



Executive Committee Agenda

Thursday, February 2, 2017
Council Chambers
County Administration Centre, Walkerton

1. Declaration of Pecuniary Interest

2. Action Items

- A. Draft Community Grant Policy (attached)
- B. Fees and Charges By-law Annual Review (attached)

3. Information Items

- C. Bruce County 150th Celebration Update (attached)

4. Closed Meeting

- A. Minutes for Approval - January 6, 2017
- B. That the Committee move into a closed meeting to discuss Community Emergency Management Coordinator (CEMC) fee for service pursuant to (2) (b) of the Municipal Act related to personal matters about an identifiable individual, including municipal or local board employees.

5. Rise and Report

6. Next Meeting

At the call of the Chair

7. Adjournment



Committee Report

To: Warden Mitch Twolan
Members of the Executive Committee

From: Kelley Coulter, CPA, CGA, MPA
Chief Administrative Officer

Date: February 2, 2017

Re: Bruce County Community Grant Policy

RECOMMENDATION:

That the Executive Committee endorse the Bruce County Community Grant policy package in its entirety.

BACKGROUND:

Annually, the County supports financial contributions in the form of a grant to various organizations or groups. In 2016, this figure equated to \$539,856.26. The table below represents the breakdown per department:

<u>Corporate Services</u>	<u>2016 Actual</u>
AG Scholarships	5,300.00
Youth Roots	2,000.00
Grey Bruce Regional Health Centre	200,000.00
Wingham Hospital	25,000.00
Bruce County Public Speaking	700.00
Mutual Aid Fire Association	5,000.00
Historical Society	12,500.00
Total	<u><u>250,500.00</u></u>
 <u>Paramedic Services</u>	
Tiered Response	55,000
Total	<u><u>55,000</u></u>
 <u>Social Services</u>	
Strategic Initiatives (Community Connection/grants)	51,023
Community Services Recreation Fund	39,843.30
Sub -Total	<u><u>90,866.30</u></u>



Planning and Development

Agriculture Grants	47,733.88
Spruce the Bruce	77,193.49
Trail Grants	6,100.00
Source Water Protection	10,000.00
Partnership Funding (RT07)	2,462.59

Sub - Total \$ 143,489.96

Grand Total \$ 539,856.26

In November of 2016, the Corporate Policy team undertook the creation of a Bruce County Community Grants Policy. The issue at hand was to provide a policy that built a framework for community groups to access County funds that was equitable, transparent and fiscally responsible. To help with the creation of the policy, staff first researched the topic from several perspectives.

The first step was to look internally to see analysis the current situation for handling of financial requests from varying organizations and groups. The next step was to look externally to similar jurisdictions to ascertain how they handled similar financial asks. The final step was to look more broadly at the topic to determine current trends and to see how best to construct the policy so that it reflected the needs of the County and the community it serves.

The consolidation of the research findings was the framework for the creation of the Community Grant Policy Package.

1.0 BRUCE COUNTY COMMUNITY GRANT POLICY

The Bruce County Community Grant Policy (Appendix "A") provides a framework for handling financial requests to Council. The Policy enables the County to set the amount to support community groups on an annual basis through budget deliberations. The policy also sets out project priorities that support the County's vision and strategic plan. Additionally, the policy sets out a clear process for community groups to apply for a grant, the criteria for evaluating applications and the requirement for the successful grant recipient to report to Council on their achievements due to the financial support.

In addition to the Policy statement, staff have drafted an application (Appendix "B"), an evaluation criteria metric (Appendix "C") and a Report Back Template (Appendix "D") as part of the entire Community Grant Program package.

CONCLUSION

The Community Grant Policy package; policy, application, evaluation matrix and report back template, established a process for ensuring we are meeting financial requests in a fiscally responsible, transparent and equitable way.



Corporation of the County of Bruce
Executive

brucecounty.on.ca

FINANCIAL/STAFFING/LEGAL/IT CONSIDERATIONS:

None

INTERDEPARTMENTAL CONSULTATION:

Corporate Services for internal analysis and SMT for review.

LINK TO STRATEGIC GOALS AND ELEMENTS:

Goal #1 - Develop and Implement Tactics for Improved Communications

A. One County - with a unified voice

E. Clear and Consistent messages across the organization

Written by Jill Roote, Senior Policy Advisor Corporate Policy

Approved by:

Kelley Coulter
Chief Administrative Officer



APPENDIX A

Grant Policy Recommendation DRAFT - Not for distribution

POLICY: Community Grant Policy

POLICY STATEMENT:

Bruce County recognizes the role philanthropy plays in strengthening our community and that the benefits of such acts ultimately improves the quality of life for all residents. Therefore, annually, through the budget process, Council will determine an amount they deem appropriate to be given to not-for-profit groups or organizations for initiatives that uphold the County's strategic values for the community which are:

- Safe, clean and healthy
- Innovative, skilled
- Efficient, coordinated governance
- High quality of life for all residents
- A dynamic centre for economic development
- Proud and vibrant
- Well-connected and mobile

PURPOSE:

A grant is defined as a contribution "in-cash or in-kind" that is awarded by Bruce County for specified purposes to an eligible recipient.

This policy outlines the scope, goals, objectives and guidelines for accessing **Community Grants** that are designed to invite, evaluate and distribute funds to philanthropic community organizations or groups.

SCOPE:

This policy governs community based grants to support initiatives that benefit the Bruce County community and are aligned within specified granting priorities that support the County's strategic values and goals.

GOALS:

Bruce County offers this opportunity in order to support its strategic priorities categorized in the following streams.

- **Economic Prosperity and Innovation**
Assisting organizations or groups develop initiatives, programs, events or activities that impact the County's economy positively and that recognizes advancements across the region through innovation or creative thinking.
- **Cultural Enhancement and Diversity**
Assisting organizations or groups develop exemplary arts, culture and heritage-based capacity building projects including the advancement of knowledge, understanding and the appreciation of arts, culture and the County's heritage.
- **General Social Enrichment Programs or Events**
Assisting registered charitable and/or other community organizations or groups that serve County residents with their fund-raising or charitable events and activities. This includes organizations that support a better quality of life for all.



OBJECTIVES:

1. To provide County funds within budgetary limits to an eligible applicant (s) as defined under eligibility below for approved community-based activities that align with a specific granting priority.
2. To ensure that all grant related activities and projects are administered and operated in a fiscally responsible manner by well organized, competent and properly structured organizations or groups.
3. To ensure accountability and transparency on the part of community organizations requesting and receiving approval for grant assistance and from the County in its administration of community-based grants.
4. To build and advance the self-sustainability and effectiveness of the not-for-profit sector by providing an appropriate level of support that strengthens the capacity of community organizations to deliver programs and services to the local community.

COMMUNITY GRANT GUIDELINES:

A. Principals

1. To evaluate each application or request on its own merit and ensure that all applications and/or requests are evaluated fairly and equitably utilizing criteria-based assessments.
2. Community grants issued by the County are designed to be supplemental to the overall requirements necessary to carry out a project for which an applicant is seeking grant assistance. Community-based grants should not be considered a primary source of assistance for a project or initiative.
3. Approved grants can only be used for a project or initiative that is open and accessible to all community members and satisfies all requirements of the Ontario Human Rights Code and/or the Charter of Rights and Freedoms.
4. Grant funding or assistance is not guaranteed. All grant programs or initiatives are subject to funding availability and are conditional on approval of the annual operating budget by Council. Council reserves the right to cancel or alter the Community Grant policy as needed.
5. The County reserves the right to restrict the number of applications submitted by a single organization in a calendar year based on the amount of funding or type of grants already awarded to the same community organization.
6. Approved grants or other types of assistance in any one year, or over several years, is not to be regarded as a commitment for future assistance and/or ongoing financial support.
7. Applicants may be required to demonstrate that they have fully explored alternate and/or other funding sources such as: private donors, federal and provincial grant
8. programs. Applicants who have or will have funding from alternate sources must disclose other grants or funding sources for the proposed project under grant consideration from the County in their application.



B. Eligibility:

1. Not-for-profit corporations, non-profit organizations or groups, a registered charity, volunteer groups, and/or an affiliate of Bruce County or lower tier such as a community club are eligible to be considered for grant assistance. Eligibility requirements are subject to change without notice at the discretion of Council.
2. Eligible applicants must be in compliance with all conditions and requirements contained in the Ontario Human Rights Code and the Charter of Rights and Freedoms.
3. Eligible applicants must be located in Bruce County and/or must serve Bruce County in its catchment area. Eligible applicants that can demonstrate evidence of a specific Bruce County based project where the majority of participants are Bruce County residents may also be considered for a grant.
4. Eligible applicants must be able to demonstrate financial need and how denial of grant assistance would impact their ability to carry out the project or initiative for which they are seeking grant assistance from the County.

C. Ineligibility:

1. Any project, organization or group as determined by the County that falls under the scope or jurisdiction of another municipality, the Federal Government, the Provincial Government and/or demonstrates a better alignment with another grant funding organization.
2. Any project located or being held outside of the Bruce County unless otherwise approved by Council.
3. Funding or projects to raise money for core operating expenses, paying for accumulated deficits, debt, payroll or making direct financial grants to a third party and/or any other activity that does not uphold the County's strategic values or align with its strategic goals represented in the funding streams.
4. Travel and accommodation expenses for an organization's members or for a third-party to participate in a Bruce County based project.
5. For-profit entities, individuals and commercial ventures or other individual-specific projects, such as individual athletic competitions, religious or faith-based groups.

D. Process:

1. Requests for financial support consideration are submitted via the Community Grant application form found on the Corporate Website. Completed applications are directed to the County Clerk on or before August 1 for consideration in the next funding year. This is to ensure its inclusion, if deemed warranted, in the annual budget process.
2. Applications must be completed in full to be considered.
3. Following the application deadline, accurately submitted applications will be assessed and evaluated.
4. Both successful and unsuccessful applicants will be notified.
5. Applications are done on an annual basis. Unsuccessful or incomplete applications for one year will not automatically be considered in future years. They must be re-submitted each year for consideration.



E. Evaluation:

1. Requests for financial grants will be considered on the merits of the application, relevance to the County's strategic priorities and annual budget consideration.
2. Requests are assessed in terms of the need for the project or initiative, financial viability, cost effectiveness and achievable goals.
3. Council will make the final decision on all grants.

F. Recognition:

1. Organizations or groups receiving financial support should acknowledge the County's contribution through any printed material or associated promotional means where appropriate.
2. The County's logo should appear in printed or on line promotional material.
3. Prior approval on proper logo placement and usage is required.

G. Accountability:

1. Those approved for a grant will be held accountable for the expenditure of the funds in accordance with the stated objectives and goals.
2. The funds awarded are not transferrable between projects, organizations or groups. The awarded funds must be used for the specific purposes outlined.
3. If the project, initiative or event does not go forward, the grant shall be returned.
4. A final project / initiative report is required to be submitted to the County Clerk within 30 days of the project / initiative end date or agreed upon date by the recipient and the County clerk. This report includes details on how the funds were used to meet the goals of the project / initiative, its' positive impact on the community and how Bruce County was recognized.



**APPENDIX B
COMMUNITY GRANTS APPLICATION**

SECTION I:

1. Application Eligibility

A. Will your project, initiative or event uphold the County's strategic values for the community?

Check all that apply:

- | | |
|---|--|
| <input type="checkbox"/> Safe, clean and healthy | <input type="checkbox"/> A dynamic centre for economic development |
| <input type="checkbox"/> Innovative, skilled | <input type="checkbox"/> Proud and vibrant |
| <input type="checkbox"/> Efficient, coordinated governance | <input type="checkbox"/> Well-connected and mobile |
| <input type="checkbox"/> High quality of life for all residents | |

B. Legal Name of the organization:

Please list Board of Directors / Organizing committee including addresses (Or attach)

C. Full Legal Address and Contact Information:

Street / PO Box: _____

City: _____, Province: _____ Postal Code: ____

Telephone: _____ CELL: _____ E-mail: _____

Main contact for the application: _____

C. Type of Organization or Group: Circle One

Service Club Arts/Culture Event MUSH/Gov't Agency Other-Specify _____

D. Is the organization registered with Revenue Canada as a charity? YES NO

E. Is the organization incorporated as a non-profit with the Province? YES NO



F. What is the mandate or main purpose of your organization or group?

G. Who is your organization's or group's audience / who does your organization or group serve?

SECTION II:

2. Funding Details (Please attach a proposed budget)

A. Amount of request: _____

B. Please complete the budget in "Appendix A"

C. Select the type of support you are applying for:

Seed Funds One-Time Event Multi-Year Event Unique Need

D. Has your organization or group received funding from the County in the last two years?

YES NO

E. If you answered YES above, please indicate the amount \$ _____ and year received: _____

a. Have you submitted a final report? YES NO

SECTION III:

3. Project / Event Details

A. Please select the strategic priority category you are applying for:

- Economic Prosperity and Innovation**
Assisting organizations or groups develop initiatives, programs, events or activities that impact the County's economy positively and that recognizes advancements across the region through innovation or creative thinking.



- Cultural Enhancement and Diversity**
Assisting organizations or groups develop exemplary arts, culture and heritage-based capacity building projects including the advancement of knowledge, understanding and the appreciation of arts, culture and the County's heritage.
- General Social Enrichment Programs or Events**
Assisting registered charitable and/or other community organizations or groups that serve County residents with their fund-raising or charitable events and activities.

B. Please describe your Project / Initiative or Event - Include relevance to its Priority Category:

C. Please indicate the project goals:

D. Please explain how the contribution will help you achieve your goals:



SECTION IV:

4. Application Signature

I certify that the information supplied in this application is, to the best of my knowledge, exact and complete, and that the project has received the approval of the organization I represent.

Name: _____ Signature: _____

Title: _____ Date: _____

Please note: Completed applications are due to the County Clerk by 4:30 PM on or before August 1 for consideration in the next funding year.



"APPENDIX A of application"
 COMMUNITY GRANT PROGRAM
 Project Budget Summary

Project Name: _____

Project Timeframe (Enter FROM - TO Date): _____

REVENUE	AMOUNT	FUNDRAISING	AMOUNT	EXPENDITURES	AMOUNT
(List all sources)		(List all activities)		(List all expenses)	
		TOTAL FUNDRAISING (B)	\$		
		(List all Government Sources)			
TOTAL EARNED REVENUE (A)	\$	TOTAL GOVERNMENT (C)	\$	TOTAL EXPENDITURE (D)	\$
BUDGET OVERVIEW		PROJECT REVENUE		TOTAL EXPENDITURE (D)	
		TOTAL EARNED REVENUE (A)	\$		\$
		TOTAL FUNDRAISING REVENUE (B)	\$		
		TOTAL GOVERNMENT REVENUE (C)	\$	VARIANCE (E-D)	AMOUNT
		TOTAL PROJECT REVENUE (E) (A+B+C=E)	\$		\$



APPENDIX C

COMMUNITY GRANTS EVALUATION MATRIX

Applications will be evaluated based on the following scoring matrix:

Scoring Criteria	Score
The project, initiative or event will serve the local interests of the residents of the County of Bruce and will uphold the Corporation's strategic values.	<u>20 Points</u>
The project, initiative or event will contribute to the strategic goals of the Corporation represented through the chosen granting streams of Economic Prosperity and Innovation, Cultural Enhancement and Diversity, General Social Enrichment.	<u>20 Points</u>
The project, initiative or event provides access to the arts, culture, environment, heritage, recreation, lifelong learning and/or health activities.	<u>20 Points</u>
The project, initiative or event demonstrates broad support by way of having adequate funds and support from other sources and stakeholders and/or significant evidence of broad community support.	<u>20 Points</u>
There is clear alignment between the project, initiative or event and its' intended goals.	<u>10 Points</u>
The project, initiative or event has other innovative, creative thinking attributes.	<u>10 Points</u>
Total	<u>100 Points</u>



APPENDIX D

COMMUNITY GRANTS REPORT BACK TEMPLATE

A final report is required to be submitted to the County Clerk within 30 days following the project / initiative end date and/or agreed upon date by the recipient and the County clerk. Please use the following template.

Name of organization:
Did your project, initiative or event contribute to the strategic goals of the Corporation represented through the granting streams of Economic Prosperity and Innovation, Cultural Enhancement and Diversity, General Social Enrichment? Please explain how below:
How did the grant help you to achieve your project, initiative or event goals? Please explain how below:
How did your project, initiative or event impact the Bruce County Community in a positive way? Indicate how this happened in relation to improving the quality of life in Bruce County for all residents. Speak in relation to the areas of arts, culture, environment, heritage, recreation, lifelong learning and/or health. Please explain below:
How was Bruce County recognized in the course of your project or initiative? Please explain below:
Is there anything else you would like us to know about your project or initiative? Please comment here:



Committee Report

To: Warden Mitch Twolan
Members of the Executive Committee

From: Kelley Coulter, CPA, CGA, MPA
Chief Administrative Officer

Date: February 2, 2017

Re: Fees and Charges By-law Annual Review

RECOMMENDATION:

That a by-law be introduced to establish fees and charges for the Corporation of the County of Bruce for 2017; and,

That by-law number 2016-014 be repealed; and,

That the Fees and Charges By-law be reviewed on an annual basis.

BACKGROUND:

The current Fees and Charges By-law was circulated to the Senior Management Team for their review and the following changes, which have been approved by the respective Committees/Boards, are included in the attached by-law.

1. Schedule C - Planning

- All fees increased in accordance with #2 of the By-law as follows:
"On January 1st of each year, the fees listed in Schedule C of this by-law shall automatically increase on a percentage basis rounded up or down to the nearest ten-dollar increment, in a fashion consistent with the Statistics Consumer Price Index for the previous calendar year, if the consumer price index shows an **increase**."

2. Schedule D - Bruce County Museum & Cultural Centre

- | | | |
|-----------------------|---|--|
| Facility Rental | - | Bartending fee changes from \$15 per hour to \$17 per hour and 3 |
| hour minimum added | | |
| Kitchen Rental | - | "Commercial Use Only" added and Non-Profit (no charge) |
| removed | | |
| March Break Program | - | Non-member fee changed from \$135/week to \$150/week |
| Lobby/Café Area | - | the word "Lobby" was removed |
| Outdoor Patio & Deck- | | added "Seasonal" |



BRUCE county

3. Schedule E - Emergency Services

Changed name on Schedule E to Paramedic Services

4. Schedule F - Library

Exam Proctoring Fee of \$20 added
Removed \$0.50 fee for colour printing

5. Schedule G - Long Term Care Homes

Program Space - removed the Early Years Program from the schedule

6. Schedule I - Highways

Entrance Permits (HST is not applicable)

- New Residential - \$200 fee plus \$300 refundable deposit
- Change of usage/alterations - \$300 refundable deposit
- New Field - \$200 fee plus \$300 refundable deposit
- New Commercial - \$500 fee plus \$1,000 refundable deposit
- Change of usage/alterations - \$1,000 refundable deposit
- Temporary entrances - \$200 fee plus \$300 refundable deposit

Encroachment Permits (HST is not applicable)

- Private landowners - \$300 refundable deposit

Sign Permits (HST is not applicable)

- Billboard - \$50
- Advertising/Decorative - \$50

Oversize Load Moving Permits (HST is not applicable)

- Single trip permit - \$50 up to 4.99m wide/under 45.75m long
- Annual permit - \$150 up to 3.75m wide
- \$250 for loads and vehicles 3.75m wide to 4.99m wide

Exceptional loads (single trip permit only)

- Over 5.0m wide or over 45.75m long - \$100
- In excess of 63,500 kg - \$100 up to 120,000kg
- \$500 for greater than 120,000kg

Large format photocopies (24" x 36") - \$10 per copy (HST is not applicable)

Infrastructure Damage - Full cost recovery plus HST

Staff Service - Engineer - Current hourly rate plus payroll burden



7. Schedule J - Information Technology

Changed name on Schedule J to Corporate Services

There were no changes made to Schedules A - Administration; B - Bruce County Housing Corporation and H - Human Resources.

FINANCIAL/STAFFING/LLEGAL/IT CONSIDERATIONS:

Implementation of new fees or an increase in current fees may result in additional revenue for specific Departments.

There is no staffing, legal or IT considerations associated with this report.

INTERDEPARTMENTAL CONSULTATION:

The current Fees and Charges By-law was circulated to Departments for their review.

LINK TO STRATEGIC GOALS AND ELEMENTS:

None identified.

Written by Donna Van Wyck, Clerk

Approved by:

Kelley Coulter
Chief Administrative Officer



By-law Number 2017-

A by-law to establish fees and charges for The Corporation of the County of Bruce

Section 39(1) of the Municipal Act, 2001, as amended, provides that a municipality may pass by-laws imposing fees and charges on persons for services or activities provided or done by or on behalf of it and any other municipality or local board, and for the use of its property, including property under its control.

Section 69(1) of the Planning Act, 1990, as amended, provides that a municipality may establish a tariff of fees for the processing of applications made in respect of planning matters.

The Council for The Corporation of the County of Bruce Enacts By-Law 2017-

1. The fees to be charged for service provided by the County of Bruce are attached and form part of this by-law:

- A. Schedule "A" - Administration
- B. Schedule "B" - Bruce County Housing Corporation
- C. Schedule "C" - Planning & Development
- D. Schedule "D" - Bruce County Museum & Cultural Centre
- E. Schedule "E" - Paramedic Services
- F. Schedule "F" - Library
- G. Schedule "G" - Long Term Care Homes
- H. Schedule "H" - Human Resources
- I. Schedule "I" - Highways
- J. Schedule "J" - Corporate Services

2. On January 1st of each year, the fees listed in Schedule "C" of this by-law shall automatically increase on a percentage basis rounded up or down to the nearest ten-dollar increment, in a fashion consistent with the Statistics Consumer Price Index for the previous calendar year, if the consumer price index shows an increase.

3. Any portion of a fee or charge that remains unpaid beyond the date fixed for payment may bear interest at the rate of 1.25% after 30 days and each month until such fee or charge is paid in full.

4. By-law number 2016-014 and all amendments thereto is hereby repealed.

5. This by-law shall come into force and effect on the date it is passed by Council.

Passed this day of , 2017

Mitch Twolan
Warden

Donna Van Wyck
Clerk

Schedule "A" to By-Law 2017-

Administration
All County Departments

Service	Fee	HST
<u>Photocopies</u>		
Black & White - any size	\$0.25 per copy	Included
Colour - any size	\$0.50 per copy	Included
Ledger - Black & White	\$0.50 per copy	Included
Ledger - Colour	\$1.00 per copy	Included
Fax Transmissions	\$2.00	Included
NSF Cheque	\$20.00	Not Applicable
Key Replacement	\$20.00	Not Applicable

Schedule "B" to By-Law 2017-

Bruce County Housing Corporation

Service	Fee	HST
Truck Fee	\$50.00	Not Applicable
Key Replacement Charge	\$15.00	Not Applicable
Standard Key Replacement	\$2.50	Not Applicable
Lift Key Replacement	\$20.00	Not Applicable
Automatic Door Openers Replacement	\$100.00	Not Applicable
Labour and Service	\$40.00 an hour	Not Applicable
Laundry - wash	\$2.00 per load	Not Applicable
Laundry - dry	\$2.25 per load	Not Applicable
Seasonal Air Conditioner	\$100.00 per season	Not Applicable
Transfer fee for tenants for employment reasons; transfer from social housing to affordable housing; transfer within Bruce County Housing portfolio	\$250.00	Not Applicable
Tribunal cost for evictions (awarded by Landlord Tenant Board)	\$170.00	Not Applicable
Charged to contractor for public tender documents if substantial drawings	\$15.00	Not Applicable
Charge for additional Parking Spot for tenants who have more than one vehicle	\$20.00	Not Applicable
Common Room Deposit	\$50.00	Not Applicable

Schedule "C" To By-Law 2017-

Planning & Economic Development

Service	Fee
Part Lot Control By-law	\$880.00 per lot (Payable prior to the Local Municipal By-Law being given final approval by the County) HST exempt
Official Plan or Secondary Plan Amendment	\$1,450.00 HST exempt
Zoning By-law Amendment	\$1,220.00 HST exempt
Joint Application to Amend Official Plan or Secondary Plan and Zoning By-law Amendment	\$2,200.00 HST exempt
Joint Zoning and Severance/Consent	\$2,250.00 HST exempt
Joint Minor Variance and Severance/Consent	\$1,820.00 HST exempt
Joint OPA, Zoning and Severance/Consent	\$3,250.00 HST exempt
Joint Local OPA / County OPA	\$2,180.00 HST exempt
Joint Local OPA / County OPA / Zoning Amendment	\$3,260.00 HST exempt
Joint Local OPA / County OPA / Zoning Amendment / Consent	\$4,410.00 HST exempt
Joint OPA and Consent	\$2,470.00 HST exempt
Consent/Severance including easements and right-of-way	(a) Where no lot is created \$1,150.00 (b) For each new lot created \$1,150.00 (c) Certification of Consent \$140.00 HST exempt
Consents - Change of Conditions	\$530.00 HST exempt
Minor Variance	\$770.00 HST exempt
Foreclosure, Power of Sale and Validation of Title	\$890.00 plus County legal costs HST exempt

Note:

- i.) Conservation Authority Review Fees have been included in the above fees.
- ii.) Separate technical fees for review of studies or other site specific reports or documents may also be required

Schedule "C" To By-Law 2017-

Planning & Economic Development
Plans of Subdivision and Condominium

Activity	Subdivision	Condominium Description
Application - up to 20 lots/blocks or units - 21 to 50 lots/blocks or units - more than 50 lots/blocks or units (0.3 metre reserve blocks shall not be included in the calculation of the application fee)	\$4,850 (Flat Fee) \$6,070 (Flat Fee) \$7,270 (Flat Fee) plus \$70 per lot or block, with a minimum flat fee of \$560.00 and a maximum flat fee of \$6,690.00 HST exempt	\$4,850 (Flat Fee) \$6,070 (Flat Fee) \$7,270 (Flat Fee) plus the lesser of \$70 per unit or \$1,340.00/ha with a minimum flat fee of \$560.00 and a maximum flat fee of \$6,690.00 HST exempt
Certificate of Exemption	N/A	\$1,210.00 HST exempt
Major Revisions (Major revisions to the Plan or conditions of Draft Approval requiring major recirculation.)	\$1,210.00 HST exempt	\$1,210.00 HST exempt
Minor Revision (For minor revisions to the Draft Plan and/or Draft Conditions that <u>do not</u> require recirculation.) OR Draft Approval Extension (for each additional one year beyond three year lapsing.)	\$610.00 HST exempt	\$610.00 HST exempt
Emergency Extension to Draft Approval (When application for Draft Approval Extension is submitted ten or less working days prior to date of lapsing. For each one year Draft Approval Extension.)	\$1,030.00 HST exempt	\$1,030.00 HST exempt
Final Approval (Payable prior to the Plan being given final approval for registration.)	\$1,210.00 HST exempt	\$1,210.00 HST exempt

Note: Separate technical fees for review of studies or other site specific reports or documents may also be required

Schedule "D" to By-Law 2017-

Bruce County Museum & Cultural Centre

Service	Fee	HST
<u>Admission</u>		
Individual	\$8.00	Add
Senior/Student	\$6.00	Add
Children (4-12)	\$4.00	Add
Reading Room Day Pass	\$6.00	Add
<u>Membership</u>		
Individual	\$40.00	Add
Family	\$60.00	Add
Senior/Student (60+)	\$30.00	Add
Group/Organization	\$60.00	Add
Corporate	\$250.00	Add
<u>Facility Rental</u>		
Staff Time	\$25.00 per hour	Add
Bartending	\$17.00 per hour (minimum of 3 hours)	Add
Corkage	\$10.00	Add
Coffee/Tea (serves approximately 20 people)	<u>Non-Profit</u> \$15.00	Add
	<u>Commercial</u> \$15.00	Add
Maintenance	\$40.00 per hour	Add
Children's Birthday Parties	\$100.00 for 2 hour rental	Add
Photography	\$150.00 per hour (minimum of 1 hour)	Add
Linens	<u>Non-Profit</u> \$5.00 each	Add
	<u>Commercial</u> \$5.00 each	Add
Security	\$25.00 per hour	Add
Socan/Resound	Charges are specific to individual event	Add
<u>Kitchen Rental</u>		
	<u>Commercial Use Only</u> \$20.00 per hour \$50.00 for 4 hours \$100.00 for 8 hours	Add Add Add
School Programming	\$5.00 half day \$9.00 full day	HST applies to High School Students only
<u>March Break Program</u>		
Member	\$125.00/week	Not Applicable
Non Member	\$150.00/week	Not Applicable

Schedule "D" to By-Law 2017-

Bruce County Museum & Cultural Centre

Service	Fee	HST
<u>March Break Program</u>		
Early Drop Off 8:00 a.m. - 8:30 a.m.	\$2.00 per child/per occurrence	Not Applicable
Late Pickup 5:00 p.m. - 5:30 p.m.	\$2.00 per child/per occurrence	Not Applicable
Museum Mobile	\$200.00 half day (up to 30 children) \$300.00 full day (up to 30 children each session)	HST applies to High School Students only
<u>Kidzone or Summer Discovery Days</u>		
Member	\$25.00 per day	Not Applicable
Non-Member	\$30.00 per day	Not Applicable
Early Drop Off 8:00 a.m. - 8:30 a.m.	\$2.00 per child/per occurrence	Not Applicable
Late Pickup 5:00 p.m. - 5:30 p.m.	\$2.00 per child/per occurrence	Not Applicable
<u>Outreach</u>		
Seniors - Inside the County	One Hour Program - No charge	Not Applicable
<u>Group Tours</u>		
Groups of 20 and over	\$5.00 age 13 & up	Add
Groups of 19 people and under	\$6.00 age 13 & up	Add
Children's Groups	\$4.00 age 12 & under	Add
<u>Gift Shop</u>		
Handling fee for shipping of goods	\$5.00 Minimum	Add
<u>Graphic Design Work</u>		
For clients renting facility	\$50.00 per hour (3 hour minimum)	Add
<u>Collections</u>		
Photo Reproductions of artifacts within the Museum collection	\$20.00 per item \$5.00 per additional item	Add Add
<u>Bruce Power Theatre</u>		
Half Day or Evening	<u>Non-Profit</u> \$3.00 per seat \$150.00 minimum \$300.00 maximum	Add Add Add
	<u>Commercial</u> \$5.00 per seat \$250.00 minimum \$475.00 maximum	Add Add Add

Schedule "D" to By-Law 2017-

Bruce County Museum & Cultural Centre

Service	Fee	HST
<u>Bruce Power Theatre</u>		
Full Day	<u>Non-Profit</u> \$4.00 per seat \$200.00 minimum \$400.00 maximum	Add Add Add
	<u>Commercial</u> \$6.00 per seat \$300.00 minimum \$600.00 maximum	Add Add Add
<u>Bruce Gallery</u>		
Half Day with A/V	<u>Non-Profit</u> \$85.00	Add
	<u>Commercial</u> \$175.00	Add
Half Day without A/V	<u>Non-Profit</u> \$60.00	Add
	<u>Commercial</u> \$115.00	Add
<u>Bruce Gallery</u>		
Full Day with A/V	<u>Non-Profit</u> \$170.00	Add
	<u>Commercial</u> \$345.00	Add
Full Day without A/V	<u>Non-Profit</u> \$115.00	Add
	<u>Commercial</u> \$230.00	Add
Evening with A/V	<u>Non-Profit</u> \$180.00	Add
	<u>Commercial</u> \$360.00	Add
Evening without A/V	<u>Non-Profit</u> \$120.00	Add
	<u>Commercial</u> \$240.00	Add
<u>Sterling Room</u>		
Half Day	<u>Non-Profit</u> \$30.00	Add
	<u>Commercial</u> \$60.00	Add
Full Day	<u>Non-Profit</u> \$60.00	Add
	<u>Commercial</u> \$90.00	Add
Evening	<u>Non-Profit</u> \$85.00	Add
	<u>Commercial</u> \$120.00	Add

Schedule "D" to By-Law 2017-

Bruce County Museum & Cultural Centre

Service	Fee	HST
<u>Dundas Room</u>		
Half Day	<u>Non-Profit</u> \$30.00	Add
	<u>Commercial</u> \$60.00	Add
Full Day	<u>Non-Profit</u> \$60.00	Add
	<u>Commercial</u> \$90.00	Add
Evening	<u>Non-Profit</u> \$85.00	Add
	<u>Commercial</u> \$120.00	Add
<u>Café Area</u>	<u>Non-Profit</u> \$85.00	Add
	<u>Commercial</u> \$115.00	Add
When rented in combination with another room	<u>Non-Profit</u> \$30.00	Add
	<u>Commercial</u> \$60.00	Add
<u>Lobby/Main</u>	<u>Non-Profit</u> \$85.00	Add
	<u>Commercial</u> \$115.00	Add
When rented in combination with another room	<u>Non-Profit</u> \$30.00	Add
	<u>Commercial</u> \$60.00	Add
<u>Kitchen</u>		
When rented in combination with another room	<u>Non-Profit</u> \$30.00	Add
	<u>Commercial</u> \$60.00	Add
<u>Outdoor Patio & Deck (Seasonal)</u>	<u>Non-Profit</u> \$175.00	Add
	<u>Commercial</u> \$345.00	Add
<u>Archives</u>		
Digital		
Low resolution scanned photo image (<75 dpi)	\$8.00	Add
High resolution scanned photo image (>75 dpi)	\$15.00	Add
CD	\$2.00	Add
Emailing digital files	\$2.00 per email	Add

Schedule "D" to By-Law 2017-

Bruce County Museum & Cultural Centre

Service	Fee	HST
<u>Archival Photographic Reprints</u>		
Black and White, Sepia and Colour Photos		
3x5	\$5.00	Add
4x6	\$5.00	Add
5x7	\$10.00	Add
8x10	\$18.00	Add
*other sizes require a per item quote		
<u>Reproduction Service Fees</u>		
Photographic reprint or digital image for use in a commercial venture	\$15.00 per photograph	Add
<u>Research Fees</u>		
Service (if no information is available relating to your request, you will be so advised in the initial time/cost assessment that you receive from the Archives and no fee will be charged.	\$30.00 minimum fee for completing a research request	Add
Shipping and Handling	\$5.00 plus postage	Add
Email	\$2.00	Add
<u>Copies</u>		
Black & White (Legal or Letter)	\$0.25 (under 100) \$0.20 (over 100)	Included Included
Colour (Legal or Letter)	\$0.50 (under 100) \$0.40 (over 100)	Included Included
Black & White (Ledger)	\$0.50 (under 100) \$0.40 (over 100)	Included Included
Colour (Ledger)	\$1.00 (under 100) \$0.80 (over 100)	Included Included
<u>Non-Profit Organization</u>		
Black & White (Legal or Letter)	\$0.15	Included
Colour (Legal or Letter)	\$0.30	Included
Black & White (Ledger)	\$0.30	Included
Colour (Ledger)	\$0.60	Included

Schedule "E" to By-Law 2017-

Paramedic Services

Service	Fee	HST
<u>Special Events Coverage</u> (4 (four) hour minimum) One Ambulance Staffed One Supervisor	\$165.00 per hour \$ 90.00 per hour	Add Add
Hiring off-duty paramedics and vehicle	Full cost recovery plus 15% administration charge, plus HST. Amount will vary depending on cost of fuel, paramedic wages and benefits, etc.	Add
Ambulance Call Reports (patient, police, law firms, insurance companies, etc.)	\$60.00	Add
Incident Reports (patient, police, law firms, insurance companies, etc.)	\$30.00	Add
Paramedic/Staff Interviews	Minimum 4 (four) hours wage rate or the call back requirement as per collective agreement plus 15% administration charge.	Add
Emergency Management Course Fees	Full cost recovery per participant	Add

Schedule "F" to By-Law 2017-

Library

Service	Fee	HST
<u>Overdue Fines</u>		
Adult Books	\$0.25 per day per book per open day to a maximum \$10.00 per item	Not Applicable
High Demand Books	\$0.25 per day per book per open day to a maximum \$10.00 per item	Not Applicable
Juvenile Books	\$0.25 per day per book per open day to a maximum \$5.00 per item	Not Applicable
Audio Visual materials	\$1.00 per day per item per open day to a maximum of \$10.00 per item	Not Applicable
Periodicals	\$0.25 per day per item per open day to a maximum of \$5.00 per item	Not Applicable
Inter-Library loan	\$0.25 per day per item per open day to a maximum of \$10.00 per item	Not Applicable
<u>Material Replacement Charges (books, video etc.)</u>		
Varies depending on replacement cost of item.	\$2.00 processing charge for magazines	Not Applicable
	\$4.00 processing charge for book jackets or DVD case	Not Applicable
<u>Equipment Rental</u>		
Overhead Projectors	\$6.00 per open day	Not Applicable
LCD Projectors	\$20.00 per open day	Not Applicable
Projection screens	\$5.00 per open day	Not Applicable
Replacement borrowers cards	\$3.00 (first card is free)	Not Applicable

Schedule "F" to By-Law 2017-

Library

Service	Fee	HST
<u>Internet</u>	First 60 minutes per day are free	
Fees	\$1.00 per ½ hour session	Not Applicable
Printing Costs	\$0.25 per page (black)	Not Applicable
<u>Room Rental</u>	<u>Groups/Individuals</u>	
	\$20 for 3 hours \$5 for each additional hour	Not Applicable Not Applicable
	<u>Non Profit Community Groups</u>	
	\$15 for 3 hours \$3 for each additional hour	Not Applicable Not Applicable
	<u>Bruce County Departments, Friends of the Library, Free Open Events</u>	
	No charge	
<u>Exam Proctoring</u>	<u>\$20.00 per exam</u>	<u>Not Applicable</u>

Schedule "G" to By-Law 2017-

Long Term Care Homes

Service	Fee	HST
Guest Meals	\$8.00	Included
Staff Meals (Brucelea)	\$5.00	Included
Meals on Wheels	\$6.64	Included
Cable Television (billed monthly)	\$42.00	Added
Clothing Mending and Alterations (Gateway)	\$3.00 - \$10.000	Included
<u>Room Rental</u>	<u>Non-profit Organizations</u>	
	No Charge \$20.00 if room left untidy	Included
	<u>Private Organizations</u>	
	\$50.00 \$20.00 if room left untidy	Included Included
Hair Salon	\$200.00 per month	Included
<u>Program Space</u>		
Home & Community Support Services Grey/Bruce (Gateway)	\$3,572.40 per month (2,834 square feet)	Add
Warton & District Cooperative Nursery School	\$537.60 per month (1,057 square feet)	Included
Bruce County EMS Laundry	\$0.75 per pound	Not Applicable

Schedule "H" to By-Law 2017-

Human Resources

Service	Fee	HST
Director of Human Resources	\$100.00 per hour	Add
Health & Safety Manager	\$85.00 per hour	Add
Secretarial Services	\$26.50 per hour	Add
Phone	Actual	Add
Meals	Actual	Add
Mileage	County applicable rate	Add
Training	\$250.00 per day plus expenses	Add

Schedule "I" to By-Law 2016-014

Highways

Service	Fee	HST
<u>Entrance Permits</u>		
New Residential	\$200.00 plus \$300.00 refundable deposit	Not Applicable
- Change of usage/alterations	\$300.00 refundable deposit	Not Applicable
New Field	\$200.00 plus \$300.00 refundable deposit	Not Applicable
New Commercial	\$500.00 plus \$1,000.00 refundable deposit	Not Applicable
- Change of usage/alterations	\$1,000.00 refundable deposit	Not Applicable
Temporary Entrances	\$200.00 plus \$300.00 refundable deposit	Not Applicable
<u>Encroachment Permits</u>		
Private Landowners	\$300.00 refundable deposit	Not Applicable
<u>Sign Permits</u>		
Billboard	\$50.00	Not Applicable
Advertising/Decorative	\$50.00	Not Applicable
<u>Oversize Load Moving Permits</u>		
Single Trip Permit	\$50.00 (up to 4.99m wide/under 45.75m long)	Not Applicable
Annual Permit	\$150.00 (up to 3.75m wide)	Not Applicable
Exceptional Loads (single trip permit only)	\$250.00 (for loads and vehicles 3.75m wide to 4.99m wide)	Not Applicable
	\$100.00 (over 5.0m wide or over 45.75m long)	Not Applicable
In excess of 63,500 kg	\$100.00 up to 120,000 kg	Not Applicable
	\$500.00 for greater than 120,000 kg	Not Applicable
Large Format Photocopies (24"x36")	\$10.00 per copy	Included
Infrastructure Damage	Full cost recovery	Add
Staff Service - County Engineer	Current hourly rate plus payroll burden	Add

Schedule "J" to By-Law 2017-

Corporate Services

Service	Fee	HST
System Support Analyst	\$50.00 per hour	Add
Information Technology Manager	\$85.00 per hour	Add
Training	\$250.00 per day plus expenses	Add



Corporation of the County of Bruce
Executive

brucecounty.on.ca

Committee Report

To: Warden Mitch Twolan
Members of the Executive Committee

From: Ann-Marie Collins
Bruce 150, Project Lead

Date: February 2, 2017

Re: Bruce County 150th Celebration Update

RECOMMENDATION:

The Bruce 150 Celebration Committee Report be received for information only.

BACKGROUND:

The Bruce 150 Celebration Committee wish to provide the monthly update on the work completed to date in establishing and implementing the program.

The Bruce 150 Logo merchandise was launched at the New Year's Eve Gala. The merchandise is available at the Museum and at the Administration Center.

T-shirts	\$20.00
Toques & ball caps	\$25.00

The product with the logo are very attractive, the committee is anticipating active sales. The main goal is to celebrate our "explorer heritage". What follows are updates to our schedule - keep in mind that the schedule is a living document - everyone is referred to our website to receive the most current information.

Bruce 150 New Year's Gala The event was a terrific success and launch of our 150th Year of Birthday Celebrations. Tickets sold: 233 plus 6 complimentary as prizes on the radio for a total of 239 Tickets. The Bruce County Museum & Cultural Centre was a beautiful venue to host guests and ring in the New Year with a gala party. Thank you to everyone who helped to make this event such a success especially the staff at the BCM&CC and the Bruce 150 team.

February 11 - Port Elgin Funspiel - "Explorers Rock in Plaid" Join fellow curlers to celebrate the Bruce County traditional winter sport of curling. Experienced and first-time curlers are welcome to enter a team or as a single for this fun-filled day of curling, fellowship, food and prizes for all. Registration is available online or by calling the Bruce 150 team to secure a space.

Location: Port Elgin Curling Club, 818 Gustavus St., Port Elgin
Registration: Online (brucecounty150.ca) or Telephone: 1-800-268-3838
Price: \$50/person
Sub-committee Chair: Kevin Predon (Wellness)



April 6 - Tartan Day Bust out your kilts and other tartan wear and join the fun! Calling all residents and businesses in Bruce County! Show your County pride by participating in Tartan Day. You're never too old or too young to wear the plaid!

Sub Committee Chairs: Jessie McGibbon and Paul McGrath (Marketing)

April 21 - 11 a.m. - Tree Planting Ceremony The trees gifted to each municipality will be planted at 11 a.m. across the County on April 21 with a plaque made of Eramosa stone to be installed with each tree. We will need County representatives at each location to MC the ceremonies.

Location: Each Bruce County Municipality and First Nation Community at the location chosen by them.

Sub-committee Chair: Rachel Hepburn (Legacy)

June 3 - noon - Bruce Remembers - Military Reunion Dinner This event will bring the past alive with a celebratory noon dinner and entertainment in honour of the 32nd Bruce Regiment (Militia), Bruce County 160th Battalion, 97th and 98th Anti-Tank Batteries and all the men and women who have served our country over the generations. It marks the anniversary of the Bruce Battalion's march to Chesley from Walkerton to receive their colours from Premier William Hearst, a proud Bruce County native. We have contacted the Bruce County Branches of the Royal Canadian Legion to assist with this event. Military Historian Clarence Kieffer has agreed to set up a display of military memorabilia.

Sub-committee Chair: Ann-Marie Collins (Events)

June 10-11 - Doors Open Bruce County Ever wonder what some of our most fascinating buildings and homes look like from the inside? Doors Open allows you the opportunity to explore some of our most interesting and significant landmarks throughout the County. We are working with each municipality to confirm and supervise 5 locations in each municipality. Each location will fit within a category: Heritage Homes, Churches, Marine Heritage (Lighthouses)/Heritage sites/Pioneer Cemeteries, Agriculture/Industry and Municipal/Public Buildings. Our page on the Ontario Doors Open website is up and running at: <http://www.doorsopenontario.on.ca/bruce>

Sub-committee Chair: Ann-Marie Collins (Events)

June 24 - Tiverton District Lions Club Summer Kick-Off We will be partnering with the Tiverton District Lions Club on their new Summer Kick-Off event. This is a family oriented event. Details to follow.

Summer 2017 - Art Installation Thank you for choosing our Artist to complete the Art Installation for the Bruce 150 legacy program. Don Dubois is thrilled to be involved in this exciting endeavor. The committee will work closely with Don to identify a timeline and unveiling of his pottery.



October 27-29 - Spooky Bruce Spooky Bruce is the biggest, best haunted event you've ever seen in Bruce County. The committee has secured use of the cell block and yard at the Bruce County Jail in Walkerton to stage an amazing haunted house including historic stories. We met with our partner organizations again on January 23.

Partner: Authentic Voices Productions, Youth Group, Walkerton BIA
Location: Bruce County Jail, Walkerton

Sub-committee Chair: Ann-Marie Collins (Events)

Various Dates - Community Outreach Our outreach trailer with The *Explorers of Bruce County* exhibit will be travelling to events and activities across the county. Confirmed Locations include: Wiarton Willie Prediction Day, Saugeen Bluffs Maple Syrup Festival, Mid-Western Agrifair, Terminus of Bruce Trail 50th Anniversary Event, Canada 150 - Come Celebrate in Cargill, Kincardine Scottish Festival, Southampton Marine Heritage Festival, Heritage Farm Show, Kincardine Fall Fair, Chesley Fall Fair, Lucknow Fall Fair and Ripley Fall Fair.
Sub-committee Chair: Nancy Kuhl (Outreach)

Time Capsule

The Bruce 150 committee is requesting an item to place in a time capsule to be opened in 50 years during our 200th Anniversary.
Sub-committee Chair: Rachel Hepburn (Legacy)

Other Items of Interest

Website/Facebook The IT team have assisted the Committee to establish a website that will be used as a tool for communications and information sharing. We have a real desire to reach as many people who enjoy Bruce County as possible. We are planning a year of celebrations! The website is being updated regularly as details are confirmed and we have 373 likes on Facebook now. We have events set up for the two Curling Funspiels, Tartan Day and the Military Reunion Dinner. If you haven't liked the page and checked out the events, please do so and share them with your friends.
Sub Committee Chairs: Jessie McGibbon and Paul McGrath (Marketing)

FINANCIAL/STAFFING/LEGAL/IT CONSIDERATIONS:

Total budget is \$117,500. \$15,000 funded out of the 2016 budget and \$102,500 is included in the 2017 budget.



Corporation of the County of Bruce
Executive

brucecounty.on.ca

INTERDEPARTMENTAL CONSULTATION:

The Cross Functional Team consists of members from the Corporate Services, Library, Long Term Care Homes, Museum & Archives and Planning & Development Departments.

Submitted by: Ann-Marie Collins, Project Lead

Approved by:

A handwritten signature in black ink, appearing to read 'Kelley Coulter', written over a light blue horizontal line.

Kelley Coulter
Chief Administrative Officer