

TOWNSHIP OF ADMASTON/BROMLEY
FINANCE & ADMINISTRATION COMMITTEE

AGENDA

September 15, 2023

At 10:00 am

1. Call meeting to order
2. Declaration of Pecuniary Interest
3. Approval of Agenda
4. Approval of Minutes
 - i. Budget Meeting minutes (April 17, April 28 and May 5, 2023)
5. COLA Adjustment – 2024
6. Employment By-Law Updates Report
 - i. Draft Employment By-Law
7. Grader Financing Options
8. Fees and Charges By-Law
 - i. Comparison Fees and Charges
9. 2024 Budget Timelines
10. Closed Session – As per Section 239 (d) of the Municipal Act, 2001,
labour relations or employee negotiations.

More specifically to discuss – Employee Group Benefits

11. Next meeting – to be determined
12. Adjournment

TOWNSHIP OF ADMASTON/BROMLEY
FINANCE AND ADMINISTRATION COMMITTEE
MINUTES

April 17, 2023

Present – Michael Donohue, Angela Field, Keith Gourley, Brian Hamilton and Kevin LeGris.

Staff present – Jennifer Charkavi and Kelly Coughlin

1. Michael Donohue called the meeting to order at 1:00 pm.
2. Declaration of Pecuniary Interest – None.
3. Approval of Agenda – April 17, 2023

Resolution No. 2023/04/01

Moved by Kevin LeGris

Seconded by Keith Gourley

BE IT RESOLVED that the Committee approve the agenda for the April 17, 2023, Finance and Administration Committee meeting.

“Carried”

4. Adoption of Minutes

There were no minutes to adopt.

5. Draft Budget Review

Staff and Committee reviewed the draft budget and the options outlined by the Treasurer-Deputy CAO/Clerk.

Staff reviewed the municipal grants that the Township receives and the requirements of each.

Staff reviewed the Reserves and the new proposed reserve accounts such as for Elections, Equipment, and the Fire Garage.

Staff reviewed the Township’s debt and its Approved Repayment Limit as outlined by the Ministry of Municipal Affairs and Housing.

Staff reviewed changes to the budget from 2022 and the reasons why as well as the requests from the Fire Department and from the Library.

6. Next Meeting

The next meeting has been scheduled for April 28 at 11:00 am.

7. Recess

Resolution No. 2023/04/02

Moved by: Kevin LeGris Seconded by: Keith Gourley

BE IT RESOLVED that the Finance and Administration Committee recess the April 17, 2023 Committee meeting to continue to discuss the 2023 Draft Budget to resume on April 28, 2023.

“Carried”

April 28, 2023**Resolution No. 2023/04/03**

Moved by: Brian Hamilton Seconded by: Keith Gourley

BE IT RESOLVED that the Finance and Administration at 1:30 pm on April 28 continue to review the Draft Budget that was presented on April 17, 2023;

AND FURTHER THAT Committee receive the changes that were made to the Draft Budget from April 17, 2023.

“Carried”

Staff continued to review the budget and highlighted changes made.

Committee discussed the requests from the Fire Department.

Committee discussed the request from the Admaston Public Library.

Committee discussed the costs associated with Waste Management.

Committee discussed the new proposed Accounting Software program.

Committee discussed the capital roads projects proposed for 2023.

Committee discussed the proposed levy increase and requested that the Treasurer-Deputy CAO/Clerk find cost savings to reduce the proposed levy increase for the next meeting.

Resolution No. 2023/04/04

Moved by: Angela Field Seconded by: Kevin LeGris

BE IT RESOLVED that the April 28, 2023, Township of Admaston/Bromley Finance and Administration Committee meeting recess at 4:03 pm and to reconvene at a future date.

“Carried”

May 5, 2023

Resolution No. 2023/04/05

Moved by: Brian Hamilton Seconded by: Keith Gourley

BE IT RESOLVED that the Committee approve the continued agenda for the April 17, 2023, Finance and Administration Committee on this date, May 5, 2023.
"Carried"

Committee discussed the library budget and the requested increase for 2023 which was an approximate 25% increase. Committee directed that the municipal levy increase proposed for 2023 be the increase to the 2022 Library Budget to arrive at the 2023 Admaston Public Library budget.

Committee reviewed the proposed budget changes that the Treasurer-Deputy CAO/Clerk was suggesting to bring down the proposed levy increase.

Committee and staff worked back and forth to find ways to reduce the proposed levy increase.

Resolution No. 2023/04/06

Moved by: Keith Gourley Seconded by: Brian Hamilton

BE IT RESOLVED that the Finance and Administration Committee accept the Draft Municipal Budget presented on May 5 with the 9.89% Levy Increase;

AND BE IT FURTHER RESOLVED THAT the Finance & Administration Committee recommend to Council to adopt the Draft Municipal Budget presented to Committee on May 5, at the June 1, 2023, Regular Council Meeting.

"Carried"

Resolution No. 2023/04/07

Moved by: Angela Field Seconded by: Kevin LeGris

BE IT RESOLVED that the April 17, 2023, Township of Admaston/Bromley Finance and Administration Committee meeting be adjourned on May 5, 2023 at 2:57 pm.

"Carried"

Chair

CAO/Clerk

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: September 15, 2023
To: Finance & Administration Committee
From: Kelly Coughlin
Re: 2024 COLA Adjustment

Background:

Historically, Council reviews and sets the Cost of Living (COLA) adjustments in December, early January for the upcoming calendar year wage grid.

The entire budgeting process is being revamped for the upcoming 2024 calendar year. The first step in the new process is for Council to adopt the COLA adjustment for the upcoming calendar year wage grid. Wages form a large part of the budget and as such, for the most effective budget deliberations, staff are seeking Finance & Administration Committee direction on acceptable COLA adjustment. That information will then be brought forward to the next council meeting for council consideration. Once adopted, staff will proceed with the budget preparation using accurate 2024 salary and wage information.

Discussion:

Historically, the COLA adjustment has been based on the change in the Consumer Price Index (CPI) year over year increase while also taking into consideration what neighbouring municipalities COLA adjustments have been.

Staff consulted with several neighbouring municipalities. Staff received the following information:

- 1) Township of Laurentian Valley – According to their policy, COLA adjustments are based on CPI index as of October. This proved problematic during the 2023 budget deliberations as the CPI index was 6.5%. Council has expressed concern over the policy and requested the policy be revisited. COLA has yet to be set for the 2024 calendar year.
- 2) Township of Bonnechere Valley – their non-union increase is tied to the collective bargaining unit. COLA increase for January 2024 is 0.5%. However, the collective agreement is set to expire in very early 2024. Staff anticipate the union to renegotiate the

COLA adjustment for 2024 calendar year and seek a much larger increase given how high inflation remains.

- 3) Town of Arnprior – similar to the Township of Bonnechere Valley, the Town of Arnprior non-union COLA adjustment is tied to the Collective Bargaining Agreement for their unionized staff. Per the current Collective Agreement, staff are to receive a COLA adjustment of 2% for the 2024 calendar year.
- 4) Town of Renfrew – like the Township of Bonnechere Valley and the Town of Arnprior, the non-union COLA adjustment is tied to the Collective Bargaining Agreement for their unionized staff. Per the Collective Bargaining unit agreement, staff are to receive a 2% COLA increase for the 2024 calendar year.
- 5) Town of Petawawa – similar to the Township of Laurentian Valley, the Town of Petawawa uses the October year over year annual CPI increase based upon Canada not seasonally adjusted. Therefore, the 2024 COLA adjustment has not been determined at this time.
- 6) County of Renfrew – staff are bringing forward a recommendation to the Finance and Administration Committee recommending that the County of Renfrew’s non-union salary grid be adjusted annually based on the June 12-month average of the Consumer Price Index (CPI) for Ontario (all items) as determined by Statistics Canada; and that the adjustment not be lower than any increase negotiated with any union collective agreement.

Staff performed a few calculations to assist with establishing 2024 COLA increase for the Finance & Administration Committee consideration. Staff evaluated the following scenarios:

- a) Based on the average month-to-month comparison of CPI from January through to December, comparing 2023/2022 vs 2022/201, results in 5.38% COLA adjustment.
- b) Based on the CPI from January through until June, comparing 2023 vs 2022, results in 4.34% COLA adjustment.
- c) Based on the average yearly inflation rate for 2023, January through until June, results in 4.2 % COLA adjustment.

Staff recommend that going forward the Township’s wage grid be adjusted annually based on the 12-month year over year Consumer Price Index (CPI) for Ontario (all items) as determined by Statistics Canada; and that the adjustment be not more than 4% and not lower than 1%.

Therefore, based on this statement and the above-calculations, staff propose a 4.00% COLA adjustment for the 2024 calendar year.

It is important to note that the Township provided a 3% COLA increase effective January 2023 while cost of living was sitting at 6.9%. Currently, the cost of living is reported as being 5.3%.

There continues to be concerns surrounding staff retention. The township completed a comprehensive organization review in 2022. This exercise resulted in a complete overhaul of the township wage grid. The township recognized the need to adjust wages significantly to ensure salaries remain competitive with neighbouring municipalities. The adoption of an annual COLA

increase helps to ensure the township wage grid remains current with the cost of living and helps align the township as a sought after employer.

Financial Implications:

Incremental costs associated with COLA adjustments will be accommodated for in the 2024 operating budget.

People Consulted:

Jennifer Charkavi – CAO / Clerk

Recommendation for Committee:

BE IT RESOLVED THAT the Finance & Administration Committee receive the 2024 COLA adjustment report as information as submitted and circulated;

AND FURTHER THAT the Finance & Administration Committee provide staff direction on the COLA adjustment to be brought forward for Council consideration;

AND FURTHER THAT the Finance & Administration Committee provide staff direction to amend the employment by-law to include a provision outlining COLA adjustment formula and calculations to be used going forward as stated in this report.

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: September 15, 2023
To: Finance & Administration Committee
From: Kelly Coughlin
Re: Employment By-Law Updates

Background:

In reviewing the Employment By-Law there are some housekeeping items that need to be updated. As well there are some items that have been missed.

Discussion:

As a condition of employment, the employer requires employees to first possess their DZ and / or AZ license to work in the Public Works Department. Once hired, employees are required to maintain their DZ and / or AZ licenses. To maintain that licensing, the province requires license holders to complete written and physical testing at various intervals. While an employee is actively employed with the township, staff recommend that the employer reimburse an employee out of pocket expense to complete these testing to maintain their DZ and AZ licensing.

Other notable changes include: amending the insurance and health benefit clause to include Short-Term Disability and Dependent Life coverage being added to the policy effective January 1, 2024 and introduce new wording related to wage grid increases,

Financial Implications:

Licensing Renewals will cost approximately \$700 per year.

People Consulted:

Jennifer Charkavi – CAO / Clerk

Recommendation for Committee:

BE IT RESOLVED THAT the Finance & Administration Committee receive the Employment By-law updates as information;

AND FURTHER THAT the Finance & Administration Committee provide staff direction to amend the employment by-law to include the revisions as stated in this report and bring forth to a future council meeting.

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

By-Law No. 2023-XX

Employment By-Law for the Township of Admaston/Bromley Employees

WHEREAS the Council of the Corporation of the Township of Admaston/Bromley deems it advisable to employ Township Staff under and subject to the provisions of a by-law;

AND WHEREAS the Ontario Municipal Act empowers Council to pass such a by-law regulating the appointment, duties and remuneration of such staff;

NOW THEREFORE the Council of the Corporation of the Township of Admaston/Bromley enacts as follows:

PART 1. Short Title

1.1 This by-law may be cited as the “Employment By-Law”.

PART 2 - Insurance and Health Benefits

2.1 Pension

The Employer shall authorize participation in the Ontario Municipal Employees Retirement System (“OMERS”) primary pension plan. All full-time employees hired after November 1st, 2011 shall participate in OMERS. Subject to enrolment requirements, part-time employees may participate in OMERS if they qualify as set out in Section #C-2 in the Human Resources Policy.

2.2 The Employer shall provide an R.R.S.P. Pension Plan Program for those employees whose starting date preceded November 1, 2011 and who exercised their option not to participate in the OMERS primary pension plan. Effective November 1, 2011, Municipal contributions will be equal to OMERS contribution rates for salaried employees and hourly rate wages based on a 35-hour work week for administrative employees and a 40-hour work week for all other employees. The employee must match the employer’s contribution to the plan.

2.3 Insurance and Health Benefits

The Employer shall provide Life Insurance Coverage, Long Term Disability and a Health Benefit Program. The employer shall pay the premiums.

Life Insurance
Accidental Death and Dismemberment Insurance
Long Term Disability
Extended Health Care Plan
Dental Insurance

Effective January 1, 2024, the employer will provide Dependent Life and Short Term Disability coverage. The employer shall pay the premiums.

2.4 Vision Care – Eye exams, surgery, glasses and contact lenses provided by a licensed optometrist to a maximum of \$200.00 per calendar year per family for full time employees, their spouses and children as defined in the Explanation of Common Insurance Terms under the Township Group Benefit Program.

2.5 Physical & Written test

As a condition of employment, the employer requires employees in the Public Works Department to maintain their DZ and / or AZ licenses. To maintain that licensing, the province requires license holders to complete written and physical testing at various intervals. While an employee is actively employed with the township, the employer will reimburse an employee out of pocket expense to complete these testing to maintain their DZ and AZ licensing.

PART 3 - Paid Holidays

3.1 Fifteen paid holidays shall be provided. Specific days are outlined in the Human Resources Policies and Procedures Manual.

PART 4 - Other Allowances

4.1 Mileage Allowance

Mileage shall be granted to those employees who are required to have a vehicle and use it routinely in the performance of their duties. For the use of vehicles authorized by the employee's Department Head, employees will receive the Canada Revenue Agency (CRA) Reasonable per-Kilometer Allowance that will be adjusted every January 1.
(Amended By-Law 2022-02)

4.2 Safety Apparel and Safety Footwear Allowance

Employees who are required by nature of their job to wear safety apparel and/or safety footwear on a regular basis shall be reimbursed for the following upon presentation of invoices:

- i) One pair of safety footwear per year up to a maximum of \$200.00.
- ii) One pair of safety coveralls or safety coat per year.
- iii) Additional safety wear and clothing per year up to a maximum of \$200.00.
- iii) All other safety apparel requirements will require Council approval.

PART 5 – Rates of Pay

5.1 Schedule "A" – Salary Grid and Classifications

5.2 The insurance health benefits and pension program is provided to all permanent full-time employees. All permanent part-time employees will receive an additional 14.1% of their pay in lieu of benefits (5.9% if participating in the Pension Plan).

5.3 ~~Future Pay Grid increases will be reviewed and established in December by Council to establish a cost of living allowance for the following January.~~

Future Wage Grid increases will be adjusted annually based on the 12-month year over year Consumer Price Index (CPI) for Ontario (all items) as determined by Statistics Canada; and that the adjustment be not more than 4% and not lower than 1%. The new wage grid will come in effect January 1st of the following calendar year.

PART 6 - Enforcement and General

6.1. Matters pertaining to working conditions and employment are also set out in the Human Resources Policies and Procedures Manual. The manual

should be referred to for additional information about the employment conditions contained in the by-law.

- 6.2 The Finance & Administration Committee shall recommend any amendments to this by-law to Council, and any such approved amendment shall be in the form of a replacement by-law.
- 6.3 The Clerk-Treasurer shall be responsible for the administration of this by-law and will be accountable to the Council for its enforcement.
- 6.4 This by-law shall not be interpreted to contradict or violate any statute or regulation of the Province of Ontario.
- 6.5 By-Law No. 2018-12 and 2019-25 are hereby repealed.
- 6.6 This by-law shall come into force and be effective on

Read a first and second time this

Read a third time and finally passed this

Mayor

Clerk-Treasurer

Township of Admaston/Bromley
Compensation Grid
Effective January 1, 2023

GROUP	POSITION	Hours	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6 Job Rate
10	CAO/Clerk	1,820	\$ 107,687 59.17	\$ 111,487 61.26	\$ 115,288 63.35	\$ 119,089 65.43	\$ 122,889 67.52	\$ 126,690 69.61
9	Treasurer-Deputy CAO/Clerk	1,820	\$ 97,878 53.78	\$ 101,332 55.68	\$ 104,787 57.58	\$ 108,241 59.47	\$ 111,696 61.37	\$ 115,150 63.27
8	Fire Chief	2,080	\$ 87,550 42.09	\$ 90,640 43.58	\$ 93,730 45.06	\$ 96,820 46.55	\$ 99,910 48.03	\$ 103,000 49.52
	Public Works Superintendent	2,080	42.09	43.58	45.06	46.55	48.03	49.52
	Treasurer - Deputy Clerk	1,820	48.10	49.80	51.50	53.20	54.90	56.59
7	VACANT Chief Building Official - 2	2,080 1,820	\$ 79,233	\$ 82,029	\$ 84,826	\$ 87,622	\$ 90,419	\$ 93,215
6	Deputy Fire Chief	2,080	\$ 70,916 34.09	\$ 73,418 35.30	\$ 75,921 36.50	\$ 78,424 37.70	\$ 80,927 38.91	\$ 83,430 40.11
	Chief Building Official	1,820	38.96	40.34	41.71	43.09	44.47	45.84
5	Lead Hand	2,080	\$ 59,359 28.54	\$ 61,454 29.55	\$ 63,549 30.55	\$ 65,644 31.56	\$ 67,739 32.57	\$ 69,834 33.57
	Fire Captain	2,080	28.54	29.55	30.55	31.56	32.57	33.57
	Deputy-Treasurer/Admin Coordinator	1,820	32.61	33.77	34.92	36.07	37.22	38.37
4	Fire Fighter (based on 40 Hours)	2,080	\$ 47,802 22.98	\$ 49,489 23.79	\$ 51,177 24.60	\$ 52,864 25.42	\$ 54,551 26.23	\$ 56,238 27.04
	Equipment Operator	2,080	22.98	23.79	24.60	25.42	26.23	27.04
	Librarian	1,820	26.26	27.19	28.12	29.05	29.97	30.90
	Finance Accounting Clerk	1,820	26.26	27.19	28.12	29.05	29.97	30.90
3			\$ 42,322	\$ 43,815	\$ 45,309	\$ 46,803	\$ 48,296	\$ 49,790
2	Maintenance Worker	2,080	\$ 37,788 18.17	\$ 39,121 18.81	\$ 40,455 19.45	\$ 41,789 20.09	\$ 43,122 20.73	\$ 44,456 21.37
	Waste Site Attendant	2,080	18.17	18.81	19.45	20.09	20.73	21.37
	Cleaner/Janitor	2,080	18.17	18.81	19.45	20.09	20.73	21.37
	Fire Secretary/General Office Assistant	1,820	20.76	21.50	22.23	22.96	23.69	24.43

Council

Mayor - Annual 24,247.42
Mayor - Bi-weekly 932.59

Councillors - Annual 13,855.97
Councillors - Bi-weekly 532.92

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: September 15, 2023
To: Finance & Administration Committee
From: Kelly Coughlin
Re: Grader Financing Options

Background:

The purchase of a new grader was adopted by Council as part of the 2023 Capital Budget. During budget deliberations, staff recommended offsetting the purchase price of the new grader by the sale of the old grader. Unfortunately, the township did not receive the purchase price for the old grader they were anticipating. Original estimates estimated sale proceeds of \$75,000 however, the township only received \$38,466.25. As a result, the township will need to finance the balance (\$507,000).

Discussion:

Staff have explored a number of financing options:

1. Debenture balance required to be financed (\$507,000) through Infrastructure Ontario.
2. Lease grader through Brandt.
3. Finance purchase directly through Brandt.

The following chart outlines the terms for the various financing options for Council consideration:

Source of Financing	Principle Amount	Term (yr)	Interest Rate	Payment Frequency	Monthly Payment	Total Annual Payment	Total Payment over term	Total Interest Charges	Residual Value	Comments
Infrastructure Ontario	507,000.00	10	4.76%	Bi-annual		74,833.20	639,732.60	132,732.60	-	Annual payments decline over term of debenture
Infrastructure Ontario	507,000.00	15	4.79%	Bi-annual		58,085.30	701,282.40	194,282.40	-	Annual payments decline over term of debenture
Brandt Leasing Option #1	536,000.00	3	8.95%	Monthly	12,044.20	144,530.40	433,591.20		260,000.00	Hours / Year = 1,000 At end of least term, option to pay residual value and keep grader OR return and lease a new one
Brandt Leasing Option #2	536,000.00	4	8.95%	Monthly	10,833.42	130,001.04	520,004.16		212,000.00	Hours / Year = 1,000 At end of least term, option to pay residual value and keep grader OR return and lease a new one
Brandt Loan Option #1	536,000.00	3	6.90%	Monthly	16,458.71	197,504.52	592,549.56	56,549.56	-	
Brandt Loan Option #2	536,000.00	4	6.95%	Monthly	12,770.31	153,243.72	612,974.88	76,974.88	-	
Brandt Loan Option #3	536,000.00	5	7.05%	Monthly	10,581.75	126,981.00	634,905.00	98,905.00	-	

Financial Implications:

With limited reserves available and anticipated 2024 capital expenditures (i.e. culvert replacement program and replace V36 ½ ton truck), staff have not included an option to utilize funds from the capital reserve to reduce the amount required to be financed through debt.

According to the Asset Management Plan, V36 is a 2018 ½ ton. Vehicles in that category have an estimated useful life of 5 years. It was scheduled to be replaced in 2023. However, staff pushed the replacement back one year due to the large expenditure, i.e. grader.

Upon speaking with the Public Works Superintendent (Acting), staff does not support the leasing options presented by Brandt primarily due to concerns about limited hours per year, overage charges and impact any damages may have on the residual values and return option.

In regard to the Brandt loan and lease options, you will notice that the principle amount is the full purchase price. The reason being that their financing company would pay the vendor directly. Therefore, the full amount of the loan would be financed as opposed to the net difference between purchase price less proceeds from sale of equipment. Should Council direct staff to proceed with one of those financing options, staff recommend the sale proceeds be transferred to equipment reserve for future use.

Typically, the term of a debenture is tied to the life cycle of the asset. In this case, the estimated useful life of a grader is between 10 -15 years.

People Consulted:

Jennifer Charkavi - CAO/Clerk
Steve Visinski –Public Works Superintendent (Acting)

Council Recommendation:

BE IT RESOLVED THAT the Finance & Administration Committee receive the Grader Financing Options report as information as submitted and circulated,

AND FURTHER THAT the Finance & Administration Committee provide staff direction on which financing option they would like brought forward to Council consideration.

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: September 15, 2023
To: Finance & Administration Committee
From: Kelly Coughlin
Re: Fees & Charges By-Law Comparison

Background:

During the 2023 Budget deliberations Council directed staff to perform a comprehensive review of the Township's fees & charges by-law.

Discussion:

Staff reached out to several neighbouring municipalities and requested copies of their Fees & Charges By-law. The Township received information from the following municipalities. This information forms the basis for the comparison (see attached):

- 1) Township of Bonnechere Valley
- 2) Horton Township
- 3) Township of McNab / Braeside
- 4) Town of Renfrew

Financial Implications:

Upon review of the neighbouring municipalities fees & charges by-laws, staff are proposing several changes (highlighted in peach) to various fees in order to keep in line with market trends and current fees for services. The proposed increases would result in a modest increase to revenue projections for the 2023 calendar year.

People Consulted:

CAO/Clerk

Council Recommendation:

BE IT RESOLVED THAT the Finance & Administration Committee receive the Fees & Charges Comparison report as information as submitted and circulated;

AND FURTHER THAT the Finance & Administration Committee provide staff direction on the proposed Fees & Charges presented in the attached report so that information can be brought forward to Council for consideration.

FEES & CHARGES BY-LAW COMPARISON

Fee/Charge Name	A/B	BV	HORTON	MCNAB / BRAESIDE	RENFREW	Proposed New Rate
Dog Licensing						
Spayed/Neutered -Before April 30th	15.00	30 - Life of Dog	22.00	15.00	20.00	
Spayed/Neutered -After April 30th	20.00	30 - Life of Dog	22.00	30.00	25.00	
Unsterilized Dogs - Before April 30th	20.00	30 - Life of Dog	27.00		20.00	
Unsterilized Dogs - After April 30th	25.00	30 - Life of Dog	27.00		25.00	
Replacement Tag			5.00	7.00	5.00	
Kennel License	50.00	50.00	60.00	250.00		
Kennel License (+ Dog Tag)	10.00		5.00			
Service/Guide Dog	N/C					
Fees and Services						
Tax Certificates	50.00	50.00	40.00	50.00	60.00	
Zoning Compliance	40.00	50.00		50.00		50.00
Township Road Map				Cost Recovery		
County Map				Cost Recovery		
Copy of Official Plan	50.00	Actual		Cost Recovery		
Copy of Zoning By-Law	50.00	Actual		Cost Recovery		
Photocopies	0.10	0.20	0.25	0.25	0.50	0.25
Faxes - Local	0.25	2.00		5.00		2.00
Faxes - Long Distance	1.00	2.00				2.00
NSF Charge	25.00		25.00	25.00	45.00	45.00
Rates for Council Chambers - Non-Resident	40.00				350.00	
Fire						
Recreation Burning Permit					105.00	
Open Air Burning Permit					105.00	
Burning Permit Inspection Fee						
Planning						
General Inquiry						per County of Renfrew By-law
Minor Variance	600.00	500.00	450.00	1,100 + 3,000 deposit	700.00	per County of Renfrew By-law
Official Plan Amendment	1,100.00	200.00	200.00 + CoR Fee	County of Renfrew	2,000.00	per County of Renfrew By-law
Amend County of Renfrew Official Plan	per County of Renfrew By-law					

FEES & CHARGES BY-LAW COMPARISON

Fee/Charge Name	A/B	BV	HORTON	MCNAB / BRAESIDE	RENFREW	Proposed New Rate
Approval of an adopted Local Official Plan Amendment	per County of Renfrew By-law					per County of Renfrew By-law
Zoning By-Law Amendment	950.00	300.00	200.00 + CoR Fee	1,600 + 3,000 deposit	2,000.00	
Karst Land Inspections	100.00					
All other amendment requests	as per costs			250.00	Wage Cost	
Site Plan Application	1,000.00		500.00	750 + 1,000 deposit	2,000.00	
Consent Applications - New Lot Created	per County of Renfrew By-law					
Consent Applications - does not create a new lot	per County of Renfrew By-law					
Cancelation of consent certificate	per County of Renfrew By-law					
Issuance of Final Certificate of Approval	per County of Renfrew By-law					
Fee for Major Revisions to Consent Application	per County of Renfrew By-law					
Fee for Minor Revisions to Consent Application	per County of Renfrew By-law					
Validation of Title	per County of Renfrew By-law					
Special Council Meeting			350.00			
Planning Comment - Hourly Rate			60.00	130.00		
Subdivision Compliance Report			50.00		3,000.00	
Site Plan Control Offences			1,000.00			
Subdivision Development Application (\$5,000 deposit)			6,000.00	County of Renfrew		
Subdivisions - Initial Application Fee (up to 10 developable lots / blocks)	per County of Renfrew By-law					
Subdivisions - Initial Application Fee (more than 10 developable lots / blocks)	per County of Renfrew By-law					
Subdivision - Major Plan Revisions (re-circulation)	per County of Renfrew By-law					
Subdivision - Minor Plan Revisions (re-circulation)	per County of Renfrew By-law					
Subdivisions - Draft Approval Extension (annual)	per County of Renfrew By-law					
Peer Review Deposits - Plan of Subdivision and Plan of Condominium	3,000.00					per County of Renfrew By-law
Request to Amend Site Plan Agreement	550.00			1,000 + 3,000 deposit		
Request for releases of Registered Site Plan	300.00					

FEES & CHARGES BY-LAW COMPARISON

Fee/Charge Name	A/B	BV	HORTON	MCNAB / BRAESIDE	RENFREW	Proposed New Rate
Condominiums - Initial Application Fee (up to 10 units/ common elements/blocks)	per County of Renfrew By-law					
Condominiums - Initial Application Fee (more than 10 units/ common elements/blocks)	per County of Renfrew By-law					
Condominiums exempt under section 50 of the Condominium Act	per County of Renfrew By-law					
Condominiums- Major Plan Revisions (re-circulation)	per County of Renfrew By-law					
Condominiums - Minor Plan Revisions or Emergency Extension	per County of Renfrew By-law					
Condominiums - Draft Approval Extension (annual)	per County of Renfrew By-law					
Part Lot Control Exemption By-law - Final Approval	per County of Renfrew By-law					
County of Renfrew Pre-Consultation Fees	per County of Renfrew By-law					
Sewage System Fees						
Class 2 System (grey-water)	300.00	500.00	300.00	350.00		350.00
Class 3 System (cesspool)	300.00	500.00	300.00	350.00		350.00
Class 4 System (leaching bed, filter bed)	400.00	500.00	400.00	500.00		500.00
Class 5 System (holding tank)	400.00	500.00	350.00	500.00		500.00
An engineered designed system	350.00	500.00	350.00	500.00		500.00
Replacement of Tank and/or up to 100 ft. weepers	100.00	250.00		200.00		200.00
Comments Related to Sewage System Fees						
Consents (per severed lot)	100.00		200.00			
Minor Variance	25.00					
Plan of Subdivision Review	75.00			100.00		
Administration Charge/Septic Permit Search	50.00	50.00	50.00	50.00	60.00	
Building Permit Fees						
Residential Buildings (garages and additions) per sq. ft.	0.40	0.75	0.55	0.70	75.00 + \$9/\$1,000	0.75
Sundecks/Porches	100.00	.30/sq/ft - min \$200	100.00	100.00	75.00 + \$9/\$1,000	
Accessory Buildings (minimum charge)	100.00	200.00			75.00	
Accessory Buildings per sq. ft.	0.40	0.30	0.40	0.40	\$9/\$1,000	
Mobile Home			0.25		75.00 + \$9/\$1,000	
Alterations and Renovations	100.00	.75/sq.ft - min \$200.	0.55	150.00	75.00 + \$9/\$1,000	

FEES & CHARGES BY-LAW COMPARISON

Fee/Charge Name	A/B	BV	HORTON	MCNAB / BRAESIDE	RENFREW	Proposed New Rate
Swimming Pools/Hottubs	100.00	200.00	100.00	100.00	75.00 + \$9/\$1,000	
Outdoor Wood Burning Furnace	100.00		100.00			
Farm Building excl. house & garage (minimum charge)	100.00	200.00	100.00		75.00 + \$9/\$1,000	
Farm Building excl. house & garage	0.20	0.30	0.20	0.40	75.00 + \$9/\$1,000	0.30
Carports	100.00	.50/sq. ft.		100.00	75.00 + \$9/\$1,000	
Commercial and Industrial Construction per sq. ft.	0.50	.75/sq.ft - min \$200.	0.40	1.10	75.00 + \$9/\$1,000	
Tower (over 100') per ft.	2.00					
Demolition of Building	100.00	200.00	100.00	50.00	75.00 + \$9/\$1,000	
Occupancy Permit	100.00		100.00	100.00		
Compliance Letter	100.00		100.00			
Additional Inspection			100.00			
Additional Inspection (after 4 yrs)			400.00			
Commence Construction with NO Permit			2x actual			
Transmitter Tower - under 30 ft.			2,000.00			2,000.00
Transmitter Tower - over 30 ft.			5,000.00			5,000.00
Solar Panel (Council's Approval)			Per Class			
Revision of Renewal of Permit	100.00		100.00			
Municipal Tax Sales Act						
Title Search and all Lawyer Fees	Actual	Actual				
Prior to First Notice	400.00	Actual				Actual
Prior to Final Notice	600.00	Actual				Actual
After Final Notice	900.00	Actual				Actual
Sale by Tender	900.00	Actual				Actual
All other disbursements and expenses	Actual	Actual				
Tipping Fees at Landfill Sites						
Ratepayers with ID Cards (Household Garbage ONLY) PER BAG	N/C	2.00	2.00	2.00	N/C	2.00
Request to Open Landfill	50.00	75.00	40.00		100.00	
Operator Costs (min of 3 hrs) per hour.	30.00					
Metal - White Goods			N/C			
Refrigerant Degassing Fee			25.00		40.00	
Commercial/Industrial By-Products or Construction Waste						
Dumpster/Roll Off Bin	250.00		18.00/cubic met.		250.00	

FEES & CHARGES BY-LAW COMPARISON

Fee/Charge Name	A/B	BV	HORTON	MCNAB / BRAESIDE	RENFREW	Proposed New Rate
6 Cubic Yard		95.00				
8 Cubic Yard		125.00				
10 Cubic Yard		150.00				
12 Cubic Yard		185.00				
14 Cubic Yard		210.00				
20 Cubic Yard		300.00				
Farm Wagon	60.00		18.00/cubic met.			
Half-Ton Truck	25.00		20.00	30.00		
Semi-Trailer	300.00		18.00/cubic met.			
Trailer towed by private automobile	25.00		40.00			
Garbage Packer Load (half load or more)			300.00			
Garbage Packer Load (half load or less)			150.00			
Single-Axle Truck	150.00		18.00/cubic met.	30.00		
Tandem Axle Dump Trailer (ball or pintle hitch)	60.00		18.00/cubic met.	15.00		
Tandem Truck	250.00		18.00/cubic met.	65.00		
Ton Truck	40.00					
Tri-Axle Truck	300.00		18.00/cubic met.	700.00		
Appliances and Furniture (per item) - Small	5.00					
Appliances and Furniture (per item) - Large	20.00					
Tire ONLY	N/C	N/C	N/C	N/C		
Tires on Rim	N/C	N/C	9.00-25.00			
Recycling Bin	8.00		6.00	8.00		
Tri-Axle Truck Load of Waste - Fuel Spill - Per Tonne	20.00		65.00			
Tri-Axle Truck Load of Waste - Fuel Spill - Per Load (min.)	500.00					
Tri-Axle Truck Load of Waste - Fire Clean-up - Per Tonne	20.00		20.00			
Tri-Axle Truck Load of Waste - Fire Clean-up - Per Load (min.)	500.00		300.00			
Commercial Business Waste - RCDSB (2 schools)	500.00					
Commercial Business Waste - RCCDSB (1 school)	100.00					
Road Closures						

FEES & CHARGES BY-LAW COMPARISON

Fee/Charge Name	A/B	BV	HORTON	MCNAB / BRAESIDE	RENFREW	Proposed New Rate
Administration Costs	200.00	200.00				
Appraisal Costs	Actual					
All other disbursements and expenses	Actual					
Appraised Value of Property	Per Appraisal					
General Road Operations						
Grader Rental (min 1 hr. charge) per hour	100.00		87.00	112.00		
Backhoe Rental per hour	85.00		50.00	55.00	100.00	
Chipper rental with truck per hour	80.00		45.50			
Excavator Rental per hour	110.00		82.00			
Excavator Rental with brush head per hour	180.00					
Entrance Permit	100.00	100.00	150.00	Cost Recovery		
Tile Drain and Utility Road Crossing Permit			500.00	150.00		
Half Ton			28.00			
Tandem Axle Dump Truck			80.00	80.00	80.00	
Water Truck			80.00			
Civic Address Sign	Actual	50.00				
Installation of Culverts	Actual	Actual		64.50		
Staff Charge out Rates (per hour plus admin fee)						
CAO / CLERK						90.00
Clerk-Treasurer	65.00		Cost Recovery			remove
Treasurer - Deputy CAO/Clerk						80.00
Deputy Clerk-Treasurer	50.00		Cost Recovery			70.00
Treasurer - Deputy Clerk						
Roads Superintendent	65.00		Cost Recovery		85.00	
Public Works Assistant	35.00		Cost Recovery		55.00	remove
Lead Hand	40.00		Cost Recovery		50.00	45.00
Finance Clerk	40.00		Cost Recovery			
Admin. Assistant	35.00		Cost Recovery			remove
Operator-	35.00		Cost Recovery			
Equipment Operator						
Landfill Attendant	30.00		Cost Recovery			
Waste Site Attendant						