



# NOTICE

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## **A Special Meeting**

Will be held by the  
Council of the Corporation of the Town of Kearney  
Senior's Room  
8 Main St, Kearney ON

**Wednesday February 21st, 2024  
10:00am**

**1. Call the Meeting to Order**

**2. Approval of Agenda**

**3. Disclosure of Interest**

*(At this time, Members of Council shall declare pecuniary interest, if any, with items on the agenda)*

**4. Items for Discussion**

4.1 2024 Draft Budget Discussion

4.2 SR2024-20 Building Permit Fee Report

**5. Adjournment**

	A	B	O	P	Q	R	T
1	<b>TOWN OF KEARNEY</b>						
2	<b>2024 Draft Budget</b>						
3	<b>February 21, 2024</b>						
4							
5	Account #	Description	2023 Projected	2023 Budget	<b>2024 Draft Budget</b>	Budget Increase (Decrease) vs. 2023 Projected	Comments
6							
7	<b>REVENUES</b>						
8	<b>Net Taxation Revenue</b>						
9	020-001	Tax Levy - Set-up Taxes (includes payments in lieu of taxes 020-003)	4,256,038	4,256,043	<b>4,336,477</b>	80,439	Current placeholder set = OPTA's adjusted 2023 levy of 4,336,477. 1% levy increase = 43,365. See net income from operations (row 379) for indication of required levy increase to meet target.
10	020-001	Tax Levy - Set-up Taxes- area rating	2,649	2,663	<b>2,649</b>	0	
12	020-002	Supplementary Taxes	157,631	15,000	<b>15,000</b>	(142,631)	
13	032-060	Property Tax Write-offs	(15,415)	(12,500)	<b>(12,500)</b>	2,915	
14	020-201	Education Levy - English Public	(587,121)	(566,600)	<b>(622,800)</b>	(35,679)	Total school board levy on original assessed value known. Distribution among school boards not currently known.
15	020-202	Education Levy - French Public	(3,039)	(3,050)	-	3,039	
16	020-203	Education Levy - English Separate	(34,481)	(34,508)	-	34,481	
17	020-204	Education Levy - French Separate	(7,452)	(7,478)	-	7,452	
18		<b>Sub-total</b>	3,768,809	3,649,570	<b>3,718,826</b>	(49,983)	
19						-	
20	<b>Operating Grants</b>					-	
21	021-001	Mun. Support - OMPF	735,400	735,400	<b>720,600</b>	(14,800)	Per notification.
26	021-023	OPP Detachment Revenue	1,657	1,540	<b>1,460</b>	(197)	3-year average
28	021-421	Provincial Offences Act Revenue	5,128	1,000	<b>5,170</b>	42	3-year average
29	021-422	CSPT-prisoner transportation	1,098	1,109	<b>1,071</b>	(27)	Per notification Feb 7/24.
30	021-423	OCLIF (Cannabis) funding	3,872	3,289	<b>500</b>	(3,372)	Balance available for qualifying expenditures in 2024 = <b>3,300</b> . Use for by-law cannabis patrols.
35	021-502	Aggregate Resources Trust	3,299	3,290	<b>3,290</b>	(9)	3-year average
37	021-601	Recycling/Hazardous Waste Grants	96,350	96,227	<b>83,688</b>	(12,662)	The Kearney catchment area is moving to full producer responsibility in 2025. Expect last blue box payments to be received by Kearney in 2025, based on 2023 Datacall. Budget based on blue box per notification (82,188); electronics (1,500).
38	021-711	Elderly Persons Operating Grant	12,825	12,825	<b>13,375</b>	550	
39	021-712	Elderly Persons Special Grant	-	8,738	<b>8,738</b>	8,738	Approved 23/24 grant ending March 31/24.
41	021-724	Senior's Active Living Fair Grant	-	-	<b>2,500</b>	2,500	To be used for Active Living Fair in March 2024.
43	021-821	Provincial Water Works Grant	106	-	-	(106)	Withdrew from program in 2023.

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5	Account #	Description	2023 Projected	2023 Budget	2024 Draft Budget	Budget Increase (Decrease) vs. 2023 Projected	Comments
44	021-901	NOHFC - Intern	30,962	30,962	4,038	(26,924)	Balance of Communications and Public Relations coordinator grant.
47		<b>Sub-total</b>	890,697	894,380	844,430	(46,267)	
48		<b>User Fees</b>					
49	022-321	Tax Certificates	1,800	2,610	2,260	460	3-year average
50	022-322	Fax & Photocopy Revenue	662	200	290	(372)	3-year average
51	022-324	Tax Sale Fees & Proceeds	-	-	-	-	Budget depends on number of tax sales expected to be completed in 2024 (currently 12 potential).
52	022-401	Fire Department Miscellaneous Revenue	17,185	1,670	6,000	(11,185)	E.g., burning/false alarm fines, MTO response revenue. Increase in 2023 re false alarms at one property, which is not expected to be repeated.
53	022-441	Bldg Dept - Zoning Compliance	2,461	2,190	2,290	(171)	3-year average
54	022-442	Bldg Dept -Abandoned Permits	7,347	3,460	5,040	(2,307)	3-year average
55	022-443	Bldg Dept -Special Inspections	200	400	470	270	3-year average
56	022-491	911 Civic Number Signs	400	840	760	360	3-year average
58	022-601	Transfer Station Tipping Fees/Other (scrap metal) Revenue	36,577	24,910	30,420	(6,157)	3-year average
60	022-811	Kearney Dog Sled Races Revenue	25,028	25,027	25,000	(28)	Based on 2023 actual revenue.
61	022-812	Regatta/Fireworks Revenue	22,508	24,000	23,000	492	Based on 2023 actual revenue.
62	022-813	Recreation Programs	213	750	7,800	7,587	Fitness classes/kid's baseball
63	022-814	Swim Programs	-	960	-	-	If offered, program will be contracted.
64	022-821	KCC Revenue	3,915	4,000	4,000	85	KCC committee revenue re fundraising.
65	022-841	Art Show Revenue	8,098	6,000	8,100	2	Based on 2023 actual revenue.
66	022-901	Planning Revenue	9,600	10,690	10,520	920	3-year average
67	027-001	By-Law Enforcement Revenue (fines)	-	-	715	715	YTD as of Feb 16/24.
68		<b>Sub-total</b>	135,994	107,707	126,665	(9,329)	
69		<b>Licenses/Permits</b>					
70	023-001	Lottery License Revenue	2,548	3,000	1,130	(1,418)	3-year average
71	023-002	Trailer Permits Revenue	2,520	3,000	3,130	610	3-year average
72	023-003	Marriage Licence Revenue	125	900	130	5	Based on 2023 actual revenue.
73	023-004	Encroachment Revenue	200	200	200	-	Based on 2023 actual revenue.
74	023-401	Fire Permits and Inspection Revenue	6,958	6,500	6,960	2	Based on 2023 actual revenue.
75	023-441	Building Permits Revenue	188,957	187,000	190,310	1,353	3-year average.
76	023-461	Dog Tag Revenue	247	200	250	3	Based on 2023 actual revenue.
77	023-501	Entrance Permit Revenue	1,050	5,080	3,770	2,720	3-year average
78		<b>Sub-total</b>	202,605	205,880	205,880	3,275	
79		<b>Rental Income</b>					
80	024-821	Community Hall - Gym Rentals	602	-	7,000	6,398	

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5	Account #	Description	2023 Projected	2023 Budget	2024 Draft Budget	Budget Increase (Decrease) vs. 2023 Projected	Comments
81	024-822	Seniors Lounge	111	200	200	89	
83		<b>Sub-total</b>	713	200	7,200	6,487	
84		<b>Donations</b>					
85	025-001	General Donations (operating portion)	1,009	-	-	(1,009)	2023 = donations to kid's baseball.
86	025-501	Scarborough School Board Donation	11,542	11,542	11,935	393	In recent years, annually increased by CPI. 2023 CPI = 3.4%.
87		<b>Sub-total</b>	12,552	11,542	11,935	(617)	
88		<b>Interest</b>					
89	026-001	Bank Interest	214,099	185,000	-	(214,099)	Cannot estimate at present. Will be based on current KCU interest rate (6.2%) and opening KCU balance (3,000,000), adjusted for expected change re use of opening surplus (475,871) and net change in reserves (not currently completed).
90	026-002	Interest On Taxes	52,112	51,500	58,500	6,388	Budget based on 2023 revenue adjusted for relative 2024 vs 2023 tax arrears opening balances.
91		<b>Sub-total</b>	266,211	236,500	58,500	(207,711)	
92		<b>Sales and Miscellaneous Revenue</b>					
95	027-811	Centennial Committee Revenue	140	20	100	(40)	
96	028-001	Miscellaneous revenue	28,793	2,700	2,500	(26,293)	Debit card charges, NSF fees, sale of shore road allowance. Shore road allowance sales are not budgeted nor is the equivalent transfer to the recreation and culture reserve. 2023 SRA = 26,515.
97		<b>Sub-total</b>	28,933	2,720	2,600	(26,333)	
98							
99		<b>TOTAL REVENUES</b>	5,306,513	5,108,499	4,976,036	(330,477)	
100							
101		<b>EXPENDITURES</b>					
102		<b>GENERAL GOVERNMENT</b>					
103		<b>Council Expenditures</b>					
104	030-001	Council - Honorariums	49,050	49,050	55,500	6,450	Current council at current rates. Excludes portion of honorarium to be donated to KWEF.
105	030-010	Council EHT & CPP	957	960	1,320	363	
106	030-020	Council - Sundry Expenses	2,348	2,750	4,000	1,652	GoTo meetings, misc purchases, staff appreciation lunch.
107	030-035	Council - Insurance	1,367	1,367	1,135	(232)	Per final insurance distribution.
108	030-040	Council - Training, Dues & Mileage Expense	7,511	11,400	7,500	(11)	ROMA. DPSMA, AMO

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5	Account #	Description	2023 Projected	2023 Budget	2024 Draft Budget	Budget Increase (Decrease) vs. 2023 Projected	Comments
109	030-050	Council - Donations	3,435	3,850	7,115	3,680	Currently = KWEF donation from council honorarium + 1,415 (1,000 plus balance from 2023)
110		<b>Sub-total</b>	64,668	69,377	76,570	11,902	
111		<b>Election Costs</b>					
112	031-020	Election Expenses	2,449	2,304	2,450	1	DataFix/Voterview annual cost (resolution 8-23) plus Cda Post bulk return mail fee.
113		<b>Sub-total</b>	2,449	2,304	2,450	1	
114		<b>Administration wages and benefits</b>					
115	032-001	Administration wages and benefits	410,851	459,000	562,100	151,249	Existing staff plus full-time treasurer commencing June and admin assistant commencing May.
117	032-701	Unfunded sick leave liability	4,991	-	-	(4,991)	Decrease (increase) in estimated liability is included in actual wages and benefits. Funded in future years so no need to budget.
118	032-056	Human resources consultant	-	-	20,982	20,982	Treasurer recruitment (19,500 + tax)
119	032-002	Years of Service Awards-all departments	-	-	-	-	?
120	032-003	Recognition Awards-all departments	-	-	-	-	?
121		<b>Sub-total</b>	415,842	459,000	583,082	167,240	
122		<b>General Government Operating Expenses</b>					
123	032-020	Office Postage, Supplies and Sundries	14,486	10,730	12,800	(1,686)	2023 less chair purchase (2,112), inflated.
125	032-023	Computer and Equipment Maintenance	42,888	39,200	45,000	2,112	Account includes internet (Bell and Starlink), Munisoft/Paymate/GoDaddy/Office/ Dropbox licenses, Global Terminals, website contract, photocopier supplies/contract and computer/telephone maintenance and repairs.
126	032-025	CGIS Expenses	11,818	11,586	13,275	1,457	Existing CGIS layers plus Scoop Imagery + 1,000 for new internal communication layer.
127	032-026	Advertising	3,042	2,000	2,500	(542)	
128	032-027	Association Dues	4,338	4,773	5,040	702	ytd +458 treasurer AMCTO + outstanding recurring memberships. Remove FCM (370)and LAS energy plan (305)?
129	032-030	Telephone	6,030	5,800	4,225	(1,805)	Assuming Bell switched to new system for all locations commencing April.
130	032-031	Hydro	7,252	4,420	7,485	233	Inflationary increase over 2023.
131	032-035	Insurance - Administration	57,771	57,771	62,677	4,906	Per final insurance distribution.
132	032-036	Insurance - Deductible	15,000	25,000	15,000	-	Contingency for developing issues.
133	032-040	Training & Professional Development	6,054	5,000	10,000	3,946	Includes treasury and administration professional development.

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5	Account #	Description	2023 Projected	2023 Budget	2024 Draft Budget	Budget Increase (Decrease) vs. 2023 Projected	Comments
134	032-050	Property Assessment	56,049	56,049	<b>56,845</b>	796	Per levy notification.
135	032-051	Contracted Services -Legal/Title Searches	57,822	50,000	<b>50,000</b>	(7,822)	
137	032-057	CUPE Negotiation Costs - Legal/other	10,591	20,566	<b>50,000</b>	39,409	CUPE negotiations started in 2023 & expected to be completed in 2024. Cost of previous negotiations = \$43,500.
138	032-058	UFCW Negotiation Costs - Legal/Other	10,506	16,389	<b>1,500</b>	(9,006)	Contract renegotiated in 2023.
139	032-053	Auditor	21,064	20,585	<b>22,769</b>	1,705	Based on 2024 quote. Budget <u>excludes</u> additional quote re preparation of FIR and financial statements if required (8,493). This work budgeted to be done by the contracted accountant for 2024.
140	032-054	Contracted Accounting	38,295	45,000	<b>35,100</b>	(3,195)	Known requirements to start of new treasurer plus 2 week contingency to assist treasurer/AMP update.
143	032-063	Adjustments for allowance for doubtful tax arrears	(945)	(945)	-	945	Typically no requirement to budget.
144	032-065	Bank Charges & Interest	2,551	3,000	<b>2,570</b>	19	Bank charges and late payment fees: 2-year average.
145	032-100	Mileage Expenses	75	700	<b>100</b>	25	Primarily re bank deposits.
146	032-802	Land Exchange	-	-	-	-	N/A in 2024
147		<b>Sub-total</b>	364,686	377,624	<b>396,886</b>	32,200	
148		<b>SUB-TOTAL GENERAL GOVERNMENT</b>	847,645	908,305	<b>1,058,988</b>	211,344	
149		<b>PROTECTION</b>					
150		<b>Policing</b>					
151	042-020	Policing	301,308	301,307	<b>302,158</b>	850	Per levy notification.
152		<b>Sub-total</b>	301,308	301,307	<b>302,158</b>	850	
153		<b>Fire and First Response</b>					
154	040-001	Fire wages and benefits	59,627	79,000	<b>117,800</b>	58,173	
157	040-003	Volunteer Compensation and Training	107,660	70,000	<b>108,000</b>	340	Timesheet-based honorariums (98,000) and training (10,000) including NFPA courses and training material. Budget assumes high call-out hours as in 2023.
158	040-005	Deputy Chief	-	-	-	-	
159	040-010	Volunteer WSIB, EHT	3,811	3,900	<b>4,300</b>	489	Based on 13 volunteers and existing coverage.
160	040-020	Administrative Expenses	7,544	7,430	<b>7,800</b>	256	Office supplies, internet, photocopier, association dues, personal medicals, mileage.
162	040-022	Public Education/Prevention	1,984	3,000	<b>3,000</b>	1,016	

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5	Account #	Description	2023 Projected	2023 Budget	2024 Draft Budget	Budget Increase (Decrease) vs. 2023 Projected	Comments
163	040-023	Repeater Tower & Dispatch Services	7,670	7,500	<b>7,500</b>	(170)	Spectrum re Pevensey repeater tower&internet, Parry Sound dispatch services and Fluent MS Who's (dispatch upgrade share included in capital).
164	040-025	Equipment Maintenance	9,518	8,000	<b>8,000</b>	(1,518)	Radio license, maintenance of bunker suits and other equipment.
165	040-026	Small Equipment Purchases - items detailed below	11,151	15,150	<b>10,529</b>	(622)	(fan and extrication supports included in capital)
166		Small generator for pumper/tanker (2,000)					
167		Radio upgrade x3 (4,800)					
168		20 nomax hoods (3,729)					
169							
170	040-030	Telephone	817	860	<b>450</b>	(367)	Assumes savings re new system effective April.
171	040-031	Hydro/Heat	8,329	8,210	<b>8,600</b>	271	Electricity, furnace fuel and generator propane.
172	040-032	Building Expenses	14,436	7,900	<b>9,000</b>	(5,436)	Building, furnace, water system, generator maintenance. 2023 includes 9,500 one-time expenses re 2 electric door openers and tree cutting. 2024 includes 2 <sup>nd</sup> phase of door openers.
173	040-035	Fire Dept - Firefighters and General Insurance	33,065	33,065	<b>43,978</b>	10,913	Per final insurance distribution.
175	040-041	Joint Training Officer	16,682	17,182	<b>17,182</b>	500	Kearney share of joint training officer. Contract renewed at same rate.
176	040-042	Uniforms	5,081	6,000	<b>6,000</b>	919	
177	040-060	MNR Fire Agreement	7,572	7,572	<b>7,875</b>	303	Fire protection Crown land agreement in place for 2022-2027 Annual increase = CPI, capped at 4%.
178	041-021	First Response - Medical Supplies	1,039	2,500	<b>2,500</b>	1,461	Masks, gloves, COVID supplies.
179	040-100	Vehicle Expenses	29,574	18,000	<b>22,000</b>	(7,574)	Vehicle operation and maintenance expenses. 2024 includes new door and lettering for unit 311 (3,600).
180		<b>Sub-total</b>	325,558	295,269	<b>384,514</b>	58,956	
187		<b>Building, By-Law &amp; Animal Control</b>					
188	044-001	Building Dpt. wages and benefits	303,318	234,400	<b>154,400</b>	(148,918)	
190	044-002	Building Dpt. wages and benefits administration allocation	-	-	-	-	No interdepartmental allocation in this version of the budget.
192	044-020	Building Department Office Expenses	12,668	12,000	<b>4,300</b>	(8,368)	Office supplies, postage specifically related to building dpt.
193	044-027	Building Department - Memberships	798	1,000	<b>577</b>	(221)	
194	044-040	Building Department - Training and miscellaneous costs	4,437	10,000	<b>7,000</b>	2,563	
198	044-058	Building Department Legal Expenses	14,343	40,000	<b>15,000</b>	657	Estimate re ongoing issues.

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199	044-100	Building Department - Mileage/vehicle expenses	6,667	7,000	4,900	(1,767)	Includes operating costs of Town vehicle (license, insurance, fuel, maintenance).
200	045-001	By-Law enforcement Wages	73,059	83,300	-	(73,059)	N/A in 2024.
201	045-020	By-Law - Mileage/Expenses	6,969	6,500	61,500	54,531	Contracted Armour services: wages, mileage, training/other shared costs.
202	045-021	By-Law Property Cleanup/Impound	-	-	-	-	
203	045-023	By-Law Training	2,001	3,740	-	(2,001)	(1,000 included in Armour services above). Account will not be used in 2024.
204	045-058	By-Law Legal	753	3,000	2,000	1,247	Estimate of legal costs specific to Kearney.
205	046-020	Animal Control	1,852	1,862	8,590	6,738	Vet unit (90) and SPCA.
206		<b>Sub-total</b>	426,864	402,802	258,267	(168,597)	
207		<b>Emergency Measurers</b>					
208	049-020	Emergency Measurers Expenses	1,342	1,200	2,850	1,508	OPP PSAP annual billing, 911 numbering. 2024 includes 1,500 re training.
209		<b>Sub-total</b>	1,342	1,200	2,850	1,508	
210		<b>SUB-TOTAL PROTECTION</b>	1,055,072	1,000,578	947,789	(107,283)	
211		<b>TRANSPORTATION</b>					
212		<b>PW - Overhead</b>					
213	059-001	PW - Wages & Benefits holding account	497,055	533,500	601,300	104,245	Existing staff compliment.
215	050-020	Garage - Bldg & Equipment Supplies and R&M	17,055	53,800	50,000	32,945	Includes recurring charges: internet, pest control and misc. supplies. Budget includes mold remediation/wall and ceiling repairs (30,000).
216	050-030	PW - Telephone, Radio & Internet	5,698	4,000	5,600	(98)	Radio air time, phone and cell. Assumes savings re new phone system effective April 1.
217	050-031	Garage - Hydro/Heat	13,351	15,700	13,780	429	Electricity and furnace fuel.
218	050-035	PW - Insurance	38,491	38,491	44,105	5,614	Per final insurance distribution.
219	050-040	PW - Employee Expenses & Training	9,908	13,945	12,000	2,092	Clothing allowance (350/employee net of HST rebate) and training
221		<b>Sub-total</b>	581,558	659,436	726,785	145,227	
222		<b>Public Works Equipment</b>					
223	050-100	Public Works - All Vehicles Diesel Fuel	69,371	86,000	85,000	15,630	
224	050-105	2012 GMC Sierra - fuel, license and repairs	575	-	-	(575)	No longer in use. Is advertised for sale.
225	050-110	2024 Dodge Ram 1500 - fuel, license and repairs			-	2,000	New vehicle purchased Feb 2024.
226	050-111	Dodge 2500 - license and repairs			-	500	New vehicle purchased Feb 2024.
227	050-106	2021 Dodge - fuel, license and repairs	10,152	6,500	815	(9,337)	Estimated expenses to mid-February '24. Vehicle then transferred to parks&rec.
228	050-115	License and Repairs - 2007 Sterling Tandem	-	3,760	-	-	No longer in use. Is advertised for sale.
229	050-120	License and Repairs - 2008 Sterling Tandem	12,383	15,000	1,750	(10,633)	YTD = license.



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230	050-121	License and Repairs - 2016 Freightliner	22,373	10,500	5,000	(17,373)	
231	050-122	License and Repairs - 2019 Ford 550	1,695	3,500	3,500	1,805	
232	050-123	License and Repairs - 2020 Freightliner	13,932	14,000	14,000	68	
233	050-124	License and Repairs - 2024 Freightliner	1,220	1,000	3,000	1,780	
234	050-125	Repairs - Sanding Unit for 1 Ton	1,424	2,500	1,000	(424)	Chains, etc.
236	050-135	Repairs - Caterpillar Excavator	2,784	5,000	5,000	2,216	
238	050-145	Propane/Repairs - Equipment Steamer	-	200	500	500	Propane only.
239	050-155	Repairs - Grader	27,535	26,000	25,000	(2,535)	
241	050-160	Repairs - 2020 CAT Backhoe	3,662	8,000	5,000	1,338	
242	050-165	Repairs - Trackless sidewalk machine	3,534	1,200	100	(3,434)	Machine broke in 2024. To investigate possibility of fixing in the summer.
243	050-166	Repairs - Sweeper	6,799	3,000	2,000	(4,799)	
244	050-170	Repairs - Public Works Trailer	423	3,500	1,000	577	
245		<b>Sub-total</b>	177,861	189,660	152,665	(25,196)	
246		<b>Roadways Maintenance</b>					
248	051-020	Paved Rd - Cold Patch/Patching	4,458	3,300	24,000	19,542	Includes maintenance & 20,000 tar, seal, crack sealing on Hwy 518
250	051-022	Paved Rd - Line Painting	10,755	13,000	13,500	2,745	Annual maintenance: stop blocks and parking lots.
251	051-023	Stormwater System Maintenance	1,450	1,500	20,000	18,550	Flush system.
252	052-020	Unpaved Rd - Gravel and gravel pits	20,183	1,100	12,000	(8,183)	Use of gravel inventory: A gravel (4.83/tonne); granite (22.86/tonne), including license and annual royalty based on quantity of gravel remove from pit.
253	052-021	Unpaved Rd - Dust Control	31,027	53,550	40,000	8,973	Liquid and bagged.
255	052-023	Unpaved Rd - Armour Mtce Agreement	3,358	3,358	3,358	(0)	Armour maintenance agreement.
256	053-020	Bridges & Culverts - Bridge Maintenance/Inspections	-	10,000	10,000	10,000	OSIM inspection 2024.
257	053-021	Bridges & Culverts - Culverts	926	900	1,000	75	Culverts used for routine maintenance.
259	054-020	Roadside - Mowing/Brushing	6,192	8,000	8,000	1,808	In-house brushing and roadside mowing including equipment rental.
260	054-021	Roadside - Signs	2,196	5,500	1,500	(696)	
261	054-022	Roadside - Beaver Trapping	1,200	500	1,200	-	
262	054-023	Roadside - Guardrails	366	500	750	384	
263	055-020	Winter Ctrl - Sand & Salt	49,749	75,000	64,000	14,251	
265	055-021	Winter Ctrl - Contracted Services	5,123	5,123	5,225	102	Per resolution 10( c)(ii)/04/02/2022 re Fowler's maintenance contract for 21/22 to 24/25 winter seasons. Seasonal cost per resolution split between related years.

	A	B	O	P	Q	R	T
5	Account #	Description	2023 Projected	2023 Budget	2024 Draft Budget	Budget Increase (Decrease) vs. 2023 Projected	Comments
266	056-020	Street Lights - Energy & Repairs	3,133	5,900	5,230	2,097	No repairs in 2023. Budget includes 2,000 repair contingency.
267		<b>Sub-total</b>	140,118	187,231	209,763	69,645	
268		<b>SUB-TOTAL TRANSPORTATION</b>	899,536	1,036,327	1,089,213	189,677	
269		<b>ENVIRONMENT</b>			-		
271	060-001	Transfer Station Wages and Benefits	57,546	60,522	77,800	20,254	
274	060-021	Joint Waste Management	87,121	87,121	104,800	17,679	Estimate, awaiting JWMC budget.
275	060-022	BFI - Recycling Pick-up	120,631	115,680	124,730	4,099	Inflated 2023 cost.
276	060-023	BFI shingles/metal	5,835	8,940	6,030	195	Inflated 2023 cost.
277	060-024	Transfer Station - Operating Expenses	7,884	4,710	10,940	3,056	Mileage between sites (until mid-February), employee clothing allowance, dump cards, portable toilets, miscellaneous maintenance at sites. 2024 includes 6,000 re purchase of dump cards and 900 re new rental of card-reading machines commencing in April.
278	060-025	MNR Land Use Permits	-	173	-	-	
279	060-026	Hazardous Waste Days	10,761	14,150	11,130	369	Inflated 2023 cost.
280	060-031	Transfer Station - Hydro and Phones	3,377	4,800	3,000	(377)	Inflationary increase over 2023 less savings from new phone system.
281	060-035	Transfer Station - Insurance (Backhoe)	434	434	488	54	Per final insurance distribution.
282	060-060	Repairs - John Deere Backhoe	9,935	6,400	30,000	20,065	New transmission.
283	060-061	Transfer Station Vehicle - License and Repairs			7,500	7,500	Previous parks&rec vehicle commencing February/24. Includes 2,500 for winter tires.
284	060-100	Landfill Closure and Post-Closure (net of amt to be recovered)	13,791	9,413	14,100	309	DM Wills monitoring contract ended in 2023. Balance payable on contract = 552 re final 22/23 report. Estimated new contract @ inflated DM Wills average annual cost.
286		<b>SUB-TOTAL ENVIRONMENT</b>	317,316	312,343	390,518	73,202	
287		<b>HEALTH SERVICES</b>					
288	070-020	North Bay/Parry Sound Health Unit	27,548	27,548	28,650	1,102	Awaiting levy notification. Assume +4%
290	070-021	Ambulance	128,342	128,342	134,092	5,750	Per levy notification.
291	070-022	V of BF - Almaguin Highlands Health Centre/Ontario Telemedicine Network Contribution, physiotherapist contribution and AHHC operating contribution	2,603	2,603	6,007	3,404	April 20/23 Resolution 70-23: agreement to contribute 6,007 annually for 5 years for AHHC operating deficit, commences in 2024.
294		<b>SUB-TOTAL HEALTH SERVICES</b>	158,493	158,493	168,749	10,256	
295		<b>SOCIAL AND FAMILY SERVICES</b>					
296	071-022	Eastholme - Levy	133,884	133,884	139,239	5,355	Awaiting levy notification. Assume +4%
297	071-025	DSSAB	169,625	169,625	176,410	6,785	Awaiting levy notification. Assume +4%

	A	B	O	P	Q	R	T
5	Account #	Description	2023 Projected	2023 Budget	2024 Draft Budget	Budget Increase (Decrease) vs. 2023 Projected	Comments
298	071-033	Seniors Room - One Time Grant Expenses	-	8,738	<b>8,738</b>	8,738	Approved 23/24 grant items (to be spent by March 31/24): tables, chairs, computer and supplies, internet upgrade, pots& pans, senior's rug replacement.
299	071-032	Seniors Grant - Kearney expenses	1,756	3,000	<b>2,000</b>	244	
300	071-034	Seniors Room - Active Living Fair Expense	-	-	<b>2,500</b>	2,500	Expenses = related grant. Unspent funds must be refunded.
301		<b>SUB-TOTAL SOCIAL &amp; FAMILY SERVICES</b>	305,265	315,247	<b>328,887</b>	23,622	
302		<b>RECREATION &amp; CULTURE</b>					
303		<b>Parks</b>					
304	080-001	Parks - Grass Cutting wages and benefits	5,249	14,600	<b>7,800</b>	2,551	1 grass cutter, 10 weeks.
305	080-020	Parks - Parks & Trails maintenance supplies	5,116	7,370	<b>6,000</b>	884	Student advertising, lawnmower gas&repairs, portable toilets, Main St. flowers.
306	080-024	Boat Ramps and Docks maintenance	8,124	-	<b>1,500</b>	(6,624)	2023 = crane for Sand Lake.
307	080-025	Parks - Town Dock Hydro	336	400	<b>350</b>	14	
308	080-027	Ralph Bice Committee expenditures	-	9,924	<b>1,000</b>	1,000	Use of funds for 2024 bursaries. \$1,000/year until funds depleted per Res. 324-23. Offset = transfer from Ralph Bice reserve.
309	080-090	Parks - Lions Park / Rink net of revenue including reserve trans	3,973	4,340	<b>4,100</b>	127	Hydro, portable toilets, alarm monitoring.
310	080-035	Parks/Recreation Insurance	16,114	16,114	<b>17,589</b>	1,475	Per final insurance distribution.
311	080-100	Parks Vehicle - operating expenses	5,212	3,590	<b>5,000</b>	(212)	Original Parks vehicle until mid-February and 2021 Dodge.
312		<b>Sub-total</b>	44,123	56,338	<b>43,339</b>	(784)	
313		<b>Recreation Programs</b>					
314	081-001	Recreation - Wages & Benefits	-	1,225	<b>7,800</b>	7,800	Recreation coordinator 10 weeks.
315	081-020	Recreation - Program Expenses	2,053	1,400	<b>13,000</b>	10,948	Fitness instructors plus equipment for exercise and recreation programming.
316	081-021	Recreation - Swim Program Expenses	1,330	275	<b>2,700</b>	1,370	Includes contracted swimming instructor.
317	081-035	Recreation - Events/Mun Liability Insurance	810	810	<b>810</b>	-	Per final insurance distribution.
318	081-050	KCC Committee	39	4,000	<b>4,000</b>	3,961	= revenue account 022-821.
320	081-051	Recreation Special Events	175	500	<b>4,000</b>	3,825	
321	081-501	Dog Sled Races Expenses	33,625	33,332	<b>25,000</b>	(8,625)	Expenditures = revenue account 022-811. Any difference to/from reserve.
322	081-502	Regatta/Fireworks Expenses	26,612	24,000	<b>23,000</b>	(3,612)	Expenditures = revenue account 022-812. Any difference to/from reserve.
323		<b>Sub-total</b>	64,643	65,542	<b>80,310</b>	15,667	
324		<b>Community Centre</b>					
325	082-001	KCC - Salaries and Benefits	35,664	61,245	<b>124,500</b>	88,836	Includes addition of 1 PT position in May

	A	B	O	P	Q	R	T
5	Account #	Description	2023 Projected	2023 Budget	2024 Draft Budget	Budget Increase (Decrease) vs. 2023 Projected	Comments
327	082-020	KCC - Supplies and Maintenance Expenses	14,541	10,000	15,000	459	R&M, supplies, security, fire protection and employee telephone.
328	082-021	KCC - Water Operations & Maintenance	3,887	1,000	1,500	(2,387)	Water testing, water system supplies
330	082-031	KCC - Hydro/Heat	16,332	18,300	16,900	568	Electricity and furnace fuel.
331	082-035	KCC - Insurance	7,739	7,739	9,974	2,235	Per final insurance distribution.
332	082-040	KCC - Employee Expenses and Training	295	815	1,000	705	Training and related travel expenses, clothing allowance.
333		<b>Sub-total</b>	78,459	99,099	168,874	90,415	
334		<b>Library</b>					
335	083-020	Library Levy	30,832	30,832	30,000	(832)	To be revised when Library budget received. Don't expect an increase based on Library's opening 2024 surplus.
336	083-021	Library Operating Expenses	7,743	7,420	2,110	(5,633)	Expenses paid by Town: hydro, insurance, Telizon. 2023 included honorarium donation by Council member.
337		<b>Sub-total</b>	38,575	38,252	32,110	(6,465)	
338		<b>Cultural Services</b>					
339	084-020	Art Show Expenses	7,322	6,000	8,100	778	Event is generally revenue-neutral. Expenses budgeted to = revenue.
340		<b>Sub-total</b>	7,322	6,000	8,100	778	
341		<b>SUB-TOTAL RECREATION &amp; CULTURE</b>	233,121	265,231	332,733	99,612	
342		<b>PLANNING AND DEVELOPMENT</b>					
344	090-020	Planning expenses	7,557	20,000	15,000	7,443	Contracted planner assistance.
345	090-021	Strategic Plan /Official Plan / Zoning Review	-	-	-	-	Budgeted as an exceptional item in 2024 (see capital section).
346	090-022	LPAT Planning Appeals	246	-	-	(246)	
350	090-051	New Development Net Expenses (Revenue)	847	847	-	(847)	N/A in 2024.
351	091-020	Economic Development miscellaneous expenses	1,384	1,384	1,400	16	Budget includes TODS cost, Almaguin Highlands Community Guide. ACED?
352		<b>SUB-TOTAL PLANNING &amp; DEVELOPMENT</b>	10,034	22,231	16,400	6,366	
353							
354		<b>Total Expenses</b>	3,826,482	4,018,755	4,333,277	506,795	
355							
356		<b>TRANSFERS FROM (TO) RESERVES RE OPERATING ACTIVITIES</b>					
361	029-001 (031-900)	From (To) Election Reserve	(4,075)	(4,075)	(4,075)	-	2022 election costs = 18,890. Transfer 1/4 anticipated 2024 election cost, less annual Datafix/Voterview charge to reserve in non-election years.

	A	B	O	P	Q	R	T
5	Account #	Description	2023 Projected	2023 Budget	2024 Draft Budget	Budget Increase (Decrease) vs. 2023 Projected	Comments
362	029-001 (031-901)	From (To) CUPE Reserve	2,591	12,566	9,975	7,384	Use of balance for 2024 CUPE negotiations.
363	029-001 (031-902)	From (To) UFCW Reserve	7,506	13,389	(2,500)	(10,006)	Transfer to reserve in non-negotiation years.
365	029-001 (031-904)	From (To) Sick Leave Reserve	-	-	6,864	6,864	Adjust reserve balance to equal 2023 liability.
367	029-001	From Ralph Bice Wilderness Centre Reserve	-	9,924	1,000	1,000	Use of funds for 2024 bursaries. \$1,000/year until funds depleted per Res. 324-23.
368	029-001 (081-900)	From (To) Dog Sled Reserve	8,597	8,305	-	(8,597)	Net Dog Sled Expense (Revenue).
370	029-001 (081-903)	From (To) Regatta Reserve	4,903	800	800	(4,103)	800 from reserve re band shelter reserve contribution plus net Regatta expense (revenue).
371	029-001	From (To) KCC Reserve	(3,876)	-	-	3,876	
373	029-001 (032-900)	From (To) To Recreation and Culture Reserve	(26,515)	-	-	26,515	All proceeds from shore road allowance sales are transferred to reserve earmarked for recreation and culture purposes. Neither sales nor reserve transfer budgeted, as no net impact on budget and proceeds vary wildly from year to year.
374	<b>SUB-TOTAL FROM (TO) RESERVES RE OPERATING ACTIVITIES</b>		(10,869)	40,909	12,064	22,933	
375							
376	Total Revenues		5,306,513	5,108,499	4,976,036	(330,477)	
377	Less: Total Expenses		(3,826,482)	(4,018,755)	(4,333,277)	(506,795)	
378	Add: Net from (to) Reserves re Operating Activities		(10,869)	40,909	12,064	22,933	
379	<b>Net Operating Income</b>		1,469,163	1,130,653	654,823	(814,340)	AMP target: increase enough to keep up with rising capital asset costs plus add 1% increase to close the infrastructure gap. <b>2024 target = 1,180,402.</b>
380							
381							
382	<b>CAPITAL TRANSACTIONS AND EXTRAORDINARY ITEMS- SOURCES OF FUNDING</b>						
383	<b>Grants, Deferred Revenue and Miscellaneous Capital Revenue</b>						
384	028-003	Asset sale proceeds/insurance proceeds	-	11,500	-		2012 GMC, 2007 Sterling, 2002 Fire Pumper
385	028-002	Sale of surplus lands	-	-	-		?
386	.	Donations	4,000	4,000	-		2023= fire ATV
391	021-007	ICIP: COVID-19 Resilience Funding (Municipal Complex Retrofit and Expansion)	93,867	93,867	-		N/A in 2024.

	A	B	O	P	Q	R	T
5	Account #	Description	2023 Projected	2023 Budget	2024 Draft Budget	Budget Increase (Decrease) vs. 2023 Projected	Comments
396	021-005	NORDS Funding	-	-	<b>330,000</b>		Use of funding for budgeted Chetwynd Road rehab. Allocation = <b>96,994.28</b> /yr for 5 years for years ending March 31/22-March 31/26. Is stackable with other funding programs. Accumulated funding available in 2024: <b>387,977</b> (4 years)
398	021-504	OCIF - Formula-based funding	111,323	207,734	<b>302,264</b>		Use of available funding ( <b>302,264</b> plus interest earned in '24) for Clam Lake Road relocation.
402	021-002	Gas Tax Deferred Revenue	117,207	119,568	<b>122,785</b>		Use all 2024 available ( <b>122,785</b> plus interest earned in '24) on Echo Ridge Road resurfacing.
403	021-821	NOHFC - KCC renovation	608,704	739,200	<b>130,496</b>		Based on using remaining balance of 1,000,000 grant. Funds 37.74% eligible expenditures.
404	028-801	Parkland Deferred Revenue - Public Recreation Purposes	-	21,722	-		Use for boat ramps? Available 29,285 (2023) + 2,900 YTD = <b>32,185</b> .
405		<b>Sub-total</b>	935,101	1,197,591	<b>885,545</b>		
406		<b>Transfers from Reserves for Capital Purposes</b>					
407	029-001	Capital Asset Reserve	-	-	-		Balance Dec 31/23 = 445,784.
408	029-001	Modernization Funding Reserve	337,316	337,316	-		Reserve exhausted in 2023 re KCC.
410	029-001	Building Reserve	365,662	450,000	-		Balance Dec 31/23 = 84,338.
416	029-001	Fire - air bottle fill station and air pack reserves	-	-	-		Reserve used in 2022.
417	029-001	Fire - Fire Truck reserve	321,074	321,074	-		Reserve exhausted in 2023 re fire truck purchase.
418	029-001	Bridge and Culvert Reserve	-	-	-		Balance at end of 2023 = 922,405.
419	029-001	Reserve for Public Works Equipment	-	-	-		Balance at end of 2023 = 298,676.
420	029-001	Recreation and Culture Reserve	-	143,489	-		Dec 31/23 balance = 170,004.
421	029-001	KCC Kitchen Equipment (Trillium) Reserve	25,800	25,800	-		Reserve exhausted in 2023.
422	029-001	Trail Development Reserve	5,000	5,000	-		Reserve exhausted in 2023.
423							
425		<b>Sub-total</b>	1,054,852	1,282,679	-		
426		<b>Total sources of funding - capital transactions</b>	1,989,953	2,480,270	<b>885,545</b>		
427							
428		<b>USES OF FUNDING</b>					
429		<b>Net Long-term Debt Repayments</b>					
432	040-723	Principal - 2007 E-One Pumper/Tanker Loan	9,302	9,302	<b>9,762</b>		Per loan schedule.
433	040-724	Interest - 2007 E-One Pumper/Tanker Loan	3,892	3,892	<b>3,432</b>		Per loan schedule.
442	050-728	Principal - West Bay Road Bridge	14,407	14,407	<b>8,629</b>		Per loan schedule. Loan fully repaid in '24.
443	050-729	Interest - West Bay Road Bridge	550	550	<b>96</b>		Per loan schedule. Loan fully repaid in '24.
446		<b>Sub-total</b>	28,151	28,151	<b>21,919</b>		

	A	B	O	P	Q	R	T
5	Account #	Description	2023 Projected	2023 Budget	2024 Draft Budget	Budget Increase (Decrease) vs. 2023 Projected	Comments
		<b>Capital Expenditures and Extraordinary Items</b>					<b>See itemized list of capital items for details.</b>
447	032-800	Capital - Administration	20,069	48,045	<b>74,000</b>		
456	090-021	Strategic Plan /Official Plan / Zoning Review			<b>112,500</b>		OP and ZBL review. Public engagement sessions for strategic plan combined with OP and ZBL. 75% of total anticipated cost budgeted for 2024.
457	040-800	Fire Dept Capital	543,603	577,535	<b>204,475</b>		
464	044-800	Building Dept - Capital Purchases	8,141	10,672	<b>1,100</b>		
466	050-801	Capital - PW building and equipment	343,327	334,632	<b>692,721</b>		
467	050-802	Capital Road Construction	262,284	405,073	<b>1,229,000</b>		
469	050-803	Bridges & Culverts Capital	44,888	-	<b>907,000</b>		
471	060-800	Transfer Station Capital	28,819	40,000	-		
474	080-801	Boat Ramps & docks special projects	30,847	135,374	<b>411,000</b>		
475	080-802	Parks Capital	-	-	<b>12,100</b>		
476	080-804	Lion's Park Capital	-	-	<b>150,000</b>		
484	082-800	KCC Capital	1,613,936	1,972,260	<b>347,165</b>		
486		<b>Sub-total</b>	<b>2,895,913</b>	<b>3,523,591</b>	<b>4,141,061</b>		
487		<b>Transfers to Reserves for Capital Purposes/Extraordinary Items</b>					
488	032-900	Provision for Working Funds Reserve	184,623	184,623	-		
495	050-900	To Bridges & Culverts Reserve	240,000	240,000	-		
496	050-900	To Reserve - Public Works Equipment	167,819	167,819	<b>133,000</b>		Re tandem replacement in 2026.
498	070-900	To Reserve - Muskoka Hospital	108,750	108,750	<b>108,750</b>		Per May 29/23 budget meeting: accept proposed commitment of \$1,305,000 anticipated in 12 years for the hospital construction. Annual reserve contribution for each of the next 12 years = 108,750.
499	081-902	To Regatta Band Shelter Reserve (re Trillium Requirement)	800	800	<b>800</b>		800/yr for 13 years (2015-2027).
503		<b>Sub-total</b>	<b>701,992</b>	<b>701,992</b>	<b>242,550</b>		
504							
505		<b>Net Long-term Debt, Capital and Reserve Expenditures</b>	<b>(1,636,103)</b>	<b>(1,773,464)</b>	<b>(3,519,985)</b>		
506							
507		<b>Overall Budget</b>					
508							
509	029-002	Prior Year Surplus (Deficit)	642,811	642,811	<b>475,871</b>		
510		Net Operating Income	1,469,163	1,130,653	<b>654,823</b>		
512		Net Capital and Reserve Expenditures	<b>(1,636,103)</b>	<b>(1,773,464)</b>	<b>(3,519,985)</b>		
513							
514		Net Income (Deficit) (must = 0 for balanced budget)	475,871	-	<b>(2,389,291)</b>		

	A	B	O	P	Q	R	T
5	Account #	Description	2023 Projected	2023 Budget	<b>2024 Draft Budget</b>	Budget Increase (Decrease) vs. 2023 Projected	Comments
515							



**Itemized Draft Capital Budget 2024**  
**February 21, 2024**

**2024 CAPITAL PROJECTS SUMMARY**

*Items in blue approved for quote/tender on Jan 18/24 Resolution 2024-19*

*Items in green have already been purchased or quotes have been approved by Council - Resolutions 268-23, 2024-21*

**Special Funding Notes**

**Administration (032-800)**

Balance of server and security upgrades	55,000	\$30,000 unspent 2023 server budget included in opening surplus
Phone system and internet upgrades for municipal office, public works and transfer stations	19,000	
	<u>74,000</u>	

**Fire Department (040-800)**

2023 Ford Explorer	58,000
Additional truck costs re decals & lights	15,500
Planning/engineering/land for future fire hall. FUNDS NOT SPENT IN 2024 TO BE TRANSFERRED TO RESERVE	100,000
GPS/AVL module	5,500
Ex 500 Electrical Fan	5,905
Fire Pro Software	5,088
Extrication Strut Supports	6,982
1/6 <sup>th</sup> dispatch upgrades	7,500
	<u>204,475</u>

**Building Department (044-800)**

GPS/AVL module	1,100
	<u>1,100</u>

**Public Works Building and Equipment (050-801)**

2024 RAM 250	79,250
Decals/radio for Ford F250	2,900
Sander 1 ton replacement	10,000
Sander screen for Freightliner (ordered but not delivered in 2023)	5,000
Brushhead for excavator	30,000
Ditching bucket for backhoe	5,000
Sand dome	450,000
Dodge Ram 1500	52,671
Decals/radio for Dodge Ram	2,900
GPS/AVL module	20,000
Brush Head	35,000
	<u>692,721</u>

**Itemized Draft Capital Budget 2024**  
**February 21, 2024**

		Deferred Grants Available for Roadwork
<b>Road Construction (050-802)</b>		
Resurface 2km Echo Ridge Road: 4-way stop to new construction (Gas Tax)	339,000	Gas Tax 122,785
		NORDS 387,977
Resurface 2km Chetwynd Road (NORDS)	330,000	OCIF <u>303,056</u>
		813,818
Clam Lake Road realignment (OCIF)	350,000	
Overlay 1.5km Hwy 518E - Bevans to Beaver Lake Rd	160,000	
Tar & chip 1km Echo Ridge Road: from Clam Lk Rd	35,000	
Guardrails to be completed in-house	15,000	
	<u>1,229,000</u>	
<b>Bridges and Culverts (050-803)</b>		
Concrete works re swale on Kallio and in Town	7,000	
Sucker Creek bridge repair	900,000	
	<u>907,000</u>	
<b>Transfer Station Capital (060-800)</b>		
Garbage Compactors - King William	-	\$40,000 estimate removed. Unlikely to happen in 2024. Also estimate approx. 5,000 additional Kw hours hydro when in operation
	<u>-</u>	
<b>Parks Boat Ramps &amp; Docks (080-801)</b>		
Sand Lake Boat ramp reconstruction:	411,000	\$75,021 net underexpenditures on boat ramp in 2023 included in opening surplus
411,000 in-season		
574,000 winter		
	<u>411,000</u>	
<b>Parks (080-802)</b>		
Concrete pad for gazebo at Mirror Bay	5,000	
Zero-turn mower	6,000	
GPS/AVL module	1,100	
	<u>12,100</u>	
<b>Lion's Park (080-804)</b>		
Pavillion revamp	150,000	
	<u>150,000</u>	

## Itemized Draft Capital Budget 2024

February 21, 2024

KCC (082-800)

Washer and dryer

3,000

*Outstanding items re generator, KCC gym/kitchen renovation:*

2024 required expenditures to receive maximum 1,000,000 NOHFC grant

344,165

NOHFC grant - balance (37.74% funding of expenditures)

130,496

Note: Kearney received a cash allowance credit of approximately \$48,000 on Bradanick's December payment certificate #14. As a result, estimated remaining KCC expenditures of \$305,614 (see items MR knows about below) are approximately **\$40,000** less than those required to receive full NOHFC grant.

Balances also remain in building reserve and rec&culture reserve, should Council choose to apply these funds to this project in 2024.

a) \$269,745 - outstanding on Bradanick contract, to payment certificate 14 (includes change orders up to #34)

b) \$8,894 - outstanding on sound system

c) \$26,975 - estimated outstanding Laroque Elder (10% of remaining contract)

**347,165**



## **Staff Report**

**Staff Report No.** SR 2024-20  
**Date:** February 21, 2024  
**To:** Mayor, Deputy Mayor and Members of Council  
**From:** Matthew Clouthier, Interim CBO  
**Subject:** Annual Permit fee Report to Council

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**Background:** Subsequent to Section 1.9 of Part 1 Division C of the Building Code (attached --- which requires an annual report on permit fees to be provided to Council) please find enclosed the information and recommendations for Council's consideration.

**Consideration:** Please refer to the yearend report on Building Activity for 2023. The goal of having permit fees being considered a "User Fee" is close to realization but due to department restructuring, it will take up to a year to determine what steps will be needed by the department to establish this goal. With 2023 being a year that succession planning has started moving forward quickly, multiple staffing changes in progress and previous approvals being repealed. The Building Department Staff have gone from 2 full-time individuals and a purposed 3<sup>rd</sup> administrative staff to 1 staff member taking on all responsibilities of the department. The intent of this report is to determine if fees established in the current By-law meets the current demand of the department moving forward in 2024.

Due to uncertainty of our Economic times, council decided to refrain from increasing building fees except for the base cost. This was done because the department was moving forward with new digital permitting software. We have since decided against using the software and have started using the CGIS CBO software The Town has already been using (and paid for). Implantation started at the beginning of 2024 and additional modules are being added slowly. The fee will remain in place to cover costs of the program as it slowly rolls out and becomes more public.

I have reviewed the fee schedule of Building By-Law 2023-18 along with Yearly Activity Report and it is recommended that we leave the cost per \$1000 values as show in our current Cost Guidelines of Schedule "B" – Permit Fee schedule to By-Law 2023-18. While real world cost of construction values far exceeds our conservative "Construction cost guidelines – Cost per square foot of floor area," I recommend leaving the cost guidelines as is until the department's future is more stable.

In addition to the items above, due to the federal and provincial goals of creating more affordable housing. We are recommending a new permit fee at a lower rate than standard permit fees on secondary and accessory dwelling units. This allows fees to be calculated at a lower cost than new construction.

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The cost of construction guidelines are primarily used to determine building permit fees, however they are also used to provide a more accurate building activity for Stats Canada Reporting and an indicator of our local economy. A number of ministries, agencies, financial institutions, investment groups, etc. use our information to plan, predict and determine growth and variations in local, provincial, and national economies.

The purpose of this report is to determine whether to increase, decrease or leave fees as they are for 2024. In 2023 we issued 60 permits with 25 dwelling units and from that activity we generated \$187,863.27 which does not exceed 2022 revenue of \$237,578.10 which was due to the fact that 2022 was a bounce back year after the Covid 19 pandemic. The department exceeded revenue estimates originally budgeted for and the quality of permits to the Kearney Tax Roll exceeded those of 2022 by 4 additional dwellings. The cost to operate the Building Department for 2023 was approximately \$239,373.98 (Note: approximately 1/3 of the CBO salary was not paid). While exceeding previous revenue predictions, 2023 was considered a good budget year and our expectations for 2024 will remain the same due to activity already flooding the office with inquiries. Based on a 5-year rolling average, it is estimated that permit fees revenue will be approximately \$155,933.72 with a minimum of 54 Building permits. Our expenditures are estimated at \$211,750.00. I am recommending continuing to maintain a "Status Quo" approach like the last 2 years because the Building Department and the Town has entered its first full year of re-structuring.

Based on the numbers, the department's cost to the taxpayer in 2023 was approximately \$47,757.00 (As budgeted \$99,972.00) While 2024's projected cost is estimated to be \$55,816.28.

FURTHER CONSIDERATION: I am not recommending any changes to the Construction Cost Guidelines for 2024 but providing Council an opportunity to decide if minor changes can reduce the minor burden on the tax base.

OPTIONS: 1) No change to Schedule 'B' of Building Bylaw 2023-18

2) Revise Schedule 'B' to By-Law 2023-18 to increase Construction Cost Guidelines permit fees from \$16.00 to \$17.00 per \$1000 of Construction value.

3) Revise Schedule 'B' to By-Law 2023-18 to increase Construction Cost Guidelines calculation values for Dwelling Units:

Residential/Cottage:

a) Single Storey House	Current: \$175.00	Purposed: \$200.00
b) Two Storey House	Current: \$150.00	Purposed: \$175.00
c) Each Additional Storey	Current: \$ 75.00	Purposed: \$ 95.00
d) Attached Garage	Current: \$ 40.00	Purposed: \$ 50.00

4) Revise Schedule 'B' to By-law 2023-18 to increase Construction Cost Guidelines Calculations values for Garage/Farm Buildings:

Garage/Farm Buildings:

a) Garage/Shed on Slab	Current: \$40.00	Purposed: \$60.00
b) Garage/Shed no Floor	Current: \$30.00	Purposed: \$50.00

c) Barns/Outbuildings

Current: \$25.00

Purposed: \$40.00

5) Revise Schedule 'B' to By-Law 2021-18 to amend Cost Guidelines  
By adding – \$125.00 per \$1000.00 of Construction Value for  
Secondary/Accessory Dwelling units.

- **NOTE:** If Option 5 is selected then Schedule A to By-Law 2023-18 will require an amendment to include the definitions, **Secondary Dwelling Unit** – *A self-contained residential unit with kitchen and bathroom facilities within dwellings or within structures accessory to dwellings.* and **Accessory Dwelling Unit** – *A dwelling unit accessory to and located within or attached to a main building used for a permitted non-residential use on the same lot and occupied either by the owner of such lot or by a person employed thereon.*

**RECOMMENDATION:**

That Council accept the report from the Chief Building Official and approve his recommendation in selecting Option No. 1 and Option No.5 to update the Bylaw 2023-18 to include these changes. AND FURTHER that Council direct Staff to bring back a new Draft Building By-law at another meeting and repeal Building Bylaw # 2023-18.

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