

TOWN OF FORT FRANCES

Administration and Finance Executive Committee

AGENDA - January 7, 2020 - NOON

MEETING - Committee Room, Civic Centre

Session # 1

Page

1. **Call to Order**
2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**
3. **Disclosure of pecuniary interest and the general nature thereof**
4. **Approval of Previous Committee Minutes**
 - 4.1 Session No. 21 dated December 3, 2019.
5. **In-Camera**
6. **Items Referred from Council**
 - 6.1 Fort Frances Chamber of Commerce Concerns 2 - 12
7. **New Business**
 - 7.1 Fire & Rescue Service 2020 Operating & Capital Budgets. 13 - 19
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 - 7.7 2020 Administration and Finance Budget Considerations 39 - 56
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8. **Information**
 - 8.1 Fire & Rescue Service - November 2019 Report. 58 - 59
9. **Adjourn / Next Meeting Date**

TO: Administration & Finance Executive Committee
FROM: Dawn Galusha, Treasurer
DATE: January 3, 2020
SUBJECT: Fort Frances Chamber of Commerce Concerns

BACKGROUND

At the December 9, 2019 Council meeting, the attached letter was received from Catherine Emes, President of the Fort Frances Chamber of Commerce. In the letter, the concerns of the Chamber are outlined as Emergency Services, Level Crossing- McIrvine Road and Ministry of Transportation. The report from Tyler Moffitt, Fire Chief/CEMC is attached. The report addresses Emergency management and the crossing at McIrvine Road. Tannis Drysdale, Economic Development Officer, has provided further information on the signs and is looking to see if they can be transferred to the Rainy River Future Development Corporation and paid for using Municipal Accommodation Tax revenues. If this is possible, then the Chamber's annual funding seems to be sufficient.



Mayor & Council
Town of Fort Frances
302 Portage Ave.
Fort Frances, ON
P9A 3P9

Dear Madam Mayor and Councillors,

November 22, 2019

The Fort Frances Chamber of Commerce has the following concerns that have been brought to our attention by members of the Chamber.

Energy Services

The CN railway runs directly through both residential and commercial areas of the Town. Many railcars that have petroleum products and other volatile chemicals. From time to time accidents happen. Should a derailment take place within the Town of Fort Frances, the membership of the Chamber of Commerce would like to know how well trained and equipped our Emergency Management is to ensure an appropriate response and prevent the loss of life.

Level Crossing, McIrvine Road

Many of our membership that have businesses in the Industrial Park have concerns with the number of times the crossing is blocked with rail traffic. Further from time to time the underpass on Portage Ave has a tendency to flood. When these situations happen simultaneously all businesses and residents on the northside of the rail line are cut off from services that are vital to their safety. Ambulance, Police and Fire services become impossible. The Chamber would recommend that an overpass be constructed to correct this inequity placed on the businesses and residents living and working in the North End.

Ministry of Transportation

The following is an administration problem that has arisen at the Chamber. The Ontario Ministry of Transportation has changed how Sign Renewal will be administered (copy of letter attached). This is one of the tourism related expenditures that the Chamber pays for with the

funds that the Town grants to us in the Town's annual budget. As you can see, we need to apply for a new 5-year permit. Since we do this on behalf of the Town we need to know if you wish us to do so. Please also note that a larger portion of the annual grant the Town gives us will be depleted faster next year and will hinder us from completing other services to related information to be dispersed. Examples of this include the toll-free line (year around) available for inquires, for tourist information, and people wishing to re-locate to Fort Frances, maintain a website and salaries for administer.

I look forward to hearing from you on our concerns at your earliest convenience.

Sincerely,

Catherine L. Emes
President
Fort Frances Chamber of Commerce

CLE/jls

September 9, 2019

Dear Permit Holder:

Enclosed is your current Sign Renewal Invoice as well as some important information on changes to modernize our sign renewal process that will come into effect on March 31, 2020 for current permit holders.

MTO is implementing a new electronic permitting system that will issue five-year permits. It will be in place for new billboard and guide sign permits immediately. Starting in 2020, you will be required to apply for the new permit with a one-time fee for billboard and private roadway signs. The five-year permit fee for a billboard will be \$770.00 while the fee for a private roadway sign will be \$305.00. It should be noted that this is not a fee increase - the one-time fee is equal to the previous five-year fee total and will eliminate the administrative burden to the public associated with annual renewals.

The enclosed invoice will cover your permit fees to March 31, 2020. **Please disregard the date on the invoice. Payment is due 30 days from receipt of this letter.** Moving forward, should you wish to continue with the sign(s) at its present location, you will need to apply for a new permit at <https://www.hcms.mto.gov.on.ca>.

MTO encourages you to apply for your new five-year permit as early as possible and **no later than March 31, 2020**. Applications made prior to March 31, 2020 will have the applicable months added to their expiry date. Beyond this date, signs without valid permits will be required to be removed.

If an existing permit for a Bush Country billboard has expired, and there is a waiting list for the site, permit holders will be required to remove their sign, unless the permit was issued prior to September 24, 1994.

If you require more information, a representative from the local office identified on your Sign Renewal Invoice is available to assist you.

Thank you for your cooperation.

Ministry of Transportation
Highway Corridor Management

SIGN RENEWAL INVOICE

MINISTRY OF TRANSPORTATION

MTO FISCAL YEAR	GROUP CODE	INVOICE NO.	INVOICE DATE	DUE DATE
2019	7744	105667	July 16, 2019	August 15, 2019

Fort Frances Chamber of Commerce
102-240, First St. East
Fort Frances, On
P9A 1K5

MINISTRY OF TRANSPORTATION

Kenora Field Office
(807) 473-2098

PERMIT NUMBER	TYPE OF SIGN	HWY	LOT	CON	CITY/TWP/TOWN	COUNTY/MUNICIPALITY	FEE
1991-00030483	BBON	11			Alberton	Rainy River	150.00
1991-00030484	BBON	11			Watten	Rainy River	150.00
<div style="text-align: center;"> PAID OCT 22 2019 Ch#532 </div>							300.00

TYPE OF SIGN

BBOF: Billboard sign located on private property
BBON: Billboard sign located on highway right-of-way
GUID: Personal (Pers)/Private (Prvt) roadway sign

CONDITIONS

- 1) IT IS UNDERSTOOD BY BOTH PARTIES THAT THE APPLICANT'S SIGN (S) SHALL BE KEPT IN GOOD REPAIR.
- 2) INTEREST WILL BE ADDED, IF PAYMENT IS NOT RECEIVED BY THE DUE DATE OR PERMIT MAY BE CANCELLED.
- 3) A SERVICE FEE WILL BE CHARGED FOR NSF CHEQUES.

CHEQUE IS TO BE PAYABLE TO THE MINISTER OF FINANCE
CREDIT CARDS ARE ACCEPTABLE AT MOST AREA OFFICES

AMOUNT DUE:

Retain This Portion For Your Records

To: Dawn Galusha
From: Tyler Moffitt, Fire Chief/CEMC
Date: December 18, 2019
Subject: Comments regarding letter from Fort Frances Chamber of Commerce

Background

Catherine L. Emes, President of the Fort Frances Chamber of Commerce sent a letter to the Mayor & Council; it was dated November 22, 2019.

In the letter, it was noted that the Chamber of Commerce would like to know how well trained and equipped our Emergency Management is to ensure an appropriated response and prevent loss of life should a derailment take place within the Town of Fort Frances.

As well, many of the membership of the Chamber of Commerce have concerns with the number of times the crossing is blocked at the Level Crossing on McIrvine Road with rail traffic.

Comments from Tyler Moffitt, Fire Chief/CEMC

I will address the following question regarding our Emergency Management etc. by covering five areas, which are **People, Environment (Includes Measurable Things), Equipment (Includes Materials, Apparatus etc.), Procedures, and Organizations (Resources)**.

As well, I will address the concerns regarding the Level Crossing at McIrvine Road.

People

The Town of Fort Frances has a population of approximately 7,800 people.

Meanwhile, our Fire Rescue Service consists of:

- 1 Fulltime Fire Chief/CEMC (Community Emergency Management Coordinator),
- 6 Fulltime Firefighters, consisting of:
 - Captain of Training,
 - Captain of Apparatus & Equipment,
 - Captain of Fire Prevention & Education,
 - 3 Fire Officers, and
- 15 Part Time Firefighters.

As well, the Town of Fort Frances Emergency Management Team consists of:

- 1 Fulltime Fire Chief/CEMC (Community Emergency Management Coordinator),
- 2 Alternate CEMC's (Community Emergency Management Coordinator's),
- MCEG (Municipal Emergency Control Group) consisting of various team members withing the Town of Fort Frances, and
- MCEG (Municipal Emergency Control Group) Advisory & Support team members, representing the OPP, Paramedic Service, as well as the Fort Frances Power Corporation.

Environment (Includes Measurable Things)

The Town of Fort Frances is the busiest port of entry for railway traffic in North America. In fact, the railway industry overall outlook is that the number of trains travelling through the Town of Fort Frances will only increase.

As well, the railway traffic that travels through the Town of Fort Frances daily consists of a vast quantity of hazardous materials/dangerous goods.

Equipment (Includes Materials, Apparatus etc.)

Equipment and Apparatus at the Fort Frances Fire Rescue Service

Two Rescue Vehicles	<p>Rescue 11-6: 2017 Chevy Silverado Four Door Extended Cab - Rescue/Utility</p> <p>Rescue 11-7: 2013 Dodge - Heavy Rescue Truck equipped with the "jaws of life" servicing the Town of Fort Frances and the Central Zone of the Rainy River District.</p>
Two Pumper Rescues	<p>Pumper Rescue 11-1 (Reserve Pumper Rescue): 1995 Volvo equipped with a 5000 LPM pump, ground ladders and firefighting equipment.</p> <p>Pumper Rescue 11-2: 2008 Spartan equipped with a 5000 LPM pump, 28-foot water tower and light boom, ground ladders and firefighting equipment.</p>
One Aerial Ladder	Aerial Ladder 11-3: 1988 Ford equipped with a 5000 LPM pump, 75-foot hydraulic ladder, and firefighting equipment.
One Decontamination /Rehabilitation Trailer	<p>Decon/Rehab 11-4: 14-foot trailer equipped with Decontamination and Rehabilitation supplies.</p> <p>Deployed primarily to fire incidents for providing decontamination of personnel, PPE, and equipment, as well as rehabilitation of personnel.</p>
One Command Trailer	Command 11-8: 2010 - 28-foot trailer Deployed as a mobile command post, and rehab point or Emergency Operation Centre.
One Marine Response Boat	Marine 11-9: 14-foot Aluminum boat with 25 hp motor that is used for rescue support, and access to municipal islands for fire suppression and prevention duties.
Two Water Rescue Craft	Oceanid RDC (Rapid Deployment Craft) that is designed for quick deployment after arrival on scene. Very effective for shore based, and open water rescue.

CN Rail Spill Response Sea-Can: Spill Response Equipment

CN Rail has a Spill Response Sea-Can Container situated in Fort Frances, which is at our disposal if required.

Procedures

The Fort Frances Fire Rescue Service will endeavor to provide Hazardous Material Response to an Awareness Level.

The nearest Hazardous Material Response Operational/Technician Level Fire Rescue Service is in Thunder Bay. The Thunder Bay Fire Rescue Service is recognized as a Provincial Level Response Team in Ontario.

Meanwhile, our MCEG (Municipal Emergency Control Group) consisting of various team members within the Town of Fort Frances and the MCEG (Municipal Emergency Control Group) Advisory & Support team members meet regularly throughout the year.

As well, we also complete table-top exercises and full-scale exercises; this prepares us if we had to activate our EOC (Emergency Operations Centre) for an incident.

In the event of an incident involving Hazardous Materials/Dangerous Goods within the Town of Fort Frances ... the Fire Rescue Service initial response would be as follows:

- Respond to recognize and identify any Hazardous Materials/Dangerous Goods,
- Secure the area,
- Keep the public away from railcars,
- Keep potential sources of ignition away from the railcars,
- Initiate MCEG (Municipal Emergency Control Group) if required,
- Initiate Evacuation of people if required,
- Communicate Incident to all stakeholders via B93 radio, social media etc. and,
- Call for Trained Personnel if required.

In addition to our initial response ... we do have a laminated visual tool to utilize from **CN**, which is called: **PRECAUTIONS TO TAKE AT THE SITE OF A DERAILMENT & CN EMERGENCY RESPONSE PROCESS.**

Meanwhile, the Fort Frances Fire Rescue Service can initiate a call for Mutual Aid from International Falls Minnesota, which has been done in the past.

Mutual Aid was requested during a Peroxide Railcar Derailment and Spill at Resolute Forest Products back in October 2013; International Falls responded with their Aerial Ladder Truck to assist in diluting the spilled product.

As well, we can also initiate Mutual Aid from other Fire Rescue Services in Ontario.

Organizations

During a Hazardous Materials Incident, the following is a list of some of the organizations who would be potentially involved and at our disposal if required:

- CN Dangerous Goods Spill Response Team
- CN Police
- Ontario Provincial Police
- Rainy River District Paramedic Service
- International Falls Fire Rescue Service
- Fire Rescue Services within Ontario
- OFMEM (Ontario Fire Marshal Emergency Management)
- Thunder Bay Fire Rescue Service (Provincial Hazardous Materials Response Team)
- MEEG (Municipal Emergency Control Group) consisting of various team members within the Town of Fort Frances
- MEEG (Municipal Emergency Control Group) Advisory & Support team members
- CANUTEC
- Spills Action Centre

Level Crossing at McIrvine Road

A train derailment incident did take place this year at the McIrvine Crossing; even though it did not pose a threat to the community ... the crossing was blocked.

The Portage Avenue CN Rail Underpass was the only other means of accessing the North End and vice versa.

Meanwhile, if the McIrvine Crossing was blocked with rail traffic and we had another heavy down pour of rain, and the pumps of the underpass failed to keep up ... Emergency Services only other access to the North End would be to travel by way of Hill Road in Alberton.

Dawn Galusha

From: Tannis Drysdale <tannis@tannis-drysdale.com>
Sent: Wednesday, December 11, 2019 12:25 PM
To: Doug Brown
Cc: Dawn Galusha; Lisa Slomke
Subject: Re: FW: MTO Sings

I have confirmed that the signs mentioned by the Chamber are the Laverandrye Parkway signs. Waiting to hear from MTO on processes available for transferring these.
Tannis

On Tue, Dec 10, 2019 at 10:48 AM Doug Brown <dbrown@fortfrances.ca> wrote:

Hi Dawn, Tannis will obtaining additional information on the signs from MTO and the MAT portion of the RRFDC would become the new owner of the sign locations and install new signs in the future. Also maybe Catherine Emes knows additional information about these signs. DB

From: Tannis Drysdale
Sent: Tuesday, December 10, 2019 8:38 AM
To: Doug Brown <dbrown@fortfrances.ca>
Subject: Re: FW: Scanned image from WA1902

Back 15 to 20 years the Chambers was our tourism agency - and they owned highway signs, did marketing, provided onsite info to tourist and operated as a Destination Marketing Org.

I believe these must be the LaVerandrye parkway signs that are in horrible shape. I'm thinking that likely when the town did that blue signage in the early 2000's they offered to redo the Chambers signs that existed back then. Getting a new sign location is pretty difficult.

I'll get MTO records to be sure it's these 2 and find out if these can just be transferred. I would love to refresh these worn out signs. Likely the MAT (RRFDC) would be the natural next owner.

T

On Tue, Dec 10, 2019 at 8:24 AM Doug Brown <dbrown@fortfrances.ca> wrote:

Hi Tannis do you what signs these are ? Ministry of Transportation is charging the FFCC directly? Does this make sense?

-----Original Message-----

From: scans@fortfrances.ca On Behalf Of scans@

Sent: Tuesday, December 10, 2019 8:11 AM

To: Doug Brown <dbrown@fortfrances.ca>

Subject: Scanned image from WA1902

Reply to: scans@fortfrances.ca <scans@fortfrances.ca> Device Name: WA1902 Device Model: MX-5141N

Location: Town of Fort Frances

File Format: PDF (Medium)

Resolution: 200dpi x 200dpi

Attached file is scanned image in PDF format.

Use Acrobat(R)Reader(R) or Adobe(R)Reader(R) of Adobe Systems Incorporated to view the document.

Adobe(R)Reader(R) can be downloaded from the following URL:

Adobe, the Adobe logo, Acrobat, the Adobe PDF logo, and Reader are registered trademarks or trademarks of Adobe Systems Incorporated in the United States and other countries.

<http://www.adobe.com/>

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Tannis Drysdale

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tannis@tannis-drysdale.com

To: Administration & Finance Executive Committee
From: Tyler Moffitt, Fire Chief/CEMC
Date: December 18, 2020
Subject: **Fire & Rescue Service 2020 Operating & Capital Budgets**

Some Major Highlights are as follows:

- 2.86% increase in costs for Full Time Firefighters Overtime/Call Outs.
- 10% decrease in forecasted costs associated with the Volunteer Firefighters as a result of less personnel at the beginning of 2020.
- 6.9% increase in costs for Full Time Firefighters total direct wages.
- 5.1% increase in cost for Fire Chief/CEMC wage.
- 4.4% increase in the Net Operating Budget (\$46,304).
- 1.7% increase in user fee and charges are reflective in the user fee document.
- Currently our Fire & Rescue Service has a compliment of:
 - 1 - Full Time Fire Chief/CEMC;
 - 6 - Full Time Career Firefighters;
 - 15 - Volunteer Firefighters;

Operating Budget

Attached is the operating budget for 2020 along with explanatory notes highlighting the major factors contributing to the variances. Please review Spreadsheet No. 1 (5 pages).

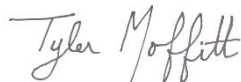
Capital Budgets

See attached spreadsheet No. 2 (1-page) for Fire & Rescue Service prioritized capital listing for 2020.

Recommendation

That the Administration & Finance Executive Committee recommends that Council approve the report and directs Council to bring forward the resolution to consider the proposed **Fire Rescue Service 2020 Operating and Capital Budgets**.

Respectfully submitted,



Tyler Moffitt
Fire Chief/CEMC
Fort Frances Fire & Rescue Service

2019 DRAFT EMERGENCY SERVICES BUDGET

Spreadsheet No. 1 Fire and Rescue Service 2020 Operating Budget									3 Year Average- 2016, 2017, 2018	Budget Variance 2019 to 2020	Notes
NEW G/L ACCOUNT	Actual to December 31/16	Actual to December 31/17	2018 OPERATING FORECAST	Actual to December 31/18	2019 OPERATING FORECAST	Actual to October 31/19	2020 OPERATING FORECAST				
Fire Emergency Services											
REVENUE:											
Sundry Revenue	10-040-0410-0330-40582		(150.00)		(50.00)		-		(66.67)	-	
Fire Protection Charges	10-040-0410-0330-40585	(2,893.12)	(2,893.12)	(2,893)	(5,585.04)	(8,586)	(23,725.48)	(15,640)	(3,790.43)	(7,054)	Fire Protection: Rusty Myers and Nanicost, Response to Structural Fires (If Insured), Automatic Aid Responses (Aerial Ladder Truck), CN Railroad Responses.
Expense Recoveries (Training Recoveries)	10-040-0410-0330-40589		(130.55)	(1,000)	(120.00)	(150)	-	-	(83.52)	150	
User Fees - Inspections Etc.	10-040-0410-0330-40590	(420.00)	(730.90)	(150)	(128.05)	(150)	(262.74)	(300)	(426.32)	(150)	Fire Inspection Requests
Private Works - Community Fire Protection Contracts	10-040-0410-0330-40595	(4,270.35)	(6,005.30)	(5,000)	(3,634.61)	(4,000)	(826.89)	(2,000)	(4,636.75)	2,000	District Air Cylinders (Less due to Emo Air Compressor)
MTO (MVA)	10-040-0410-0430-40464	(5,175.00)	(7,816.20)	(5,000)	(5,852.49)	(6,000)	(477.00)	(5,000)	(6,281.23)	1,000	MTO - Motor Vehicle Crashes (MVC's)
Sundry Revenue	10-040-0410-0430-40582				-		-		-	-	
Expense Recoveries - Fire Instructor/Evacuation	10-040-0410-0430-40589		(510.00)	(150)	-		-		(170.00)	-	
User Fees	10-040-0410-0430-40590	(211.00)	(167.40)		(221.30)	(250)	(268.00)	(250)	(199.90)	-	Copies of Reports & Burn Permits
Donations	10-040-0410-0430-40632		(1,000.00)		(351.79)	-	-		(450.60)	-	Financial Donations etc.
Contribution from Reserve Fund (Retirement)	10-040-0410-0430-40952				-		-		-	-	
Total Revenue		(12,969.47)	(19,403.47)	(14,193)	(15,943.28)	(19,136)	(25,560.11)	(23,190)	(16,105.41)	(4,054)	
EXPENDITURES:											
Administration											
Distributed Salaries/Wages		(147,006.61)					-		(49,002.20)	-	
Distributed Benefits		(45,026.74)					-		(15,008.91)	-	
Overtime, Call Out, Shift	10-040-0410-1101-60013	49,357.93	27,406.81	42,187	32,271.57	35,000	37,387.69	36,000	36,345.44	1,000	Overtime call back
Leave (Ber, Sick, Other)		15,746.28					-		5,248.76	-	
Vacation, Stats, Etc.		88,207.17					-		29,402.39	-	Built into Fulltime Wages
Stat Day Payout							-		-	-	
Salaries/Wages Full Time	10-040-0410-1101-60010	431,474.30	510,671.93	539,389	532,531.91	577,538	397,079.77	617,436	491,559.38	39,898	Wages & Stat Pay Local 1012
Salaries/Wages Retirement							-		-	-	
Disability (STD/LTD)		18,394.92					-		6,131.64	-	
WSIB	10-040-0410-1101-60055	19,378.65	14,839.24	16,056	16,008.47	17,000	14,575.74	17,868	16,742.12	868	
CPP	10-040-0410-1101-60025	19,208.94	15,135.98	15,385	15,703.78	16,493	15,395.14	17,388	16,682.90	895	
EI	10-040-0410-1101-60030	8,820.63	6,399.24	5,935	6,611.33	6,085	6,097.73	6,068	7,277.07	(17)	
Dental Vision & Ext Health		37,485.74					-		12,495.25	-	
OMERS	10-040-0410-1101-60035	63,291.19	50,313.60	66,329	58,072.25	60,265	50,296.81	65,833	57,225.68	5,568	
Life Insurance		2,406.54					-		802.18	-	
EHT	10-040-0410-1101-60040	12,095.29	10,072.72	11,341	10,942.86	12,121	9,193.73	12,778	11,036.96	657	
Hourly Part-time Salaries/Wages	10-040-0410-1101-60020	1,504.20	378.26		-		-		627.49	-	
Employer Benefits	10-040-0410-1101-60050		56,045.39	75,713	64,784.97	74,184	57,332.82	74,594	40,276.79	410	
Hourly Volunteer Call Back Part Time	10-040-0410-1153-60020	14,569.49	4,154.34	38,309	7,944.90	8,000	8,744.44	8,000	8,889.58	-	Volunteer payroll costs for Call Backs
Volunteer Call Back Employer EI	10-040-0410-1153-60030				-		-		-	-	
Volunteer Call Back Employer EHT	10-040-0410-1153-60040				3.90		16.21		1.30	-	
Volunteer Call Back Employer Benefits	10-040-0410-1153-60050			747	-		-		-	-	
Volunteer Call Back Employer WSIB	10-040-0410-1153-60055		109.42	1,226	254.21	286	271.70	300	121.21	14	Volunteer Indirects payroll costs
Volunteer Training Hourly Part Time	10-040-0410-1154-60020	13,747.19	7,990.16	0	28,033.63	36,000	16,795.14	32,000	16,590.33	(4,000)	Volunteer payroll costs for Training
Volunteer Training OT	10-040-0410-1154-60013				1,354.05		-		451.35	-	
Volunteer Training Employer EI	10-040-0410-1154-60030				-		-		-	-	

2019 DRAFT EMERGENCY SERVICES BUDGET

Spreadsheet No. 1 Fire and Rescue Service 2020 Operating Budget		Actual to	Actual to December	2018 OPERATING	Actual to	2019 OPERATING	Actual to October	2020 OPERATING	3 Year Average-	Budget Variance	Notes
NEW G/L ACCOUNT		December 31/16	31/17	FORECAST	December 31/18	FORECAST	31/19	FORECAST	2016, 2017, 2018	2019 to 2020	
Volunteer Training Employer EHT	10-040-0410-1154-60040				17.41		30.21		5.80	-	
Volunteer Training Employer Benefits	10-040-0410-1154-60050				-		-		-	-	
Volunteer Training Employer WSIB	10-040-0410-1154-60055		2,335.11		1,779.06	1,286	515.85	1,298	1,371.39	12	Volunteer Indirects payroll costs
Post-Retirement Benefits	10-040-0410-1101-71147	(8,987.00)	(12,389.00)	(13,714)	(13,714.00)	(15,311)	-	(19,102)	(11,696.67)	(3,791)	Post Retirement Benefits
Volunteer STD/LTD Benefits	10-040-0410-1101-71148	3,391.97	3,500.28	3,900	3,754.88	3,900	3,706.08	3,750	3,549.04	(150)	Volunteer Insurance etc.
Equipment Rental - Owned	10-040-0410-1101-71540		213.58		-		-		71.19	-	
Administration - Distributed Salary		100,568.37			-		-		33,522.79	-	
Administration - Distributed Benefits		29,026.95			-		-		9,675.65	-	
Administration Salaries Full Time	10-040-0410-1160-60010		65,470.33	97,585	98,592.01	104,486	75,099.85	109,829	54,687.45	5,343	Fire Chief (8 hours per day)
Admin Overtime	10-040-0410-1160-60013		26,484.88		-		-		8,828.29	-	
Hourly Part Time	10-040-0410-1160-60020						100.28		-	-	
Admin Employer CPP	10-040-0410-1160-60025		2,564.10	2,564	2,624.35	2,748	2,543.98	2,898	1,729.48	150	Indirect payroll costs for Fire Chief
Admin Employer EI	10-040-0410-1160-60030		992.56	989	1,105.76	1,015	1,006.05	1,011	699.44	(4)	Indirect payroll costs for Fire Chief
Admin Employer OMERS	10-040-0410-1160-60035		10,393.39	11,150	11,150.05	12,040	9,542.24	12,820	7,181.15	780	Indirect payroll costs for Fire Chief
Admin Employer EHT	10-040-0410-1160-60040		1,955.64	1,903	1,909.24	2,037	1,589.82	2,141	1,288.29	104	Indirect payroll costs for Fire Chief
Admin Employer Benefits	10-040-0410-1160-60050		3,083.88	4,825	3,969.11	3,855	3,859.17	3,873	2,351.00	18	Indirect payroll costs for Fire Chief
Admin Employer WSIB	10-040-0410-1160-60055		2,806.44	2,890	2,907.66	2,916	2,571.25	3,005	1,904.70	89	Indirect payroll costs for Fire Chief
Operation & Training - Distributed Salary					-		-		-	-	
Operation & Training - Distributed Benefits					-		-		-	-	
Hourly Part Time	10-040-0410-1161-60020		7,825.82		771.95		1,679.84		2,865.92	-	
Employer EHT	10-040-0410-1161-60040		26.98		-		1.96		8.99	-	
Employer WSIB	10-040-0410-1161-60055		238.83		32.03		52.92		90.29	-	
Captain Differential - Distributed Salary		18,223.32			-		-		6,074.44	-	
Captain Differential - Distributed Benefits		6,681.41			-		-		2,227.14	-	
Emergency Call Back - Distributed Salary		28,214.92			-		-		9,404.97	-	
Emergency Call Back - Distributed Benefits		9,318.38			-		-		3,106.13	-	
Communications	10-040-0410-1200-71251	4,540.00	5,823.32	6,500	4,973.49	5,000	3,091.12	5,000	5,112.27	-	Service & Access Expenses: Radio's
Postage/Freight/Courier	10-040-0410-1200-71252	537.30	415.51	300	730.77	400	519.81	500	561.19	100	Shipping & Freight
Memberships	10-040-0410-1200-71260	249.31	100.00	500	349.31	350	359.49	360	232.87	10	OAFC / Public Fire Safety Council
Office Supplies	10-040-0410-1400-71410	4,183.84	1,992.67	2,000	2,500.37	2,000	1,857.32	2,000	2,892.29	-	Office Supplies
Supplies - Fire Fighting	10-040-0410-1400-71431	15,556.23	8,103.69	8,000	6,490.04	7,000	7,929.40	6,000	10,049.99	(1,000)	Equipment
Supplies - Shop	10-040-0410-1400-71432	2,311.24	2,111.81	2,000	2,849.82	2,000	1,862.55	2,000	2,424.29	-	Oils, Tools, Truck Wash, Fittings, Cleaning Supplies etc.
Supplies - Cleaning/Garbage Bags/Mops etc.	New GL to be assigned							1,500		1,500	Cleaning Supplies etc.
Maintenance of Building & Fire Equipment	New GL to be assigned							5,000		5,000	Maintenance of Building & Fire Equipment
Training Materials	10-040-0410-1400-71478	4,001.25	1,297.94	1,500	2,253.95	3,000	3,505.61	4,000	2,517.71	1,000	Curriculum Documents, Liquid Smoke. Increase for Training Materials, and Training Site Development
Clothing - Protective	10-040-0410-1400-71480	10,355.79	8,791.90	6,000	8,353.01	6,000	2,855.49	3,000	9,166.90	(3,000)	Less for Helmets, Boots, Gloves, Hoods, Nomex Coveralls
Clothing - Uniforms	10-040-0410-1400-71483	7,659.39	6,360.11	6,000	5,150.59	5,000	1,371.16	4,000	6,390.03	(1,000)	Less for Clothing - Uniforms
Food & Meals	10-040-0410-1400-71491	79.02	343.32		-		-		140.78	-	
Contracted Works/Services		113.05			-		-		37.68	-	
Contracted Services	10-040-0410-1500-71527	10,786.57			-		2,442.24	2,442	3,595.52	2,442	Actuary Services as per Dawn Galusha
Travel	10-040-0410-1500-71530	231.80	649.72	500	-	500	342.98		293.84	(500)	Included in section: Conferences, Courses, Travel, etc.
Conferences & Courses	10-040-0410-1500-71531	1,909.36	4,726.77	4,000	9,862.98	4,000	2,973.63	4,000	5,499.70	-	Conferences, Courses, Travel, etc.
Communication Equipment	10-040-0410-1500-71542	9,416.05	9,432.38	8,000	7,972.45	8,000	3,128.29	6,000	8,940.29	(2,000)	Less for Radio's & Pagers
Annual Software Charges	10-040-0410-1500-71502			1,900	-	2,000	3,220.38	3,225	-	1,225	Annual Fire Pro Licence
Repairs & Maintenance	10-040-0410-1500-71545	1,063.08	929.19		255.16		-		749.14	-	
Volunteer Training Expenses	10-040-0410-1500-71546	7,655.91	2,285.78	3,000	3,490.42	3,000	1,109.10	3,000	4,477.37	-	Training Instructors etc.

2019 DRAFT EMERGENCY SERVICES BUDGET

Spreadsheet No. 1 Fire and Rescue Service 2020 Operating Budget									3 Year Average- 2016, 2017, 2018	Budget Variance 2019 to 2020	Notes
NEW G/L ACCOUNT	Actual to December 31/16	Actual to December 31/17	2018 OPERATING FORECAST	Actual to December 31/18	2019 OPERATING FORECAST	Actual to October 31/19	2020 OPERATING FORECAST				
General Insurance	10-040-0410-1500-71580	4,682.19	4,701.93	4,770	4,696.01	4,417	4,461.24	4,793	4,693.38	376	Information supplied by Deputy Treasurer
Insurance Deductible		799.22			-		-		266.41		
Fire Prevention	10-040-0410-1500-71583	6,933.64	3,372.82	4,000	4,352.10	4,000	1,972.58	3,000	4,886.19	(1,000)	Less for Fire Prevention Kits, Books, Ads, etc.
Advertising & Public Notices	10-040-0410-1500-71591	282.89	669.09	500	767.63	500	821.69	600	573.20	100	Newspaper, Radio Ads, Recruitment etc.
Contributions to Others - Mutual Aid	10-040-0410-2110-72110	2,673.48	2,536.10	2,700	2,536.10	2,537	2,536.10	4,348	2,581.89	1,811	Increase for: New Updated Mutual Aid Membership
		886,114.04	883,663.96	986,879	957,001.54	1,021,648	761,846.60	1,074,556	908,926.51	52,908	
Vehicles - Licensed											
Distributed Salaries/Wages		2,848.11									
Distributed Benefits		939.88									
Salaries Full Time	10-040-0410-2910-60010		2,749.83	3,400	2,776.72	3,400	2,234.47	3,400	1,842.18	-	Mechanics Wages
Employer CPP	10-040-0410-2910-60025		123.45		147.27		137.29		90.24	-	Indirect payroll costs for Mechanics
Employer EI	10-040-0410-2910-60030		47.13		54.43		57.93		33.85	-	Indirect payroll costs for Mechanics
Employer OMERS	10-040-0410-2910-60035		284.99		304.54		278.32		196.51	-	Indirect payroll costs for Mechanics
Employer EHT	10-040-0410-2910-60040		55.08		61.21		55.35		38.76	-	Indirect payroll costs for Mechanics
Employer Benefits	10-040-0410-2910-60050		442.39	1,100	188.65	1,100	571.39	1,100	210.35	-	Indirect payroll costs for Mechanics
Employer WSIB	10-040-0410-2910-60055		90.25		100.51		89.43		63.59	-	Indirect payroll costs for Mechanics
Gas & Fuel	10-040-0410-2910-71418	4,326.04	5,195.26	5,000	5,212.33	5,200	4,063.57	5,400	4,911.21	200	Gas & Fuel
											Increase for maintenance & commercials on apparatus, annual pump testing, winter tires & rims for 11-7 Heavy Rescue Truck
Vehicle/Equipment Parts & Maintenance	10-040-0410-2910-71451	28,863.38	29,940.41	19,020	33,486.63	20,000	27,108.36	20,000	30,763.47	-	
Contracted Works/Services	10-040-0410-2910-71523	429.71	910.48		-		-		446.73	-	
	10-040-0410-2910-71527				17.73		-		5.91	-	
Insurance	10-040-0410-2910-71580	2,532.17	2,638.07	3,099	2,994.93	2,535	2,562.05	2,755	2,721.72	220	Information supplied by Deputy Treasurer
Licenses	10-040-0410-2910-71582				-		-		-	-	
		39,939.29	42,477.34	31,619	45,344.95	32,235	37,158.16	32,655	41,324.53	420	
Emergency Measures											
Revenue											
Evacuation Expense Recoveries	10-040-0450-0430-40589	0.00			-		-		-	-	
							-		-	-	
Expenses											
GIS - Dist Salaries/Wages		2,226.56					-		742.19	-	
GIS - Distributed Benefits		734.72					-		244.91	-	
Salaries Full Time	10-040-0450-1101-60010		1,622.95	3,425	1,252.99	3,992	500.91	3,911	958.65	(81)	Indirect payroll costs for GIS
Hourly Part Time	10-040-0450-1101-60020				-		-		-	-	Indirect payroll costs for GIS
Employer CPP	10-040-0450-1101-60025		65.57		44.43		22.80		36.67	-	Indirect payroll costs for GIS
Employer EI	10-040-0450-1101-60030		29.02		19.62		9.72		16.21	-	Indirect payroll costs for GIS
Employer OMERS	10-040-0450-1101-60035		157.52		135.06		46.17		97.53	-	Indirect payroll costs for GIS
Employer EHT	10-040-0450-1101-60040		30.36		27.22		9.22		19.19	-	Indirect payroll costs for GIS
Employer Benefits	10-040-0450-1101-60050		109.81	969	110.64	1,011	14.72	1,021	73.48	10	Indirect payroll costs for GIS
Employer WSIB	10-040-0450-1101-60055		49.15		44.63		14.88		31.26	-	Indirect payroll costs for GIS
Equipment Rental - Owned	10-040-0450-1101-71540	25.00	50.00		-		50.00		25.00	-	
											Satellite Phone Yearly Access and monitoring of Water Tower Communication Equipment
Communications	10-040-0450-1200-71251	1,945.87	1,023.54	2,000	1,578.86	1,600	1,440.55	1,600	1,516.09	-	
Legal	10-040-0450-1200-71253				-		-		-	-	
Office Supplies	10-040-0450-1400-71410	431.81	460.46	500	795.03	500	361.38	500	562.43	-	Office Supplies
											Back-up Generator & Propane Tank Rental and Propane at Memorial Sports Centre, Back-up Generator & Fuel at High School, Emergency Siren Repairs, etc.
Materials/Supplies	10-040-0450-1400-71471	742.85	1,458.80	3,000	4,919.11	4,000	151.91	1,000	2,373.59	(3,000)	

2019 DRAFT EMERGENCY SERVICES BUDGET

Spreadsheet No. 1 Fire and Rescue Service 2020 Operating Budget		Actual to December 31/16	Actual to December 31/17	2018 OPERATING FORECAST	Actual to December 31/18	2019 OPERATING FORECAST	Actual to October 31/19	2020 OPERATING FORECAST	3 Year Average- 2016, 2017, 2018	Budget Variance 2019 to 2020	Notes
NEW G/L ACCOUNT											
GIS Expense	10-040-0450-1500-71507	2,513.75	2,751.70	4,477	2,627.97	4,477	2,199.61	4,477	2,631.14	0	
Contracted Works	10-040-0450-1500-71523				-		-		-	-	
Conferences & Courses	10-040-0450-1500-71531	916.79		0	-	2,500	1,986.88	2,500	305.60	-	Training for Alternate CEMC, Two Sector meetings held in Thunder Bay etc.
Evacuation Costs	10-040-0450-1500-71549				-		-		-	-	
Advertising & Public Notices	10-040-0450-1500-71591	212.31		500	550.52	500	667.78	600	254.28	100	Ads and Notices
		9,749.66	7,808.88	14,871	12,106.08	18,580	7,476.53	15,610	9,888.21	(2,970)	
Total Revenue		(12,969.47)	(19,403.47)	(14,193)	(15,943.28)	(19,136)	(25,560.11)	(23,190)	(16,105.41)	(4,054)	
Total Expenditures		935,802.99	933,950.18	1,033,369	1,014,452.57	1,072,463	806,481.29	1,122,821	960,139.25	50,358	
Total Fire Emergency Services		922,833.52	914,546.71	1,019,176	998,509.29	1,053,327	780,921.18	1,099,631	944,033.84	46,304	
911 Dispatch Services											
REVENUE:											
Trans from Municipalities	10-040-0421-0330-40370	(14,410.51)	(14,901.54)	(14,880)	(11,775.75)	(14,880)	-	(4,685)	(13,695.93)	10,195	MUNCIPALITIES PORTION OF CERB 9-1-1 AGREEMENT OPP
		(14,410.51)	(14,901.54)	(14,880)	(11,775.75)	(14,880)	-	(4,685)	(13,695.93)	10,195	
EXPENDITURES:											
Communications	10-040-0421-1200-71251	771.83	1,054.80	500	572.86	500	-	500	799.83	-	
Contracted Works -911	10-040-0421-1500-71523	8,968.71		9,000		9,000	11,077.10	8,517	2,989.57	(483)	CERB 9-1-1 AGREEMENT OPP (TOTAL ANNUAL)
Contracted Works - Fire	10-040-0421-1500-71523	14,080.00	22,728.71	13,000	19,713.74	13,000		7,000	18,840.82	(6,000)	CACC FIRE DISPATCH FORT FRANCES FIRE RECSUE
Repairs & Maintenance	10-040-0421-1500-71545	72.18		800	-	500	-		24.06	(500)	
		23,892.72	23,783.51	23,300	20,286.60	23,000	11,077.10	16,017	22,654.28	(6,983)	
Total Revenue		(14,410.51)	(14,901.54)	(14,880)	(11,775.75)	(14,880)	-	(4,685)	(13,695.93)	10,195	
Total Expenditures		23,892.72	23,783.51	23,300	20,286.60	23,000	11,077.10	16,017	22,654.28	(6,983)	
Total Dispatch Services		9,482.21	8,881.97	8,420	8,510.85	8,120	11,077.10	11,332	8,958.34	3,212	

2019 DRAFT EMERGENCY SERVICES BUDGET

Spreadsheet No. 1 Fire and Rescue Service 2020 Operating Budget		Actual to December 31/16	Actual to December 31/17	2018 OPERATING FORECAST	Actual to December 31/18	2019 OPERATING FORECAST	Actual to October 31/19	2020 OPERATING FORECAST	3 Year Average- 2016, 2017, 2018	Budget Variance 2019 to 2020	Notes
NEW G/L ACCOUNT											
POLICE SERVICES											
REVENUE:											
Sundry Revenue - User Fees	10-040-0420-0330-40582	(2,237.14)	(1,867.02)	(3,000)	(2,305.92)	(2,000)	(84.29)		(2,136.69)	2,000	
Solicitor General - R.I.D.E.	10-040-0420-0430-40415	(8,857.68)	(8,861.72)	(9,000)	(8,816.14)	(8,800)	(8,799.66)		(8,845.18)	8,800	
Sundry Revenue - User Fees	10-040-0420-0430-40582	(13,202.30)	(11,590.52)	(12,000)	(12,897.20)	(12,000)	(13,804.90)		(12,563.34)	12,000	
MCSCS Grant (Court Security)										-	
Total Revenue		(24,297.12)	(22,319.26)	(24,000)	(24,019.26)	(22,800)	(22,688.85)	-	(23,545.21)	22,800	
Police Services Board											
EXPENDITURES:											
Salaries/Wages	10-040-0422-2910-60010		1,040.01		-		-		346.67	-	
CPP	10-040-0422-2910-60025	118.11	204.52	260	299.00	260	92.50		207.21	(260)	
EHT	10-040-0422-2910-60040	135.80	143.29	160	201.35	160	55.87		160.15	(160)	
Hourly Part-time	10-040-0422-2910-60020	10,663.36	12,205.00	12,300	12,103.56	10,450	2,902.00		11,657.31	(10,450)	
Employer OMERS	10-040-0422-2910-60035		0.00		27.19		66.12		9.06	-	
Memberships	10-040-0422-1200-71260	1,193.92	1,241.31	1,264	1,258.06	1,264	1,292.04		1,231.10	(1,264)	
Office Supplies	10-040-0422-1400-71410				-		-		-	-	
Conferences & Courses	10-040-0422-1500-71531	2,008.97	2,313.19	5,000	3,188.89	7,500	1,543.71		2,503.68	(7,500)	
Meeting Expense	10-040-0422-1500-71532	150.00	827.74	350	-	350	-		325.91	(350)	
Insurance	10-040-0422-1500-71580	800.00	387.72	870	144.00	867	864.00		443.91	(867)	
Public Relations/Promotions	10-040-0422-1500-71592	254.40	0.00	250	-	250	-		84.80	(250)	
		15,324.56	18,362.78	20,454	17,222.05	21,101	6,816.24	-	16,969.80	(21,101)	
Administration											
Revenue											
MCSCS Grant (Court Security)	10-040-0420-0430-40445	(73,443.00)	(115,193.00)	(151,952)	(153,460.00)	(270,700)	(270,700.00)		(114,032.00)	270,700	
							-				
Expenses											
Paid Duty - R.I.D.E.	10-040-0420-1100-71155	7,294.56	8,621.89	9,000	10,495.98	9,000	4,795.24		8,804.14	(9,000)	
Prisoners Meals	10-040-0420-1400-71491	2,556.75	3,854.27	3,000	975.50	3,000	-		2,462.17	(3,000)	
Travel		29.91					-		9.97	-	
OPP Contract	10-040-0420-1500-71565	2,391,675.00	2,130,792.00	2,166,288	2,166,228.00	2,563,093	2,135,910.00		2,229,565.00	(2,563,093)	168,384 2017 YE Adj included
General Insurance	10-040-0420-1500-71580	3,447.12	3,246.51	3,312	3,101.95	2,113	2,122.32		3,265.19	(2,113)	
Advertising & Public Notices	10-040-0420-1500-71591	159.24		150	-	150	-		53.08	(150)	
		2,405,162.58	2,146,514.67	2,181,750	2,180,801.43	2,577,356	2,142,827.56	-	2,244,159.56	(2,577,356)	
									-	-	
Total Revenue		(97,740.12)	(137,512.26)	(175,952)	(177,479.26)	(293,500)	(293,388.85)	-	(137,577.21)	293,500	
Total Expenditures		2,420,487.14	2,164,877.45	2,202,204	2,198,023.48	2,598,457	2,149,643.80	-	2,261,129.36	(2,598,457)	
Total Police Services		2,322,747.02	2,027,365.19	2,026,252	2,020,544.22	2,304,957	1,856,254.95	-	2,123,552.14	(2,304,957)	
	0	(125,120.10)	(171,817.27)	(205,025)	(205,198.29)	(327,516)	(318,948.96)	(27,875)	(167,378.55)	299,641	
Total Emergency Services Expenditures		3,380,182.85	3,122,611.14	3,258,873	3,232,762.65	3,693,920	2,967,202.19	1,138,838	3,243,922.88	(2,555,082)	
TOTAL EMERGENCY SERVICES		3,255,062.75	2,950,793.87	3,053,848	3,027,564.36	3,366,404	2,648,253.23	1,110,963	3,076,544.33	(2,255,441)	

Spreadsheet No. 2
Fort Frances Fire & Rescue Service
Prioritized Capital 2020

Ranking	Item	2020
Approved	Triple Combination Pumper Fire Truck (Already Pre-Approved in 2019)	\$608,030
1	Six-Sets of Bunker Gear (Life Expectancy is 10-years)	\$13,500
2	Three LifePak Defibrillators (Replacement for older units) New LifePak Defibrillators would be compatible with the Paramedics Defibrillators, which would save time on medical calls when Fire Rescue shows up on a First Responder Call and starts using a defibrillator before Paramedics arrive. Currently, Paramedics will arrive after Fire Rescue and they cannot hook their defibrillator into our defibrillator pads, which are on the patient. Newer units gives low battery warning over one week in advance. Meanwhile, three older defibrillators could be deployed to other areas of the town that have none.	\$8,000
3	High Volume 4" x 50' C/W Storz Fire Hose (Ten Lengths)	\$7,500
4	Boat replacement (20 FT. / 115 HP. Tiller) Note: Current 14 FT. boat with 25 HP. motor is inadequate for transporting four fighters and their bunker gear, SCBA's, spare air cylinders, portable fire pump, two lengths of suction hose, attack fire hose, etc. We have utilized our boat on 4 separate Emergency Reponse Calls in 2019. As well, there are 14 Islands within the Town of Fort Frances where we are required to provide fire suppression services. If approved, current boat and motor would be traded in.	\$52,000
Total		\$689,030

December 12, 2019

REPORT TO: Administration & Finance Executive Committee
FROM: Elizabeth (Lisa) Slomke, Clerk
SUBJECT: Procedure By-law Review – Part 1

BACKGROUND INFORMATION

On October 28, 2019 Committee of the Whole approved that a review/rewrite of the Procedural By-law be undertaken. This report is the first step in that process. Prior to establishing some of the smaller sections of the by-law (i.e. definitions, agenda composition, etc.) Council needs to determine how they want meetings to be established.

NEXT STEPS

Consideration and discussion on the following seven points is encouraged. The Clerk requires direction on a number of matters in order to move forward.

- 1) Currently, the requirement to set the date and time for the Inaugural Meeting still exists in current legislation, the date has been modified to reflect the end of the term being November 14, 2022. The next Council will potentially assume their responsibilities on November 15, 2022, thus my suggestion for the Inaugural Meeting wording based on what other municipalities are doing would be:

INAUGURAL MEETING

The Inaugural meeting of Council in an election year shall be held on the first Monday on or after November 15th at 7:00 p.m. in Council Chambers. The meeting shall be for the purpose of swearing in the new Council, the appointment of a Deputy Mayor & Chairpersons as well as Councillor appointments to Boards and Committees.

- 2) Special Meetings are permitted under the Municipal Act, thus wording will be included that reflects such. It is important to note that the items advertised for discussion at the Special Meeting are the only items that can be discussed. Notice of special meetings are permitted by way of e-mail to Members of Council and Administration, website for the public and further upon publishing of agenda for both groups. Council could establish a minimum time (i.e. 24 hours) notice requirement.
- 3) Reference will be included in our procedural by-law respecting meetings being open to the public unless the subject matter being considered is included in section 239 (2) or

239 (3) of the Municipal Act. I am not copying said wording into our Procedural by-law, that way if the Province removes a reason or adds a reason for going in-camera, our by-law would still be relevant and not require an amendment.

CLOSED MEETINGS

All meetings shall be open to the public except that a Meeting or part of a meeting may be closed to the public in accordance with Section 238 and 239 of the Municipal Act.

No member, officer or employee of the Corporation shall disclose the content of the matter or substance of the deliberations of a Closed Meeting, unless expressly authorized to do so by Council as required by law.

- 4) A discussion needs to take place respecting Electronic Participation. I have included the excerpt from the Municipal Act attached and encourage further discussion on the matter. This option was presented to the previous Council, who chose not to permit electronic participation (report attached). One important note is that at present, the Committee Room has teleconference equipment, but Council Chambers does not (only a phone exists).
- 5) Duties and roles of Members are excerpts from the Municipal Act, thus I suggest reference is made to the appropriate section as the same situation could be in effect as outlined in #3 above.
- 6) Conduct of Members will reference the Code of Conduct (passed February 2019) as well as other legislation and policies of the Town.
- 7) A determination needs to be made respecting the use of Executive Committees and their flow of information on to Committee of the Whole / Council. Current practice is COW/Council meet the second and fourth Monday of each month. We should add wording that indicates July/August/December are only the second Monday (one meeting). Prior to COW/Council, Executive Committees meet the week prior. I have added Schedule 'A' from Boards & Committees by-law which outlines the approved composition of said Executive Committees.

Once a number of these items have been discussed and direction provided then I can move on to other sections.

..

Electronic participation

(3.1) The applicable procedure by-law may provide that a member of council, of a local board or of a committee of either of them, can participate electronically in a meeting which is open to the public to the extent and in the manner set out in the by-law provided that any such member shall not be counted in determining whether or not a quorum of members is present at any point in time. 2017, c. 10, Sched. 1, s. 25 (2).

Same

(3.2) The applicable procedure by-law shall not provide that a member of council, of a local board or of a committee of either of them, can participate electronically in a meeting which is closed to the public. 2017, c. 10, Sched. 1, s. 25 (3).

Schedule 'A' to By-law 53/16

EXECUTIVE COMMITTEES

A. Administration & Finance Executive Committee

Membership shall consist of the Chief Administrative Officer, the Treasurer or Deputy-Treasurer, three Councillor's appointed by the Mayor for a two-year term. Meetings will be on a regularly scheduled or as needed basis. A Chairperson and Vice-Chairperson will be appointed by the Committee and will be the executive representative of the Division.

The Committee will work closely with and assist the CAO and Treasurer on Corporate Administration and Finance matters as appropriate.

The Committee will also be delegated Corporate Administration & Finance matters from Council meetings from time to time. The Committee may make recommendations and/or resolve matters as may be specifically directed by Council.

B. Planning & Development Executive Committee

Membership shall consist of the Chief Administration Officer (or designate), three Councillor's appointed by the Mayor for a two-year term. Meetings will be on a regularly scheduled or as needed basis. A Chairperson and Vice-Chairperson will be appointed by the Committee and will be the executive representative of the Division.

The Committee will, as needed, recommend to Council the appointment of members to Boards / Committees within the Planning & Development Division.

The Committee will work closely with and assist the CAO (or designate) on Corporate Planning and Development matters as appropriate, including but not limited to: Building Services, By-law Enforcement, Animal Control, Planning, Committee of Adjustment and Property Standards.

The Committee will also be delegated Corporate Planning & Development matters from Council meetings from time to time. The Committee may make recommendations and/or resolve matters as may be specifically directed by Council.

C. Operations & Facilities Executive Committee

Membership shall consist of the Manager of Operations & Facilities, three Councillor's appointed by the Mayor for a two-year term. Meetings will be on a regularly scheduled or as needed basis. A Chairperson and Vice-Chairperson

will be appointed by the Committee and will be the executive representative of the Division.

The Committee will, as needed, recommend to Council the appointment of members to Boards / Committees within the Operations & Facilities Division.

The Committee will work closely with and assist the Division Manager on Corporate Operations & Facilities matters as appropriate, including but not limited to: Airport, Cemeteries, Parks, Public Works, Streetlights, Water, Sewer & Storm Sewer Systems and Traffic Safety.

The Committee will also be delegated Corporate Operations & Facilities matters from Council meetings from time to time. The Committee may make recommendations and/or resolve matters as may be specifically directed by Council.

D. Community Services Executive Committee

Membership shall consist of the Manager of Community Services, three Councillor's appointed by the Mayor for a two-year term. Meetings will be on a regularly scheduled or as needed basis. A Chairperson and Vice-Chairperson will be appointed by the Committee and will be the executive representative of the Division.

The Committee will, as needed, recommend to Council the appointment of members to Boards / Committees within the Community Services Division.

The Committee will work closely with and assist the Division Manager on Corporate Community Services matters as appropriate, including but not limited to: Day Care, Elderly Persons Centre, Library, Museum, Recreation and Transit Services.

The Committee will also be delegated Corporate Community Services matters from Council meetings from time to time. The Committee may make recommendations and/or resolve matters as may be specifically directed by Council.

November 22, 2017

REPORT TO: Mayor & Council

FROM: Elizabeth (Lisa) Slomke, Clerk

SUBJECT: Part 3 of Modernizing Ontario's Municipal Legislation Act (Bill 68)

BACKGROUND INFORMATION

In November 2016, the Province of Ontario tabled Bill 68, the Modernizing Ontario's Municipal Legislation Act, which introduced a series of reforms to the Municipal Act, Municipal Conflict of Interest Act, as well as several other pieces of municipally-relevant legislation.

In August 2017, I provided Council with a report which highlighted many changes to be implemented with the passage of Bill 68 including Code of Conduct, Integrity Commissioner and the definition of meeting. Council's approval of my report gave Administration the direction to further analyze Bill 68 with particular attention paid to the effective dates once they were provided by the Province.

On November 14, 2017, Council approved my Part 2 report which recommended that work on Code of Conduct and Integrity Commissioner be pushed back into 2018 and higher priority be placed on the amendments needed to our Procedural By-law in order to reflect the updated meeting definition, provide for additional open meeting exceptions and to permit electronic meetings.

NEXT STEPS

Attached to this report is the consolidated version of our Procedural By-law 34/95, which includes amendments A (1996), B (1996), C (2007) and D (2015). Over the next year there will be amendments to this by-law in order for us to meet legislative changes which will come into effect in part on January 1, 2018 and March 1, 2019.

The first section that needs amending is the definition of meeting, which is found in Section 1. (6) of our Procedural By-law 34/95. The by-law should be amended to match the new legislated wording which reads as follows:

“meeting” means any regular, special or other meetings of council, or of certain local boards or committees, where a quorum is present and where members discuss or otherwise deal with matters in a way that materially advances the business or decision making of the relevant body.

The second section that needs amending is regarding Open Meetings, which is found in Section 10. (b). In this instance, I suggest that the by-law doesn't actually list each of the statutory requirements for a Closed Meeting, instead referring to the Municipal Act. This way if there are further changes or amendments to this section of the Act, it will simply become practice and additional amendments to this section will not be required. Council does not have the option to add or change any of this restrictive legislated wording.

Section 11 (e) outlines the format for our Agendas, which needs to be revised as we do not follow the format of having the In-camera portion near the end of the meeting, instead our practice is to have it at the beginning and the Procedural By-law should reflect that practice. Also, removal of the headings in both Agendas labelled Items Previously Considered, this is not a heading that is used, if a matter is going to be considered again it will be placed back under the heading it was originally found or under the division it belongs (i.e. Administration & Finance Division). Some other minor housekeeping should take place to match the list in this By-law to the agendas we use each and every meeting.

Section 14 of the Procedural By-law 34/95 speaks to Petitions and Communications. I think that this section should further be updated to include instructions that petitions will follow the established Provincial Guidelines, this provides consistency and clarity for what will and won't be accepted. This is not as a result of Bill 68, just a housekeeping item.

The sections related to Conduct of Members of Council and Guests (17, 18, 19 and 20) will become redundant once Council establishes a Code of Conduct which is expected to be in place by March 1, 2019 and will be worked on in 2018.

Finally, section 63 of the Procedural By-law should be amended to reflect the revised 'Boards & Committees By-law' that was passed and enacted in 2016. Again, this is not as a result of Bill 68, just a housekeeping item.

Further discussion and direction should be had related to the ability for Council to permit member participation electronically in meetings open to the public. Important points to consider include the fact that any member(s) participating electronically are not counted in quorum but are permitted to vote. This could pose a problem if multiple members decide they want to participate electronically, and not enough members physically attended the meeting site. Quorum would not be reached and therefore the meeting would not proceed. I think that in some instances the ability to permit electronic participation in emergency or exceptional circumstances would be beneficial to the democratic process. Some communities in Ontario are spread over a large geographic area and in these instances, electronic participation might be something they will consider. Please keep in mind that this new portion of the legislation is a 'may' item, and as such Council can also decide not to take any action at this time and instead observe how other municipalities handle this option over the next several months and bring an additional amendment forward in the future.

Once all the required legislated amendments have come into effect (2019), I suggest that a new Procedural By-law be considered which will replace by-law 34/95 and all its

amendments. Completing this step will permit Council, staff and the public with a simple version to view and refer to. This by-law is 20+ years old and some of the wording is dated and redundant.

RECOMMENDATION

These matters were considered by the Administration & Finance Executive Committee at the November 21st meeting. The Administration & Finance Executive Committee recommends that the amendments to the Procedural By-law be brought forward at the next meeting as outlined in this report. Additionally, no action will be taken at this time regarding electronic participation. This matter will continue to be researched over the next few months and a subsequent report will be brought back to this Executive Committee.

Council approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to bring forward an amendment to our Procedural By-law as outlined in this report, and further that no action be taken regarding electronic voting at this time.

Date: January 2nd, 2020

To: Administration & Finance Executive Committee

From: Jeremy Hughes, Information Technology Manager

Subject: Draft of the 2020 IT operating budget

Purpose

A meeting is scheduled for Monday, January 6th, 2020 to review a draft of the Information Technology Department's operating budget for 2020. It is pertinent that each member of the Administration & Finance Executive Committee reviews the enclosed documentation to cultivate a full understanding of how the proposed budget was developed.

Notable differences from 2019

- 37% decrease in Internet budget
 - Adjusts service to reflect reduced costs of local Shaw services
- 5% decrease in Fibre Network budget
 - Adjusts service to reflect closure of the Daycare and seasonal operation of the Marina
- 10% increase in Labour budget
 - Extends the Junior IT Specialist position to the end of 2020
- 25% increase in Communications budget
 - Properly allocates cellular plans for the IT Manager and Junior IT Specialist
 - Includes upgrade fees and cases for recommended organization-wide device upgrades
- 35% increase in Software Licensing budget
 - Completes migration of email to the cloud, including cloud backup licensing
 - Completes Microsoft Office licensing, which was offside in 2019
 - Increases network operations monitoring licensing to meet IT department growth
 - Adds Adobe Acrobat licensing, which was offside in 2019
 - Adds Windows Enterprise licensing for robust workstation imaging practices
 - Adds 2 Windows Server Standard licenses for out of date physical servers
 - Adds SQL licensing to allow for the isolation of Diamond
 - Adds project management and network diagramming software
 - Adds an auxiliary antivirus suite for testing and verification
 - Adds a redundant email system for incident response
 - Adds cloud backup data hosting services
 - Adds VMware support, which expired in 2019
- 133% increase in Computer Hardware budget
 - Migrates annual firewall warranty and support services from Software Licensing
 - Captures previously unbudgeted cloud management licenses for enterprise Wi-Fi system

- Creation of Contracted Services GL
 - Captures previously unbudgeted ad-hoc support services, including: Telephone (*Teleco*), Website (*Fort Frances Times*), Email (*MicroAge*), Network (*NorWest IT Solutions*)
- Creation of Telephone GL
 - Migrates telephone services from Treasury (GL: 10-020-0265-1200-71251)
- Creation of Website GL
 - Migrates website hosting services from Treasury (GL: 10-020-0262-1200-71251)

Attachments

Attached is a draft of the 2020 IT Operating Budget Summary (2 pages). This document summarizes the most important variances in budgeted amounts from 2019 to 2020 for all Labour and Operating items. Explanatory notes describe the variances.

Attached is a draft of the 2020 Technology Plan Timeline (1 page). This document identifies four principle areas of IT service:

- | | |
|---------------------|---------------------|
| • Network Services | • User Services |
| • Business Services | • Security Services |

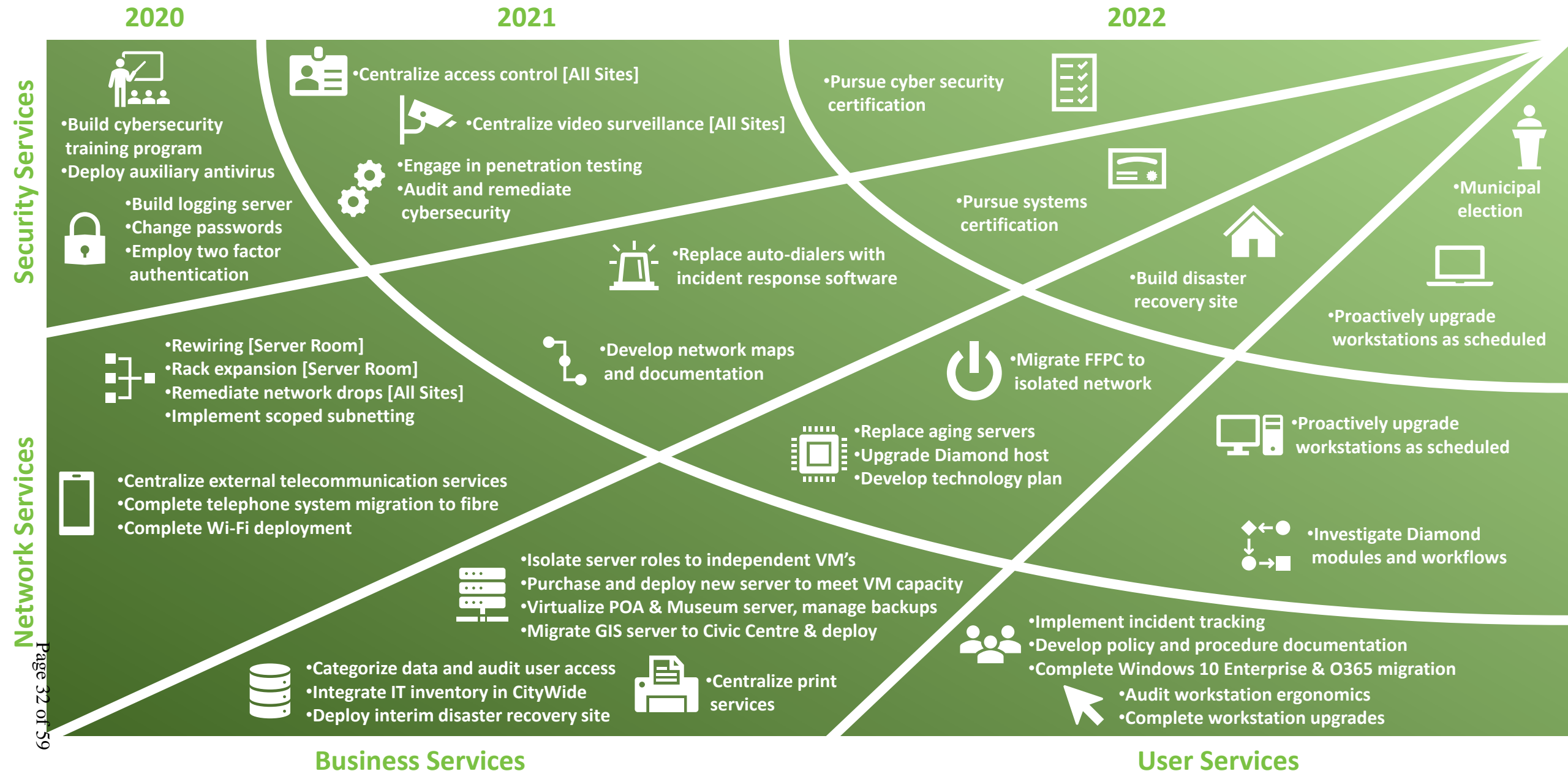
The proposed evolution of these services is detailed over 3 years, from 2020 to 2022.

GL Category	GL Description	GL Number	2019 Budget	2020 Budget	Variance (2019 to 2020)	Notes
Labour	Employer Benefits	10-020-0268-1101-60050	\$7,687	\$8,690	\$1,003	
	Employer CPP	10-020-0268-1101-60025	\$4,320	\$4,972	\$652	
	Employer EHT	10-020-0268-1101-60040	\$2,147	\$2,358	\$211	
	Employer EI	10-020-0268-1101-60030	\$1,670	\$1,853	\$183	
	Employer OMERS	10-020-0268-1101-60035	\$7,854	\$8,799	\$945	
	Employer WSIB	10-020-0268-1101-60055	\$3,468	\$3,808	\$340	
	Hourly Full Time	10-020-0268-1101-60010	\$110,110	\$120,904	\$10,794	
	Hourly Part Time	10-020-0268-1101-60020	\$0	\$0	\$0	
	Overtime	10-020-0268-1101-60013	\$0	\$0	\$0	
Labour Total			\$137,256	\$151,385	\$14,129	Extends the Junior IT Specialist position to the end of 2020

GL Category	GL Description	GL Number	2019 Budget	2020 Budget	Variance (2019 to 2020)	Notes
Operating	Communications	10-020-0268-1200-71251	\$2,000	\$2,500	\$500	Properly allocates cellular plans for the IT Manager and Junior IT Specialist; Includes upgrade fees and cases for recommended organization-wide device upgrades
	Computer Hardware	10-020-0268-1500-71502	\$6,000	\$14,000	\$8,000	Migrates annual firewall warranty and support services from Software Licensing; Captures previously unbudgeted cloud management licenses for enterprise Wi-Fi system
	Conferences & Courses	10-020-0268-1500-71531	\$3,500	\$3,500	\$0	
	Contracted Services	10-020-0268-1500-71527	\$0	\$2,500	\$2,500	Captures previously unbudgeted ad-hoc support services, including: Telephone (Teleco), Website (Fort Frances Times), Email (MicroAge), Network (NorWest IT Solutions)
	Fibre Network	10-020-0268-1500-71504	\$20,000	\$19,000	-\$1,000	Adjusts service to reflect closure of the Daycare and seasonal operation of the Marina
	General Insurance	10-020-0268-1500-71580	\$8,615	\$9,187	\$572	
	Internet	10-020-0268-1200-71248	\$5,700	\$3,600	-\$2,100	Adjusts service to reflect reduced costs of local Shaw services
	Memberships	10-020-0268-1200-71260	\$1,000	\$500	-\$500	Decreased due to unknown requirements
	Office Supplies	10-020-0268-1400-71410	\$1,000	\$1,000	\$0	
	Software Licensing	10-020-0268-1500-71503	\$68,000	\$91,500	\$23,500	Completes migration of email to the cloud, including cloud backup licensing; Completes Microsoft Office licensing, which was offside in 2019; Increases network operations monitoring licensing to meet IT department growth; Adds Adobe Acrobat licensing, which was offside in 2019; Adds Windows Enterprise licensing for robust workstation imaging practices; Adds 2 Windows Server Standard licenses for out of date physical servers; Adds SQL licensing to allow for the isolation of Diamond; Adds project management and network diagramming software; Adds an auxiliary antivirus suite for testing and verification; Adds a redundant email system for incident response; Adds cloud backup data hosting services; Adds VMware support, which expired in 2019
	Subscriptions & Publications	10-020-0268-1200-71261	\$500	\$0	-\$500	Decreased due to unknown requirements
	Telephone	New	\$0	\$8,000	\$8,000	Migrates telephone services from Treasury (GL: 10-020-0265-1200-71251)
	Training	10-020-0268-1500-71505	\$2,500	\$2,500	\$0	
	Website	New	\$0	\$1,850	\$1,850	Migrates website hosting services from Treasury (GL: 10-020-0262-1200-71251)
Operating Total			\$118,815	\$159,637	\$40,822	
Grand Total			\$256,071	\$311,022	\$54,951	

2020 Technology Plan Timeline

[Draft: 2020-01-02]



TO: Administration & Finance Executive Committee
FROM: Dawn Galusha, Treasurer
DATE: January 2, 2020
SUBJECT: 2020 Temporary Borrowing to Meet Current Expenditures

BACKGROUND

Section 407 of the Municipal Act authorizes the Town to provide for temporary borrowing, until taxes are collected and other revenue is received, necessary to meet the current expenditures of the municipality for the year. Pursuant to the Act, the total amount borrowed at any one time plus any outstanding principal borrowed and accrued interest shall not exceed 50 per cent of the total estimated revenues of the municipality from January 1 to September 30 and 25 per cent of the total estimated revenues of the municipality from October 1 to December 31 for the year.

Attached is the CIBC required documentation for borrowing for the 2020 fiscal year. An authorizing by-law must be passed.



By-Law No. _____

A by-law authorizing the borrowing of money to meet current expenditures of the council of The Corporation of the Town of Fort Frances
(the "Municipality")

- A. In accordance with subsection 407(1) of the Ontario *Municipal Act*, S.O. 2001, c.25 (the "Act"), the Municipality considers it necessary to borrow the amount of \$400,000 to meet, until taxes are collected and other revenues are received, the current expenditures of the Municipality for the year.
- B. Pursuant to subsection 407(2) of the Act, the total amount borrowed pursuant to this by-law together with the total of any similar borrowings is not to exceed the limits set forth in that subsection or other relevant sections of the Act and if so required under subsection 407(2), the Municipality shall have obtained the approval of the Ontario Municipal Board.

Therefore, the Council of the Municipality enacts as follows:

1. The Head and the Treasurer are authorized on behalf of the Municipality to borrow from time to time from **Canadian Imperial Bank of Commerce ("CIBC")** a sum or sums not exceeding in the aggregate \$ _____ to meet, until taxes are collected, the current expenditures of the Municipality for the year pursuant to subsection 407(1) of the Act, and to execute any documents that are required in connection with the borrowing of the above sum, plus interest, at a rate to be agreed upon from time to time with CIBC, in addition to any reasonable charges of CIBC associated with this borrowing.
2. All sums borrowed pursuant to this by-law, as well as all other sums borrowed pursuant to the Act in this year and in previous years from CIBC for any purpose will, with interest thereon, be a charge upon the whole of the revenues of the Municipality for the current year and for all preceding years as and when this revenue is received.
3. The Treasurer is authorized and directed to apply in payment of all sums borrowed plus interest, all of the moneys collected or received on account in respect of taxes levied for the current year and preceding years or from any other source which may lawfully be applied for this purpose.
4. The Treasurer is authorized to furnish to CIBC a statement showing the nature and amount of the estimated revenues of the Municipality not yet collected and also showing the total of any amounts borrowed that have not been repaid.

Passed this _____ day of _____, _____.



Head of the Municipality

Clerk

I hereby certify that the foregoing is a true and complete copy of the By-law numbered above of the Municipality in the Province of Ontario, duly passed at a meeting of the Council of the Municipality and that this By-law is in full force and effect.

Dated this _____ day of _____, _____.

Witness the corporate seal



Clerk

TO: Administration & Finance Executive Committee
FROM: Dawn Galusha, Treasurer
DATE: January 2, 2020
SUBJECT: Interim Tax Levy for 2020

BACKGROUND

Section 317 of the *Municipal Act* authorizes the municipality to pass a by-law to provide for an interim tax levy. The levy cannot exceed 50% of the total amount of taxes for municipal and school purposes levied on the property for the previous year, however does provide the authority to make adjustments if the amount that would be raised is extreme for any reason.

It is in the best interest of the municipality to begin the collection of taxes each year in a timely manner to reduce borrowing costs. The traditional due dates for interim taxes are the last working day in February 2020 (February 28th) and the last working day in March 2020 (March 31st).

TOWN OF FORT FRANCES

BY-LAW NO. xx/20

(Being a by-law to provide for an interim tax levy in the year 2020 and to provide for penalty and interest to be charged on the unpaid balance for late payment of said interim taxes, all as provided for in the *Municipal Act, 2001*, (the "Act"), S.O. 2001, Chapter 25, Sections 307, 317, and 345.)

WHEREAS Section 317 (1) of the Act, as amended, provides that the Council of a local municipality, before the adoption of the estimates for the year, may pass a by-law to levy amounts on the assessment of property in the local municipality rateable for local municipal purposes;

AND WHEREAS in Section 317 (3), paragraph 1, the amount levied shall not exceed the prescribed percentage, or 50 per cent of the total amount of taxes for municipal and school purposes levied on the property for the previous year;

AND WHEREAS Section 317 (9) provides an exception that Council has the authority to adjust the interim taxes levied on particular properties if they are of the opinion that the interim tax levy on those particular properties is too high or too low in comparison to the estimate of the current year total taxes on those properties;

NOW THEREFORE Council for the Corporation of the Town of Fort Frances HEREBY ENACTS as follows:

1. That before the adoption of the estimates for 2020, there shall be levied by taxation in the Town of Fort Frances an adjusted annualized property tax as provided for in the *Municipal Act, 2001*, Section 317.

2. That the Interim taxes levied under this By-Law shall be payable in 2 instalments, the first being fifty (50)% of the total taxes levied and the second being the remaining balance of said taxes with due dates for payment as follows:

First Instalment: February 28, 2020

Second Instalment: March 31, 2020

3. That pursuant to Section 345 there shall be imposed on the first day of default a penalty of one and one-quarter (1¼) per cent on each instalment of taxes payable as herein provided or part thereof remaining unpaid after the same shall become due and payable.

4. That pursuant to Section 345 there shall be imposed interest of one and one-quarter (1¼) per cent on each instalment of taxes payable as herein provided or part thereof remaining unpaid after the first day of default on the first day of each calendar month in which default continues until the 31st day of December 2020.

5. That the Treasurer, not later than twenty-one (21) days prior to the date that the first instalment is due shall mail or cause to be mailed to the address of the residence or place of business of each person taxed, a tax notice setting out the amount of each instalment, the date by which it is to be paid and the penalty charge imposed for late payment.

6. That all taxes shall be paid to the Corporation of the Town of Fort Frances.

7. That the Treasurer is hereby empowered to accept part payment from time to time on account of any taxes due.

This by-law shall come into force and take effect on the final passing thereof.

READ THREE TIMES and finally passed in open Council this 13th day of January 2020.

J. Caul, Mayor

E. Slomke, Clerk

TO: Administration & Finance Executive Committee
FROM: Dawn Galusha, Treasurer
DATE: January 2, 2020
SUBJECT: Councillor Wendy Brunetta–NOMA Executive Meeting

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$240.00 for attendance at the Northern Ontario Municipal Association (NOMA) Executive Meeting in Thunder Bay on November 26-27, 2019 as submitted by Councillor Wendy Brunetta.

The per diem claim is in compliance with the Town of Fort Frances By-Law 02/10-E Schedule ‘A’.

TOWN OF FORT FRANCES - SCHEDULE "F"
TRAVEL STATEMENT – MAYOR / COUNCIL HONORARIUM

Attendee	Wendy Brunetta
Conference / Seminar Attended	NOMA Executive Meeting
Location	Thunder Bay, ON
Dates	Nov. 26-27/19

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date		Nov. 26	Nov. 27					
Amount		\$80	\$160					\$240

Name (Please Print) Wendy Brunetta	Signature Wendy Brunetta
Approved	Date December 3/19

To be submitted to Payroll for processing when approved by Council

TO: Administration & Finance Executive Committee

FROM: Dawn Galusha, Treasurer

DATE: January 2, 2020

SUBJECT: 2020 Administration and Finance Budget Considerations

BACKGROUND

Attached you will find draft budget documents for the 2020 Budget for the following areas:

- Corporate
- Administration and Finance
- Police Services

Corporate Budget

In the draft Corporate budget, the 2019 tax levy is the starting point for the 2020 tax levy until such time as there are firm figures for the entire Town Budget so we can determine tax rates. Further, the school board payments are consistent with the 2019 amounts as education taxes are levied and remitted to the school boards. As Council had passed the by-law to remove vacancy rebates and reduction programs, I have adjusted the taxes to remove the rebates. We have the 2020 Ontario Municipal Partnership Funding which is a reduction of \$68,900.

The contributions to the various reserve funds have increased by 1.4% of the 2019 taxes which is equal to \$154,000, based on the outcomes from the Asset Management Plan. The Rainy River District Social Services Administration Board Levy has not been confirmed, thus is kept at \$1,956,182 for the time being. The Northwestern Health Unit levy has seen an increase of \$30,698.

At this time, it is not likely that Destination Northern Ontario will flow a Grant to cover costs of the Travel Information Centre. As a result, this is an estimated increase of \$15,135 to the 2020 budget.

The long-term debt section of the budget has a decrease of \$13,793 at this time, assuming no additional debt is incurred for capital projects in 2020.

The overall Corporate budget variance from 2019 to 2020 is an increase of \$137,986.

Administration and Finance Budget

In the draft Administration budget one of the most significant changes is a decrease to the accounts receivable interest, which is projected as such since we no longer have in excess of 100 Daycare customers. The estimated investment income is a decrease of \$13,000 from the prior year. A few other notable changes to revenue include a \$6,000 decrease in Business Licences, a \$25,000 decrease to the Town's share of POA Fines, and a further reduction of \$170,000 in the Administration Service Charges as a result of no longer performing contracted financial services for the Fort Frances Power Corporation.

Overall, we are budgeting a decrease in revenue of \$216,200 for the Administration and Finance division.

Administration expenses have a projected increase of \$14,170 from 2019 to 2020. The majority of the increase stems from increases in salaries and coverage. There is also an estimated decrease of \$20,800 in the HR area's expenses.

The Clerk's department is also showing an increase of \$25,360, most of which is for a potential cross training for retirement as well as vacation coverage. The Treasury department shows a reduction of \$37,912. Some of this is due to grid changes for newer employees, as well, there is a reduction for telephone that is reallocated to IT.

The overall Administration and Finance budget variance from 2019 to 2020 is an increase of \$135,181.

Police Services Budget

The draft Police Services Board budget has a new line for Proceeds of Crime- Front Line Policing- The PSB has applied for \$300,000 over 3 years, beginning April 1, 2020- there is also an offsetting cost in the same prorated amount of \$75,000. There is a decrease of \$5,000 for training. Police Services administration presents a Court Security grant of \$217,418 which is equal to the Court Security costs in the OPP Grant, although this funding has not been confirmed. We have been advised of an increase to OPP Contracted costs of \$76,670 for 2020.

The overall Police Services budget variance from 2019 to 2020 is an increase of \$125,925.

2019 DRAFT ADMINISTRATION FINANCE BUDGET

			2019		2020	3 Year Average-		
	NEW G/L ACCOUNT	Actual to December 31/18	OPERATING FORECAST	Actual to October 31/19	OPERATING FORECAST	2016, 2017, 2018	Budget Variance 2019 to 2020	Notes
Administration Department								
REVENUE:								
Sundry Revenues	10-020-0266-0310-40582					(148.33)	-	
Interest & Penalties on Taxes	10-020-0266-0320-40911	(98,963.85)	(95,000)	(89,657.97)	(95,000)	(119,452.38)	-	
Accounts Receivable Interest	10-020-0266-0320-40916	(5,819.09)	(6,400)	(3,057.79)	(1,500)	(6,624.09)	4,900	No longer have Daycare- may have increase due to interest
Investment Income - Bank/Short Term GIC	10-020-0266-0320-40926	(67,936.12)	(63,000)	(27,821.96)	(50,000)	(39,250.21)	13,000	on Court Award
Agreement Fee	10-020-0266-0410-40309			-		-	-	Closer to 2019
Sundry Revenues	10-020-0266-0410-40582			-		-	-	
Tax Certificates	10-020-0266-0410-40584	(13,336.96)	(14,000)	(14,258.40)	(14,500)	(13,788.17)	(500)	
Business Licenses	10-020-0266-0410-40721	(34,706.17)	(35,000)	(28,904.09)	(29,000)	(34,574.67)	6,000	Swings in revenue typically due to transient businesses
Lottery Licenses	10-020-0266-0410-40727	(8,933.24)	(10,000)	(9,586.61)	(10,000)	(10,112.94)	-	
Town Property Rentals	10-020-0266-0410-40774			-		-	-	
POA Fines	10-020-0266-0410-40930	(83,759.27)	(75,000)	(29,526.51)	(50,000)	(98,161.08)	25,000	Based on POA Budget & estimates- Substantial MOL fines in
Natural Gas Rebate	10-020-0266-0411-40316	(6,955.93)	(5,500)	(8,279.49)	(8,300)	(5,722.72)	(2,800)	Prior Years
Purchase Card Rebate	10-020-0266-0411-40317	(19,530.57)	(18,500)	-	(18,500)	(18,797.50)	-	
WSIB Safety Group Rebate	10-020-0266-0411-40318		-	-		-	-	
Expense Recovery	10-020-0266-0430-40589		-	-		(418.73)	-	
Moffat Family Grant Rec'd	10-020-0262-0430-40480	(60,000.00)	(93,750)	(93,750.00)	(93,750)	(55,340.46)	-	
Admin Expense Recovery	10-020-0262-0430-40589			-		-	-	
HR Expense Recovery	10-020-0252-0330-40589			-		-	-	
HR Expense Recovery	10-020-0252-0430-40589			-		-	-	
Civil Marriage	10-020-0264-0330-40334	(3,030.33)	(2,500)	(4,022.50)	(2,500)	(4,379.06)	-	
Certify True Copies	10-020-0264-0330-40335	(77.09)	(100)	(12.22)	(50)	(111.37)	50	
Commissioning Oaths & Affidavits	10-020-0264-0330-40336	(1,355.41)	(900)	(811.44)	(900)	(1,044.42)	-	
Sundry Revenues	10-020-0264-0330-40582	(4,332.20)	-	-		(1,454.73)	-	
Death/Still Birth Registration	10-020-0264-0430-40332	(4,096.00)	(3,700)	(2,848.00)	(3,450)	(3,754.00)	250	
Marriage Licenses	10-020-0264-0430-40333	(9,100.00)	(8,300)	(7,000.00)	(8,000)	(8,306.67)	300	
Expense Recoveries	10-020-0264-0430-40589	(350.93)	(250)	(295.00)	(250)	(390.31)	-	
Contributions from Reserve Funds				-		-	-	
Sundry Revenues	10-020-0265-0330-40582		-	-		-	-	
Administration Service Charges	10-020-0265-0430-40581	(188,933.15)	(200,000)	(135,593.11)	(30,000)	(203,934.35)	170,000	No Longer have FFPC billings, ONLY POA Mgmt Fee remains
Sundry Revenues	10-020-0265-0430-40582	(838.52)				(607.72)	-	
Expense Recoveries	10-020-0265-0430-40589	(1,394.00)		(6,635.28)		(1,060.60)	-	
NOHFC Internship Grant	10-020-0268-0430-40467		(23,625)	-	(23,625)	-	-	IT Intern at .75 of \$31,500- Not hired until end of Sept
Total Revenue		(613,449)	(655,525)	(462,060.37)	(439,325)	(627,435)	216,200	
Administration Department								
EXPENDITURES:								
Distributed Salaries/Wages							-	
Distributed Benefits							-	
Overtime							-	
Leave (Ber, Sick, Other)							-	
Vacation, Stats, Etc							-	
Salaries/Wages Full Time	10-020-0262-1101-60010	288,400.41	227,704	162,946.35	265,670	227,527.73	37,966	PT Admin Asst & Incremental Increases
Overtime	10-020-0262-1101-60013	1,646.96		-		1,629.74	-	
Disability - Long & Short				-		1,099.53	-	
CPP	10-020-0262-1101-60025	8,399.36	5,498	5,157.87	6,957	6,636.88	1,459	
EI	10-020-0262-1101-60030	3,555.53	2,032	2,033.54	2,486	2,825.40	454	
Dental, Vision, Ext Health				-		676.30	-	

2019 DRAFT ADMINISTRATION FINANCE BUDGET

		Actual to December 31/18	2019 OPERATING FORECAST	Actual to October 31/19	2020 OPERATING FORECAST	3 Year Average- 2016, 2017, 2018	Budget Variance 2019 to 2020	Notes
NEW G/L ACCOUNT								
O.M.E.R.S.	10-020-0262-1101-60035	31,203.55	26,816	20,239.72	30,779	25,350.83	3,963	
Life Insurance				-		160.39	-	
EHT	10-020-0262-1101-60040	5,476.01	4,440	3,382.22	5,180	4,525.12	740	
Employer Benefits	10-020-0262-1101-60050	19,725.20	16,446	12,946.50	20,224	11,362.25	3,778	
WSIB	10-020-0262-1101-60055	7,648.10	5,411	4,504.00	6,467	5,520.82	1,056	
Communications	10-020-0262-1200-71251	5,128.10	4,200	3,364.58	4,200	3,833.40	-	
Postage, Freight, Courier	10-020-0262-1200-71252	-	-	3.56	25	47.90	25	
Legal	10-020-0262-1200-71253	3,777.84	4,000	6,805.20	12,000	3,288.65	8,000	Includes MTAG for Mill Tax Appeals
Consultants Fees	10-020-0262-1200-71255			-		-	-	
Memberships	10-020-0262-1200-71260	1,113.37	1,200	545.71	1,200	601.57	-	
Subscriptions & Publications	10-020-0262-1200-71261	710.53	1,000	599.11	1,000	829.36	-	
Office Supplies	10-020-0262-1400-71410	4,282.78	2,000	1,529.19	2,000	2,222.43	-	
Moffat Family Fund	10-020-0262-1500-71511	60,000.00	93,750	93,750.00	93,750	55,340.46	-	
Contracted Works	10-020-0262-1500-71523	5,938.27	6,000	4,162.90	6,000	6,370.11	-	Photocopier Reads
Contracted Services	10-020-0262-1500-71527	-	-	110.92		53,215.16	-	
Travel	10-020-0262-1500-71530	647.79	500	1,026.13		516.21	(500)	
Conferences & Courses	10-020-0262-1500-71531	9,183.72	4,300	2,670.33	5,000	7,828.21	700	OGRA- AMO
Meeting Expenses	10-020-0262-1500-71532	276.93	250	27.98	250	474.04	-	
Advertising & Public Notices	10-020-0262-1500-71591		-	-		246.46	-	
Public Relations/Promotions	10-020-0262-1500-71592	196.28		-		65.43	-	
Moffat Family Fund - Meeting Expense	10-020-0262-1500-71599		250	-		92.89	(250)	
HR Legal Fees	10-020-0252-1200-71253	6,928.06	30,000	56,709.69	30,000	57,535.37	-	Sale of business, Fire Negotiations, Finalizing settlements.
HR Consultants	10-020-0252-1200-71255	4,070.40	4,500	3,052.80	8,000	4,402.96	3,500	Plan to conduct RFP to review options for benefits carriers
HR Pay Equity Consultant	10-020-0252-1500-71257	25,279.21	20,000	18,460.27	5,000	8,426.40	(15,000)	Finalize project for CUPE 65 and MNU
HR Subscriptions	10-020-0252-1200-71261	7,894.87	5,000	182.15	5,000	5,721.62	-	HR Downloads included
HR Office Supplies	10-020-0252-1400-71410	453.92	500	556.23	700	544.62	200	Ink cartridges cost 135 / cartridges used 3 in 2019.
HR Travel	10-020-0252-1500-71530	131.52	500	-		102.32	(500)	Leave budget of \$500 for contingency
HR Manager Conferences & Courses	10-020-0252-1500-71531	1,142.93	3,000	413.15	1,500	855.86	(1,500)	Lower budget, keep to HRP courses for PD / certification
HR Training & Development	10-020-0252-1500-71535	1,033.41	3,000	445.80	1,000	2,662.61	(2,000)	
HR Health & Safety	10-020-0252-1500-71537	1,774.34	5,500	804.96	3,000	3,293.44	(2,500)	Reduced budget as few items needed at Civic Centre for 2020
Negotiations Costs	10-020-0252-1500-71569		1,000	894.73	1,000	376.87	-	Fire Negotiations planned for 2020.
Insurance Claims Deductible	10-020-0252-1500-71581			-		-	-	
HR Recruitment of Staff	10-020-0252-1500-71597	9,954.94	10,000	7,350.87	7,000	13,962.04	(3,000)	Expect continuing high turnover due to retirements
		515,974.33	488,797	414,676.46	525,388	520,171.37	36,591	
Town Real Estate								
Distributed Salaries/Wages							-	
Distributed Benefits							-	
Hourly Full Time	10-020-0251-1101-60010		700	223.41	631	400.10	(69)	
Hourly Part Time	10-020-0251-1101-60020			-		-	-	
Employer CPP	10-020-0251-1101-60025			10.67		19.24	-	
Employer EI	10-020-0251-1101-60030			4.58		8.58	-	
Employer OMERS	10-020-0251-1101-60035			21.10		37.85	-	
Employer EHT	10-020-0251-1101-60040			4.32		7.63	-	
Employer Benefits	10-020-0251-1101-60050		210	-	205	-	(5)	
Employer WSIB	10-020-0251-1101-60055			6.99		8.78	-	
Equipment Rentals - Owned	10-020-0251-1101-71540			-		380.37	-	
Town's Condo Expense	10-020-0251-1300-71399	269.66	-	-		470.06	-	Condo Corp is dissolved
Hydro Charges	10-020-0251-1400-71420	5,453.02	5,500	3,704.92	5,000	5,986.32	(500)	For Old Library which we still do checks of
Water & Sewer Charges	10-020-0251-1400-71421			-		-	-	
Property Taxes	10-020-0251-1400-71425	2,127.22	-	-		8,778.69	-	
Contracted Works	10-020-0251-1500-71523			-		-	-	

2019 DRAFT ADMINISTRATION FINANCE BUDGET

		Actual to	2019	Actual to	2020	3 Year Average-	Budget Variance	
	NEW G/L ACCOUNT	December 31/18	OPERATING FORECAST	October 31/19	OPERATING FORECAST	2016, 2017, 2018	2019 to 2020	Notes
Contracted Services	10-020-0251-1500-71527			-		678.40	-	

2019 DRAFT ADMINISTRATION FINANCE BUDGET

		Actual to	2019	Actual to	2020	3 Year Average-	Budget Variance	Notes
NEW G/L ACCOUNT		December 31/18	OPERATING FORECAST	October 31/19	OPERATING FORECAST	2016, 2017, 2018	2019 to 2020	
Repairs & Maintenance	10-020-0251-1500-71545			12.29		1.33	-	
Lawn & Yard Maintenance.	10-020-0251-1500-71555			-		358.22	-	
Insurance	10-020-0251-1500-71580	306.54	-	-		1,129.34	-	previously was for old library
Advertising & Public Notices	10-020-0251-1500-71591			-		-	-	
		8,156.44	6,410	3,988.28	5,836	18,264.91	(574)	
Administration Expenses		524,130.77	495,207	418,664.74	531,224	538,436.28	36,017	
Clerk's Department								
Distributed Salaries & Wages				-		471.75	-	
Distributed Benefits				-		136.22	-	
Overtime/Shift/Recall	10-020-0264-1101-60013	357.96		4,914.56		235.77	-	
Leave (Ber, Sick, Other)				-		356.30	-	
Vacation, Stats, Etc				-		6,215.97	-	
Full Time Salaries & Wages	10-020-0264-1101-60010	158,523.49	155,666	105,524.19	170,570	143,464.47	14,904	Potential Deputy Clerk retirement- overlap and training time
Hourly Part Time	10-020-0264-1101-60020			-		13.19	-	
Disability - Long & Short				-		1,599.36	-	
CPP	10-020-0264-1101-60025	5,212.03	5,498	4,699.01	6,264	5,241.14	766	
EI	10-020-0264-1101-60030	2,201.00	2,032	1,881.47	2,247	2,258.55	215	
Dental, Vision, Ext Health				-		2,450.72	-	
O.M.E.R.S.	10-020-0264-1101-60035	16,301.66	16,298	13,231.06	17,635	15,522.95	1,337	
Life Insurance				-		236.58	-	
EHT	10-020-0264-1101-60040	3,088.46	3,035	2,312.60	3,326	2,944.75	291	
Employer Benefits	10-020-0264-1101-60050	14,213.44	17,517	10,751.58	13,434	8,798.63	(4,083)	
WSIB	10-020-0264-1101-60055	4,801.20	4,858	3,735.74	5,368	5,076.61	510	
Postage, Freight, Courier	10-020-0264-1200-71252	283.42	250	112.89	250	178.69	-	
Memberships	10-020-0264-1200-71260	395.85	625	402.97	625	463.69	-	
Subscriptions & Publications	10-020-0264-1200-71261	201.00		363.79	500	67.00	500	
Office Supplies	10-020-0264-1400-71410	6,663.41	4,500	1,940.26	3,000	5,044.89	(1,500)	
Communications					430	-	430	
Contracted Services (Mtg Investigator/shredding)	10-020-0264-1500-71527	805.28	900		900	812.06	-	
iCompass Services	10-020-0264-1500-71527	9,972.48	10,000	11,113.57	11,000	9,969.09	1,000	enhanced iCompass applications
Travel	10-020-0264-1500-71530	70.00	100	70.98		81.26	(100)	
Conferences & Courses	10-020-0264-1500-71531	1,784.07	4,700	3,396.89	4,800	3,100.03	100	
Advertising & Public Notices	10-020-0264-1500-71591	256.44	800	-	600	581.99	(200)	
Total Clerk's Department		225,131.19	226,779	164,451.56	240,949	215,321.67	14,170	
Treasury Department								
EXPENDITURES:								
Accounting Allocation (W/S)	10-020-0265-1000-71090	(362,740.00)	(370,000)	(277,500.00)	(377,394)	(356,758.33)	(7,394)	
Accounting Allocation (Daycare/SKC/Handi-van)	10-020-0265-1000-71096	(44,800.00)	(45,700)	(45,700.00)	(18,660)	(44,150.00)	27,040	Daycare allocation removed
Distributed Salaries/Wages				-		(22,334.89)	-	
Distributed Benefits				-		(6,317.35)	-	
Overtime/Shift/Recall	10-020-0265-1101-60013	8,596.93	8,000	5,677.38	8,000	8,898.10	-	
Leave (Ber, Sick, Other)				-		3,082.78	-	
Vacation, Stats, Etc				-		21,596.68	-	
Full Time Salaries & Wages	10-020-0265-1101-60010	475,343.52	448,181	328,087.86	388,903	443,977.51	(59,278)	Changes to Treasury Roles
Hourly Part-time Salaries/Wages	10-020-0265-1101-60020	42,882.38	70,415	46,853.82	104,669	38,902.61	34,254	
Disability - Long & Short				-		6,263.28	-	
WSIB	10-020-0265-1101-60055	14,445.08	16,262	13,439.97	15,084	14,754.71	(1,178)	
CPP	10-020-0265-1101-60025	18,988.52	21,626	18,479.74	21,000	19,982.20	(626)	
EI	10-020-0265-1101-60030	8,676.85	8,934	7,953.49	7,952	9,330.64	(982)	
Dental, Vision, Ext Health				-		11,035.79	-	

2019 DRAFT ADMINISTRATION FINANCE BUDGET

		Actual to December 31/18	2019 OPERATING FORECAST	Actual to October 31/19	2020 OPERATING FORECAST	3 Year Average- 2016, 2017, 2018	Budget Variance 2019 to 2020	Notes
NEW G/L ACCOUNT								
O.M.E.R.S.	10-020-0265-1101-60035	41,854.26	47,607	33,547.73	45,941	43,297.95	(1,666)	
Life Insurance				-		1,037.68	-	
EHT	10-020-0265-1101-60040	9,852.96	10,239	8,265.51	9,625	10,316.26	(614)	
Employer Benefits	10-020-0265-1101-60050	40,948.52	50,760	38,961.16	51,194	24,708.62	434	
Equipment Rentals & Maintenance	10-020-0265-1101-71540			-		37.50	-	
Doctor's Note	10-020-0265-1101-71150			-		46.67	-	
Communications	10-020-0265-1200-71251	16,921.68	20,650	9,596.88	7,100	20,422.57	(13,550)	Transfer Telephone Services to IT
Postage/Freight/Courier	10-020-0265-1200-71252	11,687.51	15,000	31,281.57	12,000	12,609.15	(3,000)	2019- Reallocation required
Legal Fees	10-020-0265-1200-71253			6,111.70		172.51	-	
Audit Fees	10-020-0265-1200-71254	59,315.30	62,000	52,206.95	64,000	61,655.69	2,000	
Memberships	10-020-0265-1200-71260	2,428.27	2,600	1,720.76	1,800	2,465.58	(800)	
Subscriptions & Publications	10-020-0265-1200-71261	132.55	500	240.88	500	132.35	-	
Tax Write-Offs (EDFIP/Tax Sale)	10-020-0265-1210-54510			-		-	-	
Tax Capping & Phase-In	10-020-0265-1210-54511	(0.02)	-	83.69	-	572.14	-	
Rebates to Charities/ R.C. Legion	10-020-0265-1210-54512	31,143.52	31,200	5,832.25	28,000	29,606.72	(3,200)	Reduction due to changes in Royal Canadian Legion taxation
Sundry A/R Written Off	10-020-0265-1210-74514	(1,391.52)	2,500	(5.15)	500	2,051.51	(2,000)	
Tax Sale Expenses	10-020-0265-1210-74516	4,248.48	5,000	(4,609.09)	-	1,807.94	(5,000)	
Collection Costs	10-020-0265-1210-74550	588.13	500	448.47	500	383.10	-	
Office Supplies	10-020-0265-1400-71410	14,775.12	17,000	12,936.43	15,000	16,523.51	(2,000)	
Computer Maintenance (H & S)	10-020-0265-1500-71502	39,804.75	20,000	18,186.50	21,000	44,445.90	1,000	Financial hardware/software only- 5% increase for 2020
Custom Software Changes	10-020-0265-1500-71503	2,480.40	3,800	-		1,412.77	(3,800)	Additional Licence to software
Computer Training (Diamond Consultant)	10-020-0265-1500-71505	1,027.78		-		4,652.85	-	
MPAC Assessment Fees	10-020-0265-1500-71522	94,170.48	94,293	94,292.32	94,313	93,903.71	20	Updated Rate 0.02% increase
Contracted Services	10-020-0265-1500-71527	8,359.83	2,000	184.59	500	3,706.70	(1,500)	Shredding too
Land Title Fees	10-020-0265-1500-71529	504.90		128.40	400	247.23	400	
Travel	10-020-0265-1500-71530			1,000.81		12.30	-	
Conferences & Courses	10-020-0265-1500-71531	3,740.93	4,000	3,774.18	7,000	3,117.32	3,000	Increased for Payroll Training, new DT
Meeting Expenses	10-020-0265-1500-71532			79.64		14.26	-	
Equipment Rentals & Maintenance	10-020-0265-1500-71541	10,756.76	10,000	8,814.43	10,000	10,632.62	-	
General Insurance	10-020-0265-1500-71580	11,461.98	9,390	9,399.34	9,668	11,821.99	278	
Advertising & Public Notices	10-020-0265-1500-71591			240.76	250	-	250	
Bank Service Charges	10-020-0265-1600-71660	4,100.36	4,500	3,461.24	4,500	3,831.57	-	EFT pmts increase costs slightly
Cash Over/Under	10-020-0265-1600-71661	(4.87)		(11.45)		98.89	-	
Foreign Exchange	10-020-0265-1600-71662	(2.96)		(36.65)		(8.77)	-	
Credit Card Discount	10-020-0265-1600-71665	715.57	800	558.53	800	676.11	-	
Penny Rounding	10-020-0265-1600-71668			(0.01)		-	-	
		571,013.95	572,057	433,984.63	534,145	554,676.63	(37,912)	
Vehicles - Licensed								
Distributed Salaries/Wages							-	
Distributed Benefits							-	
Hourly Full Time	10-020-0263-2910-60010	1,248.48	1,000	375.94	800	1,212.86	(200)	
Overtime/Shift/Recall	10-020-0263-2910-60013	42.57		-		14.19	-	
Hourly Part Time	10-020-0263-2910-60020			-		-	-	
Employer CPP	10-020-0263-2910-60025	62.36		18.67		49.60	-	
Employer EI	10-020-0263-2910-60030	27.89		7.91		21.23	-	
Employer OMERS	10-020-0263-2910-60035	146.44		37.16		123.76	-	
Employer EHT	10-020-0263-2910-60040	29.18		7.53		24.58	-	
Employer Benefits	10-020-0263-2910-60050	256.90	300	47.43	200	199.62	(100)	
Employer WSIB	10-020-0263-2910-60055	46.97		12.17		39.48	-	
Communications	10-020-0263-2910-71251	156.05	500	-	-	327.80	(500)	
Gasoline					300	-	300	For IT Use

2019 DRAFT ADMINISTRATION FINANCE BUDGET

		Actual to	2019	Actual to	2020	3 Year Average-	Budget Variance	
	NEW G/L ACCOUNT	December 31/18	OPERATING FORECAST	October 31/19	OPERATING FORECAST	2016, 2017, 2018	2019 to 2020	Notes
Vehicle Parts & Maintenance	10-020-0263-2910-71451	1,359.60	1,000	117.13	1,000	1,177.80	-	

2019 DRAFT ADMINISTRATION FINANCE BUDGET

		Actual to	2019	Actual to	2020	3 Year Average-	Budget Variance	
	NEW G/L ACCOUNT	December 31/18	OPERATING FORECAST	October 31/19	OPERATING FORECAST	2016, 2017, 2018	2019 to 2020	Notes
Insurance	10-020-0263-2910-71580	479.92	824	824.60	851	469.52	27	2 vehicles
Licenses	10-020-0263-2910-71582	120.00	240	360.00	360	116.00	120	
		3,976.36	3,864	1,808.54	3,511	3,776.43	(353)	
Treasury Expenses		574,990.31	575,921	435,793.17	537,656	558,453.06	(38,265)	
FFPC Administration								
Distributed Salaries/Wages				-			-	
Distributed Benefits				-			-	
Hourly Full Time	10-020-0267-1101-60010	88,464.74	99,458	53,908.57	-	62,403.85	(99,458)	
Overtime	10-020-0267-1101-60013			73.72	-	-	-	
Hourly Part Time	10-020-0267-1101-60020	10,580.38	12,426	22,889.15	-	7,145.28	(12,426)	
Employer CPP	10-020-0267-1101-60025	4,965.74	5,165	3,816.58	-	3,291.60	(5,165)	
Employer EI	10-020-0267-1101-60030	2,302.31	2,141	1,708.01	-	1,508.12	(2,141)	
Employer OMERS	10-020-0267-1101-60035	8,414.49	9,588	5,381.06	-	5,578.42	(9,588)	
Employer EHT	10-020-0267-1101-60040	2,121.15	2,177	1,590.59	-	1,362.80	(2,177)	
Employer Benefits	10-020-0267-1101-60050	12,804.58	13,428	8,378.42	-	8,411.64	(13,428)	
Employer WSIB	10-020-0267-1101-60055	3,505.50	3,509	2,569.40	-	2,270.78	(3,509)	
Equipment Rentals Owned	10-020-0267-1101-71540			-	-	145.83	-	
Communications				-		-	-	
Total FFPC Administration		133,158.89	147,892	100,315.50	-	92,118.33	(147,892)	

2019 DRAFT CORPORATE BUDGET

	NEW G/L ACCOUNT	Actual to December 31/18	2019 OPERATING FORECAST	Actual to October 31/19	2020 OPERATING FORECAST	3 Year Average- 2016, 2017, 2018	Budget Variance 2019 to 2020	Notes
REVENUE:								
MUNICIPAL LEVY:								
<i>Levy Increase</i>								
Farmland Tax	10-010-0150-0111-40014	(723.37)	(763)	(762.94)	(763)	(690.32)	-	
Residential - EP	10-010-0150-0111-40018	(5,717,387.94)	(5,945,955)	(5,946,612.64)	(5,945,955)	(5,671,581.72)	-	
Residential - ES	10-010-0150-0111-40019	(1,121,723.78)	(1,157,311)	(1,157,311.45)	(1,157,311)	(1,154,412.18)	-	
Residential - FP	10-010-0150-0111-40020	(11,413.65)	(8,691)	(8,690.76)	(8,691)	(11,384.99)	-	
Residential- FS	10-010-0150-0111-40021	(26,374.01)	(28,953)	(28,952.92)	(28,953)	(27,773.68)	-	
Commercial Tax Full - T (Including DT)	10-010-0150-0112-40014	(2,046,266.27)	(2,083,108)	(2,082,451.47)	(2,083,108)	(2,053,370.81)	-	
Commercial Vacant Unit - U	10-010-0150-0112-40015	(12,934.46)	(15,405)	(15,405.34)	(15,405)	(19,145.43)	-	
Commercial Vacant Land - X	10-010-0150-0112-40016	(43,474.87)	(55,059)	(55,059.13)	(55,059)	(44,791.10)	-	
Commercial General - M	10-010-0150-0112-40017	(2,539.21)	(2,623)	(2,622.67)	(2,623)	(2,576.98)	-	
Commercial Shared - H	10-010-0150-0112-40023	(17,965.42)	(18,442)	(18,441.58)	(18,442)	(18,150.57)	-	
Commercial New Construction - XT	10-010-0150-0112-40034	(36,628.08)	(59,718)	(59,718.28)	(59,718)	(24,741.50)	-	
Industrial Tax Full - T	10-010-0150-0113-40014	(72,776.97)	(72,200)	(72,200.09)	(72,200)	(75,079.74)	-	
Industrial Vacant Unit - U	10-010-0150-0113-40015	(5,537.27)	(7,038)	(7,038.26)	(7,038)	(5,494.37)	-	
Industrial Vacant Land - X	10-010-0150-0113-40016	(28,163.15)	(38,856)	(38,855.59)	(38,856)	(25,510.09)	-	
Industrial Full, Not PIL - H	10-010-0150-0113-40022	(23,816.11)	(24,516)	(24,516.50)	(24,516)	(24,315.71)	-	
Industrial Excess Land, Shared PIL - K	10-010-0150-0113-40033	(2,686.72)	(3,345)	(3,345.48)	(3,345)	(2,822.58)	-	
Large Industrial Tax Full - T	10-010-0150-0114-40014	(746,361.38)	(757,376)	(757,376.18)	(757,376)	(742,693.80)	-	
Multi-Residential Tax - EP	10-010-0150-0115-40018	(563,653.51)	(568,439)	(568,438.81)	(568,439)	(554,972.12)	-	
Multi-Residential Tax - ES	10-010-0150-0115-40019	(30,792.87)	(32,694)	(32,693.72)	(32,694)	(30,971.60)	-	
Multi-Residential Tax - FP	10-010-0150-0115-40020	(2,569.36)	(2,554)	(2,553.62)	(2,554)	(2,518.30)	-	
Pipeline Tax - T	10-010-0150-0116-40014	(126,566.48)	(132,519)	(132,518.74)	(132,519)	(124,859.36)	-	
New Multi-Residential - EP	10-010-0150-0118-40018			-		-	-	
New Multi-Residential - ES	10-010-0150-0118-40019			-		-	-	
New Multi-Residential - FP	10-010-0150-0118-40020			-		-	-	
Residential -EP	10-010-0150-0121-50018			7,476.41		-	-	
Commercial Tax Full - T (Including DT)	10-010-0150-0122-50014			22,431.09		-	-	
Commercial Vacant Land - U	10-010-0150-0122-50015			(4,125.36)		-	-	
Commercial Vacant Land - X	10-010-0150-0122-50016			37,268.49		-	-	
Vacancy Application Rebate	10-010-0150-0122-50024			18,765.40		-	-	
Industrial Tax Full - T	10-010-0150-0123-50014			13,572.36		-	-	
Vacancy Application Rebate	10-010-0150-0123-50024			5,604.37		-	-	
Local Improvements		-		-		-	-	
Supp/Omits - Municipal	10-010-0150-0__-4__	(78,827.84)		(44,397.71)		(58,915.03)	-	
W/O Municipal Tax Levy (Including vacancy)	10-010-0150-0124-50024	295,523.23	113,070			335,797.22	(113,070)	Remove vacancy rebate- change in policy
Total Municipal Levy		(10,423,659.49)	(10,902,495.00)	(10,958,971.12)	(11,015,565)	(10,340,974.75)	(113,070)	
SCHOOL BOARD LEVY:								
Farm - FT	10-010-0151-0111-40014	(74.40)	(73)	(73.01)	(73)	(74.09)	-	
Residential & Farm - EP	10-010-0151-0111-40018	(588,011.49)	(568,932)	(569,153.46)	(568,932)	(609,657.23)	-	
Residential & Farm - ES	10-010-0151-0111-40019	(115,365.00)	(110,736)	(110,736.33)	(110,736)	(124,278.34)	-	
Residential & Farm - FP	10-010-0151-0111-40020	(1,173.85)	(832)	(831.57)	(832)	(1,223.87)	-	
Residential & Farm - FS	10-010-0151-0111-40021	(2,712.46)	(2,770)	(2,770.34)	(2,770)	(2,994.04)	-	
PIL RPEP	10-010-0151-0111-40027	(10.01)	(10)	(9.86)	(10)	(10.33)	-	
PIL RPES	10-010-0151-0111-40029	(2.14)	(2)	(1.93)	(2)	(2.14)	-	
Commercial - T - NS (Including DT)	10-010-0151-0112-40014	(684,743.07)	(647,305)	(647,084.97)	(647,305)	(709,427.46)	-	

2019 DRAFT CORPORATE BUDGET

	NEW G/L ACCOUNT	Actual to December 31/18	2019 OPERATING FORECAST	Actual to October 31/19	2020 OPERATING FORECAST	3 Year Average- 2016, 2017, 2018	Budget Variance 2019 to 2020	Notes
Commercial - U - NS	10-010-0151-0112-40015	(4,328.26)	(5,209)	(5,209.44)	(5,209)	(6,637.18)	-	
Commercial - X - NS	10-010-0151-0112-40016	(14,548.01)	(18,619)	(18,618.68)	(18,619)	(15,484.87)	-	
Commercial - P - NS	10-010-0151-0112-40031	(5,138.29)	(5,159)	(3,881.75)	(5,159)	(5,114.80)	-	
Commercial - XT	10-010-0151-0112-40034	(12,256.87)	(18,557)	(18,556.83)	(18,557)	(8,414.52)	-	
Industrial - T - NS	10-010-0151-0113-40014	(16,997.94)	(15,939)	(15,939.42)	(15,939)	(18,107.82)	-	
Industrial - U - NS	10-010-0151-0113-40015	(1,293.30)	(1,748)	(1,748.04)	(1,748)	(1,323.84)	-	
Industrial - X - NS	10-010-0151-0113-40016	(6,577.87)	(9,650)	(9,650.31)	(9,650)	(6,142.16)	-	
Large Industrial - T - NS	10-010-0151-0114-40014	(67,974.47)	(65,199)	(65,198.95)	(65,199)	(69,790.30)	-	
Multi-Residential - EP	10-010-0151-0115-40018	(22,294.98)	(22,088)	(22,087.51)	(22,088)	(22,391.43)	-	
Multi-Residential - ES	10-010-0151-0115-40019	(1,217.98)	(1,270)	(1,270.37)	(1,270)	(1,249.99)	-	
Multi-Residential - FP	10-010-0151-0115-40020	(101.63)	(99)	(99.22)	(99)	(101.61)	-	
Pipeline - T - NS	10-010-0151-0116-40014	(32,424.37)	(31,515)	(31,514.80)	(31,515)	(32,822.99)	-	
Railroad - WT - NS	10-010-0151-0117-40026	(1,585.43)	(1,585)	(1,585.43)	(1,585)	(1,585.43)	-	
New Multi-Residential - EP	10-010-0151-0118-40018			-		-	-	
New Multi-Residential - ES	10-010-0151-0118-40019			-		-	-	
New Multi-Residential - FP	10-010-0151-0118-40020			-		-	-	
Residential - EP	10-010-0151-0121-50018			717.65		-	-	
Charity Rebates - EP	10-010-0151-0121-50028			522.35		-	-	
Commercial Tax Full - T (Including DT)	10-010-0151-0122-50014			7,173.11		-	-	
Commercial Excess Land - CU	10-010-0151-0122-50015			(1,394.16)		-	-	
Commercial Vacant Land - X	10-010-0151-0122-50016			13,598.31		-	-	
Vacancy Application Rebate	10-010-0151-0122-50024			6,279.09		-	-	
Charity Rebates	10-010-0151-0122-50028			115.95		-	-	
Industrial Tax Full - T	10-010-0151-0123-50014			2,996.33		-	-	
Vacancy Application Rebate	10-010-0151-0123-50024			1,308.97		-	-	
Vacancy Application Rebate	10-010-0151-0124-50024			20,392.34		-	-	
Supplementary/Omits	10-010-0151-0___-4___	(3,237.69)		(5,478.11)		19,355.74	-	
Write off - School Tax Levy (Charity and Vacant)	10-010-0151-0124-50024	41,609.79	21,007			29,212.46	(21,007)	Remove vacancy rebate- change in policy
Total School Board Levy		(1,540,459.72)	(1,506,290.00)	(1,479,790.39)	(1,527,297)	(1,588,266.24)	(21,007.00)	
Total Revenue		(12,301,252.23)	(12,542,862.00)	(12,438,761.51)	(12,542,862)	(12,294,250.67)	-	
Total Expenses		337,133.02	134,077.00	-	-	365,009.68	(134,077)	
TOTAL TAXATION LEVY		(11,964,119.21)	(12,408,785.00)	(12,438,761.51)	(12,542,862)	(11,929,240.99)	(134,077)	
PAYMENTS-IN-LIEU:								
Municipal Tax Assistance:								
Court House	10-010-0152-0131-40150	(31,953.06)	(34,635)	(7,988.27)	(34,635)	(30,773.85)	-	
Land Registry Office	10-010-0152-0131-40151	(7,601.86)	(7,779)	(1,900.47)	(7,779)	(5,918.77)	-	
Eighth St North Side	10-010-0152-0131-40152	-		-		-	-	
Tourist Information Bureau	10-010-0152-0131-40153	(9,115.93)	(9,329)	-	(9,329)	(9,634.40)	-	
Min. Citizenship & Culture	10-010-0152-0131-40154	(6,592.49)	(6,746)	(1,648.12)	(6,746)	(6,808.84)	-	
Ont. Realty Corp Parking Lot	10-010-0152-0131-40155	(2,491.90)	(2,808)	-	-	(2,291.34)	2,808	Parking lot is Owned by Town
Natural Resources	10-010-0152-0131-40175	(32,945.13)	(34,282)	(10,194.34)	(34,282)	(28,278.77)	-	
820 Eighth St E./Youth Centre	10-010-0152-0131-40159	-		-		-	-	
New OPP Station	10-010-0152-0131-40177		(4,332)		(4,332)	-	-	
		(90,700.37)	(99,911)	(21,731.20)	(97,103)	(83,705.97)	2,808	

2019 DRAFT CORPORATE BUDGET

NEW G/L ACCOUNT		Actual to December 31/18	2019 OPERATING FORECAST	Actual to October 31/19	2020 OPERATING FORECAST	3 Year Average- 2016, 2017, 2018	Budget Variance 2019 to 2020	Notes
Municipal Act:								
Confederation College	10-010-0152-0132-40156	(5,475.00)	(5,475)	(6,750.00)	(6,750)	(5,858.33)	(1,275)	Equal to 2019 actual
Rainy River Valley Health	10-010-0152-0132-40157	(11,625.00)	(11,625)	(11,625.00)	(11,625)	(11,625.00)	-	
Fort Frances Jail	10-010-0152-0132-40158	(1,650.00)	(1,650)	(1,650.00)	(1,650)	(1,650.00)	-	
Ge-Da-Gi-Binez Youth Centre	10-010-0152-0132-40159	-	-	-	-	(224.13)	-	
		(18,750.00)	(18,750)	(20,025.00)	(20,025)	(19,357.46)	(1,275)	
Municipal Enterprises:								
General Municipal PIL	10-010-0152-0133-40160	(26,954.34)	(29,319)	(29,318.86)	(29,319)	(25,712.71)	-	
Sewage Facilities PIL	10-010-0152-0133-40161	(39,747.06)	(39,912)	(39,911.74)	(39,912)	(40,845.14)	-	
Waterworks Facilities PIL	10-010-0152-0133-40162	(127,164.08)	(127,711)	(127,711.06)	(127,711)	(132,087.07)	-	
FFPC	10-010-0152-0133-40163	(9,345.81)	(9,393)	(9,392.67)	(9,393)	(9,993.99)	-	
		(203,211.29)	(206,335)	(206,334.33)	(206,335)	(208,638.91)	-	
Ontario Enterprises:								
Water Lots & Marina	10-010-0152-0134-40164	(12,013.06)	(12,728)	(12,615.20)	(12,728)	(11,978.91)	-	
L.C.B.O.	10-010-0152-0134-40167	(7,885.75)	(8,070)	(8,069.74)	(8,070)	(8,166.59)	-	
Power Dam Compensation	10-010-0152-0136-40172	(350,807.05)	(350,800)	(350,807.05)	(350,800)	(350,807.05)	-	
		(370,705.86)	(371,598)	(371,491.99)	(371,598)	(370,952.55)	-	
Bridges:								
International Bridge (per Regulation)	10-010-0152-0136-40169	(29,432.67)	(30,000)	(31,344.68)	(30,000)	(32,147.31)	-	This can vary depending on exch. Rate
				-				
				-				
				-				
Canada Enterprises:								
Canada Post Corp	10-010-0152-0137-40173	(37,972.62)	(39,898)	-	(39,898)	(37,402.11)	-	
Natural Resources-Butler Ave	10-010-0152-0137-40175	(2,113.38)	(2,163)	-	(2,163)	(2,488.18)	-	
Indian Affairs	10-010-0152-0137-40176	(968.37)	(1,302)	-	(1,302)	(676.38)	-	
		(41,054.37)	(43,363)	-	(43,363)	(40,566.67)	-	
Per Acreage Charges:								
Ontario Hydro Acreage	10-010-0152-0135-40165	(35,107.73)	(35,108)	-	(35,108)	(35,107.73)	-	
Railroad Acreage	10-010-0152-0135-40168	(11,302.50)	(11,302)	(11,302.50)	(11,302)	(7,715.16)	-	
Total Per Acreage		(46,410.23)	(46,410)	(11,302.50)	(46,410)	(42,822.89)	-	
Total P.I.L.		(800,264.79)	(816,367)	(662,229.70)	(814,834)	(798,191.75)	1,533	
Contributions from MAT Reserve Fund						-	-	
Sale of Land	10-020-0266-0410-40315	(236,902.00)	-	-		(340,931.17)	-	
Other Grant (In-Lieu of Taxation W/O)				-		-	-	
Prov Assist /Tax Rate Stabilization				-		-	-	
Tax Rate Stabilization Reserve Fund	10-020-0266-1620-45390	-	-	-		(145,579.63)	-	
Ontario Cannabis Legalization Fund	10-020-0266-0410-40319		(14,693)	(26,553.00)	-	-	14,693	
Surplus/Deficit from Prior Years				-		-	-	
OMPF (Ontario Municipal Partnership Fund)	10-020-0240-0129-40199	(3,342,100.00)	(3,363,500)	(3,363,500.00)	(3,294,600)	(3,127,566.67)	68,900	Reduction in 2020- Funding Confirmed
TOTAL REVENUE		(16,343,386.00)	(16,603,345)	(16,491,044.21)	(16,652,296)	(16,341,510.20)	(48,951)	

2019 DRAFT CORPORATE BUDGET

	NEW G/L ACCOUNT	Actual to December 31/18	2019 OPERATING FORECAST	Actual to October 31/19	2020 OPERATING FORECAST	3 Year Average- 2016, 2017, 2018	Budget Variance 2019 to 2020	Notes
EXPENDITURES:								
Election Revenue:								
Nomination Filing Fee	10-020-0261-0430-40310	-		(100.00)		-	-	
Election Expenses								
Hourly Part-Time Wages	10-020-0261-1101-60020	3,175.70		-		1,058.57	-	
Overtime	10-020-0261-1101-60013	149.40		-		49.80	-	
Employer CPP	10-020-0261-1101-60025	134.21		-		44.74	-	
Employer EI	10-020-0261-1101-60030	72.33		-		24.11	-	
Employer OMERS	10-020-0261-1101-60035	13.23		-		4.41	-	
Employer EHT	10-020-0261-1101-60040	63.62		-		21.21	-	
Employer Benefits	10-020-0261-1101-60050	34.43		-		11.48	-	
Employer WSIB	10-020-0261-1101-60055	104.39		-		34.80	-	
Postage, Freight, Courier	10-020-0261-1200-71252	-		-		-	-	
Office Supplies	10-020-0261-1400-71410	379.37		-		126.46	-	
Contracted Services	10-020-0261-1500-71527	14,685.49		-		4,895.16	-	
Conference & Courses	10-020-0261-1500-71531	514.35		-		171.45	-	
Equipment Rental - Other	10-020-0261-1500-71541	6,056.59		-		2,018.86	-	
Advertising	10-020-0261-1500-71591	3,396.18		-		1,132.06	-	
Subtotal		28,779.29	-	-		9,593.10	-	
Total Revenue								
		-	-	(100.00)		-	-	
Total Expenses								
		28,779.29	-	-		9,593.10	-	
Total Election								
		28,779.29	-	(100.00)	-	9,593.10	-	
Council:								
REVENUE								
Court Cost Recoveries	10-020-0240-0430-40579	(8,475.00)		(8,475.00)		(2,825.00)	-	
Expense Recoveries	10-020-0240-0430-40589	(1,200.00)		-		(402.50)	-	
Donation	10-020-0240-0430-40632	(4,800.00)	(2,000)	(3,000.00)	(2,000)	(3,843.33)	-	
EXPENDITURES								
Salaries/Wages	10-020-0240-1101-60010	109,272.47	111,979	102,462.34	116,042	106,549.84	4,063	
Disability - Long & Short				-		-	-	
Hourly Part Time	10-020-0240-1101-60020	-		2,766.12	-	-	-	
Employer CPP	10-020-0240-1101-60025	1,880.08	3,930	4,094.58	4,835	1,685.09	905	
Employer EI	10-020-0240-1101-60030	-		-		-	-	
Extended Health (Dental, Vision)				-		-	-	
O.M.E.R.S.	10-020-0240-1101-60035	1,720.67	8,824	4,995.28	10,444	2,900.32	1,620	
Employer Health Tax	10-020-0240-1101-60040	1,410.38	2,184	1,738.91	2,263	1,459.63	79	
Employer Benefits	10-020-0240-1101-60050	-		645.64		-	-	
Employer WSIB	10-020-0240-1101-60055	-		-		-	-	
Telephone & Communications	10-020-0240-1200-71251	998.28	1,000	-	1,000	962.18	-	
Integrity Commissioner Costs	10-020-0240-1200-71249		10,000	666.67	5,000	-	(5,000)	
Legal	10-020-0240-1200-71253	8,078.86	10,000	-	10,000	3,938.48	-	
Point Park Litigation	10-020-0240-1200-71259	383,165.95	245,000	57,140.65	245,000	282,487.69	-	Same budget amount as 2019
Memberships	10-020-0240-1200-71260	13,829.35	14,000	13,687.95	14,000	12,237.26	-	
Subscriptions & Publications	10-020-0240-1200-71261	-	1,000	760.45	1,000	547.20	-	
Office Supplies	10-020-0240-1400-71410	2,303.41	2,000	521.30	1,000	2,414.91	(1,000)	

2019 DRAFT CORPORATE BUDGET

NEW G/L ACCOUNT		Actual to December 31/18	2019 OPERATING FORECAST	Actual to October 31/19	2020 OPERATING FORECAST	3 Year Average- 2016, 2017, 2018	Budget Variance 2019 to 2020	Notes
Distributed Salaries/Wages - Community Events				-		2,688.65	-	
Distributed Benefits - Community Events				-		773.83	-	
Salaries Full Time	10-020-0240-1500-60010	4,984.66	10,000	4,011.19	10,000	7,172.44	-	
Overtime	10-020-0240-1500-60013	346.10		128.44		291.51	-	
Hourly Full Time	10-020-0240-1500-60015	-		-		-	-	
Hourly Part Time	10-020-0240-1500-60020	1,427.74		1,382.25		1,868.97	-	
Employer CPP	10-020-0240-1500-60025	339.48		308.38		445.89	-	
Employer EI	10-020-0240-1500-60030	154.82		135.69		205.55	-	
Employer OMERS	10-020-0240-1500-60035	543.36		464.29		706.47	-	
Employer EHT	10-020-0240-1500-60040	145.48		126.97		180.17	-	
Employer Benefits	10-020-0240-1500-60050	767.54	2,857	678.62	2,857	536.71	-	
Employer WSIB	10-020-0240-1500-60055	235.70		199.91		299.04	-	
Contracted Serv	10-020-0240-1500-71527	450.60	500	258.45	500	432.62	-	
Travel	10-020-0240-1500-71530	-	600	1,601.76		366.38	(600)	
Conferences & Courses	10-020-0240-1500-71531	16,710.84	19,000	17,365.05	20,000	19,213.77	1,000	
Meeting Expense	10-020-0240-1500-71532	1,923.85	2,500	930.40	1,000	2,321.82	(1,500)	
Equipment Rentals - Owned- Community Event	10-020-0240-1500-71540	1,110.80	2,400	876.76	2,000	2,148.57	(400)	
Advertising & Public Notices	10-020-0240-1500-71591	6,094.35	4,500	2,079.95	4,500	5,440.68	-	
Public Relations Expense	10-020-0240-1500-71592	19,658.67	19,500	11,177.98	19,500	19,002.71	-	
Events & Activities	10-020-0240-1500-71593	-		-		-	-	
Annual Appreciation Dinner	10-020-0240-1500-71596	5,807.69	6,500	5,085.24	6,000	6,133.90	(500)	
Community Safety and Wellbeing Plan			40,347	-	19,317	-	(21,030)	Project did not start in 2019- now a 2020 ex
Annual Tug-of-War Event	10-020-0240-2110-71592	-		-		-	-	
Meals on Wheels	10-020-0240-2110-72112	22,000.00	22,000	22,000.00	22,000	20,000.00	-	
Rainy River District Safety Coalition	10-020-0240-2110-72113	3,977.50	4,000	3,977.50	4,000	3,977.50	-	
Fun In The Sun & Fireworks Grant	10-020-0240-2110-72116	14,800.00	10,000	13,000.00	10,000	12,166.67	-	2500 Fun in the Sun & 7500 Fireworks
Dragon Boat Festival	10-020-0240-2110-72117	-	-	-		333.33	-	
						-	-	
Total Revenue		(14,475.00)	(2,000)	(11,475.00)	(2,000)	(7,070.83)	-	
Total Expenses		624,138.63	554,621	275,268.72	532,258	521,889.78	(22,363)	
Total Council		609,663.63	552,621	263,793.72	530,258	514,818.94	(22,363)	
Contribution from Capital Fund		10-020-0272-0000-71040	-	-		(6,129.00)	-	
Contribution to Reserve for Working Capital						-	-	
Cont to Reserve Funds (PY Surplus)	10-020-0272-0000-71020	332,319.99	-	-		88,031.49	-	
Cont to Reserve Funds (Vehicles/Equip)	10-020-0272-0000-71020	550,000.00	150,000	-	150,000	110,773.33	-	
Cont to Reserve Funds (Buildings)	10-020-0272-0000-71020	456,579.51	450,000	-	450,000	300,000.00	-	
Cont to Reserve Funds (Corp Projects)	10-020-0272-0000-71020	1,011,912.63	950,917	-	1,104,000	498,074.23	-	
Cont to Reserve Funds (Corp Contingency)	10-020-0272-0000-71020			-		1,052,909.53	153,083	154000= 1.4% of 2019 Taxes as per approve
Cont to Reserve Funds (Waterworks & Sewer)	10-020-0272-0000-71020	18,409.86		-		91,666.67	-	
				-		111,197.40	-	
Total Contribution to/from Reserve/Reserve Funds		2,369,221.99	1,550,917	-	1,704,000	2,252,652.66	153,083	
Uncontrollable Costs:								
Doctor Recruitment	10-020-0260-2110-72140	68,000.00	68,000	68,000.00	68,000	68,000.00	-	
Clinic Financing Interest	10-020-0260-2110-72141	3,889.20	6,000	-	6,000	5,901.95	-	

2019 DRAFT CORPORATE BUDGET

	NEW G/L ACCOUNT	Actual to December 31/18	2019 OPERATING FORECAST	Actual to October 31/19	2020 OPERATING FORECAST	3 Year Average- 2016, 2017, 2018	Budget Variance 2019 to 2020	Notes
				-		-	-	
<i>Rainy River District Social Services Brd</i>	10-020-0260-2110-72149	1,950,715.05	1,956,182	1,676,196.93	1,956,182	1,980,651.46	-	Levy NOT confirmed
<i>Rainy River District Social Services Refund</i>	10-020-0260-2110-72149	(87,985.10)				(112,395.19)	-	
<i>Rainy River DSSAB One-Time Supp Levy</i>	10-020-0260-2110-72150			-		-	-	
<i>Rainycrest Home for the Aged</i>	10-020-0260-2110-72160	-		-		20,209.27	-	
<i>Northwestern Health Unit</i>	10-020-0260-2110-72161	368,813.40	377,954	314,961.90	408,652	368,813.40	30,698	Levy is confirmed
Total Health & Uncontrollable Costs		2,303,432.55	2,408,136.00	2,059,158.83	2,438,834	2,331,180.88	30,698	
Economic Development								
Revenue:								
Municipal Accommodation Tax	10-180-1820-0410-40200		(200,000)	(205,413.85)	(300,000)	-	(100,000)	
Expenses:								
Municipal Accom Tax- Transfer to RRFDC	10-180-1820-1000-72110		100,000	91,871.01	150,000	-	50,000	
Municipal Accom Tax- Transfer to Reserves	10-180-1820-1620-75390		100,000	91,871.00	150,000	-	50,000	
Municipal Accom Tax- Revenue	10-180-1820-0410-40200					-	-	
Telecommunications (Web hosting)	10-180-1820-1200-71251	262.56	250	196.92	250	249.16	-	
Mill Legal	10-180-1820-1200-71253			57,789.04		-	-	
EDFIP Distributed Salaries				-		435.65	-	
EDFIP Distributed Benefits				-		143.77	-	
Residential Revitalization Grant	10-180-1820-1500-71514	-	7,500	7,944.53	7,500	3,295.89	-	
Contracted Works (RRFDC Per Capita)	10-180-1820-1500-71523	77,599.22	55,685	55,685.00	55,685	62,989.74	-	
Development Issues/Enhanced Econ Dev	10-180-1820-1500-71526	55,359.96	100,000	53,050.96	100,000	73,993.90	-	
Meeting Expenses	10-180-1820-1500-71532	1,579.12	1,800	1,292.00	1,800	1,676.92	-	
EDFIP Equipment Rentals-Owned	10-180-1820-1500-71532					51.92	-	
Fort Frances Chamber of Commerce	10-180-1820-2110-72114	2,833.00	2,833	2,833.00	2,833	1,888.67	-	May require a larger contibution
		137,633.86	368,068	362,533.46	468,068	144,725.62	100,000	
Total Revenue		-	(200,000)	(205,413.85)	(300,000)	-	(100,000)	
Total Expenses		137,633.86	368,068	362,533.46	468,068	144,725.62	100,000	
Total Economic Development		137,633.86	168,068	157,119.61	168,068	144,725.62	-	
Travel Information Centre								
Revenue:								
Sunset Country Grant	10-180-1821-0430-40582	(19,000.00)	(15,000)	-	-	(16,333.33)	15,000	Destination Northern Ontario is not likely to flow money in 2020
Student/Intern Grants	10-180-1821-0430-40404							
RRFDC Grants	10-180-1821-0430-40410							
		(19,000.00)	(15,000)	-	-	(16,333.33)	15,000	
Expenses:								
Telephone & Communications	10-180-1821-1200-71251	-		-		14.59	-	
Hydro Charges	10-180-1821-1240-71420	2,814.92	2,080	13,730.97	2,215	3,107.03	135	
Water & Sewer Charges	10-180-1821-1240-71421	661.32	620	457.52	620	563.97	-	

2019 DRAFT CORPORATE BUDGET

	NEW G/L ACCOUNT	Actual to December 31/18	2019 OPERATING FORECAST	Actual to October 31/19	2020 OPERATING FORECAST	3 Year Average- 2016, 2017, 2018	Budget Variance 2019 to 2020	Notes
Janitorial Cleaning Supplies	10-180-1821-1240-71470	-	500	-	500	148.47	-	
Taxes	10-180-1821-1400-71425	9,115.94	9,200	-	9,200	9,622.90	-	
Repairs & Maintenance	10-180-1821-1500-71545	258.60	500	3,468.91	500	733.72	-	
Lease	10-180-1821-1530-71564	6,105.60	6,106	6,105.60	6,106	8,475.69	-	
		18,956.38	19,006	23,763.00	19,141	22,666.38	135	
							-	
Total Revenue		(19,000.00)	(15,000)	-	-	(16,333.33)	15,000	
Total Expenses		18,956.38	19,006	23,763.00	19,141	22,666.38	135	
Total Travel Information Centre		(43.62)	4,006	23,763.00	19,141	6,333.04	15,135	
Solar Panels								
Revenue:								
Operational Revenue	10-180-1825-0330-40320	(24,925.13)	(24,000)	(18,382.17)	(24,000)	(21,722.63)	-	
Expenses:								
Distributed Salaries				-		70.90	-	
Distributed Benefits				-		23.40	-	
Salaries Full Time	10-180-1825-1101-60010	102.52		446.83		34.17	-	
Hourly Full Time	10-180-1825-1101-60015	-	750	-	3,157	-	2,407	
Hourly Part Time	10-180-1825-1101-60020	-		-		-	-	
Employer CPP	10-180-1825-1101-60025	4.83		22.68		1.61	-	
Employer EI	10-180-1825-1101-60030	2.15		9.68		0.72	-	
Employer OMERS	10-180-1825-1101-60035	9.74		44.39		3.25	-	
Employer EHT	10-180-1825-1101-60040	2.00		9.20		0.67	-	
Employer Benefits	10-180-1825-1101-60050	-	225	54.40	1,025	-	800	
Employer WSIB	10-180-1825-1101-60055	3.26		14.86		1.09	-	
Equipment Rental - Owned	10-180-1825-1101-71540	-	100	-	100	8.33	-	
Materials	10-180-1825-1400-71471	-		(3.08)		-	-	
Contracted Services	10-180-1825-1500-71527	289.10		-		222.32	-	
Insurance	10-180-1825-1500-71580	1,321.20	1,426	1,413.28	1,389	1,300.70	(37)	
Transfer to Reserve Funds	10-180-1825-1620-75390	-		-		3,537.78	-	
Total Revenue		(24,925.13)	(24,000)	(18,382.17)	(24,000)	(21,722.63)	-	
Total Expenses		1,734.80	2,501	2,012.24	5,671	5,204.92	3,170	
Total Solar Panels		(23,190.33)	(21,499)	(16,369.93)	(18,329)	(16,517.71)	3,170	
School Board Requisitions:								
EP	10-010-0151-2110-72991	1,277,707.43	1,277,086	957,833.32	1,277,086	1,316,665.45	-	
EP (Resolute Write-off)	10-010-0151-2110-72991		(17,306)			-	17,306	
ES	10-010-0151-2110-72992	258,765.50	246,510	184,865.03	246,510	267,283.41	-	
ES (Resolute Writ-off)	10-010-0151-2110-72992		(3,701)			-	3,701	
FP	10-010-0151-2110-72993	1,274.33	931	698.09	931	1,328.13	-	
FS	10-010-0151-2110-72994	2,712.46	2,770	2,077.75	2,770	2,989.25	-	
Total School Board Requisitions		1,540,459.72	1,506,290	1,145,474.19	1,527,297	1,588,266.24	21,007	

2019 DRAFT CORPORATE BUDGET

NEW G/L ACCOUNT	Actual to December 31/18	2019 OPERATING FORECAST	Actual to October 31/19	2020 OPERATING FORECAST	3 Year Average- 2016, 2017, 2018	Budget Variance 2019 to 2020	Notes
Long Term Debt							
Loan - I (Roads)	10-020-0270-1300-71303	1,868.39	-	-	5,364.11	-	
Loan - P (Roads)	10-020-0270-1300-71304	-	-	-	-	-	
Loan - I (Solar Panels)	10-020-0270-1300-71309	3,814.32	2,772	2,178.88	1,693	(1,079)	
Loan - P (Solar Panels)	10-020-0270-1300-71310	-	30,428	22,721.12	31,507	1,079	
Loan - I (Heritage Tourism)	10-020-0270-1300-71315	235.90	-	-	677.24	-	
Loan - P (Heritage Tourism)	10-020-0270-1300-71316	-	-	-	-	-	
Honeywell Project Interest	10-020-0270-1300-71317	63,317.40	49,211	38,008.79	35,418	(13,793)	
Honeywell Project Principal	10-020-0270-1300-71318	-	315,410	236,557.62	315,410	-	
Debenture - Interest (Townshend)	10-020-0270-1300-71321	-	-	-	3,673.81	-	
Debenture - Principal (Townshend)	10-020-0270-1300-71322	-	-	-	-	-	
Debenture - Interest Arena	10-020-0270-1300-71341	-	-	-	10,205.01	-	
Debenture - Principal Arena	10-020-0270-1300-71342	-	-	-	-	-	
Total Long Term Debt		69,236.01	397,821	299,466.41	384,028	80,750.74	(13,793)
TOTAL REVENUE		(16,738,919.15)	(16,978,422)	(16,726,415.23)	(16,978,296)	(16,751,646.68)	126
TOTAL EXPENSES		7,430,726.25	6,941,437	4,167,676.85	7,079,297	7,321,939.99	137,860
TOTAL CORPORATE		(9,308,192.90)	(10,036,985)	(12,558,738.38)	(9,898,999)	(9,429,706.69)	137,986

2019 DRAFT EMERGENCY SERVICES BUDGET

NEW G/L ACCOUNT		Actual to December 31/18	2019 OPERATING FORECAST	Actual to October 31/19	2020 OPERATING FORECAST	3 Year Average- 2016, 2017, 2018	Budget Variance 2019 to 2020	Notes
POLICE SERVICES								
REVENUE:								
Sundry Revenue - User Fees	10-040-0420-0330-40582	(2,305.92)	(2,000)	(84.29)	(2,000)	(2,136.69)	-	
Solicitor General - R.I.D.E.	10-040-0420-0430-40415	(8,816.14)	(8,800)	(8,799.66)	(8,800)	(8,845.18)	-	
Sundry Revenue - User Fees	10-040-0420-0430-40582	(12,897.20)	(12,000)	(13,804.90)	(12,000)	(12,563.34)	-	
Proceeds of Crime- Front Line Policing Grant					(75,000)	-	(75,000)	
						-	-	
Total Revenue		(24,019.26)	(22,800)	(22,688.85)	(97,800)	(23,545.21)	(75,000)	
Police Services Board								
EXPENDITURES:								
Salaries/Wages	10-040-0422-2910-60010	-		-		346.67	-	
CPP	10-040-0422-2910-60025	299.00	260	92.50	260	207.21	-	
EHT	10-040-0422-2910-60040	201.35	160	55.87	160	160.15	-	
Hourly Part-time	10-040-0422-2910-60020	12,103.56	10,450	2,902.00	11,275	11,657.31	825	
Employer OMERS	10-040-0422-2910-60035	27.19		66.12		9.06	-	
Memberships	10-040-0422-1200-71260	1,258.06	1,264	1,292.04	1,300	1,231.10	36	
Office Supplies	10-040-0422-1400-71410	-		-		-	-	
Conferences & Courses	10-040-0422-1500-71531	3,188.89	7,500	1,543.71	2,500	2,503.68	(5,000)	3 year average
Meeting Expense	10-040-0422-1500-71532	-	350	-	350	325.91	-	
Insurance	10-040-0422-1500-71580	144.00	867	864.00	870	443.91	3	
Public Relations/Promotions	10-040-0422-1500-71592	-	250	-	250	84.80	-	
Proceeds of Crime- Front Line Policing Expense					75,000	-	75,000	
		17,222.05	21,101	6,816	91,965	16,969.80	70,864	
Administration								
Revenue								
MCSCS Grant (Court Security)	10-040-0420-0430-40445	(153,460.00)	(270,700)	(270,700.00)	(217,418)	(114,032.00)	53,282	Equal to Court Sec Costs
				-				
Expenses								
Paid Duty - R.I.D.E.	10-040-0420-1100-71155	10,495.98	9,000	4,795.24	9,000	8,804.14	-	
Prisoners Meals	10-040-0420-1400-71491	975.50	3,000	-	3,000	2,462.17	-	
Travel				-		9.97	-	
OPP Contract	10-040-0420-1500-71565	2,166,228.00	2,563,093	2,135,910.00	2,639,763	2,229,565.00	76,670	Court Security Enhancements/ 2018 Year End Adjustment
General Insurance	10-040-0420-1500-71580	3,101.95	2,113	2,122.32	2,222	3,265.19	109	
Advertising & Public Notices	10-040-0420-1500-71591	-	150	-	150	53.08	-	
		2,180,801.43	2,577,356	2,142,827.56	2,654,135	2,244,159.56	76,779	
						-	-	
Total Revenue		(177,479.26)	(293,500)	(293,388.85)	(315,218)	(137,577.21)	(21,718)	
Total Expenditures		2,198,023.48	2,598,457	2,149,643.80	2,746,100	2,261,129.36	147,643	
Total Police Services		2,020,544.22	2,304,957	1,856,254.95	2,430,882	2,123,552.14	125,925	

TO: Administration & Finance Executive Committee
FROM: Dawn Galusha, Treasurer
DATE: January 3, 2020
SUBJECT: Cancel January 20, 2020 Budget Meeting

BACKGROUND

The budget timetable was passed on October 22, 2019. At that time Council had not decided on attendance at ROMA. We now know that the mayor, CAO and two members of Council will be away on January 20, 2020. I request that we cancel the January 20, 2020 Budget Meeting and hold the first Budget Meeting on February 3, 2020 at 2:00 pm.



FIRE & RESCUE SERVICE

"PRIDE & HONOUR"

Leadership - Commitment - Empower - Engage - Succeed - Continual Improvement



NOVEMBER 2019 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

Total Hours: Incidents; Training; Public Education; and Public Service	Training Sessions:	Public Ed & Prevention; Public Events; Public Service:	Fire Safety Standards Enforcement Inspections / Re-inspections for 2019:	Fire Drills	EMS Calls:	Fire Calls:	Fire Loss estimated values in Dollars:
209.4	25	1	184	0	4	1	0
Alarm Calls:	MVC Calls:	Water Related Rescue Calls:	(CO) Carbon Monoxide / Gas Leak Calls:	Hazmat Calls:	Mutual Aid Calls:	Other Calls:	Tickets Issued:
3	4	0	3	0	0	1	0

TEAM MEMBERS RESPONDED TO 16 EMERGENCY RESPONSE CALLS DURING NOVEMBER 2019.

Total Hours:

- **13.4 Hours** was spent on responding to emergency incidents.
- **194 Hours** was spent on training.
- **2 Hour** was spent on public service.

Time of Day:

During this month, **81%** of our calls for service occurred on the Day Shift between 07:00 & 19:00 and **19%** of our calls for service occurred during the Night Shift between 19:00 & 07:00.

Fire Prevention Inspections / Re-inspections:

13 inspections / re-inspections were completed in September, which brings our total to **184** inspections / re-inspections completed since January 1st, of this year.

Fire Response Calls: **1** was steam related, which was located at the Town of Fort Frances Land Fill.

Fire Alarms: **3** False Fire Alarm Calls.

MVC (Motor Vehicle Crashes): **4** in total with **3** in the Town of Fort Frances, and **1** on Hwy. 502.

(CO) Carbon Monoxide / Gas Leak Calls: **1** false CO call, and **2** false Natural Gas calls.

EMS Calls: **4**

Other Calls: **1** Powerline Arching.



FIRE & RESCUE SERVICE

"PRIDE & HONOUR"

Leadership - Commitment - Empower - Engage - Succeed - Continual Improvement



NOVEMBER 2019 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

Training:

Three separate 2-hour training sessions. As well, we had 18 separate 8-hour training sessions for a Part Time (Volunteer) Firefighter training for a Relief Firefighter position.

On November 11th, Doug Wright, Gavin Payne, and myself travelled to Thunder Bay to attend a Fire Inspectors Training Course, which started on November 12th and concluded on November 15th.

November 11th Ceremonies:

Two of our Fulltime Team Members attended the November 11th Ceremonies in the Town Fort Frances.



Public Fire Safety Education / Public Events / Public Service / Community Spirit / Highlights:

Weekly Fire & Life Safety Tips continue to be published in the Thursday edition of the Fort Frances Bulletin, as well as on our towns official Facebook Page.

Update #2: Backup Power and Infrastructure Plan for the Fort Frances High School

Back in October, I reported that on October 30, 2019 ... the Backup Generator Base was poured.

Meanwhile, the Generator is now in place and is ready to have the electrical work commence.

