

Finance and Administration Committee

Tuesday, March 16, 2010, 4:15 p.m.

City Hall - Council Chambers

Committee Members

Councillor J. Fullarton, Chair
Councillor J. Earle
Councillor L. Journal
Mayor D. Henderson,
Ex-Officio

Areas of Responsibility:

Finance

Clerk's Office

Human Resources

Legal

Joint Services Committee

Safe Communities

Coalition

Volunteer Awards

AGENDA

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STAFF REPORTS

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| 13-17 | 2. 2010-045-03 2009 Council Remuneration and Expenses |

CONSENT AGENDA

2010-042-03
2010 Municipal Election
Alternative Method of Voting

Sandra M. Seale
City Clerk

RECOMMENDED

THAT Council approve the use of electronic voting which will include internet and telephone voting for the 2010 Municipal Election.

PURPOSE

To establish the method of voting for the 2010 municipal election in accordance with the *Municipal Elections Act*, 1996, to enable the preparation of required procedures and forms.

BACKGROUND

Traditional (manual) elections were conducted in the City of Brockville until the 2003 municipal election. The 2003 and 2006 municipal elections utilized electronic vote tabulators. The tabulators were used at two advanced voting days and at nine locations on Election Day. The introduction of the tabulators was well received by the Voter's and the election results were provided in an accurate and timely manner.

Commencing with the 2010 municipal election Councillors will be elected at-large and not by ward as in previous elections.

There are several amendments to the *Municipal Elections Act*, as a result of the passing of Bill 212, Good Government Act, 2009 which are reviewed in a separate report. One of the more significant changes affecting the act of voting is the responsibility on the clerk for conducting the election with regarding to the needs of electors and candidates with disabilities and then report on the initiatives undertaken to remove and prevent barriers. This not only includes the accessibility of the voting location but also includes the ability for electors to cast their vote.

There are many assistive tools available to meet a variety of needs. These technologies include, but are not limited to: touch screens, audio, sip and puff, computers, etc. an advantage of using tabulators was the ability to use audio ballots. This method would enable a person with a visual impairment to hear the ballot and cast their vote using a thumb switch. Although this improved accessibility to voting for persons with disabilities, there were still some voters who required assistance to vote.

ANALYSIS

Upon review of alternative voting methods for the 2010 municipal election it is the recommendation of staff that Council approve the use of electronic voting by internet and telephone.

A survey conducted by AMCTO (post-2006 election) shows that the traditional paper ballot has decreased in use by approximately 10% (2003 vs 2006 elections) and other methods such as touch screen, mail, telephone and internet have increased. The survey indicated that 38 municipalities (of 344 respondents) used telephone and/or internet voting in 2006. Early reports indicated that 23 municipalities, 18 in Eastern Ontario, have already committed to internet and telephone voting for the 2010 municipal election. Edwardsburg/Cardinal and Augusta implemented telephone and internet voting for the 2006 municipal election and increased turnout by 12% (each).

Although Brockville's voter turn-out is generally above the provincial average, it has been demonstrated in other municipalities that the use of internet and telephone voting has positively impacted voter turnout.

| Election Year | Acclamations in Brockville | Brockville Voter Participation | Provincial Average Voter Participation |
|----------------------|-----------------------------------|---------------------------------------|---|
| 1985 | 1 | 35% | |
| 1988 | 0 | 50% | 48% |
| 1991 | 0 | 51% | 44.9% |
| 1994 | 4 | 35% | 44.8% |
| 1997 | 0 | 48.2% | 40% |
| 2000 | 0 | 47.1% | 41% |
| 2003 | 6 | 40.4% | 40.18% |
| 2006 | 0 | 39.8% | 41.33% |

A change to telephone and internet voting has several advantages:

- Improved access for persons with disabilities
- Vote from anywhere (snowbirds, students and commuters); in 2006 13.2% (919 electors) of Brockville's electors voted at the advance polls; having been in attendance at the advance polls and asking why voter choose to vote at the

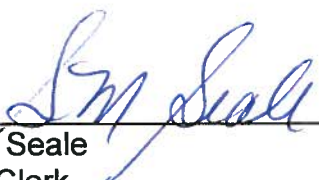
advance voting day, electors indicated that they would be away from the City on voting day)

- Fast and accurate results
- Longer campaign period for candidates (advanced voting days are generally held two to three weeks prior to voting day; with telephone and internet voting the voting period commences six days prior to voting day)
- Candidate election tools (ability to monitor voter turnout by defined areas and track participation of supporters online)
- Cost savings

Attached are a sample Voter Letter and a list of FAQs provided by Intelivote Systems Inc.

FINANCIAL ANALYSIS

The budget estimate for electronic voting using internet and telephone is \$54,000. The 2010 Election budget is \$88,225.



S.M. Seale
City Clerk

D. Cyr
Director of Finance

B. Casselman
City Manager



City of Brockville
1 King Street West
Brockville, ON
K6V 7A5

Municipal Election 2010 City of Brockville

John Sample
19 Perth Street
Brockville, ON
K6V 5B9

Poll: 101

Qualifying Address:
19 Perth Street.

CITY OF BROCKVILLE – VOTER INSTRUCTIONS

HOW CAN I VOTE?

OPTION 1

VOTE USING THE INTERNET OR PHONE

- Using your PIN (see box below), and YEAR of Birth, vote anytime from **Monday, October 18** starting at **10:00am** until **Monday, October 25** ending at **8:00pm**.
- To vote online, go to www.brockville.isivote.com and follow the instructions.
- To vote by phone, call the voting phone number at **1-800-123-4567** and follow the instructions.
- Please be aware that if you should be interrupted while voting electronically, you may re-access the voting system to complete your voting.
- **WARNING:** Your YEAR of birth is not on the Elector's List. In order to vote electronically you must contact the Elections Office at 1-888-123-4567 to have it added prior to voting.

OPTION 2

VOTE IN PERSON (E-Vote)

- Vote electronically using a PC or phone at the Advance Polls, Brockville City Hall, 1 King Street West.
Voter assistance will be available
Advance Poll:
Monday, October 18 to Friday, October 22 starting at 10:00 am until 6:00 pm and **October 23** starting at 12:00 noon until 6:00 pm.
Election Day:
Monday, October 25 from 10:00am to 8:00pm at the Brockville City Hall, 1 King Street West.
- You **must bring** this letter with you when you come to the polling location.

IMPORTANT INFORMATION

E-vote now!

As electronic voting is available over a number of days, you are encouraged to vote early to avoid higher volume activity periods near the end of the election period.

Your PIN
8765 4321



87654321

You qualify to vote if:

- You are at least 18 years old on Election Day (October 25, 2010)
- You are a Canadian citizen
- You or your spouse lives, rents or owns property in the municipality and
- You are not otherwise prohibited by law from voting.
- Please note it is **AGAINST THE LAW** to vote more than once for any elected office within the same municipality or school board jurisdiction.
- By casting a ballot or by entering the electronic voting system and entering your assigned PIN number, you are **DECLARING THAT YOU ARE ELIGIBLE TO VOTE** in this election.
- This PIN is assigned to, and may only be used by, the elector identified in this correspondence.

QUESTIONS & ASSISTANCE

If you require assistance please contact the Voter Help Centre:

Phone: 613-342-8772 or toll free at 1-888-123-4567. Hours of operation are:
 8:30am to 4:30pm on weekdays from October 12 to October 22,
 8:30am to 9:00pm from Saturday, October 23 to Election Day Monday, October 25.

Email: election@brockville.com

Website: www.brockville.com/elections

CANDIDATE INFORMATION

You can vote for the following candidates based on your qualifying address. If the information listed below is incorrect for the ward in which you are eligible to vote then please call the Voter Help Centre for assistance.

| MAYOR Vote for 1 of the following: | CITY COUNCILLOR Vote for 9 of the following: | TRUSTEE Upper Canada District School Board Vote for 1 of the following: |
|--|--|--|
| Gary DENNISON | Susan FERGUSON | Michael CHURCH |
| George HENDERSON | Marc LEDUC | Alice CRANSTON |
| Betty JOHNSON | Yvonne MORRISON | Linda WEBSTER |
| Jan WYSEMAN | David NAUGLER | David WILSON |
| | Doris NEUNG | |
| | Candice O'NEIL | |
| | John PATTERSON | |
| | Nancy QUINN | |
| | Juanita WEAVER | |
| | Cameron YOUNG | |

Plebiscite

Vote YES or NO to the following question:

Do you support the City of Brockville's proposed cat by-law?



2010 Ontario Municipal Elections Common Voter Questions and Answers for Electronic Voting

1. Who will get a Voter Letter with a PIN to vote in the election?

A. All qualified voters on the official municipal Voter's List provided by the municipality.

2. What if my name is not on the Voters List?

A. Eligible voters who are not on the official Voters List will have to go to a location designated by the election officials and complete the required form to have their name added to the voters list. Once this is completed you will be given a PIN by the election officials. The intelivote system has the ability to provide enumeration, which includes producing the required documentation (EL-15).

3. When should I expect to receive my PIN in the mail?

A. Individual PINs will be mailed to eligible voters so that they are received approximately 5 days prior to the first voting day.

4. What if I don't get a PIN in the mail by Election Day?

A. If you are an eligible voter and on the official Voters List, but you did not get a PIN in the mail by start of the Election period, you can request a replacement PIN. If the election authorities' records indicate you were sent a PIN in the mail, that original PIN will be cancelled and cannot be used to cast a vote in the election. A replacement PIN will be issued to you if the original PIN has not been voted and you provide identification.

5. Why would I not get a PIN in the mail?

A. If you didn't get a PIN in the mail one of two things may have happened. First, your name was not on the official Voters List. PINs are only mailed to voters whose names appear on the official Voters Lists as supplied by the municipality. Secondly, a PIN may have been mailed to you and it has been delayed for some reason in the mail system.

6. Can anyone tell how I voted if they know my PIN?

A: No. The system does not track how a particular PIN has voted, only that the PIN has been used to cast a vote.

7. What if I lose or misplace my PIN?

A. If a voter loses or misplaces their PIN they should contact the *Voter Help Line*. The election officials can decide to replace the missing PIN if it has not already been voted. They will determine if a voter has to travel to a location, sign a form, and then replace the missing PIN, or they can decide to allow *Voter Help Line* election officials to authenticate the

caller and issue a replacement PIN over the phone. In both cases, the original lost or missing PIN will be cancelled and it will not be able to be voted in the election.

8. What happens if someone steals my PIN and votes it?

A. Stealing and opening another person's mail is illegal. It is also illegal to represent yourself as another person and steal their right to vote in an election. Both these acts are illegal and have penalties defined by law.

If you know someone has voted your PIN illegally you should report it to the election officials. You can obtain a replacement PIN to cast your vote by presenting yourself to the election officials and swearing an affidavit that the PIN assigned to you was not voted by you but by someone else.

9. Once I have my PIN, do I have to register in advance if I want to use either the telephone or the internet to cast my vote?

A. No, there is no registration required. During the election period, using your PIN, you can use either the telephone or the internet to cast your vote.

10. How do I access the voting system?

A. Voting instructions will be included in the voter letter mailed to each person on the official Voters List. Included in this information are instructions on how to access the voting system. Voters can cast their ballot using the telephone or cell phone by calling a toll free number. Voters using personal computers will use the internet to visit a website that will allow them entry into the voting system where they will cast their vote.

11. Once I enter my PIN and start my voting process do I have to complete all the races on the ballot in one session? For example, what if I am interrupted and have to hang up the phone for some reason or, if I am voting using the internet and have to leave my session?

A. No, you do not have to vote all the races on your ballot at one time uninterrupted. You can disconnect from the internet or the telephone and reconnect later, re-enter your PIN, and complete your voting activity at that time. In fact, if you find it more convenient, you can switch from one method to the other and complete your voting using the other method. For example, you can start your voting on the internet and at some point close your internet session, and then later re-start the voting process and re-enter your PIN using your phone or cell phone, or come back to vote using the internet, and complete your ballot.

12. What happens if I access the voting system and am presented with incorrect candidates for my district?

A. The list of candidates presented to you as a voter is determined by your place of residence as defined on the Voters List. If you have moved and your new address was not updated on the Voters List, (and your voter letter and PIN was forwarded to your new address), then you will see the list of candidates associated with your old place of residence. The voter should call the *Voter Help Line* and the election officials will authenticate the voter and, if satisfied, can then electronically "re-categorize" the PIN and

the correct list of candidates will be presented to the voter once they reconnect to the voting system.

13. If I am using the telephone to vote, how will I know what number to press to vote for the candidate of my choice or what if I make a mistake and select a different candidate than I one I want to vote for?

A. The voter letter mailed to you has the list of candidates included on it for your reference purpose. In addition, each time the system presents you with a race to vote, it lists the eligible candidates running for that position and instructs you to select the corresponding number for that candidate.

For example:

"To select Joe Howe – Press 1."

"To select Jane Doe – Press 2."

"To select Fred Dunn – Press 3."

Once you enter the corresponding number, the system will verify your selection with a statement, and ask you to confirm your selection.

Example: *"You have selected Joe Howe. To confirm this selection, press the pound (#) key now. To change your selection press zero (0) now."*

If you want to change your selection you would press zero (0) and make your change at this time. It is only after you have confirmed your selection with the pound key (#) that your vote for that candidate will be "dropped into the ballot box". You will get a confirmation message once your vote has been deposited in the virtual ballot box.

Example: *"Your selection has been recorded for Joe Howe."*

14. Once a vote has been confirmed, can it be changed?

A. No. Once a vote has been confirmed it cannot be changed. This process is the same as dropping the ballot into the ballot box in a traditional paper based election ensuring complete voter anonymity and secrecy of ballot. The system does not know how the ballot was voted; only that the PIN was used in the election to cast a vote and thus it cannot be removed from the vote count.

15. How do I vote if I am away from home, out of town, out of the province, or out of the country?

A. You can vote during the election voting period using the internet from anywhere in the world. You can use telephone service and connect to the voting system toll free from anywhere in North America simply by dialing the toll free number contained in your voter letter.

16. What if I have a rotary phone at home, no cell phone and don't have a computer with internet service. How can I vote?

A. You do not have to vote from home. You can vote from any location using any phone with touch tone service or from any computer and you can vote in person at polling stations if the election authorities are offering manual voting in concert with the electronic voting options. The location of the polling stations can be found in the information provided in the voter letter sent to voters.

17. What do I do if the phone line is busy when I call and try to vote?

A. If the phone lines are busy, simply hang up and call back a short time later. The voting system is capable of handling a significant volume of calls simultaneously but there is always the possibility that many voters are attempting to call in the same timeframe. Voters will be able to connect to the system over the course of a number of days during the voting period.

18. If someone calls me and asks for my PIN, what should I do?

A. You should treat your voter PIN with the same level of secrecy and confidentiality you reserve for your bank card and PIN. Do not give your PIN to anyone who may call or approach you for the number.

19. If I am a voter with a disability; deafness, blindness, or a mobility disability, can someone help me with the voting process?

A. Electronic voting obviously allows increased rights of privacy to voters with physical challenges that make traditional voting at polling stations more difficult. Blind voters can make use of the telephone and deaf voters can use the internet to vote with little or no assistance required from others. If you need assistance at the polling station to cast your vote the election officials present will be able to assist you.

20. What do I do if I am not sure if I completed a race or the ballot?

A. Connect to the voting system and input your PIN. The system will either start you at the next race you are eligible to complete or it will tell you that the PIN has been used. The PIN will only be deemed invalid if all the races contained on the ballot have been successfully voted. If you have not completed all the races on the ballot, the system will offer you the opportunity to complete any incomplete races

21. Would it be possible for me to be sent more than one PIN?

A. If you received more than one PIN it is because your name appeared on the Voters List more than once. This rare situation might occur if you changed your place of residence and have been enumerated in both locations or you own property and are the registered resident at both locations. You are only permitted to vote once in a municipality and you should only cast a vote using the PIN associated with your primary place of residence. Notify the election officials of the additional PIN and they will cancel this PIN rendering it unusable for the election.

You may receive a second PIN if you own or rent property in another municipality that is using electronic voting and they are mailing out voter letters to eligible voters as well. You can participate in that election as well if you satisfy the voting requirements for that municipality.

March 8, 2010

REPORT TO FINANCE & ADMINISTRATION COMMITTEE – MARCH 18, 2010

2010-045-03

2009 COUNCIL REMUNERATION & EXPENSES

FILE: F09-03

**D. CYR
DIRECTOR OF FINANCE
L. WHITE
BUDGET OFFICER**

RECOMMENDED

THAT Council receive the Treasurer's Report on 2009 Remuneration and Expenses for Members of Council and Board Members appointed by the City [Attachment 1 to Report # 2010-045-03].

PURPOSE

To identify the 2009 remuneration and expenses of Members of Council and Board Members appointed to the Boards by the City of Brockville.

BACKGROUND/POLICY IMPLICATIONS

Section 284(1) of the *Municipal Act* requires the treasurer to provide to the council of the municipality an itemized statement on remuneration and expenses paid in the previous year to members of Council and persons appointed to Boards by the City.

The remuneration or expenses are authorized to be paid as per City By-Law 122-2006.

Pursuant to Section 284 (4) of the *Municipal Act*, the statements which are attached to this report are deemed public records despite the *Municipal Freedom of Information and Protection of Privacy Act*.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

CONCLUSION

This report fulfills the City's requirement under Section 284 (1) of the *Municipal Act*.


D. Cyr, Director of Finance


L. White, Budget Officer


B. Casselman, City Manager

File: F09-03

**MEMBERS OF COUNCIL
CITY OF BROCKVILLE
STATEMENT OF REMUNERATION & EXPENSES PAID
AS AT DECEMBER 31, 2009**

| | <u>HONORARIUMS PAID</u> | <u>EXPENSES PAID</u> | <u>TOTAL PAID</u> | <u>CREDITS</u> | <u>TOTAL</u> |
|----------------------|-----------------------------|--------------------------|-----------------------|----------------|-------------------|
| MAYOR HENDERSON | 32,667.36 | 7,264.01 | 39,931.37 | | 39,931.37 |
| COUNCILLOR BAKER | 15,923.52 | - | 15,923.52 | | 15,923.52 |
| COUNCILLOR BEACH | 15,923.52 | 1,449.59 | 17,373.11 | | 17,373.11 |
| COUNCILLOR EARLE | 15,923.52 | 1,264.50 | 17,188.02 | (808.92) | 17,188.02 |
| COUNCILLOR FULLARTON | 15,923.52 | - | 15,923.52 | | 15,923.52 |
| COUNCILLOR JOURNAL | 15,923.52 | | 15,923.52 | | 15,923.52 |
| COUNCILLOR KALIVAS | 15,923.52 | - | 15,923.52 | | 15,923.52 |
| COUNCILLOR NOBLE | 15,923.52 | 2,770.99 | 18,694.51 | | 18,694.51 |
| COUNCILLOR SEVERSON | 15,923.52 | 1,946.02 | 17,869.54 | | 17,869.54 |
| COUNCILLOR WILLIAMS | 15,923.52 | - | 15,923.52 | | 15,923.52 |
| | <u>175,979.04</u> | <u>14,695.11</u> | <u>190,674.15</u> | | <u>190,674.15</u> |

* These were paid directly to the City by the Health Unit for meetings attended by Councillor Earle.

**ANALYSIS OF REMUNERATION AND EXPENSES PAID
FOR THE YEAR ENDED DECEMBER 31, 2009**

| COUNCIL MEMBER | EXPLANATION | HONORARIUM RECEIVED | EXPENSES PAID | TOTAL RECEIVED |
|----------------------|--|------------------------|------------------|-------------------|
| MAYOR HENDERSON | City Council | 32,667.36 | | 32,667.36 |
| | AMO Conference and registration | | 1,667.74 | 1,667.74 |
| | Expense to lobby Gord Brown | | 100.00 | 100.00 |
| | Ontario Good Roads Association Conference | | 1,284.78 | 1,284.78 |
| | MDC Presentation at Sheraton | | 301.05 | 301.05 |
| | Luncheon - Sheila Fraser | | 25.00 | 25.00 |
| | Luncheon - Yasir Naqvi | | 25.00 | 25.00 |
| | Boat Show presentation | | 287.17 | 287.17 |
| | Ontario Eastern Municipal Conference | | 453.18 | 453.18 |
| | Ontario East Economic Development Conference | | 376.95 | 376.95 |
| | Ontario Eastern Economic Showcase | | 230.26 | 230.26 |
| | Brockville Rifles Dinner | | 75.00 | 75.00 |
| | St. John Ambulance AGM | | 25.00 | 25.00 |
| | Brockville Rowing Club Dinner | | 50.00 | 50.00 |
| | Police Association annual event | | 65.00 | 65.00 |
| | Prescott and Area Chamber of Commerce Awards | | 70.00 | 70.00 |
| | St. Lawrence College Annual Event | | 175.00 | 175.00 |
| | Leeds and Grenville Liberal Association | | 75.00 | 75.00 |
| | Reception for Honorable M. Smith | | | - |
| | Palliative Care Annual Event | | 230.00 | 230.00 |
| | Mileage | | 1,477.35 | 1,477.35 |
| | Business Lunches | | 270.53 | 270.53 |
| | | | | - |
| COUNCILLOR BAKER | City Council | 15,923.52 | | 15,923.52 |
| COUNCILLOR BEACH | City Council | 15,923.52 | | 15,923.52 |
| | Breakfast Meeting - Canada 55+ Games | | 15.78 | 15.78 |
| | AMO Conference and registration | | 1,335.58 | 1,335.58 |
| | Lunch with Canada 55+ Games Rep | | 19.40 | 19.40 |
| | Business Lunch | | 24.83 | 24.83 |
| | Political Focus Group Session to Elected Officials | | 54.00 | 54.00 |
| | | | - | |
| COUNCILLOR EARLE | City Council | 15,923.52 | | 15,923.52 |
| | AMO Conference and registration | | 1,264.50 | 1,264.50 |
| COUNCILLOR FULLARTON | City Council | 15,923.52 | | 15,923.52 |
| | | | - | |
| COUNCILLOR JOURNAL | City Council | 15,923.52 | | 15,923.52 |
| | | | - | |
| COUNCILLOR KALIVAS | City Council | 15,923.52 | | 15,923.52 |
| COUNCILLOR NOBLE | City Council | 15,923.52 | | 15,923.52 |
| | Travel and Accomodation to meet with MMM Group regarding the Official Plan | | 600.44 | 600.44 |
| | Library Conference | | 1,510.40 | 1,510.40 |
| | Ontario Small Urban Municipalities Conference | | 196.20 | 196.20 |
| | Meeting with Dean of Schulich School of Business | | 312.05 | 312.05 |
| | Meeting with Minister of Tourism | | 72.10 | 72.10 |
| | Cultural Planning for Creative Communities book | | 38.80 | 38.80 |
| | Luncheon - Don Curtis | | 16.00 | 16.00 |
| | Networking Boat Cruise | | 25.00 | 25.00 |

**ANALYSIS OF REMUNERATION AND EXPENSES PAID
FOR THE YEAR ENDED DECEMBER 31, 2009**

| COUNCIL MEMBER | EXPLANATION | HONORARIUM RECEIVED | EXPENSES PAID | TOTAL RECEIVED |
|---------------------------|---------------------------------|--------------------------------|--------------------------|---------------------------|
| COUNCILLOR SEVERSON | City Council | 15,923.52 | | 15,923.52 |
| | AMO Conference and registration | | 1,515.02 | 1,515.02 |
| | Saturday Series meeting | | 431.00 | 431.00 |
| COUNCILLOR WILLIAMS | City Council | 15,923.52 | | 15,923.52 |
| | | <u>175,979.04</u> | <u>14,695.11</u> | <u>190,674.15</u> |

AMOUNT PAID TO OR ON BEHALF CITIZENS APPOINTED BY COUNCIL TO VARIOUS BOARDS

| CITIZEN | BOARD | DESCRIPTION | AMOUNT |
|------------------|-------------------------|--|---------------|
| Margaret Wicklum | Library Board | Expenses for 2009 Ontario Library Conference | 429.60 |
| | | Registration for 2010 Ontario Library Conference | 309.75 |
| | | Expenses for Libraries 2020 Symposium | 151.06 |
| Tom Blanchard | Police Services | Honorarium | 1,510.00 |
| David Mitchell | Police Services | Honorarium | 1,510.00 |
| King Yee Jr. | Police Services | Honorarium | 1,510.00 |
| John Bonser | C.R.C.A. | Travel allowance for attending meetings. | 654.00 |
| Coiln Boag | C.R.C.A. | Travel allowance for attending meetings. | |
| | | Mr. Boag traveled with Mr. Bonser on occasion. | 72.00 |
| Winston Rogers | Committee of Adjustment | Honorarium | 495.00 |
| Hugh A. Bates | Committee of Adjustment | Honorarium | 495.00 |
| Dan Chevrier | Committee of Adjustment | Honorarium | 495.00 |