 2023-00136 to 2023-00136

**COMPUTER CHEQUE**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>3604</b>	<b>2023-12-21</b>	<b>Hayes, Devan</b>			
Dec 20, 2023		10-30-31-43710 - Roads - Cloth	Socks	62.05	
		10-00-00-12103 - Federal Rebal	HST Tax Code	3.05	
		10-00-00-12104 - Provincial Ret	HST Tax Code	3.81	68.91
<b>3605</b>	<b>2023-12-21</b>	<b>Humphreys, Matt</b>			
4447		10-30-31-43710 - Roads - Cloth	Clothing	33.56	
		10-00-00-12103 - Federal Rebal	HST Tax Code	1.65	
		10-00-00-12104 - Provincial Ret	HST Tax Code	2.06	37.27
vest2023		10-30-31-43710 - Roads - Cloth	Hi Vis jacket	122.10	
		10-00-00-12103 - Federal Rebal	HST Tax Code	6.00	
		10-00-00-12104 - Provincial Ret	HST Tax Code	7.49	135.59
			Payment Total:		<u>172.86</u>
<b>3606</b>	<b>2023-12-21</b>	<b>Hydro One Networks Inc</b>			
Nov23Fourth		15-40-41-43411 - Wastewater -	Billing Period Nov6-Dec5	43.17	
		15-40-41-43411 - Wastewater -	Billing Period Nov6-Dec5	-8.19	
		10-00-00-12103 - Federal Rebal	HST Tax Code	2.12	
		10-00-00-12104 - Provincial Ret	HST Tax Code	2.64	39.74
Nov23First		15-40-41-43411 - Wastewater -	Billing Period Nov6-Dec5	277.83	
		15-40-41-43411 - Wastewater -	Billing Period Nov6-Dec5	-52.69	
		10-00-00-12103 - Federal Rebal	HST Tax Code	13.65	
		10-00-00-12104 - Provincial Ret	HST Tax Code	17.04	255.83
Nov23WtrPlnt		15-40-41-43410 - Water - Hydro	Billing Period Oct27-Nov24	6,443.10	
		10-00-00-12103 - Federal Rebal	HST Tax Code	316.58	
		10-00-00-12104 - Provincial Ret	HST Tax Code	395.10	7,154.78
Nov23Maple		15-40-41-43411 - Wastewater -	Billing Period Nov6-Dec5	66.27	
		15-40-41-43411 - Wastewater -	Billing Period Nov6-Dec5	-12.57	
		10-00-00-12103 - Federal Rebal	HST Tax Code	3.26	
		10-00-00-12104 - Provincial Ret	HST Tax Code	4.06	61.02
Nov23Sewer		15-40-41-43411 - Wastewater -	Billing Period Oct27-Nov24	6,966.86	
		10-00-00-12103 - Federal Rebal	HST Tax Code	342.32	
		10-00-00-12104 - Provincial Ret	HST Tax Code	427.21	7,736.39
Nov23Storage		10-80-81-43410 - Parks - Hydro	Billing Period Nov1-Nov30	32.51	
		10-80-81-43410 - Parks - Hydro	Billing Period Nov1-Nov30	-6.18	
		10-00-00-12103 - Federal Rebal	HST Tax Code	1.60	
		10-00-00-12104 - Provincial Ret	HST Tax Code	2.00	29.93
Nov23Edmon31		10-20-21-43410 - Fire - Hydro	Billing Period Nov1-Nov30	173.82	
		10-20-21-43410 - Fire - Hydro	Billing Period Nov1-Nov30	-32.96	
		10-00-00-12103 - Federal Rebal	HST Tax Code	8.54	
		10-00-00-12104 - Provincial Ret	HST Tax Code	10.65	160.05
Nov23Canteen		10-80-81-43410 - Parks - Hydro	Billing Period Nov1-Nov30	57.97	
		10-80-81-43410 - Parks - Hydro	Billing Period Nov1-Nov30	-11.00	
		10-00-00-12103 - Federal Rebal	HST Tax Code	2.85	
		10-00-00-12104 - Provincial Ret	HST Tax Code	3.56	53.38
Nov23MBQ		15-40-41-43410 - Water - Hydro	Billing Period Nov1-Nov30	41.21	
		15-40-41-43410 - Water - Hydro	Billing Period Nov1-Nov30	-7.82	
		10-00-00-12103 - Federal Rebal	HST Tax Code	2.03	
		10-00-00-12104 - Provincial Ret	HST Tax Code	2.53	37.95
Nov23NPW		10-30-31-43410 - Roads - Hydr	Billing Period Oct31-Nov29	242.77	
		10-30-31-43410 - Roads - Hydr	Billing Period Oct31-Nov29	-46.05	
		10-00-00-12103 - Federal Rebal	HST Tax Code	11.93	
		10-00-00-12104 - Provincial Ret	HST Tax Code	14.89	223.54



**Town of Deseronto**  
**List of Accounts for Approval**  
Batch: 2023-00136 to 2023-00136

**COMPUTER CHEQUE**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
Nov23Townhall		10-10-12-43410 - Admin - Hydr	Billing Period Nov1-Nov30	275.40	253.59
		10-10-12-43410 - Admin - Hydr	Billing Period Nov1-Nov30	-52.23	
		10-00-00-12103 - Federal Rebal	HST Tax Code	13.53	
		10-00-00-12104 - Provincial Ret	HST Tax Code	16.89	
Nov23Edmon31		10-20-21-43410 - Fire - Hydro	Billing Period Nov1-Nov30	165.27	152.17
		10-20-21-43410 - Fire - Hydro	Billing Period Nov1-Nov30	-31.35	
		10-00-00-12103 - Federal Rebal	HST Tax Code	8.12	
		10-00-00-12104 - Provincial Ret	HST Tax Code	10.13	
Nov23Transit		10-30-31-43410 - Roads - Hydr	Billing Period Nov1-Nov30	107.61	148.62
		10-95-95-43410 - Transit- -Hydr	Billing Period Nov1-Nov30	53.80	
		10-30-31-43410 - Roads - Hydr	Billing Period Nov1-Nov30	-20.41	
		10-95-95-43410 - Transit- -Hydr	Billing Period Nov1-Nov30	-10.21	
		10-00-00-12103 - Federal Rebal	HST Tax Code	7.93	
Nov23Lights		10-00-00-12104 - Provincial Ret	HST Tax Code	9.90	1,745.97
		10-30-33-43410 - Street Lighting	Billing Period Oct27-Nov24	1,865.89	
		10-30-33-43410 - Street Lighting	Billing Period Oct27-Nov24	-326.02	
		10-00-00-12103 - Federal Rebal	HST Tax Code	91.68	
Nov23WtrTwr		10-00-00-12104 - Provincial Ret	HST Tax Code	114.42	381.02
		15-40-41-43410 - Water - Hydro	Billing Period Nov1-Nov30	413.80	
		15-40-41-43410 - Water - Hydro	Billing Period Nov1-Nov30	-78.48	
		10-00-00-12103 - Federal Rebal	HST Tax Code	20.33	
		10-00-00-12104 - Provincial Ret	HST Tax Code	25.37	381.02
			Payment Total:		18,433.98
<b>3607</b>	<b>2023-12-21</b>	<b>ITI Canada Inc.</b>			
IN-75729-01		10-10-12-43500 - Admin - Comp	Backup Dec	237.71	263.97
		10-00-00-12103 - Federal Rebal	HST Tax Code	11.68	
		10-00-00-12104 - Provincial Ret	HST Tax Code	14.58	
<b>3608</b>	<b>2023-12-21</b>	<b>Joe Johnson Equipment</b>			
P43717		10-30-31-50526 - 2010 UD Swe	Wandering hose	2,725.47	3,026.51
		10-00-00-12103 - Federal Rebal	HST Tax Code	133.92	
		10-00-00-12104 - Provincial Ret	HST Tax Code	167.12	
<b>3609</b>	<b>2023-12-21</b>	<b>Johnston, Bernie</b>			
Dec23		10-20-21-43803 - Fire - Educatio	Training	414.83	460.65
		10-00-00-12103 - Federal Rebal	HST Tax Code	20.38	
		10-00-00-12104 - Provincial Ret	HST Tax Code	25.44	
<b>3610</b>	<b>2023-12-21</b>	<b>Kiley Paving</b>			
23-6845		10-00-00-12591 - A/R Planning	Thomas St Resurfacing Pro	1,916.71	242,364.23
		15-40-41-43602 - Water - Distrik	Thomas St Resurfacing Pro	1,666.73	
		10-30-31-43206 - Roads Materiz	Thomas St Resurfacing Pro	1,221.12	
		10-30-31-49600 - Roads - Capit	Thomas St Resurfacing Pro	213,642.59	
		10-00-00-12103 - Federal Rebal	HST Tax Code	10,639.27	
		10-00-00-12104 - Provincial Ret	HST Tax Code	13,277.81	
<b>3611</b>	<b>2023-12-21</b>	<b>L&amp;M Enterprises</b>			
2023GasFire		10-20-21-43201 - Fire - Fire Equ	Fuel for firetrucks 2023	806.79	895.91
		10-00-00-12103 - Federal Rebal	HST Tax Code	39.64	
		10-00-00-12104 - Provincial Ret	HST Tax Code	49.48	
<b>3612</b>	<b>2023-12-21</b>	<b>Linde Canada Inc</b>			
39483597		10-20-21-43190 - Fire - Medical	Cyl Lease Medical 1 year	145.76	7.16
		10-00-00-12103 - Federal Rebal	HST Tax Code	7.16	

**Town of Deseronto**  
**List of Accounts for Approval**  
Batch: 2023-00136 to 2023-00136

**COMPUTER CHEQUE**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
		10-00-00-12104 - Provincial Ret	HST Tax Code	8.94	161.86
<b>3613</b>	<b>2023-12-21</b>	<b>3635112 Canada Inc</b>			
019695		10-20-21-50536 - 2010 INTL 40:	CSA solid adapter	226.20	
		10-00-00-12103 - Federal Rebal	HST Tax Code	11.11	
		10-00-00-12104 - Provincial Ret	HST Tax Code	13.88	251.19
<b>3614</b>	<b>2023-12-21</b>	<b>Minitel Corporation</b>			
4041		10-10-12-43150 - Admin - Telep	Set up remote call for Dec2:	142.46	
		10-00-00-12103 - Federal Rebal	HST Tax Code	7.00	
		10-00-00-12104 - Provincial Ret	HST Tax Code	8.74	158.20
<b>3615</b>	<b>2023-12-21</b>	<b>Napanee Home Hardware</b>			
DE3625		10-80-81-43642 - Mill Point Park	Nuts, Bolts, and Washers	59.53	
		10-00-00-12103 - Federal Rebal	HST Tax Code	2.93	
		10-00-00-12104 - Provincial Ret	HST Tax Code	3.65	66.11
<b>3616</b>	<b>2023-12-21</b>	<b>Napanee Blooms</b>			
Flowers2023		10-10-10-43805 - Council - Misc	Vase design for Clarence Z	162.82	
		10-00-00-12103 - Federal Rebal	HST Tax Code	8.00	
		10-00-00-12104 - Provincial Ret	HST Tax Code	9.98	180.80
<b>3617</b>	<b>2023-12-21</b>	<b>Nicholls, Mora</b>			
2023Mileage		10-10-12-43801 - Admin - Milea	Mileage for 2023	76.54	
		10-00-00-12103 - Federal Rebal	HST Tax Code	3.76	
		10-00-00-12104 - Provincial Ret	HST Tax Code	4.70	85.00
<b>3618</b>	<b>2023-12-21</b>	<b>O'Sullivan Repair</b>			
25633		10-95-95-43600 - Transit - R & M	Annual fire extinguisher insp	1,506.05	
		10-00-00-12103 - Federal Rebal	HST Tax Code	74.00	
		10-00-00-12104 - Provincial Ret	HST Tax Code	92.35	1,672.40
25635		10-95-95-43607 - Transit - R&M	Winter tires, Oil change	1,015.86	
		10-95-95-43608 - Transit - R&M	Winter tires, Oil change	54.50	
		10-00-00-12103 - Federal Rebal	HST Tax Code	52.59	
		10-00-00-12104 - Provincial Ret	HST Tax Code	65.63	1,188.58
25638		10-95-95-43628 - TRANSIT- 20	Winter tires, oil change	2,650.18	
		10-95-95-43629 - TRANSIT - 20	Winter tires, oil change	387.49	
		10-00-00-12103 - Federal Rebal	HST Tax Code	149.26	
		10-00-00-12104 - Provincial Ret	HST Tax Code	186.28	3,373.21
25637		10-95-95-43626 - Transit - R & M	Winter tires, oil change	3,644.13	
		10-95-95-43627 - Transit - R & M	Winter tires, oil change	1,976.25	
		10-00-00-12103 - Federal Rebal	HST Tax Code	276.16	
		10-00-00-12104 - Provincial Ret	HST Tax Code	344.65	6,241.19
25636		10-95-95-43626 - Transit - R & M	Oil change, replace headlig	186.72	
		10-95-95-43627 - Transit - R & M	Oil change, replace headlig	383.87	
		10-00-00-12103 - Federal Rebal	HST Tax Code	28.04	
		10-00-00-12104 - Provincial Ret	HST Tax Code	34.98	633.61
25634		10-95-95-43624 - Transit - R&M	Battery, tow call, repair seiz	1,965.61	
		10-95-95-43625 - Transit - R&M	Battery, tow call, repair seiz	3,366.82	
		10-00-00-12103 - Federal Rebal	HST Tax Code	262.01	
		10-00-00-12104 - Provincial Ret	HST Tax Code	326.99	5,921.43
25632		10-95-95-43300 - Building Maint	Prince St building clean up	1,453.13	
		10-00-00-12103 - Federal Rebal	HST Tax Code	71.40	
		10-00-00-12104 - Provincial Ret	HST Tax Code	89.11	1,613.64
			Payment Total:		20,644.06

**Town of Deseronto**  
**List of Accounts for Approval**  
Batch: 2023-00136 to 2023-00136

**COMPUTER CHEQUE**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>3619</b>	<b>2023-12-21</b>	<b>Petty Cash</b>			
Dec 2023		10-20-25-43140 - By-Law - post	Replenish Petty Cash	68.23	
		10-10-12-43110 - Admin - Office	Replenish Petty Cash	258.53	
		10-10-12-43330 - Admin - Janitc	Replenish Petty Cash	34.59	
		10-95-95-50338 - COVID Expen	Replenish Petty Cash	4.58	
		10-80-83-95410 - Fitness Centre	Replenish Petty Cash	26.94	
		10-80-83-95410 - Fitness Centre	Replenish Petty Cash	18.01	
		15-40-41-43730 - W & S - Misc	Replenish Petty Cash	66.49	
		10-10-12-43720 - Admin - Occ. I	Replenish Petty Cash	22.55	
		10-10-12-43140 - Admin - Posta	Replenish Petty Cash	2.76	
		10-80-82-48250 - Santa Claus F	Replenish Petty Cash	115.38	
		10-00-00-12103 - Federal Rebal	Replenish Petty Cash	30.84	
		10-00-00-12104 - Provincial Ret	Replenish Petty Cash	33.80	
		10-00-00-12101 - ITC Receivabl	Replenish Petty Cash	4.03	
		10-10-12-43147 - Petty Cash - C	Replenish Petty Cash	2.02	688.75
<b>3620</b>	<b>2023-12-21</b>	<b>REV - Quadiant Leasing Canada Ltd.</b>			
<b>3621</b>	<b>2023-12-21</b>	<b>Reliance Home Comfort</b>			
Dec2023		10-80-83-43650 - Fitness Centre	Billing Period Nov2-Dec1	141.02	
		10-00-00-12101 - ITC Receivabl	HST-ITC Tax Code	7.05	
		10-00-00-12101 - ITC Receivabl	HST-ITC Tax Code	11.28	159.35
<b>3622</b>	<b>2023-12-21</b>	<b>Sands</b>			
00720119		10-20-21-43190 - Fire - Medical	Backpack red optional front	294.67	
		10-00-00-12103 - Federal Rebal	HST Tax Code	14.48	
		10-00-00-12104 - Provincial Ret	HST Tax Code	18.06	327.21
<b>3623</b>	<b>2023-12-21</b>	<b>Scott, Andrew</b>			
wal2023		10-30-31-43710 - Roads - Cloth	Clothing	75.26	
		10-00-00-12103 - Federal Rebal	HST Tax Code	3.70	
		10-00-00-12104 - Provincial Ret	HST Tax Code	4.61	83.57
<b>3624</b>	<b>2023-12-21</b>	<b>Templeman</b>			
01-19095		10-10-11-44200 - Admin - Legal	MAT53597 professional ser	620.74	
		10-00-00-12103 - Federal Rebal	HST Tax Code	30.50	
		10-00-00-12104 - Provincial Ret	HST Tax Code	38.06	689.30
01-19083		10-10-11-44200 - Admin - Legal	MAT58469 Professional ser	122.11	
		10-00-00-12103 - Federal Rebal	HST Tax Code	6.00	
		10-00-00-12104 - Provincial Ret	HST Tax Code	7.49	135.60
			Payment Total:		824.90
<b>3625</b>	<b>2023-12-21</b>	<b>Tim's Truck &amp; Equipment</b>			
01R61540		10-30-31-50527 - 2010 UD Swe	Emmissions test	141.19	
		10-00-00-12103 - Federal Rebal	HST Tax Code	6.94	
		10-00-00-12104 - Provincial Ret	HST Tax Code	8.66	156.79
<b>3626</b>	<b>2023-12-21</b>	<b>Trickey Et AL Tax Team Inc.</b>			
19630		10-00-00-12592 - A/R - Other	HSDO23-007 prepare statu	56.50	56.50
<b>3627</b>	<b>2023-12-21</b>	<b>Tyendingaga Propane</b>			
32970G-1		10-80-83-43302 - Ice Mainten	Propane x3 Arena	92.46	
		10-00-00-12101 - ITC Receivabl	HST-ITC Tax Code	4.62	
		10-00-00-12101 - ITC Receivabl	HST-ITC Tax Code	7.40	104.48
32997G-1		10-80-83-43302 - Ice Mainten	Propane x2 Arena	61.64	

**Town of Deseronto**  
**List of Accounts for Approval**  
Batch: 2023-00136 to 2023-00136

**COMPUTER CHEQUE**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
		10-00-00-12101 - ITC Receivabl	HST-ITC Tax Code	3.08	
		10-00-00-12101 - ITC Receivabl	HST-ITC Tax Code	4.93	69.65
			Payment Total:		<u>174.13</u>
<b>3628</b>	<b>2023-12-21</b>	<b>Waste Connection of Canada Inc</b>			
7150-00004345:		10-80-83-44400 - Arena -Waste	Front load commercial picku	303.22	
		10-30-31-44400 - Roads - Wast	Front load commercial picku	478.82	
		10-00-00-12103 - Federal Rebat	HST Tax Code	23.53	
		10-00-00-12104 - Provincial Ret	HST Tax Code	29.36	
		10-00-00-12101 - ITC Receivabl	HST-ITC Tax Code	15.16	
		10-00-00-12101 - ITC Receivabl	HST-ITC Tax Code	24.26	874.35
7150-003278		10-40-43-44750 - Contract Serv	Residential waste pickup	5,517.08	
		10-40-43-44730 - Waste Contra	Residential waste pickup	8,755.61	
		10-00-00-12103 - Federal Rebat	HST Tax Code	701.29	
		10-00-00-12104 - Provincial Ret	HST Tax Code	875.21	15,849.19
			Payment Total:		<u>16,723.54</u>
			Total Computer Cheque:		<u>369,863.15</u>
			Total GEN:		<u>369,863.15</u>

Certified Correct This December 21, 2023

\_\_\_\_\_  
Mayor

  
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Treasurer

**Town of Deseronto**  
**List of Accounts for Approval**  
Batch: 2023-00137 to 2023-00140

Bank Code - GEN - General

CREDIT INVOICE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>2023-0001</b>	<b>2023-12-21</b>	<b>Quadient Leasing Canada Ltd.</b>			
6295743		10-10-12-43140 - Admin - Posta	Payment # 54 Jan	136.06	
		10-00-00-12103 - Federal Rebal	HST Tax Code	6.69	
		10-00-00-12104 - Provincial Ret	HST Tax Code	8.34	151.09
6295743-01		10-10-12-43140 - Admin - Posta	Payment # 54 Jan	-136.06	
		10-00-00-12103 - Federal Rebal	HST Tax Code	-6.69	
		10-00-00-12104 - Provincial Ret	HST Tax Code	-8.34	-151.09
			Payment Total:		<u>0.00</u>
<b>2023-0002</b>	<b>2023-12-21</b>	<b>Deerhaven Farm &amp; Garden</b>			
P48321		10-30-31-43320 - Roads - Buildi	Rotating surface stihl	157.72	
		10-00-00-12103 - Federal Rebal	HST Tax Code	7.75	
		10-00-00-12104 - Provincial Ret	HST Tax Code	9.67	175.14
P48321-01		10-30-31-43320 - Roads - Buildi	Rotating surface stihl	-157.72	
		10-00-00-12103 - Federal Rebal	HST Tax Code	-7.75	
		10-00-00-12104 - Provincial Ret	HST Tax Code	-9.67	-175.14
			Payment Total:		<u>0.00</u>
			Total Credit Invoice:		<u>0.00</u>
			Total GEN:		<u>0.00</u>

Certified Correct This December 21, 2023

\_\_\_\_\_  
Mayor

*John Nichols*

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Treasurer

**Town of Deseronto**  
**List of Accounts for Approval**  
Batch: 2023-00142 to 2023-00142

Bank Code - GEN - General

		OTHER				
Payment #	Date	Vendor Name			Detail Amount	Payment Amount
Invoice #		GL Account	GL Transaction Description			
33	2023-12-19	BMO MasterCard				
Dec 19, 2023		10-80-82-48250 - Santa Claus F	Tree/Flaot Decorations		498.51	
		10-30-31-43730 - Roads - Misce	Coffee/Snacks		51.93	
		10-10-12-43700 - Admin - Adver	Leaves/Parade Flier		133.21	
		10-80-82-48250 - Santa Claus F	Candy for Parade		287.61	
		10-00-00-12650 - Due From (To	Nov Charges Re: Library		1,772.66	
		10-90-92-43825 - Econ Dev- Su	Audioeye		84.05	
		10-00-00-12103 - Federal Rebal	HST Tax Code		45.17	
		10-00-00-12104 - Provincial Ret	HST Tax Code		56.37	2,929.51
						2,929.51
					Total Other:	
						2,929.51
					Total GEN:	2,929.51

Certified Correct This December 21, 2023

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Mayor



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Treasurer

**Town of Deseronto**  
**List of Accounts for Approval**  
Batch: 2023-00144 to 2023-00144

Bank Code - GEN - General

OTHER

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
32 Dec 5 #32	2023-12-22	Foss National Leasing			
		10-30-31-43209 - Roads Materiz	Gas Charges Nov-Dec 202:	331.70	
		10-30-31-43209 - Roads Materiz	Gas Charges Nov-Dec 202:	-5.04	
		15-40-41-43201 - W & S - Gas &	Gas Charges Nov-Dec 202:	220.02	
		15-40-41-43201 - W & S - Gas &	Gas Charges Nov-Dec 202:	-3.31	
		10-00-00-12103 - Federal Rebal	HST Tax Code	27.11	
		10-00-00-12104 - Provincial Ret	HST Tax Code	33.83	604.31
			Total Other:		604.31
			Total GEN:		604.31

Certified Correct This December 22, 2023

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Mayor



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Treasurer

## Dress Code Policy

<b>Reviewed Date</b>	<b>November 22, 2023</b>	<b>Policy Number</b>	<b>Corp. Hr #</b>
<b>Revised Date</b>		<b>Approved Date</b>	

### Policy Statement

The Town of Deseronto, as an employer, supports an inclusive employee culture of professionalism, respect in the workplace and a healthy and safe work environment that supports a positive corporate image.

### Application

This policy applies to all employees within the Town of Deseronto.

### Definitions

**Business Casual-** refers to clothing employees would wear to report to work in a typical office environment.

**Business Formal-** refers to clothing employees would wear to attend a meeting with external clients of the corporation in a formal capacity. Examples include suits, suit jacket/blazer/dress(pants)/skirt, dress shoes tie etc.

**Office Clothing-** refers to business formal or business casual clothing deemed appropriate for the operational requirements of an employee's position, duties and responsibilities (in person or virtual).

**Professional Appearance-** employer expectations of employees reporting to work in an appropriate, clean, neat and/or Town branded clothing.

**Town Branded Clothing-** a piece of clothing bearing the logo of the Corporation of the Town of Deseronto that was issued by the Town.

**Summer Season** – the period of calendar year between Victoria Day and Labour Day



### **Procedures**

Employees are required to take into consideration their daily schedule and duties and shall dress accordingly for their position requirements daily. All clothing worn to work must be clean and maintained and in good condition when reporting to work.

An employee's appearance (clothing, jewelry, tattoos, personal hygiene cleanliness etc.) shall remain respectful, have a positive representation of the corporation and support a healthy and safe work environment.

### **Town Branded Clothing**

The Town may supply employees with Town branded clothing for promotion or as may be required for specialized work in the Municipality. Employees are asked to return all unfit Town branded clothing for disposal by the Town.

Personal protective equipment (PPE) must be worn at all times in areas of need and for duties where required. Employee's clothing or accessories cannot obstruct their PPE at any time.

### **Exceptions:**

Employees who are wearing clothing or shoes that serve a therapeutic requirement to maintain an employee's health or accommodate a medical need or request (temporary or permanent), an exemption can be obtained.

During the summer season, employees may wear summer business casual clothing to work as long as the clothing/attire does not pose a health and safety hazard to the employee performing their duties. Examples include dress shorts, capris and dress sandals. Summer clothing period may extend beyond the prescribed calendar dates with approval from the Department Manager/Supervisor.

### **Review Cycle**

This policy will be reviewed at least once per term of Council or as required due to legislative change.

## Jury Duty and Attendance in Court Policy

<b>Reviewed Date</b>	<b>November 22, 2023</b>	<b>Policy Number</b>	<b>Corp. Hr. #</b>
<b>Revised Date</b>		<b>Approved Date</b>	

### **Policy Statement**

The Town of Deseronto recognizes that employees may be required to fulfill Jury Duty and will make accommodations for employees selected to participate or subpoenaed in any court.

### **Application**

This policy applies to all employees within the Town of Deseronto. This policy does not apply to Council or board members.

### **Definitions**

**Jury**- a group of people who are randomly selected to participate in a trial in the court of law and who are guided through a legal trial by a judge and who are appointed to make a ruling on the outcome of the trial.

### **Procedures**

- An Employee shall notify their direct supervisor as soon as they are aware of their requirement to participate in a Jury selection process.
- An Employee will be granted paid leave of absence which will not be constituted as a break in service.
- Employees shall include a copy of the summons to Jury Duty for any days off and provide a written letter requesting leave of absence (if selected to proceed as a Jury member).
- Upon completion of the Jury Duty, the employee shall provide proof of participation showing the period of such service for the participation in the proceedings.

- The Employee shall provide the Treasurer the full amount of compensation received from the court for participation in such services and provide the official receipt (if applicable). This excludes any reimbursement for food, travel or out-of-pocket expenses.
- When Jury Duty responsibilities last less than ½ a day, employees are expected to return to work to complete their shift.

### **Review Cycle**

This policy will be reviewed at least once per term of Council or as required due to legislative change.

## Lieu and Overtime Policy

<b>Reviewed Date</b>	<b>Once per term</b>	<b>Policy Number</b>	<b>Corp-Hr 01-2023</b>
<b>Revised Date</b>		<b>Approved Date</b>	

### Purpose

While the Town of Deseronto endeavours to deliver high level programs and services to meet to needs of the community, it is Council directive to minimize the need for overtime hours. Employees are anticipated to carry out their normal duties and responsibilities inside the regular hours of work without incurring overtime or lieu costs. If/when it becomes necessary to stray beyond the regular hours of work, the following considerations shall apply.

### Application

This policy applies to all employees within the Town of Deseronto. This policy does not apply to Council, board members or employees who are compensated by an honorarium .

### Definitions

**Management/Supervisory team-** the Management team is defined as full-time staff performing the position of Town Manager, Clerk, Treasurer, Public Works Manager, Fire Chief, Arena Supervisor or any other department formed after the implementation of this policy.

**Work Week** – the regular work week for Town employees shall be Sunday to Saturday

**Regular Hours of Work** – regular hours of work are defined as those hours scheduled by the Department Manager/Supervisor not to exceed 40 hours per week.

**Emergency-** situations caused by the forces of nature, an accident, an intentional act, or otherwise that constitutes a danger of major proportions to life, property or community safety.

**Essential Services** – those services that are essential to maintaining the health/safety of the community and/or Town employees or services required to meet legislative or Council directive.

### **Procedures**

#### **In lieu**

- The Management/Supervisory team of the Town of Deseronto that are required at **all** Council meetings (Clerk, Treasurer and Town Manager) and are regularly required to work extra hours will receive an additional 70 hours' time in lieu of overtime pay. Unused lieu time will be eligible for payment at the end of the calendar year.
- All Lieu time must be utilized by the end of calendar year as the lieu time will be reset to nil at the end calendar year.
  - The only exception is if the lieu time occurred in the last 30 days of the year, then the employee will be granted 90 days in the following calendar year to utilize the lieu time.
- Newly hired Management/Supervisors will have their calendar year in-lieu entitlement pro-rated based on their percentage of year remaining at the time of hire.
- No employee shall be entitled to utilize more than 80 hours in lieu in a calendar year.

#### **Overtime**

- The Management/Supervisory team of the Town of Deseronto who are regularly required to work additional hours in excess of 40 hours per week due to emergency and/or essential service (Public Works Manager, Arena Supervisor) responsibilities will be granted allowance to bank up to 2 weeks (not more than 80 hours). This overtime/lieu time is to be taken at a time that is mutually accepted or is eligible for payment at the end of the calendar year.
- Overtime is **only** paid to employees who are required to perform tasks of emergency or essential service after regular hours of work.
- Overtime for all employees of the Town of Deseronto is not permitted during the period of May 1- October 15 unless the situation is an emergency or to perform an essential core service.
- Employees who intend to alter their working hours for purposes of lieu time must have their manager/supervisor's approval prior to doing so. Employees will be granted the equivalent hours in lieu of hours worked outside regular hours. This must be agreeable to both the employee and the Manager/Supervisor.
- Overtime will be compensated to an employee after 44 hours of work in a work week.

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- Managers/Supervisors who are regularly required to work after regular hours of work will be entitled to no more than 80 hours overtime in a calendar year.
- Employees shall be given the option to convert overtime worked to lieu time at a rate of 1.5 hours lieu for every hour overtime worked. This accumulation may not exceed 40 hours in a calendar year.

### **Review Cycle**

This policy will be reviewed at least once per term of Council or as required due to legislative change.

## **No Smoke/Vaping and E-Smoking Policy**

<b>Reviewed Date</b>	Once per term	<b>Policy Number</b>	Corp. H&S #
<b>Revised Date</b>	November 22, 2023	<b>Approved Date</b>	

### **Policy Statement**

The Town of Deseronto supports the Smoke Free Ontario Act which regulates the smoking and vaping of tobacco and electronic cigarettes to protect people of Ontario, especially youth, from the harms of tobacco, the potential harms of vapour products and the harms of second-hand use of tobacco or vaping.

### **Application**

This policy applies to all employees of the Town of Deseronto.

### **Procedures**

#### **Employee Compliance**

- Employees shall comply with this policy by adhering to No Smoking/Vaping or E-Smoking in closed spaces or property owned by the Town. This includes, buildings, vehicles, public washrooms, covered shelters, and within 9 meters of any entrance or exit of a Municipal property or within 20 metres of outdoor sporting facilities/fields or public parks.
- Employees who do smoke, vape, or consume e-cigarettes are required to clean up any debris from the product and ensure that it's disposed of in a responsible and safe manner.
- Employees who contravene this policy will be subject to discipline in the form of a verbal, written reprimand with repeated non-compliance being subject to suspension and up to or including termination.

### **Review Cycle**

This policy will be reviewed at least once per term of Council or as required due to legislative change.

## Public and Town Designated Holidays

<b>Reviewed Date</b>	<b>November 22, 2023</b>	<b>Policy Number</b>	<b>Corp. HR #</b>
<b>Revised Date</b>		<b>Approved Date</b>	

### Purpose

The purpose of this policy is to outline the parameters for all Town employees as it pertains to recognized and paid statutory holidays. This policy will provide for the approved days off as paid holidays, entitlement of paid holidays as well as provisions for employee alternatives when those days are on non-working days.

### Application

This policy applies to all Town Staff, both who receive days off on designated holidays and those who are required to work and receive compensation for hours worked on designated holidays.

### Definitions

**Employment Standards Act(ESA), 2000** – the minimum standards for most employees within the Province of Ontario. It sets out the rights and responsibilities of the employees and employers in most Ontario workplaces.

**Permanent Full Time Employee-** An employee who is hired to work at least 35 hours per week without a predetermined end date of employment.

**Permanent Part Time Employee-** An employee who is hired to work on a part-time basis (less than 28 hours per week) with no pre-determined end date.

**Public or Designated Holiday-** Federal, provincial, or municipal identified days where employees receive a day off with pay, a day off in-lieu, or compensation in lieu of time off.

**Seasonal Employee** – An employee hired for a specific season i.e. grass cutting, Community Recreation Centre season, construction project etc. Upon the predetermined



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end date of the season, the employee's employment is terminated. Seasonal Employees are eligible to be rehired in future seasons without a competitive process on the condition that the rehire date is no more than 12 months after their last date worked.

**Temporary Full Time Employee** – An employee who is hired to work more than 35 hours per week and is intended to be terminated at a predetermined end date or project completion.

### **Designated Paid Holidays**

The Town of Deseronto observes the following fourteen (14) days (some ½ days apply) as paid (public and Town designated) holidays for employees; plus, any other day proclaimed hereafter by the provincial government as a recognized additional paid holiday:

- New Year's Day (January 1)
- Family Day (3<sup>rd</sup> Monday of February)
- Good Friday (varies)
- Easter Monday (varies)
- Victoria Day (third Monday in May)
- Canada Day (July 1)
- Civic Day (first Monday in August)
- Labour Day (first Monday in September)
- Thanksgiving Day (second Monday in October)
- Remembrance Day (November 11, or the business day before or after that)
- Christmas Eve ½ day (Dec 24,)
- Christmas Day (December 25)
- Boxing Day (December 26)
- New Years Eve ½ day (Dec 31)

When a public holiday falls upon a working day for an employee, an employer may, with the agreement of the employee, substitute another working day for the holiday, which day shall not be later than the next annual vacation of the employee, and the day so substituted shall be deemed to be the public holiday.

If the holiday falls on a non-working day, a substitute day off in-lieu for the employee will be provided. This will be taken either the regular working day before or after the holiday or at a mutually agreeable time within the next three months.

If an employee works on a designated holiday, the employee will be paid in accordance with the Employment Standards Act a rate of time-and-one-half the regular rate for those hours worked, in addition to the employees pay (hours worked in last 20 working days /20) for that designated holiday.

### **Emergency/Essential Services**

For employees who are required to provide Emergency or Essential services, the holiday is recognized on the date of the actual holiday, not the Town designated paid holiday.

### **Administrative Office Shutdown**

Annually, the Deseronto Town Hall will be closed between Christmas Eve and New Year's Day. This closure is supported by a motion of Council each calendar year with the notice of closure being advertised on the Town's website, social media pages and on the door of Deseronto Town Hall.

## Reimbursement of Job Specific Needs

<b>Reviewed Date</b>	<b>November 22, 2023</b>	<b>Policy Number</b>	<b>Corp. Hr #</b>
<b>Revised Date</b>		<b>Approved Date</b>	

### **Policy Statement**

The Town of Deseronto, as an employer, is committed to ensuring that employees who are exposed to job-specific working conditions or position requirements are provided with the necessary attire, personal protective equipment, certifications and clothing to perform their duties while protecting health and safety and minimizing out-of-pocket expenses to the employee.

### **Application**

This policy has been designed on a department by department basis to ensure job/department specific requirements are met. This policy applies to the positions/employees within the Town of Deseronto departments as identified throughout this policy.

### **Definitions**

**Public Works Staff-** Employees who are employed with their primary function as an employee of the Public Works Department of the Town of Deseronto

**Community Centre/Parks Staff-** Employees who are employed with their primary function as an employee of the Community Centre/Parks of the Town of Deseronto.

**Deseronto Transit Staff-** Employees who are employed with their primary function as an employee of the Deseronto Transit with the Town of Deseronto.

**Deseronto Volunteer Firefighters** – Employees who are identified as a Volunteer Firefighter as their primary function as an employee to the Town of Deseronto.

**Deseronto Crossing Guards-** Employees who are employed with the Town of Deseronto as crossing guards as their primary function as an employee of the Town Deseronto.

## **Procedures By Department**

### **Public Works Staff**

**Protective Footwear** - All Public Works Full time and/or Full time seasonal/contract employees are required to wear protective footwear to perform their position responsibilities and will be entitled to an annual Protective Boot Allowance in the following amounts:

- Full-time employees will be provided \$250.00 per year for reimbursement for protective footwear upon providing proof of purchase.
- Contract/Seasonal employees will be provided \$150.00 per year for reimbursement for protective footwear upon providing proof of purchase.

**Uniform/Safety Clothing**- All Public Works employees are required to wear protective high visibility clothing during traffic control or while working in close proximity to high traffic areas. Employees will be provided the following attire at the identified intervals:

- Five (5) - High visibility t-shirts – Annually
- Two (2)- Hooded High Visibility Sweatshirts - Annually
- One (1)- High Visibility Insulated jacket – As required.

**Pants/Coveralls** – In-lieu of the Town providing pants/coveralls, the Public Works employees will be permitted to receive reimbursement for up to 5 pairs of pants/coveralls to a maximum of \$200 per calendar year. This reimbursement will be provided upon providing proof of purchase.

### **Community Centre/Parks Staff**

**Protective Footwear** - All Community Centre/Parks part time employees are required to wear protective footwear to perform their position responsibilities and will be entitled to an annual Protective Boot Allowance in the following amounts:

- Part time/Contract/Seasonal employees will be provided \$150.00 per year for reimbursement for protective footwear upon providing proof of purchase

### **Deseronto Transit Staff**

**Protective Footwear** - All Deseronto Transit part time employees are required to wear protective footwear to perform their position responsibilities and will be entitled to an annual Protective Boot Allowance in the following amounts:

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- Transit Part-time employees will be provided \$150.00 per year for reimbursement for protective footwear upon providing proof of purchase

### **Deseronto Fire Department**

**Medical Examination Reimbursement** – All Deseronto Volunteer Firefighters are required to complete a medical examination to obtain/renew their Class DZ Licence and will be reimbursed by the Town of Deseronto upon providing proof of payment with the following upset limit:

- Deseronto Volunteer firefighters will be provided up to \$150 every 5 years for reimbursement of medical examinations.

**DZ Licence Fee-** All Deseronto Volunteer Firefighters who are required to obtain a DZ Class licence by the Deseronto Fire Department will be reimbursed upon successfully obtaining their Class DZ Licence. The costs associated with the technical/written testing by the Ministry of Transportation will be reimbursed by the Town of Deseronto upon providing proof of payment with the following upset limit:

- Deseronto Volunteer Firefighters will be provided up to \$225.00 as a one-time reimbursement of expenses for obtaining their Class DZ Licence. This is the equivalent of the Ministry of Transportation testing fee of \$125.00 (2023) and one (1) re-write fee of \$100.00.

### **Crossing Guards**

**Uniform/Safety Clothing-** Crossing Guards are required to wear protective high visibility clothing during traffic control due to working in high traffic areas. Employees will be provided the following attire at the identified intervals:

- One (1)- High Visibility Insulated jacket – As required.

### **Review Cycle**

This policy will be reviewed at least once per term of Council or as required due to legislative change.

## Vacation Policy

<b>Reviewed Date</b>	<b>November 22, 2023</b>	<b>Policy Number</b>	<b>Corp. Hr #</b>
<b>Revised Date</b>		<b>Approved Date</b>	

### Purpose

The Town of Deseronto recognizes the value of time away from the position to maintain work/life balance. The Town of Deseronto complies with and on occasion exceeds the Employment Standards Act as it pertains to employee vacation entitlement.

### Application

This policy applies to all staff of the Town of Deseronto who are entitled to time off in lieu of accumulated vacation based on years of service.

### Definitions

**Permanent Full Time Employee-** An employee who is hired to work at least 35 hours per week without a predetermined end date.

**Permanent Part Time Employee-** An employee who is hired to work on a part-time basis (less than 28 hours per week) with no pre-determined end date.

**Contract/Seasonal Employee –** An employee hired for a specific season/term i.e. grass cutting, Community Recreation Centre season, construction project etc. Upon the predetermined end date of the season, the employee's employment is terminated.

**Temporary Full Time Employee –** An Employee who is hired to work at least 35 hours per week and is intended to be terminated at a predetermined end date or project completion.

### Procedures

Employees with the Town of Deseronto are entitled to vacation based on their terms of employment status and employment contract details.

**Full Time Permanent –** Annual entitlement of Paid days off based on their years of service

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**Temporary or Seasonal Full Time and Part Time**– Vacation entitlement in accordance with the ESA or the employee’s employment contract is to be paid out in each bi-weekly time period\*.

\*Employees may request this amount to be banked and paid out upon written request with their submitted timesheet. Any outstanding vacation pay owed to an employee will be paid out in the last payroll run of the calendar year.

### **Policy Entitlement**

The following are the entitlements and how that compensation/time off is approved.

For full time employees, vacation is granted to the employee at the greater rate of benefit between the employee contract and this policy based on the following chart:

Less than one (1) year of service	Per Employment Standards or employee contract.
One (1) year of service but less than three (3) years by qualifying date	Ten (10) Working Days
Three (3) years of service but less than five (5) years by qualifying date	Fifteen (15) Working Days
Five (5) years of service but less than Fifteen (15) year by qualifying date	Twenty (20) Working Days
Fifteen (15) years of service but less than Twenty (20) by qualifying date	Twenty-five (25) Working Days
Twenty( 20) years or greater of service by qualifying date	Thirty (30) Working Days

- a) The Town of Deseronto Vacation Calendar year is January 1 – December 31 each year.
- b) When an employee commences their employment, vacation is prorated according to the employees start date and the portion of the calendar year which remains.

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- c) Vacation entitlement for employees who transition from Part time, Contract/Seasonal/Project/Temporary to full time permanent, for the purposes of vacation entitlement, will be calculated from the Employee's original date of hire to a full-time position.
- d) Vacation is accrued by the employee on a bi-weekly basis. Employees who leave their employment with the Town and have a surplus or deficit in their vacation accrual will have the balance reconciled as of the last date worked.
- e) For employees hired into supervisory or manager roles, additional vacation entitlement may be contracted other than what is included in this policy. If an employee is granted more than the minimum, the employee will be granted an exemption for the corresponding number of years of service. i.e. if an employee starts with 4 weeks' vacation, their years of service will begin at 5 years requiring 10 more years worked before graduating to an additional year's vacation.
- f) No employee is permitted to take more than 2 consecutive weeks of vacation off at one time without their Department head and/or the Town Manager's written authorization.
- g) Employees should refrain from confirming vacation plans until authorization is received in writing from their respective supervisor.
- h) No more than 2 weeks' vacation may be carried over in a calendar year.  
***(Conditional upon terms and approval under subsection I)***
- I) Requests for carry over vacation must be submitted in writing to the department head by November 1 of the calendar year. This request requires both the department head and Town Managers' approval.
- j) The Town reserves the right to mandate an employee to utilize their vacation prior to the end of the year. This may be done by scheduling vacation days on the part of the employee if these dates are not booked by November 1 each calendar year.
- h) Employees must submit their request for vacation to their Department head for written approval. Approval will be granted based on departmental needs and ability to accommodate the request.
- i) A request for vacation with at least 30 days' notice is to be approved by the Department Manager unless there are operational reasons why the request cannot be accommodated.
- j) If the death of a family member occurs during an employee's vacation, the employee will be granted bereavement leave with pay and the Vacation will be restored.



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### **Vacation for Part time, Seasonal, Contract, Temporary/Casual and Student Employees**

1. Employees will receive four percent (4%) vacation pay, increasing to six percent (6%) vacation pay after working five consecutive (5) years for the Town (without a break in employment i.e issuance of a Record of Employment), as a part of his or her regular direct deposit every two weeks.

### **Review Cycle**

This policy will be reviewed at minimum once per term of Council and as required for legislative changes.



## Transit Routes, Daily Schedule, and Fares Service Update

On **January 9, 2024**, the Town of Deseronto will transition the Deseronto Transit Service to a weekday scheduled transit route, serving the Belleville to Napanee travel corridor. The Transit service will provide transportation via a 16-18 passenger bus equipped with **accessible passenger** seating daily from **5:00 am until 7:00 pm**. The updated service will connect riders to trips into Belleville, as well as inter community between Deseronto, Napanee and the Tyendinaga Mohawk Territory (TMT), with defined stops throughout.

### Bus Service Stop Locations – 21 Daily Bus Stop Locations

#### Town of Greater Napanee

##### 10 Bus Stop Locations

- Lenadco Complex (310 Bridge St W)
- Lennox and Addington Hospital (8 Richmond Park Dr)
- West/Baker Streets (80 Baker St)
- Market Square (124 John St)
- Camden Variety (425 Camden Rd)
- Walmart (89 Jim Kimmitt Blvd)
- Strathcona Paper Centre (16 McPherson Dr)
- No Frills (450 Centre St)
- Metro (35 Alkenbrack St)
- Napanee Municipal Offices (99 Advance Ave)

#### Town of Deseronto

##### 4 Bus Stop Locations

- Pentecostal Church (467 Dundas St)
- Deseronto Fire Hall (315 Edmon St)
- Main Street/Brant Street (52 Brant St)
- Deseronto Catholic Church (213 Dundas St)

#### City of Belleville

##### 5 Bus Stop Locations

- Belleville Industrial Park - JBS Foods (240 Jamieson Bone Rd)
- Belleville Quinte Mall (390 North Front St- Shoppers)
- Belleville Market Square (Market St)
- Belleville Hospital (265 Dundas St)
- Bayview Mall (470 Dundas St)

#### Tyendinaga Mohawk Territory

##### 2 Bus Stop Locations

- 49 Esso (319 County Rd 49)
- Queen and York Rd.

### Ridership Rates/Fares

The new service schedule offers route predictability, and affordable rates.

Single use and monthly memberships options are as follows:

Type of Service	One-Way Fare	Monthly Pass	Service Level
Greater Napanee Intra-Napanee only	\$6.00	\$80.00	All stops within Greater Napanee
Deseronto or Tyendinaga Mohawk Territory	\$8.00	\$100.00	Return service into Belleville or Napanee from Deseronto or TMT
Napanee to Belleville (All Access)	\$15.00	\$175.00	Return Service from Belleville to Napanee (All Access Pass)

Individual tickets and monthly passes will be available for sale starting **January 2, 2024**, at the Deseronto Town Hall at 331 Main Street Deseronto, the Town of Greater Napanee Administrative Offices at 99 Advance Avenue or the Strathcona Paper Centre at 16 McPherson Drive in Napanee.

For more information on the Rates/Fares, Schedule or Service, please contact the

Deseronto Town Hall at **613-396-2440**.



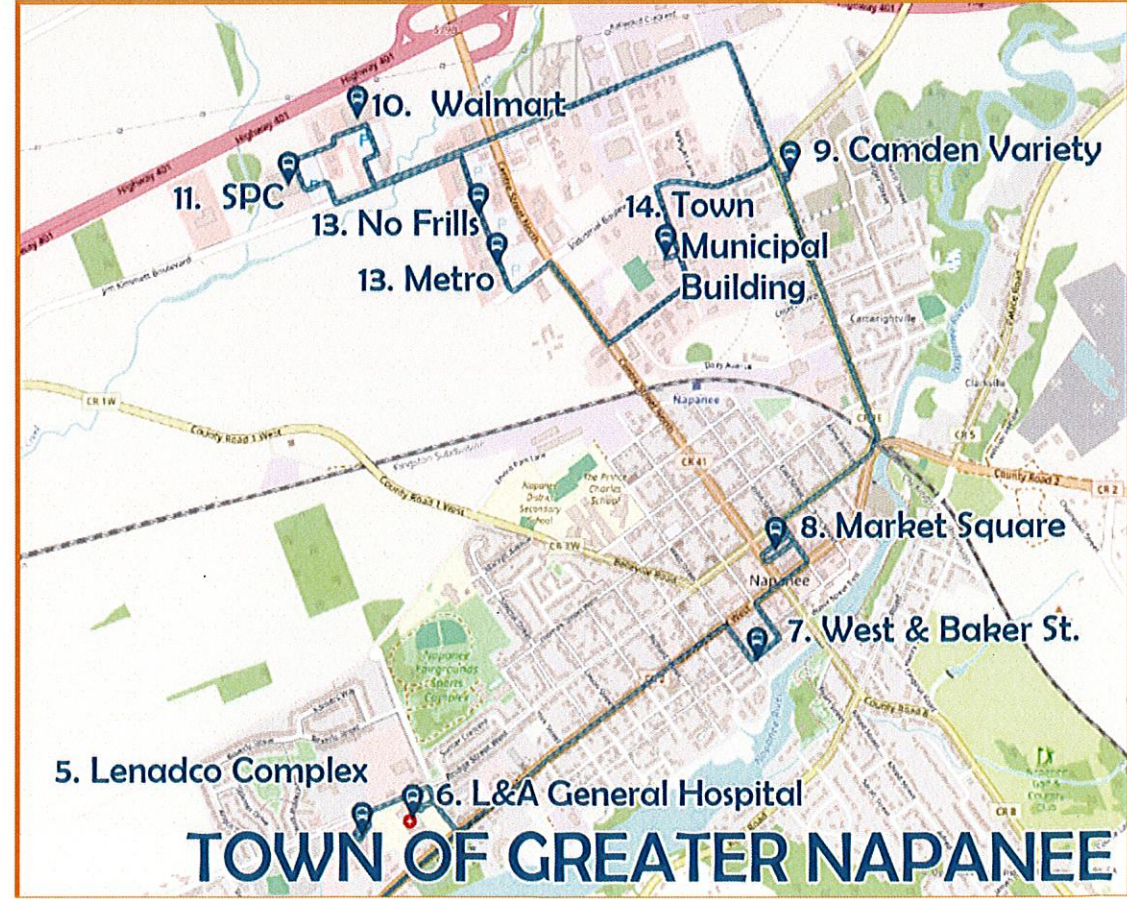


# Transforming Transit Together



**Legend**

- Transit Stops
- Transit Route
- Belleville Transit Stops
- Deseronto Transit Stops
- Greater Napanee Transit Stops





## Transit Master Schedule

Legend	
	West Bound
	East Bound
	Break in Service

TRANSIT STOP IDENTIFIER	SERVICE ADDRESS	NAPANEE TO BELLEVILLE	BELLEVILLE TO NAPANEE	NAPANEE TO DESERONTO	DESERONTO TO NAPANEE	NAPANEE TO BELLEVILLE	BELLEVILLE TO NAPANEE	NAPANEE TO BELLEVILLE	BELLEVILLE TO NAPANEE	NAPANEE TO DESERONTO
TGN MUNICIPAL OFFICES	99 ADVANCE AVE.		8:39		11:09		2:50		6:17	
METRO	35 ALKENBRACK ST		8:39		11:03		2:44		6:12	
NO FRILLS	450 CENTRE ST N		8:29		10:59		2:40		6:08	
SPC	16 MCPHERSON DR		8:24		10:54		2:35		6:03	
WALMART	89 JIM KIMMETT BLVD		8:21		10:50		2:31		5:59	
CAMDEN VARIETY	425 CAMDEN RD	5:25	8:14	8:42	10:43	11:12	2:24	2:53	5:52	6:20
MARKET SQUARE	124 JOHN ST	5:30	8:09	8:47	10:38	11:17	2:19	2:58	5:47	6:24
WEST/BAKER ST	80 BAKER ST		8:04	8:52	10:33	11:22	2:14	3:03	5:42	6:29
L&A HOSPITAL	8 RICHMOND PARK DR		7:58	8:57	10:28	11:27	2:09	3:08	5:37	6:34
LENADCO COMPLEX	310 BRIDGE ST W	5:35	7:55	9:00	10:25	11:30	2:06	3:11	5:34	6:37
PENTECOSTAL CHURCH	467 DUNDAS ST	5:50	7:40	9:15	10:10	11:45	1:51	3:26	5:19	6:52
FIRE HALL	315 EDMON ST	5:54	7:36	9:19	10:06	11:49	1:47	3:30	5:15	7:00
MAIN/BRANT ST	52 BRANT ST		7:32		10:02	11:53	1:43	3:34	5:11	
CATHOLIC CHURCH	213 DUNDAS ST	5:58	7:28	9:23	9:58	11:57	1:39	3:38	5:07	6:56
49 ESSO MBQ	5455 OLD HIGHWAY 2	6:05	7:21	Break in Service :30		12:04	1:32		5:00	
SHANNONVILLE -QUEEN AND YORK ST	31 QUEEN STREET	6:20	7:06			12:22	1:15	3:45	4:45	
JBS FOODS	240 JAMIESON BONE RD	6:36						4:00		
QUINTE MALL	390 NORTH FRONT ST					12:42		4:12		
BELLEVILLE BUS DEPOT	165 PINNACLE ST	6:47				12:56		4:24		
BELLEVILLE GEN. HOSP.	265 DUNDAS ST	6:51				1:00		4:29		
BAYVIEW MALL	470 DUNDAS ST	6:55				1:04		4:33		



# Deseronto Transit Schedule

## Beginning January 9th, 2024

### Deseronto Pentecostal Church (467 Dundas Street)

Arrival West Bound 5:50am 9:15am 11:45am 3:26pm 6:52pm  
 Arrival East Bound 7:40am 10:10am 1:51pm 5:19pm 7:04pm

### Deseronto Fire Hall (318 Edmon Street)

Arrival West Bound 5:54am 9:19am 11:49pm 3:30pm 7:00pm  
 Arrival East Bound 7:36am 10:06am 1:47pm 5:15pm

### Deseronto Main/Brant Street (52 Brant Street)

Arrival West Bound 11:53am 3:34pm  
 Arrival East Bound 7:32am 10:02am 1:43pm 5:11pm

### Deseronto Catholic Church (213 Dundas Street)

Arrival West Bound 5:58am 9:23am 11:57am 3:38pm 6:56pm  
 Arrival East Bound 7:28am 9:28am 1:39pm 5:07pm

### MBQ Esso (5455 Old Highway 2)

Arrival West Bound 6:05am 12:04pm  
 Arrival East Bound 7:21am 1:32pm 5:00pm

### Queen/York (31 Queen Street)

Arrival West Bound 6:20am 12:22pm 3:45pm  
 Arrival East Bound 7:06am 1:15pm 4:45pm

### JBS Foods (240 Jamieson Bone Road)

Arrival West Bound 6:36am 4:00pm

### Quinte Mall (390 North Front Street)

Arrival West Bound 12:42pm 4:12pm

### Belleville Bus Depot (165 Pinnacle Street)

Arrival West Bound 6:47am 12:56pm 4:24pm

### Belleville General Hospital (265 Dundas Street E.)

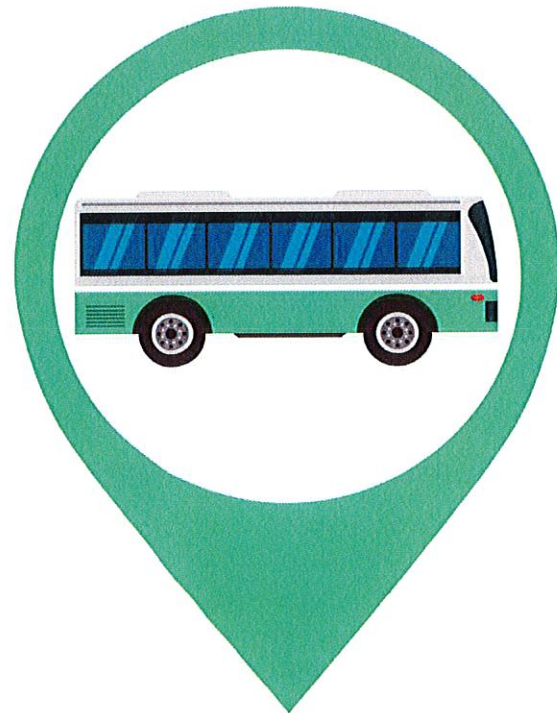
Arrival West Bound 6:51am 1:00pm 4:29pm

### Bayview Mall (470 Dundas Street E.)

Arrival West Bound 6:55am 1:04pm 4:33pm

### Fares:

- \$6 one way in Greater Napanee (\$80 for a monthly pass)
- \$8 Deseronto to Napanee (\$100 for a monthly pass)
- \$15 Belleville to Napanee (\$175 for a monthly pass)





# Greater Napanee Transit Schedule

Beginning January 9th, 2024

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**Lenadco Complex (310 Bridge Street West)**

Arrival West Bound 5:35am 9:00am 11:30am 3:11pm 6:37pm  
Arrival East Bound 7:55am 10:25am 2:06pm 5:34pm

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**L&A General Hospital (8 Richmond Park Drive)**

Arrival West Bound 8:57am 11:27am 3:08pm 6:34pm  
Arrival East Bound 7:58am 10:28am 2:09pm 5:37pm

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**West/Baker Street (80 Baker Street)**

Arrival West Bound 8:52am 11:22am 3:03pm 6:29pm  
Arrival East Bound 8:04am 10:33am 2:14pm 5:42pm

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**Market Square (124 John Street)**

Arrival West Bound 5:30am 8:47am 11:17am 2:58pm 6:24pm  
Arrival East Bound 8:09am 10:38am 2:19pm 5:47pm

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**Camden Variety (425 Camden Road)**

Arrival West Bound 5:25am 8:42am 11:12am 2:53pm 6:20pm  
Arrival East Bound 8:14am 10:43am 2:24pm 5:52pm

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**Walmart (89 Jim Kimmett Boulevard)**

Arrival West Bound 10:50am 5:59pm  
Arrival East Bound 8:21am 2:31pm

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**Strathcona Paper Centre (16 McPherson Drive)**

Arrival West Bound 10:54am 6:03pm  
Arrival East Bound 8:24am 2:35pm

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**No Frills (450 Centre Street North)**

Arrival West Bound 10:59am 6:08pm  
Arrival East Bound 8:29am 2:40pm

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**Metro (35 Alkenbrack Street)**

Arrival West Bound 11:03am 6:12pm  
Arrival East Bound 8:33am 2:44pm

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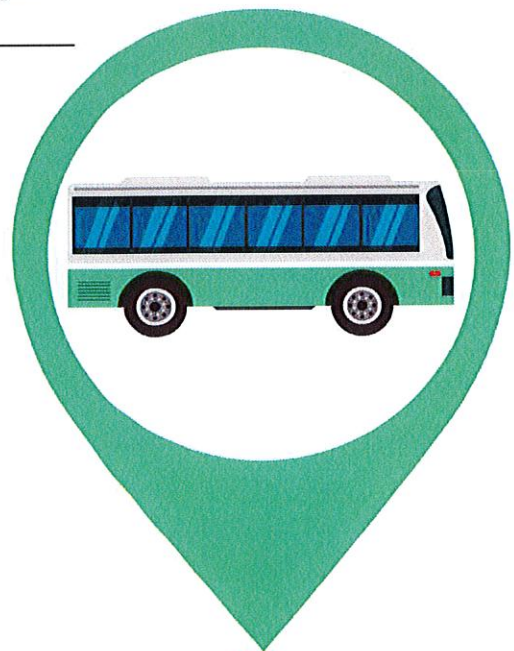
**Town Municipal Building (99 Advance Ave)**

Arrival West Bound 11:09am 6:17pm  
Arrival East Bound 8:39am 2:50pm

---

**Fares:**

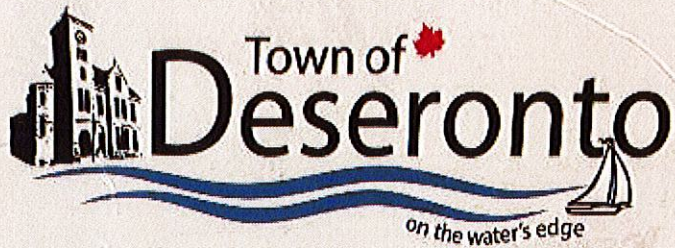
- \$6 one way in Greater Napanee (\$80 for a monthly pass)
- \$8 Napanee to Deseronto (\$100 for a monthly pass)
- \$15 Napanee to Belleville (\$175 for a monthly pass)



  
**Greater Napanee**

GREATER FOR MANY REASONS





**Arrival  
West Bound**

**5:50 AM**

**9:15 AM**

**11:45 AM**

**3:26 PM**

**6:52 PM**

**Arrival  
East Bound**

**7:40 AM**

**10:10 AM**

**1:51 PM**

**5:19 PM**

**7:04 PM**

**Deseronto Pentecostal Church  
467 Dundas Street**

**BUS  
STOP**




**613-396-2440**

All times are approx. and may be later than indicated but will not be earlier.



For more information on  
scheduling and fares please  
visit [deseronto.ca](http://deseronto.ca)



**BUS TICKET** 

Departure Location : **NAPANEE**  
 Destination Location : **NAPANEE**

**\$6**

**TICKET**  
 GREATER NAPANEE

Bus Stop Locations: Lenadco Complex, I&A General Hospital, West/Baker, Market Square, Camden Variety, Walmart, Strathcona Paper Centre, No Frills, Metro, Municipal Administration Building, Spuds Restaurant.

www.greaternapanee.com (613)354-3351  
 Greater Napanee Deseronto

A  M  
 C  F  
 S  O


**TICKET**  
 GREATER NAPANEE  
**\$6**  
 NN000041


**MONTHLY BUS PASS**

Departure Location : **NAPANEE**  
 Destination Location : **NAPANEE** **\$80**

Bus Stop Locations: Lenadco Complex, I&A General Hospital, West/Baker, Market Square, Camden Variety, Walmart, Strathcona Paper Centre, No Frills, Metro, Municipal Administration Building, Spuds Restaurant.

Pass Holder: \_\_\_\_\_ Month: \_\_\_\_\_



**BUS TICKET** 

Departure Location : **DESERONTO**  
 Destination Location : **NAPANEE OR BELLEVILLE**

**\$8**

**TICKET**  
 DESERONTO-NAPANEE/BELLEVILLE

Bus Stop Locations: Lenadco Complex, I&A General Hospital, West/Baker, Market Square, Camden Variety, Walmart, Strathcona Paper Centre, No Frills, Metro, Municipal Administration Building, Spuds Restaurant, Quinte Mall, Belleville General Hospital, Belleville Bus Depot, Bayview Mall, JBS Foods

www.greaternapanee.com (613)354-3351  
 www.deseronto.ca (613)398-2440  
 Greater Napanee Deseronto

A  M  
 C  F  
 S  O


**TICKET**  
 DESERONTO-NAPANEE/BELLEVILLE  
**\$8**  
 DN000051


**MONTHLY BUS PASS**

Departure Location : **DESERONTO**  
 Destination Location : **NAPANEE OR BELLEVILLE** **\$100**

Bus Stop Locations: Lenadco Complex, I&A General Hospital, West/Baker, Market Square, Camden Variety, Walmart, Strathcona Paper Centre, No Frills, Metro, Municipal Administration Building, Spuds Restaurant, Quinte Mall, Belleville General Hospital, Belleville Bus Depot, Bayview Mall, JBS Foods

Pass Holder: \_\_\_\_\_ Month: \_\_\_\_\_



**BUS TICKET** 

Departure Location : **NAPANEE**  
 Destination Location : **BELLEVILLE**

**\$15**

**TICKET**  
 NAPANEE-BELLEVILLE

Bus Stop Locations: Quinte Mall, Belleville General Hospital, Belleville Bus Depot, Bayview Mall, JBS Foods

www.greaternapanee.com (613)354-3351  
 www.deseronto.ca (613)398-2440  
 Greater Napanee Deseronto

A  M  
 C  F  
 S  O

**TICKET**  
 NAPANEE-BELLEVILLE  
**\$15**  
 NB000051

**MONTHLY BUS PASS**

Departure Location : **NAPANEE**  
 Destination Location : **BELLEVILLE** **\$175**

Bus Stop Locations: Quinte Mall, Belleville General Hospital, Belleville Bus Depot, Bayview Mall, JBS Foods

Pass Holder: \_\_\_\_\_ Month: \_\_\_\_\_





# of Permits Issued In November 2023		
	#	
Deseronto	0	
Madoc	4	
Marmora and Lake	11	
Stirling-Rawdon	9	
Tweed	8	
Tyendinaga	5	
Total	37	

**YEAR TO DATE 2023 - # OF PERMITS**

		<u>Deseronto YTD</u>	<u>Madoc YTD</u>	<u>Marmora &amp; Lake YTD</u>	<u>Stirling YTD</u>	<u>Tweed YTD</u>	<u>Tyendinaga YTD</u>	
JANUARY	22	2	1	11	2	4	2	22
FEBRUARY	16	1	0	4	1	4	6	16
MARCH	19	1	1	7	4	2	4	19
APRIL	36	0	3	5	12	8	8	36
MAY	71	3	5	11	21	15	16	71
JUNE	65	0	6	16	10	18	15	65
JULY	52	1	8	11	13	9	10	52
AUGUST	61	0	7	19	10	13	12	61
SEPTEMBER	50	1	3	11	15	11	9	50
OCTOBER	34	2	3	3	11	11	4	34
NOVEMBER	37	0	4	11	9	8	5	37
DECEMBER	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>463</b>	<b>11</b>	<b>41</b>	<b>109</b>	<b>108</b>	<b>103</b>	<b>91</b>	<b>463</b>

# Building Inspection Services Board Report 2023

## Permit Report



Building Permits Issued				
NOVEMBER 2023 Report	Residential Permit	Commercial Permit	Construction Value	Revenue
<b>Deseronto</b>	0	0	\$0.00	\$0.00
<b>Madoc</b>	4	0	\$168,400.00	\$3,384.50
<b>Marmora and Lake</b>	10	1	\$1,034,500.00	\$14,049.00
<b>Stirling-Rawdon</b>	9	0	\$7,100,000.00	\$25,539.50
<b>Tweed</b>	7	1	\$524,200.00	\$41,921.00
<b>Tyendinaga</b>	5	0	\$221,200.00	\$4,930.50
<b>Totals</b>	37		\$4,048,300.00	\$89,824.50
<b>Deseronto</b>	Residential Permit	Commercial Permit	Construction Value	Revenue
New Construction	2	0	\$555,000.00	\$7,431.50
Renovations	8	1	\$643,850.00	\$7,695.00
Demolition	0	0	\$0.00	\$0.00
<b>Totals</b>	11		\$1,198,850.00	\$15,126.50
<b>Madoc</b>	Residential Permit	Commercial Permit	Construction Value	Revenue
New Construction	20	1	\$3,620,561.00	\$46,837.65
Renovations	19	1	\$593,000.00	\$13,678.00
Demolition	0	0	\$0.00	\$0.00
<b>Totals</b>	41		\$4,213,561.00	\$60,515.65
<b>Marmora and Lake</b>	Residential Permit	Commercial Permit	Construction Value	Revenue
New Construction	57	1	\$8,998,755.00	\$128,578.66
Renovations	45	3	\$2,177,355.00	\$34,817.76
Demolition	3	0	\$4,000.00	\$600.00
<b>Totals</b>	109		\$11,180,110.00	\$163,996.42
<b>Stirling-Rawdon</b>	Residential Permit	Commercial Permit	Construction Value	Revenue
New Construction	55	2	\$12,166,550.00	\$138,956.16
Renovations	40	5	\$3,702,448.00	\$39,840.44
Demolition	4	2	\$51,200.00	\$800.00
<b>Totals</b>	108		\$15,920,198.00	\$179,596.60
<b>Tweed</b>	Residential Permit	Commercial Permit	Construction Value	Revenue
New Construction	48	1	\$11,035,100.00	\$118,058.30
Renovations	46	6	\$8,940,370.00	\$87,791.85
Demolition	7	0	\$395,700.00	\$1,400.00
<b>Totals</b>	108		\$20,371,170.00	\$207,250.15
<b>Tyendinaga</b>	Residential Permit	Commercial Permit	Construction Value	Revenue
New Construction	51	1	\$10,127,991.25	\$166,919.25
Renovations	34	2	\$1,402,170.00	\$27,896.00
Demolition	3	0	\$18,000.00	\$600.00
<b>Totals</b>	91		\$11,548,161.25	\$195,415.25
<b>Year-To-Date Totals</b>	Residential Permit	Commercial Permit	Construction Value	Revenue
New Construction 2023	176	5	\$46,503,957.25	\$606,781.52
Renovations 2023	147	15	\$17,459,193.00	\$211,719.05
Demolitions 2023	14	2	\$468,900.00	\$3,400.00
<b>Totals 2023</b>	468		\$64,432,050.25	\$821,900.57

# Building Inspection Services Board Report 2023

## Month By Month Permit Report



	September			October			November			December		
	Permits	Construction	Revenue	Permits	Construction	Revenue	Permits	Construction	Revenue	Permits	Construction	Revenue
DESERONTO	1	\$5,000	\$310.00	2	\$256,000	\$3,257.00	0	\$0	\$0.00			

	September			October			November			December		
	Permits	Construction	Revenue	Permits	Construction	Revenue	Permits	Construction	Revenue	Permits	Construction	Revenue
STIRLING-RAWDON	15	\$3,242,600	\$24,540.00	11	\$1,060,698	\$16,475.00	9	\$2,100,000	\$25,539.50			

	September			October			November			December		
	Permits	Construction	Revenue	Permits	Construction	Revenue	Permits	Construction	Revenue	Permits	Construction	Revenue
TWEED	11	\$1,771,000	\$21,187.00	11	\$8,834,000	\$29,503.00	8	\$524,200	\$41,921.00			

	September			October			November			December		
	Permits	Construction	Revenue	Permits	Construction	Revenue	Permits	Construction	Revenue	Permits	Construction	Revenue
TYENDINAGA	9	\$670,500	\$15,342.50	4	\$555,000	\$9,685.00	5	\$221,200	\$4,930.50			

	September			October			November			December		
	Permits	Construction	Revenue	Permits	Construction	Revenue	Permits	Construction	Revenue	Permits	Construction	Revenue
MADOC	3	\$80,000	\$2,812.50	3	\$56,000	\$1,617.00	4	\$168,400	\$3,384.50			

	September			October			November			December		
	Permits	Construction	Revenue	Permits	Construction	Revenue	Permits	Construction	Revenue	Permits	Construction	Revenue
MARMORA & LAKE	11	\$2,323,200	\$24,548.50	3	\$329,855	\$5,290.00	11	\$1,034,500	\$14,049.00			

December 2023

Dear Town of,

On behalf of Quinte Conservation, I am writing to extend our thanks for your past support and generosity towards our Adopt An Acre campaign. Your support has made a profound impact on our ability to conserve and restore Quinte Conservation Areas.

I am excited to share our plans to enhance the H.R. Frink Conservation Area by rebuilding the Hi-Lo Bridge through this year's Adopt An Acre campaign.

For 25 years, the Hi-Lo Bridge spanned the silver maple swamp and was a valuable addition to the H.R. Frink CA, making it possible to walk the entire Hi-Lo trail all year 'round. As the name of the trail indicates, it would take you through a wide range of habitats and ecosystems. Because of unrepairable damage, the bridge was closed in 2018.

To that end, I am reaching out to all our friends at Quinte Conservation and the H.R. Frink CA to participate in this year's Adopt An Acre and help us rebuild this essential feature.

Your generosity goes far beyond adopting an acre. Your symbolic gift ensures that vital green spaces like the H.R. Frink remain a cherished asset to the community.

By symbolically adopting an acre for just \$30, you'll receive an official adoption certificate and a tax receipt, making it a meaningful gift or a personal commitment to preserving local green spaces. If you are looking to go the extra mile, you can adopt two acres for \$60 and receive an exclusive QC plush forest animal. You can adopt an acre online at [quinteconservation.ca/adopt-an-acre](https://quinteconservation.ca/adopt-an-acre), by calling the office at 613-968-3434 or filling out the form on the back of this letter and returning it to QC's main office.

We understand that circumstances may change, and we truly appreciate your consideration, whether it's through a financial contribution or your valuable time by sharing Adopt An Acre with your friends and family.

If you have already supported Adopt An Acre by the time you receive this letter, thank you!

We appreciate your continued support of Quinte Conservation.

Sincerely,



Brad McNevin  
Chief Administrative Officer  
Quinte Conservation



**Adopt An Acre Donation Form**

Please select one of the following donation options:

- 1 Acre - \$30  2 Acres - \$60

If you selected the 2 Acres option, which plush forest animal would you like? (While supplies last. Substitution at the discretion of Quinte Conservation.)

- Chippy the chipmunk  Otis the owl (75th Anniversary edition)  
 Conrad the cardinal  Surprise me  
 Fern the fox

How do you wish to receive your certificate (and plush toy, if applicable)?

- Pick up at QC Office  Mail Delivery for Certificate and Plush Toy - \$5.50  
 Mail delivery for Certificate - \$2

Name(s) to be printed on the certificate:

**Tax Receipt Information**

If you wish to receive a tax receipt for your donation, please provide the following information. Canada Revenue requires street addresses on tax receipts.

Full name to appear on tax receipt:
Email address:
Phone number:
Street address:
City/Town:
Province:
Postal code:

**Mailing Information (if applicable)**

Mail to same address provided for tax receipt:

- Yes  
 No (please specify below)

Full name of address resident:
Email address:
Phone number:
Street address:
City/Town:
Province:
Postal code:

# COUNCIL REPORT



## December 2023

This report highlights items considered by County Council at its last regular meeting on December 19, 2023. It is a summary and is provided for the interest of County employees.

County Council met in Council Chambers and virtually via Zoom, which was livestreamed on the County Facebook page.



## Warden's Report to Council

His Honour began his remarks by stating the Land Acknowledgement to recognize the traditional First Nations, Métis, and Inuit territories of land in Canada and honour the original occupants of these lands.



Through a generous donation by GlobalMedic, a non-profit based out of Etobicoke, over 3,000 lbs (160 boxes) of individually packaged rice, lentils, and chickpeas were received for community distribution. Hastings-Quinte Paramedic Services were able to transport the food to Belleville and have partnered with the United Way Hastings & Prince Edward to distribute the food locally. Thank you to our paramedic staff, United Way staff, and GlobalMedic for the tremendous support for our community!





Thank you to Prince Charles Public School's Adventure Class who visited Hastings County to learn about the services we provide and different levels of government. Congratulations to Hunter who was elected "Warden" of the Adventure Class.



His Honour offered his condolences regarding the passing of Past Warden, Clarence Zieman. Clarence was the Warden of Hastings County in 2006 when he was Mayor of the Town of Deseronto and was always an avid supporter of Hastings County.

Season's Greetings and Happy Holidays were extended to all Councillors and staff.



Warden Mullin attended the grand opening of Cedar & Co. Botanicals and Acorn + Apparel in Bancroft on December 16th.

Hastings County staff were recognized for their work during 2023. There were many changes at the senior staff level and His Honour welcomed them. He stated that an organization is only as good as it's staff and stated how fortunate we were to have the quality and dedication of our staff.



# Delegations



At the Planning and Development Committee meeting prior to Council, Mary Kavanagh, representing North Hastings Tourism Services, gave a presentation seeking support in the amount of \$30,000. The funds would be used to hire a staff member to coordinate a destination marketing strategy and purchase additional kiosk technology that would help promote tourism in North Hastings and across all of Hastings County. The request has been referred to the 2024 budget for consideration. The full presentation can be found [here](#).



Also at the Planning and Development Committee meeting, Carl Stefanski, representing Hastings Destination Trails Inc. (HDTI), gave a presentation speaking to the work of HDTI including water trails. Certain events, such as the Snowshoe Hustle, were highlighted, that help bring tourists to the area. The group is requesting support in the amount of \$13,400 for support in administration, events, trails, and marketing. The request has been referred to the 2024 budget for consideration. The full presentation can be found [here](#).

# CAO's Report

There is a new Medical Radiation Technology Program being offered at Loyalist College. This came to be as a result, in part, of the Health PULSE (Partners United in Local Solutions for Everyone) Group, which Hastings County is a member of. Health PULSE is working towards addressing health needs and challenges in our area.

Hastings County was recently awarded the Community Member Recognition Award from Elevate Plus, being only the third award given out since 2014. Hastings County has been an ongoing, strong supporter of the Elevate Plus Program, that prepares unemployed and underemployed people with the skills they need to succeed in jobs in a variety of businesses in the Bay of Quinte Region. This unique program provides participants with job-specific skills at the same time as they are developing other skills to help them with employment success.

Recommendations from the Planning and Development, and Finance, Property, and Personnel Committees that occurred just prior to County Council were brought forward during the CAO's Report but can be found under the respective Committee Updates later in this report.

## **Community and Human Services Committee Update**

Start-up grant funding was approved for Family Space Quinte in the amount of \$72,000, and Little Lambs Home Daycare in the amount of \$42,000 for support materials and equipment. Grant funding was received through 2023 Directed Growth and Start-Up under the Canada-Wide Early Learning Child Care Agreement. Family Space Quinte Inc. has been a service provider since 2000 and Little Lambs Home Daycare has been a service provider since 2017.

## **Hastings/Quinte Emergency Services Committee Update**

Hunter Ford was awarded the RFP for the first part of the process for the replacement of two Emergency Response Vehicles. Purchase of SUVs is needed first, then a second RFP will be issued in early 2024 to convert the SUVs into Emergency Response Vehicles.

Tiered Response Emergency Agreements have been approved to proceed between Hastings County and member municipalities, including the separated cities of Belleville Quinte West, and Prince Edward County. Similar agreements have existed since the download of paramedic services and are entered voluntarily. They set out specific criteria for when municipal fire services would respond to an emergency medical call.

Council has approved the creation of 16 full-time paramedic positions to help support the continuity of daily operations.

## **Hastings/Quinte Long-Term Care Committee Update**

Centennial and Hastings Manors have extended their current agreements with Life Mark Seniors Wellness to provide physiotherapy services to both homes until January 31, 2025. The homes have used the services of Life Mark since February 2020 and are very satisfied to extend their current partnership with them.

The contract for replacement of resident beds has been awarded to Specialty Furniture, to replace 253 resident beds at Hastings Manor based. The project is expected to span 3 years for replacement of all beds.

Approval was given to enter into a contract with Caring Hands For You Staffing Services Inc. to provide staffing support to Hastings Manor, when required, due to staffing shortages.

## **Planning and Development Committee Update**

Warden Mullin has signed a letter of support for Trenval Business Development Corporation that will accompany a funding application to the Skills Development Fund for a Cyber Security Awareness Training program for business owners and their employees.

Warden Mullin has also signed a letter of support for Potter Settlement Wines which will be used to support a funding application to the federal Tourism Growth Program to expand and enhance the winery's parking, roads, covered events space and outdoor tastings seating spaces.

Approval of a Draft Plan of Subdivision in Deseronto was given, which includes 24 single detached lots, 9 semi-detached lots, and 6 multi-residential townhouse blocks.

Staff authorized to prepare and submit applications for the EV ChargeON program and any other programs related to EV chargers. Further, staff were also directed to look at

opportunities to partner, assist and support member municipalities applying to the program. The EV ChargeON Program supports the installation of public electric vehicle (EV) Charging Stations in Ontario communities outside of large urban centres. The Program is administered by the Ministry of Transportation and aims to improve network coverage of EV fast chargers to reduce range anxiety by filling existing gaps and support long-distance travel. Based on the application requirements and criteria above, Staff have identified 3 County owned properties as follows:

1. **Hastings Manor (Belleville)**
2. **North Hastings Professional Building/Centennial Manor (Bancroft)**
3. **County Administration Building (Belleville)**



Manager of Economic Development, Andrew Redden, highlighted some of the monthly activities from the December newsletter to the Planning and Development Committee. Highlights included a recent business launch and a year-to-date total of 67 businesses that have benefitted from Small Business Coaching as well as 22 new businesses opening.

## Finance, Property and Personnel Committee Update

The lease with Kingston Health Sciences for space at the North Hastings Professional Building will be renewed for the space used for the Dialysis Unit.

Hastings County will be participating in the South Central Ontario Orthophotography Project (SCOOP) with the Ministry of Natural Resources and Forestry. Orthophotography is also known as digital aerial imagery, will be used as a background for GIS (geographic information systems) mapping, asset management, research, analysis, emergency management and response, planning and more.

Further information regarding other decisions approved by County Council and the full agenda package is available [here](#).

Connor Dorey  
Chief Administrative Officer





## PRESS RELEASE

The Corporation of the County of Hastings

Contacts:  
Bob Mullin, Warden  
Connor Dorey, CAO

FOR IMMEDIATE RELEASE

January 5, 2024

Media Release

### **Warming Center – Bancroft/North Hastings Update**

The mobile unit that is slated for use as a warming centre in the Town of Bancroft is scheduled for transport to Bancroft on January 23, 2024. It is anticipated that the contractor will begin preparations at the site in Bancroft, 6 Cleak Street next week. Permits to move the oversize load are being requested and the unit is being prepared for transport which includes dismantling of building skirting and disconnection from local services. The transport arrangements are contingent on the receipt of permits and safe road conditions.

Upon arrival at the site, set up and hook up to services will be required and those arrangements are being set up to occur as quickly as possible.

Hastings County continues to encourage individuals in an emergency homeless situation to call the local Community and Human Services office at 613-332-3410 or 1-866-569-1941 for assistance. Outside of business hours, individuals can contact After-Hours emergency services at 1-877-528-9514. Available services may include:

- Accommodations
- Transportation to available services
- Outreach service referral

-30-

For more information contact:

Bob Mullin, Warden  
613-966-1311 ext. 3203  
[warden@hastingscounty.com](mailto:warden@hastingscounty.com)

Connor Dorey, CAO  
613-966-1311 ext. 3205  
[doreyc@hastingscounty.com](mailto:doreyc@hastingscounty.com)

**THE CORPORATION OF THE TOWN OF DESERONTO**

**BY-LAW NUMBER 01-2024**

**BEING A BY-LAW TO AUTHORIZE THE MUNICIPALITY TO BORROW MONEY TO MEET CURRENT EXPENDITURES OF THE CORPORATION OF THE TOWN OF DESERONTO.**

**WHEREAS** the Ontario Municipal Act, Section 407(a) authorizes a municipality to borrow money, until the taxes are collected, and other revenues are received of the amount Council considers necessary to meet the current expenditures of the municipality for the year;

**AND WHEREAS** this authority extends to municipalities at any time during a fiscal year;

**AND WHEREAS** the Council of the Corporation of the Town of Deseronto may deem it necessary to borrow funds up to the amount of \$650,000.00 to meet the current expenditures of the municipality for the year 2024, until such time as taxes are collected and revenue realized;

**AND WHEREAS** Section 407(2) of the Ontario Municipal Act establishes that the total amount borrowed by a municipality at any one time plus any outstanding amounts of principle borrowed along with accrued interest shall not exceed the limits set forth in this section;

**AND WHEREAS** the Council of the Corporation of the Town of Deseronto deems it advisable to authorize the borrowing of funds in order to meet current expenditures;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the Town of Deseronto does hereby enact as follows:

1. The Mayor and the Treasurer and/or Clerk are hereby authorized on behalf of the Municipality to borrow from time to time by way of an operating line of credit from BANK OF MONTREAL ("BMO") a sum or sums not exceeding in the aggregate of \$650,000.00, at the interest rate of Prime, interest only, to meet, until taxes are collected, the current expenditures of the Municipality for the year (including the amounts required for the purposes mentioned in subsection 407 (1) of the Act).
2. All sums borrowed pursuant to this by-law, as well as all other sums borrowed pursuant to the Act in this year from BMO for any purpose will, with interest thereon, be a charge upon the whole of the revenues of the Municipality for the current year and for all preceding years as and when this revenue is received.
3. The Treasurer and/or Clerk are authorized and directed to apply in payment of all sums borrowed plus interest, all the funds collected or received on account in respect of taxes levied for the current year and preceding years or from any other source which may lawfully be applied for this purpose.
4. The Treasurer and/or Clerk are authorized to furnish to BMO a statement showing the nature and amount of the estimated revenues of the Municipality not yet collected and showing the total of any amounts borrowed that have not been repaid.
5. The terms and conditions for the borrowing of funds under the authority of this by-law as may be agreed to from time to time between the municipality and the bank may form part of this by-Law, and if provided by the bank, may be signed by the Mayor and the Treasurer and/or Clerk, who are authorized

signing officers for the purposes of this by-law.

6. That the Mayor and the Treasurer and/or Clerk are hereby authorized to execute any banking/borrowing documents necessary and as may be required from time to time by the bank, and to bind the Corporation.

Read a first, second and third time, number assigned and finally passed this 10th day of January 2024.

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**MAYOR**

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**CLERK**

**THE CORPORATION OF THE TOWN OF DESERONTO**

**BY-LAW NUMBER 02-2024**

**BEING A BY-LAW TO PROVIDE FOR AN INTERIM TAX LEVY FOR CAPPED AND UNCAPPED ASSESSED PROPERTIES AND TO SET OUT A SCHEDULE FOR THE PAYMENT OF TAXES AND PRESCRIBE THE PENALTY AND INTEREST RATES TO BE APPLIED TO OUTSTANDING TAXES.**

**WHEREAS** Section 317 (1) of the Ontario Municipal Act, 2001 provides that a local municipality, before the adoption of the estimates for the year as set out in Section 290 of the Ontario Municipal Act, 2001, may pass a by-law levying the amounts on the assessment of property in the local municipality ratable for local municipality purposes

**AND WHEREAS** Section 317 (2) of the Ontario Municipal Act, 2001, provides that a by-law shall be passed in the year that the amounts are to be levied, noting that the amount levied on a property shall not exceed the prescribed percentage, or 50 per cent if no percentage is prescribed, of the total amount of taxes for municipal and school purposes levied on the property for the previous year according to the last revised assessment roll.

**AND WHEREAS** the Council of the Corporation of the Town of Deseronto deems it desirable to authorize such interim tax levies and establish a schedule for the payment of the 2024 taxes and prescribe the penalty and interest rates to be applied to outstanding taxes;

**NOW THEREFORE** the Council of the Corporation of the Town of Deseronto does hereby enact as follows:

1. That the interim tax levy will be 50% of the total amount of taxes for municipal, county and school purposes levied on the property for the previous year.
2. The said interim tax levy shall become due and payable in two (2) installments as follows:

**The 6<sup>th</sup> day of March 2024 and the 6<sup>th</sup> day of May, 2024.**

3. A monthly percentage charge of 1.25% shall be imposed for nonpayment of taxes on the first day of each month.
4. Penalties and interest added on taxes of the interim tax levy in default shall become due and payable and shall be collected forthwith as if the same had originally been imposed and formed part of such unpaid interim tax levy.
5. The Tax Collector/Treasurer may mail or cause the same to be mailed to the residence or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable.
6. That taxes are payable at the Town of Deseronto Municipal Office, 331 Main Street, Deseronto, Ontario. K0K 1X0.

7. That any and all by-laws or policies, or parts of any by-laws or policies that are deemed to be inconsistent with this By-Law be and are hereby rescinded.

Read a first, second and third time, number assigned and finally passed this 10th day of January 2024.

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**MAYOR**

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**CLERK**



**THE CORPORATION OF THE TOWN OF DESERONTO**

**BY-LAW NUMBER 03-2024**

**BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE REGULAR COUNCIL MEETING HELD ON THE 10TH DAY OF JANUARY 2024.**

THE TOWN OF DESERONTO ENACTS AS FOLLOWS:

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

READ a first, second and third time, number assigned and finally passed this 10th day of January, 2024.

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**MAYOR**

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**CLERK**