

TOWNSHIP OF ADMASTON/BROMLEY
FINANCE AND ADMINISTRATION COMMITTEE

AGENDA

April 6th, 2022

At 1:00 pm

1. Call meeting to order
2. Declaration of Pecuniary Interest
3. Approval of Agenda
4. Adoption of Minutes – [March 3rd, 2022](#)
5. Draft 2022 Budget
 - I. Draft 2022 [Police Services Board](#)
 - II. Draft 2022 [Douglas Fire](#)
 1. [Fire Budget Backup](#)
 2. [Fire Committee Resolution for Reserve Use](#)
 - III. [Draft Capital Budget](#)
 1. [Draft Capital BCR](#)
 2. [Draft Capital Financing Schedule](#)
 1. [2022 Proposed](#)
 2. [2021 Approved](#)
 3. Procurement for [Operating Expenditures Report](#)
 4. List of [Gravel Contract Locations](#)
 - IV. [Draft 2021 Municipal Budget](#)
 - V. [Projected Reserves](#)
6. Next meeting – April 15, 2022 at 1:00pm.
7. Adjournment

TOWNSHIP OF ADMASTON/BROMLEY
FINANCE AND ADMINISTRATION COMMITTEE
MINUTES

Thursday, March 3, 2022

At 6:00 p.m.

Present – Michael Donohue, Kevin LeGris, Mike Quilty, Robert Dick, and Bob Hall

Staff present – Jennifer Charkavi, Mitchell Ferguson, Steve Visinski and Meagan Jessup

1. Michael Donohue called the meeting to order at 6:00 pm.
2. Declaration of Pecuniary Interest – None.
3. Approval of Agenda – March 3, 2022

Resolution No. 2022/03/01

Moved by Bob Hall

Seconded by Mike Quilty

BE IT RESOLVED that the Committee approve the agenda for the March 3, 2022, Finance and Administration Committee meeting as presented this date.

“Carried”

4. Adoption of Minutes – January 6, 2022

Resolution No. 2022/03/02

Moved by Bob Hall

Seconded by Kevin LeGris

BE IT RESOLVED that the Committee accept the minutes of the Finance and Administration Committee meeting held on January 6, 2022.

“Carried”

5. Draft 2022 Budget

- I. Draft 2022 Emergency Management

The Acting Treasurer/Deputy Clerk presented the report to Council. It was noted that there were no costs in 2021 due to Covid-19, it made it difficult to have any activities for the Emergency Management Team. There is a significant amount of training that will be completed in 2022. After some discussion, the following resolution was passed:

Resolution No. 2022/03/03

Moved by Michael Quilty

Seconded by Bob Hall

BE IT RESOLVED that the Finance and Administration Committee recommend to Council to approve the 2022 Emergency Management Budget as presented to Committee on March 3, 2022.

“Carried”

II. Draft 2022 Police Services Board

The report was brought to the Committee, after some discussions, no resolution was passed. This will be brought back to the next meeting.

III. Draft 2022 Douglas Fire

The report was brought to the Committee, after some discussions, no resolution was passed. This will be brought back to the next meeting.

IV. Draft 2022 Admaston Recreation Committee (ARC)

Resolution No. 2022/03/04

Moved by Kevin LeGris

Seconded by Bob Hall

BE IT RESOLVED that the Finance and Administration Committee recommend to Council to approve the 2022 Admaston Recreation Committee Budget as presented to Committee on March 3, 2022.

“Carried”

V. Draft 2021 Douglas Recreation

Resolution No. 2022/03/05

Moved by Kevin LeGris

Seconded by Bob Hall

BE IT RESOLVED that the Finance and Administration Committee recommend to Council to approve the 2022 Douglas Recreation Committee Budget as presented to Committee on March 3, 2022.

“Carried”

VI. Draft 2022 Library

Resolution No. 2022/03/06

Moved by Bob Hall

Seconded by Kevin LeGris

BE IT RESOLVED that the Finance and Administration Committee recommend to Council to approve the 2022 Admaston/Bromley Public Library Budget as presented to Committee on March 3, 2022;

AND BE IT FURTHER RESOLVED that the Finance and Administration Committee recommend to Council to approve a grant in the amount of \$21,600 to cover costs associated with the operation of the Admaston/Bromley Public Library for 2022.

“Carried”

VII. Draft 2022 Donations/Grants

Resolution No. 2022/03/07

Moved by Bob Hall

Seconded by Kevin LeGris

BE IT RESOLVED that the Finance and Administration Committee recommend to Council to approve the 2022 Donations/Grants amount of \$6,500.

“Carried”

VIII. Draft 2021 Municipal Budget – without Capital Budget

Due to the timing of the Council Meeting to start at 730p.m. this matter will be brought to the next meeting.

6. Adjournment

Resolution No. 2022/03/08

Moved by: Kevin Legris

Seconded by: Bob Hall

BE IT RESOLVED that the Thursday, March 3rd, 2022 Township of Admaston/Bromley Finance and Administration Committee meeting be adjourned 7:18 p.m.

“Carried”

Chair

CAO/Clerk

**Township of Admaston/Bromley
Police Services Board
2022
Proposed Budget**

	2021 Budget	2021 Actual	2022 Proposed	
REVENUE				
Reports	2700.00			
Reserve	2300.00			
TOTAL REVENUE	5,000.00		-	
EXPENDITURES				
1. Payroll	800.00	251.09	800.00	
2. Employment Costs				
3. Committee Per Diem	1000.00	300.00	1000.00	
4. Advertising	350.00	222.85	350.00	
5. Association	875.00	771.69	875.00	
6. Convention				
7. Mileage	775.00	40.00	775.00	
8. Miscellaneous	2000.00	407.04	2000.00	
9. Reserve				
10. HST Rebate				
Total Expenditures	5,800.00	1,992.67	5,800.00	
Ride Grant	6610.66			

2022 BUDGET	DRAFT		
	2021	2021	2022
	Budget	Actual	Budget
Fire Levy	175,088.00	175,090.00	190,020.00
Standby Fees	7,500.00	7,500.00	7,500.00
Investment Income	438.00	263.31	375.00
Fire Calls	6,769.00	10,784.00	8,812.00
Fire Grant		5,300.00	
Fire Transfer from Reserve	9,358.00		9,358.00
Fire Surplus/Defucet			
Total Revenue	199,153.00	198,937.31	216,065.00
Fire Employment Costs			
Fire Wages	84,000.00	78,832.19	90,000.00
Fire Support Wages	1,500.00	1,275.00	1,500.00
CPP	20.00		20.00
EI	60.00		60.00
WSIB	5,300.00	7,298.10	6,700.00
EHT	1,200.00	1,051.34	1,200.00
Total Employment Costs	92,080.00	88,456.63	99,480.00
Overhead			
Prevention	18,500.00	7,235.31	4,100.00
Insurance	16,000.00	14,431.22	16,000.00
Licenses	500.00	519.11	520.00
Grounds & Building	3,000.00	2,737.33	3,000.00
Total Overhead	38,000.00	24,922.97	23,620.00
Vehicle			
Fuel	2,500.00	3,482.84	3,000.00
Equipment Maintenance	3,250.00	10,350.64	6,600.00
Vehicle Maintenance	3,600.00	6,098.04	4,000.00
Mileage	1,500.00	1,194.55	1,500.00
Equipment NEW	19,000.00	16,296.53	38,300.00
Dry Hydrant	2,858.00		
Total Vehicle Cost	32,708.00	37,422.60	53,400.00
	2021	2021	2022
	Budget	Actual	Budget
Utilities			
Hydro	3,000.00	2,199.61	3,000.00

Heat	6,000.00	5,314.87	8,000.00
Total Utilities	9,000.00	7,514.48	11,000.00
Miscellaneous			
Office & Sundry	1,000.00	380.01	1,000.00
Food	1,000.00	759.92	1,000.00
Christmas Dinner	3,000.00	3,680.00	1,500.00
HST			
Health & Safety	9,500.00	6,764.11	12,000.00
Mutual Aid	125.00		125.00
Hall Supplies	150.00	59.95	150.00
Equipment Rental	2,000.00	814.08	2,000.00
Extrication	2,500.00	2,485.00	2,500.00
Due to Township		3,776.00	
Total Miscellaneous	19,275.00	18,719.07	20,275.00
Communications			
Telephone	5,700.00	5,576.60	5,900.00
Dispatch	650.00	539.56	650.00
Internet	540.00	540.00	540.00
Fluent IMS	1,200.00	1,119.36	1,200.00
Total Communications	8,090.00	7,775.52	8,290.00
TOTAL EXPENDITURES	199,153.00	184,811.27	216,065.00

2022 Fire Budget Backup

Fire Levy—Amount to balance

Standby—as per agreement with NAW

Investment—based on three-year average
2019—660 2020—232 2021--218

Fire Calls—Based on three-year average
2019—12852 2020—8295 2021—5290

Fire Miscellaneous

Transfer from Reserve

Please add the 6500 from the 2021 budget figures to reserve (amount should now be 13,000) for the digital sign to be erected when the addition to building is completed

Committee is recommending that the reserves be spent to offset the costs of the Forcible Entry tool. The sign will be accounted for when new fire building is being constructed. And dry hydrants will be budgeted for as the committee finds suitable locations.

Fire Surplus

Wages This amount was left the same as prior years in the anticipation of two fire men resigning this year and significant training of new personal. WSIB Increase due to maximum insurable earnings increasing.

Overhead

Prevention—Shared ads in the Eganville Leader are working well. Radio ads with the Renfrew Radio station have had positive feedback. Plenty of giveaway material on hand as none was used in 2022

Paper ads	1000
misc	1000
Northern Fire Conference (2)	1500
Replenish smoke alarms	600

Insurance—same as last year

Licenses—Radio licenses- slight increase to reflect last 2 years rate

Grounds and Building

Grass	1500
Snow	1000
Misc	500

Discussion on having township clear the yard when new building is finished as it is understood that snow removal equipment will be on site.

Vehicle Fuel—up slightly due to price at pumps

Equipment Maintenance

Pagers and batteries	500
Pump test	3000
SCBA fit test	500
Fire Extinguishers	500
Halogen bar 5 in 1	500
Porta tank trsf. tube	300
Flashlights (4)	800
Small tools/odds & end	500

Vehicle Maintenance

Trucks (3) to Renfrew Safety	3000
Van Safety	1000

New Equipment

2 Suits	6000	
3 Pagers (Bear Comm)	2500	
3 pair boots	1800	
Hoses	2000	
Nozzles 1 1/2 inch	1000	
4 radios (Ryan)	10000	
20 pairs gloves	4000	
Forceable entry tool	10000	– Offset by Reserves
Misc	1000	

NOTE:

Possible Capital Purchase in near future
SCBA—11 units
Approximate cost 150,000—200,000

Dry Hydrant—still looking for a new location

Hydro—same as last year

Heat—increase by \$2,000

Office and Sundry—staying the same stamps, paper ink, pens

Food at Fires—leaving this the same as last year

Christmas Dinner—dinner at 1500

Health and Safety

First Aid Renewal	3500
Suit Clean	2000—not done in 2021 due to Covid-19
Refresh first aid supplies	1500—expired dates
2 Driver License	1500

Accountability Tags	500
H&S Safety Courses	1500—2 persons on committee
WHIMS—on line	1000
Computer & Printer	2000—Zoom presentations & group courses
H&S books & small needs	500

Mutual Aid Dues—same as last year

Hall Supplies—same as last year—looking for cheap curtain that fits front window

Equip Rental—same as last year

Extrication—same as last year (4 to date this year)

Telephone—same as last year

Regular lines to hall	350 monthly
Use of chiefs cell	40 monthly
Dispatch line	86 monthly

Dispatch—same as last year. Based on number of dispatches

Internet—use of secretary's internet

Fluent IMS—phone and text dispatches

DOUGLAS FIRE DEPARTMENT

MOTION

DATE March 9, 2022

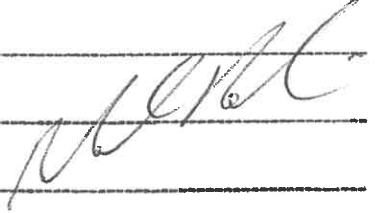
MOVED BY: Nathan Harris

SECONDED BY: Nancy Stewart

MOTION #: _____

A discussion of moving money from reserves to lower the bid asked for resulted in this motion.

Be it resolved that the fire committee repurpose the reserve funds previously set aside for the Dry Hydrant and sign at the fire hall to be used to fund and offset the costs associated with a Portable Entry Tool



	2021 Budget	2021 To Date	2022 Budget	%	Reason for Change
MAINTENANCE					
Roadside Maintenance					
1 Brushing	20,000.00	18,037.36	20,000.00	0%	
2 Culvert Maintenance	10,000.00	6,875.63	10,000.00	0%	
3 Ditching	40,000.00	10,241.89	40,000.00	0%	
4 Flood Control	8,000.00	5,937.03	8,000.00	0%	
5 Grass & Weeds	15,000.00	7,996.84	15,000.00	0%	
6 Catch Basin	1,800.00	1,521.31	1,800.00	0%	
7 Snow Fencing	2,000.00	1,507.39	1,500.00	-25%	
Subtotal: RM	96,800.00	52,117.45	96,300.00	-1%	
Hard Top					
1 Cold Patching	100,000.00	97,167.86	100,000.00		
Subtotal: HT	100,000.00	97,167.86	100,000.00	0%	
Loose Top					
1 Dust Control	40,000.00	41,525.80	60,000.00		
2 Grading	60,000.00	58,506.58	60,000.00		Additional monies with plan of additional hours grading shoulders to help maintain the surface of the roads Pending Rates from Provider
3 Gravel Resurfacing	140,000.00	115,216.56	140,000.00		
4 Patching & Washouts	15,000.00	13,979.89	15,000.00		
Subtotal: LT	255,000.00	229,228.83	275,000.00	8%	
Winter Control					
1 Sanding	215,000.00	120,261.05	215,000.00		
2 Snow Plowing	180,000.00	102,049.69	180,000.00		
3 Winter Control Contingency	10,000.00	0.00	10,000.00		
Subtotal: WC	405,000.00	222,310.74	405,000.00	0%	
	2021 Budget	2021 To Date	2022 Budget	%	Reason for Change
Traffic					
1 Signs	8,000.00	5,137.40	8,000.00		
3 Civic Signs	1,000.00	5,573.83	1,000.00		

						Based on 2020 pricing to complete 20 km of line painting.	
4	Centre Line Marking	5,000.00	4,611.77	5,000.00			
5	Guide Rails	1,000.00	169.62	1,000.00			
6	Street Lights-Hydro & Maint.	3,500.00	2,610.59	3,500.00			
7	Street Maintenance	10,000.00	8,911.73	10,000.00			
	Subtotal: T	28,500.00	27,014.94	28,500.00	0%		
	Total Maintenance	885,300.00	627,839.82	904,800.00	2%		

	2021 Budget	2021 To Date	2022 Budget	Reason for Change
OVERHEAD				
1 Advertising	1,500.00	1,717.92	1,750.00	Increasing for Advertising costs
2 Associations	1,000.00	1,047.63	1,000.00	
3 Conventions	2,000.00	0.00	2,000.00	
4 Training	5,000.00	11,815.57	7,500.00	Mandatory Training Requirements - Chainsaw, working at heights etc.
5 Financial Expense	100.00	0.00	100.00	
6 Telephone	2,000.00	2,697.52	2,000.00	
7 Cell Phone	2,000.00	650.06	2,000.00	Include \$20 per month for each PW employee for use of personal cell and \$800 per year for PW cell phone provided
8 Radios	8,500.00	5,869.79	8,500.00	
9 Munic. Drain Maintenance	1,000.00	0.00	1,000.00	
10 Hydro	5,000.00	5,299.79	5,500.00	
11 Security	200.00	0.00	200.00	
12 Garage Maintenance	8,000.00	8,960.49	9,000.00	
13 Garage Equipment/Supplies	8,000.00	8,770.43	8,000.00	
14 Garage Energy Audit	2,500.00	0.00	0.00	
15 Furnace	15,000.00	8,560.68	15,000.00	
16 Insurance	32,000.00	28,790.38	33,250.00	Anticipated Increase from actual max 15%
17 Interest on 5 yr Loan & IO Loan	24,000.00	0.00	0.00	
18 Miscellaneous	1,000.00	1,980.29	1,000.00	
19 Licensing (Pit/HWIN)	1,300.00	1,591.00	1,500.00	
20 Safety Boots	1,700.00	895.29	1,700.00	
21 Safety Equipment	3,000.00	2,102.89	3,000.00	
22 Secretarial Wages and Deductions	26,000.00	0.00	26,000.00	
23 Supervision	70,000.00	79,803.25	70,000.00	
24 Inspections	8,000.00	11,250.60	8,000.00	

	2021 Budget	2021 To Date	2022 Budget	%	Reason for Change
CONSTRUCTION / INFRASTRUCTURE					
Construction (Funded by Gas Tax, OCIF, ICIP)					
Barr Line	88,900.00	81,155.60			
Egan Line	112,750.00	57,536.59			
Bonnechere Road	182,000.00	149,272.02			
Campbell Line	171,600.00	67,370.23	130,000.00		Remainder of work cost
Dillabough Road	660,400.00	519,799.44			
Rice Line	863,600.00	671,653.04			
Foy Road	182,000.00	117,825.46			
Pine Valley Road	305,500.00	237,397.22			
McGaghran Road	344,500.00	604,888.23			
McBride Road	64,009.00	40,626.73			
Cahill Culvert	15,000.00	14,755.23			
Golf Course Road - Horton Agreement			63,313.90		As per Agreement
Culhane Road - Pulverize, Culvert and Gravel					Based on Pulverizing per KM RFP
Shouldering - Various Roads					
South Other Portion - Rowan to Dunfield			350,000.00		Will be funded using remainder of ICP - Pending approval from ICIP
South McNaughton Road - OCIF			351,400.00		As per capital financing from 2021 Budget
McPeak Line			117,000.00		As per capital financing from 2021 Budget
Maintenance as per 2021 Budget			100,000.00		Maintenance - SST (3rd lift), crack sealing, shouldering
Total Construction	2,990,259.00	2,562,279.79	1,111,713.90	-63%	
REMEDICATION					
Barr Line	5,000.00	9,926.77			
Egan Line	10,000.00	11,405.07			
Bonnechere Road	7,500.00	12,545.94			
Campbell Line	10,000.00	14,362.80			
Dillabough Road	7,500.00	28,286.87			
Rice Line	7,500.00	38,529.65			
Foy Road	10,000.00	11,591.63			
Pine Valley Road	10,000.00	13,173.15			

2022 Capital

FUNDING

CONSTRUCTION/REMEDIAION / INFRASTRUCTURE Construction (Funded by Gas Tax, OCIF, ICIP) (Includes the Remediation Expenses for the projects)	2022 Budgeted Costs	FUNDING						Total Funding	Notes:
		Taxation	OCIF Formula Comp.	Reserves	Gas Tax	Debenture	Grants		
ICIP - South McNaughton Extension	350,000		50,595				299,405	350,000	Completing the works from 2020 & 2021 - Pending Approval
South McNaughton Road - CONSTRUCTION	351,400		351,400					351,400	From Butler to Bonnechere a single surface treatment will be applied to extend the life of the road. From Bonnechere to Dunfield a Double Surface Treatment will be applied. \$150,000 extra to asphalt from Bonnechere to Dunfield.
South McNaughton Road - REMEDIATION									
TOTAL South McNaughton	351,400								
McPeak Line - CONSTRUCTION	117,000			37,000	80,000			117,000	Road Surface dependent on traffic count. Proposed with Double Surface.
McPeak Line - REMEDIATION									
TOTAL McPeak Line	117,000								
Campbell Line - CONSTRUCTION	130,000			116,920	13,080			130,000	Completion of the remaining Campbell Line work - \$104,230 OCIF reserve and \$12,690 Gas Tax reserves for remainder.
Campbell Line - REMEDIATION									
TOTAL Campbell Line	130,000								
Maintenance - Third Lift, Shouldering, Crack Seal	100,000		100,000					100,000	As per 2021 capital Financing Schedule - \$100,000 being put towards capital maintenance, crack sealing, shouldering
Maintenance - Third Lift, Shouldering, Crack Seal	100,000								
								0	This has been completed.
TOTAL	0								
Total Construction	1,048,400	0	501,995	153,920	93,080	0	299,405	1,048,400	

FUNDING

	2022 Budgeted Costs	Taxation	OCIF Formula Comp.	Reserves	Gas Tax	Debenture	Grants	Total Funding	Notes:
Roads/Waste Capital									
Capital Plan Purchase								0	
Traffic Counters	7,400					7,400		7,400	Received in 2022 - Debentured
Garage Roof	75,000			75,000				75,000	Based on 2 Quotes for Roofs in 2021
Tandem Truck (replace 2009)	275,000					275,000		275,000	Received in 2022 - Debentured
Equipment Shed	5,000					5,000		5,000	Electrical Finishing
Golf Course Road Agreement	63,314			63,314				63,314	Road Agreement for Golf Course Road
Acquisition 5 yr Loan Payment	52,000	52,000						52,000	Infrastructure Ontario Loan (\$250,000)
Acquisition 10 yr Loan Payment	51,390	51,390						51,390	Infrastructure Ontario Loan (\$890,623)
Acquisition 20 yr Loan Payment	52,611	52,611						52,611	Infrastructure Ontario Loan (\$1,528,881)
Total Roads Capital	581,715	156,001	0	138,314	0	287,400	0	581,715	
Total Capital for 2021 Budget	1,630,115	156,001	501,995	292,234	93,080	287,400	299,405	1,630,115	

Township of Admaston/Bromley

477 Stone Road, R.R. #2

Renfrew, ON

K7V 3Z5

E-Mail Address – info@admastonbromley.com

**613-432-2885 Stone Road Office
613-432-4052 Fax**

**613-432-3175 Stone Road Garage
613-646-7918 Cobden Road Garage**

REPORT

Date: April 6th, 2022
To: Finance and Administration Committee
From: Mitchell Ferguson
Re: Long Term Capital Plan

Background:

At the March 11th, 2021 Finance and Administration Committee budget meeting, the committee passed a resolution approving Option 2, for long term capital planning. To continue with the approved plan, staff has provided the proposed projects for 2022, while appending the approved 2021 plan as backup.

Discussion:

The below noted items are on the plan:

1. McPeak Line surface was to be presented to Council in 2022, with information with respect to traffic counts and estimated costs to complete the project.
2. South McNaughton Road was included for the portion from Butler Road to Bonnechere Road with a single surface treatment, and then from Bonnechere Road to Dunfield Road with a Double Surface Treatment. Staff have also received pricing should committee decide to apply asphalt on the Bonnechere Road to Dunfield Road portion.
3. The Extension of the South McNaughton Road ICIP project has also been included as a proposed project for 2022. Staff have completed the extension application and have yet to hear back. There are \$299,405 in funds available to the municipality for eligible expenses. The amount estimated for completion of this job from Rowan Road to Dunfield Road with Asphalt would be approximately \$300,000.
4. Council is aware that the Campbell Line project was extended to be completed in 2022. The project was to be completed using the remaining OCIF reserve

funding as allocated in 2021, with additional gas tax funding to cover the remainder.

5. Road Maintenance Plan to allocate funds to apply a third lift of surface treatment to the roads that need it, as well as seal any cracks or do the necessary shouldering work. This amount was approved in the 2021 Capital Plan schedule.

Financial Implications:

People Consulted:

Finance and Administration Committee

CAO/Clerk

Acting Public Works Superintendent

Recommendation for Council:

BE IT RESOLVED that Committee direct staff to prepare the required procurement documents for the planned capital projects for 2022.

2022 - Capital Financing Schedule

Maintenance monies for Hard Top Included

	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Fire															
Septic System			Included with Fire Hall (2023)												
1998 Tandem Freightliner				350,000											
1997 Cubevan					75,000										
FIRE HALL (NEW)			300,000												
Recreation															
1985 Furnace					15,000										
General Admin															
Server	19,500					25,000					25,000				
Photocopier			6,000												
2010 Flooring					20,000										
Furnace/Windows					50,000										
Roads - Vehicles/Equipment															
2009 Ford Sterling Plow	275,000												285,000		
Excavator Repairs	60,000														
2014 Trailer			22,000										30,000		
2011 GMC 1/2 ton				40,000									50,000		
2004 Volvo Grader				250,000											
2014 Western Star						275,000									
2018 Chevrolet							45,000								50,000
2016 Western Star								275,000							
2020 Western Star											285,000				
2018 JCB Backhoe															
2007 Excavator							300,000								
2020 1 Tonne Truck with plow								70,000							80,000
2011 Volvo Grader										300,000					
2014 Tractor														100,000	
2018 4CX Backhoe															
Roller	60,000														
Bush Hog	25,000														
Equipment Shed - Steel	30,000														
Traffic Counter	7,400														
Waste															
2004 Compactor			55,000												
Osceola Scales										75,000					
TOTAL All Other Capital Purchases	476,900	0	383,000	640,000	160,000	300,000	345,000	345,000	0	75,000	325,000	285,000	365,000	100,000	130,000
TOTAL Roads - Infrastructure	2,933,250	948,400	561,800	115,100	641,900	427,500	495,300	457,200	788,340	673,100	450,000	450,000	450,000	450,000	450,000
Maintenance - SST (3rd lift), crack sealing, shouldering		100,000	100,000	100,000	100,000	100,000	100,000	100,000	150,000	150,000	200,000	200,000	200,000	250,000	250,000
TOTAL Capital Costs	\$3,410,150	\$1,048,400	\$1,044,800	\$855,100	\$901,900	\$827,500	\$940,300	\$902,200	\$938,340	\$898,100	\$975,000	\$935,000	\$1,015,000	\$800,000	\$830,000
ROADS CAPITAL	2,933,250	1,048,400	661,800	215,100	741,900	527,500	595,300	557,200	938,340	823,100	650,000	650,000	650,000	700,000	700,000
LESS: Gas Tax Used	89,000	93,080	89,000	89,000	89,000	89,000	89,000	89,000	89,000	89,000	89,000	89,000	89,000	89,000	89,000
LESS: OCIF Funding Used	283,000	501,995	283,000	26,100	283,000	283,000	283,000	283,000	283,000	283,000	283,000	283,000	283,000	283,000	283,000
LESS: Reserves (Gas/OCIF)	222,000	116,920			277,500										
TOTAL ROADS CAPITAL	2,339,250	336,405	289,800	100,000	92,400	155,500	223,300	185,200	566,340	451,100	278,000	278,000	278,000	328,000	328,000
ALL OTHER CAPITAL	476,900	0	383,000	640,000	160,000	300,000	345,000	345,000	0	75,000	325,000	285,000	365,000	100,000	130,000
TOTAL TO BE FUNDED	2,816,150	336,405	672,800	740,000	252,400	455,500	568,300	530,200	566,340	526,100	603,000	563,000	643,000	428,000	458,000

Tax Levy	\$2,248,381	\$2,338,316	\$2,461,078	\$2,590,284	\$2,719,799	\$2,855,789	\$2,998,578	\$3,148,507	\$3,305,932	\$3,471,229	\$3,644,790	\$3,790,582	\$3,923,252	\$4,060,566	\$4,202,686	\$4,349,780
CAPITAL EXPENSES	1.5%	2.75%	2.75%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.5%	2.5%	1.5%	1.0%	1.0%	1.0%	1.0%
Levy Increase	\$33,726	\$64,304	\$67,680	\$64,757	\$67,995	\$71,395	\$74,964	\$78,713	\$82,648	\$86,781	\$86,781	\$54,672	\$37,906	\$39,233	\$40,606	\$42,027
OPERATING EXPENSES	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%
Levy Increase	\$56,210	\$58,458	\$61,527	\$64,757	\$67,995	\$71,395	\$74,964	\$78,713	\$82,648	\$86,781	\$86,781	\$91,120	\$94,765	\$98,081	\$101,514	\$105,067
Total Levy % Change	4.00%	5.25%	5.25%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	4.00%	3.50%	3.50%	3.50%	3.50%
Total Levy \$ Change	\$89,935	\$122,762	\$129,207	\$129,514	\$135,990	\$142,789	\$149,929	\$157,425	\$165,297	\$173,561	\$173,561	\$145,792	\$132,670	\$137,314	\$142,120	\$147,094

Weighted CVA - 2% Growth	356,820,552	363,956,963	371,236,103	378,660,825	386,234,041	393,958,722	401,837,897	409,874,654	418,072,148	426,433,590	434,962,262	443,661,508	452,534,738	461,585,432	470,817,141	480,233,484
Weighted CVA - 4% Growth		371,093,374	385,937,109	401,374,594	417,429,578	434,126,761	451,491,831	469,551,504	488,333,565	507,866,907	528,181,583	549,308,847	571,281,201	594,132,449	617,897,747	642,613,656

TAX RATE

With no Assessment Growth (2020 Weighted CVA)	0.00627313	0.00655320	0.00689724	0.00725935	0.00762232	0.00800343	0.00840360	0.00882378	0.00926497	0.00972822	0.01021463	0.01062322	0.01099503	0.01137985	0.01177815	0.01219039
With a 2% CVA Growth		0.00642471	0.00676200	0.00711701	0.00747286	0.00784650	0.00823883	0.00865077	0.00908331	0.00953747	0.01001434	0.01041492	0.01077944	0.01115672	0.01154721	0.01195136
With a 4% CVA Growth		0.00630115	0.00637689	0.00645353	0.00651559	0.00657824	0.00664149	0.00670535	0.00676982	0.00683492	0.00690064	0.00690064	0.00686746	0.00683445	0.00680159	0.00676889

Note: Township has seen an average of 5.7% increase in the weighted CVA every year for the last four (4) years.

OPTION 2

Maintenance monies for Hard Top Included

	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Fire															
Septic System			Included with Fire Hall (2023)												
1998 Tandem Freightliner				350,000											
1997 Cubevan					75,000										
FIRE HALL (NEW)			300,000												
Recreation															
1985 Furnace					15,000										
General Admin															
Server	21,500					25,000					25,000				
Photocopier			6,000												
2010 Flooring					20,000										
Furnace/Windows					50,000										
Roads - Vehicles/Equipment															
2009 Ford Sterling Plow	275,000												285,000		
Excavator Repairs	60,000														
2014 Trailer			22,000										30,000		
2011 GMC 1/2 ton				40,000									50,000		
2004 Volvo Grader				250,000											
2014 Western Star						275,000									
2018 Chevrolet							45,000								50,000
2016 Western Star								275,000							
2020 Western Star											285,000				
2018 JCB Backhoe															
2007 Excavator							300,000								
2020 1 Tonne Truck with plow								70,000							80,000
2011 Volvo Grader											300,000				
2014 Tractor														100,000	
2018 4CX Backhoe															
Roller	60,000														
Bush Hog	25,000														
Equipment Shed - Steel	30,000														
Traffic Counter	7,400														
Waste															
2004 Compactor			55,000												
Osceola Scales										75,000					
TOTAL All Other Capital Purchases	478,900	0	383,000	640,000	160,000	300,000	345,000	345,000	0	75,000	325,000	285,000	365,000	100,000	130,000
TOTAL Roads - Infrastructure	2,933,250	351,400	561,800	115,100	641,900	427,500	495,300	457,200	788,340	673,100	450,000	450,000	450,000	450,000	450,000
Maintenance - SST (3rd lift), crack sealing, shouldering		100,000	100,000	100,000	100,000	100,000	100,000	100,000	150,000	150,000	200,000	200,000	200,000	250,000	250,000
TOTAL Capital Costs	\$3,412,150	\$451,400	\$1,044,800	\$855,100	\$901,900	\$827,500	\$940,300	\$902,200	\$938,340	\$898,100	\$975,000	\$935,000	\$1,015,000	\$800,000	\$830,000
ROADS CAPITAL	2,933,250	451,400	661,800	215,100	741,900	527,500	595,300	557,200	938,340	823,100	650,000	650,000	650,000	700,000	700,000
LESS: Gas Tax Used	89,000	89,000	89,000	89,000	89,000	89,000	89,000	89,000	89,000	89,000	89,000	89,000	89,000	89,000	89,000
LESS: OCIF Funding Used	283,000	262,400	283,000	26,100	283,000	283,000	283,000	283,000	283,000	283,000	283,000	283,000	283,000	283,000	283,000
LESS: Reserves (Gas/OCIF)	222,000				277,500										
TOTAL ROADS CAPITAL	2,339,250	100,000	289,800	100,000	92,400	155,500	223,300	185,200	566,340	451,100	278,000	278,000	278,000	328,000	328,000
ALL OTHER CAPITAL	478,900	0	383,000	640,000	160,000	300,000	345,000	345,000	0	75,000	325,000	285,000	365,000	100,000	130,000
TOTAL TO BE FUNDED	2,818,150	100,000	672,800	740,000	252,400	455,500	568,300	530,200	566,340	526,100	603,000	563,000	643,000	428,000	458,000

Tax Levy	\$2,248,381	\$2,338,316	\$2,461,078	\$2,590,284	\$2,719,799	\$2,855,789	\$2,998,578	\$3,148,507	\$3,305,932	\$3,471,229	\$3,644,790	\$3,790,582	\$3,923,252	\$4,060,566	\$4,202,686	\$4,349,780
CAPITAL EXPENSES	1.5%	2.75%	2.75%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.5%	2.5%	1.5%	1.0%	1.0%	1.0%	1.0%
Levy Increase	\$33,726	\$64,304	\$67,680	\$64,757	\$67,995	\$71,395	\$74,964	\$78,713	\$82,648	\$86,781	\$86,781	\$54,672	\$37,906	\$39,233	\$40,606	\$42,027
OPERATING EXPENSES	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%
Levy Increase	\$56,210	\$58,458	\$61,527	\$64,757	\$67,995	\$71,395	\$74,964	\$78,713	\$82,648	\$86,781	\$86,781	\$91,120	\$94,765	\$98,081	\$101,514	\$105,067
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Total Levy \$ Change	\$89,935	\$122,762	\$129,207	\$129,514	\$135,990	\$142,789	\$149,929	\$157,425	\$165,297	\$173,561	\$173,561	\$145,792	\$132,670	\$137,314	\$142,120	\$147,094

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TAX RATE

With no Assessment Growth (2020 Weighted CVA)	0.00627313	0.00655320	0.00689724	0.00725935	0.00762232	0.00800343	0.00840360	0.00882378	0.00926497	0.00972822	0.01021463	0.01062322	0.01099503	0.01137985	0.01177815	0.01219039
With a 2% CVA Growth		0.00642471	0.00676200	0.00711701	0.00747286	0.00784650	0.00823883	0.00865077	0.00908331	0.00953747	0.01001434	0.01041492	0.01077944	0.01115672	0.01154721	0.01195136
With a 4% CVA Growth		0.00630115	0.00637689	0.00645353	0.00651559	0.00657824	0.00664149	0.00670535	0.00676982	0.00683492	0.00690064	0.00690064	0.00686746	0.00683445	0.00680159	0.00676889

Note: Township has seen an average of 5.7% increase in the weighted CVA every year for the last four (4) years.

Township of Admaston/Bromley

477 Stone Road, R.R. #2

Renfrew, ON

K7V 3Z5

E-Mail Address – info@admastonbromley.com

**613-432-2885 Stone Road Office
613-432-4052 Fax**

**613-432-3175 Stone Road Garage
613-646-7918 Cobden Road Garage**

REPORT

Date: April 6th, 2022
To: Finance and Administration Committee
From: Mitchell Ferguson
Re: 2022 Procurement for Operating Expenditures

Background:

In 2021, Council had requested that a formal process for winter sand and gravel be undertaken going forward from 2021 and on. Below, committee will find the pricing for several operating expenditures.

Discussion:

Winter Sand and Gravel

Staff has received updated pricing for the 2022 year for Winter Sand and Gravel from the current Contractors. The pricing for Granular “M” in 2022 would realize a 13.5% increase or \$1.45/tonne increase over 2021 and Winter Sand would realize a 10% increase or \$0.79/tonne increase over 2021. Below is a table that represents the pricing since the inception of the contract in 2016:

Year	Contractor Price for Granular “M” (Cavanagh)	Contractor Price for Winter Sand (Barr)
2016	\$8.45/tonne	\$6.60/tonne
2017	\$8.70/tonne	\$6.60/tonne
2018	\$9.60/tonne	\$7.60/tonne
2019	\$10.20/tonne	\$7.60/tonne
2020	\$10.45/tonne	\$7.85/tonne
2021	\$10.70/tonne	\$7.95/tonne
2022	\$12.15/tonne	\$8.74/tonne

In 2021, Staff reached out to neighbouring Municipalities to determine if the pricing received is reflective of the market and if there is a need to go to tender or recommend an extension of the current contract for the 2022.

TOWNSHIP	ITEM	COST PER UNIT (MT)	Additional Information	DELIVERY INCLUDED? COST OF DELIVERY	CONTRACT? LENGTH OF CONTRACT	PROVIDER
Township of Admaston/Bromley	Gravel - Granular M - Spread	\$10.70	2021 Pricing	Delivery		Cavanagh
Township of Admaston/Bromley	Gravel - Granular M - Stockpile	\$10.70	2021 Pricing	FOB		Cavanagh
North Algona	Gravel (stock pile)	\$12.10	2020 Pricing	Yes	Yes	R.J. Selle & Son Gravel
North Algona	Gravel (maintenance)	\$12.10	2020 Pricing	Yes	Yes	R.J. Selle & Son Gravel
Township of Horton	Gravel (maintenance) Granular M	\$13.85	2020 Pricing	Yes	Yearly Tender	BR Fultons
Bonnechere Valley	Gravel (maintenance)	\$14.79	2020 Pricing	Yes	Yearly tender	Lowest tender
Whitewater Region	Gravel (maintenance)	\$5.39/MT	- Crushing \$2.89/MT + Materials \$2.50/MT	N/A	Annual tender for screening	BEI
McNab/Braeside	Gravel (maintenance)		Quarry Rate	Township pickup	No	
Greater Madawaska	Gravel (maintenance)		\$13 - \$17/MT depending on road location	Yes	Tender	Clouthiers
County of Renfrew	Gravel (maintenance)		Quotations as required			

Committee will note that with the 2021 pricing as a comparator, Admaston/Bromley is the second lowest cost per tonne for Granular 'M' delivered, based on previous year pricing, despite seeing a 13.5% increase, at **\$12.15**/tonne.

TOWNSHIP	ITEM	COST PER UNIT (MT)	Additional Information	DELIVERY INCLUDED? COST OF DELIVERY	CONTRACT? LENGTH OF CONTRACT	PROVIDER
County of Renfrew	Winter Sand - Cobden Patrol	\$7.42	2019 \$12,614.00 for 1,700 tonne	Delivery to depot/mixing stockpiling	Yearly	Barr's Sand and Gravel
North Algona	Winter Sand	\$7.75	2020 pricing	Yes	Yes	McRae Equipment Rentals
Township of Admaston/Bromley	Winter Sand	\$7.95	2021 Pricing	Delivery Included	Yes	Barr's Sand and Gravel
Bonnechere Valley	Winter Sand	\$7.99	Pricing was from 2020	Yes	Yearly tender	Lowest tender
County of Renfrew	Winter Sand - White Water Road Patrol	\$9.45	2020 \$11,340.00 for 1,200 tonne	Delivery to depot/mixing stockpiling included	Yearly	G.P. Splinter Forest Products Ltd.
McNab/Braeside	Winter Sand	10.13	2020 pricing	Yes	Annual tender	BEI
Township of Horton	Winter Sand	\$10.76	Pricing was from 2020	Yes	Yearly Tender	Clouthiers
Greater Madawaska	Winter Sand	\$11.44	Calabogie Patrol	Yes	Tender	Clouthiers
County of Renfrew	Winter Sand - South West Patrol	\$11.88	2020 \$14,256.00 for 1,200 tonne	Delivery to depot/mixing stockpiling included	Yearly	G.P. Splinter Forest Products Ltd.
County of Renfrew	Winter Sand - Goshen/Calabogie Patrol	\$12.74	2020 \$10,192.00 for 800 tonne	Delivery to depot/mixing stockpiling included	Yearly	R.G.T Clouthier Construction Ltd.
Greater Madawaska	Winter Sand	\$14.64	Matawatachan Patrol	Yes	Tender	Clouthiers
Whitewater Region	Winter Sand		2.80/cu. M. for sand screenings only. Twp supplies sand from Twp to pit	N/A	Annual tender for screening	2020 was McCrea Equipment Rentals

Committee will note that with the 2022 pricing Admaston/Bromley received was for **\$8.74**. When comparing to the list from the previous year, it is still very competitive.

Cold Mix

The Township has had an informal standing order/offer with Greenwood Paving (Pembroke) Ltd. for the purchase of Cold Mix. The below table contains the information of Cold Mix tonnage, costs and employment costs to place over the last four (4) years:

Year	MT of Cold Mix Purchased	Purchase of Cold Mix plus Delivery	Employment/Equipment Costs to Place	Total Cost
2018	411.58	\$43,625	\$40,339	\$83,964
2019	522.00	\$59,410	\$37,315	\$96,725
2020	651.53	\$65,043	\$64,116	\$129,159
2021	415.36	\$50,873	\$46,294	\$97,167

Based on the figures above Council would be required to approve a Standing Offer for the purchase of Cold Mix at a quoted price plus delivery for the 2022. Staff reached out to neighbouring Municipalities to determine if the price received in 2022 is that of market price, as well as to the current providers of Cold mix for 2022 pricing, which is as follows:

Item	Cost per Unit (MT)	Delivery Cost	Provider
Cold Mix – Both Garages	\$110.00	\$110 per hour	BEI
Cold Mix – Cobden Road	\$102.00	Included	H&H
Cold Mix – Stone Road	\$106.00	Included	H&H
Cold Mix – Both Garages	\$108.00	\$105 per hour	Greenwood

Below are the results from 2021 pricing:

TOWNSHIP	ITEM	COST PER UNIT (MT)	Additional Information	DELIVERY INCLUDED? COST OF DELIVERY	CONTRACT? LENGTH OF CONTRACT	PROVIDER
Bonnechere Valley	Cold Mix (Patch)	\$89.00		No	No	BEI
Whitewater Region	Cold Mix	\$94.00		\$0	No	H&H
McNab/Braeside	Cold Mix (Patch)	\$103.70		No - Twsp pickup	No	Greenwood
Township of Horton	Cold Mix	\$103.70	2020 Pricing	No - Twsp pickup	Informal RFQ	Greenwood
Whitewater Region	Cold Mix(patch)	\$103.70	Delivery = \$165	165.00/load	No	Greenwood
Township of Admaston/Bromley	Cold Mix - Cobden Road	\$110.50	Delivery Included - 2021 Pricing			BEI
Township of Admaston/Bromley	Cold Mix - Cobden Road	\$110.95	\$103.70 per MT plus Delivery of \$145 per tri-axle load - 2021 Pricing			Greenwood
Township of Admaston/Bromley	Cold Mix - Stone Road	\$112.50	Delivery Included - 2021 Pricing			BEI
Township of Admaston/Bromley	Cold Mix - Stone Road	\$112.95	\$103.70 per MT plus Delivery of \$185 per tri-axle load - 2021 Pricing			Greenwood
Greater Madawaska	Cold Mix (Patch)	\$114.50	Delivery Included	Yes	None	Greenwood
County of Renfrew	Cold Mix (patch)		Quotations as required			

The cost for cold patch sees a \$4.30 increase per tonne (4%) for the previous provider (Greenwood).

Financial Implications:

None at this time.

People Consulted:

CAO/Clerk

Townships of Greater Madawaska, Horton, Whitewater Region, McNab Braeside, North
Algona, Bonnechere Valley

Recommendation for Council:

BE IT RESOLVED that Committee recommend to Council the extension of the Winter Sand Contract for 2022 in the amount of \$8.74/tonne delivered by Barr Sand and Gravel;

AND BE IT FURTHER RESOLVED that Committee recommend to Council the extension of the Gravel Contract for 2022 in the amount of \$12.15/tonne delivered by Thomas Cavanagh;

AND BE IT FURTHER RESOLVED that Committee recommends to Council the extension of the standing offer for Cold Mix for 2022 in the amount of \$108/MT plus delivery of \$105/hour, to be delivered by Greenwood Paving.

2022 Gravel Contract Locations

McMahon Road	1000 tonne
Swamp Road	500 tonne
Fulton Road	1000 tonne
Plaunt Road	500 tonne
Lynch Road	500 tonne
Northcote Rink Road	250 tonne
Cheese Factory	250 tonne
Ferguslea Road	500 tonne
Stone Road Stock Pile	500 tonne
Watties Hill Road	250 tonne
Patterson Road	1000 tonne
Behm Line	1000 tonne
Breen Line	250 tonne
Spence Road	500 tonne
Connaught Road	1000 tonne
McPeak Line	500 tonne
Bromley Yard Stock Pile	500 tonne
<hr/>	
TOTAL	10,000 tonne

**Township of Admaston/Bromley
2022 Draft Budget**

	2022 DRAFT Budget	2021 Last YR Budget	2021 Last YR YTD	Variance to Last Year	%	Notes
REVENUES						
TAXATION						
General Municipal						
40-10-237 - RT-Municipal	2,472,070	2,339,560	2,337,860	132,510		6 Levy Increase of \$132,510
Total General Municipal:	2,472,070	2,339,560	2,337,860	132,510		6
Supplementaries						
40-20-220 - County			(11,044)			
40-20-221 - General Municipal			(19,037)			
40-20-222 - English Public			(5,864)			
40-20-223 - English Separate			378			
40-20-226 - Education Not Directed			2,503			
Total Supplementaries:	0	0	(33,064)	0		0
TOTAL TAXATION:	2,472,070	2,339,560	2,304,796	132,510		6
DRAINS						
40-30-220 - Tile Drain	30,000	30,000	30,232			
40-30-221 - Municipal Drain	20,000	20,000	3,959			
TOTAL DRAINS:	50,000	50,000	34,191	0		0

**Township of Admaston/Bromley
2022 Draft Budget**

Report Date
22-04-04 9:55 AM

	2022 DRAFT Budget	2021 Last YR Budget	2021 Last YR YTD	Variance to Last Year	%	Notes
PAYMENTS IN LIEU						
40-40-220 - Grant In Lieu-Canada	900	900	919			
40-40-221 - Grant In Lieu-Ontario	3,000	3,000	3,633			
40-40-222 - Hydro	5,000	5,000	5,001			
40-40-223 - Municipal Enterprises	4,500	4,500				
40-40-224 - County	1,200	1,200	1,205			
40-40-225 - MNR-Fire Agreement	300	300				
TOTAL PAYMENTS IN LIEU:	14,900	14,900	10,758	0	0	
GRANTS						
40-50-220 - Ontario Municipal Partnership Fund	451,000	449,900	449,900	1,100		As per allocation notice for 2022
40-50-223 - Aggregate Resources	30,000	20,000	39,891	10,000	25	3 Year average - 2019-2021
40-50-224 - Special Grants	503,660	283,470	319,280	220,190	69	\$503,653 - OCIF As per allocation notice
40-50-225 - Livestock Damage	5,000	5,000	3,644			
40-50-228 - Drains	5,000	5,000				
40-50-229 - Student Employment	5,400	3,780	5,987	1,620	27	Amount of Funding applied for.
40-50-230 - Recycling Grant	62,000	30,000	38,027	32,000	84	As Per RRPA funding allocation
40-50-231 - Gasoline Tax	93,080	182,080	183,303	(89,000)	49-	As per allocation notice
40-50-232 - R.I.D.E. Grant	7,000	7,000	6,536			
40-50-238 - ICIP - Northern & Rural Funding	300,000			300,000		Remainder of ICIP Funding - If approved
40-50-239 - Modernization - Intake 2 - Roads Review	60,000			60,000		As per Approved TPA from Modernization Grant
40-50-240 - Modernization - Intake 3 - Org Review	61,000			61,000		As per Approved amount
40-50-242 - ICIP Covid - Douglas Fire Garage Projec	100,000			100,000		As per ICIP Funding Approval
TOTAL GRANTS:	1,683,140	986,230	1,046,568	696,910	67	
FEES & SERVICE CHARGES						
40-70-220 - Tax Certificates	4,000	3,000	4,920	1,000	20	Increase due to increase in Fee as well as number of certificates issued.
40-70-221 - Lottery Licenses	500	500	320			
40-70-223 - Road Revenue	20,000	20,000	12,041			
40-70-224 - Tipping Fees-Stone Road Site	1,500	1,000	2,282	500	22	Due to 3 Year average
40-70-225 - Tipping Fees-Osceola Site	25,000	25,000	23,439			
40-70-226 - Planning & Zoning	4,000	4,000	3,200			

**Township of Admaston/Bromley
2022 Draft Budget**

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	2022 DRAFT Budget	2021 Last YR Budget	2021 Last YR YTD	Variance to Last Year	%	Notes
40-70-227 - Septic Usage Permits	500	500	450			
TOTAL FEES & SERVICE CHARGES:	55,500	54,000	46,652	1,500	3	
OTHER REVENUE						
40-80-220 - Dog Licensing	2,000	1,500	1,930	500	26	Increased due to average sales 2019-2021
40-80-221 - Building Permits	36,000	30,000	43,280	6,000	14	Based on 5 Year average
40-80-222 - SEWAGE PERMITS/S.CONSENT	8,000	8,000	11,100			
40-80-223 - Penalties-Taxes	32,500	30,000	31,011	2,500	8	Increase due to 5 year average
40-80-224 - Investment Income	10,000	10,000	7,788			
40-80-226 - Miscellaneous	3,000	3,000	1,916			
40-80-228 - Sale Of Equipment & Land			18,200			
40-80-230 - Rental	8,000	8,000	7,500			
40-80-231 - Recycling	10	10	18			
40-80-232 - Police Revenue	2,500	2,500				
40-80-292 - Special Occasions			(61)			
40-80-296 - Fire Department Surplus			3,776			
40-80-297 - Debenture	287,400	2,742,660	2,137,104	(2,455,260)		115- Traffic Counter \$7,400 & Tandem Debenture Amounts \$275,000 & Equipment Shed \$5,000
TOTAL OTHER REVENUE:	389,410	2,835,670	2,263,562	(2,446,260)	108-	
REVENUE FROM RESERVES						
40-80-302 - From Working Funds Reserve	37,000	50,840	50,840	(13,840)	27-	To cover the offsetting portion of McPeak Line Project.
40-80-305 - From Capital Reserve	138,320	19,500	15,337	118,820	775	\$63,314 Golf Course Agreement \$75,000 - Roof Repair
40-80-306 - From Gas Tax Reserve	12,690			12,690		Campbell Line Remaining Work
40-80-307 - From OCIF Reserve	104,230	240,000	101,522	(135,770)	134-	Remainder of OCIF Reserve allocated in 2021
40-80-313 - From Modernization Reserve	77,000	128,000	62,867	(51,000)	81-	Osceola Expansion - \$50,000 AMP - \$15,000 Roads Modernization Study - \$7,000 Council Laptops \$5,000
40-80-314 - From Cannabis Reserve	4,500	5,000	585	(500)	85-	For Site Plan and ZBL Works
40-80-315 - From Safe Restart Reserve	5,000	68,500	63,488	(63,500)	100-	For remaining AV Invoices

**Township of Admaston/Bromley
2022 Draft Budget**

	2022 DRAFT Budget	2021 Last YR Budget	2021 Last YR YTD	Variance to Last Year	%	Notes
TOTAL REVENUE FROM RESERVES:	378,740	511,840	294,639	(133,100)	45-	
TOTAL REVENUES:	5,043,760	6,792,200	6,001,166	(1,748,440)	29-	

EXPENDITURES

ADMINISTRATION COSTS

Building Maintenance

50-10-252 - Security System	160	160	304			
50-10-253 - Supplies-Stone Road	2,000	1,900	2,281	100	4	
50-10-259 - Supplies-Barr Line	500	500	70			
50-10-269 - Cleaning-Stone Road	4,000	4,000	7,533			
50-10-258 - Cleaning-Barr Line	3,000	3,000				
50-10-254 - Building-Stone Road	5,500	5,500	9,846			
50-10-257 - Building-Barr Line	1,000	1,000				
50-10-255 - Office Equipment & Furniture	1,000	1,000	906			
50-10-256 - Accessibility Compliance	1,000			1,000		Accessibility Compliance - Software
50-10-263 - Water Testing-Barr Line	600	600	226			
50-10-264 - Water Testing-Stone Road	600	600	226			
Total Building Maintenance:	19,360	18,260	21,392	1,100	5	

General Employment Costs

50-10-101 - Wages-Gen	255,000	250,000	266,393	5,000	2	
50-10-102 - Transfer to PW (50% Admin wages)	(26,000)	(26,000)				
50-10-108 - Taxable Benefits-Gen	250	200		50		
50-10-112 - CPP-Gen	12,000	11,100	11,200	900	8	
50-10-113 - EI-Gen	4,800	4,800	4,954			
50-10-114 - Group Insurance-Gen	21,500	18,900	19,081	2,600	14	Increase due to plan projected cost in 2022
50-10-115 - OMERS-Gen	25,100	25,100	21,842			
50-10-118 - WSIB-Gen	8,700	8,700	8,943			
50-10-119 - EHT-Gen	5,000	5,000	4,863			
Total General Employment Costs:	306,350	297,800	337,276	8,550	3	

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Township of Admaston/Bromley
2022 Draft Budget

2022 DRAFT Budget	2021 Last YR Budget	2021 Last YR YTD	Variance to Last Year	%	Notes
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**Township of Admaston/Bromley
2022 Draft Budget**

	2022 DRAFT Budget	2021 Last YR Budget	2021 Last YR YTD	Variance to Last Year	%	Notes
General Overhead						
50-10-290 - Financial Expense	10,000	10,000	8,407			
50-10-291 - PSAB Compliance			25			
50-10-320 - Advertising	4,000	4,000	3,622			
50-10-330 - Association	3,500	3,500	3,068			
50-10-350 - Audit	24,000	21,500	27,649	2,500	9	As per appointment By-Law with Welch LLP
50-10-359 - Awards	2,000	2,000	357			
50-10-360 - Petty Cash	1,000	1,000	163			
50-10-370 - Insurance	11,500	11,000	10,003	500	5	Based on a estimated change of up to 15%.
50-10-380 - Donations & Grants	6,500	6,500	5,591			
50-10-391 - Miscellaneous	3,500	3,500	4,989			
50-10-392 - SPECIAL OCCASIONS	3,000	3,000	1,228			
50-10-261 - Legal-General	3,000	3,000	356			
50-10-272 - General Mileage	3,000	3,000	534			
50-10-300 - Election	17,500			17,500		As per estimate - Mail in Voting
Total General Overhead:	92,500	72,000	65,992	20,500	31	
Office Expense						
50-10-241 - Office Supplies	4,000	4,000	3,809			
50-10-242 - Postage	3,500	5,000	2,416	(1,500)	62-	Annual Lease fee
50-10-243 - Postage Meter	5,000	5,000	5,627			
50-10-244 - Photo Copier	2,700	2,700	2,173			
Total Office Expense:	15,200	16,700	14,025	(1,500)	11-	
Taxation Expense						
50-10-440 - Tax Registration Costs	1,000	1,000				
Total Taxation Expense:	1,000	1,000	0	0	0	
Training & Development						
50-10-273 - Training	3,000	3,000	3,062			
50-10-280 - Information Technology	13,000	13,000	10,513			
50-10-281 - Municipal WebSite	2,500	2,500	2,338			
50-10-282 - Laptops		6,000	5,324	(6,000)	113-	

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Township of Admaston/Bromley
2022 Draft Budget

	2022 DRAFT Budget	2021 Last YR Budget	2021 Last YR YTD	Variance to Last Year	%	Notes
50-10-271 - Staff Conventions	3,500	3,500	416			
Total Training & Development:	22,000	28,000	21,653	(6,000)	28-	

**Township of Admaston/Bromley
2022 Draft Budget**

	2022 DRAFT Budget	2021 Last YR Budget	2021 Last YR YTD	Variance to Last Year	%	Notes
Utilities						
50-10-221 - Telephone-Stone Rd	2,000	2,000	1,653			
50-10-225 - Telephone-Barr Line	1,000	1,000	841			
50-10-222 - Fax	1,000	1,000	1,027			
50-10-224 - Internet	1,200	900	1,066	300		28 Internet price increase
50-10-223 - Furnace Fuel-Stone Road	3,500	3,500	2,892			
50-10-226 - Furnace Fuel-Barr Line	2,300	2,300	2,068			
50-10-231 - Hydro-Stone Road	3,750	3,500	4,681	250		5 Increase due to 3 year average
50-10-232 - Hydro-Barr Line	2,400	2,400	1,299			
50-10-234 - Hydro-Osceola Building	450	450	300			
Total Utilities:	17,600	17,050	15,827	550		3
Contributions to Reserves						
50-10-401 - To Capital from Road Revenue	30,000	25,000	25,000	5,000		20 As Per Option 2 Capital Financing Schedule Approved in 2021
50-10-490 - Contribution to Reserves	179,010	194,730	195,953	(15,720)		8-
Total Contributions to Reserves:	209,010	219,730	220,953	(10,720)		5-
TOTAL ADMINISTRATION COSTS:	683,020	670,540	697,118	12,480		2
COUNCIL						
50-20-101 - Wages-Council	76,000	76,000	76,518			
50-20-112 - CPP-Cou	2,700	2,700	2,145			
50-20-114 - Group Insurance-Cou	7,000	7,000	6,012			
50-20-119 - EHT-Cou	1,500	1,500	1,491			
50-20-221 - Council Conventions	3,000	3,000	121			
50-20-222 - Council Mileage & Expenses	9,000	5,000	3,041	4,000		132 Standard \$5,000 + AV Tech \$4,000
50-20-223 - Council Laptops	5,000			5,000		Laptops for Council
50-40-232 - Audio Visual System-Council Chambers	5,000	50,000	45,665	(45,000)		99- Remaining Invoices for AV system. Rev from reserves.
TOTAL COUNCIL:	109,200	145,200	134,993	(36,000)		27-

**Township of Admaston/Bromley
2022 Draft Budget**

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	2022 DRAFT Budget	2021 Last YR Budget	2021 Last YR YTD	Variance to Last Year	%	Notes
BUILDING & SEWAGE						
50-40-101 - Building Wages	17,000	17,000	16,728			
50-40-102 - Septic Wages	4,000	4,000	8,325			
50-40-113 - EI-Bui	600	600	554			
50-40-114 - Group Insurance-Bui	2,500	2,500	1,891			
50-40-118 - WSIB-Bui	700	700	751			
50-40-119 - EHT-Bui	500	500	488			
50-40-230 - Building Supplies	1,500	1,500	1,164			
TOTAL BUILDING & SEWAGE:	26,800	26,800	29,901	0	0	

**Township of Admaston/Bromley
2022 Draft Budget**

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	2022 DRAFT Budget	2021 Last YR Budget	2021 Last YR YTD	Variance to Last Year	%	Notes
PROTECTION						
Policing						
50-30-220 - Police Contract	388,420	403,260	402,888	(14,840)		4- As per OPP 2022 Annual Statement
50-30-224 - R.I.D.E. Duty	7,000	7,000				
Total Policing:	395,420	410,260	402,888	(14,840)		4-
Police Services Board						
50-30-201 - Wages-Police	800	800	476			
50-30-202 - Committee Pay-Police	2,000	2,000	500			
50-30-217 - Police Mileage & Expenses	3,000	3,000	1,933			
Total Police Services Board:	5,800	5,800	2,909	0		0
Fire Employment Costs						
50-30-101 - Wages-Fire			1,224			
50-30-112 - CPP-Fire			51			
50-30-113 - EI-Fire			42			
50-30-118 - WSIB-Fire			479			
50-30-119 - EHT-Fire			(9)			
Total Fire Employment Costs:	0	0	1,787	0		0
Health & Safety						
50-30-222 - By-Law Enforcement	2,000	2,000	1,860			
50-30-223 - Emergency Plan	3,000	3,000				
50-30-225 - Health and Safety Inspections	3,000	5,000	2,194	(2,000)		91-
Total Health & Safety:	8,000	10,000	4,054	(2,000)		49-
Fire						
50-30-231 - Fire-Renfrew Agreement	34,000	34,000	33,692			
50-30-232 - Fire-Greater Madawaska	4,700	4,650	4,616	50		1 As per agreement
50-30-233 - Fire-Whitewater Region	8,000	8,000	8,000			
50-30-234 - Fire-Douglas	190,020	175,090	177,125	14,930		8 As per Fire Budget
50-30-237 - Douglas Fire Garage Project	100,000			100,000		Budgeted amount
50-30-240 - Call Taking/Alerting	2,200	2,200	98			

Township of Admaston/Bromley
2022 Draft Budget

	2022 DRAFT Budget	2021 Last YR Budget	2021 Last YR YTD	Variance to Last Year	%	Notes
Total Fire:	338,920	223,940	223,531	114,980	51	
TOTAL PROTECTION:	748,140	650,000	635,169	98,140	15	

**Township of Admaston/Bromley
2022 Draft Budget**

	2022 DRAFT Budget	2021 Last YR Budget	2021 Last YR YTD	Variance to Last Year	%	Notes
ANIMAL CONTROL						
Canine Control						
50-50-220 - Canine Control	2,500	5,000	4,020	(2,500)		62- Based on agreement with Town of Renfrew (\$1,678), plus estimated wages for Animal Control Officer
50-50-241 - Dog Tags & Books	250	250	290			
50-50-243 - Census Taker	150	150				
Total Canine Control:	2,900	5,400	4,310	(2,500)	58-	
Livestock						
50-50-231 - Livestock Compensation	5,000	5,000	3,147			
50-50-232 - Livestock Valuer	500	500	750			
50-50-233 - Agriculture Veterinary Unit	750	750	741			
50-50-234 - Fence Viewers	100	100				
Total Livestock:	6,350	6,350	4,638	0	0	
TOTAL ANIMAL CONTROL:	9,250	11,750	8,948	(2,500)	28-	
WASTE MANAGEMENT						
Waste Employment Costs						
50-60-101 - Wages-Was	52,500	52,500	58,199			
50-60-112 - CPP-Was	3,000	3,000	2,440			
50-60-113 - EI-Was	1,350	1,350	1,288			
50-60-115 - OMERS-Waste	2,300	2,300	2,105			
50-60-118 - WSIB-Was	2,100	2,100	1,730			
50-60-119 - EHT-Was	1,200	1,200	1,124			
Total Waste Employment Costs:	62,450	62,450	66,886	0	0	
Landfill Maintenance						
50-60-231 - Mtce-Stone Rd Transfer Station	13,000	13,000	9,546			
50-60-262 - International Compactor	16,000	16,000	21,504			
50-60-232 - Mtce-Douglas Transfer Station	15,000	7,500	5,361	7,500		140 Based off June 29 2021 pricing for Emterra to Rent Bin /TruckWaste

**Township of Admaston/Bromley
2022 Draft Budget**

	2022 DRAFT Budget	2021 Last YR Budget	2021 Last YR YTD	Variance to Last Year	%	Notes
50-60-261 - Western Star Compactor		6,000	3,044	(6,000)		197- Removed from Douglas Station
50-60-233 - Mtce-Osceola Landfill Site	60,000	65,000	53,182	(5,000)		9- Based on 5 year average
50-60-235 - Osceola Landfill Site-Hydro	600	600	544			
50-60-236 - Osceola Landfill Expansion	50,000	50,000	33,658			
Total Landfill Maintenance:	154,600	158,100	126,839	(3,500)	3-	

**Township of Admaston/Bromley
2022 Draft Budget**

	2022 DRAFT Budget	2021 Last YR Budget	2021 Last YR YTD	Variance to Last Year	%	Notes
Recycling						
50-60-241 - Rec-Stone Rd Transfer Station	20,000	23,000	17,458	(3,000)		17- Based on averages with new recycling hauling and processing costs
50-60-242 - Rec-Douglas & Osceola Sites	14,000	14,000	11,745			
Total Recycling:	34,000	37,000	29,203	(3,000)	10-	
Well Testing & Reports						
50-60-251 - Well-Stone Rd Transfer Station	12,000	11,000	11,950	1,000		8 Increase due to Actual Work plan from Jp2G
50-60-252 - Well-Douglas & Osceola Sites	21,000	25,000	20,242	(4,000)		20- Decrease due to Actual Work plan from Jp2G
Total Well Testing & Reports:	33,000	36,000	32,192	(3,000)	9-	
TOTAL WASTE MANAGEMENT:	284,050	293,550	255,120	(9,500)	4-	
RECREATION						
Recreation Employment Costs						
50-70-101 - Wages-Lib			1,623			
50-70-111 - Income Tax-Rec			(95)			
50-70-112 - CPP-Rec			234			
50-70-113 - EI-Rec			12			
50-70-118 - WSIB-Rec			84			
50-70-119 - EHT-Rec			82			
Total Recreation Employment Costs:	0	0	1,940	0	0	
Recreation Expenses						
50-70-221 - Douglas Rec	6,000	6,000	6,097			As per DRC Budget
50-70-222 - ARC Rec	4,000	4,200	4,297	(200)		5- As per ARC Budget
50-70-223 - Recreation User Fees	28,300	14,600	14,600	13,700		94 Renfrew Rec - \$24,300, BV Est - \$2,000, Cobden Est. \$2,000
50-70-224 - Northcote Community Centre	1,650	1,650	1,650			
50-70-226 - Water Testing-Douglas Complex	500	500	226			
50-70-240 - Recreation Insurance	3,340	2,900	2,901	440		15 Based on 15% estimated increase from insurer

**Township of Admaston/Bromley
2022 Draft Budget**

	2022 DRAFT Budget	2021 Last YR Budget	2021 Last YR YTD	Variance to Last Year	%	Notes
Total Recreation Expenses:	43,790	29,850	29,771	13,940	47	
Library Expenses						
50-70-231 - Renfrew Library User Fees	500	500	360			
50-70-232 - Bromley St. Michael Library	21,600	22,450	22,450	(850)		4- From Library Budget
Total Library Expenses:	22,100	22,950	22,810	(850)	4-	
TOTAL RECREATION:	65,890	52,800	54,521	13,090	24	

**Township of Admaston/Bromley
2022 Draft Budget**

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	2022 DRAFT Budget	2021 Last YR Budget	2021 Last YR YTD	Variance to Last Year	%	Notes
DRAINS & PLANNING						
50-80-220 - Municipal Drain Maintenance	25,000	25,000	14,539			
50-80-230 - Tile Drainage	30,000	30,000	30,032			
50-80-250 - Drainage Superintendent	1,000	1,000	200			
50-80-260 - Planning Fees	7,000	7,000	3,832			
50-80-270 - Economic Development	35,800	34,100	31,084	1,700		5 Increase of 5%. To promote more advertising and community economic development.
50-80-281 - FCM Asset Management	15,000	78,000	62,867	(63,000)		100- Amount Remaining to be completed in 2022 - Funded with modernization
50-80-284 - Cannabis Study - ICB	4,500	5,000	585	(500)		85- Funding to cover Zoning by-law and Site Plan Control By-Law amendments and creation.
50-80-285 - Pub Works Structural Review	67,000			67,000		Tota Grant Funding + AB Share of Expenditures above 60K. 7K funded with modernization funding.
50-80-286 - Structural Review	61,000			61,000		As per Tender Award
TOTAL DRAINS & PLANNING:	246,300	180,100	143,139	66,200	46	
ROADS						
60-10-001 - Overhead	220,700	241,500	170,199	(20,800)	12-	
60-10-002 - Maintenance	904,800	885,300	631,078	19,500	3	
60-10-003 - Equipment	30,500	30,500	55,756			
60-10-004 - Capital	518,400	528,900	439,299	(10,500)	2-	
60-10-005 - Construction	1,196,710	3,075,260	2,650,155	(1,878,550)	71-	
60-10-007 - COVID-19			44,118			
60-10-008 - Extraordinary Expense - Insurance			1,681			
Total ROADS:	2,871,110	4,761,460	3,992,286	(1,890,350)	47-	
TOTAL EXPENDITURES:	5,043,760	6,792,200	5,951,195	(1,748,440)	29-	
SURPLUS (DEFICIT)	0	0	49,971	0	0	

**Township of Admaston/Bromley
Reserves
as at December 31, 2022**

H

GL Account	Reserve		Opening	Additions	Withdrawals	Closing	
	Wards 3 & 4					-	
20-20-220	Working Capital	H.1	84,097.43	-	37,000.00	47,097.43	
						-	
20-20-227	Capital	H.2	305,485.63	176,910.00	138,314.00	344,081.63	
	Road Revenue	H.2	196,986.42	30,000.00		226,986.42	
	Fire Capital Twp	H.2	10,000.00	-		10,000.00	581,068.05
20-20-236	Waste	H.3	29,425.00		-	29,425.00	
	Survey - Fire Hall			-		-	
	Gas Tax					-	
	Police Services Board Main Street			-		-	
20-20-237	Revitalization	H.4	14,432.62		14,432.62	-	Sent back to AMO
	Cannabis Reserve						
20-20-239	Fund	H.5	14,414.88		4,500.00	9,914.88	
20-20-235	OCIF Reserve	H.6	192,335.39	1,658.00	104,230.00	89,763.39	
20-20-240	One Time Funding	H.7	178,333.25		77,000.00	101,333.25	
			1,025,510.62	208,568.00	375,476.62	858,602.00	
20-20-231	Fire - Dry Hydrant	H.8	9,358.21	-	9,358.21	-	As per Fire Request to use for other item.
	Library					-	
			9,358.21	-	9,358.21	-	
	Total		1,034,868.83	208,568.00	384,834.83	858,602.00	

NOTES: Deferred Revenues

Safe Restart	G.1	5,286.36		5,000.00	286.36
Gas Tax	G.2	24,403.58		12,690.00	11,713.58
					<u>11,999.94</u>
					<u>870,601.94</u>

Note: These figures are estimates and subject to change pending year end audit/committee recommendations

**Township of Admaston/Bromley
Reserves
as at December 31, 2022**

H

Breakdown of Withdrawals

Capital

Campbell Line	37,000.00	
Road Agreement	63,314.00	As per Horton Agreement
Garage Roofs	75,000.00	

Main Street 14,432.62 Returned to AMO

Cannabis Reserve 4,500.00 For Site Plan and ZBL Review

OCIF - Campbell Line 104,230.00

One Time Funding

Osceola Expansion	50,000.00
Remainder of AMP inv	15,000.00
Roads Review - Joint	7,000.00
Council Laptops	5,000.00

Fire - Dry Hydrant 9,358.21 To be used for forcable entry tool

Safe Restart 5,000.00 Remainder of AMP Invoices

Gas Tax 12,690.00 Campbell Line Work

Total 402,524.83