



CORPORATION OF THE TOWNSHIP OF PRINCE- BUDGET MEETING #2
AGENDA
February 17, 2022
6:30 PM
COMMUNITY HALL

Join Zoom Meeting

<https://us02web.zoom.us/j/81762670129?pwd=a0M2QzVsWFgzMldZNXVTMlhEL3A3Zz09>

Meeting ID: 817 6267 0129

Passcode: 201357

1. Call to Order
2. Approve Agenda
3. Disclosure of Pecuniary Interest
4. Staff Reports
 - a) CAO/Clerk/Treasurer – Wage and Policy report
 - b) Budget discussion
5. Closed Session
Pursuant to Section 239 (2) d) of the *Municipal Act, 2020*, Council will enter closed session to discuss:
 - a) Labour relations or employee negotiations – Wages, custodian
6. Return to Open
7. Adjournment

ADMINISTRATIVE REPORT

Date: Feb. 1, 2022	Date Presented: February 17, 2022
Prepared By: Mary Lynn Duguay	Department: CAO/Clerk/Treasurer
Subject: Wage Comparison report	

Background

The Township of Prince Employment Bylaw 2013-32 passed on October 8 of 2013 states:

“The Township seeks to provide a competitive compensation system that supports attraction and retention of highly qualified employees and provides for recognition and reward for excellent performance. The Township attracts such employees with a compensation system that acknowledges skills, abilities and qualifications and upon hire, promotes advancement in compensation based on excellence in performance because the **Township values it’s employees.**”

Your employees have not felt valued.

This past year, your CAO resigned. Her letter of resignation included among her reasons for resigning quote “Office staff had to grovel for wage increases that kept pace with the cost of living.” For years the staff of this township have felt undervalued, disrespected, and discouraged by the attitude of Council regarding wages

Section 3 of your Human Resources policy manual passed by By-law 2013-32 states that this Council will:

- “Periodically seek compensation information from comparable Townships for analysis and comparison to their wages and benefits.” - **Council has rejected attempts at wage comparisons. Both wages and benefits are below industry standards.**
- “Utilize a gender-neutral position evaluation system that meets legislative requirements and supports internal equity in compensation.” – **Pay equity is an ongoing responsibility. Maintaining pay equity is an ongoing process whereby employers must review job classes for changes in job rate, job value, duties and responsibilities as positions are added or eliminated. It is law to undertake an extensive review of our status to ensure that we continue to meet the maintenance requirements under the *Pay Equity Act, R.S.O. 2018.* The addition of 10 jobs from the Parent Child Centre as well as the hiring of a full time administrative assistant has created the need for new job descriptions, job classes and pay equity distribution analysis.**

- “Place employees on the salary grid upon hire, upon the basis of skills, abilities, qualifications, and experience and for ongoing advancement on the salary scales based on performance and service following performance appraisals.” - **Council does not have a wage scale or salary grid in place. There are no procedures in place for regular wage increases based on time of service or performance appraisals. There has been no consistency in wage increases for years.**

If Council values its employees as the By-law states, why do they continue to arbitrarily deny pay raises without having a set wage scale, and based solely upon their attitudes and feelings about staff, cut regular cost of living allowances out of the budget year after year, and refuse to keep wages up to industry standards?

In 2021 the women of the Parent Child Resource Centre went through a horribly stressful time as Council considered divesting themselves of this Resource. The community of Prince made it clear that the Resource Centre is an asset to this community. In the end, Council signed the agreement with DSSAB, but every year this agreement will come up for renewal. It is unfair and illegal to subject these women to the threat of them not having a job year after year. These are women who have families to support and who are breadwinners in their homes.

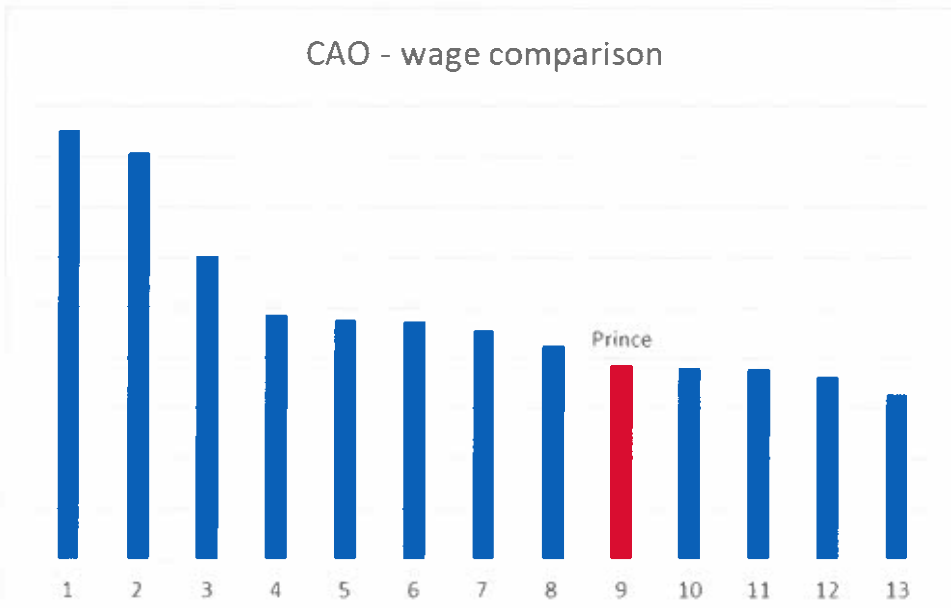
At that point in 2021, legally, morally, ethically, and financially, Council established a turning point in the relationship between Prince Township and the Parent Child Resource Centre. Prince Township has been established as the legal employer of these women. As such, they are to be treated the same as other Township employees. Employers that provide benefits must comply with the rules against discrimination under the local employment standards legislation. Employment standards law prohibits employers from discrimination between employees. The employees of the Parent Child Resource Centre must be offered the same benefits and their wages must be on a comparable wage scale to the other employees of the Township. Not doing so would constitute systemic discrimination on the part of Council.

Times have changed and attitudes have certainly changed. Minimum wage continues to rise. This is 2022 and your employees are not lucky to have a job. Your employees were hired for their skill level, knowledge, education, and experience. As we have learned from COVID, remote access has enabled employees to work from anywhere. Qualified, educated people are in high demand and are being offered competitive salaries. In today's strict compliance environment, if there is a problem, the first thing your lawyer will ask is whether you have met your duty of care. This means having in place a clearly communicated human resources policy and procedures manual. This Council is not meeting its duty of care nor is it following its own policies when it comes to wages. You are the directors of a public corporation and as such, must comply with the policies and procedures you set out.

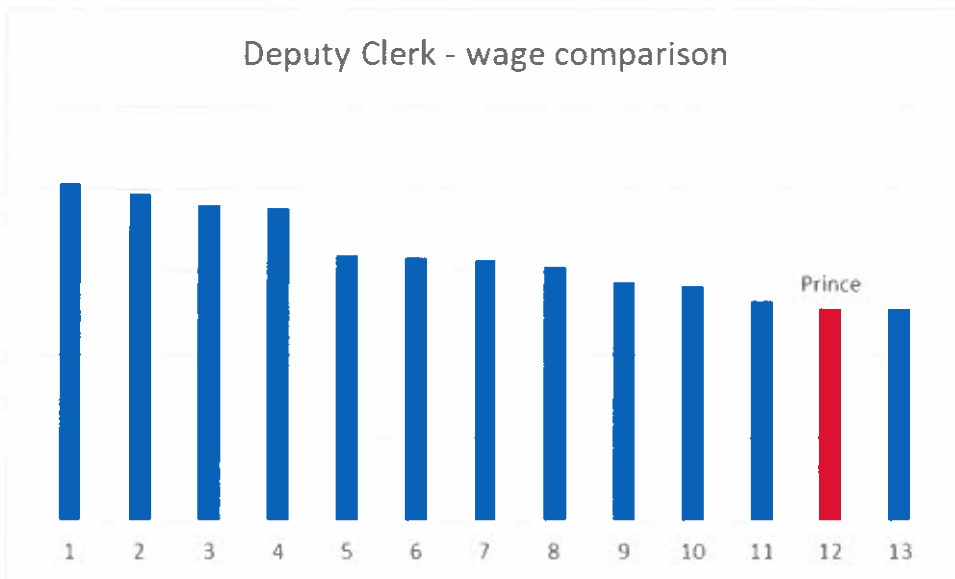
Financial Implications

As illustrated below, the comparative wage analysis completed by **PROBITY MUNICIPAL CONSULTING (Chris Wray) in 2021 for comparative size municipalities in the Algoma region**, shows that while your female staff are paid **BELOW AVERAGE** wages, Mayor, Council, Public Works and Fire Chief (no graph), which are male dominated jobs, are paid **ABOVE AVERAGE** wages or honorariums. In fact, Mayor and Council are among the highest honorariums in the district.

Although honorariums are not used in pay equity comparisons, it is a disturbing trend to see the male dominated positions being more valued than the female dominated positions.

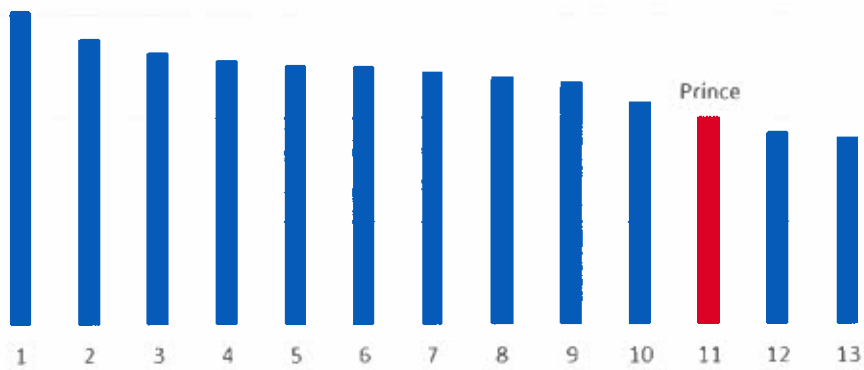


CAO wages are \$11.60/hr below average



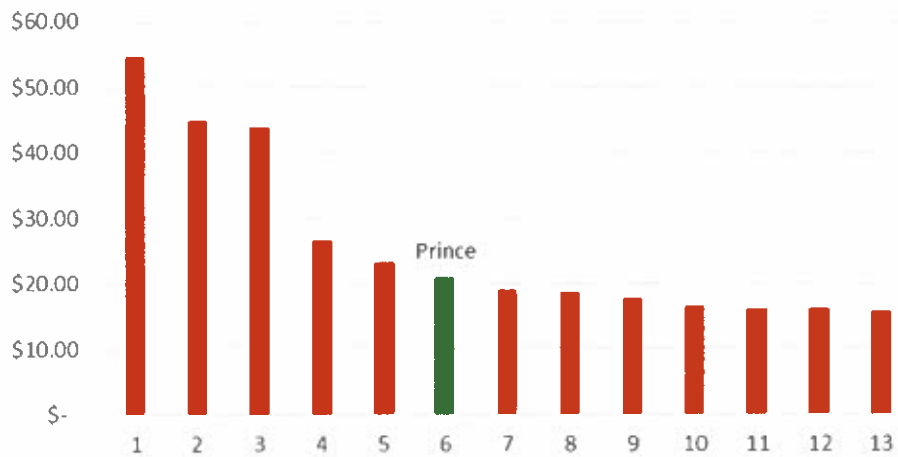
Deputy Clerk wages are \$5.70/hr below average

Administrative Assistant - wage comparison

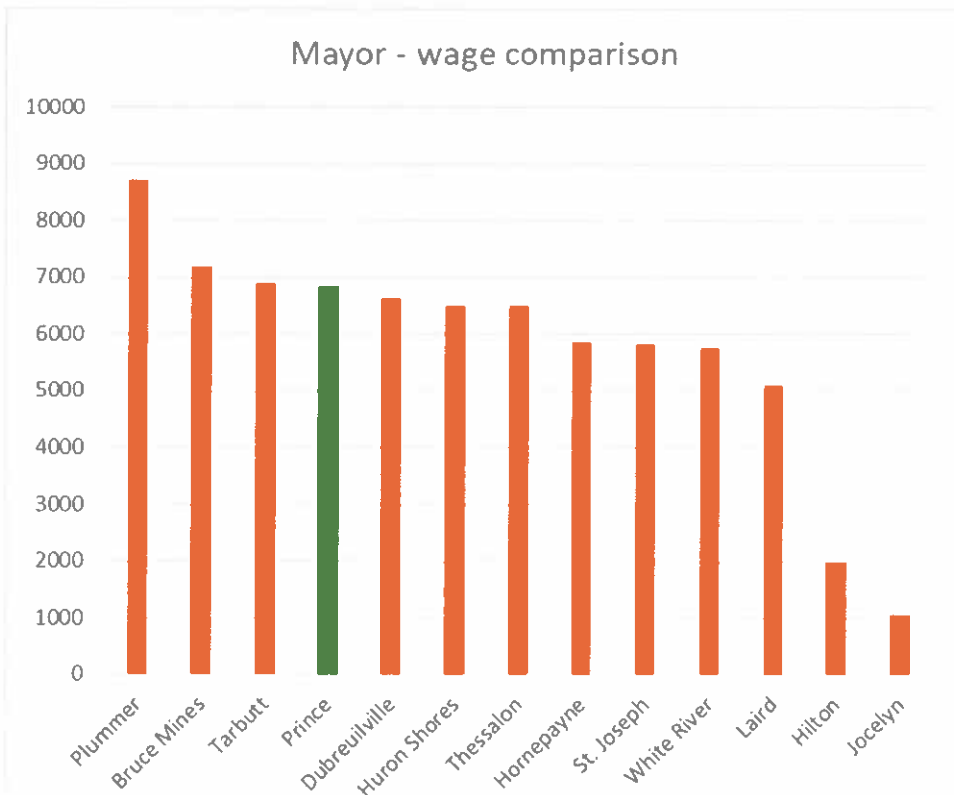


Admin Assistant wages are \$3.30/hr below average

Public Works - wage comparison



Public works wages are \$1.50/ hr above average



Prince Township Mayor is paid \$1,075/yr above average



Prince Township Council members are paid \$765.54/ yr above average

Comparative Tax Rates (residential, general rate)

Community	Tax Rate %
Thessalon	1.8013
Bruce Mines	1.6920
Johnson	1.6398
Hilton Beach	1.6151
Plummer Additional	1.5743
Echo Bay	1.4880
Huron Shores	1.4482
Laird	1.2181
Tarbutt	1.0485
Richards Landing	0.9860
Jocelyn	0.9388
Prince	0.9031
Township of Hilton	0.7269

Prince Township has the second lowest tax rate in the Algoma district. There are no financial reasons why this Township cannot keep current with the industry standards for wages for their staff. Employees should not suffer in order to keep tax rates low.

Recommendations

To reduce the likelihood of committing an offence, demonstrate due diligence and limit legal liability, I am requesting that Council

1. As per Employment By-law 2013-32, approve a resolution to direct the CAO to prepare updated job descriptions and develop an industry competitive salary grid. This grid will include the positions at the Parent/Child Centre who are legally the employees of Prince Township and as such are entitled to the same treatment as other staff for wages and benefits.
2. Approve a resolution to update our pay equity plan to include the positions at the Parent/Child Centre, include updated job descriptions, prepare updated job classes and provide pay equity calculations.
3. Add to Budget estimate of benefit premiums for 10 employees of Parent/Child Resource. (approx. \$35,000), \$15,000 for Pay equity consultant and estimate for wage increases.

I am not qualified, nor do I feel comfortable doing the pay equity calculations. At this point in time, due to the COVID pandemic, tenders or quotes are impossible to obtain. Since Ironside carried out the last pay equity study in 2010 and are familiar with the Township, already have the required knowledge and previous calculations, I am asking Council to waive Procurement By-law 2019-37 and hire Ironside Consulting for the pay equity calculation portion. Provisions of Part 4.7 of this by-law shall apply:

“Subject to any direction that may be given, the pertinent authority shall decide the method of source selection which shall be employed to obtain the most favourable price, having regard to the nature or importance of the contemplated work, the urgency of the requirement, and general trade practice and market conditions.”

2022 Budget
Revenue

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Account	Account description	2021 Budget	2021 Actual	2022 Budget	Notes
01-00-150900	Environment Revenue-Garbage Tags	100.00	120.00	120.00	
01-00-150910	Environment Revenue-WDO Funding-Recycling	16,000.00	14,717.02	14,600.00	Program is winding up in 2022
01-00-190010	Gen. Gov. - Gas Tax	61,275.00	125,651.74	64,064.61	
01-00-190050	Gen. Gov. - Ontario Municipal Partnership Fund	188,900.00	188,900.00	188,300.00	
01-00-190075	Gen. Gov. - Ontario Community Infrastructure Fund	50,000.00	50,000.00	100,000.00	
01-00-190080	NORDS Fund application	100,000.00	-	67,708.51	Walls Rd
01-00-190135	Rec/Culture - Pavilion Rentals	-	-	-	
01-00-190140	Gen. Gov. - Parent Child Revenue	23,000.00	36,748.56	36,800.00	rent + their share of WSIB and OMERS
01-00-190150	Gen. Gov. - Miscellaneous Revenue	4,500.00	2,129.50	2,000.00	
01-00-190160	Gen. Gov. - tax sale costs	1,500.00	-	-	
01-00-200100	P.T.P.P. - Fire Donations, Misc.	4,800.00	7,233.84	3,000.00	Fire safety grant 4800, Accident reimb, donations
01-00-200110	P.T.P.P. - Fire DSSAB Revenue	3,000.00	-	3,000.00	applied for 2021 in Dec.
01-00-200120	Fire Permits	3,500.00	3,537.50	3,500.00	
01-00-210120	Transportation - Misc. Revenue	-	-	-	
01-00-210125	Transportation - Employment Grant	8,980.00	8,980.00	8,980.00	student summer grant
01-00-220120	Health Rev. - Cemetery Revenue	1,000.00	3,906.00	1,000.00	
01-00-220125	Health Rev. - Cemetery General	2,600.00	5,170.00	3,000.00	
01-00-230110	Rec/Culture - Canada Specific Recreation	2,993.00	3,822.00	-	
	Subtotal	472,148.00	450,916.16	496,073.12	
01-00-230120	Rec/Culture - Recreation Rev. Rink and Car Show	-	652.00	-	
01-00-230130	Rec/Culture - Recreation Committee	650.00	-	-	
01-00-230140	Rec/Culture - 5% in Lieu of Parks	9,500.00	17,825.00	-	
01-00-240120	Planning & Dev. - Committee of Adj. Revenue	2,000.00	2,500.00	2,000.00	
01-00-240130	Planning & Dev - Rezoning/O.P. Revenue	-	-	-	
01-00-250010	Other Rev. - POA Rev.	2,500.00	3,845.40	2,500.00	
01-00-250100	Other Rev. - Licenses & Permits - Dogs	1,450.00	1,491.50	1,450.00	
01-00-250110	Other Rev. - Tax Sale / Property Sale Rev.	41,850.00	69,675.30	-	
01-00-250500	Other Rev. - Tax Interest	25,000.00	34,861.61	30,000.00	
01-00-250600	Other Rev. - Interest Earned	35,000.00	47.81	45,000.00	
01-00-250700	Other Rev. - Service charges	500.00	544.50	500.00	
01-00-250800	Other Rev. - Tax Certificates	350.00	720.00	500.00	
	Total Revenue	590,948.00	583,079.28	578,023.12	

**2022 Budget
Expenditures**

Account	Account description	2021 Budget	2021 Actual	2022 Budget	Notes
	General				
01-30-300100	Council Wages	27,720.00	27,285.00	27,285.00	
01-30-300110	Council - Other	1,200.00	3,550.15	1,200.00	CAO eval, IC investig
01-30-300115	Council- Training			2,000.00	
01-30-300116	Council - Travel			1,000.00	
01-30-300200	Wages for Office staff and custodian	178,508.50	163,243.17	196,646.16	CAO/DC/Assist/Custodian at part time
01-30-300300	CPP	12,687.50	8,496.33	9,770.78	
01-30-300310	EI	4,060.00	3,509.00	4,035.35	
01-30-300330	OMERS	16,240.00	14,040.83	16,146.95	
01-30-300340	Employer Health Tax	5,582.50	3,910.36	4,496.91	
01-30-300350	Workers Compensation	17,077.50	5,204.13	5,984.75	
01-30-300360	Extended Benefits	7,762.50	7,811.11	10,500.00	add for admin assist, inc. HAS, 100%
01-30-300500	Election Expense			3,000.00	
01-30-300510	Advertising	1,250.00	1,379.85	400.00	Wall of rememb-\$325, K9 book-\$300, MADD-\$305, Legion Book-\$261
01-30-300600	Admin Training	1,000.00	528.99	1,000.00	
01-30-300610	Admin Travel	650.00	1,242.09	1,500.00	
01-30-300620	Memberships	1,650.00	1,035.41	1,435.00	MEPCO- municipal pension -40, Algoma Dis Mun Assoc -100, Kinniwabi - 425, AMCTO -
01-30-300700	Auditor	13,500.00	19,307.94	20,000.00	
01-30-300710	Solicitor	15,000.00	10,176.00	15,000.00	
01-30-300715	Professional fees - Consulting	12,000.00	31,524.55	15,000.00	Asset mgmt - \$15,000
01-30-300720	Insurance	52,328.00	53,947.00	54,643.00	1.29% inc
01-30-300800	Tax Sale Costs	1,000.00	5,525.46	1,000.00	
01-30-300900	Office Supply	5,000.00	956.02	1,000.00	
01-30-300910	Computers		14,056.92	3,000.00	broke out from Misc exp
01-30-300911	Photocopies		1,197.30	1,500.00	lease 990.00
01-30-300912	Covid Contingency expenses	500.00	-		
01-30-300913	Postage		4,291.73	3,500.00	lease 459 + postage uploads
01-30-300915	Telephone & Internet		5,862.85	5,500.00	450/month
01-30-300925	Assessment	20,650.00	20,646.28	20,405.00	MPAC levies
01-30-300930	u.s.exchange	-	-		
01-30-300940	Bank Charges	425.00	140.04	400.00	
01-30-300955	Donations	2,500.00	602.31	600.00	
01-30-300970	Enbridge Gas- Capital offset		12,300.00	12,300.00	broke out from Misc exp
01-30-300975	Miscellaneous Expense	17,000.00	1,530.55	2,000.00	Pest control 1000 alarm monitoring 550, cleaning supplies
	General subtotal	415,291.50	423,301.37	442,248.91	
	Protection to persons and property				
01-31-310075	Policing	199,550.00	198,422.41	199,000.00	
01-31-310100	Fire Honorariums	45,000.00	43,799.98	45,000.00	
01-31-310120	Pumper 1 Fuel	400.00	691.25	500.00	
01-31-310130	Pumper 1 Repair	500.00	530.31	1,500.00	
01-31-310140	Pump 3 Fuel	400.00	232.79	500.00	
01-31-310150	Pump 3 Repair	5,000.00	6,859.91	1,000.00	
01-31-310170	New Apparatus & Equipment	10,700.00	4,767.80		see capital
01-31-310175	First Response Expense	500.00	475.96	500.00	
01-31-310180	Repairs to Apparatus & Equipment	1,300.00	804.77	1,000.00	
01-31-310185	Recertification of Apparatus and	5,500.00	4,645.36	5,500.00	
01-31-310190	Fire - Licenses & Permits	7,200.00	4,764.41	7,000.00	
01-31-310200	Training	8,000.00	5,674.53	6,750.00	
01-31-310210	Fire Station	8,000.00	6,030.82	4,000.00	
01-31-310215	Mutual Aid and Essentials Course	300.00	-	300.00	
01-31-310220	Miscellaneous Fire	700.00	686.65	700.00	
01-31-310230	Fire Administration	250.00	-		
01-31-310240	Fire Prevention	250.00	92.56	250.00	Fire department total
01-31-310250	Fire Hydrants	8,600.00	8,852.51	8,600.00	\$ 83,100.00
01-31-310255	Emergency Plan	5,500.00	1,754.72	4,800.00	
01-31-310260	MNR Fire Protection	6,650.00	6,641.09	6,650.00	
01-31-310300	Conservation Authority	5,605.54	6,020.00	6,336.00	
01-31-310405	Animal Control Officer	1,100.00	1,014.78	1,014.78	

Account	Account description	2021 Budget	2021 Actual	2022 Budget	Notes
01-31-310430	Bylaw Enforcement Wages	2,000.00	7,225.10	7,225.10	
	Protection subtotal	323,005.54	309,987.71	308,125.88	
	Transportation				
01-32-320000	Quonset Hut - Power	500.00	339.10	500.00	
01-32-320110	Bridges & Culverts - Material	6,000.00	3,729.30	4,000.00	
01-32-320120	Bridges & Culverts - Machinery	3,000.00	3,452.21	4,000.00	
01-32-320180	Brushing - Labour	3,000.00	2,544.00	3,000.00	
01-32-320210	Brushing - Machinery	5,000.00	3,452.21	4,000.00	
01-32-320240	Ditching - Machinery	7,500.00	6,990.92	7,500.00	
01-32-320260	Patching Labour	-	-	-	
01-32-320270	Patching - Material	5,200.00	2,424.68	3,000.00	
01-32-320280	Patching - Machinery	1,000.00	1,228.74	1,000.00	
01-32-320360	Grading - Machinery	4,500.00	3,676.09	4,000.00	
01-32-320390	Dust Layer - Material	2,000.00	2,842.41	3,000.00	
01-32-320400	Dust Layer - Machinery	1,000.00	1,139.71	1,000.00	
01-32-320420	Gravel Resurfacing- labour	1,000.00	661.44	1,000.00	
01-32-320430	Gravel Resurfacing - Material	10,000.00	10,362.37	11,000.00	
01-32-320440	Gravel Resurfacing - Machinery	5,000.00	661.44	1,000.00	
01-32-320480	Snowplowing - Machinery	22,500.00	23,634.18	22,500.00	
01-32-320520	Sanding - Machinery	22,000.00	15,174.17	22,000.00	
01-32-320590	Safety Devices - Material	1,000.00	721.09	1,000.00	
01-32-320620	Miscellaneous Roads	6,000.00	3,560.98	3,500.00	
01-32-320630	Road Super Wages	54,208.73	9,321.33	54,970.63	Super/labour/3 students Offset by
01-32-320640	Training - Roads	500.00	-	-	
01-32-320660	Tools - Roads	1,000.00	-	500.00	
01-32-320670	Misc. Repairs	500.00	416.20	500.00	
01-32-320770	Construction - Machinery	1,000.00	-	500.00	
01-32-320910	Truck Expense	5,000.00	6,280.85	6,500.00	
01-32-320790	Streetlighting	6,500.00	5,934.31	6,000.00	
	Transportation subtotal	174,908.73	108,547.73	165,970.63	
					Roads total
					\$ 159,970.63

	Environment				
01-33-320630	Road Super Wages	3,872.05	635.28	3,926.47	Super/labour/3 students
01-33-330100	Garbage Collection	15,000.00	30,403.88	38,400.00	GFL = \$6,400/mnth
01-33-330110	Recycling	45,000.00	34,343.10	38,400.00	GFL = \$6,400/mnth
01-33-330200	Garbage Disposal	17,500.00	47.28	200.00	
	Environment subtotal	81,372.05	65,429.54	80,926.47	
	Health				
01-34-320630	Road Super Wages	4,000.00	1,331.67	7,852.95	Super/labour/3 students
01-34-340100	Algoma Health Unit	36,940.00	36,940.00	40,634.00	10% inc
01-34-340200	Cemetery	1,200.00	5,045.69	2,000.00	
	Health subtotal	42,140.00	43,317.36	50,486.95	
	Social/Family				
01-31-310050	Ambulance	79,423.20	78,821.92	-	increase to levy
01-35-350100	Welfare	69,860.40	70,020.12	-	
01-35-350110	Child Care - DSSAB	34,092.20	34,140.12	-	
01-35-350115	Social Housing	212,586.20	213,438.13	#REF!	
	Social/Family subtotal	395,962.00	396,420.29	412,596.00	
	Recreation/Culture				
01-36-320630	Road Super Wages	11,616.16	1,997.43	11,990.12	Super/labour/3 students
01-36-360100	Parks	1,000.00	234.05	1,000.00	
01-36-360200	Recreation Committee	1,500.00	-	-	
01-36-360210	Recreation - Other	500.00	-	500.00	
01-36-360300	Library	6,000.00	5,000.00	6,000.00	includes 1000 for audit
01-36-360400	Museum	5,000.00	424.80	5,000.00	see breakdown
01-36-360500	Community Centre	16,500.00	7,130.44	5,000.00	

Account	Account description	2021 Budget	2021 Actual	2022 Budget	Notes
01-36-360520	Hall Fuel	5,150.00	4,199.25	5,500.00	includes fuel for generator
01-36-360530	Hall - Light & Power	4,600.00	4,114.84	4,000.00	
01-36-360540	Hall - Ploughing	3,000.00	-		
01-36-360550	Water Filtration Operating	6,000.00	6,510.83	7,000.00	
01-36-360600	Festival and Events Pavilion	2,000.00	691.43	1,000.00	
	Recreation/Culture subtotal	62,866.16	30,303.07	46,990.12	
	Planning				
01-37-370100	Planning - General	750.00	-	750.00	
01-37-370200	Planning Consultant	10,000.00	4,533.65	10,000.00	
01-37-370300	Planning - Administrator	500.00	-		
	Planning subtotal	11,250.00	4,533.65	10,750.00	
	Capital				
01-36-135020	Capital - Buildings	100,000.00	77,124.82	8,500.00	water system upgrades- comm ctre
01-31-135020	Capital Improvements - Fire Hall	24,175.00	18,104.12	14,500.00	4 turnout gear, 5 gloves, 2 boots, hose
03-39-135020	Capital Improvements - Museum	-	-		
01-32-136100	Capital Improvements - Mountainview	175,000.00		200,000.00	
01-32-136100	Capital Improvements - Gagnon Rd	-	-		
01-32-136300	Capital Improvements - Walls Rd	-	-		
01-40-400155	Capital Improvements - Festival &	16,950.00	-		Roll up doors- ordered Dec. 2021
01-40-400400	Fire Debenture - principal	42,000.00	42,000.00	42,000.00	
01-40-400400	Fire Debenture - Interest	8,426.70	7,729.43	7,729.43	
01-40-400850	Provisions for Roads	20,000.00	-		
01-40-400900	Provisions for Fire	20,000.00	-		
01-40-400912	Provision for Capital Asset Replacement	200,000.00	-		
	Capital subtotal	606,551.70	144,958.37	272,729.43	

**2022 Budget
Analysis**

Account	Account description	2021 Budget	2021 Actual	2022 Budget	Notes
	Total Expenditures	2,113,347.68	1,526,799.09	1,790,824.39	
	Total Revenues	666,694.00	583,079.28	578,023.12	
	Total Capital	606,551.70	144,958.37	272,729.43	
	To be raised through taxation.	1,446,653.68	943,719.81	1,485,530.70	\$ 1,445,806.00
	2022 Tax rate to raise			0.00927949	
	1,485,530.70				
	2021 rate			0.00903135	
	net change			0.000248140	
	% increase			0.026740694	
		2021	2022		
Assessment	100,000.00	903.14	927.95	24.81	increases by this amount/\$100,000 of