

# TOWN OF FORT FRANCES

## Operations and Facilities Executive Committee

### AGENDA - January 8, 2020, 8:30 AM

#### MEETING - Civic Centre

Session #001

	Page
1. <b><u>Call to Order</u></b>	
2. <b><u>Disclosure of pecuniary interest and the general nature thereof</u></b>	
3. <b><u>Approval of Previous Committee Minutes</u></b>	
3.1 Minutes from the previous meeting on December 4, 2019.	2 - 3
4. <b><u>Non-agenda Items</u></b>	
5. <b><u>New Business</u></b>	
5.1 Annual Energy Conservation and Demand Management Report	4 - 9
5.2 Letter Dated November 20, 2019 Re: Single Use Plastics	10 - 19
5.3 2020 Investing in Canada Infrastructure Program Funding Agreement - Colonization Road West	20 - 83
5.4 Lakeside Process Controls Support Agreement Renewal	84 - 101
5.5 Award of Tender 19-OF-14 - 2020 Colonization Road Reconstruction	102 - 110
5.6 First Draft of 2020 Operating and Capital Budget for Operations and Facilities Division	111 - 170
6. <b><u>Information</u></b>	
6.1 Fort Frances Wastewater Treatment Facility November 2019 Monthly Report	171 - 179
7. <b><u>Adjourn / Next Meeting Date</u></b>	

## TOWN OF FORT FRANCES

### MINUTES

SESSION NO. #018

December 4, 2019

The meeting of Operations & Facilities Executive Committee of the Town of Fort Frances was held in the Civic Centre on December 4, 2019 from 8:30 a.m. to 10:27 a.m.

PRESENT: Chairperson R. Wiedenhoeft - Councillor, M. Behan - Councillor, J. McTaggart - Councillor, Mayor J. Caul (ex-officio)

ALSO PRESENT: T. Rob, Manager of Operations & Facilities and Councillor Doug Judson (8:30 a.m. to 8:57 a.m.)

#### **1 Call to Order**

1.1 The meeting was called to order at 8:30 a.m.

#### **2 Disclosure of pecuniary interest and the general nature thereof**

2.1 None

#### **3 Approval of Previous Committee Minutes**

3.1 Minutes from the previous meeting on November 20, 2019 - the minutes were approved as circulated.

#### **4 Non-agenda Items**

4.1 None

#### **5 Items Referred from Council**

5.1 Single Use Plastics By-law - a verbal discussion on the proposal was conducted with the matter being tabled to the next meeting ( Councillor Doug Judson left the meeting at 8:57 a.m.)

#### **6 New Business**

6.1 Report No. 1 Establishing 2020 Water & Sewer Rates - the Water and Sewer Rates were approved as revised Scenario 3.

6.2 Award of Tender 19-OF-09 - Combination High Pressure/Vacuum Truck - the administration report was approved as presented.

- 6.3 Request Dated November 11, 2019 to open Keating Avenue between 6th Street and 8th Street - the administration report was approved as presented.

## **7 Information**

- 7.1 Operations and Facilities Division - Public Works Area - Operations Statistics - June 2019 - the Operations Statistics for June 2019 were reviewed and will be forwarded to Council as information only. No action required.
- 7.2 Operations and Facilities Division - Public Works Area - Operations Statistics - July 2019 - the Operations Statistics for July 2019 were reviewed and will be forwarded to Council as information only. No action required.
- 7.3 Operations and Facilities Division - Public Works Area - Operations Statistics - August 2019 - the Operations Statistics for August 2019 were reviewed and will be forwarded to Council as information only. No action required.

## **8 Adjourn / Next Meeting Date**

- 8.1 Meeting adjourned at 10:27 a.m.  
Next meeting January 8, 2020.

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Executive Committee Chair

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T. Rob, Manager of Operations & Facilities

January 8, 2020

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

**RE: Annual Energy Conservation and Demand Management Report**

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Since 2013, the Town has been tracking its energy consumption in accordance with our Energy Conservation and Demand Management Plan. In 2019 the role of energy tracking and reporting was transitioned to the Asset Management Coordinator.

Attached you will find the 2019 report prepared by Adam Mitchell, Asset Management Coordinator.

It is the recommendation of the Operations and Facilities Executive Committee that the 2019 Energy Conservation and Demand Management report be accepted by Council and made available to the public per the Town's Energy Conservation and Demand Management Plan.

Respectfully Submitted

A handwritten signature in black ink, appearing to read 'Travis Rob', with a stylized flourish at the end.

Travis Rob, P.Eng

**Council approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee that the 2019 Energy Conservation and Demand Management report be accepted by Council and made available to the public per the Town's Energy Conservation and Demand Management Plan.**

Manager of Operations and Facilities

November 29, 2019

Report To: Travis Rob

From: Adam Mitchell, Asset Management Coordinator

## **RE: Annual Energy Consumption Report**

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### **Background:**

In 2011 the Ontario Government passed O. Reg. 397/11 Energy Conservation and Demand Management Plans requiring annual energy consumption reporting for Municipalities, municipal Service Boards, Universities and Colleges, Schools and Hospitals. This regulation outlined what facilities are to be reported on and the data that is to be reported. The first reporting year for energy consumption and greenhouse gas emission data was 2013 with data from 2011. The Town of Fort Frances has been submitting energy reports in accordance with the regulation since the initial submission deadline of July 1<sup>st</sup>, 2013. Further, in accordance with the regulation The Town of Fort Frances implemented a 5 year Energy Conservation and Demand Management Plan in 2014 that expired on July 1<sup>st</sup> of this year. In 2018 O.Reg 397/11 was revoked due to the repeal of The Green Energy Act, 2009. The Electricity Act, 1998 was amended by adding Part II.3 Conservation and Energy Efficiency and a new regulation, O.Reg. 507/18: Broader Public Sector: Energy Reporting and Conservation of Demand Management Plans was created in order to supersede O.Reg. 397/11.

### **Upcoming Regulation Milestones:**

For 2019 the Town must update their Energy Conservation and Demand Management Plan for the next 5 years which now must include;

1. A description of current and proposed measures for conserving and otherwise reducing energy consumption and managing its demand management
2. A revised forecast of the expected results of the current and proposed measures
3. A report of the actual results achieved
4. A description of any proposed changes to be made to assist the public agency in reaching any targets it has established or forecast it has made.

The updated ECDM Plan for 2019 is currently being drafted and is expected to be completed by June 2020.

### **Analysis:**

The following report utilizes data collected to the end of 2018.

### **Electrical:**

Spreadsheet #1 attached to this report outlines the electrical consumption over the last 4 years plus the baseline year of 2011. The facilities marked with an asterisk are all the facilities that are heated solely or partially with electrical energy. There is a column added to show the difference between current year and base year consumption.

### **Natural Gas:**

Spreadsheet #2 attached to this report outlines the consumption of natural gas over the last 4 years plus the baseline year of 2011. A column is added showing the heating degree days (HDD) which is a method to quantify the demand for energy to heat a building. HDD measures the average number of days that a temperature falls below the point that heating is required.

### **Solar:**

Spreadsheet #3 attached to this report outline the solar power generated by the Town of Fort Frances. The Town has 4-10kW solar installations that have been generating power since 2011 as part of the Ontario Power Authority MicroFIT program. The Town will continue to benefit from this 20 year contract through to 2032 where it produces a return of \$0.80 per Kwh generated. The Ministry of Energy does not require an annual report on solar generation, however traditionally the annual report to Council has included the data.

**Summary of Additional Energy Initiatives:**

The Town is constantly trying to improve its energy efficiency within our facilities either through capital projects or operating procedures. For 2018, the following upgrades were made:

- LED Lighting retrofit at the Civic Centre
- Pool Roof Ventilation upgrades and additional insulation installed
- Addition upgraded at the Fort Frances Cemetery including upgraded insulation

**Conclusion and Recommendations:**

A slight increase in electrical energy consumption occurred in 2018 over the previous year but was offset with a much larger decrease in gas consumption at the Town's main facilities. Natural gas is solely used for heat therefore a slight reduction is likely due to weather conditions and a lower average ambient temperature. Electrical consumption however is affected by many more factors. Not only is electrical energy used as a heat source, it is also used to control mechanical systems, power facilities lights, run office equipment, etc. Weather patterns can affect the consumption of electrical energy however a decrease in natural gas consumption makes me believe the increase in electrical energy was not caused by increased heating loads but rather other operating procedures. This is a reminder that everyone at the Town shares a role in decreasing the amount of electricity used and energy conservation should be an important topic throughout all divisions.

A review of the Town's solar power systems we see that 2018 was slightly above average for kWh's generated. The 4 solar units were installed in 2012 for \$369,950.52. After 7 years of operation the program has generated \$294,653.37 averaging an annual return of \$42,093.34. Using this average, the breakeven point of this investment will be the end of Q3 2020. Once surpassed all monies generated from these units will be revenue for the Town. Please note that operational costs are not accounted for in this analysis as maintenance and insurance costs are covered under each facilities operating budget. A rough calculation estimates that the Town will generate \$471,916.85 in profit from this investment over the remaining term of this contract.

It is the recommendation of Administration that:

1. The annual energy consumption report be made available to the public per the Town's Energy Conservation and Demand Management Plan

Respectfully Submitted



Adam Mitchell, EIT  
Asset Management Coordinator

Spreadsheet #2 - Gas Summary

Facility	Base Year				Difference From Base Year				Difference From Base Year				Difference From Base Year				Difference From Base Year	
	2011 Consumption	Billing HDD	2015 Consumption	Billing HDD	Consumption	HDD	2016 Consumption	Billing HDD	Consumption	HDD	2017 Consumption	Billing HDD	Consumption	HDD	2018 Consumption	Billing HDD	Consumption	HDD
Museum	6470.454	6916.8	1830.421	1851.4	-4640.033	-5065.4	6039.276	4905.7	-431.178	-2011.1	9586.063	5308	3115.609	-1608.8	11847.659	5940.5	5377.205	-976.3
Sister Kennedy	7505.28	6179.8	1685.767	1857.2	-5819.513	-4322.6	7268.827	4882.8	-236.453	-1297	6164.457	5378.9	-1340.823	-800.9	5752.749	5923	-1752.531	-256.8
Sister Kennedy Shop	3020.719	5337.5	287.406	1314.4	-2733.313	-4023.1	1222.462	5425.6	-1798.257	88.1	2223.468	5410.6	-797.251	73.1	2728.394	5913	-292.325	575.5
Mclrvine Rink	4256.96	6351.4	1654.557	1914.8	-2602.403	-4436.6	3667.385	4871.5	-589.575	-1479.9	3670.339	5338.6	-586.621	-1012.8	4374.088	5927.5	117.128	-423.9
Library	5889.056	6129.9	706.575	1841.5	-5182.481	-4288.4	2570.377	4928.7	-3318.679	-1201.2	3051.63	5380.4	-2837.426	-749.5	2461.8888	5913	-3427.1672	-216.9
East End Hall	5794.478	6102.4	1218.426	1855.5	-4576.052	-4246.9	3346.499	5064.8	-2447.979	-1037.6	3819.403	5241.1	-1975.075	-861.3	3513.406	5920.7	-2281.072	-181.7
Water Treatment Plant	79918.157	6102.4	13986.86	1855.5	-65931.297	-4246.9	65096.759	5064.8	-14821.398	-1037.6	91056.458	5274.3	11138.301	-828.1	89481.962	5887.5	9563.805	-214.9
Sewage Treatment Plant 2	7432.953	6229.1	1018.136	1840.2	-6414.817	-4388.9	4342.381	4872	-3090.572	-1357.1	4826.413	4732	-2606.54	-1497.1	3324.244	5929	-4108.709	-300.1
Water Tower	21500.484	6953.4	6484.361	6656.7	-15016.123	-296.7	3182.373	4872	-18318.111	-2081.4	25934.663	5268.3	4434.179	-1685.1	36572.244	6006.2	15071.76	-947.2
Sewage Treatment Plant 1	36714.116	6229.1	15352.72	1840.2	-21361.396	-4388.9	39390.202	4872	2676.086	-1357.1	49157.08	5346.1	12442.964	-883	39056.386	5319.2	2342.27	-909.9
Public Works	26975.055	6145.1	4734.614	1901.7	-22240.441	-4243.4	17425.157	5057.4	-9549.898	-1087.7	20312.658	5273.3	-6662.397	-871.8	23834.411	5879.2	-3140.644	-265.9
Daycare	4606.651	6992.3	6539.997	1869.3	1933.346	-5123	15196.942	5057.4	10590.291	-1934.9	14089.785	4548.5	9483.134	-2443.8	11180.029	6564.6	6573.378	-427.7
Civic Centre	60047.804	6916.8	12228.766	1851.4	-47819.038	-5065.4	39565.453	4930.9	-20482.351	-1985.9	40230.302	5282.8	-19817.502	-1634	48419.905	5940.5	-11627.899	-976.3
Memorial Sports Centre1	132342.865	6962.5	60954.535	1841.5	-71388.33	-5121	128760.303	4928.7	-3582.562	-2033.8	131786.389	4665.2	-556.476	-2297.3	88107.913	6628.2	-44234.952	-334.3
Memorial Sports Centre2	57494.116	6129.9	16849.326	1841.5	-40644.79	-4288.4	45073.408	4928.7	-12420.708	-1201.2	50116.798	5380.4	-7377.318	-749.5	37281.599	4334	-20212.517	-1795.9
TOTAL	459969.148	95678.4	145532.467	32132.8	-314436.681	-63545.6	382147.804	74663	-77821.344	-21015.4	456025.906	77828.5	-3943.242	-17849.9	407936.8778	88026.1	-52032.2702	-7652.3

-10.545%

Spreadsheet #1 - Electrical Summary

	2011 - Baseline		2015			2016			2017			2018		
	Total Consumption (kWh)	Total Cost (\$)	Total Consumption (kWh)	Total Cost (\$)	Difference From Baseline (kWh)	Total Consumption (kWh)	Total Cost (\$)	Difference From Baseline (kWh)	Total Consumption (kWh)	Total Cost (\$)	Difference From Baseline (kWh)	Total Consumption (kWh)	Total Cost (\$)	Difference From Baseline (kWh)
Museum	124518.26	\$ 12,934.16	97,875.29	\$ 9,297.76	-26,642.97	84,730.17	\$ 12,758.59	-39,788.09	109,111.48	\$ 13,446.18	-15,406.78	134,520.84	\$ 13,398.18	-10002.38
Memorial Sports Centre*	540324.47	\$ 57,434.30	496,898.10	\$ 40,005.61	-43,426.37	518,975.55	\$ 76,069.23	-21,348.82	510,860.85	\$ 71,967.60	-29433.62	518,042.70	\$ 70,654.30	-22281.77
Memorial Sports Centre A*	2060205.95	\$ 180,560.19	1,739,689.42	\$ 178,384.29	-320,536.53	1,898,169.12	\$ 256,727.69	-162,036.83	1,829,318.40	\$ 247,069.22	-230887.55	1,847,913.12	\$ 236,124.91	-212292.83
Hallett	1658.65	\$ 526.18	1,076.30	\$ 686.39	-582.35	661.19	\$ 706.80	-997.46	365.19	\$ 618.57	-1293.46	351.10	\$ 615.81	-1307.55
Sorting Gap*	46148.56	\$ 4,760.16	30,387.48	\$ 3,233.66	-15,761.08	35,707.73	\$ 5,400.32	-10,440.83	38,548.75	\$ 4,753.80	-7601.81	47,156.68	\$ 4,896.40	-1008.12
Public Works	158900.90	\$ 14,960.98	141,748.20	\$ 11,069.69	-17,152.70	84,786.69	\$ 13,693.01	-74,114.21	85,149.04	\$ 11,190.60	-73251.86	82,318.22	\$ 10,054.16	-66582.66
Fort Frances Cemetery*	83238.89	\$ 7,828.98	50,595.11	\$ 3,215.20	-32,643.78	52,363.08	\$ 8,183.98	-30,875.81	70,014.98	\$ 8,667.78	-13223.91	89,114.80	\$ 9,051.58	-5875.91
Riverview Cemetery*	46686.65	\$ 4,825.18	27,702.62	\$ 2,420.52	-21,984.03	29,219.83	\$ 4,776.28	-20,466.82	30,268.61	\$ 4,216.43	-19428.04	34,019.25	\$ 3,856.21	-15667.40
Civic Centre*	646061.57	\$ 65,147.27	486,478.08	\$ 47,322.68	-159,583.49	480,696.64	\$ 68,841.26	-165,362.93	479,442.24	\$ 66,853.91	-166619.33	507,459.95	\$ 69,217.00	-138601.61
Dog Pound*	18394.91	\$ 1,966.22	13,230.96	\$ 1,061.61	-5,163.95	8,099.45	\$ 1,737.34	-10,285.46	8,838.69	\$ 1,621.46	-9546.22	9,348.64	\$ 1,465.54	-8036.27
Sister Kennedy Centre 1	63938.02	\$ 6,242.01	55,623.61	\$ 6,508.83	-8,314.41	56,464.66	\$ 8,973.98	-7,473.36	66,048.65	\$ 8,419.24	-2110.83	73,308.08	\$ 7,870.96	-9370.06
Sister Kennedy Centre 2	1163.53	\$ 525.81	7,480.28	\$ 1,294.80	6,316.75	5,369.47	\$ 1,377.37	4,195.94	3,366.90	\$ 995.94	-2193.37	2,958.81	\$ 874.93	-1795.26
East End Hall	10057.67	\$ 1,234.80	6,448.08	\$ 1,092.92	-3,609.61	14,451.31	\$ 2,701.26	4,393.64	9,069.50	\$ 1,594.76	-998.17	10,791.10	\$ 1,613.03	-733.43
Point Park Garage*	83.33	\$ 272.61	77.80	\$ 609.95	-5.43	164.91	\$ 645.01	81.58	306.90	\$ 619.47	-223.57	545.92	\$ 642.44	-462.59
Vanjura	1165.48	\$ 362.29	180.00	\$ 615.17	-1,005.48	79.99	\$ 623.22	-1,085.49	0.00	\$ 617.46	-1165.48	0.00	\$ 488.01	-1165.48
Lions Park	16569.35	\$ 1,781.77	17,468.91	\$ 2,592.13	890.56	17,608.92	\$ 3,335.51	1,039.57	17,960.89	\$ 2,547.51	-1391.54	19,009.49	\$ 2,454.99	-2440.14
Daycare	113506.77	\$ 11,745.12	91,691.80	\$ 11,142.51	-21,814.97	85,033.95	\$ 14,639.44	-18,472.82	88,060.28	\$ 11,423.11	-25456.49	97,445.17	\$ 10,475.58	-16061.60
St. Frances Sports Fields	1285.15	\$ 496.34	1,407.82	\$ 729.58	122.77	988.92	\$ 751.75	-296.23	3,785.87	\$ 832.56	-2500.72	2,459.84	\$ 803.24	-1174.69
McInnis Road Rink	5209.86	\$ 834.06	3,615.78	\$ 784.76	-1,594.08	3,058.89	\$ 1,136.88	-1,250.97	963.92	\$ 751.75	-4220.94	1,537.76	\$ 729.21	-3672.10
North End Rink*	15840.60	\$ 1,779.04	14,505.89	\$ 1,747.44	-1,334.71	9,196.43	\$ 1,871.57	-8,844.17	2,322.52	\$ 875.74	-13518.08	0.00	\$ -	-15840.60
Water Tower	41851.34	\$ 4,109.87	39,497.07	\$ 4,144.92	-2,354.27	38,461.32	\$ 6,017.40	-3,380.02	38,068.40	\$ 4,876.07	-3784.94	40,841.22	\$ 4,412.93	-1010.12
Street Lights	1231535.63	\$ 126,968.35	413,000.36	\$ 66,502.27	-818,535.27	414,303.24	\$ 80,315.27	-817,732.39	452,483.96	\$ 86,125.55	-779051.67	452,483.96	\$ 84,379.92	-779051.67
Recycle Depot (2016 Baseline)			2,345.61	\$ 854.09	2,345.61	13,860.25	\$ 2,669.87	0.00	16,735.10	\$ 2,571.94	2874.85	17,245.02	\$ 2,285.51	3384.77
Tourist Info Building (2015 Baseline)			37,483.13	\$ 4,769.37	0.00	31,473.53	\$ 5,048.11	-8,009.60	32,778.28	\$ 4,336.65	-4703.85	32,779.28	\$ 4,336.65	-4703.85
Airport	137086.6	\$ 18,967.77	96,279.59	\$ 20,040.81	-38,807.01	117,119.25	\$ 24,223.18	-19,967.35	183,677.63	\$ 25,579.32	46591.03	197,327.17	\$ 23,241.71	60240.57
Rainy Lake Square (2018 Baseline)									1,199.98	\$ 281.34	4,399.82	\$ 949.28		
Sunny Cove Camp Office*	11477.88	\$ 2,183.56	3,580.21	\$ 1,136.42	-7,897.67	3,923.32	\$ 1,318.07	-7,554.56	1,214.91	\$ 595.47	-10262.98	1,235.88	\$ 576.31	-10242.02
Russell Hall*	7413	\$ 1,466.37	6,548.34	\$ 2,096.43	1,133.34	10,037.23	\$ 2,718.40	2,624.23	8,456.06	\$ 1,949.36	1043.06	7,340.75	\$ 1,609.22	-72.25
McGregor Hall*	2620	\$ 839.08	2,596.21	\$ 965.87	-23.79	2,131.71	\$ 910.10	-488.29	2,298.43	\$ 795.49	-321.57	2,267.87	\$ 752.83	-352.13
Water Treatment Plant	813205.32	\$ 78,577.11	719,917.20	\$ 73,505.82	-93,288.12	715,771.08	\$ 103,838.30	-97,434.24	726,324.84	\$ 103,097.48	-68880.48	720,294.12	\$ 98,185.47	-62911.20
Sewage Treatment Plant	1511377.58	\$ 143,636.77	1,476,584.10	\$ 140,587.52	-34,793.48	1,518,987.80	\$ 203,610.27	7,610.02	1,448,503.56	\$ 182,690.01	-62874.02	1,395,169.38	\$ 180,235.23	-116208.20
Portage Avenue Storm Lift Station	8081.03	\$ 1,070.22	2,941.08	\$ 769.26	-5,139.95	3,142.53	\$ 1,031.29	-4,938.50	4,346.30	\$ 1,054.82	-3734.73	6,062.07	\$ 1,151.27	-2018.96
Central Ave Lift Station	147238.84	\$ 13,833.05	128,033.39	\$ 12,289.68	-19,205.45	149,826.39	\$ 21,955.50	2,887.55	141,333.37	\$ 16,825.34	-5905.47	130,254.44	\$ 12,941.19	-16984.40
5th Street Lift Station	44823.63	\$ 4,444.77	40,725.64	\$ 4,161.47	-3,897.99	41,636.49	\$ 6,504.55	-2,867.14	42,929.82	\$ 5,512.63	-1693.81	28,741.92	\$ 3,304.15	-15881.71
Minnie Avenue Lift Station	1698.56	\$ 584.47	1,627.52	\$ 751.13	-71.04	1,485.80	\$ 823.53	-212.76	1,590.48	\$ 761.57	-108.08	1,466.61	\$ 720.51	-232.95
White Pine Lift Station	29526.54	\$ 2,994.21	31,360.61	\$ 3,272.09	1,834.07	33,525.90	\$ 5,393.67	3,999.36	33,300.07	\$ 4,455.04	3773.53	33,821.15	\$ 3,798.29	4294.61
Boundary Road Lift Station	5679.41	\$ 826.30	6,871.12	\$ 1,256.49	1,191.71	7,125.24	\$ 1,620.67	1,445.83	7,062.93	\$ 1,379.93	1403.52	6,983.40	\$ 1,238.94	1303.69
Patchin Avenue Lift Station	2406.48	\$ 586.89	2,159.44	\$ 798.38	-247.04	2,399.88	\$ 949.33	-6.60	2,399.07	\$ 854.35	-7.41	1,370.58	\$ 712.22	-1035.90
TOTAL:	7953770.41	\$ 787,449.04	6,299,690.34	\$ 661,707.50	-1,691,563.20	6,502,029.67	\$ 953,828.19	-1,503,042.12	6,499,038.84	\$ 912,896.31	-1,507,274.93	6,568,384.89	\$ 870,068.09	-1,441,128.72

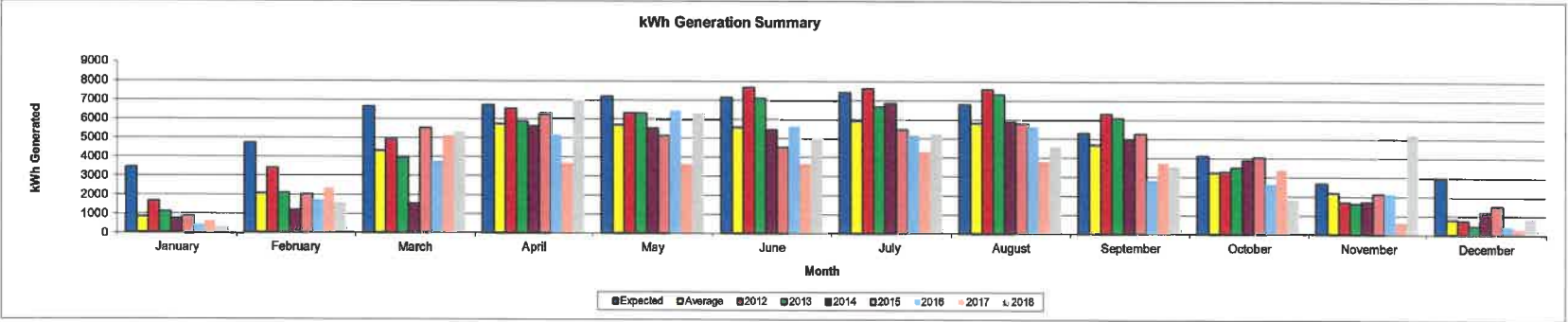
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Solar Generation

	Expected	2012		2013		2014		2015		2016		2017		2018		Average	KWh Total To Date	Revenue To Date
		kWh	Revenue	kWh	Revenue	kWh	Revenue	kWh	Revenue	kWh	Revenue	kWh	Revenue	kWh	Revenue			
January	3444	1667	\$ 1,336.54	1101	\$ 974.08	743	\$ 648.88	846	\$ 742.30	438	\$ 583.43	671	\$ 585.42	343	\$ 288.16	829.9	5806	\$ 5,168.81
February	4720	3400	\$ 2,726.68	2082	\$ 1,863.09	1185	\$ 1,049.52	2001	\$ 1,769.02	1756	\$ 1,562.70	2400	\$ 2,146.88	1806	\$ 1,432.77	2061.4	14430	\$ 12,570.46
March	6658	4916	\$ 4,431.46	3950	\$ 3,511.58	1536	\$ 1,742.81	5513	\$ 4,971.80	3787	\$ 3,407.62	5158	\$ 4,651.81	5335	\$ 4,806.46	4313.4	30194	\$ 27,523.54
April	6740	8550	\$ 5,912.29	5865	\$ 5,291.50	5625	\$ 5,073.32	6237	\$ 5,627.94	5198	\$ 4,638.81	3715	\$ 3,445.41	7003	\$ 6,115.43	5741.8	40191	\$ 36,154.70
May	7192	8319	\$ 5,702.94	6302	\$ 5,696.86	5527	\$ 4,984.49	5118	\$ 4,612.02	6482	\$ 5,849.98	3684	\$ 3,342.05	6342	\$ 5,724.83	5683.1	39782	\$ 35,903.17
June	7143	7667	\$ 6,924.57	7099	\$ 6,409.14	5444	\$ 4,906.28	4506	\$ 4,113.21	5650	\$ 5,085.98	3701	\$ 3,351.39	5000	\$ 4,508.64	5581.0	39067	\$ 35,292.21
July	7417	7620	\$ 6,881.98	6663	\$ 6,014.02	6844	\$ 6,178.04	5463	\$ 4,980.87	5201	\$ 4,689.05	4356	\$ 3,824.88	5281	\$ 4,763.28	5918.3	41428	\$ 37,432.22
August	8794	7685	\$ 6,850.25	7323	\$ 6,612.14	5883	\$ 5,307.13	5790	\$ 5,222.83	5673	\$ 5,116.80	3846	\$ 3,465.07	4608	\$ 4,153.36	5815.4	40708	\$ 36,727.58
September	5312	6306	\$ 6,691.15	6008	\$ 5,492.92	4941	\$ 4,453.44	5261	\$ 4,743.42	2849	\$ 2,557.54	3789	\$ 3,292.30	3574	\$ 3,216.29	4686.9	32808	\$ 29,447.06
October	4116	3281	\$ 2,985.12	3497	\$ 3,144.79	3877	\$ 3,489.18	4042	\$ 3,641.43	2662	\$ 2,388.08	3430	\$ 3,062.58	1842	\$ 1,682.50	3233.0	22631	\$ 20,374.06
November	2875	1677	\$ 1,496.08	1610	\$ 1,434.68	1707	\$ 1,522.68	2114	\$ 1,891.42	2144	\$ 1,900.87	676	\$ 589.95	5281	\$ 4,763.28	2172.7	15208	\$ 13,598.86
December	2942	724	\$ 632.41	446	\$ 379.79	1185	\$ 742.30	1465	\$ 1,303.27	438	\$ 373.45	332	\$ 278.21	854	\$ 751.27	777.9	5445	\$ 4,460.70
TOTAL:	65153	57712	\$ 51,551.47	52028	\$ 46,814.59	44496	\$ 40,100.97	48354	\$ 43,639.53	42277	\$ 38,224.29	35768	\$ 32,115.85	47069	\$ 42,206.67	46814.57	327702	\$ 294,653.37



January 8, 2020

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

**RE: Letter Dated November 20, 2019 RE Single Use Plastics**

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At the December 2<sup>nd</sup> and 4<sup>th</sup> PDEC and OFEC meetings and again at the January 6<sup>th</sup> PDEC meeting the proposed Single Use Plastics By-Law was discussed including additional information brought forward from Ms. Nicole Pentney.

Since those meetings, Myself and Patrick Briere, By-Law Enforcement Officer have had a chance to speak to each other on the proposed by-law as well as Ms. Pentney and other Town Staff regarding the proposed by-law. In doing so we feel that there are still more unknowns that need to be addressed or reviewed before a by-law of this type should be considered.

The impacts of a ban of this type raises some very important questions surrounding accessibility and human rights which have to be very carefully considered, for example, if a person requires a plastic straw to assist them in drinking due to a disability, that person is forced to ask for that straw in a restaurant, which results in that person having to identify as having a disability, which is against the Human Rights Code.

Some other questions that have been brought up are:

- What will happen to the plastic bag recycle drop off stations at places like Safeway or Walmart? The Town's program does not accept plastic bags so what will residents do with the bags brought into the community from other neighboring communities?
- What about take out sauce containers in plastic pouches?
- What about local retailers who stock and sell single use plastics or foam containers to neighbouring communities?
- What about the large chain restaurants, who do not have corporate alternatives to their plastic straws?

In addition to that, a by-law of this type that affects so many residents in widely varying ways, should be given more opportunities for community wide comment and input should the Town move forward. Given the provincial and federal outlooks on single use plastics, and their commitments to have legislation in place in the coming years, it may be more advantageous for the Town of Fort Frances to adopt a program similar to that of Thunder Bay, focused on reducing the use of single use plastics through programs targeting human and retailer behaviours. Once legislation has been brought forward at the Provincial or Federal level, the Town should develop its own by-law to complement those regulations.

The matter was discussed at the Planning and Development Executive Committee on January 6, 2020 and the report from Mr. Patrick Briere is attached. In addition, an updated draft by-law is attached extending the enforcement provision of the proposed By-Law out two years to allow those with stock remaining at the end of 1 year, more time to deplete their stock prior to being subject to enforcement actions.

It is the recommendation of the Operations and Facilities Executive Committee that, at this time no action be taken regarding the proposed single use plastic by-law until such time as legislation is brought

forward at the Provincial or Federal Level and further that the Town focus its efforts on public education programs similar to those of other Ontario Municipalities.

Respectfully Submitted

A handwritten signature in black ink, appearing to read 'Travis Rob', with a stylized flourish at the end.

Travis Rob, P.Eng

**Council approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee that, at this time no action be taken regarding the proposed single use plastic by-law until such time as legislation is brought forward at the Provincial or Federal Level and further that the Town focus its efforts on public education programs similar to those of other Ontario Municipalities.**

Manager of Operations and Facilities

2020Jan Single Use Plastic By-Law

Date: January 2<sup>nd</sup>, 2020

Report To: Planning & development Executive Committee

From: Patrick Briere, By-Law Enforcement Officer.

Re: Letter Dated November 20<sup>th</sup>, 2019 re: Single Use Plastics.

---

As you will recall at the regular meeting of Council on November 20<sup>th</sup>, 2019, Council referred a request letter regarding a Single Use Plastics By-Law to the Operations & Facilities Executive Committee with input from the Planning & Development Executive Committee. Since the last meetings of the Committees, Administration has had an opportunity to conduct research into this request, have meetings with Ms. Nicole Pentney and other Town Staff regarding the proposed By-Law. The findings from these meetings has brought forward more items unknowns that require further research into prior to this type of By-Law being implemented.

Some of the knowns that have been brought forward during Administrations review are:

- Impact to the plastic bag drop off/recycle programs in place at Safeway or Walmart?
- The impact to local retailers who stock these types of items and sell them throughout the District to neighbouring Communities.
- The impacts to local restaurants, who do not yet have corporate alternatives to plastic straws, etc.
- The impacts to this proposed By-Law being implemented and then Provincial and/or Federal legislation being brought forward.
- Enforcement of the proposed By-Law. (Resources required to enforce, actual ability/authority to enforce).

During our review, we also reviewed what other Municipalities are doing. The City of Thunder Bay & Woodstock have both implemented awareness/educational programs focused on reducing single use plastics within the Community by targeting people's behaviours. During our review we also received a resolution from the City of Woodstock, seeking Council's support to lobby the Provincial & Federal Governments to announce their decision and plans for single use plastics.

With this said, Administration believes that an awareness/educational program similar to Thunder Bay & Woodstock would be a better solution at this time. It would allow the Town to take better steps in consultations/preparations with the community as a whole, for when the Provincial or Federal Governments bring forward their legislation.

Respectfully submitted,

Original Signed By

Patrick Briere  
By-Law Enforcement Officer

# TOWN OF FORT FRANCES

## BY-LAW NO. \_\_\_\_\_

*Being a by-law in respect of single-use plastic bags and certain other harmful single-use products and packaging materials within the Town of Fort Frances.*

### WHEREAS:

- A. The *Municipal Act, 2001*, S.O. 2001, c. 25, as amended (the “**Act**”), provides that a municipality has the capacity, rights, powers, and privileges of a natural person for the purpose of exercising its authority and that it may do so by by-law;
- B. Section 11(2)[5] of the *Act* provides that a municipality may pass by-laws respecting the economic, social, and environmental well-being of the municipality, including in respect of climate change;
- C. Section 11(3)[3] of the *Act* provides that a municipality may pass by-laws respecting matters relating to waste management;
- D. Section 128 of the *Act* provides that a local municipality may prohibit and regulate with respect to public nuisances, including matters that, in the opinion of its council, are or could become or cause public nuisances, and further that the municipal council’s determination of what constitutes a public nuisance is not subject to review;
- E. Section 150 of the *Act* allows a municipality to license, regulate, and govern any business wholly or partially carried on within the municipality, even if the business is being carried on from a location outside of the municipality;
- F. It is estimated that:
  - i. every year, 1 to 5 trillion plastic bags are used and discarded around the world;
  - ii. 10,000 tonnes of plastic debris enters the Great Lakes each year,
  - iii. globally, a truck load of plastic waste enters the ocean every minute, with the ‘Great Pacific Garbage Patch’ having grown to over 600,000 square miles, and
  - iv. a town of 2,500 households could send a million plastic bags to landfills ever year;
- G. Plastic bags and other single-use products are linked to, exacerbate, or contribute to the global crisis of climate change by causing habitat destruction, eco-system disruption, fossil fuel emissions, plastic pollution, environmental contamination, and food supply impacts;
- H. Alternatives to single-use plastic bags and other single-use products are widely and economically available for public and business use, and increased demand

for such products supports the growth of regional industries, such as forest products;

- I. The Northwestern Ontario Municipal Association adopted a resolution in April 2011 calling on the Province of Ontario to “enact legislation imposing a ban on the distribution of single-use fossil-fuel based plastic bags”;
- J. In the opinion of Council of the Town of Fort Frances, single-use plastic bags and certain other single-use products, packaging materials, and disposable food consumption products are a public nuisance and detrimental to the environment; and
- K. Council wishes to:
  - i. reduce the negative effects single-use plastic bags and certain other single-use products and packaging materials have on the environment,
  - ii. show leadership among local governments in the fight against climate change and environmental destruction,
  - iii. support sustainable consumer habits and business practices which reduce environmental impacts,
  - iv. implement policies which support the growth of a modern, vibrant, and sustainable forest products sector; and
  - v. reduce the volume of single-use plastics and related products which are destined for landfills;

**NOW THEREFORE** the Council of the Town of Fort Frances hereby enacts as follows:

**PART 1:      INTERPRETATION**

1.1 **Definitions.** In addition to the terms defined parenthetically herein, in this by-law:

- (1) **“Biodegradable Plastic Bag”** or **“Compostable Plastic Bag”** means any bag which is composed of, in whole or part, biodegradable plastic, oxo-biodegradable plastics, Plastarch material, polylactide, or any other plastic resin composite that is intended to degrade at a faster rate than non-biodegradable plastic film;
- (2) **“Business”**:
  - (a) includes a business incorporated under a statute, a partnership, a cooperative, an association, a sole proprietorship, or a joint venture engaged in a retail sale or rentals of goods, the operation of a restaurant, or the sale of prepared foods or beverages to the public,
  - (b) does not include a charity, and
  - (c) for the purposes of Part 2, includes any person employed by or acting for or on behalf of a business, as defined by subsubsections (a) and (b);

- (3) **“Checkout Bag”** means:
- (a) a bag intended to be used by a Customer for the purpose of transporting items purchased or received by the Customer from the Business providing the bag, and
  - (b) a bag used to package take-out food or food to be delivered by a Business to a Customer.
- (4) **“Council”** means the municipal council of the Town;
- (5) **“Customer”** means any person purchasing, renting, or receiving food, goods, or materials from a Business;
- (6) **“Licensed Business”** means an entity which holds a business license issued by the Town under any by-law for the licensing of businesses by the Town;
- (7) **“Officer”** means a municipal law enforcement officer or a police officer while in the course of his or her duties;
- (8) **“person”** means an individual, association, firm, partnership, corporation, trust, organization, trustee, or agent, and their heirs, executors, or legal representatives of the person to whom the context can apply according to law;
- (9) **“Plastic Bag”** means a bag, including a Biodegradable Plastic Bag or Compostable Plastic Bag, but does not include a Reusable Bag;
- (10) **“Prepared Food or Beverages”** means food items or beverages which are ready to consume with no additional preparatory stages or cooking, including take-out food, dine-in restaurant meals, hot beverages, delivery food items, soft drinks, and coffee or hot drinks;
- (11) **“Reusable Bag”** means a bag with handles that:
- (a) is intended to be used for transporting items purchased or received by the Customer from a Business,
  - (b) is designed and manufactured to be durable and capable of many uses, and
  - (c) is capable of being washed and disinfected;
- (12) **“Single-Use Food Packaging”** means the following items provided by a Business to a Customer for the purpose of transporting, packaging, or consuming Prepared Food or Beverages:
- (a) food containers, beverage cups, or take-out or ‘to-go’ food containers consisting in whole or part of foam material, such as polystyrene, and
  - (b) drinking straws, stir-sticks, or swizzle sticks made of a plastic, such as polypropylene or polystyrene; and
- (13) **“Town”** means the Town of Fort Frances.



## **PART 2:     REGULATIONS**

- 2.1 **Ban of Plastic Bags.** Except as provided in this by-law, no Business shall sell or provide a Checkout Bag to a Customer that is a Plastic Bag.
- 2.2 **Reusable Bags Allowed.** No Business shall deny or discourage the use by a Customer of the Customer's own reusable bag for the purpose of transporting items purchased or received by the Customer from the Business.
- 2.3 **Ban of Single-Use Food Packaging.** No Business shall sell or provide Single-Use Food Packaging to a Customer for the purpose of transporting, containing or facilitating the consumption of Prepared Food or Beverages received by the Customer from the Business.
- 2.4 **Exceptions.**
- (1) Section 2.1 does not apply to a bag used to:
    - (a) package loose bulk items such as fruit, vegetables, nuts, grains, or candy;
    - (b) package loose small hardware items, such as nails, nuts, and bolts;
    - (c) contain or wrap frozen foods, meat, poultry, or fish, whether pre-packaged or not;
    - (d) wrap flowers or potted plants;
    - (e) protect prepared foods or bakery goods that are not pre-packaged;
    - (f) contain prescription drugs received from a pharmacy;
    - (g) transport live fish;
    - (h) protect clothing or other linens after professional laundering or dry-cleaning;
    - (i) package medical supplies and items used in the provision of health services;
    - (j) protect tires that cannot easily fit in a reusable bag; or
    - (k) collect and dispose of pet waste.
  - (2) Sections 2.1 and 2.3 do not limit or restrict the sale of bags (including Plastic Bags) or Single-Use Food Packaging intended for use at the Customer's home or business, provided the items are sold in packages of multiple quantities and are not utilized or distributed in the manner restricted by Sections 2.1 and 2.3.
  - (3) Section 2.3 does not prohibit a Business from providing a Customer with a plastic drinking straw upon individual request, provided that plastic drinking straws are not made available by the Business by default or made accessible for Customer self-service. When requesting a plastic drinking straw, the Customer does not need to specify a reason for needing a plastic drinking straw in order to receive one. Nothing in this by-law obligates a business to carry plastic drinking straws for use by Customers.

### **PART 3: PENALTIES**

#### **3.1 Offences.** A person who:

- (1) contravenes this by-law;
- (2) consents to, allows, or permits an act or thing to be done contrary to this by-law; or
- (3) neglects or refrains from doing anything required to be done by this by-law;

is guilty of an offence and is liable to pay a fine in the amount prescribed by the Officer in accordance with section 3.2.

#### **3.2 Penalties.**

- (1) A person found guilty of an offence under this by-law is subject to a fine:
  - (a) if a corporation or Licensed Business, of not less than \$100.00 and not more than \$10,000.00, or
  - (b) if an individual, of not less than \$50.00 and not more than \$500.00for every instance than offence occurs or each day that it continues.
- (2) Council may introduce a schedule of fines for the offences set out in this by-law within the parameters set by subsection (1), with such schedule to be appended hereto as **Schedule “A”** at such time and amended and updated as necessary.

### **PART 4: ENFORCEMENT**

#### **4.1 Enforcement by Officer.** The provisions of this by-law may be enforced by an Officer.

#### **4.2 Entry by Officer.** An Officer may, at any reasonable time, enter upon any public place for the purpose of determining whether or not the provisions of this by-law have been complied with.

#### **4.3 Interference with Officer.** No person shall prevent, hinder, interfere, or attempt to prevent, hinder, or interfere with an Officer, including refusing to identify themselves when requested to do so by an Officer.

### **PART 5: GENERAL**

#### **5.1 Short Title.** This by-law shall be referred to and may be cited as the “Single-Use Products Regulation By-law”.

#### **5.2 Severability.** If any provision or part of a provision of this by-law is declared by any court or tribunal or any provincial or federal legislation or regulation to be illegal or inoperative, in whole or in part, or inoperative in particular circumstances, the balance of the by-law or its application in any other circumstance shall not be affected and shall continue to be in full force and effect.

#### **5.3 Effective Date.**

(1) All sections of this by-law except for section 3.2 shall come into force on January 1, 2021.

(2) Section 3.2 of this by-law shall come into force on January 1, 2022.

5.4 **Recall Date.** This by-law shall be brought before Council for reconsideration at the first available meeting of Council following the date that:

(1) a piece of legislation of substantially similar purpose and regulatory effect over the Town is passed by the Ontario Legislative Assembly or federal Parliament and receives Royal Assent, or

(2) a federal or provincial regulation of substantially similar purpose or regulatory effect over the Town comes into force.

**READ THREE (3) TIMES and finally passed in open Council this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.**

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June Caul, Mayor

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Lisa Slomke, Clerk

January 8, 2020

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

**RE: 2020 Investing in Canada Infrastructure Program Funding Agreement – Colonization Road West**

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On September 4, 2019 the Town was notified that it was successful in obtaining Investing in Canada Infrastructure (ICIP) Funding for the reconstruction of Colonization Road West from 1302 to Armstrong Place. As with any funding, a funding agreement must be entered between the Town and the program administrator.

Attached is a funding agreement between Her Majesty the Queen in Right of Ontario as represented by the Minister of Agriculture, Food, and Rural Affairs and the Town of Fort Frances for the reconstruction of Colonization Road. The total funding allocation for this work is \$1,484,509.25 The Town of Fort Frances has tendered this work and a report to award the Work to Tom Veert Contracting will be brought forward for approval by Council concurrently with this report.

It is the recommendation of the Operations and Facilities Executive Committee to enter into a funding agreement with Her Majesty the Queen in Right of Ontario as represented by the Minister of Agriculture, Food, and Rural Affairs for ICIP funding for the reconstruction of Colonization Road West from 1302 to Armstrong Place; and further that a By-Law be prepared authorizing the Mayor and Clerk to execute the agreement on behalf of the Corporation.

Respectfully Submitted



Travis Rob, P.Eng

**Council approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee to enter into a funding agreement with Her Majesty the Queen in Right of Ontario as represented by the Minister of Agriculture, Food, and Rural Affairs for ICIP funding for the reconstruction of Colonization Road West from 1302 to Armstrong Place; and further that a By-Law be prepared authorizing the Mayor and Clerk to execute the agreement on behalf of the Corporation.**

Manager of Operations and Facilities

4<sup>th</sup> Floor  
1 Stone Road West  
Guelph, Ontario N1G 4Y2  
Tel: 1-877-424-1300  
Fax: 519 826-3398

4<sup>e</sup> étage  
1 Stone Road West  
Guelph (Ontario) N1G 4Y2  
Tél. : 1-877-424-1300  
Télec. : 519 826-3398



## Rural Programs Branch

December 18, 2019

Our File: 2019-03-1-1303683947

Travis Rob  
trob@fortfrances.ca

### Re: Investing in Canada Infrastructure Program (ICIP) Rural and Northern Stream – Transfer Payment Agreement

I am pleased to provide you with the attached copy of the transfer payment agreement for your approved Rural and Northern Stream Project as well as a summary document outlining important information about your Agreement. Please review both documents carefully. If changes to the Agreement are required, these should be made before the Agreement is executed. Please contact your Project Analyst immediately to discuss any required revisions.

It is recommended that your council meet as soon as possible to authorize execution of the Agreement. The Province must receive two original signed copies of the Agreement, as well as a by-law authorizing execution of the agreement by municipal council representatives by no later than **Friday January 31, 2020**.

The by-law should reference the Investing in Canada Infrastructure Program Rural and Northern Funding Stream, the project and include the names of the designated signatories for the Agreement.

The designated signatories should sign both copies of the Agreement on page 6. You will also need to insert the titles of the designated signatories and affix the corporate seal (if applicable) in the signature area.

Once completed, please return the two original signed and sealed copies along with a copy of the authorizing by-law via courier by no later than **Friday January 31, 2020** to:

Ministry of Agriculture, Food and Rural Affairs  
Rural Programs Branch  
1 Stone Road West, 4NW  
Guelph, ON  
N1G 4Y2

An original copy of the Agreement will be returned to you by mail following execution by the Province.



Should you have any questions, please do not hesitate to call your Project Analyst, Barbara Maknoni, at 519-546-8793 or [Barbara.Maknoni@ontario.ca](mailto:Barbara.Maknoni@ontario.ca).

Congratulations on your successful application and we look forward to working with you as you implement this project.

Sincerely,



Joel Locklin  
Manager, Infrastructure Renewal Programs  
Rural Programs Branch

Attachments: Agreement  
Important Information regarding your ICIP Agreement  
Aboriginal Consultation Requirements

## IMPORTANT INFORMATION REGARDING YOUR AGREEMENT

**Project Description** - Please ensure the description of your project noted in Schedule “C” is accurate and complete. The amount of funding you will receive is contingent on completion of the project described in this Schedule, and only activities noted will be eligible. Your proposed project description may have been revised from the information submitted as part of your application based on the eligibility of project components. The description in your Agreement supercedes all prior information shared with the Province, and only the work described in the Agreement will be funded, subject to eligibility requirements being met. If changes to the project description noted in Schedule “C” are required, please contact your Project Analyst immediately to request a revision.

**Insurance** - Article A10 of Schedule “A” outlines the insurance requirements for the project. Please ensure that the required insurance is in place prior to the start of the project. Note: At this time, OMAFRA does not need to receive documentation that these requirements have been met but please ensure these are kept on file as they may be requested at any time during the Term of the Agreement.

**Reporting** - Schedule “D” provides details on the type of reporting that you will be required to provide to the Province. Note that these reporting requirements must be met in order to receive funding. The Province will direct the format and timelines for reporting. Regular reporting must be completed within the Transfer Payment Ontario platform.

**Cost Eligibility** – Schedule “E” sets out the costs that are eligible and ineligible under this funding agreement. No costs incurred prior to the Federal Approval Date set out in the Agreement are eligible for reimbursement. In order to qualify for payment, costs must be incurred and paid and must be submitted by March 31 of the year following the Funding Year in which they were incurred. Note that any costs associated with underground infrastructure and recreational trails are not eligible for funding.

**Communications / Signage** - Schedule “G” outlines the communication requirements for the project. As noted in Schedule “G”, funding provided by both the provincial and federal government must be recognized in the format of project signage. The Province and Canada will provide further instruction regarding signage shortly. The cost of signage is considered an eligible project cost within your approved funding allocation so long as such costs are billed by a third-party vendor.

**Aboriginal Consultation** - Schedule “I” outlines the Aboriginal Consultation requirements for the project. As noted in Schedule “I” any required Aboriginal Consultation must be complete prior to the start of any project construction work. In addition, capital costs are not eligible for reimbursement and no site preparation, removal of vegetation or construction can occur until Canada has confirmed in writing that it is satisfied that all federal duty to consult and environmental assessment requirements have been met. More details on Aboriginal Consultation Requirements are set out in the attachment to this document.

## **ABORIGINAL CONSULTATION REQUIREMENTS**

In consideration of the financial support for the Project, if notified by Canada or the Province your community must engage and consult with Aboriginal Groups that may have a potential interest in the Project. The Province intends to rely on this consultation process as much as possible. As part of this process, your community must disclose that financial assistance for the project is being provided by Ontario. You must also provide your Project Analyst with a summary of communications with Aboriginal Groups, including any issues or concerns that may be raised by any Aboriginal Group and an indication of how your community has addressed or proposes to address those issues or concerns. This information may be provided in the form of the template consultation log and tracking chart provided by Canada (if applicable).

If in the future changes to the nature, scope, design or location of the Project are being considered, you must immediately notify your Project Analyst so that the Province may determine whether the proposed change impacts the duty to consult. Your community must also cease all construction activities if at any time during construction archaeological resources are found; other impacts that could affect Aboriginal or treaty rights emerge; or you are contacted by any Aboriginal Group expressing concerns about the project and potential impacts on rights.



**TRANSFER PAYMENT AGREEMENT  
FOR THE INVESTING IN CANADA INFRASTRUCTURE PROGRAM (ICIP):  
RURAL AND NORTHERN STREAM**

**THIS TRANSFER PAYMENT AGREEMENT** for an Investing in Canada Infrastructure Program (ICIP): Rural and Northern Stream Project (the “**Agreement**”) is effective as of the Effective Date.

**B E T W E E N:**

**Her Majesty the Queen in right of the Province of Ontario,**  
represented by the Minister of Agriculture, Food and Rural Affairs

(“**Ontario**” or the “**Province**”)

- and -

**Corporation of the Town of Fort Frances**

(**CRA#106984586**)

(the “**Recipient**”)

**BACKGROUND**

The Investing in Canada Infrastructure Program (“ICIP”) is a federal infrastructure program designed to create long-term economic growth, build inclusive, sustainable and resilient communities, and support a low-carbon economy.

The Government of Canada (“**Canada**”) announced, in its *Budget 2016* and *Budget 2017*, over \$180 billion for the ICIP to support sustainable and inclusive communities, while driving economic growth.

The federal Minister of Infrastructure, Communities and Intergovernmental Affairs and the provincial Minister of Infrastructure entered into the Canada-Ontario Integrated Bilateral Agreement for the Investing in Canada Infrastructure Program for Canada to provide financial support to the Province.

Under the Bilateral Agreement, Canada agreed, amongst other things, to provide contribution funding to the Province under the rural and northern communities infrastructure funding stream of ICIP. This stream supports projects that improve the quality of life in rural and northern communities by responding to their specific needs.

Also, under the Bilateral Agreement, Ontario agrees to identify projects and be responsible for

the transfer of ICIP and provincial funds to eligible recipients pursuant to transfer payment agreements.

The Recipient has applied to the Province for ICIP funds to assist the Recipient in carrying out a rural and northern stream project.

The Province has submitted to Canada for approval and the Province and Canada have approved, in accordance with the terms and conditions set out in the Bilateral Agreement, the Project as defined in Schedule "C".

The Agreement sets out the terms and conditions upon which ICIP funds, up to the Maximum Funds, will be provided to the Recipient for carrying out the Project.

## **CONSIDERATION**

In consideration of the mutual covenants and agreements contained in the Agreement and for other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Province and the Recipient agree as follows:

### **1.0 ENTIRE AGREEMENT**

**1.1 Schedules to the Agreement.** The following schedules and their sub-schedules, if any, form part of the Agreement:

- Schedule "A" - General Terms and Conditions
- Schedule "B" - Specific Information
- Schedule "C" - Project Description, Financial Information, Timelines and Project Standards
- Schedule "D" - Reports
- Schedule "E" - Eligible Expenditures and Ineligible Expenditures
- Schedule "F" - Evaluation
- Schedule "G" - Communications Protocol
- Schedule "H" - Disposal of Assets
- Schedule "I" - Aboriginal Consultation Protocol
- Schedule "J" - Requests for Payment and Payment Procedures
- Schedule "K" - Committee

**1.2 Entire Agreement.** The Agreement constitutes the entire agreement between the Parties in respect to the subject matter contained in the Agreement and supersedes all prior oral or written representations and agreements.

## **2.0 CONFLICT OR INCONSISTENCY**

**2.1 Conflict or Inconsistency.** In the event of a conflict or inconsistency between any of the requirements of:

- (a) the Bilateral Agreement and the Agreement, the Bilateral Agreement will prevail to the extent of the conflict or inconsistency;
- (b) the main body of the Agreement and any of the requirements of a schedule or a sub-schedule, the main body of the Agreement will prevail to the extent of the conflict or inconsistency;
- (b) Schedule “A” (General Terms and Conditions) and any of the requirements of another schedule or a sub-schedule, Schedule “A” (General Terms and Conditions) will prevail to the extent of the conflict or inconsistency;
- (c) a schedule and any of the requirements of a sub-schedule, the schedule will prevail to the extent of the conflict or inconsistency; or
- (d) The Agreement and the *Rural and Northern Communities Funding Stream Ontario Program Guidelines* of March 2019 (“the Guidelines”), the Agreement will prevail.

## **3.0 COUNTERPARTS**

**3.1 One and the Same Agreement.** The Agreement may be executed in any number of counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

## **4.0 AMENDING THE AGREEMENT AND AGREEMENT REVIEW**

**4.1 Amending the Agreement.** Subject to sections C.5.3 (Amending the Agreement for Minor Changes to the Project Description, Financial Information, Timelines and Project Standards) and D.2.2 (Amending the Agreement for Minor Changes to the Reporting), the Agreement may only be amended by a written agreement duly executed by the representatives of the Parties listed on the signature page below.

**4.2 Agreement Review.** If, pursuant to section 25.10 (Review of Agreement) of the Bilateral Agreement, the Bilateral Agreement is reviewed after three or five years, or both, of the effective date of the Bilateral Agreement, and any changes to the Bilateral Agreement are required as a result, the Parties agree to amend the Agreement as necessary and in a manner that is consistent with such changes.

## 5.0 ACKNOWLEDGEMENT

5.1 **Acknowledgement from Recipient.** The Recipient acknowledges, in respect of the Project, that:

- (a) the Funds are to assist the Recipient to carry out the Project and not to provide goods or services to the Province or Canada;
- (b) the Province and Canada are not responsible for carrying out the Project;
- (c) the Province's and Canada's role in respect of the Project is limited to making a financial contribution to the Recipient for the Project, and the Province and Canada are not involved in the Project or its operation;
- (d) the Province and Canada are neither decision-makers nor administrators in respect of the Project;
- (e) the Province is bound by the *Freedom of Information and Protection of Privacy Act* (Ontario) and any information provided to the Province in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act;
- (f) Canada is bound by the *Access to Information Act* (Canada) and any information provided to Canada by either the Province or the Recipient in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act;
- (g) the Recipient has read and understood the Bilateral Agreement;
- (h) changes to the Project will require the Province's and Canada's approval, which may be subject to the terms and conditions of the Bilateral Agreement;
- (i) entering into of the Agreement does not in any way obligate any regulatory authority established under an Act of the Ontario Legislature or Parliament to issue any type of approval, licence, permit or similar authorization that the Recipient may need or want in relation to the Project or to meet any terms or conditions under the Agreement; and
- (j) that complete, diligent and timely implementation of this Agreement within the funding limits and deadlines specified herein is imperative.

5.2 **Acknowledgement from Province.** The Province acknowledges that the Recipient may be bound by the *Municipal Freedom of Information and Protection of Privacy Act* (Ontario) and any information provided to the Recipient in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act.

## **6.0 CANADA'S RIGHTS AND INFORMATION SHARING WITH CANADA**

- 6.1 **Third Party Beneficiary.** The Recipient agrees that, although the Agreement is between the Province and the Recipient, Canada is, in respect of the rights, covenants, remedies, obligations, indemnities, and benefits (together referred to as “**Rights**”) undertaken or given to Canada in the Agreement, a third party beneficiary under the Agreement and is entitled to rely upon and directly enforce those Rights as if Canada were a party to the Agreement.
- 6.2 **Sharing of Information with the Province and Canada.** The Recipient agrees that, consistent with section 6.1 (Third Party Beneficiary) and for the implementation of the Bilateral Agreement:
- (a) the Province or Canada, or both, and in respect of Canada either directly or through the Province, may, upon Notice to the Recipient, request additional information from the Recipient including, without limitation, information for any determination under Article A.27.0 (Environmental Requirements and Assessments) and Article A.28.0 (Aboriginal Consultation);
  - (b) if the Province or Canada, or both, provide the Recipient with Notice under paragraph 6.2(a), the Recipient will, within the timelines set out in the Notice, deliver the information to either the Province or Canada, or both, as required; and
  - (c) the Province or Canada, or both, may share any information received from the Recipient pursuant to the Agreement with each other.

**[SIGNATURE PAGE FOLLOWS]**

The Parties have executed the Agreement on the dates set out below.

**HER MAJESTY THE QUEEN IN RIGHT OF THE  
PROVINCE OF ONTARIO**, represented by the Minister of  
Agriculture, Food and Rural Affairs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name: Ernie Hardeman  
Title: Minister of Agriculture, Food and Rural Affairs

AFFIX  
CORPORATE  
SEAL

**Corporation of the Town of Fort Frances**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name:  
Title:

I have authority to bind the Recipient.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name:  
Title:

I have authority to bind the Recipient.

**[SCHEDULE “A” – GENERAL TERMS AND CONDITIONS FOLLOWS]**

## **SCHEDULE “A” GENERAL TERMS AND CONDITIONS**

### **A.1.0 INTERPRETATION AND DEFINITIONS**

#### **A.1.1 Interpretation.** For the purposes of interpretation:

- (a) words in the singular include the plural and vice-versa;
- (b) words in one gender include all genders;
- (c) the background and headings do not form part of the Agreement; they are for information and reference only and will not affect the interpretation of the Agreement;
- (d) any reference to dollars or currency will be in Canadian dollars and currency;
- (e) all accounting terms not otherwise defined in the Agreement have their ordinary meanings; and
- (f) “include”, “includes”, and “including” denote that the subsequent list is not exhaustive.

#### **A.1.2 Definitions.** In the Agreement, the following terms have the following meanings:

**“Aboriginal Community”** has the meaning ascribed to it in section 1.1.1 (Definitions).

**“Agreement”** means this agreement entered into between the Province and the Recipient, all of the schedules and sub-schedules listed in section 1.1 (Schedules and Sub-schedules to the Agreement), and any amending agreement entered into pursuant to section 4.1 (Amending the Agreement).

**“Asset”** means any real or personal property, or immovable or movable asset, acquired, purchased, constructed, rehabilitated, or improved, in whole or in part, with any of the Funds.

**“Authorities”** means any government authority, agency, body or department having or claiming jurisdiction over the Agreement or the Project, or both.

**“Bilateral Agreement”** means the Canada-Ontario Integrated Bilateral Agreement for the Investing in Canada Infrastructure Program entered into between Canada and Her Majesty the Queen in right of Ontario, effective as of March 26, 2018.

**“Business Day”** means any working day the Province is open for business, Monday to Friday inclusive, excluding statutory and other holidays, namely: New Year’s Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday;

Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; Boxing Day; and any other day on which the Province is not open for business.

**“Canada”** means, unless the context requires otherwise, Her Majesty the Queen in right of Canada.

**“Committee”** refers to a Committee established pursuant to section A.29.1 (Establishment of Committee).

**“Communications Activities”** means, but is not limited to, public or media events or ceremonies including key milestone events, news releases, reports, web and social media products or postings, blogs, news conferences, public notices, physical and digital signs, publications, success stories and vignettes, photos, videos, multi-media content, advertising campaigns, awareness campaigns, editorials, multi-media products, and all related communication materials under the Agreement.

**“Contract”** means a contract between the Recipient and a Third Party whereby the Third Party agrees to supply goods or services, or both, in respect of the Project in return for financial consideration.

**“Effective Date”** means the date of signature by the last signing party to the Agreement.

**“Eligible Expenditures”** means the costs in respect of the Project that the Recipient has incurred and paid and that are eligible for payment under the terms and conditions of the Agreement, and that are further described in Schedule “E” (Eligible Expenditures and Ineligible Expenditures).

**“Environmental Laws”** means all applicable governmental, regulations, by-laws, orders, rules, policies, or guidelines respecting the protection of the natural environment or the public, and the manufacture, importation, handling, transportation, storage, disposal, and treatment of environmental contaminants and includes, without limitation, the *Environmental Protection Act* (Ontario), *Environmental Assessment Act* (Ontario), *Ontario Water Resources Act* (Ontario), *Canadian Environmental Protection Act, 1999* (Canada), *Canadian Environmental Assessment Act, 2012* (Canada), *Fisheries Act* (Canada), and *Navigation Protection Act* (Canada).

**“Evaluation”** means an evaluation in respect of the Project or the ICIP as described in Article F.1.0 (Project and ICIP Evaluations).

**“Event of Default”** has the meaning ascribed to it in section A.12.1 (Events of Default).

**“Expiry Date”** means the expiry date set out in Schedule “B” (Specific Information).

**“Federal Approval Date”** means the date on which Canada has approved the Project



identified in Schedule “C” (Project Description, Financial Information, Timelines, and Project Standards).

**“Funding Year”** means:

- (a) in the case of the first Funding Year, the period commencing on the Effective Date and ending on the following March 31; and
- (b) in the case of Funding Years subsequent to the first Funding Year, the period commencing on April 1 following the end of the previous Funding Year and ending on the following March 31 or the Expiry Date, whichever comes first.

**“Funds”** means the money the Province provides to the Recipient pursuant to the Agreement.

**“Holdback”** means the Holdback described in and to be paid in accordance with section A.4.12 (Retention of Contribution) and Article J.7.0 (Holdback).

**“ICIP”** means the Investing in Canada Infrastructure Program, a federal infrastructure program described in the first paragraph of the “Background” to the Agreement.

**“Indemnified Parties”** means Her Majesty the Queen in right of Ontario and Her Majesty the Queen in right of Canada, and includes their respective ministers, officers, servants, agents, appointees and employees.

**“Ineligible Expenditures”** means the costs that are ineligible for payment under the terms and conditions of the Agreement, and that are described in Schedule “E” (Eligible Expenditures and Ineligible Expenditures).

**“Loss”** means any cause of action, liability, loss, cost, damage, or expense (including legal, expert, and consultant fees) that anyone incurs or sustains as a result of or in connection with the Project or any part of the Agreement or the Bilateral Agreement.

**“Maximum Funds”** means the maximum Funds amount set out Schedule “B” (Specific Information).

**“Notice”** means any communication given or required to be given pursuant to the Agreement.

**“Parties”** means the Province and the Recipient.

**“Party”** means either the Province or the Recipient.

**“Person”** means, without limitation, a person, the Recipient, a Third Party, a corporation, or any other legal entity, and their officers, servants, employees, or

agents.

**“Proceeding”** means any action, claim, demand, lawsuit, or other proceeding, whether in contract, tort (including negligence), or otherwise, that anyone makes, brings, or prosecutes as a result of or in connection with the Project or any part of the Agreement or the Bilateral Agreement.

**“Project”** means the undertaking described in Schedule “C” (Project Description, Financial Information, Timelines, and Project Standards).

**“Records Review”** means any assessment the Province conducts pursuant to section A.7.4 (Records Review).

**“Remedial Period”** means the period of time within which the Recipient is required to remedy an Event of Default, pursuant to paragraph A.12.3 (b), and includes any such period or periods of time by which the Province extends that time in accordance with section A.12.4 (Recipient Not Remediating).

**“Reports”** means the reports described in Schedule “D” (Reports).

**“Requirements of Law”** means all applicable requirements, laws, statutes, codes, acts, ordinances, approvals, orders, decrees, injunctions, by-laws, rules, regulations, official plans, permits, licences, authorizations, directions, and agreements with all Authorities, and includes the Environmental Laws.

**“Substantial Completion”** or **“Substantially Completed”** means that the Project can be used for the purpose for which it was intended.

**“Term”** means the period of time described in section A.3.1 (Term).

**“Third Party”** means any person or legal entity, other than a Party, who participates in the implementation of the Project by means of a Contract.

**“Timelines”** means the Project schedule described in Schedule “C” (Project Description, Financial Information, Timelines and Project Standards).

**“Total Financial Assistance”** means the total Project funding from all sources including, but not limited to, funding from federal, provincial, territorial, municipal, regional, band council, and Indigenous government sources; private sources; and in-kind contributions.

## **A.2.0 REPRESENTATIONS, WARRANTIES, AND COVENANTS**

**A.2.1 General.** The Recipient represents, warrants, and covenants that, in respect of the Project:

- (a) it has, and will continue to have, the experience and expertise necessary to carry out the Project;
- (b) it is in compliance with, and will continue to comply with, all Requirements of Law related to any aspect of the Project, the Funds, or both;
- (c) unless otherwise provided for in the Agreement, any information the Recipient provided to the Province in support of its request for Funds (including, without limitation, any information relating to any eligibility requirements) was true and complete at the time the Recipient provided it and will continue to be true and complete;
- (d) the Project will be situated within, and will be for the direct benefit of, rural and or northern community with a population of 100,000 people or less based on 2016 Statistics Canada Census Data;
- (e) the Project meets and will continue to meet all of the program's eligibility criteria, construction conditions and the Recipient will abide by all of the Province's and Canada's respective requirements set out in the Guidelines, including the financial, contractual and reporting requirements; and
- (f) any Funds received have not displaced, and will continue to not displace, the Recipient's own funding and spending on public transit.

**A.2.2 Execution of Agreement.** The Recipient represents and warrants that it has:

- (a) the full power and authority to enter into the Agreement; and
- (b) taken all necessary actions to authorize the execution of the Agreement, in a manner that is satisfactory to the Province.

**A.2.3 Governance.** The Recipient represents, warrants, and covenants that it has, will maintain in writing, and will follow:

- (a) procedures to enable the Recipient to manage Funds prudently and effectively;
- (b) procedures to enable the Recipient to complete the Project successfully;
- (c) procedures to enable the Recipient to identify risks to the completion of the Project and strategies to address the identified risks, all in a timely manner;
- (d) procedures to enable the preparation and submission of all Reports required pursuant to Article A.7.0 (Reporting, Accounting, and Review); and

- (e) procedures to enable the Recipient to address such other matters as the Recipient considers necessary to enable the Recipient to carry out its obligations under the Agreement.

A.2.4 **Supporting Proof.** Upon the request of the Province, the Recipient will provide the Province with proof of the matters referred to in this Article A.2.0 (Representations, Warranties, and Covenants).

### **A.3.0 TERM OF THE AGREEMENT AND SUBSTANTIAL COMPLETION**

A.3.1 **Term.** The term of the Agreement will commence on the Effective Date and will expire on the Expiry Date, unless it is extended by a written agreement pursuant to section 4.1 or terminated earlier pursuant to Article A.11.0 (Termination on Notice) or Article A.12.0 (Event of Default, Corrective Action, and Termination for Default).

A.3.2 **Substantial Completion.** The Recipient will ensure that the Project is Substantially Completed on or before October 31, 2026.

### **A.4.0 FUNDS AND CARRYING OUT THE PROJECT**

A.4.1 **Funds Provided.** Subject to the terms and conditions of this Agreement and only after the Effective Date, the Province will:

- (a) provide the Recipient funding up to the Maximum Funds for the sole purpose of carrying out the Project;
- (b) provide the Funds to the Recipient in accordance with Schedule “J” (Requests for Payment and Payment Procedures); and
- (c) deposit the Funds into an account the Recipient designates, provided that the account:
  - (i) is at a branch of a Canadian financial institution in Ontario; and
  - (ii) is solely in the name of the Recipient.

A.4.2 **Limitation on Payment of Funds.** Despite section A.4.1 (Funds Provided):

- (a) in addition to any other limitation under the Agreement on the payment of Funds, the Province is not obligated to provide:
  - (i) any Funds to the Recipient until the Recipient fulfils the special conditions listed in section A.31.1 (Special Conditions); and
  - (ii) any Funds to the Recipient until the Province and Canada are satisfied with

the progress of the Project;

- (b) the Province may adjust the amount of Funds it provides to the Recipient based upon the Province's assessment of the information the Recipient provides to the Province pursuant to section A.7.2 (Preparation and Submission); and
- (c) any payment of Funds is subject to:
  - (i) the requirements of the *Financial Administration Act* (Ontario), including the availability of an appropriation by the Ontario Legislature that is sufficient and constitutes lawful authority for the payment;
  - (ii) federal and provincial ministerial funding levels in respect of transfer payments, the program under which the Agreement was made, or otherwise that are sufficient; and
  - (iii) Canada's payment of funds to the Province, pursuant to the Bilateral Agreement, that are sufficient for the payment.

The Province may reduce the amount of Funds or terminate the Agreement in response to a reduction or absence of an appropriation federally or provincially, reduction to ministerial funding levels, or Canada's failure to make payment of funds. Notwithstanding Article A.9.0 (Limitation of Liability and Indemnity), the Province will not be liable for any direct, indirect, consequential, exemplary, or punitive damages, regardless of the form of action, whether in contract or in tort (including negligence) or otherwise, arising from any reduction or termination of Funds. If any changes to the Agreement are required as a result, the Parties agree to amend the Agreement accordingly.

**A.4.3 Use of Funds and Carry Out the Project.** The Recipient will, in respect of the Project, do all of the following:

- (a) carry out the Project in accordance with the Agreement;
- (b) use the Funds only for the purpose of carrying out the Project;
- (c) spend the Funds only on Eligible Expenditures that are necessary to carry out the Project on and after the Federal Approval Date;
- (d) not use the Funds to cover any Ineligible Expenditure; and
- (e) not use the Funds to cover any Eligible Expenditure that has or will be funded or reimbursed by one or more of any third party, or ministry, department, agency, or organization of the Government of Ontario or of the Government of Canada.

**A.4.4 Interest-Bearing Account.** If the Province provides Funds before the Recipient's

immediate need for the Funds, the Recipient will place the Funds in an interest-bearing account solely in the name of the Recipient at a branch of a Canadian financial institution in Ontario.

**A.4.5 Interest.** If the Recipient earns any interest on the Funds, the Province may do either or both of the following:

- (a) deduct an amount equal to the interest from the Funds;
- (b) demand from the Recipient the payment of an amount equal to the Interest Earned.

**A.4.6 Maximum Funds and Recovery of Excesses.** The Recipient acknowledges that:

- (a) the Funds available to it pursuant to the Agreement will not exceed the Maximum Funds;
- (b) if Canada's total contribution from all federal sources in respect of the Project exceeds fifty percent of Total Eligible Expenditures (as identified in Schedule "C"), the Province or Canada may demand the return of the excess from the Recipient and the Recipient shall return the excess forthwith or Province or Canada may reduce their respective contributions under the Agreement by an amount equal to the excess; and
- (c) if the Total Financial Assistance received in respect of any Project exceeds the one-hundred percent (100%) of Total Eligible Expenditures, the Province may, up to the Maximum Funds, demand the return of the excess from the Recipient and the Recipient shall return the excess forthwith or the Province may reduce its contribution under the Agreement by an amount equal to the excess.

**A.4.7 Disclosure of Other Financial Assistance.** The Recipient will inform the Province promptly of any financial assistance received in respect of the Project.

**A.4.8 Rebates, Credits, and Refunds.** The Province will, in respect of the Project, calculate Funds based on the actual costs to the Recipient to carry out the Project, less any costs for which the Recipient has received, will receive, or is eligible to receive, a rebate, credit, or refund.

**A.4.9 Recipient's Acknowledgement of Responsibility for Project.** The Recipient will, in respect of the Project, assume full responsibility for the Project, including, without limitation:

- (a) complete, diligent, and timely Project implementation within the costs and timelines specified in the Agreement and in accordance with all other terms and conditions of the Agreement;

- (b) all of the costs of the Project, including, without limitation, unapproved expenditures, Ineligible Expenditures, and cost overruns, if any;
- (c) subsequent operation, maintenance, repair, rehabilitation, construction, demolition, or reconstruction, as required and in accordance with industry standards, and any related costs for the full lifecycle of the Project; and
- (d) the engineering work being undertaken in accordance with industry standards.

**A.4.10 Increase in Project Costs.** If, at any time during the Term the Recipient determines that it will not be possible to complete the Project unless it expends amounts in excess of all funding available to it (a “**Shortfall**”), the Recipient will immediately notify the Province of that determination. If the Recipient so notifies the Province, it will, within 30 days of a request from the Province, provide a summary of the measures that it proposes to remedy the Shortfall. If the Province is not satisfied that the measures proposed will be adequate to remedy the Shortfall, then the Province may exercise one or more of the remedies available to it pursuant to section A.12.4 (Recipient Not Remediating).

**A.4.11 Recipient’s Request for Payment and Payment Procedures.** The Recipient agrees to submit its requests for payment in accordance with the payment procedures provided for in Schedule “J” (Requests for Payment and Payment Procedures).

**A.4.12 Retention of Contribution.** The Province will retain a maximum of 10% of the provincial funding in respect of the Project (“**Holdback**”) up until the Recipient has fulfilled all of its obligations under the Agreement for the Project.

## **A.5.0 RECIPIENT’S ACQUISITION OF GOODS OR SERVICES, CONTRACT PROVISIONS, AND DISPOSAL OF ASSETS**

**A.5.1 Acquisition.** If the Recipient acquires goods, services, or both with the Funds, it will do so through a process that:

- (a) is fair, transparent, competitive, and consistent with value for money principles, or in a manner otherwise acceptable to the Province and Canada; and
- (b) if applicable, is in accordance with the Canadian Free Trade Agreement and international agreements.

**A.5.2 Non-Compliance with Acquisition Requirements.** If the Province or Canada determines that a Contract is awarded in a manner that is not in compliance with the requirements in section A.5.1 (Acquisition), upon giving Notice to the Recipient, the Province may consider the expenditures associated with the Contract to be an Ineligible Expenditure.

**A.5.3 Exemptions to Competitive Awarding.** The Province and Canada may consent to the provision of exemptions from competitive awarding of Contracts on a case-by-case basis, in their sole and absolute discretion, if the Recipient provides a written request indicating the business case rationale for the exemption, in advance of the Contract being awarded to the satisfaction of Canada and the Province.

**A.5.4 Contract Provisions.** The Recipient will ensure that all Contracts are consistent with and incorporate the relevant provisions of the Agreement, including its insurance provisions. More specifically, but without limiting the generality of the foregoing, the Recipient agrees to include provisions in all Contracts to ensure:

- (a) that proper and accurate accounts and records are kept and maintained as described in the Agreement including, but not limited to, in paragraph A.7.3(a);
- (b) that all applicable Requirements of Law including, without limitation, labour and human rights legislation, are complied with; and
- (c) that the Contract secures the respective rights of the Province and Canada, and any authorized representative or independent auditor identified by the Province or Canada, and the Auditor General of Ontario and the Auditor General of Canada to:
  - (i) inspect and audit the terms of any Contract, record or account in respect of the Project; and
  - (ii) have free and timely access to the Project sites and facilities, and any records, documentation or information, as contemplated pursuant to section A.7.5 (Inspection and Removal).

**A.5.5 Disposal of Assets.** The Recipient will not, unless in accordance with the terms and conditions set out in Schedule "H" (Disposal of Assets), sell, lease, encumber, or otherwise dispose, directly or indirectly, of any Asset during the Asset Disposal Period.

## **A.6.0 CONFLICT OF INTEREST**

**A.6.1 Conflict of Interest Includes.** For the purposes of this Article A.6.0 (Conflict of Interest), a conflict of interest includes any circumstances where:

- (a) the Recipient or any person who has the capacity to influence the Recipient's decisions has outside commitments, relationships, or financial interests that could, or could be seen by a reasonable person to interfere with the Recipient's objective, unbiased, and impartial judgment in respect of the Project or the use of the Funds, or both; or



- (b) a former public servant or public office holder to whom any post-employment, ethics and conflict of interest legislation, guidelines, codes, or policies of Canada apply will derive a direct benefit from the Agreement, unless the provision or receipt of such benefits complies with such legislation, guidelines, policies, or codes.

**A.6.2 No Conflict of Interest.** The Recipient will carry out the Project and use the Funds without an actual, potential, or perceived conflict of interest unless:

- (a) the Recipient:
  - (i) provides Notice to the Province disclosing the details of the actual, potential, or perceived conflict of interest; and
  - (ii) requests the consent of the Province to carry out the Project with an actual, potential, or perceived conflict of interest;
- (b) the Province consents in writing to the Recipient carrying out the Project with an actual, potential, or perceived conflict of interest; and
- (c) the Recipient complies with any terms and conditions the Province may prescribe in its consent.

## **A.7.0 REPORTING, ACCOUNTING, AND REVIEW**

**A.7.1 Province and Canada Include.** For the purpose of sections A.7.4 (Records Review), A.7.5 (Inspection and Removal) and A.7.6 (Cooperation), “Province” includes Canada and any auditor or representative that the Province or Canada, or both, may identify.

**A.7.2 Preparation and Submission.** The Recipient will:

- (a) submit to the Province at the address referred to in section A.15.1 (Notice in Writing and Addressed):
  - (i) all Reports in accordance with the timelines and content requirements provided for in Schedule “D” (Reports); and
  - (ii) any other reports in accordance with any timelines and content requirements the Province may specify from time to time; and
- (b) ensure that all Reports and other reports are:
  - (i) completed to the satisfaction of the Province; and
  - (ii) signed by an authorized signing officer of the Recipient.

**A.7.3 Record Maintenance.** The Recipient will keep and maintain for a period of seven years after the Expiry Date:

- (a) proper and accurate financial accounts and records, kept in a manner consistent with generally accepted accounting principles, including but not limited to its contracts, invoices, statements, receipts, and vouchers and any other evidence of payment relating to the Funds or otherwise to the Project; and
- (b) all non-financial records and documents relating to the Funds or otherwise to the Project.

**A.7.4 Records Review.** The Province may, at its own expense, upon 24 hours' Notice to the Recipient and during normal business hours, enter upon the Recipient's premises to conduct an audit or investigation of the Recipient regarding the Recipient's compliance with the Agreement, including assessing any of the following:

- (a) the truth of any of the Recipient's representations and warranties;
- (b) the progress of the Project;
- (c) the Recipient's allocation and expenditure of the Funds.

**A.7.5 Inspection and Removal.** For the purposes of any Records Review, the Province may take one or more of the following actions:

- (a) inspect and copy any records or documents referred to in section A.7.3 (Record Maintenance);
- (b) remove any copies the Province makes pursuant to section A.7.5(a); and
- (c) share any documents, records and findings with Canada.

**A.7.6 Cooperation.** To assist the Province in respect of its rights provided for in section A.7.5 (Inspection and Removal), the Recipient will cooperate with the Province by:

- (a) ensuring that the Province has access to the records and documents wherever they are located;
- (b) coordinating access with any Third Party;
- (c) assisting the Province to copy the records and documents;

- (d) providing to the Province, in the form the Province specifies, any information the Province identifies; and
- (e) carrying out any other activities the Province requests.

**A.7.7 No Control of Records.** No provision of the Agreement will be construed so as to give the Province or Canada, or both, any control whatsoever over the Recipient's records.

**A.7.8 Auditor General (Ontario and Canada).** The Province's rights under this Article A.7.0 (Reporting, Accounting, and Review) are in addition to any rights provided to the Auditor General of Ontario pursuant to section 9.2 of the *Auditor General Act* (Ontario) and to the Auditor General of Canada pursuant to section 7.1 of the *Auditor General Act* (Canada).

**A.7.9 Sharing of Audit Findings and Reports.** The Recipient acknowledges that Canada and the Province may:

- (a) inform each other, and any of their respective authorized representatives and auditors, that an audit is being conducted; and
- (b) share the findings of any audit or investigation, including any ensuing report, with each other and any of their respective authorized representatives and auditors.

**A.7.10 Evaluation.** The Recipient agrees to participate in any Evaluation and comply with the requirements for such Evaluation that are set out in Schedule "F" (Evaluation).

**A.7.11 Calculations.** The Recipient will make all calculations and prepare all financial data to be submitted in accordance with the generally accepted accounting principles in effect in Canada. These will include, without limitation, those principles and standards approved or recommended from time to time by the Chartered Professional Accountants of Canada or the Public Sector Accounting Board, as applicable, or any successor institute, applied on a consistent basis.

**A.7.12 Adverse Fact or Event.** The Recipient will inform the Province immediately of any fact or event of which it is aware that has or will compromise, wholly or in part, the Project.

## **A.8.0 COMMUNICATIONS REQUIREMENTS**

**A.8.1 Communications Protocol.** The Parties agree to be bound by the terms and conditions of the communications protocol provided for in Schedule "G" (Communications Protocol).

## **A.9.0 LIMITATION OF LIABILITY AND INDEMNITY**

**A.9.1 Province and Canada Limitation of Liability.** In no event will any of the Indemnified Parties be held liable for any damages, including direct, indirect, consequential, exemplary, or punitive damages, regardless of the form of action, whether in contract, tort (including negligence), or otherwise, for:

- (a) any injury to any Person, including, but not limited to, death, economic loss, or infringement of rights;
- (b) any damage to or loss or destruction of property of, any Person; or
- (c) any obligation of any Person, including, but not limited to, any obligation arising from a loan, capital lease, or other long-term obligation

in relation to the Agreement, the Bilateral Agreement, or the Project.

**A.9.2 Indemnification of the Province and Canada.** The Recipient will indemnify and hold harmless the Indemnified Parties from and against any Loss and any Proceeding based upon or occasioned by:

- (a) any injury to any Person, including, but not limited to, death, economic loss, or any infringement of rights;
- (b) any damage to, or loss or destruction of, property of any Person; or
- (c) any obligation of any Person, including, but not limited to, any obligation arising from a loan, capital lease, or other long-term obligation,

except to the extent to which such Loss or Proceeding is caused by the negligence or wilful misconduct of any Indemnified Party in the performance of that Indemnified Party's duties.

**A.9.3 Recipient's Participation.** The Recipient will, at its expense, to the extent requested by the Province or Canada, or both, participate in or conduct the defence of any Proceeding against any of the Indemnified Parties and any negotiations for their settlement.

**A.9.4 Province's Election.** The Province or Canada, or both, may elect to participate in, or conduct the defence of, any Proceeding by providing Notice to the Recipient of such election, without prejudice to any other rights or remedies of the Province under the Agreement or of the Province or Canada under the Bilateral Agreement, at law or in equity. If the Province, Canada, or the Recipient, as applicable, participates in the defence, it will do so by actively participating with the other's counsel.

**A.9.5 Settlement Authority.** The Recipient will not enter into a settlement of any

Proceeding against any of the Indemnified Parties unless the Recipient has obtained from the Province or Canada, as applicable, prior written approval or a waiver of this requirement. If the Recipient is requested by the Province or Canada to participate in or conduct the defence of any Proceeding, the Province or Canada, as applicable, will cooperate with and assist the Recipient to the fullest extent possible in the Proceeding and any related settlement negotiations.

- A.9.6 Recipient's Cooperation.** If the Province or Canada conducts the defence of any Proceeding, the Recipient will cooperate with and assist the Province or Canada, as applicable, to the fullest extent possible in the Proceeding and any related settlement negotiations.

## **A.10.0 INSURANCE**

- A.10.1 Recipient's Insurance.** The Recipient represents, warrants, and covenants that it has, and will maintain at its own cost and expense for a period extending at least 90 Business Days beyond the Term, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all the necessary and appropriate insurance that a prudent person carrying out a project similar to the Project would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury, and property damage, to an inclusive limit of not less than \$2,000,000.00 per occurrence, which commercial general liability insurance policy will include the following:

- (a) the Indemnified Parties as additional insureds in respect of liability arising in the course of performance of the Recipient's obligations under, or otherwise in connection with, the Agreement;
- (b) a cross-liability clause;
- (c) contractual liability coverage; and
- (d) a 30-day written notice of cancellation.

- A.10.2 Proof of Insurance.** At the Province's request, the Recipient will:

- (a) provide to the Province, either:
  - (i) annually, certificates of insurance that confirm the insurance coverage as provided in section A.10.1 (Recipient's Insurance); or
  - (ii) other proof that confirms the insurance coverage as provided for in section A.10.1 (Recipient's Insurance); and
- (b) at the Province's request, the Recipient will provide to the Province a copy of any

of the Recipient's insurance policies that relate to the Project or otherwise to the Agreement or both.

#### **A.11.0 TERMINATION ON NOTICE**

**A.11.1 Termination on Notice.** The Province may terminate the Agreement at any time without liability, penalty, or costs upon giving at least 30 days' Notice to the Recipient.

**A.11.2 Consequences of Termination on Notice by the Province.** If the Province terminates the Agreement pursuant to section A.11.1 (Termination on Notice), the Province may take one or more of the following actions:

- (a) Direct the Recipient not to incur any costs for the Project without the Province's prior written consent;
- (b) cancel all further instalments of Funds;
- (c) demand the payment of any Funds plus Interest Earned remaining in the possession or under the control of the Recipient; and
- (d) Subject to the limits of the Bilateral Agreement, determine the reasonable costs for the Recipient to wind down the Project and do either or both of the following:
  - (i) permit the Recipient to offset such costs against the amount the Recipient owes pursuant to paragraph A.11.2(c); and
  - (ii) subject to paragraph A.4.1(a), provide Funds to the Recipient to cover such costs.

#### **A.12.0 EVENT OF DEFAULT, CORRECTIVE ACTION, AND TERMINATION FOR DEFAULT**

**A.12.1 Events of Default.** It will constitute an Event of Default if, in the opinion of the Province, the Recipient breaches any representation, warranty, covenant, or other material term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of the Agreement:

- (a) carry out the Project in whole or in part;
- (b) use or spend Funds; or
- (c) provide, in accordance with section A.7.2 (Preparation and Submission), Reports or such other reports as the Province may have requested pursuant to paragraph A.7.2(b).

**A.12.2 Consequences of Events of Default and Corrective Action.** If an Event of Default occurs, the Province may, at any time, take one or more of the following actions:

- (a) initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Project or to discontinue the Project;
- (b) provide the Recipient with an opportunity to remedy the Event of Default;
- (c) suspend the payment of Funds for such period as the Province determines appropriate;
- (d) reduce the amount of the Funds;
- (e) cancel all further instalments of Funds;
- (f) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient plus Interest Earned;
- (g) demand from the Recipient the payment of an amount equal to any Funds the Recipient used plus Interest Earned, but did not use in accordance with the Agreement;
- (h) demand from the Recipient the repayment of an amount equal to any Funds the Province provided to the Recipient plus Interest Earned;
- (i) demand from the Recipient an amount equal to the costs the Province incurred or incurs to enforce its rights under the Agreement, including the costs of any Records Review and the costs it incurs to collect any amounts the Recipient owes to the Province; and
- (j) terminate the Agreement at any time, including immediately, without liability, penalty, or costs to the Province upon giving Notice to the Recipient.

**A.12.3 Opportunity to Remedy.** If, in accordance with paragraph A.12.2(b), the Province provides the Recipient with an opportunity to remedy the Event of Default, the Province will provide Notice to the Recipient of:

- (a) the particulars of the Event of Default; and
- (b) the Remedial Period.

**A.12.4 Recipient Not Remediating.** If the Province provided the Recipient with an opportunity to remedy the Event of Default pursuant to paragraph A.12.2(b), and:

- (a) the Recipient does not remedy the Event of Default within the Remedial Period;

- (b) it becomes apparent to the Province that the Recipient cannot completely remedy the Event of Default within the Remedial Period; or
- (c) the Recipient is not proceeding to remedy the Event of Default in a way that is satisfactory to the Province,

the Province may extend the Remedial Period or initiate any one or more of the actions provided for in paragraphs A.12.2(a), (c), (d), (e), (f), (g), (h), (i) and (j).

**A.12.5 When Termination Effective.** Termination under this Article A.12.0 (Event of Default, Corrective Action, and Termination for Default) will take effect as provided for in the Notice.

### **A.13.0 FUNDS UPON EXPIRY**

**A.13.1 Funds Upon Expiry.** The Recipient will, upon expiry of the Agreement, pay to the Province any Funds plus Interest Earned remaining in its possession, under its control, or both.

### **A.14.0 DEBT DUE AND PAYMENT**

**A.14.1 Payment of Overpayment.** If at any time the Province provides Funds in excess of the amount the Recipient is entitled to under the Agreement, the Province may:

- (a) deduct an amount equal to the excess Funds plus Interest Earned from any further instalments of Funds; or
- (b) demand that the Recipient pay to the Province an amount equal to the excess Funds plus Interest Earned.

**A.14.2 Debt Due.** If, pursuant to the Agreement:

- (a) the Province demands from the Recipient the payment of any Funds, an amount equal to any Funds, or any other amounts under the Agreement; or
- (b) the Recipient owes to the Province any Funds, an amount equal to any Funds, or any other amounts under the Agreement, whether or not the Province has demanded their payment,

such amounts will be deemed to be debts due and owing to the Province by the Recipient, and the Recipient will pay the amounts to the Province immediately, unless the Province directs otherwise.



- A.14.3 **Interest Rate.** The Province may charge the Recipient interest on any money owing to the Province by the Recipient under the Agreement at the then-current interest rate charged by the Province of Ontario on accounts receivable.
- A.14.4 **Payment of Money to Province.** The Recipient will pay any money owing to the Province by cheque payable to the “Ontario Minister of Finance” and delivered to the Province at the address set out in Schedule “B” (Specific Information) for the purposes of Notice to the Province.
- A.14.5 **Failure to Repay.** Without limiting the application of section 43 of the *Financial Administration Act* (Ontario), if the Recipient fails to pay any amount owing under the Agreement, Her Majesty the Queen in right of Ontario may deduct any unpaid amount from any money payable to the Recipient by Her Majesty the Queen in right of Ontario.
- A.14.6 **Funds Are Part Of A Social Or Economic Program.** The Recipient acknowledges and agrees that any Funds provided under this Agreement are for the administration of social, health or economic programs or the provision of direct or indirect support to members of the public in connection with social, health or economic policy.

#### **A.15.0 NOTICE**

- A.15.1 **Notice in Writing and Addressed.** Notice will be:

- (a) in writing;
- (b) delivered by email, postage-prepaid mail, personal delivery, or courier; and
- (c) addressed to the Province and the Recipient as set out in Schedule “B” (Specific Information), or as either Party later designates to the other by Notice.

- A.15.2 **Notice Given.** Notice will be deemed to have been given:

- (a) in the case of postage-prepaid mail, five Business Days after the Notice is delivered; and
- (b) in the case of email, personal delivery, or courier, on the date on which the Notice is delivered.

- A.15.3 **Postal Disruption.** Despite paragraph A.15.2(a), in the event of a postal disruption:

- (a) Notice by postage-prepaid mail will not be deemed to be given; and
- (b) the Party giving Notice will provide Notice by email, personal delivery, or courier.

## **A.16.0 CONSENT BY PROVINCE OR CANADA AND COMPLIANCE BY RECIPIENT**

A.16.1 **Consent.** When the Province or Canada provides its consent pursuant to the Agreement:

- (a) it will do so by Notice;
- (b) it may attach any terms and conditions to the consent; and
- (c) the Recipient may rely on the consent only if the Recipient complies with any terms and conditions the Province or Canada may have attached to the consent.

## **A.17.0 SEVERABILITY OF PROVISIONS**

A.17.1 **Invalidity or Unenforceability of Any Provision.** The invalidity or unenforceability of any provision of the Agreement will not affect the validity or enforceability of any other provision of the Agreement.

## **A.18.0 WAIVER**

A.18.1 **Waiver Request.** Either Party may, by Notice, ask the other Party to waive an obligation under the Agreement.

A.18.2 **Waiver Applies.** If in response to a request made pursuant to section A.18.1 (Waiver Request) a Party consents to a waiver, the waiver will:

- (a) be valid only if the Party that consents to the waiver provides the consent by Notice; and
- (b) apply only to the specific obligation referred to in the waiver.

A.18.3 **Waivers in Writing.** If a Party fails to comply with any term of the Agreement, that Party may only rely on a waiver of the other Party if the other Party has provided a written waiver in accordance with the Notice provisions in Article A.15.0 (Notice). Any waiver must refer to a specific failure to comply and will not have the effect of waiving any subsequent failures to comply.

## **A.19.0 INDEPENDENT PARTIES**

A.19.1 **Parties Independent.** The Recipient is not an agent, joint venturer, partner, or employee of either the Province or Canada, and the Recipient will not represent itself in any way that might be taken by a reasonable person to suggest that it is, or take any actions that could establish or imply such a relationship.

A.19.2 **No Authority to Represent.** Nothing in the Agreement is to be construed as authorizing any Person, including a Third Party, to contract for or to incur any obligation on behalf of the Province or Canada, or both, or to act as an agent for the Province or Canada. The Recipient will take the necessary action to ensure that any Contract between the Recipient and a Third Party contains a provision to that effect.

#### **A.20.0 ASSIGNMENT OF AGREEMENT OR FUNDS**

A.20.1 **No Assignment.** The Recipient will not, without the prior written consent of the Province, assign any of its rights or obligations under the Agreement.

A.20.2 **Agreement Binding.** All rights and obligations contained in the Agreement will extend to and be binding on:

- (a) the Recipient's successors and permitted assigns; and
- (b) the successors to Her Majesty the Queen in right of Ontario.

#### **A.21.0 GOVERNING LAW**

A.21.1 **Governing Law.** The Agreement and the rights, obligations, and relations of the Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with the Agreement will be conducted in the courts of Ontario, which will have exclusive jurisdiction over such proceedings.

#### **A.22.0 FURTHER ASSURANCES**

A.22.1 **Agreement into Effect.** The Recipient will:

- (a) provide such further assurances as the Province may request from time to time in respect to any matter to which the Agreement pertains; and
- (b) do or cause to be done all acts or things necessary to implement and carry into effect the terms and conditions of the Agreement to their full extent.

#### **A.23.0 JOINT AND SEVERAL LIABILITY**

A.23.1 **Joint and Several Liability.** Where the Recipient is comprised of more than one entity, each entity will be jointly and severally liable to the Province for the fulfillment of the obligations of the Recipient under the Agreement.

#### **A.24.0 RIGHTS AND REMEDIES CUMULATIVE & JOINT AUTHORSHIP**

- A.24.1 **Rights and Remedies Cumulative.** The rights and remedies of the Province under the Agreement are cumulative and are in addition to, and not in substitution for, any of its rights and remedies provided by law or in equity.
- A.24.2 **Joint Authorship Of Agreement.** The Parties will be considered joint authors of this Agreement and no provision herein will be interpreted against one Party by the other Party because of authorship. No Party will seek to avoid a provision herein because of its authorship through recourse to a third-party, court, tribunal or arbitrator.

#### **A.25.0 FAILURE TO COMPLY WITH OTHER AGREEMENTS**

- A.25.1 **Other Agreements.** If the Recipient:
- (a) has failed to comply with any term, condition, or obligation under any other agreement with Her Majesty the Queen in right of Ontario or one of Her agencies (a “**Failure**”);
  - (b) has been provided with notice of such Failure in accordance with the requirements of such other agreement;
  - (c) has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and
  - (d) such Failure is continuing,
- the Province may suspend the payment of Funds for such period as the Province determines appropriate and may deduct amounts owing as a result of such Failure from the funds owing under this Agreement.

#### **A.26.0 SURVIVAL**

- A.26.1 **Survival.** Any rights and obligations of the Parties that, by their nature, extend beyond the termination of the Agreement will continue in full force and effect for a period of seven years from the date of expiry or termination of the Agreement. Surviving provisions include, without limitation, the following Articles, sections and paragraphs, and all applicable cross-referenced Articles, sections, paragraphs, schedules, and sub-schedules: Articles 1.0 (Entire Agreement), 2.0 (Conflict or Inconsistency), 5.1 (Acknowledgement from Recipient), 6.0 (Canada’s Rights and Information Sharing with Canada), A.1.0 (Interpretation and Definitions) and any other applicable definitions, paragraphs A.2.1(a), A.4.2(c), sections A.4.4 (Interest-Bearing Account), A.4.5

(Interest), A.4.6 (Maximum Funds and Recovery of Excesses), A.4.8 (Rebates, Credits, and Refunds), A.4.9 (Recipient's Acknowledgement of Responsibility for Project), A.5.5 (Disposal of Assets), A.7.1 (Province and Canada Include), A.7.2 (Preparation and Submission) (to the extent that the Recipient has not provided the Reports or other reports as may have been requested to the satisfaction of the Province), A.7.3 (Record Maintenance), A.7.4 (Records Review), A.7.5 (Inspection and Removal), A.7.6 (Cooperation), A.7.7 (No Control of Records), A.7.8 (Auditor General (Ontario and Canada)), A.7.9 (Sharing of Audit Findings and Reports), A.7.10 (Evaluation), A.7.11 (Calculations), Articles A.8.0 (Communications Requirements), A.9.0 (Limitation of Liability and Indemnity), sections A.11.2 (Consequences of Termination on Notice by the Province), A.12.1 (Events of Default), paragraphs A.12.2(d), (e), (f), (g), (h) and (i), A.13.0 (Funds Upon Expiry), A.14.0 (Debt Due and Payment), A.15.0 (Notice), and A.17.0 (Severability of Provisions), section A.20.2 (Agreement Binding), and Articles A.21.0 (Governing Law), A.23.0 (Joint and Several Liability), A.24.0 (Rights and Remedies Cumulative), A.26.0 (Survival), A.27.0 (Environmental Requirements and Assessments), A.28.0 (Aboriginal Consultation), and A.31.0 (Special Conditions).

## **A.27.0 ENVIRONMENTAL REQUIREMENTS AND ASSESSMENTS**

**A.27.1 Federal Environmental Requirements.** Without limitation to the Recipient's obligations to comply with Environmental Laws and for greater clarity:

- (a) no site preparation, removal of vegetation or construction will occur in respect of the Project; and
- (b) the Province will have no obligation to pay any Eligible Expenditures that are capital costs, as determined by the Province, until Canada is satisfied that federal requirements are met, and continue to be met, under the following:
  - (i) *Canadian Environmental Assessment Act, 2012*;
  - (ii) other applicable environmental assessment legislation that is or may come into force during the term of the Agreement; and
  - (iii) other applicable agreements between Canada and Aboriginal Communities.

## **A.28.0 ABORIGINAL CONSULTATION**

**A.28.1 Aboriginal Consultation Protocol.** The Parties agree to be bound by the terms and conditions of the Aboriginal Consultation Protocol provided for in Schedule "I" (Aboriginal Consultation Protocol).

**A.28.2 Legal Duty to Consult.** Until Canada and, if applicable, the Province are satisfied that any legal duty to consult and, where appropriate, to accommodate Aboriginal

Communities, or any other federal consultation requirement, has been, and continues to be met:

- (a) no site preparation, removal of vegetation or construction will occur in respect of the Project; and
- (b) despite section A.4.1, the Province has no obligation to pay any Eligible Expenditures that are capital costs, as determined by the Province and Canada; and, for the Project requiring consultation, Canada and, if applicable, the Province must be satisfied that:
  - (i) Aboriginal Communities have been notified and, if applicable, consulted;
  - (ii) where consultation has occurred, the Recipient has provided a summary of consultation or engagement activities, including a list of Aboriginal Communities consulted, concerns raised, and how each of the concerns have been addressed or, if not addressed, an explanation as to why not;
  - (iii) the Recipient is carrying out accommodation measures, where appropriate; and
  - (iv) any other information has been provided which Canada or the Province, or both, may deem appropriate.

**A.28.3 Funding Conditional upon Meeting Aboriginal Consultation Obligations.** No Funds will be provided to the Recipient under the Agreement unless Canada and, if applicable in the opinion of the Province, the Province are satisfied that their respective obligations have been met in respect of the legal duty to consult and, if applicable, accommodate any Aboriginal Community with an interest in the Project.

## **A.29.0 COMMITTEE**

**A.29.1 Establishment of Committee.** The Province may, at its sole discretion, require the establishment of a committee to oversee the Agreement (the “Committee”).

**A.29.2 Notice of Establishment of Committee.** Upon Notice from the Province, the Parties will hold an initial meeting to establish, in accordance with Schedule “K” (Committee), the Committee described in section A.29.1 (Establishment of Committee).

## **A.30.0 DISPUTE RESOLUTION**

**A.30.1 Contentious Issues.** The Parties will keep each other informed of any issues that could be contentious.

- A.30.2 **Examination by the Committee and Parties.** If a contentious issue arises and a Committee has been established under section A.29.1 (Establishment of Committee), the Parties will refer the contentious issue that may arise to the Committee for examination. In the absence of a Committee, the Parties will examine the contentious issue.
- A.30.3 **Potential Dispute Resolution by Committee.** The Committee or the Parties, as the case may be, will attempt, reasonably and in good faith, to resolve disputes as soon as possible and, in any event, within, for the Committee, 30 days, or, for the Parties, 90 days of receiving Notice of a contentious issue.
- A.30.4 **Dispute Resolution by the Parties.** If the Committee cannot agree on a resolution, the matter will be referred to the Parties for resolution. The Parties will provide a decision within 60 Business Days of the Notice.
- A.30.5 **Alternative Mechanisms for Dispute Resolutions.** Where the Parties cannot agree on a resolution, the Parties may use any alternative dispute resolution mechanisms available to them to resolve the issue.
- A.30.6 **Suspension of Payments.** The Province may suspend any payments related to any contentious issue or dispute raised by either Party, together with the obligations related to such issue, pending resolution.

## **A.31.0 SPECIAL CONDITIONS**

- A.31.1 **Special Conditions.** The Province's funding under the Agreement is conditional upon,
- (a) on or before the Effective Date, the Recipient having provided the Province with:
    - (i) a copy of the by-law(s), council resolution(s) or both or any other necessary instrument applicable to the Recipient authorizing its entry into the Agreement;
    - (ii) the certificates of insurance or any other proof the Province may request pursuant to section A.10.2 (Proof of Insurance);
    - (iii) banking information, such as a void cheque or a bank letter, for an interest-bearing account in the name of the Recipient at a Canadian financial institution, into which the Province may transfer funds electronically; and
    - (iv) any other Reports requested by the Province in the format specified.
  - (b) prior to submitting a request for payment in respect of the Project under the Agreement,

- (i) the Recipient having provided the Province with written confirmation that:
  - a. the Recipient is in compliance with all Environmental Laws, including the Recipient's obligations under section A.27.1 (Federal Environmental Requirements), and has obtained all necessary approvals and permits;
  - b. the Recipient has met any requirements under Article A.28.0 (Aboriginal Consultation) that may apply to the Project; and
  - c. the Recipient has title to and ownership of any real property necessary for the completion of the Project; and
- (ii) the Recipient having provided the Province with any required assessments pursuant to Article A.27.0 (Environmental Requirements and Assessments); and
- (c) the Recipient having submitted, in a form and at an address supplied by the Province, an asset management self-assessment on or before the Effective Date, and, thereafter, on or before February 1 in each of the years 2021, 2023 and 2024, unless the Project have reached Substantial Completion before such date.

For greater certainty, if the Province provides any Funds to the Recipient before the conditions set out in this Article A.31.0 (Special Conditions) have been met, and unless the Province has waived compliance with such condition in writing, the Province may exercise one or more of the remedies available to it pursuant to section A.12.2 (Consequences of Event of Default and Corrective Action).

**[SCHEDULE "B" – SPECIFIC INFORMATION FOLLOWS]**



## SCHEDULE “B” SPECIFIC INFORMATION

### B.1.0 EXPIRATION DATE

**B.1.1 Expiration date.** The Expiration Date is March 31, 2028.

### B.2.0 MAXIMUM FUNDS

**B.2.1 Maximum Funds.** Maximum Funds means the sum of Canada’s Maximum Contribution and Ontario’s Maximum Contribution.

### B.3.0 ONTARIO’S MAXIMUM CONTRIBUTION

**B.3.1 Ontario’s Maximum Contribution.** Ontario’s Maximum Contribution means \$593,768.07, rounded to two decimal places.

### B.4.0 CANADA’S MAXIMUM CONTRIBUTION

**B.4.1 Canada’s Maximum Contribution.** Canada’s Maximum Contribution means \$890,741.18, rounded to two decimal places.

### B.5.0 ADDRESSEES

**B.5.1 Addressees.** All Reports and Notices under the Agreement will be submitted to the Province at the address listed below:

<b>Contact information for the purposes of Notice to the Province</b>	<p><b>Address:</b> Ministry of Agriculture, Food and Rural Affairs Rural Programs Branch 1 Stone Road West, 4NW Guelph, Ontario N1G 4Y2</p> <p>Attention: Manager, Infrastructure Renewal Programs</p> <p><b>Email:</b> ICIPRural@ontario.ca</p>
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<b>Contact information for the purposes of Notice to the Recipient</b>	<b>Address:</b> Town of Fort Frances 320 Portage Avenue Fort Frances, Ontario P9A 3P9  Attention: Travis Rob, Manager of Ops & Facilities  <b>Email:</b> trob@fortfrances.ca
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**[SCHEDULE “C” - PROJECT DESCRIPTION, FINANCIAL INFORMATION, TIMELINES  
AND PROJECT STANDARDS FOLLOWS]**

## SCHEDULE "C"

### PROJECT DESCRIPTION, FINANCIAL INFORMATION, TIMELINES AND PROJECT STANDARDS

#### C.1.0 PROJECT DESCRIPTION

The project is for the reconstruction of Colonization Road West. The work includes the replacement of approximately 0.478 kilometres of the asphalt and granular materials, and approximately 0.956 kilometres of concrete curb and gutters as well as the addition of a sidewalk on south side of road. The project does not include any stormsewer, watermain, sanitary sewer or catch basin related works.

#### C.2.0 FINANCIAL INFORMATION

**C.2.1 Total Eligible Expenditures.** Total Eligible Expenditures means \$1,781,482.36, rounded to two decimal places.

**C.2.2 Percentage of Provincial Support.** Percentage of Provincial Support means 33.33%, rounded to two decimal places.

**C.2.3 Percentage of Federal Support.** Percentage of Federal Support means 50%, rounded to two decimal places.

#### C.3.0 TIMELINES

**C.3.1 Federal Approval Date.** Federal approval date means July 25, 2019.

#### C.4.0 PROJECT STANDARDS

**C.4.1 Canada's Requirements.** In addition to any other standards that the Recipient must meet or exceed for the Project, the Recipient will ensure the Project meets or exceeds the following:

- (a) any applicable energy efficiency standards for buildings outlined in Canada's *Pan-Canadian Framework on Clean Growth and Climate Change* provided by Canada at [www.canada.ca/en/services/environment/weather/climatechange/pan-canadian-framework.html](http://www.canada.ca/en/services/environment/weather/climatechange/pan-canadian-framework.html), or at any other location the Province may provide; and
- (b) the accessibility requirements of the highest accessibility standards published in Ontario, in addition to accessibility requirements in applicable provincial building codes and relevant municipal by-laws.

#### C.5.0 CHANGES TO THE PROJECT DESCRIPTION, FINANCIAL INFORMATION,

## **TIMELINES, AND PROJECT STANDARDS**

- C.5.1 Province's and Canada's Consent.** Any change to the Project will require the Province's and Canada's consent. When seeking to make a change in respect of the Project, the Recipient will submit updated Project information and any other information that the Province or Canada, or both, may require to the satisfaction of Canada and the Province.
- C.5.2 Minor Changes to the Project Description, Financial Information, Timelines and Project Standards.** Subject to sections C.5.1 (Province's and Canada's Consent) and C.5.3 (Amending the Agreement for Minor Changes to the Project Description, Financial Information, Timelines, and Standards), changes that, in the opinion of the Province, are minor may be made, in respect of the Project, to Schedule "C" (Project Description, Financial Information, Timelines and Project Standards).
- C.5.3 Amending the Agreement for Minor Changes to the Project Description, Budget, Timelines and Project Standards.** Any change made pursuant to section C.5.2 (Minor Changes to the Project Description, Financial Information, Timelines and Project Standards) must be documented through a written agreement duly executed by the respective representatives of the Parties.

### **[SCHEDULE "D" – REPORTS FOLLOWS]**

## SCHEDULE “D” REPORTS

### D.1.0 REPORTING REQUIREMENTS

**D.1.1 Reporting Requirements.** Reports shall be submitted in a manner, format acceptable to the Province, by the due date specified by the Province. Electronic formats or further direction on how to complete the forms will be supplied to the Recipient of all Reports. The Reports will require the Recipient to provide the Province with an attestation as to the accuracy of the information contained therein. The Recipient acknowledges and agrees it will provide such attestation in the applicable Report prior to submitting the Report to the Province.

Reports shall include the following:

- (a) **Initial Report.** The Initial Report will provide the Recipient’s forecast of the timelines and costs (Expenditure forecast) to completion. It also outlines the sources of Recipient funds and confirms other pertinent information regarding the Project.
- (b) **Claim and Progress Report.** The Claim and Progress Report provides an update on the Project’s status, as well as a breakdown of amounts that are being claimed for reimbursement.

Claims may be submitted as frequently as needed, but no less than twice a year (if costs have been incurred). If no costs have been incurred in the previous six months, the Recipient will notify the Province that no claim is being submitted for that period. When submitting claims, the report must include a detailed breakdown of invoices that are being claimed for reimbursement. Note that copies of invoices and any associated backup must be provided at the time of claim submission, as directed by the Province.

The Recipient will include an updated record documenting its consultation with Aboriginal Groups, if consultation with any Aboriginal Community is required, in its Progress Report or upon request by the Province or Canada.

If requested by the Province, the Recipient will provide further details on the risk assessment the Recipient provides in respect of any Progress Report.

- (c) **Final Report.** The Final Report summarizes the Project’s final timelines, costs, and outcomes. It may also include a Declaration of Substantial Completion and a Declaration of Completion.

The Final Report will be submitted to the Province within sixty (60) Business Days of Substantial Completion or December 31, 2026, whichever is earlier.

- (d) **Other Reports.** On or before such date and with such content as the Province directs, the Recipient must provide the Province with other Reports, including but not limited to:
- (i) Climate Change Resilience Assessments;
  - (ii) Greenhouse Gas Emissions Assessments; and
  - (iii) Community Employment Benefit Assessments.

## **D.2.0 CHANGES TO SCHEDULE “D” (REPORTS)**

D.2.1 **Minor Changes to the Reporting.** Subject to section D.2.2 (Amending the Agreement for Minor Changes to the Reporting), the Parties may make changes to this Schedule “D” (Reports) that, in the opinion of the Province, are minor.

D.2.2 **Amending the Agreement for Minor Changes to the Reporting.** Any change made to this Schedule “D” (Reports) pursuant to section D.2.1 (Minor Changes to the Reporting) must be documented through a written agreement duly executed by the respective representatives of the Parties listed in Schedule “B” (Project Specific Information).

## **D.3.0 COMPLIANCE AUDIT(S)**

D.3.1 **Compliance Audit(s).** Without limiting the generality of section A.7.4 (Records Review), the Recipient may be required by the Province, at its own expense, to retain an independent third party auditor to conduct one or more compliance audits of the Recipient. If applicable, the audit will be conducted in accordance with Canadian Generally Accepted Auditing Standards, as adopted by the Canadian Institute of Chartered Accountants, applicable as of the date on which a record is kept or required to be kept under such standards. The audit will assess the Recipient’s compliance with the terms of the Agreement and will address, without limitation, the following:

- (a) whether the Funds were spent in accordance with the Agreement and with due regard to economy, efficiency, and effectiveness;
- (b) the Project’s progress or state of completion;
- (c) whether the financial information the Recipient provided is complete, accurate, and timely, and in accordance with the Agreement;

- (d) whether the Recipient's information and monitoring processes and systems are adequate to identify, capture, validate, and monitor the achievement of intended benefits of the Project;
- (e) the overall management and administration of the Project;
- (f) recommendations for improvement or redress; and
- (g) whether prompt and timely corrective action is taken on prior audit findings.

**[SCHEDULE "E" - ELIGIBLE EXPENDITURES AND INELIGIBLE EXPENDITURES  
FOLLOWS]**

## **SCHEDULE “E”**

### **ELIGIBLE EXPENDITURES AND INELIGIBLE EXPENDITURES**

#### **E.1.0 ELIGIBLE EXPENDITURES**

E.1.1 Subject to the terms and conditions of this Agreement, Eligible Expenditures shall only include all direct and necessary costs for the successful completion of the Project, and that are in the Province’s and Canada’s sole and absolute discretion, properly and reasonably incurred and paid to an arm’s length party as evidenced by invoices, receipts or other records that are acceptable to the Province and Canada, and that are associated with the acquisition, planning, environmental assessments, design and engineering, project management, materials and construction or renovation of the Project. Eligible Expenditures exclude costs set out as Ineligible Expenditures in section E.2.1 below, but include:

- a) Costs directly associated with joint communication activities that are set out in Schedule “G” (Communications Protocol) of this Agreement, including the costs of communications support and logistics;
- b) Costs of Aboriginal consultation and engagement on matters pertaining to the Project, including the costs associated with translating of documents into languages spoken by an affected Aboriginal Group, but does not include any capacity-building funding unless specifically approved by the Province in writing prior to being incurred;
- c) The incremental costs of the Recipient’s staff or employees provided that:
  - i. The Recipient is able to demonstrate that it is not economically feasible to tender a Contract that ensures the acquisition of the required goods or services at the best value for money; and
  - ii. The arrangement is approved in advance in writing by the Province and Canada.
- d) Any costs that are determined by the Province and Canada, in their sole discretion, to be Eligible Expenditures; and
- e) Notwithstanding section E.2.1(a) of this Schedule, expenditures related to the Project associated with completing climate lens assessments or associated with the conduct and participation in consultation and engagement activities with Aboriginal Groups, if applicable, that were incurred after February 15, 2018.

#### **E.2.0 INELIGIBLE EXPENDITURES**

E.2.1 The following costs are Ineligible Expenditures and are therefore ineligible to be paid from the Funds:

- a) Costs incurred prior to the Federal Approval Date;
- b) Costs incurred after October 31, 2026;
- c) All expenditures related to Contracts awarded or executed prior to the Federal Approval Date;



- d) Costs incurred for terminated or cancelled Projects;
- e) Costs related to developing a business case or proposal or application for funding;
- f) Costs associated with the acquisition, expropriation or leasing of:
  - i. Land,
  - ii. Buildings, or
  - iii. Other facilities
- g) Costs associated with the acquisition or leasing of equipment other than equipment directly related to the construction, improvement, repair, rehabilitation or reconstruction of the Project where the Province has not provided its prior written approval;
- h) Costs that have not been claimed for reimbursement by March 31st of the year following the year in which the costs were incurred;
- i) Capital costs, including site preparation and construction costs, incurred before the Recipient has been notified in writing that environmental assessment and Aboriginal consultation obligations have been fully met and continue to be fully met;
- j) Costs related to any component of the Project other than its approved scope;
- k) Costs related to any underground infrastructure;
- l) Costs related to recreational trails;
- m) Real estate fees and related costs;
- n) Costs incurred for the general operation, repair and regularly scheduled maintenance of the Project;
- o) Services or works normally provided by the Recipient, incurred in the course of implementation of the Project, except those specified as Eligible Expenditures;
- p) Expenditures related to any goods and services which are received through donations or in-kind Contributions;
- q) Any overhead costs, including salaries and other employment benefits of any employees of the Recipient, its direct or indirect operating or administrative costs, and more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its staff, except in accordance with the list of Eligible Expenditures above;
- r) Unreasonable meal, hospitality or incidental costs or expenses of Third Parties;
- s) Any amount for which the Recipient has received, will receive or is eligible to receive, a rebate, credit or refund, in full or in part;
- t) Taxes of any kind;
- u) Costs of relocating entire communities;
- v) In the Province's sole discretion, the costs of communication activities undertaken by the Recipient that did not conform with the requirements of the Communications Protocol in Schedule "G";
- w) Any amounts incurred or paid by the Recipient to an entity that is not at arm's length from the Recipient, except in accordance with the list of Eligible Expenditures above;

- x) Costs incurred contrary to Article 5 of Schedule “A” (Recipient’s Acquisition of Goods and Services and Disposal of Assets);
- y) The costs, charges, penalties or fees incurred or paid by the Recipient in the process of having a cost determined to be an Ineligible Cost.
- z) Legal fees, financing charges and loan interest payments, including those related to easements (e.g., surveys);
- aa) Costs of furnishings and non-fixed assets which are not essential for the operation of the funded Asset or Project, as well as all costs associated with moveable assets or rolling stock; and
- bb) Any costs associated with projects which are determined by the Province and Canada, in their sole discretion, to be:
  - (i) Housing;
  - (ii) An early learning and childcare facility;
  - (iii) A health facility, or an education facility;
  - (iv) A health facility, or an education facility, except to benefit Indigenous peoples by advancing the Truth and Reconciliation Commission’s Calls to Action, as approved by Canada;
  - (v) A highway or trade corridor infrastructure, except for portions that connect communities that do not already have year-round access; or
  - (vi) Resource development infrastructure, notably industrial resource development access roads.

**[SCHEDULE “F” – EVALUATION FOLLOWS]**

## **SCHEDULE “F” EVALUATION**

### **F.1.0 PROJECT AND ICIP EVALUATIONS**

- F.1.1 Recipient’s Participation in Projects and ICIP Evaluations.** The Recipient understands that the Province or Canada, or both, may ask the Recipient to participate in one or more evaluation in respect of the Project or the ICIP during and for a period of up to six years after March 31, 2028. The Recipient agrees, if asked and at its own expense, to provide Project-related information to the Province or Canada, or both, for any evaluation.
- F.1.2 Results of Project and ICIP Evaluations.** The result of any evaluation carried under section F.1.1 (Recipient’s Participation in Project and ICIP Evaluations) will be made available to the public, subject to all applicable laws and policy requirements.

**[SCHEDULE “G” – COMMUNICATIONS PROTOCOL FOLLOWS]**

## **SCHEDULE “G” COMMUNICATIONS PROTOCOL**

### **G.1.0 DEFINITIONS**

G.1.1 **Definitions.** For the purposes of this Schedule “G” (Communications Protocol):

**“Joint Communications”** means events, news releases, and signage that relate to the Agreement or the Bilateral Agreement, or both, that are not operational in nature, and that are collaboratively developed and approved by,

- (a) in the case of the Bilateral Agreement, Canada, the Province and the Recipient; and
- (b) in the case of the Agreement, the Province and the Recipient.

### **G.2.0 PURPOSE**

G.2.1 **Purpose.** This communications protocol outlines the roles and responsibilities of each of the Parties to the Agreement in respect of Communications Activities related to the Project.

G.2.2 **Guidance.** This communications protocol will guide all planning, development and implementation of Communications Activities with a view to ensuring efficient, structured, continuous, consistent, and coordinated communications to the Canadian public.

G.2.3 **Application to Communications Activities.** The provisions of this communications protocol apply to all Communications Activities related to the Agreement and the Project.

### **G.3.0 GUIDING PRINCIPLES**

G.3.1 **Information to Canadians.** Communications Activities undertaken through this communications protocol should ensure that Canadians are informed about the Project’s benefits, including the ways in which the Project helps improve their quality of life.

G.3.2 **Factors to Consider.** The scale and scope of Communications Activities undertaken for any Project will take into consideration the financial value, scope and duration of the Project and the feasibility of Joint Communications for such Communications Activities.

- G.3.3 **Deficiencies and Corrective Actions.** The Province will communicate to the Recipient any deficiencies or corrective actions, or both, identified by the Province, Canada or, as applicable, the Committee.
- G.3.4 **Approval of Communications Material.** The announcement or publication of the Project must be approved by the Parties and Canada prior to being carried out.
- G.3.5 **Costs of Communication Activities.** With the exception of advertising campaigns outlined in Article G.10.0 (Advertising Campaigns), the costs of Communication Activities and signage will follow the eligibility rules established in Schedule “E” (Eligible Expenditures and Ineligible Expenditures).

#### **G.4.0 JOINT COMMUNICATIONS**

- G.4.1 **Subject Matter.** The Parties and Canada may have Joint Communications about the funding and status of the Project.
- G.4.2 **Prior Knowledge and Agreement.** Joint Communications in respect of the Project should not occur without the prior knowledge and agreement of the Parties and Canada.
- G.4.3 **Recognition of the Province’s and Canada’s Contributions.** All Joint Communications material must be approved by the Province and Canada and will recognize the Province’s and Canada’s contribution or the Total Financial Assistance, or both, received in respect of the Project.
- G.4.4 **Notice and Timing.** The Recipient and the Province, on its own behalf or that of Canada, may request Joint Communications. The Party requesting the Joint Communications will provide at least 15 Business Days’ notice to the other Party. If the Communications Activity is an event, it will take place at a date and location mutually agreed to by the Parties and, if applicable, Canada.
- G.4.5 **Participation and Representatives.** The Party requesting a Joint Communications will provide the opportunity for the other Party and Canada to choose to participate and, if they do so choose, their own designated representative (in the case of an event).
- G.4.6 **English and French.** Canada has an obligation to communicate in English and French. Communications products related to events must be bilingual and include the Canada word mark and the logos of the Parties. In such cases, Canada will provide the translation services and final approval on products.
- G.4.7 **Table of Precedence for Canada.** The conduct of all Joint Communications will, as applicable, follow the *Table of Precedence for Canada* provided by Canada at

<https://www.canada.ca/en/canadian-heritage/services/protocol-guidelines-special-event/table-precedence-canada.html>, or at any other location as the Province may provide.

## **G.5.0 INDIVIDUAL COMMUNICATIONS**

- G.5.1 **Canada's Obligations.** Notwithstanding Article G.4.0 (Joint Communications), the Parties agree that Canada or the Province, or both, have the right to communicate information to Canadians and Ontarians about the Agreement and the use of Funds to meet its legislated and regulatory obligations through their respective own Communications Activities.
- G.5.2 **Restrictions.** Each Party may include general ICIP messaging and an overview in respect of the Project in their own Communications Activities. The Province and the Recipient will not unreasonably restrict the use of, for their own purposes, Communications Activities related to the Project and, if the communications are web- or social-media based, the ability to link to it. Canada has also agreed, in the Bilateral Agreement, to the above.
- G.5.3 **Publication.** The Recipient will indicate, in respect of the Project-related publications, whether written, oral, or visual, that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of Canada and the Province.
- G.5.4 **Canada's Recognition in Documents.** In respect of the Project where the deliverable is a document, such as but not limited to plans, reports, studies, strategies, training material, webinars, and workshops, the Recipient will clearly recognize Canada's and the Province's respective financial contribution for the Project.
- G.5.5 **Acknowledgement of Support.** Unless the Province directs the Recipient to do otherwise, the Recipient will, in respect of the Project-related publications, whether written, oral, or visual, acknowledge the Province's and Canada's support for the Project.

## **G.6.0 OPERATIONAL COMMUNICATIONS**

- G.6.1 **Responsibility of Recipient.** The Recipient is solely responsible for operational communications in respect of the Project, including but not limited to calls for tender, contract awards, and construction and public safety notices. Operational communications as described above are not subject to the *Official Languages Act* of Canada.

## **G.7.0 MEDIA RELATIONS**

G.7.1 **Significant Media Inquiry.** The Province and the Recipient will share information promptly with the other Party and Canada if significant media inquiries are received or emerging media or stakeholder issues arise in respect of a Project or the ICIP.

## G.8.0 SIGNAGE

G.8.1 **Recognition of Funding Contribution.** The Parties agree that Canada, the Province and the Recipient may each have signage recognizing their funding contribution in respect of the Project.

G.8.2 **Funding Recognition.** Unless otherwise agreed by Canada or the Province, or both, the Recipient will produce and install a sign to recognize the funding contributed by the Province or Canada, or both, at the Project site in accordance with, as applicable, their current respective signage guidelines. Federal sign design, content, and installation guidelines will be provided by Canada. Provincial sign design, content, and installation guidelines will be provided by the Province.

G.8.3 **Permanent Plaque.** Where the Recipient decides to install a permanent plaque or another suitable marker in respect of the Project, the Recipient will:

- (a) on the marker, recognize the Province's and Canada's contributions; and
- (b) prior to installing the marker, seek the prior written approval of both Canada and the Province, each respectively, for its content and installation.

G.8.4 **Notice of Sign Installation.** The Recipient will inform the Province of sign installations, including providing the Province with photographs of the sign, once the sign has been installed.

G.8.5 **Timing for Erection of Sign.** If erected, signage recognizing Canada's and the Province's respective contributions will be installed at the Project site(s) 30 days prior to the start of construction, be visible for the duration of the Project, and remain in place until 30 days after construction is completed and the infrastructure is fully operational or opened for public use.

G.8.6 **Size of Sign.** If erected, signage recognizing Canada's and the Province's respective contribution will be at least equivalent in size and prominence to Project signage for contributions by other orders of government and will be installed in a prominent and visible location that takes into consideration pedestrian and traffic safety and visibility.

G.8.7 **Responsibility of Recipient.** The Recipient is responsible for the production and installation of Project signage, or as otherwise agreed upon.

## **G.9.0 COMMUNICATING WITH RECIPIENT**

- G.9.1 **Facilitation of Communications.** The Province agrees to facilitate, as required, communications between Canada and the Recipient for Communications Activities.

## **G.10.0 ADVERTISING CAMPAIGNS**

- G.10.1 **Notice of Advertising Campaigns.** Recognizing that advertising can be an effective means of communicating with the public, the Recipient agrees that Canada or the Province, or both, may, at their own cost, organize an advertising or public information campaign in respect of the Project or the Agreement. However, such a campaign will respect the provisions of the Agreement. In the event of such a campaign, Canada or the Province will inform each other and the Recipient of its intention no less than 21 Business Days prior to the campaign launch.

**[SCHEDULE “H” – DISPOSAL OF ASSETS FOLLOWS]**



## **SCHEDULE “H” DISPOSAL OF ASSETS**

### **H.1.0 DEFINITIONS**

H.1.1 **Definitions.** For the purposes of this Schedule “H” (Disposal of Assets):

**“Asset Disposal Period”** means the period commencing on the Effective Date and ending five (5) years after the Expiration Date.

### **H.2.0 DISPOSAL OF ASSETS**

H.2.1 **Asset Disposal Period.** Unless otherwise agreed to by the Province, the Recipient will maintain the ongoing operations and retain title to and ownership of any Asset acquired in respect of the Project for the Asset Disposal Period.

H.2.2 **Disposal of Asset and Payment.** If, at any time within the Asset Disposal Period, the Recipient sells, leases, encumbers, or otherwise disposes, directly or indirectly, of any Asset other than to Canada, the Province, or a municipal or regional government established by or under provincial statute, the Province may require the Recipient to reimburse the Province for any Funds received for the Project

**[SCHEDULE “I” – ABORIGINAL CONSULTATION PROTOCOL FOLLOWS]**

## SCHEDULE “I” ABORIGINAL CONSULTATION PROTOCOL

### I.1.0 DEFINITIONS

I.1.1 **Definitions.** For the purposes of this Schedule “I” (Aboriginal Consultation Protocol):

**“Aboriginal Community”**, also known as “Aboriginal Group”, includes First Nations, Métis, and Inuit communities or peoples of Canada or any other group holding Aboriginal or treaty rights under section 35 of the *Constitution Act, 1982*.

**“Section 35 Duty”** means any duty the Province and Canada may have to consult and, if required, accommodate Aboriginal Groups in relation to the Project flowing from section 35 of the *Constitution Act, 1982*.

### I.2.0 PURPOSE

This Schedule sets out the respective roles and responsibilities of the Province and the Recipient in relation to consultation with Aboriginal Groups on the Project and serves to specify the procedural aspects of consultation delegated from the Province and Canada to the Recipient.

### I.3.0 PROVINCE’S ROLES AND RESPONSIBILITIES

The Province is responsible for:

- (a) Determining the Aboriginal Groups to be consulted in relation to the Project, if any, and advising the Recipient of same;
- (b) The preliminary and ongoing assessment of the depth of consultation required with the Aboriginal Groups;
- (c) Delegating, at its discretion, procedural aspects of consultation to the Recipient pursuant to this Schedule;
- (d) Directing the Recipient to take such actions, including without limitation suspension as well as termination of the Project, as the Province may require;
- (e) Satisfying itself, where it is necessary to do so, that the consultation process in relation to the Project has been adequate and the Recipient is in compliance with this Schedule; and
- (f) Satisfying itself, where any Aboriginal or treaty rights and asserted rights of Aboriginal Groups require accommodation, that Aboriginal Groups are appropriately accommodated in relation to the Project.

### I.4.0 RECIPIENT’S ROLES AND RESPONSIBILITIES.

The Recipient is responsible for:

- (a) Giving notice to the Aboriginal Groups regarding the Project as directed by the Province and Canada, if such notice has not already been given by the Recipient or the Province or Canada. Such notice must include language

- specifying that the Province and Canada are providing funding for the Project and that the Recipient is acting as the Province's and Canada's delegate for the purposes of the procedural aspects of consultation;
- (b) Immediately notifying the Province of contact by any Aboriginal Groups regarding the Project and advising of the details of the same;
  - (c) Informing the Aboriginal Groups about the Project and providing to the Aboriginal Groups a full description of the Project unless such description has been previously provided to them;
  - (d) Following up with the Aboriginal Groups in an appropriate manner to ensure that Aboriginal Groups are aware of the opportunity to express comments and concerns about the Project, including any concerns regarding adverse impacts on hunting, trapping, fishing, plant harvesting or on burial grounds or archaeological sites of cultural significance to the Aboriginal Groups, and immediately advising the Province of the details of the same;
  - (e) Informing the Aboriginal Groups of the regulatory and approval processes that apply to the Project of which the Recipient is aware after reasonable inquiry;
  - (f) Maintaining the Aboriginal Groups on the Recipient's mailing lists of interested parties for environmental assessment and other purposes and providing to the Aboriginal Groups all notices and communications that the Recipient provides to interested parties and any notice of completion;
  - (g) Making all reasonable efforts to build a positive relationship with the Aboriginal Groups in relation to the Project;
  - (h) Providing the Aboriginal Groups with reasonable opportunities to meet with appropriate representatives of the Recipient and meeting with the Aboriginal Groups to discuss the Project, if requested;
  - (i) If appropriate, providing reasonable financial assistance to Aboriginal Groups to permit effective participation in consultation processes for the Project, but only after consulting with the Province;
  - (j) Considering comments provided by the Aboriginal Groups regarding the potential impacts of the Project on Aboriginal or treaty rights or asserted rights, including adverse impacts on hunting, trapping, fishing, plant harvesting or on burial grounds or archaeological sites of cultural significance to an Aboriginal Group, or on other interests, or any other concerns or issues regarding the Project;
  - (k) Answering any reasonable questions to the extent of the Recipient's ability and receiving comments from the Aboriginal Groups, notifying the Province of the nature of the questions or comments received and maintaining a chart showing the issues raised by the Aboriginal Groups and any responses the Recipient has provided;
  - (l) Where an Aboriginal Group asks questions regarding the Project directly of the Province or Canada, providing the Province or Canada with the information reasonably necessary to answer the inquiry, upon the Province's request;
  - (m) Where directed by the Province or Canada, discussing with the Aboriginal Groups potential accommodation, including mitigation of potential impacts on Aboriginal or treaty rights, asserted rights or associated interests regarding

- the Project and reporting to the Province and Canada any comments or questions from the Aboriginal Groups that relate to potential accommodation or mitigation of potential impacts;
- (n) Consulting regularly with the Province and Canada during all discussions with Aboriginal Groups regarding accommodation measures, if applicable, and presenting to the Province and Canada the results of such discussions prior to implementing any applicable accommodation measures;
  - (o) Complying with the Province's or Canada's direction to take any actions, including without limitation, suspension or termination of the Project, as the Province or Canada or both may require; and
  - (p) In Contracts, expressly securing the Recipient's right to respond to directions from the Province or Canada or both as the Province or Canada or both may provide.

#### **I.5.0 RECIPIENT KEEPING RECORDS AND SHARING INFORMATION.**

The Recipient shall carry out the following functions in relation to record keeping, information sharing and reporting to the Province:

- (a) Provide to the Province and Canada, upon request, complete and accurate copies of all documents provided to the Aboriginal Groups in relation to the Project;
- (b) Keep reasonable business records of all its activities in relation to consultation and provide the Province and Canada with complete and accurate copies of such records upon request;
- (c) Provide the Province and Canada with timely notice of any Recipient mailings to, or Recipient meetings with, the representatives of any Aboriginal Group in relation to the Project;
- (d) Immediately notify the Province and Canada of any contact by any Aboriginal Groups regarding the Project of any nature and provide copies to the Province and Canada of any documentation received from Aboriginal Groups;
- (e) Advise the Province and Canada immediately of any potential adverse impact of the Project on Aboriginal or treaty rights or asserted rights of which it becomes so aware;
- (f) Immediately notify the Province and Canada if any Aboriginal archaeological resources are discovered in the course of the Project;
- (g) Provide the Province and Canada with summary reports or briefings on all of its activities in relation to consultation with Aboriginal Groups, as may be requested by the Province or Canada; and
- (h) If applicable, advise the Province and Canada if the Recipient and an Aboriginal Group propose to enter into an agreement directed at mitigating or compensating for any impacts of the Project on Aboriginal or treaty rights or asserted rights.

**I.6.0 ASSISTING THE PROVINCE AND CANADA.**

The Recipient shall, upon request, lend assistance to the Province and Canada by filing records and other appropriate evidence of the activities undertaken both by the Province, Canada and the Recipient in consulting with Aboriginal Groups in relation to the Project, attending any regulatory or other hearings, and making both written and oral submissions, as appropriate, regarding the fulfillment of Aboriginal consultation responsibilities by the Province or Canada and by the Recipient, to the relevant regulatory or judicial decision-makers.

**I.7.0 NO ACKNOWLEDGEMENT OF DUTY TO CONSULT OBLIGATIONS**

The Parties agree that nothing in this Schedule shall be construed as an admission, acknowledgment, agreement or concession by the Province or Canada or the Recipient that a Section 35 Duty applies in relation to the Project, nor that any role or responsibility set out herein is, under the Constitution of Canada, necessarily a mandatory aspect or requirement of any Section 35 Duty, nor that a particular aspect of consultation referred to in this Agreement is an aspect of the Section 35 Duty that could not have lawfully been delegated to the Recipient had the Parties so agreed.

**I.8.0 NO SUBSTITUTION**

This Schedule shall be construed consistently with but does not substitute for any requirements or procedures in relation to Aboriginal consultation or the Section 35 Duty that may be imposed by a ministry, board, agency or other regulatory decision-maker acting pursuant to laws and regulations. Such decision-makers may have additional obligations or requirements. Nonetheless, the intent of the Province and Canada is to promote coordination among provincial ministries, boards and agencies with roles in consulting with Aboriginal Groups so that the responsibilities outlined in this Agreement may be fulfilled efficiently and in a manner that avoids, to the extent possible, duplication of effort by Aboriginal Groups, the Recipient, the Province, Canada and provincial and federal ministries, boards, agencies and other regulatory decision-makers.

**I.9.0 NOTICES IN RELATION TO THIS SCHEDULE**

All notices to the Province pertaining to this Schedule shall be in writing and shall be given sent to the person identified under Schedule "B" of this Agreement.

**[SCHEDULE "J" – REQUESTS FOR PAYMENT AND PAYMENT PROCEDURES  
FOLLOWS]**

## SCHEDULE “J” REQUESTS FOR PAYMENT AND PAYMENT PROCEDURES

### J.1.0 DEFINITION

J.1.1 **Definition.** For the purposes of this Schedule “J” (Requests for Payment and Payment Procedures):

“**Final Payment**” means the final payment by the Province to the Recipient in respect of the Project as described in and to be paid in accordance with Article J.8.0 of Schedule “A” (Final Payment).

### J.2.0 PROCEDURES AND TIMING FOR REQUESTS FOR PAYMENT

J.2.1 **Procedures.** The procedures provided for in Article J.3.0 of this Schedule “J” (Procedures for Requests for Payment for Eligible Expenditures) will apply to requests for payment that the Recipient submits to the Province under the Agreement.

J.2.2 **Diligent and Timely Manner.** The Recipient will submit its requests for payment to the Province in a diligent and timely manner, and no less frequently than twice a year if costs have been incurred. If no costs have been incurred in the previous six months, the recipient will notify the Province that no claim is being submitted for that period.

### J.3.0 PROCEDURES FOR REQUESTS FOR PAYMENT FOR ELIGIBLE EXPENDITURES

J.3.1 **Timing, Reports and Documents.** The Recipient will submit each request for payment for Eligible Expenditures in respect of the Project to the Province on a date and frequency as indicated in Schedule “D” (Reports) and, if the Province so requested pursuant to paragraph K.4.1(f), after review by the Committee. The Recipient agrees to submit, for each of the circumstances listed below, the following reports and documents:

- (a) for each request for payment, including the Final Payment, a Report in a format prescribed by the Province;
- (b) a report on the progress of the project, at least twice per year by the deadlines specified by the Province in a Notice;
- (c) for each request for Final Payment, a Final Report, acceptable to the Province; and
- (d) such other information as the Province may request.

#### **J.4.0 PAYMENTS**

- J.4.1 **Payment by the Province.** Subject to the terms and conditions of the Agreement, upon receipt of a request for payment fully completed in accordance with this Schedule “J” (Requests for Payment and Payment Procedures), the Province will pay Funds to the Recipient based on the Recipient’s incurred and paid Eligible Expenditures up to the Maximum Funds. Claims will be reimbursed based on the Percentage of Provincial Support and the Percentage of Federal Support as set out in Schedule “C”.
- J.4.2 For greater certainty and without limitation, before the Province makes a payment to the Recipient, the following terms and conditions of the Agreement must be met, in the opinion of the Province or Canada, or both:
- (a) the conditions set out in paragraph A.4.2(c) of Schedule “A”;
  - (b) the special conditions listed in Article A.31.0 of Schedule “A” (Special Conditions);
  - (c) receipt and acceptance by the Province of all required Reports and other reports, as applicable;
  - (d) compliance with all applicable audit requirements under the Agreement; and
  - (e) applicable communications requirements, as set out Schedule “G” (Communications Protocol).
- J.4.3 The Province will under no circumstances be liable for interest for failure to make a payment within the time limit provided for in this Article J.4.0 of this Schedule “J” (Payments).

#### **J.5.0 TIME LIMITS FOR REQUESTS FOR PAYMENTS**

- J.5.1 **Timing.** The Recipient will submit all requests for payment on or before December 31, 2026.
- J.5.2 **No Obligation for Payment.** The Province will have no obligation to make any payment for a request for payment submitted after
- (i.) December 31, 2026; or
  - (ii) March 31st of the year following the Funding Year in which the Eligible Expenditures were incurred.

#### **J.6.0 FINAL RECONCILIATION AND ADJUSTMENTS**

J.6.1 **Final Reconciliation and Adjustments.** For the Project, following the submission of both the Declaration of Project Substantial Completion and the final Progress Report, the Province may carry out a final reconciliation of all requests for payments and payments in respect of the Project and make any adjustments required in the circumstances.

#### **J.7.0 HOLDBACK**

J.7.1 **Holdback.** For the Project, the Province may hold back funding in accordance with section A.4.12 (Retention of Contribution).

#### **J.8.0 FINAL PAYMENT**

J.8.1 **Final Payment.** Subject to paragraph A.4.2(c), the Province will pay to the Recipient the remainder of its contribution under the Agreement, including the Holdback, after all of the conditions under section A.4.12 (Retention of Contribution) have been met.

**[SCHEDULE “K” – COMMITTEE FOLLOWS]**



## SCHEDULE “K” COMMITTEE

### K.1.0 ESTABLISHMENT OF COMMITTEE

**K.1.1 Establishment and Term of Committee.** If the Province requires the establishment of a Committee to oversee the Agreement, pursuant to section A.29.1 (Establishment of Committee), the Parties will, within 60 days of the Province providing Notice, hold an initial meeting to establish the Committee. The Committee’s mandate will expire on the Expiry Date of the Agreement.

### K.2.0 COMMITTEE MEMBERS, CO-CHAIRS, AND OBSERVERS

**K.2.1 Appointments by the Province.** The Province will appoint two persons as members of the Committee.

**K.2.2 Appointments by the Recipient.** The Recipient will appoint two persons as members of the Committee.

**K.2.3 Chairs of the Committee.** The Committee will be headed by co-chairs chosen from its members, one appointed by the Province and one appointed by the Recipient. If a co-chair is absent or otherwise unable to act, the member of the Committee duly authorized in writing by the Province or the Recipient, as applicable, will replace him or her and will act as co-chair in his or her place.

**K.2.4 Non-committee Member Staff.** The Parties may invite any of their staff to participate in Committee meetings. The Province may invite up to two representatives from Canada to sit as observers on the Committee. For greater certainty, the staff and representative(s) from Canada will not be considered members and will not be allowed to vote.

### K.3.0 MEETINGS AND ADMINISTRATIVE MATTERS

**K.3.1 Rules of Committee.** The Committee will:

- (a) meet at least two times a year, and at other times at the request of a co-chair; and
- (b) keep minutes of meetings approved and signed by the co-chairs as a true record of the Committee meetings.

**K.3.2 Quorum.** A quorum for a meeting of the Committee will exist only when both co-chairs are present.

#### K.4.0 COMMITTEE MANDATE

K.4.1 **Mandate.** Provided that no action taken by the Committee will conflict with the rights of the Parties under the Agreement, the mandate of the Committee will include, but not be limited to:

- (a) monitoring the implementation of the Agreement including, without limitation, the implementation of Schedule “G” (Communications Protocol), for compliance with the terms and conditions of the Agreement;
- (b) acting as a forum to resolve potential issues or disputes and address concerns;
- (c) reviewing and, as necessary, recommending to the Parties amendments to the Agreement;
- (d) approving and ensuring audit plans are carried out as per the Agreement;
- (e) establishing sub-committees as needed;
- (f) at the request of the Province, reviewing requests for payments; and
- (g) attending to any other function required by the Agreement, including monitoring project risk and mitigation measures, or as mutually directed by the Parties.

K.4.2 **Committee Decisions.** Decisions of the Committee will be made as follows:

- (a) the co-chairs will be the only voting members on the Committee; and
- (b) decisions of the Committee must be unanimous and recorded in writing.

#### K.5.0 ROLE OF THE RECIPIENT

K.5.1 **Requirements.** The Recipient undertakes to fulfill, in addition to any other requirements provided for in this Schedule “K” (Committee), the following:

- (a) establish a fixed location where the Agreement will be managed, and maintain it until the expiry of the Committee’s mandate and, if relocation is required, establish a new location;
- (b) prepare and retain, at the location described in paragraph K.5.1(a), and make available to the Committee, all documents needed for the work of the Committee, including payment request forms, approval documents, contracts, and agendas and minutes of meetings of the Committee and its subcommittees;

- (c) ensure that any audit required of the Recipient pursuant to the Agreement is carried out and the results are reported to the Committee;
- (d) ensure that administrative and financial systems are developed and implemented for the Project and the work of the Committee;
- (e) promptly inform the Committee of all proposed changes in respect of the Project; and
- (f) provide the Committee, as requested and within the timelines set by the Committee, and to the Committee's satisfaction, project status information related to Schedule "D" (Reports).

January 8, 2020

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

**RE: Lakeside Process Controls Support Agreement Renewal**

---

The Town has utilized Lakeside Process Controls Delta V program for process control at their water and waste water treatment plants for over 13 years. This program is familiar to the operators, has tremendous capabilities and has always provided reliable service. The process control system is the brains of the plant and ensure that the water being distributed meets all stipulated regulations and is safe for the consumer.

The support agreement with Lakeside includes not only software updates but also computer upgrades and programming support over the term. Please see attached report from Mr. Craig Miller, Environmental Superintendent outlining the agreement and costs. As the Delta V program is proprietary, there is no other companies that can provide support to this system which is why this support was not tendered per the procurement policy.

Given the increase in costs coming into the next term, it is the recommendation of the Operations and Facilities Executive Committee to accept the proposal for a five year extension to the Lakeside support agreement at an annual cost of \$36,858.00 split equally between the water and waste water treatment plants, and further a by-law be prepared authorizing the mayor and clerk to execute the agreement.

Respectfully Submitted



Travis Rob, P.Eng

**Council approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee to accept the proposal for a five year extension to the Lakeside support agreement at an annual cost of \$36,858.00 split equally between the water and waste water treatment plants, and further a by-law be prepared authorizing the mayor and clerk to execute the agreement.**

Manager of Operations and Facilities

Document1

December 17, 2019

Report To: Travis Rob, P.Eng., Manager of Operations & Facilities

From: Craig Miller, P.Eng., Environmental Superintendent

**SUBJECT:** Lakeside Lifecycle Care Services Agreement

---

On Tuesday, December 17, 2019, I received a revised proposal from Lakeside Process Controls Ltd. for a Lifecycle Care Services Agreement supporting the Water Treatment Plant and Wastewater Treatment Plant SCADA systems. Their proposal is attached to this report. Our existing support agreement expires January 31, 2020.

Upon review of the package, Lakeside Process Controls offered two options to The Town of Fort Frances:

Option 1 : 3 years support @ \$39,616 per year (total 3 year cost of \$118,846)

Option 2 : 5 years support @ \$36,858 per year (total 5 year cost of \$184,290)

The current rate of the support agreement is \$35,148 per year. Option 1 represents an increase in cost of 12.7%. Option 2 represents an increase of 4.9%.

For both options, Lakeside Process Controls credited The Town for unused service hours over the previous 3 years (170 hours). As well, Option 2 is lower annual cost because the contract would be amortized over 5 years vs. 3 years. Lakeside Process Controls also adjust the annual service hours bank from 100 hours to 50 hours, more closely representing our actual usage of support.

It is my recommendation that the Town of Fort Frances enter into a 5 year service agreement with Lakeside Process Controls Ltd.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Craig Miller', with a long horizontal flourish extending to the right.

Craig Miller, P.Eng.  
Environmental Superintendent



Lakeside Process Controls Ltd.  
7 Sylvan Way  
Winnipeg Manitoba  
R2R 2B9, Canada



# Emerson Process Management Lifecycle Care Service Agreement

Issued by



For

**Town of Fort Frances  
Fort Frances, ON**



<b>Agreement Reference:</b>	<b>CSS306</b>
<b>Issue Date:</b>	<b>17 December 2019</b>
<b>Agreement Period:</b>	<b>Commencing on 1 February 2020</b>

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## 1. Executive Summary

Lakeside Process Controls Ltd. is pleased to offer the following annual support service agreement for the Town of Fort Frances. This support agreement includes a proactive, site specific support contract. We propose option on multi-year support agreement which will reduce Town of Fort Frances support costs.

Transferring the responsibility for keeping the system healthy to Lakeside will help Town of Fort Frances to:

- Reduce the Total Cost of Ownership
- Increase uptime and reduce outages
- Establish known, long term support costs that will allow for easier budgeting
- Ensure that the system is operating at its optimum level
- Maintain the system as up to date and avoid any component obsolescence
- Take advantage of the Lakeside Process Controls specialists

Town of Fort Frances will have access to trained DeltaV system specialists familiar with your system. The service agreement includes access to telephone support from our offices for your DeltaV systems.

The components proposed below are based on the current and short-term requirements of the systems. This will allow Town of Fort Frances to have a known annual cost to meet all operation and maintenance needs for your process automation system.

With an Agreement in place, Lakeside can plan our resources better and staff appropriately. This helps us to reduce our costs by, reducing service rates, reducing overtime, reducing time lost to reassigning resources, and time spent expediting work. These savings can be shared with you under multi-year, long-term Lifecycle Agreement.

Please note that this agreement requires that the Guardian Support agreement be in place and Guardian be active.

Based on our understanding of your system, we propose the following customized service agreement. Lakeside would be happy to discuss more options on multi-year support agreement and services. Lakeside's services are flexible and can be tailored to your needs.



## 2. System Details

Lakeside Process Controls Ltd. is pleased to offer the following annual support service agreement for the Emerson Process Management Process Automation Solution at your facility for the locations and systems shown below:

Type	Description	System ID	Size/Qty
DeltaV	Water Treatment Plant	0001-0002-2767	400 DST
DeltaV	Waste Water Treatment Plant	0001-0002-6292	300 DST

### Water Treatment Plant DeltaV Workstations

Workstations	Description	Type	OEM Warranty Expiry Date	Years in Service / Age
PROPLUS	Professional Plus (Database server)	Precision T5810	17-Sep-23	1
OPER-1	Operator Station	Precision T5810	30-Jul-23	1

### Waste Water Treatment Plant DeltaV Workstations

Workstations	Description	Type	OEM Warranty Expiry Date	Years in Service / Age
PROPLUS	Professional Plus (Database server)	Precision T5810	30-Jul-23	1
APP-1	Historian and Report	Precision T5810	17-Sep-23	1
OPER-1	Operator Station	Precision T5810	12-Feb-20	4

### 3. Support Agreement Development and Philosophy

Emerson's Lifecycle Care Mission is to enable our process automation system customers to achieve exceptional business results by managing the risks associated with their system. These risks include personal injury, Loss of system availability, Loss of process reliability, Theft or misuse of confidential information, Equipment damage, Process upsets, and Regulatory requirements violations.

To effectively manage these risks we have identified 5 key elements that need to be addressed by our Lifecycle care agreement:



To address the above elements we have service modules that target each element either on its own or in combination with other modules.

In addition to having targeted service modules at Emerson, we recognize that lifecycle support needs vary from one customer to another in both services activity content and time commitment. We understand that our customers make investments over the system lifecycle to help achieve business objectives, reduce operating and maintenance costs and keep assets running at peak performance.

#### 4. Agreement Summary

The following table outlines the proposed support:

Item	Description
1.	<p><b>Lakeside Process Controls System Support</b></p> <p>Control System Specialists in Winnipeg, Thunder Bay, Sarnia, or Mississauga.</p> <ul style="list-style-type: none"> <li>Access to remote support is provided by Lakeside Process Controls during normal business hours, 8:00 AM to 5:00 PM, Monday to Friday, except for statutory holidays. <ul style="list-style-type: none"> <li>Note: All calls will use Service bank hours.</li> </ul> </li> <li>24 X 7 Emergency access to on-call Lakeside Process Controls services team.</li> </ul>
2.	<p><b>Emerson Guardian Support for DeltaV</b></p> <ul style="list-style-type: none"> <li>Software updates</li> <li>Emerson Telephone support 24/7</li> <li>Remote system diagnostics</li> <li>Web based administration tools and automated e-mail notifications</li> <li>System Analysis Report</li> <li>Knowledge Base Articles (KBA)</li> <li>Technical support call management</li> <li>System Analysis report</li> <li>Conventional Software Support (CSS)</li> </ul>
3.	<p><b>Preventative Maintenance Service</b></p> <ul style="list-style-type: none"> <li>DeltaV System Preventative Maintenance and Patching</li> <li>Review of System Health, including Backups</li> <li>Lakeside will perform an annual preventative maintenance and patching on the DeltaV control system computer hardware during a plant maintenance outage.</li> <li>One (1) scheduled visit each year is provided under this Support Agreement and will be scheduled during regular working hours with travel time and expenses and during a plant maintenance outage.</li> <li>Weekend or holiday scheduling can be arranged and will be billed according to Support Service Rates and Terms.</li> <li>The scheduling of this service will be initiated by Lakeside Process Controls so as to be mutually convenient for both parties.</li> </ul>

Item	Description
4.	<p><b>System Upgrade Service</b></p> <ul style="list-style-type: none"> <li>• This support service provides the Town of Fort Frances with certified support specialists to perform all system revisions and/or upgrades.</li> <li>• Revision and Upgrade installation will be provided for the DeltaV control system and the AMS software if applicable.</li> <li>• One (1) scheduled visit is provided under this Support Agreement and will be scheduled during regular working hours with travel time and expenses and during a plant maintenance outage.</li> <li>• Weekend or holiday scheduling can be arranged and will be billed according to Support Service Rates and Terms.</li> <li>• The scheduling of this service will be initiated by Lakeside Process Controls so as to be mutually convenient for both parties.</li> </ul>
5.	<p><b>Computer Evergreen</b></p> <ul style="list-style-type: none"> <li>• The Computer Evergreen provides future replacement of the Town of Fort Frances's DeltaV Workstations with Emerson tested and approved PC Hardware. This service protects your investment and ensures your technology stays current in a fast-changing environment.</li> <li>• This includes the cost for hardware replacements <b>only</b>; any services if needed will require the use of Bank Hours or a separate purchase order.</li> <li>• Lakeside will proactively manage the system to ensure all computer hardware is replaced prior to the end of its recommended lifespan.</li> <li>• Lakeside will plan and schedule computer repairs and maintenance on the control system computer hardware so that computer hardware will be replaced if failed (and out of Dell warranty) or if it has been in service for 5 years. Non-Emerson software will be loaded at additional cost of time and materials.</li> </ul>

Item	Description
6.	<p><b>Lakeside Service Bank</b></p> <ul style="list-style-type: none"><li>• A total bank of 50 hours each year is included in the agreement for scheduled services.</li><li>• These support bank hours are flexible and are intended for use with making configuration changes, peer code reviews, hardware changes, etc.</li><li>• Hours will be deducted from the deposit as time is used throughout the year.</li><li>• Any support services under this service bank must be scheduled in advance with Lakeside.</li><li>• Support service time will be compiled against the bank and include both standard "day time" and scheduled "after hours". An additional rate factor will be applied to all services scheduled "after hours" as outlined in the "Scheduled Support Service Rates and Terms". Similarly, expenses may be converted to equivalent hours and logged against the service bank.</li><li>• Service Bank may also be used for other Lakeside Process Controls products or services.</li></ul>

## 5. Lifecycle Care Support Agreement Commercial Summary

This Agreement may be purchased every year or as part of a multi-year Agreement. We are able to offer discounting (shown below) with Multi-year agreements.

With a multi-year agreement in place, Lakeside can plan our resources better and staff appropriately. This helps us to reduce our costs by reducing service rates, reducing overtime, reducing time lost to reassigning resources, and time spent expediting work. These savings can be shared with you under multi-year, long-term Lifecycle Agreement.

### 3-Year Support Agreement Option

ITEM	DESCRIPTION	CAN\$
1	Emerson Guardian Support for DeltaV Lakeside 24x7 Emergency Access Technical Support Calls Preventative Maintenance Service System Upgrade Service Computer Evergreen Service Bank Hours (150 Hours)	\$140,096
	Credit on Unused Bank Hours from previous agreement	(\$21,250)
	<b>3-Year Support Agreement Option</b>	<b>\$118,846</b>
	<b>Normalized Annual Cost</b>	<b>\$39,616</b>

ITEM	DESCRIPTION	CAN\$
1	Emerson Guardian Support for DeltaV Lakeside 24x7 Emergency Access Technical Support Calls Preventative Maintenance Service System Upgrade Service Computer Evergreen Service Bank Hours (250 Hours)	\$205,540
	Credit on Unused Bank Hours from previous agreement	(\$21,250)
	<b>5-Year Support Agreement Option</b>	<b>\$184,290</b>
	<b>Normalized Annual Cost</b>	<b>\$36,858</b>

## 6. Notes and Assumptions

- Pricing Includes Multi-year Discounts
- Prices are shown as annual costs.
- Multi-year agreement pricing will be adjusted annually based on the actual DST/Tag count, current price book at the agreement anniversary date, changes to the system such as technology changes or expansions, and a review of services provided in the previous year.
  - An annual review of the system by Lakeside and Town of Fort Frances will be scheduled prior to the Agreement Anniversary date.
  - System support costs are based on the number of licensed DSTs and Tags in the system.
    - Changes to the system size during a multiyear term: Pricing will be adjusted at the Next annual anniversary date.
    - Lakeside will work with Town of Fort Frances to schedule system size increases.
  - There are no scale-up charges for systems expansions during the current year agreement period.
  - When the additional support costs for the larger system are calculated, you will receive the same multi-year discount for the DSTs added.
  - Early cancellation of multi-year agreement will be subject to cancellation fees
    - Early cancellation of a multi-year agreement will be subject to an early cancellation fee. This early cancellation fee will be equal to the sum of the multi-year incentives previously provided under this agreement.
    - For example, if the five-year commitment is cancelled after only three years, the cancellation fee will be equal to the sum of multi-year incentives that was provided in each of the previous three years. The cancellation fee will also include the deferred costs of the evergreen hardware already delivered.
  - For a five (5) year agreement, the maximum available Guardian Support discount has been applied.
  - Any technology changes may impact the agreement and will require a pricing review adjustment.
- The US/Canadian exchange rate will be reviewed annually for any non-service items purchased in Canadian funds. An adjustment will be calculated at the agreement anniversary. Variations of more than 0.03 exchange points from the previous year will be applied.
- Services beyond the time specified for the site visit will be charged according to the rate sheet.
- The Lifecycle agreement will not increase the system size or hardware; system expansion will be covered by projects and work orders outside of the lifecycle agreement.
- Rates are per the Lakeside Process Controls Rate Sheet.

- Based on the volume of scheduled services in the agreement, Town of Fort Frances is receiving a discount for all services from the standard hourly Services Rate Sheet.
- Under this agreement, Service bank hours are offered at a discounted rate to be used for unplanned maintenance, emergency support, and any planned programming changes. This will give you a known cost and also help to reduce the cost of changes and emergency support.
- We recommend that major version of DeltaV and AMS Device Manager upgrades are scheduled every 3 years to 5 years. i.e. the next upgrade would be in 2021 or 2022.
  - Any upgrades would be scheduled to coincide with the Preventative Maintenance. This will reduce the overall cost of the upgrade as there are common tasks between the upgrade and the Preventative Maintenance. An estimate of the upgrade services will be given based on the system status (versions, computer age, etc).



## **7. Contacts and Communications Protocol**

**Phone Technical Support:** For business hours telephone technical support, please contact Lakeside Process Controls at **204-633-9197**.

**Scheduled On-site Support:** For on-site assistance please call **Alex Mazin** at **204-631-0701** during normal local business hours. If the contact person is unavailable, please contact our main office at **204 633-9197**.

**Sales Support:** For new product inquiries and pricing, please contact **Justin Stanus** at **204-914-2700**.

**Software Renewals and Technical Documentation:** Software and on-line information can be access utilizing the Internet, log on to <http://www.emersonprocess.com/systems/support> Guardian support web site. This site will give you access to download your specific DeltaV license codes, browse and download Knowledge Base Articles (KBA's) or other applicable white papers.

**Feedback & Comments:** Lakeside is committed to your satisfaction and we value your feedback. We will periodically ask Town of Fort Frances for feedback via surveys, interviews or calls. If Town of Fort Frances has additional feedback – positive or negative – to be recorded, please advise Alex Mazin or Justin Stanus.

## **8. Service Agreement Acceptance**

This Lakeside Process Control Lifecycle Care Support Agreement shall become effective on **February 1, 2020** and shall remain in effect for **3 or 5** year(s) from such date.

The service coverage provided under this agreement is described in the Agreement Summary of this document. See all notes and assumptions.

<b><u>Town of Fort Frances</u></b>	<b><u>Lakeside Process Controls Ltd.</u></b>
Name: _____	Name: <u>Adam Troeller</u>
Signature: _____	Signature: _____
Title: _____	Title: <u>Branch Manager</u>
Date: _____	Date: _____

Note: Lakeside Terms and Conditions: [HERE](#)

## 9. Scheduled Support Service Rates and Terms

Lakeside Process Controls Ltd. maintains a staff of experienced systems professionals who are capable of providing the scope of support services required for our customers process automation solutions.

We are pleased to offer a discounted scheduled service rate to Town of Fort Frances for system support services.

<u>Service Description</u>	<u>2019 On-Demand Rate</u>	<u>Bank Hour Rate Discounted</u>	
		<u>3-year Option</u>	<u>5-year Option</u>
Process Automation Engineering and Service Support for DeltaV and AMS Device Manager services	\$215	\$150	\$135

\* Plus Travel Time, Living Expenses and applicabe Rate Premiums

### Terms and Conditions Governing Rates and Travel

Rates for services are subject to the following qualifications:

1. Planned services to be scheduled with 5 business days' notice.
2. Service bank rates are based on normal business hours. Notice is required for scheduled services. Please note the following clarifications:
  - a. At Site
    - i. Scheduled at site services require 5 business days' notice.
    - ii. Same day service is available for 50% expedite fee.
    - iii. Next day service is available for 30% expedite fee.
    - iv. Under 5-day support service available for 15% expedite fee.
  - b. For in office or remote support the standard rate premiums apply.
3. A four (4) hour minimum charge (including travel time) applies to scheduled services.
4. Rates are for 8 hours/day, Monday through Friday, between 8:00 A.M. and 5:00 P.M., after 8 hours, a premium of 1.5 times the base rate applies.
5. On Saturday, between 8:00 A.M. and 5:00 P.M., a premium of 1.5 the base rate applies to the first 8 hours and increases to 2.0 times the base rate for any additional hours.
6. All hours on Sunday or Statutory holidays are subject to 2.0 times the base rate.
7. Travel time will be charged on the same basis as actual working time except at a rate \$98/Hour.
8. Telephone support or remote troubleshooting services are subject to a minimum billing of ½ hour.
9. All expenses will be billed at cost plus 10%.

10. Airfares, car rentals and other public transportation will be billed at cost based on actual point of origin.
11. Rates are subject to annual increases. The year over year price changes for the rates above shall be limited to a maximum three percent (3%), or the Bank of Canada Consumer Price Index plus one-half of one percent (0.5%), whichever is greater
12. Rates for Specialist services will be quoted separately.
13. The Rate above is for system support services. Project pricing may vary.

## **10. Terms and Conditions**

Lakeside Process Controls Ltd. terms and conditions for sale will apply. [HERE](#)

This quotation is valid for consideration for 30 days.

<b>Delivery:</b>	Per Agreement
<b>Incoterms:</b>	Ex Works Winnipeg
<b>Funds:</b>	Canadian Dollars as stated
<b>Taxes:</b>	Extra
<b>Payment:</b>	Net 30 Days. Agreement is invoiced annually on the anniversary date.
<b>Duration:</b>	Commencing on 1 February 2020

### **Notes:**

1. Purchase Order to be issued noting multiyear commitment, individual annual Purchase Orders are acceptable.

January 8, 2020

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

**RE: Award of Tender 19-OF-14 – 2020 Colonization Road Reconstruction**

---

During the week of November 18, 2019, the Town advertised for a Tender Call for the reconstruction of Colonization Road West from 1302 to Armstrong Place, Sidewalk along McIrvine Road from Kings Highway to FFHS, Sanitary Spot Repair Victoria Avenue from 6<sup>th</sup> Street 30m South and various water valves and hydrants with the tender closing on Tuesday, December 17, 2019. Advertisements were placed in the Fort Frances Times, Chronicle Journal, Thunder Bay Construction Association, Winnipeg Construction Association and on the Town of Fort Frances website.

Five (5) tender packages were distributed to construction contractors and/or suppliers with two (4) Contractors submitting tender bids;

<b>Contractor</b>	<b>Price (HST Included plus \$150,000.00 Contingency Allowance)</b>
George Armstrong Co.	\$3,784,315.76
1876118 Ontario Ltd.	\$3,038,099.92
Bay City Contractors	\$2,791,052.54
Tom Veert Contracting	\$2,411,182.62

The works tendered consisted of three (3) individual projects to be completed in 2020, and one in 2021. The projects are as follows:

**2020 Construction Program**

**1. Reconstruction of Colonization Road West from 1302 to Armstrong Place**

Full recondition of Colonization Road including the replacement of sanitary sewer main, watermain, asphalt surface, storm sewer and landscaping including the construction of a concrete sidewalk along the south portion of the road.

**2. Sidewalk along McIrvine Road from Kings Highway to FFHS**

From a request from FFHS to install a sidewalk along this section, the boulevard grading and preparation for the installation of a new sidewalk along the east side of McIrvine Road from Kings Highway to the Fort Frances High School entrance. This project would be cost shared with the Rainy River District School Board.

**3. Sanitary Spot Repair on Victoria Avenue North from 6<sup>th</sup> St 30m south.**

The sanitary sewer in this area has totally failed and this 30m section needs full replacement. At this time, no properties are experiencing service disruption, however issues are imminent. This project includes only the replacement of the sanitary sewer main and reinstating the road base and asphalt surface.

**4. Fire Hydrant and Valve Replacement (Various Locations)**

Replacement of non-operational hydrant and valve sets in various locations around town.

## **2021 Construction Program**

### **5. Surface Coarse paving of Colonization Road West**

Installation of the Surface Coarse paving on Colonization Road from 1302 to Armstrong Place including line painting.

The 2020 work is scheduled to begin ASAP in May and to be completed by September 30, 2020 with the 2021 work to be completed by June 15, 2021 .

In accordance with the Town's procurement policy, Administration has an obligation to point out to Council any tender irregularities. All tenders submitted were complete and compliant. **See Spreadsheet No. 1**, which outlines details on the four (4) tender bids received and the associated costs for each individual project. Also, highlighted in "green" indicates the lowest unit bid price and "red" indicates the highest unit bid price and the 2019 works are shown in "blue" text.

The low tender bid was Tom Veert Contracting with a total cost of \$2,411,182.62 which includes a \$150,000 contingency allowance spread over the two years and HST. Please review the attached **Spreadsheet No. 2** - outlining the 2020 capital budget allocations for each project vs. the lowest tender bid from Tom Veert Contracting plus Hatch engineering costs (10%) and all funding allocations.

Please find attached a letter report from Hatch recommending that Tom Veert Contracting be awarded this tender as they are the low tender and, in the past, have performed well on similar projects in our community.

It is recommended by Administration that the following be approved:

- That Tender 19-OF-14 – 2020 – Colonization Road West Reconstruction, Watermain and Sewer Replacement be awarded to Tom Veert Contracting at an estimated cost of \$2,411,182.62 which includes HST and a contingency allowance of \$150,000.00.
- That prior to construction start, an open house public meeting is scheduled to ensure all property owners abutting the construction projects obtain first-hand knowledge of these projects and have the opportunity to ask any questions. The exact date of the meeting is unknown at the time of writing this report.
- That the Mayor and Clerk be authorized to execute the contract documents on behalf of the Corporation of the Town of Fort Frances.

Respectfully Submitted



Travis Rob, P.Eng.

Manager of Operations and Facilities

**Council approval of this report will ensure:**

- **That Tender 19-OF-14 – 2020 – Colonization Road West Reconstruction, Watermain and Sewer Replacement be awarded to Tom Veert Contracting at an estimated cost of \$2,411,182.62 which includes HST and a contingency allowance of \$150,000.00.**
- **That prior to construction start, an open house public meeting is scheduled to ensure all property owners abutting the construction projects obtain first-hand knowledge of these projects and have the opportunity to ask any questions. The exact date of the meeting is unknown at the time of writing this report.**
- **That the Mayor and Clerk be authorized to execute the contract documents on behalf of the Corporation of the Town of Fort Frances.**

2020Jan Award of Tender 19-OF-14 colonization Road Reconstruction



1.8 SCHEDULE OF TENDER PRICES					George Armstrong Construction		1876118 Ontario Ltd. O/A Makkinga Contracting		Bay City Contractors		Tom Veert Contracting	
A. For those Tender Items identified by the notation (P) in the “Unit” column, measurement is by Plan Quantity. Tender items not identified by the notation (P) actual measurement for payment will be made in					UNIT BID PRICE	TOTAL BID PRICE	UNIT BID PRICE	TOTAL BID PRICE	UNIT BID PRICE	TOTAL BID PRICE	UNIT BID PRICE	TOTAL BID PRICE
ITEM NO.	OPS SPEC.	DESCRIPTION	EST. QTY	UNIT	UNIT BID PRICE	TOTAL BID PRICE	UNIT BID PRICE	TOTAL BID PRICE	UNIT BID PRICE	TOTAL BID PRICE	UNIT BID PRICE	TOTAL BID PRICE
COLONIZATION ROAD WEST (From Sta 2+007 To Sta 2+500) - DWG A1-358405-P3-P4												
SECTION A - GRADING												
A.001	206, SP	Earth Excavation (Grading)	4,450	m <sup>3</sup> (P)	\$ 18.00	\$ 80,100.00	\$ 18.00	\$ 80,100.00	\$ 15.00	\$ 66,750.00	\$ 10.82	\$ 48,149.00
A.002	310, SP	Hot Mix HL4 Asphalt (Binder Course 50mm)	665	t	\$ 300.00	\$ 199,500.00	\$ 260.00	\$ 172,900.00	\$ 270.00	\$ 179,550.00	\$ 263.20	\$ 175,028.00
A.003	310, SP	Hot Mix HL4 Asphalt (Surface Course 50mm)	665	t	\$ 290.00	\$ 192,850.00	\$ 245.00	\$ 162,925.00	\$ 255.00	\$ 169,575.00	\$ 248.09	\$ 164,979.85
A.004	314, SP	Granular 'A'	2,040	t	\$ 30.00	\$ 61,200.00	\$ 30.00	\$ 61,200.00	\$ 25.00	\$ 51,000.00	\$ 25.49	\$ 51,999.60
A.005	314, SP	Granular 'B' (Type II)	5,965	t	\$ 30.00	\$ 178,950.00	\$ 27.00	\$ 161,055.00	\$ 25.00	\$ 149,125.00	\$ 23.25	\$ 138,686.25
A.006	510, SP	Removal of Asphalt Pavement (Full Depth)	4,950	m <sup>2</sup> (P)	\$ 6.00	\$ 29,700.00	\$ 8.00	\$ 39,600.00	\$ 5.00	\$ 24,750.00	\$ 2.39	\$ 11,830.50
A.007	510, SP	Removal of Curb and Gutter	986	m(P)	\$ 12.00	\$ 11,832.00	\$ 25.00	\$ 24,650.00	\$ 17.00	\$ 16,762.00	\$ 7.24	\$ 7,138.64
A.008	353, SP	Curb and Gutter	986	m	\$ 180.00	\$ 177,480.00	\$ 186.00	\$ 183,396.00	\$ 150.00	\$ 147,900.00	\$ 132.21	\$ 130,359.06
A.009	510, SP	Remove Concrete Driveway	283	m <sup>2</sup>	\$ 30.00	\$ 8,490.00	\$ 35.00	\$ 9,905.00	\$ 25.00	\$ 7,075.00	\$ 75.28	\$ 21,304.24
A.010	351, SP	Concrete Driveway Aprons	333	m <sup>2</sup>	\$ 300.00	\$ 99,900.00	\$ 215.00	\$ 71,595.00	\$ 175.00	\$ 58,275.00	\$ 213.99	\$ 71,258.67
A.011	351, SP	Lockstone Driveway Aprons	6	m <sup>2</sup>	\$ 100.00	\$ 600.00	\$ 175.00	\$ 1,050.00	\$ 175.00	\$ 1,050.00	\$ 339.66	\$ 2,037.96
A.012	351, SP	Asphalt Driveway Aprons	10	m <sup>2</sup>	\$ 150.00	\$ 1,500.00	\$ 130.00	\$ 1,300.00	\$ 110.00	\$ 1,100.00	\$ 103.31	\$ 1,033.10
A.013	351, SP	Gravel Driveway Aprons	16	m <sup>2</sup>	\$ 100.00	\$ 1,600.00	\$ 35.00	\$ 560.00	\$ 35.00	\$ 560.00	\$ 99.35	\$ 1,589.60
A.014	310, SP	Concrete Sidewalk	700	m <sup>2</sup>	\$ 275.00	\$ 192,500.00	\$ 181.00	\$ 126,700.00	\$ 145.00	\$ 101,500.00	\$ 144.70	\$ 101,290.00
A.015	Section 02930	100 mm Topsoil and Sod	1,880	m <sup>2</sup>	\$ 25.00	\$ 47,000.00	\$ 18.00	\$ 33,840.00	\$ 18.00	\$ 33,840.00	\$ 17.55	\$ 32,994.00
A.016	510, SP	Boulevard Works Stripping and Removal	1	LS	\$ 15,000.00	\$ 15,000.00	\$ 8,650.00	\$ 8,650.00	\$ 9,500.00	\$ 9,500.00	\$ 8,919.23	\$ 8,919.23
A.017	710	Pavement Markings	1	LS	\$ 18,000.00	\$ 18,000.00	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00	\$ 7,500.00	\$ 7,500.00
Total Section A - Grading						\$ 1,316,202.00		\$ 1,155,426.00		\$ 1,034,312.00		\$ 803,617.85
COLONIZATION ROAD WEST (From Sta 2+007 To Sta 2+500) - DWG A1-358405-P3-P4												
Section B - Storm Sewers												
B.001	510, SP	Remove Existing Catchbasins and Manholes	18	ea	\$ 2,000.00	\$ 36,000.00	\$ 1,000.00	\$ 18,000.00	\$ 1,000.00	\$ 18,000.00	\$ 2,058.03	\$ 37,044.54
B.002	510, SP	Remove Existing Catchbasin Leads	82	m	\$ 100.00	\$ 8,200.00	\$ 40.00	\$ 3,280.00	\$ 25.00	\$ 2,050.00	\$ 153.53	\$ 12,589.46
B.003	510, SP	Reconnect Storm Sewer Various Sizes	16	ea	\$ 4,000.00	\$ 64,000.00	\$ 3,200.00	\$ 51,200.00	\$ 1,800.00	\$ 28,800.00	\$ 1,349.33	\$ 21,589.28
B.004	407, SP	Catchbasin Manholes	8	ea	\$ 10,000.00	\$ 80,000.00	\$ 13,500.00	\$ 108,000.00	\$ 11,500.00	\$ 92,000.00	\$ 8,429.81	\$ 67,438.48
B.005	407, SP	Catchbasins	10	ea	\$ 8,000.00	\$ 80,000.00	\$ 4,000.00	\$ 40,000.00	\$ 4,750.00	\$ 47,500.00	\$ 4,453.78	\$ 44,537.80
B.006	410	Catchbasin Leads 250 mm (PVC SDR 35)	86	m	\$ 350.00	\$ 30,100.00	\$ 190.00	\$ 16,340.00	\$ 225.00	\$ 19,350.00	\$ 257.79	\$ 22,169.94
Total Section B - Storm Sewers						\$ 298,300.00		\$ 236,820.00		\$ 207,700.00		\$ 205,369.50

ITEM NO.	OPS SPEC.	DESCRIPTION	EST. QTY	UNIT	UNIT BID PRICE	TOTAL BID PRICE	UNIT BID PRICE	TOTAL BID PRICE	UNIT BID PRICE	TOTAL BID PRICE	UNIT BID PRICE	TOTAL BID PRICE
COLONIZATION ROAD WEST (From Sta 2+007 To Sta 2+500) - DWG A1-358405-P3-P4												
Section C - Watermain												
C.001	510,441, SP	Remove and Replace Existing 150 Watermain with New 150 mm PVC Watermain	488	m	\$ 500.00	\$ 244,000.00	\$ 345.00	\$ 168,360.00	\$ 462.00	\$ 225,456.00	\$ 366.89	\$ 179,042.32
C.002	441, SP	150 mm Water Valve and Box	3	ea	\$ 4,500.00	\$ 13,500.00	\$ 3,250.00	\$ 9,750.00	\$ 2,900.00	\$ 8,700.00	\$ 4,142.20	\$ 12,426.60
C.003	441, SP	Hydrant Set	4	ea	\$ 20,000.00	\$ 80,000.00	\$ 17,000.00	\$ 68,000.00	\$ 12,000.00	\$ 48,000.00	\$ 11,306.71	\$ 45,226.84
C.004	441, SP	Remove and Replace 19 mm Copper Water Service and Curb Stops to Property Line	25	ea	\$ 4,000.00	\$ 100,000.00	\$ 4,000.00	\$ 100,000.00	\$ 2,750.00	\$ 68,750.00	\$ 1,903.42	\$ 47,585.50
C.005	441, SP	Remove Existing and Replace 50 mm Copper Water Service and Curb Stops to Property Line	1	ea	\$ 7,500.00	\$ 7,500.00	\$ 6,000.00	\$ 6,000.00	\$ 5,000.00	\$ 5,000.00	\$ 104,019.14	\$ 104,019.14
C.006	441, SP	Temporary Water Service	1	LS	\$ 100,000.00	\$ 100,000.00	\$ 20,000.00	\$ 20,000.00	\$ 10,000.00	\$ 10,000.00	\$ 9,033.31	\$ 9,033.31
Total Section C - Watermain						\$ 545,000.00		\$ 372,110.00		\$ 365,906.00		\$ 397,333.71
COLONIZATION ROAD WEST (From Sta 2+007 To Sta 2+500) - DWG A1-358405-P3-P4												
Section D - Sanitary												
D.001	510, SP	Remove Existing Sanitary Sewer	224	m	\$ 100.00	\$ 22,400.00	\$ 35.00	\$ 7,840.00	\$ 30.00	\$ 6,720.00	\$ 140.44	\$ 31,458.56
D.002	410, SP	300 mm PVC SDR Sanitary Sewer	224	m	\$ 850.00	\$ 190,400.00	\$ 360.00	\$ 80,640.00	\$ 635.00	\$ 142,240.00	\$ 328.74	\$ 73,637.76
D.003	410, SP	Remove and Replace Existing 150 mm Sanitary Services	26	ea	\$ 4,500.00	\$ 117,000.00	\$ 6,000.00	\$ 156,000.00	\$ 2,900.00	\$ 75,400.00	\$ 2,955.19	\$ 76,834.94
D.004	410, SP	Temporary Sewer Service	1	LS	\$ 75,000.00	\$ 75,000.00	\$ 15,000.00	\$ 15,000.00	\$ 10,000.00	\$ 10,000.00	\$ 23,911.79	\$ 23,911.79
D.005	409, SP	Closed Circuit Television Inspection of Sanitary Sewer Mainline	224	m	\$ 25.00	\$ 5,600.00	\$ 40.00	\$ 8,960.00	\$ 20.00	\$ 4,480.00	\$ 11.99	\$ 2,685.76
D.006	SP	Sanitary Sewer Bedding Upgrade (Crushed Stone) *	224	m	\$ 30.00	\$ 6,720.00	\$ 51.75	\$ 11,592.00	\$ 20.00	\$ 4,480.00	\$ 32.09	\$ 7,188.16
D.007	SP	Adjust Existing Manhole Frame & Covers	5	ea	\$ 1,000.00	\$ 5,000.00	\$ 1,000.00	\$ 5,000.00	\$ 750.00	\$ 3,750.00	\$ 1,000.00	\$ 5,000.00
Total Section D - Sanitary						\$ 422,120.00		\$ 285,032.00		\$ 247,070.00		\$ 220,716.97
TOTAL COLONIZATION ROAD WEST (From Sta 2+007 To Sta 2+250)						\$ 2,581,622.00		\$ 2,049,388.00		\$ 1,854,988.00		\$ 1,627,038.03
McIRVINE ROAD SIDEWALK (From Sta 0+971 To Sta 1+051) - DWG A1-358405-P5 & VICTORIA AVENUE NORTH SANITARY SEWER SPOT REPAIR (DWG A1-358405-SK2)												
Section E - Grading												
E.001	206, SP	Earth Excavation (Grading)	47	m³(P)	\$ 50.00	\$ 2,350.00	\$ 18.00	\$ 846.00	\$ 20.00	\$ 940.00	\$ 21.42	\$ 1,006.74
E.002	310, SP	Asphalt Repair (40mm Thickness)	3	m²	\$ 500.00	\$ 1,500.00	\$ 145.00	\$ 435.00	\$ 100.00	\$ 300.00	\$ 134.64	\$ 403.92
E.003	314, SP	Granular 'A'	150	t	\$ 50.00	\$ 7,500.00	\$ 30.00	\$ 4,500.00	\$ 40.00	\$ 6,000.00	\$ 27.13	\$ 4,069.50
E.004	314, SP	Granular 'B' Type I	75	t	\$ 50.00	\$ 3,750.00	\$ 21.00	\$ 1,575.00	\$ 25.00	\$ 1,875.00	\$ 22.08	\$ 1,656.00
E.005	510, SP	Removal of Asphalt Sidewalk	16	m²	\$ 80.00	\$ 1,280.00	\$ 35.00	\$ 560.00	\$ 25.00	\$ 400.00	\$ 26.72	\$ 427.52
E.006	353, SP	Concrete Sidewalk	121	m²	\$ 300.00	\$ 36,300.00	\$ 230.00	\$ 27,830.00	\$ 180.00	\$ 21,780.00	\$ 157.95	\$ 19,111.95
E.007	Section 02930	75 mm Topsoil and Sod	175	m²	\$ 30.00	\$ 5,250.00	\$ 18.00	\$ 3,150.00	\$ 25.00	\$ 4,375.00	\$ 22.82	\$ 3,993.50
E.008	Section 02510	Tactile Warning Plates	4	ea	\$ 600.00	\$ 2,400.00	\$ 500.00	\$ 2,000.00	\$ 700.00	\$ 2,800.00	\$ 266.50	\$ 1,066.00
E.009	510, SP	Boulevard Works Stripping and Removal	1	LS	\$ 5,000.00	\$ 5,000.00	\$ 6,000.00	\$ 6,000.00	\$ 2,500.00	\$ 2,500.00	\$ 787.04	\$ 787.04
E.010	SP	Victoria Avenue North Sanitary Sewer Spot Repair, Complete	1	LS	\$ 20,000.00	\$ 20,000.00	\$ 60,000.00	\$ 60,000.00	\$ 55,000.00	\$ 55,000.00	\$ 152,395.77	\$ 152,395.77
Total Section E - Grading						\$ 85,330.00		\$ 106,896.00		\$ 95,970.00		\$ 184,917.94
TOTAL McIrvine Road Sidewalk & Victoria Avenue North Sanitary Sewer Spot Repair						\$ 85,330.00		\$ 106,896.00		\$ 95,970.00		\$ 184,917.94

ITEM NO.	OPS SPEC.	DESCRIPTION	EST. QTY	UNIT	UNIT BID PRICE	TOTAL BID PRICE	UNIT BID PRICE	TOTAL BID PRICE	UNIT BID PRICE	TOTAL BID PRICE	UNIT BID PRICE	TOTAL BID PRICE
<b>*MISCELLANEOUS WATER WORKS (DWG A1-358405-SK1)</b>												
<b>Section F</b>												
*F.001	441, SP	Remove and Replace Hydrant Set	7	ea	\$ 20,000.00	\$ 140,000.00	\$ 18,000.00	\$ 126,000.00	\$ 17,000.00	\$ 119,000.00	\$ 12,531.57	\$ 87,720.99
*F.002	441, SP	Remove and Replace 150mm Valve and Box	5	ea	\$ 20,000.00	\$ 100,000.00	\$ 10,000.00	\$ 50,000.00	\$ 12,000.00	\$ 60,000.00	\$ 3,617.23	\$ 18,086.15
*F.003	441, SP	Remove and Replace 250mm Valve and Box	1	ea	\$ 20,000.00	\$ 20,000.00	\$ 14,400.00	\$ 14,400.00	\$ 15,500.00	\$ 15,500.00	\$ 6,702.79	\$ 6,702.79
*F.004	441, SP	Remove and Replace 300mm Valve and Box	1	ea	\$ 22,000.00	\$ 22,000.00	\$ 15,000.00	\$ 15,000.00	\$ 17,500.00	\$ 17,500.00	\$ 8,306.03	\$ 8,306.03
Total Section F						\$ 282,000.00		\$ 205,400.00		\$ 212,000.00		\$ 120,815.96
TOTA L MISCELLANEOUS WATER WORKS						\$ 282,000.00		\$ 205,400.00		\$ 212,000.00		\$ 120,815.96
<b>GENERAL</b>												
G.001	SP	Bonds & Insurance	1	LS	\$ 100,000.00	\$ 100,000.00	\$ 25,000.00	\$ 25,000.00	\$ 50,000.00	\$ 50,000.00	\$ 36,018.00	\$ 36,018.00
G.002	SP	Mobilization & Demobilization	1	LS	\$ 150,000.00	\$ 150,000.00	\$ 151,900.00	\$ 151,900.00	\$ 107,000.00	\$ 107,000.00	\$ 15,000.00	\$ 15,000.00
G.003	SP	Contingency Allowance	1	LS	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00
TOTAL GENERAL						\$ 400,000.00		\$ 326,900.00		\$ 307,000.00		\$ 201,018.00
SUB-TOTAL						\$ 3,348,952.00		\$ 2,688,584.00		\$ 2,469,958.00		\$ 2,133,789.93
<b>SUMMARY OF TENDER PRICES</b>												
<b>COLONIZATION ROAD WEST</b>												
Section A - Grading						\$ 1,316,202.00			\$ 1,155,426.00			\$ 803,617.85
Section B - Storm Sewers						\$ 298,300.00			\$ 236,820.00			\$ 205,369.50
Section C - Watermain						\$ 545,000.00			\$ 372,110.00			\$ 397,333.71
Section D - Sanitary						\$ 422,120.00			\$ 285,032.00			\$ 220,716.97
TOTAL COLONIZATION ROAD WEST						\$ 2,581,622.00			\$ 2,049,388.00			\$ 1,627,038.03
<b>McIRVINE ROAD SIDEWALK &amp; VICTORIA AVENUE SANITARY SPOT REPAIR</b>												
Section E - Grading						\$ 85,330.00			\$ 106,896.00			\$ 184,917.94
TOTAL McIRVINE ROAD SIDEWALK & VICTORIA AVE SANITARY SPOT REPAIR						\$ 85,330.00			\$ 106,896.00			\$ 184,917.94
<b>MISCELLANEOUS WATERWORKS</b>												
Section F						\$ 282,000.00			\$ 205,400.00			\$ 120,815.96
TOTAL MISCELLANEOUS WATERWORKS						\$ 282,000.00			\$ 205,400.00			\$ 120,815.96
<b>GENERAL</b>												
TOTAL GENERAL						\$ 400,000.00			\$ 326,900.00			\$ 201,018.00
SUB-TOTAL TENDER PRICE						\$ 3,348,952.00			\$ 2,688,584.00			\$ 2,133,789.93
13% HST						\$ 435,363.76			\$ 349,515.92			\$ 277,392.69
TOTAL TENDER PRICE						\$ 3,784,315.76			\$ 3,038,099.92			\$ 2,411,182.62

\* Provisional Tender Items - Tender Items identified as Provisional may be deleted prior to/after Contract Award without affecting any other Tender Item prices, and without penalty or recourse.

December 19, 2019

358405-P

Town of Fort Frances  
320 Portage Avenue  
Fort Frances, Ontario  
P9A 3P9

**Attention: Travis Rob, P.Eng.**

**Re: 2020 Colonization Road Reconstruction, Watermain and Sewer Improvements  
Tender No.19-OF-14  
Tender Recommendation**

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Tenders for the above project were received by the Town of Fort Frances on or before 2:00 pm (CDT) on Tuesday, December 17<sup>th</sup>, 2019. Four (4) tenders were received, and are listed below in ascending order:

<u>Tenderer</u>	<u>Tender Price</u>
1) Tom Veert Contracting Limited (TVCL)	\$2,606,085.16
2) Bay City Contractors (Thunder Bay) Ltd.	\$2,791,052.54
3) Makkinga Contractors & Equipment Rental	\$3,038,099.92
4) George Armstrong Co. Limited	\$3,784,315.76

The above tender prices include H.S.T. The Tenders were checked arithmetically and were all found to be correct.

### **TENDER IRREGULARITIES**

A review of the tenders was undertaken. All of the four (4) tenderers submitted a Bid Bond in the amount of 10% of the Tender Price, an Agreement to Bond and/or Consent of Surety and acknowledged the receipt of the one (1) Addendum that were issued. All tenderers included completed Forms A, B, C, D, and E of the Tender documents.

### **REVIEW OF TENDER PRICES**

A review of the tender prices submitted by the tenderers was undertaken. TVCL's tender pricing was overall lower than the other tenderers. Items pertaining to concrete, storm sewers, watermain, sanitary sewers and hydrants and valves account for a significant difference between the two tenders.

The TVCL's tender had significantly higher prices for Items C.005 (Remove Existing and Replace 50mm Copper Water Service and Curb Stop to Property Line) and E.010 (Victoria Avenue North Sanitary Sewer Spot Repair, Complete). These higher prices may indicate that the Contractor has applied their overhead and profit to these items. Furthermore, the TVCL's tender had generally a lower price for Item A.017 (Pavement Markings). The low tenderer confirmed they priced out the proper type of pavement markings, as per the

Contract specifications. Overall, the low tenderer has indicated they are comfortable with the price submitted.

The engineers estimate for this project was approximately 12% higher than the lowest submitted tender and the lowest bidder was approximately 7% lower than the 2<sup>nd</sup> lowest bidder.

### **LOW TENDERER'S QUALIFICATIONS**

TVCL is an experienced road and sewer contractor and have completed numerous road reconstruction/underground infrastructure projects for various clients including New Gold, Town of Fort Frances, and the Township of Emo, in the recent past (reference the Tendering Supplements, Form A, Tenderer's Experience in Similar Work for a detailed summary of recent similar projects).

TVCL is proposing to carry out the majority of the work with their own forces which includes all the excavation and grading and pipe works. TVCL has stated that all asphalt works will be completed by Pioneer Construction and all concrete works will be completed by Coratina Construction.

### **PROPOSED PROJECT SCHEDULE**

This Contract includes a completion date of September 30, 2019, with only the surface course paving and pavement markings being deferred till the spring of 2021 and prior to June 15, 2021.

TVCL has indicated that they will be able to begin work in the spring of 2020, pending written authorization to proceed and executed tender documents. TVCL stated that they will have dedicated crews working onsite throughout the Contract and do not anticipate any issues meeting the specified completion dates.

### **RECOMMENDATION**

We therefore recommend that the Contract be awarded to Bay City Contractors in the amount of \$2,606,084.85 (including H.S.T). This amount includes a contingency amounts for \$150,000 that will not be spent without authorization from the Town of Fort Frances.

With this report we are enclosing a spreadsheet showing a comparison of the tender prices and the engineer's estimate.

Yours very truly,



Joseph De Luca, P. Eng.  
Senior Project Engineer  
Encl.

## 2020 Tender 19-OF-14 Bid and Budget Summary Sheet

### Spreadsheet #2

	Description	Tom Veert Low bid	Portion of General*	10% Engineering	Total + Town's portion HST	Grant Funds (ICIP & OCIF Formula)**	Town's Portion Cost	Town %	Grant %
Col on i z a t i o n Road W	Grading	\$803,617.85	\$83,580.30	\$88,719.81	\$993,094.12	\$827,545.33	\$165,548.79	16.67%	83.33%
	Storm Sewer	\$205,369.50	\$21,359.46	\$22,672.90	\$253,791.33	\$253,791.33	\$0.00	0.00%	100.00%
	Watermain	\$397,333.71	\$41,324.70	\$43,865.84	\$491,016.68	\$190,412.84	\$300,603.85	61.22%	38.78%
	Sanitary	\$220,716.97	\$22,955.67	\$24,367.26	\$272,757.41	\$190,412.84	\$82,344.58	30.19%	69.81%
	<b>SUBTOTAL</b>	<b>\$1,627,038.03</b>	<b>\$169,220.14</b>	<b>\$179,625.82</b>	<b>\$2,010,659.54</b>	<b>\$1,462,162.33</b>	<b>\$548,497.21</b>	<b>27.28%</b>	<b>72.72%</b>
						Funding From RRDSB			
M s c W b r k s	Mclrvine Rd Sidewalk	\$32,522.17	\$3,382.47	\$3,590.46	\$40,190.22	\$20,095.11	\$20,095.11	50%	50%
	Victoria Ave Sanitary Spot Repair	\$152,395.77	\$15,849.93	\$16,824.57	\$188,327.50	\$0.00	\$188,327.50	100%	0%
	Misc Water	\$120,815.96	\$12,565.47	\$13,338.14	\$149,301.83	\$0.00	\$149,301.83	100%	0%
	<b>TOTAL 2020 PROGRAM</b>	<b>\$1,932,771.93</b>	<b>\$201,018.00</b>	<b>\$213,378.99</b>	<b>\$2,388,479.10</b>	<b>\$1,482,257.44</b>	<b>\$906,221.66</b>		

\* General includes bonds, insurance, mob/demob and \$150,000.00 contingency allowance.

\*\*Total OCIF Funding allocated in the budget to this work - \$634,617.00, ICIP Funding

December 19, 2019

Report To: Operations & Facilities Executive Committee Members

From: Travis Rob, Manager Operations & Facilities

**RE: First Draft of 2020 Operating & Capital Budget for Operations & Facilities Division**

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A meeting is scheduled for Wednesday January 8, 2020 to review Draft One of the Operations & Facilities Division Operating Budget for 2020, Water Fund, and Sewer Fund. In order to ensure that the Operations & Facilities Executive Committee has a full understanding of how the proposed budget was developed it is pertinent that the enclosed documentation is reviewed and fully understood by each member of the committee.

**Some Major Highlights are as follows:**

- 0% increase in diesel and gasoline costs.
- 4% decrease in natural gas costs.
- 0% increase in hydro costs for O&F accounts.
- 1.7% increase in user fees and charges are reflected in the document at this time.
- 3.22% increase in water & sewer costs in accordance with the Water and Sewer Financial Plan.
- 0% Increase in Recycling Contracted Works for Asselin's handling of the bins at the compactors, \$70,000 increase to Asselin garbage and recycle collection contract costs.
- \$11,000 decrease in streetlight maintenance – Warranty repaired 20 fixtures in 2019. No additional spare heads needed, relay and photocells replaced as needed
- proposed staff adjustments are as follows;
  - Proposed addition of one more student labourer in Parks and Cemeteries to assist with the addition of more greenspace (see attached Administration report dated September 18, 2018) and the need to maintain the Daycare property as well as taking on Sister Kennedy Centre (\$4500 savings in Community Services)



- Decrease in passenger fees at the Fort Frances Airport from 2019 to 2020 with the trends in Bearskin ridership.
- Decrease in fuel sales anticipated at the Airport with related decrease in fuel purchased for re-sale
- Increase in training costs at Public Works, grader and excavator training planned for 2020.
- Addition of funds to Storm Water Management – Urban for a 2020 zoom camera inspection program – Partnership tender with other area municipalities
- Decrease of \$2000 in Fort Frances Cemetery and Increase of \$2000.00 in Riverview cemetery for roadway granular materials to repair roadways.
- Increase of \$10,833.68 for cemetery flowers in 2020

The remainder of this report explains how the budget documentation should be used.

- **The Operations & Facilities Division - 2020 Operating Budget is broken down into three (3) areas;**

- 1) Public Works – Roads, Sidewalks, Engineering, Streetlights, Waste Management, Vehicle/Equipment Maintenance, Water and Sewer
- 2) Parks & Cemeteries – self explanatory
- 3) Airport- self explanatory

In Appendix “A” there is an operating budget reconciliation spreadsheet outlining the major variances in the budgeted amount from 2019 to 2020 for each sub-section for each of the three (3) areas. Also outlined there are explanatory notes highlighting the major factors contributing to the variances. In order to fully appreciate how the 2020 budgeted amounts have been determined, please review the Operations & Facilities Division budget document outlined in Appendix “B”. These spreadsheets include explanatory notes as well as both the sewer and water operating budget amounts.

- **Sewer & Water Funds - 2020 Operating Budgets**

Please find the following pertinent information in Appendix “C”:



- 1- Reconciliation spreadsheet of the Sewer General Fund for the operating budget.
- 2- Reconciliation spreadsheet of the Water General Fund for the operating budget.

- **Operations & Facilities Division 2020 Capital Budget**

For 2020 in an attempt to streamline the Capital Budget Process, Administration will present a complete capital budget that has already been prioritized. This is scheduled to be presented to Council at the January 20, 2020 Budget Meeting.

### **Summary**

Hopefully the information attached in this document will aid you in understanding the Operations & Facilities Division Budget and the Sewer and Water Funds. If you have any questions prior to the scheduled meeting, please feel free to contact me. This report has been prepared for the Operations & Facilities Executive Committee to better understand how the 2020 budget was assembled.



Travis Rob, P.Eng.  
Manager of Operations & Facilities

c.c. - Dawn Galusha, Treasurer  
Doug Brown, CAO

2019Dec 2020 Budget Summary Report

September 19, 2018

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

**RE: Strategic Plan Item 42 – Investigation of Green Space Plan**

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As we draw to a close on the current term of Council and with the changes to the properties currently owned and maintained by the Town of Fort Frances Operations and Facilities Division, an update on the Town's Green Space is timely. At the start of the current term of council the Town maintained 36 properties totalling 125.148 acres of green space.

Since that time, there have been a few properties that have been removed from that listing:

1. Huffman School Property, known as Huffman Court Subdivision: 1.51 acres
2. Property East of Shevlin Wood Yard: 0.42 acres
3. Front Street Condo Property: 1.09 acres
4. 990/992 Kings Highway (Private Lots not included in the 35 properties): 0.755 acres
5. 821 Kings Highway (Private Lots not included in the 35 properties): 0.415 acres

Total Lost: 4.19 acres

Coming into the 2019 cutting season there are some other changes that we are anticipating

1. Addition of the Shevlin Wood Yard: 22.20 acres
2. Addition of 420 Mowat Avenue (Nurses Station): 0.06 acres
3. End of the Contractor Care at the Rainy Lake Square: maintenance only
4. Addition of Care of the Museum courtyard (Summer): maintenance only
5. Addition of Care of the MSC/Library Yard: 1.50 acres
6. Removal of new OPP Detachment Lot: 5.56 acres

Total Gained: 18.20 acres

Many of the properties that we are losing were cut with the large gang mower and many of the properties we are gaining will require smaller equipment and more manpower to maintain. In 2017, as a budgetary saving measure, the Parks Summer Student crew was reduced from 13 to 12 with the proposed removal of the Tourist Information building, reduction in Huffman Lots and sale of the condo property on Front Street. With the additional properties acquired starting in the 2019 season, and the continued operation of the Tourist Information Building, the 2019 budget will include the addition of 1 additional student for the Parks and Cemeteries area for consideration.

It is the recommendation of the Operations and Facilities Executive Committee that the greenspace changes as described per Strategic Plan Item 42 be accepted, and the addition of additional labour be considered as part of the 2019 budget process.

Respectfully Submitted

A handwritten signature in black ink, appearing to read 'Travis Rob', with a stylized flourish at the end.

Travis Rob, P.Eng

**Council approval of this report will ensure that greenspace changes as described per Strategic Plan Item 42 be accepted, and the addition of additional labour be considered as part of the 2019 budget process.**

Manager of Operations and Facilities

2018Sept Greenspace Planning Strat Plan

O& F Division- 2020 Operating Budget Reconciliation

		2016 Budget	2016 Actuals 31-Dec-16	2017 Budget	2017 Actuals 31-Dec-17	2018 Budget	2018 Actuals 31-Dec-18	2019 Budget	2019 Actuals 31-Oct-19	2020 Budget Draft #1	Average 2016, 2017, 2018	Variance 2020-2019	Draft 1 - 2020 as of December 18, 2019	
Remarks														
Public Works	Administration	Revenue	(\$65,235)	(\$545,762)	(\$619,685)	(\$628,033)	(\$651,617)	(\$991,458)	(\$748,312)	(\$515,336)	(\$704,177)	(\$721,751)	\$44,135	Loss of revenue from 2 one time grants
	Administration	Expenditure	(\$58,286)	\$482,181	\$400,321	\$309,274	\$505,080	\$491,666	\$496,315	\$353,057	\$535,206	\$427,707	\$38,890	50% of Facility Superintendent wages
	Building & Grounds		\$118,672	\$124,104	\$121,811	\$124,631	\$122,628	\$118,003	\$132,757	\$71,422	\$133,448	\$122,246	\$691	
	Vehicles		\$219,790	\$172,538	\$230,462	\$32,413	\$212,801	\$133,634	\$222,479	\$171,181	\$211,175	\$112,862	(\$11,304)	Reduction in Fuel Costs
	Equipment		\$229,752	\$221,463	\$244,816	\$13,722	\$226,076	\$156,286	\$231,359	\$152,048	\$216,925	\$130,490	(\$14,434)	Reduction in Fuel/Parts Costs
	Small Equipment		\$18,577	\$13,245	\$19,325	\$12,653	\$19,304	\$15,932	\$19,279	\$10,747	\$17,339	\$13,943	(\$1,940)	Reduction in Fuel/Parts Costs
	S/T		\$463,270	\$467,770	\$397,051	(\$135,341)	\$434,271	(\$75,936)	\$353,877	\$243,119	\$409,916	\$85,498	\$56,039	
Other Public Works	Private Work Charges	\$32,668	\$27,890	\$47,060	\$20,665	\$46,921	\$16,860	\$28,504	\$4,697	\$23,518	\$21,805	(\$4,986)	Reduction in expense closer to 3 year average	
	Private Crossing Charges	\$18,367	\$6,137	\$16,678	\$38,146	\$21,171	\$66,996	\$32,654	\$52,225	\$33,002	\$37,093	\$348		
	Engineering Services	\$27,904	\$30,318	\$33,795	\$39,010	\$35,339	\$31,742	\$34,157	\$29,645	\$34,848	\$33,690	\$691		
S/T		\$78,939	\$64,344	\$97,533	\$97,821	\$103,431	\$115,598	\$95,315	\$86,566	\$91,368	\$92,588	(\$3,947)		
Total PW		\$542,208	\$532,115	\$494,584	-\$37,520	\$537,702	\$39,662	\$449,192	\$329,686	\$501,284	\$178,086	\$52,091		
Roads	Roads Administration	\$49,403	\$46,578	\$71,566	\$74,994	\$77,787	\$63,475	\$79,872	\$51,444	\$80,261	\$61,682	\$389		
	Storm Water Management- Urban	\$96,121	\$111,837	\$118,301	\$51,669	\$123,510	\$98,068	\$140,828	\$116,879	\$124,391	\$87,191	(\$16,437)	Zoom Camera inspection Continuation for 2020	
	Storm Water Management- Rural	\$66,924	\$59,805	\$78,793	\$47,757	\$72,819	\$39,309	\$69,377	\$49,632	\$68,673	\$48,957	(\$704)		
	Roadside Maintenance	\$95,929	\$105,442	\$104,432	\$194,407	\$122,737	\$130,367	\$128,866	\$55,013	\$130,340	\$143,405	\$1,474	Increase in equipment rental	
	Hardtop Maintenance	\$256,556	\$271,483	\$270,824	\$279,827	\$284,793	\$387,724	\$315,578	\$255,067	\$318,086	\$313,012	\$2,508	Increase in equipment rental	
	Loose top Maintenance	\$75,708	\$93,319	\$77,669	\$101,169	\$83,000	\$142,713	\$99,890	\$78,580	\$102,595	\$112,400	\$2,705	Increase in equipment rental	
	Sanding/Salting	\$83,069	\$98,540	\$88,663	\$98,100	\$88,922	\$104,446	\$86,365	\$57,223	\$83,757	\$100,362	(\$2,608)	Reduction in Materials closer to 3 year average	
	Snow Plowing	\$138,879	\$136,617	\$147,133	\$142,498	\$148,151	\$106,348	\$150,978	\$115,717	\$153,531	\$128,488	\$2,553		
	Snow Removal	\$285,448	\$119,977	\$288,663	\$215,003	\$285,283	\$191,137	\$290,564	\$249,283	\$293,031	\$175,372	\$2,467		
	Traffic Operation	\$127,959	\$70,927	\$128,938	\$104,192	\$121,612	\$112,886	\$128,513	\$67,044	\$125,077	\$96,002	(\$3,436)	Reduction in Materials closer to 3 year average	
	Bridges & Culverts	\$8,160	\$0	\$15,917	\$8,141	\$4,091	\$0	\$16,184	\$0	\$4,159	\$2,714	(\$12,025)	No Bridge Inspection required in 2020	
	S/T		\$1,284,157	\$1,114,524	\$1,390,900	\$1,317,758	\$1,412,705	\$1,376,473	\$1,507,015	\$1,095,883	\$1,483,900	\$1,269,585	(\$23,115)	
	Parking Lots													
S/T	Winter Control	\$12,485	\$13,326	\$13,539	\$4,945	\$13,598	\$937	\$13,575	\$3,703	\$13,701	\$6,403	\$126		
	Summer Control	\$3,495	\$579	\$3,455	\$1,773	\$3,444	\$0	\$3,292	\$3,196	\$3,294	\$784	\$2		
		\$15,980	\$13,905	\$16,994	\$6,718	\$17,042	\$937	\$16,867	\$6,899	\$16,996	\$7,187	\$129		
Sidewalks	Administration	\$4,541	\$6,986	\$5,131	\$5,272	\$5,737	\$6,259	\$6,025	\$4,956	\$6,001	\$6,172	(\$24)		
	Winter control	\$47,201	\$58,981	\$48,544	\$47,368	\$49,745	\$72,924	\$87,414	\$68,043	\$88,133	\$59,758	\$719		
	Summer Control	\$56,212	\$24,438	\$47,996	\$12,629	\$47,852	\$39,603	\$49,684	\$52,994	\$49,828	\$25,557	\$144		
	S/T	\$107,954	\$90,405	\$101,672	\$65,269	\$103,334	\$118,786	\$143,123	\$125,993	\$143,962	\$91,487	\$839		
	Total Roads	\$1,300,137	\$1,218,834	\$1,509,565	\$1,389,745	\$1,533,081	\$1,496,197	\$1,667,005	\$1,228,776	\$1,644,858	\$1,368,258	(\$22,147)		
Stores	Operations	\$84,540	\$89,077	\$93,641	\$90,230	\$93,300	\$85,691	\$96,805	\$76,408	\$106,200	\$88,333	\$9,395	Increase in expenses for private sales (not previously budgeted offset with revenue in admin account)	
Road lighting	Traffic signals	\$7,779	\$7,983	\$8,735	\$8,387	\$9,053	\$13,607	\$11,135	\$7,339	\$10,635	\$9,993	(\$500)		
	Streetlights	\$53,317	\$74,722	\$75,496	\$123,669	\$103,197	\$99,707	\$109,710	\$48,617	\$98,570	\$99,366	(\$11,140)	Warranty repaired 21 fixtrues in 2020 replenished our spare supply	
Total		\$2,095,935	\$1,922,731	\$2,182,021	\$1,574,511	\$2,276,333	\$1,734,864	\$2,333,847	\$1,690,826	\$2,361,547	\$1,744,035	\$27,700		
Airport														

	2016 Budget	2016 Actuals 31-Dec-16	2017 Budget	2017 Actuals 31-Dec-17	2018 Budget	2018 Actuals 31-Dec-18	2019 Budget	2019 Actuals 31-Oct-19	2020 Budget Draft #1	Average 2016, 2017, 2018	Variance 2020-2019	Draft 1 - 2020 as of December 18, 2019	
												Remarks	
S/T	Revenue	(\$464,716)	(\$565,097)	(\$547,239)	(\$579,164)	(\$535,704)	(\$576,329)	(\$556,048)	(\$457,604)	(\$543,064)	(\$573,530)	\$12,984	Reduction in Passenger Fees & fuel sales
	Administration	\$432,498	\$510,097	\$518,251	\$518,278	\$487,177	\$566,469	\$551,922	\$431,622	\$521,762	\$531,615	(\$30,160)	Reduction in fuel purchased for resale, no QA Audit required in 2020
	Building Maintenance	\$45,295	\$47,772	\$46,625	\$40,929	\$47,135	\$38,951	\$45,856	\$34,642	\$44,080	\$42,551	(\$1,776)	
	Airport Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	Ground Maintenance	\$63,670	\$44,295	\$63,704	\$39,032	\$68,292	\$97,712	\$59,323	\$50,158	\$83,326	\$60,346	\$24,003	Line painting required in 2020
	Vehicles	\$98	\$108	\$108	\$120	\$120	\$120	\$769	\$0	\$943	\$116	\$174	
		\$76,845	\$37,175	\$81,449	\$19,195	\$67,020	\$126,922	\$101,822	\$58,817	\$107,047	\$61,097	\$5,225	
Waste Management System	Revenue Blue Box/Bag Tags	(\$319,115)	(\$319,130)	(\$361,042)	(\$364,859)	(\$389,368)	(\$370,443)	(\$384,012)	(\$267,187)	(\$384,212)	(\$351,477)	(\$200)	
	Collection Expenditures	\$151,943	\$152,657	\$152,666	\$154,337	\$153,124	\$177,103	\$153,581	\$129,715	\$213,192	\$161,366	\$59,611	New Collection contract 2020
	Recycling Expenditures	\$192,448	\$257,664	\$213,650	\$238,300	\$228,976	\$257,642	\$230,767	\$172,228	\$243,220	\$251,202	\$12,453	New Collection contract 2020
	Landfill Site Revenue	(\$384,888)	(\$387,342)	(\$391,084)	(\$410,288)	(\$396,950)	(\$434,754)	(\$407,271)	(\$412,537)	(\$414,194)	(\$410,794)	(\$6,924)	
	Landfill Expenditures	\$359,612	\$336,033	\$385,811	\$369,426	\$404,218	\$263,502	\$406,935	\$204,360	\$341,994	\$322,987	(\$64,941)	
S/T		\$0	\$39,883	\$1	(\$13,083)	\$0	(\$106,950)	\$0	(\$173,421)	\$0	(\$26,717)	(\$0)	2014 to 2020 no tax revenue to operate the waste management system
Fort Frances Cemetery													
S/T	Revenue	(\$500)	(\$522)	(\$500)	(\$775)	(\$723)	(\$1,246)	(\$723)	(\$1,025)	(\$723)	(\$848)	\$0	
	Ground Maintenance	\$21,585	\$24,205	\$22,642	\$39,174	\$40,035	\$43,103	\$43,205	\$29,491	\$42,018	\$35,494	(\$1,187)	Reduction in roadway granular materials
	Building Maintenance	\$18,816	\$14,497	\$17,884	\$14,406	\$17,354	\$20,872	\$21,114	\$19,142	\$20,194	\$16,592	(\$920)	
	Interments	\$765	\$300	\$718	\$601	\$738	\$852	\$1,247	\$706	\$1,262	\$584	\$15	
	Plots Planting Care	\$46,824	\$28,653	\$36,348	\$64,754	\$74,944	\$31,051	\$75,632	\$29,902	\$80,022	\$41,486	\$4,390	Increase in Flower costs for 2020
	Monuments	\$1,791	\$1,364	\$1,487	\$0	\$1,516	\$8,422	\$1,537	\$2,542	\$1,565	\$3,262	\$28	
		\$89,281	\$68,497	\$78,579	\$118,160	\$133,864	\$103,054	\$142,012	\$80,757	\$144,337	\$96,570	\$2,325	
Riverview Cemetery													
S/T	Revenue	(\$5,600)	(\$4,754)	(\$5,600)	(\$4,991)	(\$5,800)	(\$6,909)	(\$6,000)	(\$4,239)	(\$6,000)	(\$5,551)	\$0	
	Ground Maintenance	\$56,725	\$25,878	\$59,130	\$52,619	\$55,896	\$41,157	\$56,837	\$43,275	\$59,983	\$39,885	\$3,146	Increase for roadway granular materials (From FF Cemetery)
	Building Maintenance	\$10,005	\$6,099	\$8,374	\$6,031	\$9,493	\$6,685	\$13,719	\$9,336	\$13,509	\$6,271	(\$210)	
	Interments	\$15,316	\$15,900	\$15,693	\$8,703	\$8,720	\$14,475	\$10,006	\$12,963	\$10,169	\$13,026	\$163	
	Plots Planting Care	\$86,862	\$114,135	\$99,381	\$112,204	\$105,137	\$87,106	\$105,280	\$94,727	\$115,054	\$104,482	\$9,774	Increase in flower costs for 2020
	Monuments	\$9,067	\$3,869	\$9,658	\$6,999	\$10,318	\$7,449	\$9,997	\$3,283	\$10,195	\$6,106	\$198	
		\$172,375	\$161,126	\$186,635	\$181,564	\$183,764	\$149,964	\$189,839	\$159,344	\$202,910	\$164,218	\$13,071	
Park & Cemeteries General													
S/T	Revenue	(\$67,885)	(\$89,945)	(\$73,615)	(\$59,449)	(\$57,163)	(\$67,931)	(\$61,163)	(\$42,016)	(\$61,515)	(\$72,442)	(\$352)	
	Administration	\$192,298	\$202,387	\$165,713	\$149,131	\$169,954	\$218,698	\$167,644	\$117,401	\$188,234	\$190,072	\$20,590	Includes the addition of 1 additional student to address that addition of the wood yard, Daycare and SKC for 2020)
	Vehicles	\$22,470	\$15,250	\$22,280	\$12,099	\$22,253	\$17,632	\$22,784	\$24,347	\$23,804	\$14,994	\$1,020	
	Equipment	\$31,280	\$28,537	\$30,916	\$12,849	\$30,741	\$34,505	\$31,636	\$41,091	\$32,031	\$25,297	\$395	
	Small Equipment	\$18,310	\$11,670	\$18,171	\$11,834	\$18,095	\$7,882	\$18,767	\$14,639	\$13,842	\$10,462	(\$4,925)	
		\$196,473	\$167,900	\$163,466	\$126,464	\$183,880	\$210,786	\$179,668	\$155,462	\$196,395	\$168,383	\$16,727	
Point Park													
S/T	Revenue	(\$9,679)	(\$24,653)	(\$10,077)	(\$27,017)	(\$15,000)	(\$20,209)	(\$20,000)	(\$20,883)	(\$21,238)	(\$23,960)	(\$1,238)	
	Expenditure	\$38,867	\$41,204	\$40,186	\$30,048	\$34,531	\$60,532	\$44,084	\$46,624	\$44,475	\$43,928	\$391	
		\$29,188	\$16,551	\$30,110	\$3,031	\$19,531	\$40,323	\$24,084	\$25,741	\$23,237	\$19,968	(\$847)	
Parks General - Outdoor Facilities													



	2016 Budget	2016 Actuals 31-Dec-16	2017 Budget	2017 Actuals 31-Dec-17	2018 Budget	2018 Actuals 31-Dec-18	2019 Budget	2019 Actuals 31-Oct-19	2020 Budget Draft #1	Average 2016, 2017, 2018	Variance 2020-2019	Draft 1 - 2020 as of December 18, 2019
												Remarks
Administration	\$230,684	\$284,254	\$266,840	\$284,296	\$264,557	\$258,106	\$269,707	\$280,725	\$254,738	\$275,552	(\$14,969)	
Lions Millennium Park	\$12,196	\$8,965	\$9,634	\$9,701	\$12,463	\$5,123	\$12,995	\$3,579	\$12,533	\$7,930	(\$462)	
Rainy Lake Square					\$14,039	\$7,770	\$13,555	\$2,300	\$13,759	\$7,770	\$204	
	\$242,880	\$293,219	\$276,474	\$293,998	\$291,059	\$270,999	\$296,257	\$286,604	\$281,031	\$286,072	(\$15,226)	
Entire Public Works Area	\$2,095,935	\$1,962,614	\$2,182,022	\$1,561,428	\$2,276,333	\$1,627,914	\$2,333,848	\$1,517,405	\$2,361,547	\$1,717,319	\$27,699	1.19%
Parks & Cemeteries	\$730,197	\$707,293	\$735,263	\$723,217	\$812,098	\$775,125	\$831,860	\$707,908	\$847,910	\$735,212	\$16,050	1.93%
Airport Facility	\$76,845	\$37,175	\$81,449	\$19,195	\$67,020	\$126,922	\$101,822	\$58,817	\$107,047	\$61,097	\$5,225	5.13%
Net Operating Budget	\$2,902,978	\$2,707,082	\$2,998,735	\$2,303,840	\$3,155,451	\$2,529,962	\$3,267,530	\$2,284,130	\$3,316,503	\$2,513,628	\$48,974	1.50%

PUBLIC WORKS 2020 OPERATING BUDGET - DRAFT 1

New G/L Account	Description	2016 Budget Actuals 31-Dec-16	2017 Budget Approved	2017 Budget Actuals 31-Dec-17	2018 Budget Approved	2018 Budget Actuals 31-Dec-18	2019 Budget Approved	2019 Budget Actuals 31-Oct-19	2020 Budget Draft No. 1	3 Year Average 2016, 2017, 2018	Variance 2020-2019	Draft 1 - 2020 Budget as of December 18, 2019
												Remarks
	Public Works											
	Operational Revenue includes GST											
10-060-0614-0330-40578	Lot Grade Setting	(\$2,591)	(\$2,500)	(\$2,706)	(\$2,500)	(\$1,690)	(\$2,000)	(\$1,954)	(\$2,000)	(\$2,329)	\$0	Based on 5 year average (2017, 2016, 2015, 2014 & 2013) - No change 2020
10-060-0614-0330-40582	Sundry Revenue			(\$1,402)		(\$255)		(\$2,000)	(\$1,000)	(\$828)	(\$1,000)	
10-060-0614-0330-40589	Expense Recovery	(\$577)	(\$400)	(\$401)	(\$400)	(\$29)	(\$400)	(\$71)	(\$400)	(\$336)	\$0	
10-060-0614-0330-40595	Private Work Charges	(\$20,445)	(\$17,500)	(\$26,252)	(\$29,713)	(\$8,253)	(\$26,252)	(\$9,134)	(\$25,000)	(\$18,317)	\$1,252	A lot of one time activities- flusher truck or thawing machine to Rainy River or CFN or Atikokan
10-060-0614-0330-40596	Private Crossing Charges	(\$7,516)	(\$10,000)	(\$26,754)	(\$10,000)	(\$57,511)	(\$20,000)	(\$36,853)	(\$25,000)	(\$30,594)	(\$5,000)	based on an increase in crossings for new developments
	s/t	(\$31,130.36)	(\$30,400.00)	(\$57,514.60)	(\$42,613.00)	(\$67,737.67)	(\$48,652.00)	(\$50,012.36)	(\$53,400.00)	(\$52,128)	(\$4,748)	
	Operational Revenue GST Exempt											
10-060-0614-0430-40422	MNDM	\$0	\$0	\$0		(\$1,680)				(\$560)		
10-060-0614-0430-40467	NOHF Grant	\$0			(\$14,537)	(\$31,500)	(\$31,500)			(\$15,750)	\$31,500	AMP Year 2 Grant Unsure of payment schedule as it was awarded late in 2019
10-060-0614-0490-40400	Federal Grant	\$0					(\$25,400)			\$0		2019 FCM AMP Grant - Zoom Camera
10-060-0614-0430-40589	Expense Recoveries	\$0		(\$1,059)		(\$1,329)		(\$644)	(\$1,000)	(\$796)	(\$1,000)	
10-060-0614-0430-40595	Private Work Charges (FFPC, OPP & Library)	(\$2,696)	(\$7,004)	(\$4,893)		(\$1,753)		(\$832)	(\$1,000)	(\$3,114)	(\$1,000)	Managing GIS for FFPC (Est)
10-060-0614-0430-40952	Contribution from Reserves	\$0								\$0	\$0	
10-060-0614-0430-40761	Owned Equipment Rentals	(\$280,720)	(\$308,537)	(\$313,779)	(\$361,093)	(\$548,974)	(\$414,304)	(\$237,314)	(\$416,518)	(\$381,158)	(\$2,214)	Total vehicle/equipment expense distributed throughout corporation - water, sewer, roads, interdepartmental
10-060-0614-0500-40775	Owned Vehicle Rentals	(\$210,319)	(\$252,440)	(\$222,546)	(\$212,070)	(\$332,175)	(\$207,152)	(\$217,191)	(\$208,259)	(\$255,014)	(\$1,107)	
10-060-0614-0530-40595	Private Work Charges HST Exemption	(\$471)		(\$6,670)		(\$193)		(\$2,749)	(\$1,000)	(\$2,445)	(\$1,000)	
10-060-0620-0430-40575	Sales From Stores			(\$2,571)	(\$2,304)	(\$5,040)	(\$2,304)	(\$5,613)	(\$4,000)	(\$3,805)	(\$1,696)	2020 Increase to 3 year average
10-060-0620-0430-40575	Sales From Stores (Water and Sewer Fund)	(\$20,425)	(\$21,304)	(\$19,000)	(\$19,000)		(\$19,000)	(\$980)	(\$19,000)	(\$19,713)	\$0	Expenditure to offset water/sewer account (\$19,000)
10-060-0620-0530-40575	Sales from Stores - POS Rebate					(\$1,076)		\$0		(\$1,076)		
	Total revenue	(\$545,761.57)	(\$619,685.36)	(\$628,033.40)	(\$651,617.25)	(\$991,457.65)	(\$748,312.00)	(\$515,335.71)	(\$704,177.00)	(\$721,751)	\$18,735.00	
	PW Departmental Administration	(\$54,722.30)	(\$58,708.36)	(\$91,708.06)	(\$78,454.25)	(\$110,308.08)	(\$126,856.00)	(\$60,831.28)	(\$79,400.00)	(\$85,579)	\$22,056.00	

PUBLIC WORKS 2020 OPERATING BUDGET - DRAFT 1

New G/L Account	Description	2016 Budget Actuals 31-Dec-16	2017 Budget Approved	2017 Budget Actuals 31-Dec-17	2018 Budget Approved	2018 Budget Actuals 31-Dec-18	2019 Budget Approved	2019 Budget Actuals 31-Oct-19	2020 Budget Draft No. 1	3 Year Average 2016, 2017, 2018	Variance 2020-2019	Draft 1 - 2020 Budget as of December 18, 2019
	Expense											Remarks
	Distributed Salary & Wages	(\$966,192.18)										
	Distributed Benefits	(\$307,138)										
10-060-0614-1101-60013	Overtime & Lieu Time	\$42,773	\$0	(\$7,615)	\$0	\$1,010	\$0	\$2,258	\$0	\$12,056	\$0	
	Paid Leave	\$48,679										
	Vac, Floaters, Stats, Holiday/Vac Pay	\$176,328										
10-060-0614-1101-60010	Salaries/Wages	\$969,805	\$213,091	\$210,560	\$247,235	\$287,241	\$223,309	\$196,767	\$295,327	\$489,202	\$72,018	50% Facilities Superintendent Wages - 2021 will be spread around to all facilities plus Balance of PW
	Disability STD/LTD	\$42,176										
10-060-0614-1101-60055	WSIB	\$37,172	\$11,102	(\$7,338)	\$12,044	\$7,111	\$11,609	\$6,212	\$13,742	\$12,315	\$2,133	
10-060-0614-1101-60025	Canada Pension Plan	\$56,132	\$16,910	\$8,603	\$9,192	\$9,239	\$17,965	\$8,215	\$21,432	\$24,658	\$3,467	
10-060-0614-1101-60030	Employment Insurance	\$26,452	\$7,168	\$3,699	\$4,849	\$4,089	\$6,725	\$3,534	\$7,155	\$11,413	\$430	
	Dental, Vision & Extend Health	\$70,767										
10-060-0614-1101-60035	OMERS	\$125,390	\$34,851	\$19,662	\$33,667	\$20,150	\$34,018	\$20,928	\$45,204	\$55,067	\$11,186	
	Life Insurance	\$7,124										
10-060-0614-1101-60040	Employer Health Tax	\$26,337	\$7,700	\$5,754	\$5,173	\$4,481	\$10,787	\$4,259	\$11,788	\$12,191	\$1,001	
10-060-0614-1101-60020	Summer Staff & Part Time staff	\$49,950	\$3,725	\$7,961	\$13,514	\$41,167	\$4,332	\$20,088	\$4,170	\$33,026	(\$162)	
10-060-0614-1101-60050	Employee Benefits		\$42,476	(\$6,766)	\$31,091	\$16,431	\$56,365	\$15,326	\$63,968	\$4,832	\$7,603	
	Sick Leave											
	Early Retirement Payout											
10-060-0614-1101-71150	Sick Slips	\$125	\$200	\$126	\$200	\$25	\$100	\$50	\$100	\$92	\$0	
	Staff Adjustments				\$82,988	\$0	\$64,615	\$0		\$0	(\$64,615)	2019 - Facilities Superintendent
10-160-0614-1101-71540	Equipment Rentals - Owned			\$13		\$4,222		\$914		\$2,117		
10-060-0614-1200-71251	Telephone & Communication	\$10,262	\$8,920	\$10,487	\$8,920	\$9,866	\$8,920	\$7,265	\$8,700	\$10,205	(\$220)	4 Cellular phones, 1 fax line and telephone system
10-060-0614-1200-71252	Postage, Freight & Courier Services	\$128	\$250	\$93	\$250	\$71	\$100	\$0	\$0	\$97	(\$100)	Use Stores going forward
10-060-0614-1200-71253	Legal	\$4,999	\$3,500	\$21,775	\$3,500	\$9,629	\$3,500	\$0	\$3,500	\$12,134	\$0	
10-060-0614-1200-71260	Memberships & Subscriptions	\$224	\$850	\$674	\$850	\$1,812	\$850	\$530	\$2,000	\$903	\$1,150	Memberships includes NSPWA, PEO(3), TOR, TMB, SCI, Health & Safety Organizations , CNAM, MEA
10-060-0614-1400-71410	Office Supplies	\$7,044	\$5,000	\$6,602	\$5,000	\$4,875	\$5,000	\$2,507	\$5,000	\$6,174	\$0	Paper, pens, pencils, file folders, diaries, etc.
10-060-0614-1400-71480	Protective Clothing/Footwear	\$11,458	\$14,000	\$14,267	\$14,000	\$17,550	\$14,000	\$12,860	\$14,000	\$14,425	\$0	Safety boots, traffic jackets, coveralls
10-060-0614-1500-71502	Computer Maintenance (H&S)	\$2,620	\$6,672	\$7,393	\$3,700	\$3,744	\$10,214	\$6,915	\$10,214	\$4,585	\$0	TA software from Public Sector Digest (3876.00) - OGRA Weather (\$3040) - Fleet GPS (\$3297 for 10 pieces)



PUBLIC WORKS 2020 OPERATING BUDGET - DRAFT 1

New G/L Account	Description	2016 Budget Actuals 31-Dec-16	2017 Budget Approved	2017 Budget Actuals 31-Dec-17	2018 Budget Approved	2018 Budget Actuals 31-Dec-18	2019 Budget Approved	2019 Budget Actuals 31-Oct-19	2020 Budget Draft No. 1	3 Year Average 2016, 2017, 2018	Variance 2020-2019	Draft 1 - 2020 Budget as of December 18, 2019
												Remarks
10-060-0614-1500-71523	Contracted Works	\$6,447	\$5,112	\$5,388	\$5,112	\$5,872	\$5,112	\$17,607	\$5,112	\$5,902	\$0	copier services agreement - relocated CN crossing leases & courier
10-060-0614-1500-71530	travel					\$40				\$40		
10-060-0614-1500-71531	Conferences & Courses	\$6,596	\$10,000	\$2,354	\$15,000	\$12,832	\$10,000	\$7,904	\$15,000	\$7,261	\$5,000	Computer training, First Aid, WHMIS & Working Foreman, Superintendents & Manager - 2018 Increase for Grader Training, 2020 more grader training and excavator training required
10-060-0614-1500-71542	Communications Equipment	\$1,295	\$1,295	\$1,295	\$1,295	\$1,417	\$1,295	\$1,407	\$1,295	\$1,336	\$0	Two-way radio licenses (\$1295.00) + repairs to two-way radio equipment
10-060-0614-1500-71581	Insurance Deductible	\$23,257	\$5,000	\$2,360	\$5,000	\$1,127	\$5,000	\$14,894	\$5,000	\$8,915	\$0	Budgeted for one property claim - does not include water or sewer claims
10-060-0614-1500-71591	Advertising & Public Notices	\$318	\$1,500	\$1,356	\$1,500	\$3,422	\$1,500	\$1,759	\$1,500	\$1,699	\$0	
10-060-0614-1500-71592	Public Relations/Promotion	\$1,653	\$1,000	\$571	\$1,000	\$1,133	\$1,000	\$856	\$1,000	\$1,119	\$0	Retirements, Recognizing of 5,10, & 15 years of service etc....
10-060-0614-1510-75350	Contribution to Capital					\$23,109		\$0		\$23,109		
	Transfer to Equipment Reserve											
	s/t	\$482,181.02	\$400,321.40	\$309,273.97	\$505,079.79	\$491,666.22	\$496,315.35	\$353,056.83	\$535,205.72	\$427,707	\$38,890.37	
		(\$8,858.25)	(\$160,655.60)	(\$227,051.37)	(\$68,083.21)	(\$389,483.35)	(\$125,140.65)	(\$101,447.60)	(\$89,571.28)	(\$208,464)	\$35,569.37	
	Total PW Departmental Administration	(\$63,580.55)	(\$219,363.96)	(\$318,759.43)	(\$146,537.46)	(\$499,791.43)	(\$251,996.65)	(\$162,278.88)	(\$168,971.28)	(\$294,044)	\$57,625.37	
	Building & Grounds											
	Expense											
	Distributed Salary & Wages	\$38,314										
	Distributed Benefits	\$11,940										
10-060-0615-1101-60015	Hourly Full Time		\$32,158	\$37,844	\$32,502	\$25,783	\$36,399	\$13,867	\$37,091	\$31,813	\$692	60% of labourer for shop/yard (\$31,875.) + 2.25% Operator 1 (\$1,272) + Tradesperson (\$3253)
10-060-0615-1101-60010	Overtime					\$97		\$61	\$0	\$97		
10-060-0615-1101-60020	Hourly Part Time		\$0	\$10,059	\$3,614	\$6,163	\$6,553	\$1,911	\$6,678	\$8,111	\$125	20% of three (3) Student Labourers
10-060-0615-1101-60025	Employer CPP		\$1,405	\$2,096	\$1,479	\$1,444	\$1,979	\$798	\$2,066	\$1,770	\$87	
10-060-0615-1101-60030	Employer EI		\$598	\$964	\$613	\$647	\$776	\$340	\$761	\$805	(\$15)	
10-060-0615-1101-60035	Employer OMERS		\$2,753	\$3,086	\$2,785	\$2,552	\$3,343	\$1,366	\$3,452	\$2,819	\$109	
10-060-0615-1101-60040	Employer EHT		\$624	\$890	\$702	\$664	\$636	\$326	\$666	\$777	\$30	
10-060-0615-1101-60050	Employer Benefits		\$3,389	\$3,780	\$3,420	\$2,640	\$4,572	\$2,296	\$4,626	\$3,210	\$54	
10-060-0615-1101-60055	Employer WSIB		\$974	\$1,448	\$1,001	\$1,089	\$1,365	\$527	\$1,398	\$1,269	\$33	
10-060-0615-1101-71540	Equipment Rentals - Own	\$4,559	\$3,000	\$5,822	\$4,500	\$5,747	\$4,500	\$2,105	\$4,500	\$5,376	\$0	Equipment used to maintain yard - snow removal, based on 5 year average
10-060-0615-1400-71416	Natural Gas	\$6,357	\$8,000	\$8,028	\$7,000	\$7,570	\$7,300	\$4,656	\$7,154	\$7,318	(\$146)	New high efficiency furnace 2016 - 2020 closer to 3 yr average
10-060-0615-1400-71420	Electrical Power	\$10,047	\$12,505	\$7,826	\$8,000	\$5,950	\$7,725	\$4,569	\$5,800	\$7,941	(\$1,925)	New HE Furnace/AC in 2016 - 2020 reduce to closer to 3 year average
10-060-0615-1400-71421	Water & Sewer	\$5,489	\$9,431	\$5,375	\$7,000	\$5,087	\$5,770	\$3,418	\$5,956	\$5,317	\$186	2019 based on three year average, in 2020 forecasted increased by 3.22%

PUBLIC WORKS 2020 OPERATING BUDGET - DRAFT 1

New G/L Account	Description	2016 Budget Actuals 31-Dec-16	2017 Budget Approved	2017 Budget Actuals 31-Dec-17	2018 Budget Approved	2018 Budget Actuals 31-Dec-18	2019 Budget Approved	2019 Budget Actuals 31-Oct-19	2020 Budget Draft No. 1	3 Year Average 2016, 2017, 2018	Variance 2020-2019	Draft 1 - 2020 Budget as of December 18, 2019
												Remarks
10-060-0615-1400-71471	materials					\$0				\$0		All in Repairs and Maintenance
10-060-0615-1500-71523	Contracted Works	\$25,342	\$24,543	\$19,039	\$28,000	\$22,455	\$20,000	\$5,669	\$20,000	\$22,279	\$0	Janitorial contract (\$14,476.68), pest control, HVAC mechanic, CN rail leasing parking space \$500 includes \$465 for electrical inspections
10-060-0615-1500-71545	Repairs & Maintenance	\$11,549	\$13,000	\$8,290	\$12,000	\$19,003	\$15,000	\$12,399	\$15,000	\$12,947	\$0	Welding supplies, tools, shop supplies, janitorial supplies, lights - New tradesperson on staff now to complete works increase for tradesperson tool allowance
10-060-0615-1500-71580	Insurance	\$10,506	\$9,431	\$10,084	\$10,011	\$11,112	\$16,839	\$17,115	\$18,300	\$10,567	\$1,461	As per Information Supplied by Deputy Treasurer
	s/t PW Garage & Yard	\$124,104.01	\$121,811.25	\$124,630.74	\$122,627.90	\$118,003.00	\$132,757.00	\$71,422.44	\$133,447.69	\$122,246	\$690.69	
	Municipal Roads											
	Departmental Administration											
	Management Salary	\$35,776										
	Distributed Benefits	\$10,802										
10-060-0611-1305-60010	Salaries Full Time											
10-060-0611-1305-60015	Hourly Full Time		\$53,778	\$39,596	\$58,479	\$48,471	\$59,876	\$38,779	\$59,468	\$44,033	(\$408)	11.25% Manager+ 40% Transportation Superintendent +15% GIS (\$9846.35 New 2017)
10-060-0611-1305-60013	Overtime		\$0	\$3,474	\$0	\$919	\$1,000	\$889	\$1,000	\$2,196	\$0	
10-060-0611-1305-60020	Hourly Part Time		\$1,978		\$1,807	\$0	\$1,990	\$0	\$1,910	\$0	(\$80)	15% GIS Student
10-060-0611-1305-60025	Employer CPP		\$1,748	\$1,193	\$2,468	\$1,344	\$1,895	\$1,324	\$1,978	\$1,268	\$83	
10-060-0611-1305-60030	Employer EI		\$716	\$492	\$1,023	\$565	\$710	\$527	\$707	\$528	(\$3)	
10-060-0611-1305-60035	Employer OMERS		\$6,528	\$4,793	\$5,011	\$5,794	\$6,753	\$4,453	\$6,840	\$5,294	\$87	
10-060-0611-1305-60040	Employer EHT		\$1,132	\$727	\$1,173	\$991	\$1,218	\$797	\$1,237	\$859	\$19	
10-060-0611-1305-60050	Employer Benefits		\$3,958	\$3,423	\$6,154	\$3,903	\$4,560	\$3,442	\$5,200	\$3,663	\$640	
10-060-0611-1305-60055	Employer WSIB		\$1,728	\$1,284	\$1,671	\$1,487	\$1,870	\$1,233	\$1,920	\$1,386	\$50	
	Equipment Rentals - Own	\$291								\$291	\$0	
	Legal Settlement	\$450,000								\$450,000	\$0	
10-060-0611-1510-75390	Contribution to Capital			\$20,013						\$20,013	\$0	
	s/t	\$46,577.77	\$71,565.74	\$74,993.85	\$77,786.61	\$63,474.97	\$79,872.00	\$51,444.49	\$80,260.70	\$61,682	\$388.70	
	Storm Water Management-Urban											
	Distributed Salary & Wages	\$51,416										
	Distributed Benefits	\$15,692										
10-060-0611-1310-60010	Salaries Full Time											
10-060-0611-1310-60015	Hourly Full Time		\$36,260	\$20,140	\$36,319	\$30,330	\$37,075	\$34,978	\$37,779	\$25,235	\$704	Cleaning all catch basin sumps in the Town & 25% of laterals, & Underpass + 5% GIS Expert ( \$3282 )
10-060-0611-1310-60013	Overtime		\$2,000	\$1,964	\$2,000	\$1,464	\$1,500	\$1,854	\$1,500	\$1,714	\$0	Steaming Frozen Catch basins and Laterals

PUBLIC WORKS 2020 OPERATING BUDGET - DRAFT 1

New G/L Account	Description	2016 Budget Actuals 31-Dec-16	2017 Budget Approved	2017 Budget Actuals 31-Dec-17	2018 Budget Approved	2018 Budget Actuals 31-Dec-18	2019 Budget Approved	2019 Budget Actuals 31-Oct-19	2020 Budget Draft No. 1	3 Year Average 2016, 2017, 2018	Variance 2020-2019	Draft 1 - 2020 Budget as of December 18, 2019
												Remarks
10-060-0611-1310-60020	Hourly Part Time		\$8,783	\$2,057	\$7,830	\$1,224	\$3,837	\$502	\$3,910	\$1,640	\$73	10% of three (3) Student Labourers + 5% of GIS Student (\$602)
10-060-0611-1310-60025	Employer CPP		\$1,968	\$1,013	\$1,807	\$1,606	\$1,914	\$1,914	\$1,968	\$1,309	\$54	
10-060-0611-1310-60030	Employer EI		\$838	\$457	\$749	\$686	\$751	\$806	\$725	\$571	(\$26)	
10-060-0611-1310-60035	Employer OMERS		\$3,275	\$1,903	\$3,284	\$2,964	\$3,463	\$3,526	\$3,516	\$2,434	\$53	
10-060-0611-1310-60040	Employer EHT		\$874	\$455	\$859	\$688	\$615	\$784	\$634	\$571	\$19	
10-060-0611-1310-60050	Employer Benefits		\$3,822	\$2,047	\$3,822	\$4,811	\$4,736	\$4,889	\$4,712	\$3,429	(\$24)	
10-060-0611-1310-60055	Employer WSIB		\$1,365	\$652	\$1,224	\$1,107	\$1,321	\$1,258	\$1,331	\$879	\$10	
10-060-0611-1310-71251	Telephone & Communication	\$487	\$600	\$818	\$600	\$689	\$850	\$547	\$850	\$665	\$0	Dedicated Bell lines for Underpass Storm H2O pumping station
10-060-0611-1310-71420	Electrical Costs	\$864	\$1,000	\$862	\$1,000	\$820	\$950	\$814	\$950	\$849	\$0	New 600V 3-phase pumps (2) metered starting in fall of 2012 - Lights changed to LED 2015
10-060-0611-1310-71471	Materials	\$17,915	\$15,000	\$6,905	\$15,000	\$2,465	\$10,000	\$9,725	\$10,000	\$9,095	\$0	In 2020 budgeting to lower 10% of high catch basin frames, covers, calcium chloride, based on 5 year average and pending repairs
10-060-0611-1310-71523	Contracted Works	\$1,192	\$1,000	\$633	\$7,500	\$316	\$32,300	\$35,199	\$15,000	\$713	(\$17,300)	Electrician, Plumber to service Underpass storm H2O pumping station - Increase for \$14,000 in Zoom Camera Inspection (AMP)
10-060-0611-1310-71540	Equipment Rentals - Own	\$24,272	\$41,516	\$11,764	\$41,516	\$48,899	\$41,516	\$20,083	\$41,516	\$28,312	\$0	Flusher Truck, Steamer - Based on 5 year average + 10% projection - No change 2020
	s/t	\$111,837.31	\$118,300.67	\$51,668.84	\$123,510.00	\$98,068.31	\$140,828.00	\$116,879.44	\$124,391.32	\$87,191	(\$16,436.68)	
	Storm Water Management-Rural											
	Distributed Salary & Wages	\$27,178										
	Distributed Benefits	\$8,160										
10-060-0611-1311-60015	Hourly Full Time		\$26,274	\$20,926	\$26,127	\$12,173	\$26,667	\$22,931	\$27,174	\$16,550	\$507	Maintenance of culverts & ditching, includes \$2,868. from Parks (labour), 5% GIS Expert (\$3,282.). Brushing ditches with Boom Mower and Trackless Cutter
10-060-0611-1311-60013	Overtime		\$1,000		\$1,000	\$308	\$500	\$120	\$500	\$308	\$0	Steaming Frozen Culverts
10-060-0611-1311-60020	Hourly Part Time		\$4,729	\$583	\$4,216	\$12	\$3,822	\$389	\$3,895	\$297	\$73	10% of three (3) Student Labourers + 5% of GIS Student (\$546.)
10-060-0611-1311-60025	Employer CPP		\$1,355	\$1,048	\$1,242	\$621	\$1,405	\$1,206	\$1,467	\$834	\$62	
10-060-0611-1311-60030	Employer EI		\$577	\$472	\$515	\$262	\$551	\$501	\$540	\$367	(\$11)	
10-060-0611-1311-60035	Employer OMERS		\$2,335	\$1,784	\$2,325	\$1,252	\$2,449	\$2,232	\$2,529	\$1,518	\$80	
10-060-0611-1311-60040	Employer EHT		\$601	\$402	\$590	\$269	\$451	\$496	\$473	\$335	\$22	
10-060-0611-1311-60050	Employer Benefits		\$2,769	\$2,573	\$2,749	\$1,231	\$3,349	\$3,250	\$3,389	\$1,902	\$40	
10-060-0611-1311-60055	Employer WSIB		\$939	\$690	\$841	\$440	\$969	\$801	\$992	\$565	\$23	
10-060-0611-1311-71471	Materials	\$1,180	\$6,000	\$4,181	\$6,000	\$479	\$5,000	\$755	\$3,500	\$1,946	(\$1,500)	Culverts + Ends ( based on 5 year average ) - Lots to do in 2020 (Backlog)

PUBLIC WORKS 2020 OPERATING BUDGET - DRAFT 1

New G/L Account	Description	2016 Budget Actuals 31-Dec-16	2017 Budget Approved	2017 Budget Actuals 31-Dec-17	2018 Budget Approved	2018 Budget Actuals 31-Dec-18	2019 Budget Approved	2019 Budget Actuals 31-Oct-19	2020 Budget Draft No. 1	3 Year Average 2016, 2017, 2018	Variance 2020-2019	Draft 1 - 2020 Budget as of December 18, 2019
												Remarks
10-060-0611-1311-71523	Contracted Works	\$1,036	\$15,000	\$191	\$10,000	\$4,243	\$7,000	\$350	\$7,000	\$1,823	\$0	Ditching Contractors - Large Backhoe for 3 to 4 Weeks - More ditching to be completed in 2020
10-060-0611-1311-71540	Equipment Rentals - Own	\$22,251	\$17,214	\$14,908	\$17,214	\$18,020	\$17,214	\$16,599	\$17,214	\$18,393	\$0	Steamer, Excavator, Boom Mower, Trackless Tractor, Tandems & 1/2 ton trucks
	s/t	\$59,804.88	\$78,793.27	\$47,756.56	\$72,819.00	\$39,309.04	\$69,377.00	\$49,631.76	\$68,672.96	\$48,957	(\$704.04)	

PUBLIC WORKS 2020 OPERATING BUDGET - DRAFT 1

New G/L Account	Description	2016 Budget Actuals 31-Dec-16	2017 Budget Approved	2017 Budget Actuals 31-Dec-17	2018 Budget Approved	2018 Budget Actuals 31-Dec-18	2019 Budget Approved	2019 Budget Actuals 31-Oct-19	2020 Budget Draft No. 1	3 Year Average 2016, 2017, 2018	Variance 2020-2019	Draft 1 - 2020 Budget as of December 18, 2019
												Remarks
	Roadside Maintenance											
	Distributed Salary & Wages	\$63,406										
	Distributed Benefits	\$18,942	\$0									
10-060-0611-1311-60015	Hourly Full Time		\$57,273	\$98,739	\$70,000	\$58,911	\$71,475	\$29,028	\$72,833	\$78,825	\$1,358	Vegetation Management. Debris Collection, landscaping, includes - \$ 3596. from Parks (labour)
10-060-0611-1311-60013	Overtime		\$500	\$1,262	\$500	\$1,411	\$1,000	\$626	\$1,000	\$1,336	\$0	Callouts - Debris/Animal Removal
10-060-0611-1311-60020	Hourly Part Time		\$4,054	\$14,838	\$4,500	\$10,282	\$3,276	\$5,784	\$3,338	\$12,560	\$62	10% of three (3) Student Labourers
10-060-0611-1311-60025	Employer CPP		\$2,680	\$5,222	\$3,050	\$3,225	\$3,444	\$1,739	\$3,596	\$4,224	\$152	
10-060-0611-1311-60030	Employer EI		\$1,141	\$2,260	\$1,265	\$1,422	\$1,351	\$741	\$1,324	\$1,841	(\$27)	
10-060-0611-1311-60035	Employer OMERS		\$4,945	\$7,981	\$6,042	\$5,850	\$6,565	\$2,879	\$6,778	\$6,915	\$213	
10-060-0611-1311-60040	Employer EHT		\$1,190	\$2,125	\$1,449	\$1,467	\$1,107	\$730	\$1,159	\$1,796	\$52	
10-060-0611-1311-60050	Employer Benefits		\$6,037	\$11,539	\$7,366	\$6,616	\$8,977	\$2,292	\$9,084	\$9,078	\$107	
10-060-0611-1311-60055	Employer WSIB		\$1,858	\$3,597	\$2,065	\$2,400	\$2,376	\$1,179	\$2,433	\$2,999	\$57	
10-060-0611-1312-71471	Materials	\$1,656	\$3,000	\$2,095	\$3,000	\$2,418	\$3,000	\$1,050	\$2,500	\$2,056	(\$500)	Garbage bags, topsoil, sod, small hand tools, based on five year average and projected 2016
10-060-0611-1312-71523	Contracted Works	\$7,941	\$7,500	\$7,912	\$7,500	\$1,448	\$6,500	\$1,690	\$6,500	\$5,767	\$0	Vandettes Grass Cutting (\$2500.) and FFPC contracted to cut trees & limbs (\$5000.)
10-060-0611-1312-71540	Equipment Rentals - Own	\$13,497	\$14,254	\$36,838	\$16,000	\$34,917	\$19,795	\$7,275	\$19,795	\$28,418	\$0	Boom mower, tandems, trucks - 2019 3 year average ( Boom Mower was not used in 2019 due to wet conditions
	Contribution to Capital										\$0	
	s/t	\$105,441.54	\$104,431.56	\$194,407.45	\$122,737.00	\$130,366.84	\$128,866.00	\$55,013.39	\$130,339.84	\$143,405	\$1,473.84	



PUBLIC WORKS 2020 OPERATING BUDGET - DRAFT 1

New G/L Account	Description	2016 Budget Actuals 31-Dec-16	2017 Budget Approved	2017 Budget Actuals 31-Dec-17	2018 Budget Approved	2018 Budget Actuals 31-Dec-18	2019 Budget Approved	2019 Budget Actuals 31-Oct-19	2020 Budget Draft No. 1	3 Year Average 2016, 2017, 2018	Variance 2020-2019	Draft 1 - 2020 Budget as of December 18, 2019
												Remarks
	<b>Hardtop Maintenance</b>											
	Distributed Salary & Wages	\$87,473										
	Distributed Benefits	\$28,539										
10-060-0611-1313-60015	Hourly Full Time		\$78,856	\$98,220	\$83,335	\$86,809	\$87,433	\$95,269	\$89,094	\$92,514	\$1,661	Curb & Gutter & Asphalt repairs, utility cuts, sweeping and shoulder maintenance
10-060-0611-1313-60013	Overtime		\$1,000	\$665	\$1,000	\$683	\$500	\$623	\$500	\$674	\$0	Curb and Gutter Repairs - Cement Watch
10-060-0611-1313-60020	Hourly Part Time		\$10,135	\$9,084	\$9,035	\$7,070	\$8,191	\$6,507	\$8,347	\$8,077	\$156	25% of Three Student Labourers
10-060-0611-1313-60025	Employer CPP		\$3,889	\$5,170	\$3,782	\$4,684	\$4,405	\$5,279	\$4,600	\$4,927	\$195	
10-060-0611-1313-60030	Employer EI		\$1,655	\$2,334.03	\$1,568	\$2,121.36	\$1,728	\$2,253.58	\$1,694	\$2,228	(\$34)	
10-060-0611-1313-60035	Employer OMERS		\$6,836	\$8,856.62	\$7,227	\$8,413.62	\$8,031	\$9,433.26	\$8,291	\$8,635	\$260	
10-060-0611-1313-60040	Employer EHT		\$1,726	\$2,008.05	\$1,797	\$1,992.74	\$1,415	\$2,169.09	\$1,482	\$2,000	\$67	
10-060-0611-1313-60050	Employer Benefits		\$8,311	\$11,412.45	\$8,770	\$9,707.17	\$10,982	\$9,232.97	\$11,112	\$10,560	\$130	
10-060-0611-1313-60055	Employer WSIB		\$2,696	\$3,412.68	\$2,560	\$3,270.33	\$3,040	\$3,503.89	\$3,112	\$3,342	\$72	
10-060-0611-1313-71471	Materials	\$24,773	\$30,000	\$21,865.96	\$30,000	\$26,135.13	\$30,000	\$29,430.12	\$30,000	\$24,258	\$0	Cold mix, hand tools, granular "A", concrete, based on 2017 projected cost
10-060-0611-1313-71523	Contracted Works	\$71,871	\$65,000	\$37,432.43	\$75,000	\$75,780.03	\$75,000	\$35,616.00	\$75,000	\$61,695	\$0	Hot mix asphalt contractor( \$35,000), routing & crack sealing (\$40,000) MMS - additional crack sealing required to catch up. Large and more numerous patches to address bad areas
10-060-0611-1313-71540	Equipment Rentals - Own	\$58,827	\$60,719	\$79,366.35	\$60,719	\$161,057.14	\$84,853	\$55,750.80	\$84,853	\$99,750	\$0	Includes 1300 hours sweeper - 2019 3 year average
	s/t	\$271,483.31	\$270,824.09	\$279,827.18	\$284,793.00	\$387,724.49	\$315,578.00	\$255,067.28	\$318,086.09	\$313,012	\$2,508.09	
	<b>Loosetop Maintenance</b>											
	Distributed Salary & Wages	\$26,313										
	Distributed Benefits	\$8,684	\$0									
10-060-0611-1314-60010	Salaries Full Time		\$0									
10-060-0611-1314-60015	Hourly Full Time		\$21,235	\$32,413	\$25,463	\$30,436	\$26,123	\$21,839	\$26,619	\$31,425	\$496	Grading & Graveling of Loose Top Roads and Lanes
10-060-0611-1314-60013	Overtime		\$0			\$0		\$0	\$0	\$0	\$0	
10-060-0611-1314-60020	Hourly Part Time		\$0	\$205		\$109		\$0	\$0	\$157	\$0	
10-060-0611-1314-60025	Employer CPP		\$928	\$1,595	\$1,042	\$1,649	\$1,203	\$1,136	\$1,257	\$1,622	\$54	
10-060-0611-1314-60030	Employer EI		\$395	\$705	\$432	\$727	\$472	\$469	\$463	\$716	(\$9)	
10-060-0611-1314-60035	Employer OMERS		\$1,818	\$2,596	\$2,182	\$3,216	\$2,400	\$2,197	\$2,477	\$2,906	\$77	
10-060-0611-1314-60040	Employer EHT		\$412	\$607	\$495	\$705	\$387	\$480	\$405	\$656	\$18	
10-060-0611-1314-60050	Employer Benefits		\$2,238	\$4,106	\$2,680	\$4,546	\$3,271	\$2,605	\$3,320	\$4,326	\$49	
10-060-0611-1314-60055	Employer WSIB		\$643	\$1,055	\$706	\$1,157	\$830	\$776	\$850	\$1,106	\$20	

PUBLIC WORKS 2020 OPERATING BUDGET - DRAFT 1

New G/L Account	Description	2016 Budget Actuals 31-Dec-16	2017 Budget Approved	2017 Budget Actuals 31-Dec-17	2018 Budget Approved	2018 Budget Actuals 31-Dec-18	2019 Budget Approved	2019 Budget Actuals 31-Oct-19	2020 Budget Draft No. 1	3 Year Average 2016, 2017, 2018	Variance 2020-2019	Draft 1 - 2020 Budget as of December 18, 2019
												Remarks
10-060-0611-1314-71471	Materials	\$10,041	\$10,000	\$5,642	\$10,000	\$6,359	\$8,000	\$12,626	\$10,000	\$7,347	\$2,000	Granular "A" material - More A needed on some roads
10-060-0611-1314-71523	Contracted Works	\$18,264	\$18,000	\$18,174	\$18,000	\$15,328	\$18,000	\$18,164	\$18,000	\$17,255	\$0	Application of Dust Control - outside contractor + annual Oakwood Road Payment - both have increased
10-060-0611-1314-71540	Equipment Rentals - Own	\$30,017	\$22,000	\$34,073	\$22,000	\$78,479	\$39,204	\$18,287	\$39,204	\$47,523	\$0	Grader, Tandems, Loader, 1/2 ton truck (2019 - 3 Year average)
	s/t	\$93,318.87	\$77,669.24	\$101,169.48	\$83,000.00	\$142,712.53	\$99,890.00	\$78,579.93	\$102,594.84	\$112,400	\$2,704.84	
	Sanding/Salting											
	Distributed Salary & Wages	\$16,779										
	Distributed Benefits	\$5,415										
10-060-0611-1315-60015	Hourly Full Time		\$14,225	\$15,484.11	\$14,501	\$19,965.58	\$14,805	\$10,013.78	\$15,086	\$17,725	\$281	
10-060-0611-1315-60020	Hourly Part Time		\$0	\$496.14		\$0.00		\$0.00	\$0	\$248	\$0	
10-060-0611-1315-60013	Overtime		\$5,000	\$1,415.90	\$5,000	\$1,902.05	\$2,000	\$1,605.52	\$2,000	\$1,659	\$0	Winter Control
10-060-0611-1315-60025	Employer CPP		\$622	\$718.78	\$594	\$1,043.89	\$682	\$573.90	\$712	\$881	\$30	
10-060-0611-1315-60030	Employer EI		\$265	\$261.24	\$246	\$383.45	\$268	\$238.41	\$262	\$322	(\$6)	
10-060-0611-1315-60035	Employer OMERS		\$1,646	\$1,418.89	\$1,671	\$2,045.86	\$1,360	\$1,062.44	\$1,404	\$1,732	\$44	
10-060-0611-1315-60040	Employer EHT		\$276	\$304.25	\$282	\$451.86	\$219	\$231.15	\$230	\$378	\$11	
10-060-0611-1315-60050	Employer Benefits		\$1,499	\$2,453.47	\$1,526	\$2,469.02	\$1,860	\$1,764.49	\$1,882	\$2,461	\$22	
10-060-0611-1315-60055	Employer WSIB		\$431	\$498.64	\$402	\$745.21	\$471	\$373.43	\$482	\$622	\$11	
10-060-0611-1315-71471	Materials	\$48,126	\$40,000	\$49,457.72	\$40,000	\$37,535.79	\$40,000	\$22,769.00	\$37,000	\$45,040	(\$3,000)	Winter Control sand and salt mixture - 3 year average
10-060-0611-1315-71540	Equipment Rentals - Own	\$28,220	\$24,700	\$25,591.27	\$24,700	\$37,903.32	\$24,700	\$18,591.07	\$24,700	\$30,572	\$0	Sander and Combination unit
	s/t	\$98,540.30	\$88,663.49	\$98,100.41	\$88,922.00	\$104,446.03	\$86,365.00	\$57,223.19	\$83,757.33	\$100,362	(\$2,607.67)	

PUBLIC WORKS 2020 OPERATING BUDGET - DRAFT 1

New G/L Account	Description	2016 Budget Actuals 31-Dec-16	2017 Budget Approved	2017 Budget Actuals 31-Dec-17	2018 Budget Approved	2018 Budget Actuals 31-Dec-18	2019 Budget Approved	2019 Budget Actuals 31-Oct-19	2020 Budget Draft No. 1	3 Year Average 2016, 2017, 2018	Variance 2020-2019	Draft 1 - 2020 Budget as of December 18, 2019
												Remarks
	<b>Snowplowing</b>											
	Distributed Salary & Wages	\$49,340										
	Distributed Benefits	\$16,217	\$0									
10-060-0611-1316-60015	Hourly Full Time		\$56,050	\$40,610.35	\$57,137	\$25,642.38	\$58,334	\$31,539.95	\$59,442	\$33,126	\$1,108	All roadways in Town includes hardtop, loosetop and lanes/based on last 5 year average of 16 events
10-060-0611-1316-60013	Overtime		\$7,000	\$19,124.78	\$7,000	\$9,282.02	\$7,000	\$12,767.24	\$8,000	\$14,203	\$1,000	Winter Control
10-060-0611-1316-60020	Hourly Part Time			-\$1,691.87		\$0.00		\$0.00	\$0	(\$846)	\$0	
10-060-0611-1316-60025	Employer CPP		\$2,449	\$2,321.51	\$2,339	\$1,734.09	\$2,687	\$2,334.65	\$2,806	\$2,028	\$119	
10-060-0611-1316-60030	Employer EI		\$1,043	\$863.69	\$970	\$732.32	\$1,054	\$989.10	\$1,033	\$798	(\$21)	
10-060-0611-1316-60035	Employer OMERS		\$5,397	\$4,973.92	\$5,496	\$3,514.42	\$5,358	\$4,307.63	\$5,532	\$4,244	\$174	
10-060-0611-1316-60040	Employer EHT		\$1,087	\$1,013.29	\$1,111	\$745.65	\$863	\$946.92	\$904	\$879	\$41	
10-060-0611-1316-60050	Employer Benefits		\$5,908	\$6,785.65	\$6,013	\$4,285.00	\$7,327	\$6,098.91	\$7,414	\$5,535	\$87	
10-060-0611-1316-60055	Employer WSIB		\$1,698	\$1,705.82	\$1,584	\$1,241.82	\$1,854	\$1,525.92	\$1,898	\$1,474	\$44	
10-060-0611-1316-71523	Contracted Works		\$0			\$3,557.74		\$0.00	\$0	\$3,558	\$0	
10-060-0611-1316-71540	Equipment Rentals - Own	\$71,060	\$66,501	\$66,790.74	\$66,501	\$55,612.38	\$66,501	\$55,206.90	\$66,501	\$64,488	\$0	2-Graders, 2-Snow Plow Trucks, 2-loaders
	s/t	\$136,616.95	\$147,133.36	\$142,497.88	\$148,151.00	\$106,347.82	\$150,978.00	\$115,717.22	\$153,531.08	\$128,488	\$2,553.08	
	<b>Snow Removal</b>											
	Distributed Salary & Wages	\$45,238										
	Distributed Benefits	\$14,839	\$0									
10-060-0611-1317-60015	Hourly Full Time		\$89,164	\$70,642	\$90,894	\$67,607	\$92,797	\$80,176	\$94,560	\$69,125	\$1,763	Labour for loader & trucks includes 6-man night shift proposed from Mid December to Mid March
10-060-0611-1317-60013	Overtime		\$2,000	\$1,159	\$2,000	\$1,442	\$2,000	\$2,082	\$2,000	\$1,301	\$0	Winter Control
10-060-0611-1317-60020	Hourly Part Time			\$579		\$201		\$0	\$0	\$390	\$0	
10-060-0611-1317-60025	Employer CPP		\$3,896	\$3,126	\$3,721	\$3,522	\$4,275	\$4,227	\$4,463	\$3,324	\$188	
10-060-0611-1317-60030	Employer EI		\$1,658	\$1,372	\$1,543	\$1,598	\$1,677	\$1,784	\$1,644	\$1,485	(\$33)	
10-060-0611-1317-60035	Employer OMERS		\$7,804	\$6,165	\$7,961	\$6,766	\$8,524	\$7,880	\$8,800	\$6,465	\$276	
10-060-0611-1317-60040	Employer EHT		\$1,730	\$1,302	\$1,768	\$1,459	\$1,374	\$1,716	\$1,439	\$1,381	\$65	
10-060-0611-1317-60050	Employer Benefits		\$9,398	\$7,631	\$9,565	\$9,024	\$11,656	\$10,795	\$11,794	\$8,328	\$138	
10-060-0611-1317-60055	Employer WSIB		\$2,702	\$2,094	\$2,520	\$2,428	\$2,950	\$2,769	\$3,020	\$2,261	\$70	
10-060-0611-1317-71523	Contracted Works	\$0	\$35,000	\$29,971	\$30,000	\$0	\$30,000	\$30,468	\$30,000	\$9,990	\$0	Rental of Tandems
10-060-0611-1317-71540	Equipment Rentals - Own	\$59,900	\$135,311	\$90,963	\$135,311	\$97,090	\$135,311	\$107,385	\$135,311	\$82,651	\$0	Graders, tandems, loaders includes 6-man night shift proposed from Mid December to Mid March
	s/t	\$119,976.74	\$288,662.90	\$215,003.23	\$285,283.00	\$191,136.70	\$290,564.00	\$249,282.78	\$293,030.64	\$175,372	\$2,466.64	



PUBLIC WORKS 2020 OPERATING BUDGET - DRAFT 1

New G/L Account	Description	2016 Budget Actuals 31-Dec-16	2017 Budget Approved	2017 Budget Actuals 31-Dec-17	2018 Budget Approved	2018 Budget Actuals 31-Dec-18	2019 Budget Approved	2019 Budget Actuals 31-Oct-19	2020 Budget Draft No. 1	3 Year Average 2016, 2017, 2018	Variance 2020-2019	Draft 1 - 2020 Budget as of December 18, 2019
												Remarks
	<b>Traffic Operation</b>											
	Distributed Salary & Wages	\$27,823										
	Distributed Benefits	\$8,457	\$0									
10-060-0611-1318-60015	Hourly Full Time		\$54,117	\$37,422	\$54,929	\$42,967	\$56,054	\$20,428	\$57,119	\$40,194	\$1,065	Line painting, signs (have to meet Min. Maint. Stds.), safety devices, railway X-ing maintenance, pavement markers- staff performing regular road patrols
10-060-0611-1318-60020	Hourly Part Time		\$0	\$6,411		\$4,971	\$3,276	\$5,042	\$3,338	\$5,691	\$62	10% of Three Student Labourers
10-060-0611-1318-60013	Overtime		\$0	\$1,201		\$0		\$105	\$0	\$601	\$0	
10-060-0611-1318-60025	Employer CPP		\$2,365	\$2,063	\$2,249	\$2,374	\$2,733	\$1,235	\$2,854	\$2,218	\$121	
10-060-0611-1318-60030	Employer EI		\$1,007	\$927	\$932	\$1,052	\$1,072	\$540	\$1,051	\$989	(\$21)	
10-060-0611-1318-60035	Employer OMERS		\$4,632	\$3,488	\$4,707	\$4,147	\$5,149	\$1,952	\$5,316	\$3,818	\$167	
10-060-0611-1318-60040	Employer EHT		\$1,050	\$839	\$1,068	\$1,021	\$878	\$508	\$920	\$930	\$42	
10-060-0611-1318-60050	Employer Benefits		\$5,704	\$4,077	\$5,780	\$4,489	\$7,041	\$1,781	\$7,124	\$4,283	\$83	
10-060-0611-1318-60055	Employer WSIB		\$1,640	\$1,247	\$1,523	\$1,675	\$1,886	\$819	\$1,931	\$1,461	\$45	
10-060-0611-1318-71471	Materials	\$13,611	\$20,000	\$16,227	\$20,000	\$18,419	\$20,000	\$10,271	\$15,000	\$16,086	(\$5,000)	Signs, Paint, Posts etc....(have to meet Min. Maint. Stds.) - 2020 3 year average Draft 1
10-060-0611-1318-71523	Contracted Works	\$14,512	\$28,000	\$20,846	\$20,000	\$20,138	\$20,000	\$20,489	\$20,000	\$18,499	\$0	CNR Xing costs, Contractor to do line painting main streets, crosswalks and stop bars - 2013/14/15/16/17/18 and projected 2019
10-060-0611-1318-71540	Equipment Rentals - Own	\$6,523	\$10,424	\$9,443	\$10,424	\$11,634	\$10,424	\$3,874	\$10,424	\$9,200	\$0	Line painter, 1/2 ton trucks
	s/t	\$70,926.76	\$128,938.43	\$104,192.04	\$121,612.00	\$112,886.14	\$128,513.00	\$67,043.62	\$125,076.57	\$96,002	(\$3,436)	
	Transfer to Reserve for Roads											
	<b>Bridges &amp; Culverts</b>											
	Distributed Salary & Wages											
	Distributed Benefits											
10-060-0611-1319-60015	Hourly Full Time		\$2,000	\$0	\$2,000	\$0	\$2,000	\$0	\$2,000	\$0	\$0	
10-060-0611-1319-60013	Overtime		\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	
10-060-0611-1319-60025	Employer CPP		\$87	\$0	\$82	\$0	\$92	\$0	\$94	\$0	\$2	
10-060-0611-1319-60030	Employer EI		\$37	\$0	\$34	\$0	\$63	\$0	\$35	\$0	(\$28)	
10-060-0611-1319-60035	Employer OMERS		\$171	\$0	\$171	\$0	\$184	\$0	\$186	\$0	\$2	
10-060-0611-1319-60040	Employer EHT		\$39	\$0	\$39	\$0	\$30	\$0	\$30	\$0	\$0	
10-060-0611-1319-60050	Employer Benefits		\$22	\$0	\$210	\$0	\$251	\$0	\$249	\$0	(\$2)	
10-060-0611-1319-60055	Employer WSIB		\$61	\$0	\$55	\$0	\$64	\$0	\$64	\$0	(\$0)	
10-060-0611-1319-71471	Materials		\$5,000	\$0	\$1,000	\$0	\$1,000	\$0	\$1,000	\$0	\$0	
10-060-0611-1319-71523	Contracted Works		\$8,000	\$8,141	\$0	\$0	\$12,000	\$0	\$0	\$4,070	(\$12,000)	No Inspection required in 2020
10-060-0611-1319-71540	Equipment Rentals - Own		\$500	\$0	\$500	\$0	\$500	\$0	\$500	\$0	\$0	
	s/t	\$0.00	\$15,917.00	\$8,140.80	\$4,091.00	\$0.00	\$16,184.00	\$0.00	\$4,159.07	\$2,714	(\$12,024.93)	
	<b>Total Municipal Roads</b>	\$1,114,524.43	\$1,390,899.75	\$1,317,757.72	\$1,412,704.61	\$1,376,472.87	\$1,507,015.00	\$1,095,883.10	\$1,483,900.44	\$1,269,585	(\$23,114.56)	

PUBLIC WORKS 2020 OPERATING BUDGET - DRAFT 1

New G/L Account	Description	2016 Budget Actuals 31-Dec-16	2017 Budget Approved	2017 Budget Actuals 31-Dec-17	2018 Budget Approved	2018 Budget Actuals 31-Dec-18	2019 Budget Approved	2019 Budget Actuals 31-Oct-19	2020 Budget Draft No. 1	3 Year Average 2016, 2017, 2018	Variance 2020-2019	Draft 1 - 2020 Budget as of December 18, 2019
												Remarks
	Town Parking Lots											
	Winter Control- Parking Lots											
	Distributed Salaries/Wages	\$4,930.85										
	Distributed Benefits	\$1,627										
10-060-0640-1308-60010	Hourly Full Time		\$4,635	\$1,388	\$4,705	\$241	\$4,799	\$1,252	\$4,890	\$815	\$91	Town Parking lots including Civic Centre, OPP, Lot behind Post office, behind Catholic Church, Arena - based on 5 year average
10-060-0640-1308-60013	Overtime		\$0	\$509		\$79		\$0	\$0	\$294	\$0	
10-060-0640-1308-60025	Employer CPP		\$203	\$89	\$193	\$16	\$221	\$61	\$231	\$53	\$10	
10-060-0640-1308-60030	Employer EI		\$86	\$33	\$80	\$7	\$87	\$25	\$85	\$20	(\$2)	
10-060-0640-1308-60035	Employer OMERS		\$397	\$176	\$403	\$31	\$441	\$113	\$455	\$104	\$14	
10-060-0640-1308-60040	Employer EHT		\$90	\$36	\$92	\$7	\$71	\$25	\$74	\$22	\$3	
10-060-0640-1308-60050	Employer Benefits		\$489	\$154	\$495	\$66	\$603	\$116	\$610	\$110	\$7	
10-060-0640-1308-60055	Employer WSIB		\$140	\$61	\$130	\$11	\$153	\$40	\$156	\$36	\$3	
10-060-0640-1308-71471	Materials		\$1,000.00	\$730	\$1,000.00	\$0	\$700.00	\$0	\$700.00	\$365	\$0	Winter salt/sand
10-060-0640-1308-71540	Equipment Rental - Owned	\$6,768.10	\$6,500.00	\$1,767.68	\$6,500.00	\$479.04	\$6,500.00	\$2,071.68	\$6,500.00	\$3,005	\$0	Plowing Equipment
	s/t	\$13,326.19	\$13,539.41	\$4,945.20	\$13,598.00	\$937.30	\$13,575.00	\$3,702.96	\$13,701.41	\$6,403	\$126.41	
	Summer Control- Parking Lots											
	Distributed Salaries/Wages	\$306.74										
	Distributed Benefits	\$101										
10-060-0640-1309-60010	Hourly Full Time		\$1,500	\$775	\$1,500	\$0	\$1,500	\$763	\$1,500	\$387	\$0	Sweeping, line painting activities, repair signs
10-060-0640-1309-60020	Hourly Part Time		\$0	\$52		\$0		\$637	\$0	\$26	\$0	
10-060-0640-1309-60013	Overtime		\$0			\$0		\$0	\$0	\$0	\$0	
10-060-0640-1309-60025	Employer CPP		\$66	\$42	\$61	\$0	\$69	\$64	\$71	\$21	\$2	
10-060-0640-1309-60030	Employer EI		\$28	\$19	\$25	\$0	\$27	\$29	\$26	\$9	(\$1)	
10-060-0640-1309-60035	Employer OMERS		\$128	\$77	\$129	\$0	\$138	\$69	\$140	\$38	\$2	
10-060-0640-1309-60040	Employer EHT		\$29	\$15	\$29	\$0	\$22	\$27	\$23	\$8	\$1	
10-060-0640-1309-60050	Employer Benefits		\$158	\$159	\$158	\$0	\$188	\$74	\$187	\$79	(\$1)	
10-060-0640-1309-60055	Employer WSIB		\$45	\$28	\$42	\$0	\$48	\$43	\$48	\$14	(\$0)	
10-060-0640-1309-71471	Materials		\$500.00	\$210.68	\$500.00	\$0.00	\$300.00	\$1,241.56	\$300.00	\$105	\$0	Sign materials, paint
10-060-0640-1309-71540	Equipment Rental - Owned	\$170.70	\$1,000.00	\$396.28	\$1,000.00	\$0.00	\$1,000.00	\$250.00	\$1,000.00	\$189	\$0	
	s/t	\$578.67	\$3,454.50	\$1,772.61	\$3,444.00	\$0.00	\$3,292.00	\$3,196.46	\$3,294.30	\$784	\$2	
	Total Parking Lots	\$13,904.86	\$16,993.91	\$6,717.81	\$17,042.00	\$937.30	\$16,867.00	\$6,899.42	\$16,995.71	\$7,187	\$128.71	New account in 2010

PUBLIC WORKS 2020 OPERATING BUDGET - DRAFT 1

New G/L Account	Description	2016 Budget Actuals 31-Dec-16	2017 Budget Approved	2017 Budget Actuals 31-Dec-17	2018 Budget Approved	2018 Budget Actuals 31-Dec-18	2019 Budget Approved	2019 Budget Actuals 31-Oct-19	2020 Budget Draft No. 1	3 Year Average 2016, 2017, 2018	Variance 2020-2019	Draft 1 - 2020 Budget as of December 18, 2019
												Remarks
	Sidewalks											
	Expense											
	Administration - Sidewalks											
	Expense Recovery											
	Management Salary	\$4,787										
	Distributed Benefits	\$1,497										
10-060-0617-1101-60015	Hourly Full Time		\$3,821	\$4,103.15	\$4,427	\$4,754.87	\$4,711	\$3,702.22	\$4,588	\$4,429	(\$123)	5% of Supt. of Transportation distributed time
10-060-0617-1101-60013	Overtime		\$0			\$114.95		\$111.19	\$0	\$115	\$0	
10-060-0617-1101-60020	Hourly Part Time					\$0.00		\$0.00		\$0	\$0	
10-060-0617-1101-60025	Employer CPP		\$127	\$121.20	\$181	\$140.17	\$137	\$128.57	\$145	\$131	\$8	
10-060-0617-1101-60030	Employer EI		\$52	\$50.13	\$75	\$59.10	\$51	\$50.85	\$51	\$55	(\$0)	
10-060-0617-1101-60035	Employer OMERS		\$527	\$458.08	\$379	\$559.42	\$527	\$423.27	\$534	\$509	\$7	
10-060-0617-1101-60040	Employer EHT		\$87	\$68.80	\$86	\$97.50	\$92	\$75.57	\$93	\$83	\$1	
10-060-0617-1101-60050	Employer Benefits		\$382	\$343.96	\$466	\$382.00	\$361	\$342.49	\$440	\$363	\$79	
10-060-0617-1101-60055	Employer WSIB		\$135	\$126.18	\$123	\$151.11	\$146	\$122.03	\$150	\$139	\$4	
10-060-0617-1101-71540	Equipment Rentals - Own	\$702						\$0		\$702	\$0	
	Contribution to Reserve Funds											
	s/t	\$6,986.00	\$5,130.95	\$5,271.50	\$5,737.00	\$6,259.12	\$6,025.00	\$4,956.19	\$6,001.25	\$6,172	(\$23.75)	
	Winter Control- Sidewalks											
	Distributed Salary & Wages	\$29,295										
	Distributed Benefits	\$9,454										
10-060-0617-1308-60015	Hourly Full Time		\$22,059	\$20,770.99	\$22,487	\$33,456.43	\$45,862	\$31,445.43	\$46,733	\$27,114	\$871	Sidewalk Machine Operator ( 5 year average X 2 ) - Only 8 Events in 2018 to date - will now be running 2 sidewalk plows for all events to meet Minimum Maintenance Standards
10-060-0617-1308-60013	Overtime		\$1,000	\$1,085.76	\$1,000	\$1,364.32	\$2,500	\$4,589.53	\$3,500	\$1,225	\$1,000	Will have to plow sidewalks on weekend events to meet Minimum Maintenance Standards
10-060-0617-1308-60020	Hourly Part Time		\$0	\$3,523.27		\$4,448.42		\$0.00	\$0	\$3,986	\$0	
10-060-0617-1308-60025	Employer CPP		\$964	\$988.58	\$921	\$1,821.67	\$2,113	\$1,850.68	\$2,206	\$1,405	\$93	
10-060-0617-1308-60030	Employer EI		\$410	\$398.09	\$382	\$715.50	\$829	\$775.71	\$812	\$557	(\$17)	
10-060-0617-1308-60035	Employer OMERS		\$1,974	\$1,665.89	\$2,013	\$3,181.14	\$4,213	\$3,359.08	\$4,349	\$2,424	\$136	
10-060-0617-1308-60040	Employer EHT		\$428	\$430.89	\$437	\$793.27	\$679	\$749.75	\$711	\$612	\$32	
10-060-0617-1308-60050	Employer Benefits		\$2,325	\$2,344.84	\$2,366	\$3,108.58	\$5,760	\$4,211.94	\$5,829	\$2,727	\$69	
10-060-0617-1308-60055	Employer WSIB		\$668	\$701.74	\$623	\$1,312.56	\$1,458	\$1,211.12	\$1,493	\$1,007	\$35	
10-060-0617-1308-71471	Materials	\$2,420	\$1,200	\$3,205.57	\$2,000	\$2,097.18	\$4,000	\$831.62	\$2,500	\$2,574	(\$1,500)	Winter Control Sand/Salt Mixture, Ice Melt - 2019 Increase due to changes in MMS and more sand/salt required - 2020 3 year average
10-060-0617-1308-71540	Equipment Rentals - Own	\$17,812	\$17,516	\$12,252.77	\$17,516	\$20,625.21	\$20,000	\$19,018.36	\$20,000	\$16,897	\$0	Holder & Trackless Sidewalk Machines
	s/t	\$58,980.96	\$48,544.48	\$47,368.39	\$49,745.00	\$72,924.28	\$87,414.00	\$68,043.22	\$88,133.05	\$59,758	\$719.05	

PUBLIC WORKS 2020 OPERATING BUDGET - DRAFT 1

New G/L Account	Description	2016 Budget Actuals 31-Dec-16	2017 Budget Approved	2017 Budget Actuals 31-Dec-17	2018 Budget Approved	2018 Budget Actuals 31-Dec-18	2019 Budget Approved	2019 Budget Actuals 31-Oct-19	2020 Budget Draft No. 1	3 Year Average 2016, 2017, 2018	Variance 2020-2019	Draft 1 - 2020 Budget as of December 18, 2019
												Remarks
	Summer Control- Sidewalks											
	Distributed Salary & Wages	\$12,262										
	Distributed Benefits	\$3,703										
10-060-0617-1309-60015	Hourly Full Time		\$20,616	\$3,995	\$20,616	\$17,770	\$21,456	\$20,012	\$21,864	\$10,882	\$408	Sweeping & minor repairs (1040 hours) & annual inspection of sidewalk to meet Min. Maintenance Standard - did less sidewalk repairs than planned in 2014 due to flooding in early summer - less in 2015 due to capital Jobs- Less in 2016/17 due to manpower and other priorities. Need to do some catch up.
10-060-0617-1309-60013	Overtime		\$1,000	\$172	\$1,000	\$0	\$1,000	\$488	\$500	\$86	(\$500)	Repairs - Cement Watch
10-060-0617-1309-60020	Hourly Part Time		\$0	\$1,355		\$1,972	\$3,276	\$4,389	\$3,338	\$1,663	\$62	10% of Three Summer Students
10-060-0617-1309-60025	Employer CPP		\$901	\$261	\$844	\$972	\$1,139	\$1,284	\$1,190	\$616	\$51	
10-060-0617-1309-60030	Employer EI		\$383	\$120	\$350	\$430	\$447	\$557	\$438	\$275	(\$9)	
10-060-0617-1309-60035	Employer OMERS		\$1,850	\$395	\$1,852	\$1,775	\$1,971	\$2,052	\$2,035	\$1,085	\$64	
10-060-0617-1309-60040	Employer EHT		\$400	\$101	\$401	\$410	\$366	\$527	\$383	\$255	\$17	
10-060-0617-1309-60050	Employer Benefits		\$2,173	\$958	\$2,170	\$2,755	\$2,695	\$4,164	\$2,727	\$1,856	\$32	
10-060-0617-1309-60055	Employer WSIB		\$625	\$145	\$571	\$674	\$786	\$849	\$805	\$409	\$19	
10-060-0617-1309-71471	Materials	\$1,310	\$7,000	\$704	\$7,000	\$303	\$3,500	\$9,761	\$3,500	\$772	\$0	Concrete, granular "A", forming material - new grinder in late 2018 for crack repairs. Need to focus on accessibility improvements
10-060-0617-1309-71540	Equipment Rentals - Own	\$7,163	\$13,048	\$4,425	\$13,048	\$12,542	\$13,048	\$8,910	\$13,048	\$8,043	\$0	Holder & Trackless Sidewalk Machines, Bobcat, Backhoe & 1/2 ton trucks
	s/t	\$24,438.02	\$47,996.25	\$12,629.24	\$47,852.00	\$39,602.93	\$49,684.00	\$52,993.94	\$49,827.90	\$25,557	\$143.90	
	Total Sidewalks	\$90,404.98	\$101,671.68	\$65,269.13	\$103,334.00	\$118,786.33	\$143,123.00	\$125,993.35	\$143,962.20	\$91,487	\$839.20	
	TOTAL Roads	\$1,218,834.27	\$1,509,565.34	\$1,389,744.66	\$1,533,080.61	\$1,496,196.50	\$1,667,005.00	\$1,228,775.87	\$1,644,858.35	\$1,368,258	(\$22,146.65)	

PUBLIC WORKS 2020 OPERATING BUDGET - DRAFT 1

New G/L Account	Description	2016 Budget Actuals 31-Dec-16	2017 Budget Approved	2017 Budget Actuals 31-Dec-17	2018 Budget Approved	2018 Budget Actuals 31-Dec-18	2019 Budget Approved	2019 Budget Actuals 31-Oct-19	2020 Budget Draft No. 1	3 Year Average 2016, 2017, 2018	Variance 2020-2019	Draft 1 - 2020 Budget as of December 18, 2019
												Remarks
	Private Work Charges											
	Distributed Salary & Wages	\$5,705										
	Distributed Benefits	\$1,879										
10-060-0611-1305-60015	Hourly Full Time		\$20,000	\$11,135	\$20,000	\$10,509	\$10,000	\$2,438	\$10,000	\$10,822	\$0	Vacuum Truck for FFPC, CCTV sewer inspections, clean drains (other than sanitary), locates/tracing, inspection services, \$3915.03 for GIS Staff to FFPC
10-060-0611-1305-60013	Overtime			\$649		\$212		\$920		\$430	\$0	
10-060-0611-1305-60020	Hourly Part Time		\$0	\$163		\$161	\$200	\$186	\$200	\$162	\$0	
10-060-0611-1305-60025	Employer CPP		\$874	\$512	\$819	\$512	\$470	\$188	\$482	\$512	\$12	
10-060-0611-1305-60030	Employer EI		\$372	\$223	\$340	\$221	\$184	\$79	\$177	\$222	(\$7)	
10-060-0611-1305-60035	Employer OMERS		\$1,712	\$1,062	\$1,714	\$1,072	\$919	\$336	\$931	\$1,067	\$12	
10-060-0611-1305-60040	Employer EHT		\$388	\$220	\$389	\$230	\$151	\$76	\$155	\$225	\$4	
10-060-0611-1305-60050	Employer Benefits		\$2,108	\$1,340	\$2,105	\$533	\$1,256	\$372	\$1,247	\$937	(\$9)	
10-060-0611-1305-60055	Employer WSIB		\$606	\$277	\$554	\$326	\$324	\$101	\$326	\$301	\$2	
10-060-0670-1101-71540	Equipment Rentals - Own	\$4,438	\$5,000	\$75	\$5,000	\$0	\$5,000	\$0	\$5,000	\$1,504	\$0	
10-060-0670-1400-71471	Materials	\$15,868	\$16,000	\$5,009	\$16,000	\$3,086	\$10,000	\$0	\$5,000	\$7,988	(\$5,000)	
	s/t	\$27,889.55	\$47,060.00	\$20,665.00	\$46,921.00	\$16,860.15	\$28,504.00	\$4,696.73	\$23,517.68	\$21,805	(\$4,986.32)	
	Private Crossing Charges											
	Distributed Salary & Wages	\$2,769										
	Distributed Benefits	\$829										
10-060-0671-1101-60015	Hourly Full Time		\$8,195	\$9,981	\$9,392	\$17,540	\$12,675	\$19,408	\$12,916	\$13,761	\$241	Based on average of 9 crossings over 10 years ( 10 Crossings in 2018 - 2 were unusually large which accounts for the extra labour, materials in 2018) - Increase due to development in Huffman Court
10-060-0671-1101-60015	Overtime			\$399		\$182		\$93	\$0	\$291	\$0	
10-060-0671-1101-60020	Hourly Part Time		\$0	\$1,598		\$1,584	\$1,638	\$2,937	\$1,646	\$1,591	\$8	5% of Three Student Labourers
10-060-0671-1101-60025	Employer CPP		\$358	\$568	\$384	\$958	\$659	\$1,193	\$687	\$763	\$28	
10-060-0671-1101-60030	Employer EI		\$152	\$263	\$159	\$433	\$259	\$515	\$253	\$348	(\$6)	
10-060-0671-1101-60035	Employer OMERS		\$701	\$962	\$805	\$1,755	\$1,164	\$1,981	\$1,202	\$1,359	\$38	
10-060-0671-1101-60040	Employer EHT		\$159	\$220	\$183	\$405	\$212	\$489	\$222	\$312	\$10	
10-060-0671-1101-60050	Employer Benefits		\$864	\$1,272	\$988	\$1,615	\$1,592	\$1,677	\$1,611	\$1,444	\$19	
10-060-0671-1101-60055	Employer WSIB		\$248	\$376	\$260	\$664	\$455	\$790	\$465	\$520	\$10	
10-060-0671-1101-71540	Equipment Rentals - Own	\$811	\$3,000	\$10,092	\$6,000	\$19,365	\$8,000	\$8,206	\$8,000	\$10,089	\$0	2018 & 2019 - Increase due to development in Huffman Court
10-060-0671-1400-71471	Materials	\$1,727	\$3,000	\$12,414	\$3,000	\$22,494	\$6,000	\$14,937	\$6,000	\$12,212	\$0	Concrete, granular A, culverts, mesh 2018 & 2019 - Increase due to development in Huffman Court
	s/t	\$6,137.13	\$16,678.08	\$38,145.83	\$21,171.00	\$66,995.88	\$32,654.00	\$52,224.64	\$33,002.18	\$37,093	\$348.18	



PUBLIC WORKS 2020 OPERATING BUDGET - DRAFT 1

New G/L Account	Description	2016 Budget Actuals 31-Dec-16	2017 Budget Approved	2017 Budget Actuals 31-Dec-17	2018 Budget Approved	2018 Budget Actuals 31-Dec-18	2019 Budget Approved	2019 Budget Actuals 31-Oct-19	2020 Budget Draft No. 1	3 Year Average 2016, 2017, 2018	Variance 2020-2019	Draft 1 - 2020 Budget as of December 18, 2019
												Remarks
	Vehicle Expenses											
	Distributed Salary & Wages	\$43,277										
	Distributed Benefits	\$14,259										
10-060-0618-2910-60015	Hourly Full Time		\$50,221	\$6,461	\$51,244	\$29,394	\$51,112	\$37,768	\$57,211	\$17,927	\$6,099	37.5 % of Mechanics hours
10-060-0618-2910-60013	Overtime		\$500	\$2,583	\$500	\$0	\$2,500	\$2,286	\$2,500	\$1,292	\$0	
10-060-0618-2910-60025	Employer CPP		\$2,195	\$342	\$2,239	\$1,407	\$2,234	\$2,067	\$2,500	\$874	\$266	
10-060-0618-2910-60030	Employer EI		\$934	\$140	\$953	\$620	\$951	\$844	\$1,064	\$380	\$113	
10-060-0618-2910-60035	Employer OMERS		\$4,342	\$911	\$4,387	\$2,904	\$4,375	\$4,258	\$4,897	\$1,908	\$522	
10-060-0618-2910-60040	Employer EHT		\$974	\$163	\$994	\$548	\$992	\$848	\$1,110	\$355	\$118	
10-060-0618-2910-60050	Employer Benefits		\$5,293	\$984	\$5,401	\$4,056	\$5,387	\$4,679	\$6,030	\$2,520	\$643	
10-060-0618-2910-60055	Employer WSIB		\$1,522	\$283	\$1,553	\$917	\$1,549	\$1,370	\$1,734	\$600	\$185	
10-060-0618-2910-71417	Diesel Fuel	\$9,776	\$40,744		\$35,000	\$14,684	\$35,000	\$22,178	\$35,000	\$12,230	\$0	2020 - No Change
10-060-0618-2910-71418	Gasoline	\$45,706	\$56,823		\$50,000	\$30,053	\$55,000	\$29,843	\$35,000	\$37,880	(\$20,000)	
10-060-0618-2910-71451	Vehicle Parts & Maintenance	\$40,082	\$43,530	\$461	\$35,000	\$27,330	\$35,000	\$27,818	\$35,000	\$22,624	\$0	2020 - No Change
10-060-0618-2910-71523	Contracted Works	\$1,243	\$5,000	\$1,230	\$5,000	\$4,926	\$8,000	\$16,416	\$8,000	\$2,467	\$0	Annual Air Emission inspection & scanner for Tandem trucks- air emission issues (idle factor)- new sweeper and new plow truck also require scanner at Peterbuilt for diagnostics
10-060-0618-2910-71580	Insurance	\$8,641	\$8,831	\$7,999	\$8,731	\$6,996	\$7,597	\$8,210	\$8,580	\$7,879	\$983	As per Information Supplied by Deputy Treasurer
10-060-0618-2910-71582	Licenses	\$9,554	\$9,554	\$10,856	\$11,799	\$9,799	\$12,782	\$12,594	\$12,549	\$10,070	(\$233)	2018 - \$2000 increase due to changes in road building machines regulation - 2020 no increase over 2019 actual
	s/t	\$172,538.32	\$230,462.38	\$32,412.97	\$212,801.00	\$133,634.31	\$222,479.00	\$171,180.51	\$211,175.19	\$112,862	(\$11,303.81)	
	Large Equipment Expenses											
	Distributed Salary & Wages	\$62,163										
	Distributed Benefits	\$20,414										
10-060-0619-2912-60015	Hourly Full Time		\$63,613	\$7,609	\$64,909	\$36,203	\$64,742	\$37,023	\$72,468	\$21,906	\$7,726	47.5% of Mechanics hours
10-060-0619-2912-60013	Overtime		\$1,500	\$941	\$1,500	\$1,577	\$1,500	\$1,904	\$1,500	\$1,259	\$0	
10-060-0619-2912-60025	Employer CPP		\$2,780	\$323	\$2,837	\$1,943	\$2,829	\$1,997	\$3,167	\$1,133	\$338	
10-060-0619-2912-60030	Employer EI		\$1,183	\$134	\$1,207	\$842	\$1,204	\$817	\$1,348	\$488	\$144	
10-060-0619-2912-60035	Employer OMERS		\$5,574	\$901	\$5,556	\$4,015	\$5,542	\$4,109	\$6,203	\$2,458	\$661	
10-060-0619-2912-60040	Employer EHT		\$1,234	\$154	\$1,259	\$819	\$1,256	\$815	\$1,406	\$487	\$150	
10-060-0619-2912-60050	Employer Benefits		\$6,705	\$941	\$6,841	\$4,705	\$6,824	\$4,750	\$7,638	\$2,823	\$814	
10-060-0619-2912-60055	Employer WSIB		\$1,927	\$302	\$1,967	\$1,343	\$1,962	\$1,317	\$2,196	\$823	\$234	
10-060-0619-2912-71417	Diesel Fuel	\$40,300	\$79,330		\$69,000	\$41,537	\$69,000	\$45,437	\$50,000	\$40,919	(\$19,000)	
10-060-0619-2912-71451	Equipment Parts & Maintenance	\$75,521	\$74,970	\$2,416	\$65,000	\$61,095	\$70,500	\$43,397	\$65,000	\$46,344	(\$5,500)	
10-060-0619-2912-71523	Contracted Works	\$23,065	\$6,000		\$6,000	\$2,209	\$6,000	\$10,481	\$6,000	\$12,637	\$0	Contract mechanics & welding repairs
	Equipment Rentals - Owned											
	s/t	\$221,463.20	\$244,815.87	\$13,721.64	\$226,076.00	\$156,286.43	\$231,359.00	\$152,047.92	\$216,925.18	\$130,490	(\$14,433.82)	

PUBLIC WORKS 2020 OPERATING BUDGET - DRAFT 1

New G/L Account	Description	2016 Budget Actuals 31-Dec-16	2017 Budget Approved	2017 Budget Actuals 31-Dec-17	2018 Budget Approved	2018 Budget Actuals 31-Dec-18	2019 Budget Approved	2019 Budget Actuals 31-Oct-19	2020 Budget Draft No. 1	3 Year Average 2016, 2017, 2018	Variance 2020-2019	Draft 1 - 2020 Budget as of December 18, 2019
												Remarks
	<b>Small Equipment Expenses</b>											
	Distributed Salary & Wages	\$7,627										
	Distributed Benefits	\$2,517										
10-060-0619-2914-60015	Hourly Full Time		\$6,696	\$7,713	\$6,833	\$9,317	\$6,815	\$5,228	\$7,628	\$8,515	\$813	5% of Mechanics hours
10-060-0619-2914-60013	Overtime		\$0	\$101	\$0	\$0	\$0	\$99	\$0	\$50	\$0	
10-060-0619-2914-60025	Employer CPP		\$293	\$365	\$299	\$441	\$298	\$269	\$333	\$403	\$35	
10-060-0619-2914-60030	Employer EI		\$125	\$159	\$127	\$197	\$127	\$110	\$142	\$178	\$15	
10-060-0619-2914-60035	Employer OMERS		\$573	\$806	\$585	\$1,005	\$583	\$552	\$653	\$906	\$70	
10-060-0619-2914-60040	Employer EHT		\$130	\$141	\$133	\$202	\$132	\$111	\$148	\$172	\$16	
10-060-0619-2914-60050	Employer Benefits		\$706	\$773	\$720	\$858	\$718	\$391	\$804	\$816	\$86	
10-060-0619-2914-60055	Employer WSIB		\$203	\$250	\$207	\$333	\$206	\$179	\$231	\$291	\$25	
10-060-0619-2914-71417	Diesel	\$528	\$1,000	\$406	\$800	\$394	\$800	\$230	\$500	\$443	(\$300)	
10-060-0619-2914-71418	Gasoline	\$150	\$400	\$20	\$400	\$0	\$400	\$112	\$200	\$57	(\$200)	
10-060-0619-2914-71419	Propane	\$353	\$1,200	\$608	\$1,200	\$945	\$1,200	\$1,372	\$1,200	\$635	\$0	No Change 2020
10-060-0619-2914-71451	Equipment Parts & Maintenance	\$2,011	\$7,500	\$1,310	\$7,500	\$2,238	\$7,500	\$1,689	\$5,000	\$1,853	(\$2,500)	
10-060-0619-2914-71523	Contracted Works	\$60	\$500		\$500		\$500	\$406	\$500	\$60	\$0	Welding repairs
10-060-0619-2914-71540	Equipment Rentals - Owned							\$0			\$0	
	s/t	\$13,245.24	\$19,325.04	\$12,653.08	\$19,304.00	\$15,931.62	\$19,279.00	\$10,747.23	\$17,339.49	\$13,943	(\$1,939.51)	
	<b>Public Works Stores</b>											
	<b>Stores Operations</b>											
	Distributed Salary & Wages	\$65,432										
	Distributed Benefits	\$21,395	\$0									
10-060-0620-1101-60015	Hourly Full Time		\$67,073	\$62,541	\$69,258	\$54,521	\$72,095	\$51,802	\$75,577	\$58,531	\$3,482	100% Storekeeper, 5% Supt. of Transportation & 5% of Supt. of Environmental & Facilities distributed time & replacement of storekeeper when on Vacation
10-060-0620-1101-60020	Hourly Part Time		\$0	\$1,440	\$0	\$2,975	\$0	\$0	\$0	\$2,207	\$0	
10-060-0620-1101-60013	Overtime		\$500	\$1,032	\$500	\$1,968	\$500	\$466	\$500	\$1,500	\$0	Year End
10-060-0620-1101-60025	Employer CPP		\$3,313	\$2,662	\$2,835	\$2,661	\$1,761	\$2,706	\$1,853	\$2,662	\$92	
10-060-0620-1101-60030	Employer EI		\$1,350	\$1,120	\$1,176	\$1,131	\$1,118	\$1,144	\$1,113	\$1,125	(\$6)	
10-060-0620-1101-60035	Employer OMERS		\$6,806	\$6,419	\$5,978	\$6,023	\$6,990	\$5,623	\$7,476	\$6,221	\$486	
10-060-0620-1101-60040	Employer EHT		\$1,471	\$1,211	\$1,347	\$1,264	\$1,406	\$1,138	\$1,481	\$1,238	\$75	
10-060-0620-1101-60050	Employer Benefits		\$7,833	\$6,951	\$7,288	\$7,086	\$8,169	\$6,609	\$8,310	\$7,018	\$141	
10-060-0620-1101-60055	Employer WSIB		\$2,297	\$1,968	\$1,920	\$1,982	\$2,268	\$1,763	\$2,393	\$1,975	\$125	
10-060-0620-1101-71540	Equipment Rentals - Own	\$950	\$598	\$613	\$598	\$196	\$598	\$0	\$598	\$586	\$0	Shop truck to pick-up parts (5 year average)
10-060-0620-1200-71252	Freight, Postage, Courier	\$191	\$1,000	\$752	\$1,000	\$52	\$500	\$131	\$500	\$332	\$0	Reflect distribution of material costs

PUBLIC WORKS 2020 OPERATING BUDGET - DRAFT 1

New G/L Account	Description	2016 Budget Actuals 31-Dec-16	2017 Budget Approved	2017 Budget Actuals 31-Dec-17	2018 Budget Approved	2018 Budget Actuals 31-Dec-18	2019 Budget Approved	2019 Budget Actuals 31-Oct-19	2020 Budget Draft No. 1	3 Year Average 2016, 2017, 2018	Variance 2020-2019	Draft 1 - 2020 Budget as of December 18, 2019
												Remarks
10-060-0620-1400-71471	Materials	\$427	\$800	\$574	\$800	\$133	\$800	\$71	\$800	\$378	\$0	Miscellaneous items such as shelving, lights, tools etc....
10-060-0620-1500-71550	Private Sale	\$36		\$6,604		\$5,471		\$4,845	\$5,000	\$4,037	\$5,000	
10-060-0620-1700-71729	Inventory - Small Items	\$140	\$500	\$457	\$500	\$227	\$500	\$109	\$500	\$275	\$0	Nuts, bolts, nails & small items
10-060-0620-1700-72505	Inventory Adjustment Expense	\$506	\$100	(\$4,114)	\$100	\$0	\$100	\$0	\$100	(\$1,203)	\$0	
	Total Public Works Stores	\$89,077.03	\$93,640.73	\$90,230.35	\$93,300.00	\$85,691.02	\$96,805.00	\$76,408.29	\$106,199.69	\$88,333	\$9,394.69	
	Traffic Signal Maintenance											
10-060-0623-1400-71420	Electrical Power	\$4,450	\$3,735	\$3,402	\$3,735	\$2,479	\$3,735	\$1,904	\$3,735	\$3,443	\$0	0% increase 2020
10-060-0623-1400-71471	Materials	\$297	\$1,500	\$0	\$1,500	\$2,844	\$2,000	\$1,268	\$3,000	\$1,047	\$1,000	No more spare signal heads need to start to replace, No spare Poles
10-060-0623-1500-71523	Contracted Works	\$3,236	\$3,500	\$4,985	\$3,500	\$8,284	\$5,000	\$4,168	\$3,500	\$5,502	(\$1,500)	More failures requiring restarting. More OT Calls - 2020 4 new cabinets
10-060-0623-1500-71534	Pole Attachment Rentals - FFPC			\$318	\$318	\$322	\$400	\$0	\$400	\$320	\$0	New in 2017
	s/t Traffic Signal Maintenance	\$7,983.26	\$8,735.00	\$8,387.03	\$9,053.00	\$13,607.24	\$11,135.00	\$7,339.02	\$10,635.00	\$9,993	(\$500.00)	
	Street Lighting Maintenance											
	Distributed Salary & Wages											
	Distributed Benefits											
10-060-0650-1400-71420	Electrical Power	\$64,079	\$66,640	\$67,449	\$66,640	\$56,217	\$66,640	\$43,822	\$56,500	\$62,582	(\$10,140)	LED Streetlights to installed in 2013 (Honeywell) substantial energy savings - 2020 use 2018 actuals
10-060-0650-1400-71471	Materials	\$1,757	\$1,000	\$15,919	\$2,000	\$4,439	\$4,000	\$285	\$3,000	\$7,371	(\$1,000)	20 fixtures repaired under warranty in 2019, have lots of spare heads
10-060-0650-1500-71523	Contracted Works	\$8,887	\$7,856	\$13,601	\$7,856	\$12,069	\$7,856	\$4,510	\$7,856	\$11,519	\$0	FFPC- labour & equipment - MMS Inspections (3 year average) 2017 warranty repairs
10-060-0650-1500-71534	Pole Attachment Rentals - FFPC			\$26,701	\$26,701	\$26,982	\$31,214	\$0	\$31,214	\$26,841	\$0	New in 2017
	s/t Street Lighting	\$74,722.05	\$75,496.00	\$123,669.43	\$103,197.00	\$99,706.95	\$109,710.00	\$48,617.13	\$98,570.00	\$99,366	(\$11,140.00)	
		\$1,831,890.05	\$2,245,778.44	\$1,729,629.99	\$2,264,903.61	\$2,084,910.10	\$2,418,930.00	\$1,752,037.34	\$2,362,222.76	\$1,882,143	(\$56,707.24)	



PUBLIC WORKS 2020 OPERATING BUDGET - DRAFT 1

New G/L Account	Description	2016 Budget Actuals 31-Dec-16	2017 Budget Approved	2017 Budget Actuals 31-Dec-17	2018 Budget Approved	2018 Budget Actuals 31-Dec-18	2019 Budget Approved	2019 Budget Actuals 31-Oct-19	2020 Budget Draft No. 1	3 Year Average 2016, 2017, 2018	Variance 2020-2019	Draft 1 - 2020 Budget as of December 18, 2019
												Remarks
	Waste Management Services											
	Revenue											
	Operational Revenue GST Exempt											
10-080-0840-0330-40783	Grant from Stewardship Ontario For MHSW event	(\$15,852)	(\$17,000)	(\$16,705)	(\$17,000)	\$0	(\$17,000)	\$0	(\$17,000)	(\$10,852)	\$0	MHSW - approximately 85% recovery
10-080-0840-0430-40632	Sundry Revenue	(\$100)		(\$100)		(\$200)		(\$200)	(\$200)	(\$133)	(\$200)	
10-080-0840-0430-40777	Sale of Backyard Composters	(\$86)	(\$86)	(\$43)	(\$86)	\$0	(\$86)	(\$216)	(\$86)	(\$43)	\$0	Sale of 2 backyard composters @ \$43.20/unit (Average 2014/15/16 actuals & 2017 projection)
10-080-0840-0430-40780	Sale of Bag Tags	(\$21,516)	(\$27,360)	(\$25,286)	(\$27,000)	(\$26,746)	(\$27,000)	(\$25,074)	(\$27,000)	(\$24,516)	\$0	based on selling 12,000 tags per year (\$2.28/tag) or \$2,280 per month.
10-080-0840-0430-40781	Glass Recycling Grant	(\$86,240)	(\$90,400)	(\$91,380)	(\$119,086)	(\$114,074)	(\$113,730)	(\$86,636)	(\$113,730)	(\$97,231)	\$0	Based on 2019 funding allocation
10-080-0840-0430-40785	Environmental Fee	(\$195,336)	(\$226,196)	(\$231,345)	(\$226,196)	(\$229,424)	(\$226,196)	(\$155,060)	(\$226,196)	(\$218,702)	\$0	New rate as of July 1st, 2013. (2016 based on 3870 (Residential & ICI) (Mill Closed) at \$4.31/m). 2017 Increase to \$5.00 - No Change 2018,2019,2020
	s/t	(\$319,129.60)	(\$361,042.00)	(\$364,859.05)	(\$389,368.00)	(\$370,443.02)	(\$384,012.00)	(\$267,186.93)	(\$384,212.00)	(\$351,477)	(\$200.00)	
	Expense											
	Garbage Collection											
	Management Salary	\$8,846										
	Distributed Benefits	\$2,643										
10-080-0840-1101-60015	Hourly Full Time		\$5,172	\$6,863	\$6,027	\$20,068	\$6,413	\$17,383	\$6,494	\$13,466	\$81	3.75% O & F Manager (\$4113.31) + 2.5% Supt. of Environment (\$2299.33)
10-080-0840-1101-60020	Hourly Part Time		\$0	\$266	\$0	\$1,416	\$0	\$1,079	\$0	\$841	\$0	
10-080-0840-1101-60013	Overtime		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
10-080-0840-1101-60025	Employer CPP		\$159	\$198	\$247	\$956	\$172	\$870	\$181	\$577	\$9	
10-080-0840-1101-60030	Employer EI		\$64	\$70	\$102	\$412	\$63	\$371	\$63	\$241	\$0	
10-080-0840-1101-60035	Employer OMERS		\$632	\$737	\$516	\$2,026	\$761	\$1,752	\$770	\$1,381	\$9	
10-080-0840-1101-60040	Employer EHT		\$113	\$125	\$117	\$440	\$129	\$381	\$130	\$283	\$1	
10-080-0840-1101-60050	Employer Benefits		\$477	\$439	\$634	\$1,679	\$547	\$1,338	\$550	\$1,059	\$3	
10-080-0840-1101-60055	Employer WSIB		\$735	\$164	\$167	\$656	\$182	\$570	\$186	\$410	\$4	
10-080-0840-1101-71540	Equipment Rental - Own	\$1,295		\$188		\$3,525		\$2,663		\$1,669	\$0	
10-080-0840-1400-71471	Composters From Stock	\$116	\$123	\$43	\$123	\$0	\$123	\$246	\$123	\$53	\$0	4 Composters in stock - budgeted 0 in 2014, 1 in 2015, 2 in 2016 & 3in 2017. Purchased 350,000 bag tags in 2012 (\$7,185.06).
10-080-0840-1500-71523	Contracted Works	\$139,758	\$145,191	\$145,244	\$145,191	\$145,924	\$145,191	\$103,063	\$204,693	\$143,642	\$59,502	Asselin Transportation & Storage @ \$192,380.05/yr for garbage + \$9790 for bins. (HST portion - \$3558.20). Contract expires Oct. 31, 2024. Flat rate for 5 yrs. Daycare bin is \$1017/yr + HST (included in \$9790).
10-080-0840-1510-75350	Contribution to Capital					\$0		\$0		\$0	\$0	
	s/t	\$152,657.31	\$152,666.45	\$154,337.11	\$153,124.00	\$177,102.91	\$153,581.00	\$129,714.98	\$213,191.54	\$161,366	\$59,610.54	

PUBLIC WORKS 2020 OPERATING BUDGET - DRAFT 1

New G/L Account	Description	2016 Budget Actuals 31-Dec-16	2017 Budget Approved	2017 Budget Actuals 31-Dec-17	2018 Budget Approved	2018 Budget Actuals 31-Dec-18	2019 Budget Approved	2019 Budget Actuals 31-Oct-19	2020 Budget Draft No. 1	3 Year Average 2016, 2017, 2018	Variance 2020-2019	Draft 1 - 2020 Budget as of December 18, 2019
												Remarks
	Recycling Services											
	Provincial Grant											
	Distributed Salary & Wages	\$19,853										
	Distributed Benefits	\$6,271										
	Management Salary											Transfer to G/L G-351-1101-1110
10-080-0860-1101-60015	Hourly Full Time		\$10,000	\$15,990	\$10,000	\$16,601	\$12,175	\$12,374	\$12,210	\$16,295	\$35	Recycling glass - transport to PW yard, load Emterra trailer. Recycling drop off station - clean up and maintenance (\$2,500) & 3.75% Manager + 2.5% Supt. Environment Full operation starting in 2016. Less labour and equipment.
10-080-0860-1101-60020	Hourly Part Time		\$0	\$1,156		\$564		\$106	\$0	\$860	\$0	
10-080-0860-1101-60013	Overtime		\$500	\$1,741	\$500	\$1,402	\$500	\$837	\$500	\$1,571	\$0	
10-080-0860-1101-60025	Employer CPP		\$370	\$728	\$409	\$800	\$561	\$594	\$576	\$764	\$15	
10-080-0860-1101-60030	Employer EI		\$153	\$319	\$170	\$339	\$220	\$243	\$212	\$329	(\$8)	
10-080-0860-1101-60035	Employer OMERS		\$1,587	\$1,708	\$900	\$1,884	\$1,118	\$1,342	\$1,136	\$1,796	\$18	
10-080-0860-1101-60040	Employer EHT		\$207	\$343	\$194	\$383	\$180	\$276	\$186	\$363	\$6	
10-080-0860-1101-60050	Employer Benefits		\$986	\$2,450	\$1,052	\$1,803	\$1,529	\$1,586	\$1,523	\$2,127	(\$6)	
10-080-0860-1101-60055	Employer WSIB		\$312	\$558	\$277	\$556	\$387	\$398	\$390	\$557	\$3	
10-080-0860-1101-71540	Equipment Rentals - Own	\$9,535	\$5,000	\$5,334	\$5,000	\$14,729	\$5,000	\$5,025	\$5,000	\$9,866	\$0	Recycling glass - loader to empty bins. Recycle Drop Off Station - loader and misc. maintenance (\$1,000) - New compactor fall 2016
10-080-0860-1200-71253	Legal	\$1,454				\$0		\$0		\$727	\$0	
10-080-0860-1400-71420	Electrical Power	\$2,373	\$3,500	\$1,942	\$3,500	\$1,366	\$2,000	\$1,019	\$1,443	\$1,894	(\$557)	Estimated new compactors (2) being on line starting 2016. Fall 2016 new commercial compactor - 2020 - 3 year average
10-080-0860-1400-71471	Materials	\$583	\$500	\$1,583	\$1,000	\$369	\$1,000	\$391	\$800	\$845	(\$200)	Purchase of composters - non profit, misc. maintenance (\$1,000.00)
10-080-0860-1500-71523	Contracted Works	\$194,307	\$166,585	\$181,140	\$182,000	\$188,868	\$182,000	\$145,922	\$193,000	\$188,105	\$11,000	Glass Recycling - includes transport glass to Emterra (\$1,650/trip (Est. 2 trips) and process fee (Est. \$500)). Curbside Recycling Collection - Asselin's (\$99,388.67+HST/yr). Processing Plant & Collection Services - EMTERRA (\$1,650/trip (2 - containers) - 3 trips/mth.), connection/reconnection of roll-off containers - Asselin's (\$140/each - 3/mth.), and EMTERRA (tipping fee - \$40/t based on 500 t/yr.) (HST portion payable - \$2,855.23) & Misc. Repairs (\$1,500)

PUBLIC WORKS 2020 OPERATING BUDGET - DRAFT 1

New G/L Account	Description	2016 Budget Actuals 31-Dec-16	2017 Budget Approved	2017 Budget Actuals 31-Dec-17	2018 Budget Approved	2018 Budget Actuals 31-Dec-18	2019 Budget Approved	2019 Budget Actuals 31-Oct-19	2020 Budget Draft No. 1	3 Year Average 2016, 2017, 2018	Variance 2020-2019	Draft 1 - 2020 Budget as of December 18, 2019
												Remarks
												Will be holding event in September of 2020 - Joint tender with Dryden better pricing of MHSW Event Day- (Costs 2009 - \$13,405.35, 2010 - \$22,690.48, 2011 - \$12,608.29 & 2012 - \$12,500.00, 2013 - \$ 19,105.76 & 2014- \$ 19,286.80, 2016 - \$20,365.56, 2017 - \$20,740.06 2018 - \$25,938 2019 - 25,993.35, 2020 - \$25,993.35 )
10-080-0860-1500-71570	Household Hazardous Waste Day	\$20,797	\$22,000	\$21,361	\$22,000	\$25,991	\$22,000	\$0	\$24,000	\$22,716	\$2,000	
10-080-0860-1500-71590	Insurance	\$324	\$1,949	\$1,946	\$1,974	\$1,988	\$2,097	\$2,114	\$2,244	\$1,419	\$147	New in 2017
10-080-0860-1510-75350	Contribution to Capital	\$2,168				\$0		\$0		\$1,084	\$0	
	s/t	\$257,663.96	\$213,649.60	\$238,300.19	\$228,976.00	\$257,641.81	\$230,767.00	\$172,228.09	\$243,220.49	\$251,202	\$12,453.49	
	Sanitary Landfill Site											
	Operational Revenue GST Exempt											
10-080-0850-0430-40602	Tipping Fees	(\$387,342)	(\$391,084)	(\$410,288)	(\$396,950)	(\$434,754)	(\$407,271)	(\$412,537)	(\$414,194)	(\$410,794)	(\$6,924)	2020 - 1.7% increase from 2019 budget
	Expense											
	Operations											
	Distributed Salary & Wages	\$6,544										
	Distributed Benefits	\$1,896										
	Management Salary											
												Haul "A" gravel for roadways - 4 days @ 2 drivers & loader operator, reinstall chain link fence (\$2,000.00) and Man. Salary at 3.75% manager + 5% of Supt. Environment
10-080-0850-1101-60010	Hourly Full Time		\$14,420	\$8,258	\$10,000	\$10,663	\$12,175	\$7,604	\$12,210	\$9,461	\$35	
10-080-0850-1101-60013	Overtime		\$500		\$500	\$0		\$0	\$0	\$0	\$0	
10-080-0850-1101-60025	Employer CPP		\$547	\$217	\$409	\$395	\$561	\$311	\$576	\$306	\$15	
10-080-0850-1101-60030	Employer EI		\$227	\$90	\$170	\$169	\$220	\$127	\$212	\$130	(\$8)	
10-080-0850-1101-60035	Employer OMERS		\$2,213	\$907	\$900	\$1,150	\$1,118	\$890	\$1,136	\$1,029	\$18	
10-080-0850-1101-60040	Employer EHT		\$299	\$143	\$194	\$207	\$180	\$164	\$186	\$175	\$6	
10-080-0850-1101-60050	Employer Benefits		\$1,451	\$642	\$1,052	\$936	\$1,529	\$577	\$1,523	\$789	(\$6)	
10-080-0850-1101-60055	Employer WSIB		\$456	\$152	\$277	\$213	\$287	\$180	\$390	\$183	\$103	
10-080-0850-1101-71540	Equipment Rentals - Own		\$4,817	\$25	\$4,817	\$203	\$4,817	\$0	\$4,817	\$114	\$0	2 trucks & loader
10-080-0850-1200-71252	Postage, Freight Courier	\$356		\$392		\$0		\$0	\$0	\$249	\$0	
10-080-0850-1400-71419	Propane	\$198	\$500	\$198	\$250	\$201	\$250	\$198	\$0	\$199	(\$250)	Scale shack - Propane furnace no longer works tank gone
10-080-0850-1400-71420	Electrical Power	\$1,865	\$1,357	\$1,675	\$1,500	\$1,179	\$1,500	\$1,046	\$1,500	\$1,573	\$0	
10-080-0850-1400-71425	Taxes	\$2,516	\$2,591	\$829	\$2,643	\$822	\$2,749	\$812	\$822	\$1,389	(\$1,927)	Paid to Alberton Township - 2020 - 3 year average
10-080-0850-1400-71471	Materials	\$749	\$3,500	\$837	\$1,500	\$2,361	\$1,500	\$123	\$1,500	\$1,315	\$0	Granular "A" material and fencing mat'ls. (\$500.00)

PUBLIC WORKS 2020 OPERATING BUDGET - DRAFT 1

New G/L Account	Description	2016 Budget Actuals 31-Dec-16	2017 Budget Approved	2017 Budget Actuals 31-Dec-17	2018 Budget Approved	2018 Budget Actuals 31-Dec-18	2019 Budget Approved	2019 Budget Actuals 31-Oct-19	2020 Budget Draft No. 1	3 Year Average 2016, 2017, 2018	Variance 2020-2019	Draft 1 - 2020 Budget as of December 18, 2019
												Remarks
10-080-0850-1500-71513	Contractor 5% Incentive	\$3,695	\$4,900	\$4,381	\$4,900	\$3,685	\$4,500	\$2,909	\$3,500	\$3,921	(\$1,000)	5% of cash collected and deposited in the Town's bank account - Decrease in 2020 with less cash use at landfill
10-080-0850-1500-71523	Contracted Works	\$238,360	\$238,017	\$238,263	\$238,017	\$239,991	\$238,017	\$186,131	\$238,017	\$238,872	\$0	Total contract price + HST = \$256,284.00 Veert's contract expires Oct. 31, 2020. Veert's (\$226,800) - 0% increase + refrigerant contractor (\$1,300) + Pest Control (\$1,500) + Ground Water Monitoring - ALS Lab. Fee (\$4,300.00) + (HST portion payable - \$4,116.64).
10-080-0850-1500-71523	landfill Post -Closure - Annual Costs	\$23,360	\$64,183	\$23,360	\$23,360		\$23,360		\$23,360	\$23,360	\$0	
10-080-0850-1500-71545	Weigh Scale Maintenance	\$0	\$3,000	\$2,643	\$3,000	\$1,475	\$3,000	\$3,308	\$3,000	\$1,373	\$0	Weigh-tronix repairs to weighing system & calibration (1/yr.)
10-080-0850-1500-75390	Transfer to Reserve Fund	\$56,361	\$42,832	\$86,413	\$110,729	\$0	\$111,172	\$0	\$49,245	\$47,591	(\$61,927)	balance the waste management system
10-080-0850-1600-71665	Credit Card Discount	\$133		\$0		(\$149)		(\$19)		(\$5)	\$0	
	s/t	\$336,032.97	\$385,810.54	\$369,426.48	\$404,218.00	\$263,502.21	\$406,935.00	\$204,360.25	\$341,994.27	\$322,987	(\$64,940.73)	
	Total Sanitary Landfill Site	(\$51,308.54)	(\$5,273.28)	(\$40,861.25)	\$7,268.00	(\$171,251.94)	(\$335.70)	(\$208,177.15)	(\$72,200.03)	(\$87,807)	(\$71,864.33)	
	Total Waste Management Services	\$39,883.13	\$0.77	(\$13,083.00)	\$0.00	(\$106,950.24)	\$0.30	(\$173,421.01)	(\$0.00)	(\$26,717)	(\$0.30)	
	Engineering											
	NOHFC Grant											
	Distributed Salary & Wages	\$17,002										
	Distributed Benefits	\$5,080										
10-060-0624-1101-60010	Hourly Full Time		\$16,626	\$23,455	\$19,194	\$18,010	\$18,073	\$17,103	\$18,512	\$20,732	\$439	7.5% of O & F Manager (\$8226.62) + 15% of GIS position (\$9846.35)
10-060-0624-1101-60013	Overtime			\$411		\$286		\$63	\$0	\$349	\$0	
10-060-0624-1101-60020	Hourly Part Time		\$1,780	\$439	\$1,807	\$913	\$1,899	\$955	\$1,910	\$676	\$11	15% GIS Student (1898.75)
10-060-0624-1101-60025	Employer CPP		\$995	\$902	\$860	\$659	\$693	\$772	\$710	\$781	\$17	
10-060-0624-1101-60030	Employer EI		\$419	\$379	\$357	\$276	\$266	\$325	\$264	\$328	(\$2)	
10-060-0624-1101-60035	Employer OMERS		\$2,306	\$2,429	\$1,645	\$2,047	\$2,030	\$1,817	\$2,053	\$2,238	\$23	
10-060-0624-1101-60040	Employer EHT		\$500	\$439	\$408	\$395	\$400	\$369	\$405	\$417	\$5	
10-060-0624-1101-60050	Employer Benefits		\$2,325	\$2,125	\$2,020	\$1,423	\$1,346	\$1,321	\$1,350	\$1,774	\$4	
10-060-0624-1101-60055	Employer WSIB		\$760	\$708	\$582	\$589	\$594	\$537	\$606	\$648	\$12	
10-060-0624-1101-71540	Equipment Rentals - Own	\$1,088	\$750	\$1,350	\$750	\$1,613	\$1,140	\$1,000	\$1,321	\$1,350	\$181	Rental of van & half ton truck - (Summer student usage) 2019 - 3 year average
	Distributed Salary/Wages/Benefits	\$158										

PUBLIC WORKS 2020 OPERATING BUDGET - DRAFT 1

New G/L Account	Description	2016 Budget Actuals 31-Dec-16	2017 Budget Approved	2017 Budget Actuals 31-Dec-17	2018 Budget Approved	2018 Budget Actuals 31-Dec-18	2019 Budget Approved	2019 Budget Actuals 31-Oct-19	2020 Budget Draft No. 1	3 Year Average 2016, 2017, 2018	Variance 2020-2019	Draft 1 - 2020 Budget as of December 18, 2019
												Remarks
	Distributed Benefits	\$52										
10-060-0624-1332-71471	Materials includes GIS materials	\$6,544	\$6,335	\$5,696	\$6,716	\$4,972	\$6,716	\$5,078	\$6,716	\$5,737	\$0	Special plotter paper, film, tapes, etc. + GIS operating items work plan for 2015 (License renewals, software, etc.),PW pays 15% of GIS costs
10-060-0624-1332-71523	Contracted Works	\$357	\$1,000	\$677	\$1,000	\$560	\$1,000	\$305	\$1,000	\$531	\$0	Repairs to large printer & plotter
10-060-0624-1332-71540	Equipment Rentals - Own	\$38										
	s/t	\$30,317.72	\$33,795.26	\$39,009.81	\$35,339.00	\$31,742.29	\$34,157.00	\$29,645.08	\$34,847.69	\$33,690	\$691	
	Total PW	\$1,962,614.36	\$2,182,021.76	\$1,561,428.11	\$2,276,333.05	\$1,627,913.72	\$2,333,847.65	\$1,517,404.97	\$2,361,546.86	\$1,717,319	\$27,699.21	
	Sanitary Sewer System											
	Operational Revenue											
40-080-0811-0330-40595	Private Work Charges	(\$5,000)				(\$43,788)		(\$8,827)		(\$24,394)	\$0	See Private Work Charges (GST Exempt) - GST ruling as of Sept. 18/06
	New Connection Charges											
	s/t	(\$5,000.00)	\$0.00	\$0.00	\$0.00	(\$43,788.28)	\$0.00	(\$8,826.86)	\$0.00	(\$16,263)	\$28,592	
	Operational Revenue GST Exempt											
	NOHF Grant											
	Expense Recoveries	(\$363,923)		\$10,927		\$0		\$0		(\$117,665)	\$0	2014 Flood expense recovery revenue from the government - Flood S-410-0430-0409 40-080-0811-0430-40409
40-080-0811-0430-40595	Private Work Charges	(\$33,000)	(\$19,000)	(\$13,102)	(\$19,000)	(\$16,215)	(\$19,000)	(\$5,487)	(\$19,000)	(\$20,772)	\$0	Fees for unplugging private property sewer lines - average 12 per month (Average 2014/15/16 actuals & 2017 projection) - New minimum charge implemented in 2016. No change in 2018.
40-080-0811-0430-40619	New Connection Charges	(\$3,498)	(\$8,500)	(\$59,215)	(\$8,500)	(\$22,130)	(\$8,500)	(\$1,000)	(\$8,500)	(\$28,281)	\$0	New account in 2007 ( 0 in 2014, 2 in 2015, 1 - 2016, 2 in 2017, 3 in 2018) Est. 1 in 2019
40-080-0811-0430-40682	Late Payment Charges	(\$12,616)	(\$7,000)	(\$7,137)	(\$7,000)	(\$12,107)	(\$7,000)	(\$6,264)	(\$7,000)	(\$10,620)	\$0	Based on Avg. 2014/15/16 & 2017 projection - No Change in 2018
40-080-0811-0430-40760	Sewer Charges	(\$2,450,397)	(\$2,480,926)	(\$2,457,653)	(\$2,545,430)	(\$2,475,381)	(\$2,569,445)	(\$1,702,194)	(\$2,693,701)	(\$2,461,143)	(\$124,256)	2.8% increase in residential, 3.22% increase in ICI
	Contribution from Reserve Fund (2006 carryovers											
	Contribution from Reserve Fund 2007											
	Local Improvement revenue											
	s/t	(\$2,863,434.57)	(\$2,515,425.96)	(\$2,526,178.81)	(\$2,579,930.00)	(\$2,525,832.14)	(\$2,603,945.00)	(\$1,714,944.91)	(\$2,728,200.68)	(\$2,638,482)	(\$124,255.68)	
	Total Revenue	(\$2,868,434.57)	(\$2,515,425.96)	(\$2,526,178.81)	(\$2,579,930.00)	(\$2,569,620.42)	(\$2,603,945.00)	(\$1,723,771.77)	(\$2,728,200.68)	(\$2,654,745)	(\$95,664.10)	



PUBLIC WORKS 2020 OPERATING BUDGET - DRAFT 1

New G/L Account	Description	2016 Budget Actuals 31-Dec-16	2017 Budget Approved	2017 Budget Actuals 31-Dec-17	2018 Budget Approved	2018 Budget Actuals 31-Dec-18	2019 Budget Approved	2019 Budget Actuals 31-Oct-19	2020 Budget Draft No. 1	3 Year Average 2016, 2017, 2018	Variance 2020-2019	Draft 1 - 2020 Budget as of December 18, 2019 Remarks
	Expense											
	Departmental Administration											
	Management Salary	\$41,589										
	Distributed Benefits	\$12,177										
40-080-0811-1101-60015	Hourly Full Time		\$53,038	\$56,263	\$60,321	\$67,387	\$79,323	\$42,069	\$78,345	\$61,825	(\$978)	11.25% Manager + 10% Supt. Transportation + 33.13% Environmental Supt. + 29% Secretary (\$13,397.90)
40-080-0811-1101-60013	Overtime		\$0			\$230		\$222	\$0	\$230	\$0	
40-080-0811-1101-60020	Hourly Part Time		\$0			\$0	\$2,272	\$0	\$2,307	\$0	\$35	
40-080-0811-1101-60025	Employer CPP		\$2,006	\$1,720	\$4,512	\$2,643	\$2,776	\$1,835	\$2,865	\$2,181	\$89	
40-080-0811-1101-60030	Employer EI		\$824	\$727	\$1,849	\$1,155	\$1,061	\$747	\$1,057	\$941	(\$4)	
40-080-0811-1101-60035	Employer OMERS		\$6,876	\$6,208	\$7,009	\$6,965	\$8,518	\$4,962	\$8,613	\$6,587	\$95	
40-080-0811-1101-60040	Employer EHT		\$1,191	\$971	\$2,387	\$1,295	\$1,600	\$910	\$1,620	\$1,133	\$20	
40-080-0811-1101-60050	Employer Benefits		\$6,126	\$4,826	\$12,968	\$6,134	\$7,723	\$4,589	\$7,901	\$5,480	\$178	
40-080-0811-1101-60055	Employer WSIB		\$6,169	\$1,153	\$3,682	\$1,478	\$2,433	\$991	\$2,474	\$1,315	\$41	
40-080-0811-1200-71221	Accounting/Allocated Admin.	\$155,228	\$157,555	\$157,555	\$159,918	\$159,918	\$163,116	\$122,340	\$166,378	\$157,567	\$3,262	For 2020 - 2019 + 2% increase - Draft 1
40-080-0811-1200-71252	Courier	\$11,440	\$11,444	\$12,675	\$11,673	\$0	\$11,673	\$0	\$11,673	\$8,038	\$0	Cost for mailing out water & sewer bills -split 50% between water and sewer accounts. 2019 no change due to change to e-send
40-080-0811-1200-71253	Legal	\$27,730	\$10,000	\$22,989	\$10,000	\$0	10,000.00	\$0	\$10,000	\$16,906	\$0	Finalize CFN agreement - other half in Water System Administration
40-080-0811-1200-71260	Memberships					\$1,503		\$0		\$1,503	\$0	
40-080-0811-1210-74515	Sewer Write Offs					\$145		\$0		\$145	\$0	
40-080-0811-1300-71301	Debenture Interest	\$10,549	\$4,019	\$3,565		\$0		\$0		\$4,705	\$0	
40-080-0811-1300-71311	Sewage Treatment Plant Principal		\$84,617			\$0		\$0		\$0	\$0	
40-080-0811-1400-71410	Office Supplies	\$921	\$750	\$230	\$750	\$284	\$750	\$0	\$750	\$478	\$0	
40-080-0811-1400-71425	Taxes		\$4,910	4,431.00	5,009.00	\$4,265	\$4,400	\$35,622	\$4,400	\$4,348	\$0	Taxes for 6 sewage pumping stations - Central Ave., Butler Ave., Fifth St., Church St., Patching Ave. & Boundary Rd. - Based on Information from Treasurer
40-080-0811-1400-71433	Stores Charge	\$8,831	\$8,700	\$4,431	\$5,009	\$8,739	\$8,700	\$0	\$8,700	\$7,334	\$0	Balance off against store service charge revenue - no impact on budget
40-080-0811-1500-71501	Annual software support		\$1,500		\$1,500	\$0	\$1,500	\$0	\$1,500	\$0	\$0	
40-080-0811-1500-71502	Computer Maintenance ( H& S)	\$2,620	\$6,672	\$5,242	\$3,700	\$3,744	\$3,800	\$3,875	\$3,800	\$3,868	\$0	new for 2015 & 2016 - includes TA software from Public Sector Digest (3764 - 2019) - 2017 one time Diamond License Fee
40-080-0811-1500-71507	GIS Materials	\$4,684	\$6,335	\$5,135	\$6,716	\$5,020	\$6,716	\$3,584	\$6,716	\$4,946	\$0	
40-080-0811-1500-71523	Contracted Works		\$1,000		\$1,000	\$26	\$500	\$0	\$500	\$26	\$0	CFN antennas
40-080-0811-1500-71531	Conferences & Courses	\$1,364	\$4,000	\$2,192	\$4,000	\$9,452	\$5,000	\$1,446	\$5,000	\$4,336	\$0	

PUBLIC WORKS 2020 OPERATING BUDGET - DRAFT 1

New G/L Account	Description	2016 Budget Actuals 31-Dec-16	2017 Budget Approved	2017 Budget Actuals 31-Dec-17	2018 Budget Approved	2018 Budget Actuals 31-Dec-18	2019 Budget Approved	2019 Budget Actuals 31-Oct-19	2020 Budget Draft No. 1	3 Year Average 2016, 2017, 2018	Variance 2020-2019	Draft 1 - 2020 Budget as of December 18, 2019
												Remarks
40-080-0811-1500-71580	Insurance	\$26,382	\$27,157	\$27,107	\$27,402	\$27,458	\$28,293	\$23,499	\$28,285	\$26,983	(\$8)	As per Information Supplied by Deputy Treasurer
40-080-0811-1500-71581	Insurance Deductible	\$790	\$10,000	\$3,880	\$10,000	\$0	\$10,000	\$1,163	\$10,000	\$1,557	\$0	1 claim per year
40-080-0811-1500-71591	Advertising & Public Notices		\$500		\$500	\$0	\$500	\$0	\$500	\$0	\$0	Public announcements
40-080-0811-1510-75350	Contribution to Capital	\$779,787	\$260,506	\$260,560	\$346,532	\$609,340	\$1,183,780	\$0	\$1,359,475	\$549,896	\$175,695	Contribution to Capital
40-080-0811-1620-75390	Transfer to Reserve Fund	\$263,187		\$338,439		\$0		\$0		\$200,542	\$0	
40-080-0811-1620-75390	Inventory Adjustments	(\$518)		(\$715)		(\$379)				(\$537)	\$0	
	s/t	\$1,346,763.14	\$675,894.85	\$919,583.66	\$686,437.00	\$916,801.93	\$1,544,434.00	\$247,854.14	\$1,722,860.37	\$1,061,050	\$178,426.37	
	Sewer mains											
	Distributed Salary & Wages	\$24,834										
	Distributed Benefits	\$8,029										
40-080-0811-1711-60015	Hourly Full Time		\$48,220	\$37,801	\$48,220	\$27,844	\$48,220	\$10,536	\$49,136	\$32,823	\$916	Flush 20% of system plus restriction areas, manhole repairs, insulation of low-flow manholes & Repairs identified from television inspections - Cambrian.
40-080-0811-1711-60013	Overtime		\$4,000	\$1,143	\$4,000	\$531	\$1,500	\$306	\$1,500	\$837	\$0	
40-080-0811-1711-60020	Hourly Part Time		\$1,780	\$434	\$2,108	\$238	\$2,108	\$212	\$2,148	\$336	\$40	7.5% GIS student & 10% summer student
40-080-0811-1711-60025	Employer CPP		\$2,404	\$1,786	\$2,060	\$1,274	\$2,198	\$607	\$2,334	\$1,530	\$136	
40-080-0811-1711-60030	Employer EI		\$930	\$728	\$854	\$531	\$834	\$256	\$835	\$630	\$1	
40-080-0811-1711-60035	Employer OMERS		\$4,470	\$3,568	\$4,475	\$2,832	\$4,904	\$1,138	\$4,860	\$3,200	(\$44)	
40-080-0811-1711-60040	Employer EHT		\$970	\$735	\$979	\$611	\$1,032	\$247	\$1,033	\$673	\$1	
40-080-0811-1711-60050	Employer Benefits		\$5,082	\$4,801	\$5,074	\$3,683	\$5,718	\$1,889	\$5,809	\$4,242	\$91	
40-080-0811-1711-60055	Employer WSIB		\$1,515	\$928	\$725	\$779	\$577	\$315	\$578	\$854	\$1	
40-080-0811-1711-71471	Materials	\$8,371	\$10,000	\$3,149	\$10,000	\$5,192	\$10,000	\$6,208	\$10,000	\$5,571	\$0	PVC Piping & miscellaneous fittings, manhole frames and covers, Granular B/A. Average 2015/16 actuals and 2017 projection. Repairs identified from television inspections - Wessuc.
40-080-0811-1711-71523	Contracted Works	\$90,522	\$125,000	\$67,671	\$125,000	\$91,820	\$125,000	\$59,923	\$125,000	\$83,338	\$0	Hot Mix Asphalt Contractor (\$30,000). In 2018 increase in the cost per tonne of asphalt. Repairs identified from television inspections - Wessuc cleaning/televising sewer mains (Est. 6.0 kms - \$72,000 - yr. 1 of 3 )
40-080-0811-1711-71540	Equipment Rentals - Own	\$24,801	\$36,000	\$37,869	\$36,000	\$28,279	\$36,000	\$6,394	\$36,000	\$30,316	\$0	3 yr. average. Mostly vacuum/pressure truck costs (250 hrs. @ \$106.79/hr.) - No change in 2020
	s/t	\$156,556.85	\$240,370.87	\$160,614.73	\$239,495.00	\$163,614.67	\$238,091.00	\$88,032.08	\$239,233.14	\$160,262	\$1,142	

PUBLIC WORKS 2020 OPERATING BUDGET - DRAFT 1

New G/L Account	Description	2016 Budget Actuals 31-Dec-16	2017 Budget Approved	2017 Budget Actuals 31-Dec-17	2018 Budget Approved	2018 Budget Actuals 31-Dec-18	2019 Budget Approved	2019 Budget Actuals 31-Oct-19	2020 Budget Draft No. 1	3 Year Average 2016, 2017, 2018	Variance 2020-2019	Draft 1 - 2020 Budget as of December 18, 2019
												Remarks
											.	
	Service Connections											
	Distributed Salary & Wages	\$42,020										
	Distributed Benefits	\$13,288										
40-080-0811-1712-60015	Hourly Full Time		\$47,626	\$26,246	\$40,000	\$32,318	\$40,000	\$25,116	\$40,760	\$29,282	\$760	Cleaning, thawing, termination & repairs/replacements
40-080-0811-1712-60013	Overtime		\$4,500	\$10,097	\$4,500	\$7,566	\$5,000	\$3,444	\$5,000	\$8,832	\$0	
40-080-0811-1712-60020	Hourly Part Time		\$2,185	\$1,767	\$2,710	\$2,004	\$2,710	\$1,758	\$2,761	\$1,886	\$51	12.5% GIS Student Position & 10% of Summer Student
40-080-0811-1712-60025	Employer CPP		\$2,185	\$1,544	\$1,749	\$1,841	\$1,866	\$1,513	\$1,981	\$1,693	\$115	
40-080-0811-1712-60030	Employer EI		\$930	\$657	\$725	\$805	\$708	\$643	\$709	\$731	\$1	
40-080-0811-1712-60035	Employer OMERS		\$4,462	\$3,421	\$3,813	\$3,951	\$4,068	\$2,753	\$4,031	\$3,686	(\$37)	
40-080-0811-1712-60040	Employer EHT		\$970	\$702	\$831	\$869	\$875	\$615	\$877	\$785	\$2	
40-080-0811-1712-60050	Employer Benefits		\$5,020	\$3,233	\$4,209	\$4,352	\$4,744	\$2,609	\$4,819	\$3,793	\$75	
40-080-0811-1712-60055	Employer WSIB		\$1,515	\$817	\$615	\$1,021	\$489	\$781	\$490	\$919	\$1	
40-080-0811-1712-71471	Materials	\$13,926	\$6,500	\$6,966	\$6,500	\$6,552	\$6,500	\$8,509	\$6,500	\$9,148	\$0	PVC Piping & miscellaneous fittings
40-080-0811-1712-71523	Contracted Works	\$7,474	\$15,000	\$4,785	\$12,000	\$12,151	\$12,000	\$770	\$12,000	\$8,137	\$0	Hot Mix Asphalt Contractor - Averaged over 2015/16 actuals & 2017 projection.
40-080-0811-1712-71540	Equipment Rentals - Own	\$11,129	\$15,000	\$7,828	\$15,000	\$9,752	\$15,000	\$10,167	\$15,000	\$9,570	\$0	1/2 ton trucks, tandem trucks, steamer, sewer auger, etc. (average of 2015/16 actuals & 2017 projection)
	s/t	\$87,837.82	\$105,893.20	\$68,064.08	\$92,652.00	\$83,181.32	\$93,960.00	\$58,677.86	\$94,928.15	\$79,694	\$968.15	
	Emergency Measures											
	Distributed Salaries/Wages	\$736.70										
	Distributed Benefits	\$243.10										
40-080-0811-1720-60010	Salaries Full Time											
40-080-0811-1720-60013	Overtime											
40-080-0811-1720-60015	Hourly Full Time											
40-080-0811-1720-60020	Hourly Part Time											
40-080-0811-1720-60025	Employer CPP											
40-080-0811-1720-60030	Employer EI											
40-080-0811-1720-60035	Employer OMERS											
40-080-0811-1720-60040	Employer EHT											
40-080-0811-1720-60050	Employer Benefits											
40-080-0811-1720-60055	Employer WSIB											
40-080-0811-1720-71471	Materials	299.17		72.42								
40-080-0811-1720-71523	Contracted Services	393,389.56		3,046.62								
40-080-0811-1720-71540	Equipment Rentals - Own	37.50										



PUBLIC WORKS 2020 OPERATING BUDGET - DRAFT 1

Description		2016 Budget	2017 Budget	2017 Budget	2018 Budget	2018 Budget	2019 Budget	2019 Budget	2020 Budget	3 Year Average	Variance	Draft 1 - 2020 Budget as of December 18, 2019
New G/L Account		Actuals	Approved	Actuals	Approved	Actuals	Approved	Actuals	Draft No. 1	2016, 2017, 2018	2020-2019	Remarks
		31-Dec-16		31-Dec-17		31-Dec-18		31-Oct-19				
	s/t	394,706.03		3,119.04								
	Sewage Treatment Plant											
	Expense											
	Ontario Clean Water Agency											
	Expense Recoveries											
	Distributed Salary & Wages	\$3,764										
	Distributed Benefits	\$1,242										
	Management Salary											Management time included in Sanitary Sewer Administration
40-080-0812-1101-60015	Hourly Full Time		\$2,500	\$674	\$2,500	\$1,752	\$2,500	\$186	\$2,500	\$1,213	\$0	Staff to assist contractor with larger maintenance repairs- pulling pumps
40-080-0812-1101-60013	Overtime		\$0			\$0		\$0	\$0	\$0	\$0	
40-080-0812-1101-60020	Hourly Part Time		\$0			\$0		\$0	\$0	\$0	\$0	
40-080-0812-1101-60025	Employer CPP		\$109	\$28	\$102	\$97	\$109	\$9	\$114	\$63	\$5	
40-080-0812-1101-60030	Employer EI		\$47	\$12	\$42	\$43	\$41	\$4	\$41	\$28	(\$0)	
40-080-0812-1101-60035	Employer OMERS		\$214	\$54	\$214	\$196	\$254	\$18	\$247	\$125	(\$7)	
40-080-0812-1101-60040	Employer EHT		\$49	\$12	\$49	\$41	\$51	\$4	\$50	\$26	(\$1)	
40-080-0812-1101-60050	Employer Benefits		\$264	\$46	\$263	\$270	\$296	\$0	\$296	\$158	(\$0)	
40-080-0812-1101-60055	Employer WSIB		\$76	\$13	\$36	\$65	\$29	\$6	\$28	\$39	(\$1)	
40-080-0812-1101-71540	Equipment Rentals - Own	\$1,089	\$500	\$173	\$500	\$456	\$500	\$0	\$500	\$573	\$0	No change
40-080-0812-1240-71416	Natural Gas	\$19,568	\$22,600	\$22,600	\$22,600	\$17,065	\$21,922	\$9,426	\$21,484	\$19,744	(\$438)	2020 - 2 % decrease
40-080-0812-1240-71420	Electrical Power	\$175,819	\$157,034	\$161,183	\$157,034	\$137,246	\$161,745	\$71,411	\$95,000	\$158,083	(\$66,745)	For STP & 6 sewage pumping stations - contract with OCWA - General Service >50 kW (GS, G1, G3) (Sportsplex, Civic Centre, Water Treatment) - 0% increase 2020
40-080-0812-1400-71424	Grit landfill tipping fees	\$1,116	\$2,568	\$265	\$2,568	\$117	\$501	\$0	\$501	\$499	\$0	New for 2009 operating budget. New grit removal system in 2010. Sludge dewatering system and spiral screen installed in 2016. Grit hauled out with sludge. Waste removed from screen only. 2019 - 3 year average
40-080-0812-1240-71425	Taxes	\$41,739	\$38,081	\$36,619	\$38,842	\$35,483	\$36,300	\$4,290	\$37,026	\$37,947	\$726	Based on information from Treasurer 2020 - 2% increase Draft 1
40-080-0812-1400-71471	Material	\$2,332	\$2,500	\$382	\$2,000	\$1,520	\$2,000	\$1,277	\$2,000	\$1,411	\$0	Based on 5 yr average weighted to last 2

PUBLIC WORKS 2020 OPERATING BUDGET - DRAFT 1

New G/L Account	Description	2016 Budget Actuals 31-Dec-16	2017 Budget Approved	2017 Budget Actuals 31-Dec-17	2018 Budget Approved	2018 Budget Actuals 31-Dec-18	2019 Budget Approved	2019 Budget Actuals 31-Oct-19	2020 Budget Draft No. 1	3 Year Average 2016, 2017, 2018	Variance 2020-2019	Draft 1 - 2020 Budget as of December 18, 2019
												Remarks
40-080-0812-1500-71523	Contracted Works	\$525,075	\$530,110	\$526,244	\$535,351	\$534,810	\$501,212	\$333,916	\$511,393	\$528,710	\$10,181	Five year contract (OCWA) - new contract starts Jan. 1st, 2019 (Second year - \$488,625.00 - HST Exempt), Lakeside Service agreement expires January 31, 2020 (2017-2020 - \$17,573.84), annual boiler inspection (\$1,100), annual calibrations (\$2,500), ESA inspections (Est. \$1,200) \$ (HST portion payable = \$393.78). No call-outs as per agreement.
	Repairs & Maintenance											
	sub/total Sewage Treatment Plant	\$771,743.43	\$756,649.85	\$748,303.64	\$762,101.00	\$729,159.47	\$727,460.00	\$420,547.02	\$671,179.02	\$749,736	(\$56,280.98)	
	Total of Sewer System	(\$505,533.33)	(\$736,617.19)	(\$629,612.70)	(\$799,245.00)	(\$676,863.03)	\$0.00	(\$908,660.67)	\$0.00	(\$604,003)	\$28,591.58	
	Water System											
	Operational Revenue											
50-080-0832-0330-40589	Expense Recovery											
50-080-0832-0330-40592	Rent & Leases	(\$9,212)	(\$9,277)	(\$9,277)	(\$9,277)	(\$10,177)	(\$9,277)	(\$9,358)	(\$9,277)	(\$9,556)	\$0	Rental space for Antenna on Water Tower - Vianet (\$273.10/m) (New Agreement Expires Nov. 30, 2019) & Bell Mobility Inc. (\$6,000/yr.) new July 22, 2013 (Construction Commencement Date), Expires July 21, 2018.
50-080-0832-0330-40595	Private Work Charges					(\$102)		\$0		(\$102)	\$0	
50-080-0832-0430-40619	New Connection Charges										\$0	See Private Work Charges (GST Exempt)
50-080-0832-0330-40782	Sale of Rain Barrels	(\$65)	(\$65)	(\$115)	(\$65)	(\$58)	(\$65)	(\$288)	(\$65)	(\$79)	\$0	Rain barrels - 1 @ \$65.00 each
	Sale of Water Meters										\$0	See sale of water meters ( GST Exempt)
	s/t	(\$9,276.82)	(\$9,342.00)	(\$9,392.24)	(\$9,342.00)	(\$10,336.92)	(\$9,342.00)	(\$9,645.50)	(\$9,342.00)	(\$9,669)	\$0	
	Operational Revenue GST Exempt											
	NOHF Grant											
	Expense Recovery	(\$74)				(\$3,738)		\$0		(\$1,906)		
50-080-0832-0430-40595	Private Work Charges	(\$10,099)	(\$8,000)	(\$16,140)	(\$8,000)	(\$12,527)	(\$8,000)	(\$7,088)	(\$8,000)	(\$12,922)	\$0	Fees to shut -"off/on" curb stop valves to private properties @ \$44.96) each for off/on, Thawing private property water lines
50-080-0832-0430-40618	Reconnection Charges	(\$750)	(\$1,200)	(\$1,776)	(\$1,200)	(\$644)	(\$1,200)	(\$1,704)	(\$1,200)	(\$1,057)	\$0	
50-080-0832-0430-40619	New Connection Charges	(\$8,919)	(\$7,500)	(\$56,250)	(\$7,500)	(\$24,879)	(\$15,000)	(\$1,000)	(\$15,000)	(\$30,016)	\$0	Average 2013/14 actuals & 2015 projection - No Change in 2018
50-080-0832-0430-40682	Late Payment Charges	(\$14,197)	(\$7,500)	(\$7,795)	(\$7,500)	(\$13,095)	(\$8,000)	(\$6,127)	(\$8,000)	(\$11,696)	\$0	2019 - closer to 3 year average
50-080-0832-0430-40685	Sale of Water	(\$2,639,893)	(\$2,670,755)	(\$2,648,582)	(\$2,740,195)	(\$2,670,505)	(\$2,771,985)	(\$1,835,879)	(\$2,854,247)	(\$2,652,994)	(\$82,262)	Based on 2013/14 actuals & 2015 projections. No change in 2018
												2.8% increase in residential, 3.22% increase in ICI

PUBLIC WORKS 2020 OPERATING BUDGET - DRAFT 1

New G/L Account	Description	2016 Budget Actuals 31-Dec-16	2017 Budget Approved	2017 Budget Actuals 31-Dec-17	2018 Budget Approved	2018 Budget Actuals 31-Dec-18	2019 Budget Approved	2019 Budget Actuals 31-Oct-19	2020 Budget Draft No. 1	3 Year Average 2016, 2017, 2018	Variance 2020-2019	Draft 1 - 2020 Budget as of December 18, 2019
												Remarks
50-080-0832-0430-40687	Special Water Rates	(\$18,750)		(\$1,571)		(\$4,761)		(\$83)		(\$8,361)	\$0	
50-080-0832-0430-40943	Sale of Water Meters/Backflow Prevention Device Testing	(\$14,260)	(\$5,000)	(\$12,710)	(\$5,500)	(\$8,928)	(\$5,500)	(\$563)	(\$5,500)	(\$11,966)	\$0	Est. 2 new water meters and 2 backflow prevention devices in 2018 (full cost recovery plus 10%) Testing of backflow devices (Est. 60 in 2018).
50-080-0832-0430-40946	Monthly Water Meter Replacement Fees	(\$18,165)	(\$17,982)	(\$18,147)	(\$17,982)	(\$16,897)	(\$17,982)	(\$12,167)	(\$17,982)	(\$17,737)	\$0	New Rates as of Jan. 1st, 2013 Fix Fee of \$ 3.00 to \$ 70.00 per month depending the size of the meter.
50-080-0832-0530-40595	Private Work Charges HST exception		(\$11,000)									
	s/t	(\$2,725,033.82)	(\$2,728,937.00)	(\$2,762,971.85)	(\$2,787,877.00)	(\$2,755,972.93)	(\$2,827,667.00)	(\$1,864,611.58)	(\$2,909,929.32)	(\$2,747,993)	(\$82,262)	
	Total Revenue	(\$2,734,310.64)	(\$2,738,279.00)	(\$2,772,364.09)	(\$2,797,219.00)	(\$2,766,309.85)	(\$2,837,009.00)	(\$1,874,257.08)	(\$2,919,271.32)	(\$2,757,662)	(\$82,262)	
	Expense											
	Departmental Administration											
	Distributed Salaries/Wages	(\$309,354)										
	Distributed Benefits	(\$99,264.79)										
50-080-0832-1101-60013	Overtime & Lieu Time	\$28,358	\$0	-\$14,755		\$230		\$281	\$0	\$4,611	\$0	
	Paid Leave	\$36,082										
	Vac, Floaters, Stats, Holiday/Vac Pay	\$64,317										
50-080-0832-1101-60010	Salaries/Wages	\$339,359	\$73,489	\$44,736	\$82,039	\$94,044	\$107,266	\$62,599	\$106,908	\$159,380	(\$358)	Based on 6 full time Union & 1 full time Management staff
	Disability STD/LTD	\$14,362										
50-080-0832-1101-60055	WSIB	\$5,402	\$3,946	\$1,430	\$1,717	\$1,811	\$3,369	\$1,323	\$3,370	\$2,881	\$1	
50-080-0832-1101-60025	Canada Pension Plan	\$19,066	\$2,132	\$2,901	\$905	\$3,556	\$3,684	\$2,610	\$3,291	\$8,508	(\$393)	
50-080-0832-1101-60030	Employment Insurance	\$8,765	\$1,397	\$1,216	\$194	\$1,540	\$1,403	\$1,064	\$1,212	\$3,840	(\$191)	
	Dental, Vision & Extend Health	\$32,204										
50-080-0832-1101-60035	OMERS	\$46,931	\$10,458	\$9,768	\$7,216	\$9,565	\$11,654	\$6,946	\$10,344	\$22,088	(\$1,311)	
	Life Insurance	\$2,425										
50-080-0832-1101-60040	Employer Health Tax	\$9,658	\$1,574	\$1,792	\$487	\$1,761	\$2,174	\$1,285	\$1,974	\$4,404	(\$200)	
50-080-0832-1101-60050	Employee Benefits			\$7,244	\$9,564	\$7,262	\$10,044	\$6,234	\$8,505	\$7,253	(\$1,539)	
50-080-0832-1101-60020	Summer Staff & Part Time staff	\$10,066	\$475	\$11	\$2,880	\$8	\$3,407	\$0	\$1,838	\$3,362	(\$1,570)	1 seasonal student for 16 weeks
	Staff adjustments											
50-080-0832-1200-71221	Accounting/Allocated Admin.	\$195,907	\$199,825	\$198,845	\$202,822	\$202,822	\$206,878	\$155,160	\$211,016	\$199,191	\$4,138	For 2020 - 2019 budget amount plus 2% increase
50-080-0832-1200-71251	Telephone & Communication	\$4,124	\$3,000	\$3,111	\$3,000	\$3,520	\$3,200	\$774	\$3,200	\$3,585	\$0	2017 increase for additional operator
50-080-0832-1200-71252	Postage, Freight, Courier	\$11,911	\$11,613	\$12,959	\$11,673	\$0	\$11,673	\$0	\$11,673	\$8,290	\$0	Cost for mailing out water & sewer bills -split 50% between water and sewer accounts. 2019 No change for change to esend
50-080-0832-1200-71253	Legal	\$5,932	\$5,000	\$45,142	\$5,000	\$596	\$5,000	\$0	\$5,000	\$17,223	\$0	
50-080-0832-1200-71260	Memberships	\$550	\$1,000	\$900	\$1,000	\$495	\$1,000	\$0	\$1,000	\$648	\$0	

PUBLIC WORKS 2020 OPERATING BUDGET - DRAFT 1

New G/L Account	Description	2016 Budget Actuals 31-Dec-16	2017 Budget Approved	2017 Budget Actuals 31-Dec-17	2018 Budget Approved	2018 Budget Actuals 31-Dec-18	2019 Budget Approved	2019 Budget Actuals 31-Oct-19	2020 Budget Draft No. 1	3 Year Average 2016, 2017, 2018	Variance 2020-2019	Draft 1 - 2020 Budget as of December 18, 2019
												Remarks
50-080-0832-1210-74515	Water Write Off		\$2,000	\$4	\$2,000	\$602	\$2,000	\$63	\$2,000	\$303	\$0	
50-080-0832-1400-71410	Office Supplies	\$2,559	\$750	\$907	\$1,772	\$1,990	\$1,000	\$34	\$1,000	\$1,818	\$0	2019 In line with other departments
50-080-0832-1400-71433	Stores Charge	\$10,300	\$10,300	\$12,001	\$10,300	\$10,336	\$10,300	\$0	\$10,300	\$10,879	\$0	
50-080-0832-1400-71443	Rain Barrel Expenses		\$0			\$54		\$270	\$0	\$54	\$0	
50-080-0832-1500-71501	Annual Software Support		\$1,404		\$1,404	\$0	\$1,404	\$0	\$1,404	\$0	\$0	
50-080-0832-1500-71502	Computer Maintenance (H&S)	\$2,620	\$6,672	\$5,242	\$3,700	\$3,744	\$3,800	\$3,875	\$3,800	\$3,868	\$0	Public Sector Digest (3698.69 - 2018)
50-080-0832-1500-71503	Custom Software		\$1,000		\$1,000	\$0	\$1,000	\$0	\$1,000	\$0	\$0	
50-080-0832-1500-71507	GIS Materials	\$9,081	\$11,601	\$10,120	\$13,432	\$10,352	\$13,432	\$7,518	\$13,432	\$9,851	\$0	
50-080-0832-1500-71523	Contracted Works		\$1,000	\$1,730	\$1,000	\$349	\$1,000	\$1,191	\$1,000	\$1,039	\$0	
50-080-0832-1500-71531	Conferences & Courses	\$12,527	\$20,000	\$21,320	\$25,000	\$28,172	\$25,000	\$23,841	\$25,000	\$20,673	\$0	Each WTP/WD operator requires 40 hrs. of training (must write exams), software & first aid - 2018 Increase for new staff
50-080-0832-1500-71580	Insurance	\$32,248	\$33,626	\$33,997	\$33,945	\$34,367	\$37,172	\$30,873	\$38,162	\$33,538	\$990	as per information supplied by Deputy Treasurer
50-080-0832-1500-71581	Insurance Deductible	\$1,018	\$10,000		\$10,000	\$0	\$10,000	\$0	\$10,000	\$509	\$0	
50-080-0832-1500-71591	Advertising & Public Notices	\$418	\$500		\$500	\$519	\$500	\$0	\$500	\$468	\$0	Rate increases, fall flushing program & digs
50-080-0832-1510-75350	Contribution from Reserve Fund (capital program)	1,030,970.00	\$1,216,963	\$712,722	\$964,341.00	\$741,953	\$1,206,590.00	\$0	\$1,263,414.12	\$828,548	\$56,824	
50-080-0832-1620-75390	Transfer to Reserve Fund - Meter Replacement			18,147.04	\$17,982	0.00	\$17,982	0.00	\$17,982	\$9,074	\$0	
50-080-0832-1620-75390	Transfer to Reserve Fund	\$18,165	\$17,982	\$397,108	\$251,918	\$0		\$0		\$138,425	\$0	Water Meter Replacement Fee Revenue
50-080-0832-1620-75390	Transfer to Reserve Fund - Year End	\$166,094				\$0		\$0		\$83,047	\$0	
50-080-0832-1700-72505	Inventory Adjustments	(\$788)		(\$3,252)		\$1,202		\$0		(\$946)	\$0	
	s/t	\$1,712,014.56	\$1,647,706.56	\$1,525,345.73	\$1,666,791.00	\$1,160,850.00	\$1,701,932.00	\$305,940.22	\$1,758,323.03	\$1,466,070	\$56,391.03	
	Water Service Connections											
	Distributed Salary & Wages	\$55,315										
	Distributed Benefits	\$16,499										
50-080-0832-1962-60010	Hourly Full Time		\$71,440	\$31,927	\$50,000	\$44,080	\$50,000	\$48,891	\$50,950	\$38,004	\$950	Thawing, replacements, termination, adjust valve boxes, breaks, water turn on/off + 20% GIS position (\$12,871.71) + 20% GIS student (\$2,409.42) = \$15,280.96 & 10% summer student (\$12,048.21) = \$1,204.82. No thawing or terminations and one replacement of water services in 2017.
50-080-0832-1962-60013	Overtime		\$7,500	\$2,123	\$7,500	\$4,996	\$5,000	\$4,340	\$5,000	\$3,559	\$0	
50-080-0832-1962-60020	Hourly Part Time		\$3,560	\$1,885	\$3,614	\$2,388	\$3,614	\$4,063	\$3,683	\$2,137	\$69	20% GIS Student (2409.24) & 10% Summer Student (1204.62)
50-080-0832-1962-60025	Employer CPP		\$3,278	\$1,471	\$2,195	\$2,327	\$2,342	\$2,862	\$2,487	\$1,899	\$145	
50-080-0832-1962-60030	Employer EI		\$1,395	\$631	\$910	\$1,000	\$889	\$1,216	\$890	\$816	\$1	
50-080-0832-1962-60035	Employer OMERS		\$6,757	\$3,201	\$4,927	\$4,868	\$5,085	\$5,064	\$5,039	\$4,035	(\$46)	



PUBLIC WORKS 2020 OPERATING BUDGET - DRAFT 1

Description		2016 Budget Actuals 31-Dec-16	2017 Budget Approved	2017 Budget Actuals 31-Dec-17	2018 Budget Approved	2018 Budget Actuals 31-Dec-18	2019 Budget Approved	2019 Budget Actuals 31-Oct-19	2020 Budget Draft No. 1	3 Year Average 2016, 2017, 2018	Variance 2020-2019	Draft 1 - 2020 Budget as of December 18, 2019
New G/L Account												Remarks
50-080-0832-1962-60040	Employer EHT		\$1,455	\$667	\$1,043	\$1,070	\$1,099	\$1,167	\$1,101	\$869	\$2	
50-080-0832-1962-60050	Employer Benefits		\$7,530	\$3,423	\$5,262	\$5,495	\$5,929	\$6,071	\$6,023	\$4,459	\$94	
50-080-0832-1962-60055	Employer WSIB		\$2,273	\$737	\$772	\$1,195	\$614	\$1,397	\$615	\$966	\$1	
50-080-0832-1962-71471	Materials	\$18,729	\$14,000	\$4,987	\$12,000	\$9,915	\$12,000	\$14,622	\$12,000	\$11,211	\$0	Water parts such as PVC piping, fittings etc. - 2020 No Change
50-080-0832-1962-71523	Contracted Works	\$11,545	\$14,000	\$78,826	\$14,000	\$17,090	\$14,000	\$3,297	\$14,000	\$35,820	\$0	FFPC assistance, rental of excavator, hot mix asphalt contractor and ALS lab fees - 2017 Contractor installed numerous services - billed to owner
50-080-0832-1962-71540	Equipment Rentals - Own	\$19,880	\$22,000	\$8,634	\$22,000	\$17,397	\$22,000	\$24,074	\$22,000	\$15,304	\$0	Average of 2013/14 actuals & 2015 projection - No change 2019 1st draft
	s/t	\$121,968.41	\$155,186.49	\$138,512.46	\$124,223.04	\$111,823.33	\$122,572.00	\$117,064.27	\$123,787.60	\$124,101	\$1,215.60	
	Water Meter Maintenance/Backflow Prevention Devices											
	Distributed Salary & Wages	\$2,787										
	Distributed Benefits	\$902										
50-080-0832-1963-60015	Hourly Full Time		\$3,000	\$6,876	\$4,500	\$5,639	\$4,500	\$3,729	\$4,500	\$6,257	\$0	WTP operators to assist in installation and repairs, seasonal removal/replacements & installation of seals. Backflow prevention device annual testing. Increase in 2018
50-080-0832-1963-60013	Overtime		\$0		\$0	\$0		\$0	\$0	\$0	\$0	
50-080-0832-1963-60025	Employer CPP		\$604	\$262	\$184	\$247	\$197	\$189	\$205	\$254	\$8	
50-080-0832-1963-60030	Employer EI		\$257	\$112	\$76	\$107	\$75	\$80	\$73	\$110	(\$2)	
50-080-0832-1963-60035	Employer OMERS		\$257	\$655	\$386	\$544	\$458	\$365	\$445	\$600	(\$13)	
50-080-0832-1963-60040	Employer EHT		\$268	\$129	\$88	\$116	\$92	\$77	\$91	\$123	(\$1)	
50-080-0832-1963-60050	Employer Benefits		\$316	\$837	\$474	\$1,115	\$534	\$259	\$532	\$976	(\$2)	
50-080-0832-1963-60055	Employer WSIB		\$419	\$75	\$65	\$96	\$52	\$51	\$51	\$85	(\$1)	
50-080-0832-1963-71471	Materials	\$1,740	\$3,500	\$4,471	\$3,500	\$11,241	\$7,500	\$2,232	\$7,500	\$5,817	\$0	Parts, new water meters and backflow devices (based on 3 - 3/4" and 1 larger one). Water meters (out of date) replaced and backflow devices installed by Elster for the ICI sector in 2011/12 - Many meters need battery packs replaced 2018/2019/2020
50-080-0832-1963-71523	Contracted Works	\$11,578	\$11,641	\$16,429	\$11,874	\$12,327	\$11,874	\$6,648	\$11,874	\$13,444	\$0	Ontario regulations require a certified plumber to install meters > 1 inch meter and backflow devices - 2019 No Change
50-080-0832-1963-71540	Equipment Rentals - Own	\$938	\$500	\$1,725	\$1,049	\$2,288	\$1,725	\$925	\$1,725	\$1,650	\$0	Rental of 1/2 ton truck - 2017 Actuals - 2019 budget first draft
	s/t	\$17,944.22	\$20,761.69	\$31,570.09	\$22,195.23	\$33,719.94	\$27,007.00	\$14,553.43	\$26,995.50	\$27,745	(\$12)	

PUBLIC WORKS 2020 OPERATING BUDGET - DRAFT 1

New G/L Account	Description	2016 Budget Actuals 31-Dec-16	2017 Budget Approved	2017 Budget Actuals 31-Dec-17	2018 Budget Approved	2018 Budget Actuals 31-Dec-18	2019 Budget Approved	2019 Budget Actuals 31-Oct-19	2020 Budget Draft No. 1	3 Year Average 2016, 2017, 2018	Variance 2020-2019	Draft 1 - 2020 Budget as of December 18, 2019
												Remarks
	Water Mains Maintenance											
	Distributed Salary & Wages	\$108,067										
	Distributed Benefits	\$33,636										
50-080-0832-1964-60010	Hourly Full Time		\$82,505	\$116,057	\$91,000	\$124,944	\$91,000	\$83,357	\$92,729	\$120,501	\$1,729	Repairs break- 4/year, 20% of exercising main valves/hyd. valves, hydrants, flushing
50-080-0832-1964-60013	Overtime		\$7,500	\$7,861	\$7,500	\$9,675	\$8,000	\$3,046	\$8,000	\$8,768	\$0	
50-080-0832-1964-60020	Hourly Part Time		\$9,495	\$7,706	\$9,637	\$8,098	\$9,637	\$7,008	\$9,820	\$7,902	\$183	10% GIS Student (1204.62) & 70% Summer Student (8432.35)
50-080-0832-1964-60025	Employer CPP		\$3,910	\$5,934	\$4,120	\$6,982	\$4,396	\$4,760	\$4,668	\$6,458	\$272	
50-080-0832-1964-60030	Employer EI		\$1,535	\$2,593	\$1,708	\$3,031	\$1,668	\$2,016	\$1,670	\$2,812	\$2	
50-080-0832-1964-60035	Employer OMERS		\$7,704	\$11,362	\$8,441	\$13,092	\$9,254	\$8,328	\$9,172	\$12,227	(\$82)	
50-080-0832-1964-60040	Employer EHT		\$1,601	\$2,447	\$1,957	\$3,004	\$2,063	\$1,943	\$2,066	\$2,726	\$3	
50-080-0832-1964-60050	Employer Benefits		\$8,696	\$16,782	\$9,576	\$17,126	\$10,792	\$9,579	\$10,962	\$16,954	\$170	
50-080-0832-1964-60055	Employer WSIB		\$1,251	\$2,339	\$1,449	\$2,842	\$1,153	\$1,970	\$1,155	\$2,590	\$2	
50-080-0832-1964-71471	Materials	\$32,234	\$35,000	\$28,075	\$35,000	\$39,903	\$35,000	\$16,082	\$35,000	\$33,404	\$0	
50-080-0832-1964-71523	Contracted Works	\$27,031	\$40,000	\$19,636	\$35,000	\$26,941	\$35,000	\$6,506	\$35,000	\$24,536	\$0	FFPC assistance, rental of excavator, hot mix asphalt contractor and ALS lab fees
50-080-0832-1964-71540	Equipment Rentals - Own	\$33,445	\$35,000	\$28,848	\$35,000	\$46,689	\$35,000	\$35,860	\$35,000	\$36,327	\$0	
	s/t	\$234,413.21	\$234,196.95	\$249,638.57	\$240,389.44	\$302,327.56	\$242,963.00	\$180,454.38	\$245,241.61	\$262,126	\$2,278.61	
	Valves											
	Distributed Salaries/Wages											
	Distributed Benefits											
	Materials											
	Contracted Works											
	Equipment Rentals - Owned											
	s/t											
	Water Treatment Plant											
	Operations & Maintenance											
50-080-0831-0330-40320	Micro fit Generation Revenue	(\$10,766)	(\$11,000)	(\$11,169)	(\$11,000)	(\$7,745)	(\$11,000)	(\$3,322)	(\$11,000)	(\$9,893)	\$0	1 inverter had an intermittent issue in 2019
	Distributed Salary & Wages	\$148,323										
	Distributed Benefits	\$48,946										
50-080-0831-1101-60015	Hourly Full Time		\$160,433	\$276,488	\$202,603	\$222,488	\$202,603	\$158,907	\$206,452	\$249,488	\$3,849	3 WTP operators-wages + 1 WD operator for 3/months (\$16,114.69) + (Sunny Cove maintenance - \$6,000. See 10-160-1614-1240-60010/G740-1240-1110) - Tower Costs
50-080-0831-1101-60013	Overtime		\$4,000	\$9,687	\$4,000	\$9,433	\$4,000	\$4,195	\$4,000	\$9,560	\$0	
50-080-0831-1101-60020	Hourly Part Time					\$592		\$467	\$0	\$592	\$0	
50-080-0831-1101-60025	Employer CPP		\$6,818	\$8,033	\$8,295	\$8,436	\$8,851	\$8,917	\$9,397	\$8,235	\$546	

PUBLIC WORKS 2020 OPERATING BUDGET - DRAFT 1

Description		2016 Budget	2017 Budget	2017 Budget	2018 Budget	2018 Budget	2019 Budget	2019 Budget	2020 Budget	3 Year Average	Variance	Draft 1 - 2020 Budget as of December 18, 2019
New G/L Account		Actuals	Approved	Actuals	Approved	Actuals	Approved	Actuals	Draft No. 1	2016, 2017, 2018	2020-2019	Remarks
		31-Dec-16		31-Dec-17		31-Dec-18		31-Oct-19				
50-080-0831-1101-60030	Employer EI		\$2,984	\$3,350	\$3,439	\$3,585	\$3,359	\$3,768	\$3,362	\$3,467	\$3	
50-080-0831-1101-60035	Employer OMERS		\$14,075	\$20,596	\$17,705	\$16,630	\$20,604	\$13,134	\$20,420	\$18,613	(\$184)	
50-080-0831-1101-60040	Employer EHT		\$3,112	\$4,252	\$3,941	\$4,230	\$4,153	\$3,339	\$4,160	\$4,241	\$7	
50-080-0831-1101-60050	Employer Benefits		\$16,910	\$21,411	\$21,321	\$22,543	\$24,026	\$19,372	\$24,406	\$21,977	\$380	
50-080-0831-1101-60055	Employer WSIB		\$2,182	\$2,335	\$2,917	\$2,503	\$2,321	\$2,021	\$2,325	\$2,419	\$4	
50-080-0831-1101-71540	Equipment Rentals - Own	\$3,763	\$2,000	\$1,338	\$2,200	\$1,681	\$2,200	\$1,525	\$2,000	\$2,260	(\$200)	
50-080-0831-1200-71251	Telephone & Communications	\$5,084	\$6,000	\$5,681	\$6,000	\$4,669	\$7,740	\$3,918	\$7,740	\$5,144	\$0	Telephone system & rental of dedicated bell line for control system - Avg. 3 yrs. - 2019 budget includes new Tbaytel agreement
50-080-0831-1200-71270	Lab Fees - Water Testing	\$19,950	\$15,000	\$27,416	\$16,000	\$26,541	\$16,000	\$12,989	\$16,000	\$24,636	\$0	Analysis Costs - Enviro-test labs - based on average of 2015/16 actuals & 2017 projection (lead testing in plumbing, in distribution - completed in 2016 and in 2017. Next session slated for 2018 with additional tests)
50-080-0831-1400-71410	Office Supplies	\$816		\$42	\$500	\$0	\$500	\$0	\$500	\$286	\$0	New for 2017
50-080-0831-1240-71416	Natural Gas	\$19,869	\$30,697	\$31,991	\$30,697	\$26,604	\$29,469	\$14,996	\$28,880	\$26,155	(\$589)	For 2020 - 2019 budgeted amount less 2%
50-080-0831-1240-71417	Diesel Fuel		\$1,000	\$1,932	\$1,000	\$612	\$1,000	\$0	\$1,000	\$1,272	\$0	To fill diesel tank for back-up generator - first fill fall 2017
50-080-0831-1240-71420	Electrical Power	\$73,432	\$76,641	\$77,636	\$76,641	\$68,916	\$78,940	\$36,407	\$78,940	\$73,328	\$0	General Service >50 kW (GS, G1, G3) (Sportsplex, Civic Centre, Water Treatment) - 0% increase for 2020
50-080-0831-1240-71421	Water & Sewer	\$1,276	\$1,193	\$5,061	\$1,224	\$1,357	\$1,257	\$937	\$1,297	\$2,565	\$40	2020 budget increase by 3.22%
50-080-0831-1240-71425	Taxes	\$51,238	\$51,392	\$46,149	\$52,420	\$44,372	\$45,100	\$44,594	\$38,162	\$47,253	(\$6,938)	Based on information from Treasurer
50-080-0831-1400-71434	Chlorine	\$15,596	\$13,650	\$14,543	\$17,700	\$19,722	\$17,700	\$17,313	\$19,500	\$16,620	\$1,800	Based on 8,500 kgs/yr. @ \$2.29/kg. (4.6% increase - \$2.19/kg.) + Fuel Surcharge. New 3 yr. chemical agreement 2020 - 22.
50-080-0831-1400-71435	Soda Ash	\$44,807	\$42,000	\$34,038	\$42,000	\$48,535	\$42,000	\$16,263	\$48,300	\$42,460	\$6,300	Based on 70,000 kgs @ \$0.6894/kg (plus fuel surcharge) - 17% increase from 2019 (\$0.589/kg) + Fuel Surcharge - Only comes in truck loads. New 3 yr. chemical agreement 2020 - 22.
50-080-0831-1400-71436	Aluminum Sulphate	\$35,141	\$39,000	\$50,107	\$40,000	\$45,356	\$40,000	\$30,323	\$49,500	\$43,535	\$9,500	Based on 70 dry tonnes @ \$707/tonne (22.5% increase (\$577/tonne)) + lag time in container returns + Fuel Surcharge. New 3 yr. chemical agreement 2020-22.
50-080-0831-1400-71437	Fluorides	\$12,106	\$10,000	\$13,049	\$10,000	\$24,548	\$15,000	\$10,860	\$10,000	\$16,568	(\$5,000)	Based on 6500 kgs @ \$1.45/kg - 3.3% decrease (Incl. container deposit) - Est. 3 shipments in 2016 + lag time in container returns + Fuel Surcharge. New 3 yr. chemical agreement 2020- 22
50-080-0831-1400-71438	Miscellaneous Chemicals	\$10,336	\$12,000	\$16,937	\$12,000	\$11,597	\$12,000	\$2,812	\$13,000	\$12,957	\$1,000	Polyelectrolyte, calcium hypochlorite, chemicals for instrumental equipment- buffer, DPD tablets - three year avg

PUBLIC WORKS 2020 OPERATING BUDGET - DRAFT 1

New G/L Account	Description	2016 Budget Actuals 31-Dec-16	2017 Budget Approved	2017 Budget Actuals 31-Dec-17	2018 Budget Approved	2018 Budget Actuals 31-Dec-18	2019 Budget Approved	2019 Budget Actuals 31-Oct-19	2020 Budget Draft No. 1	3 Year Average 2016, 2017, 2018	Variance 2020-2019	Draft 1 - 2020 Budget as of December 18, 2019
												Remarks
50-080-0831-1400-71471	Materials	\$14,333	\$20,000	\$6,598	\$20,000	\$6,886	\$20,000	\$7,821	\$20,000	\$9,273	\$0	Parts for all equipment & instruments
50-080-0831-1500-71523	Contracted Works	\$44,360	\$36,355	\$30,644	\$36,355	\$36,590	\$36,355	\$15,669	\$36,355	\$37,198	\$0	Outside contractors for computers, plumbing, instrumentation, calibrations, ESA inspections (Est. \$500), HVAC mechanic, & Lakeside Service agreement (2017 - 2019 \$17,573.84)
	Equipment Maintenance & Leases											
	sub/total Water Treatment Plant	\$538,610.61	\$556,441.34	\$698,146.85	\$617,957.37	\$650,681.48	\$624,178.00	\$427,227.00	\$634,696.07	\$629,146	\$10,518	
	Water Tower											
	Operations & Maintenance											
	Distributed Salary & Wages	\$6,668										
	Distributed Benefits	\$2,201										
50-080-0831-1965-60015	Hourly Full Time		\$7,500	\$7,056	\$7,500	\$8,099	\$7,500	\$5,188	\$7,500	\$7,578	\$0	Inspection of Water Tower infrastructure by WTP operators on a daily basis (Operator - 5% of average wage)
	Overtime		\$1,000	\$0	\$1,000	\$0	\$1,000	\$0	\$1,000	\$0	\$0	
50-080-0831-1965-60025	Employer CPP		\$319	\$262	\$307	\$353	\$328	\$260	\$341	\$308	\$13	
50-080-0831-1965-60030	Employer EI		\$140	\$110	\$127	\$150	\$124	\$110	\$122	\$130	(\$2)	
50-080-0831-1965-60035	Employer OMERS		\$728	\$746	\$728	\$366	\$763	\$202	\$742	\$556	(\$21)	
50-080-0831-1965-60040	Employer EHT		\$146	\$123	\$146	\$182	\$154	\$105	\$151	\$152	(\$3)	
50-080-0831-1965-60050	Employer Benefits		\$790	\$724	\$789	\$844	\$889	\$555	\$887	\$784	(\$2)	
50-080-0831-1965-60055	Employer WSIB		\$102	\$80	\$108	\$104	\$86	\$58	\$84	\$92	(\$2)	
50-080-0831-1965-71540	Equipment Rentals - Own	\$1,763	\$2,200	\$1,650	\$2,000	\$1,350	\$2,000	\$275	\$1,700	\$1,588	(\$300)	WTP operators rental of 1/2 ton truck - Average of 2017/18 actuals and 2019 budget
50-080-0831-1965-71251	Telephone & Communications	\$504	\$800	\$734	\$800	\$691	\$2,180	\$1,190	\$2,180	\$643	\$0	Rental of dedicated bell lines for control system - 2019 addition for new Tbaytel system
50-080-0831-1965-71416	Natural Gas	\$5,848	\$15,000	\$9,435	\$15,000	\$21,268	\$12,000	\$7,780	\$11,760	\$12,183	(\$240)	2019 decrease to closer to actual - 2020 2% decrease over 2019 budgeted
50-080-0831-1965-71420	Electrical Power	\$4,568	\$3,526	\$3,371	\$3,526	\$2,870	\$3,633	\$2,056	\$6,366	\$3,603	\$2,733	2020 0% increase
50-080-0831-1965-71425	Taxes	\$86,267	\$88,855	\$85,433	\$90,632	\$82,793	\$84,700	\$83,117	\$86,394	\$84,831	\$1,694	2020 2% increase over 2019 budgeted Draft 1
50-080-0831-1965-71471	Materials	\$1,020	\$500	\$132	\$500	\$229	\$500	\$341	\$500	\$460	\$0	
50-080-0831-1965-71523	Contracted Works	\$606	\$2,500	\$9,360	\$2,500	\$505	\$2,500	\$1,134	\$10,500	\$3,490	\$8,000	Outside contractors for computers, plumbing, heating, HVAC mechanic - No change, tower upgraded in 2008. Water tower tank inspection slated for 2020 (Est. \$8,000.00)
	sub/total Water Tower	\$109,443.35	\$124,104.36	\$119,215.39	\$125,664.03	\$119,802.35	\$118,357.00	\$102,371.65	\$130,227.51	\$116,154	\$11,871	
	Total for Water Services	\$83.72	\$118.38	(\$9,935.00)	\$1.11	(\$387,105.19)	\$0.00	(\$726,646.13)	\$0.00	(\$132,319)	\$0.00	



PARKS AND CEMETERIES 2020 OPERATING BUDGET - DRAFT 1

New G/L Account	Description	2016 Budget Actuals 31-Dec-16	2017 Budget Approved	2017 Budget Actuals 31-Dec-17	2018 Budget Approved	2018 Budget Actuals 31-Dec-18	2019 Budget Approved	2019 Budget Actuals 31-Oct-19	2020 Budget Draft No. 1	3 Year Average 2016, 2017, 2018	Variance 2020-2019	Draft 1 - 2020 Budget as of December 18, 2019 Remarks
Revenue												
10-160-1610-0330-40582	Sundry Revenue	(\$10.61)	(\$100.00)	(\$100.00)	(\$100.00)	(\$59.02)	(\$100.00)	(\$44.76)	(\$100.00)	(\$56.54)	\$0.00	
10-160-1610-0330-40595	Private Work Charges		(\$100.00)		(\$100.00)	\$0.00	(\$100.00)	\$0.00	(\$100.00)	\$0.00	\$0.00	Private Stump Removal
10-160-1610-0330-40623	Cemetery License Fees					\$0.00		\$0.00		\$0.00	\$0.00	
10-160-1610-0330-40625	Sale of Niches	(\$31,206.35)	(\$19,701.80)	(\$5,779.76)	(\$6,000.00)	(\$8,743.37)	(\$7,000.00)	(\$9,867.83)	(\$7,000.00)	(\$15,243.16)	\$0.00	based on selling 16 niches at an average cost of \$1231.36 in 2017 - Reduction in 2018 and 2019 no more space in Riverview Cemetery
10-160-1610-0330-40627	Lot Sales	(\$2,110.50)	(\$2,792.22)	(\$3,883.50)	(\$2,948.00)	(\$2,691.83)	(\$2,948.00)	(\$5,805.39)	(\$3,300.00)	(\$2,895.28)	(\$352.00)	more cremations- less lot sales average of 17, 16, 15 and 14
10-160-1610-0330-40629	Interments	(\$30,517.06)	(\$30,906.00)	(\$22,574.16)	(\$26,000.00)	(\$36,186.23)	(\$29,000.00)	(\$26,297.64)	(\$29,000.00)	(\$29,759.15)	\$0.00	2020 No Change
	s/t	(\$63,844.52)	(\$53,600.02)	(\$32,337.42)	(\$35,148.00)	(\$47,680.45)	(\$39,148.00)	(\$42,015.62)	(\$39,500.00)	(\$47,954.13)	(\$352.00)	
Operational Revenue GST Ex												
	Student Wage Grants											
10-160-1610-0430-40582	Sundry Revenue	(\$3,455.69)	(\$5.00)	(\$5,000.00)	(\$5.00)		(\$5.00)	\$0.00	(\$5.00)	(\$4,227.85)	\$0.00	
10-160-1610-0430-40589	Expense Recoveries		(\$10.00)		(\$10.00)	\$260.51	(\$10.00)	\$0.00	(\$10.00)	\$260.51	\$0.00	
10-160-1610-0430-40638	Interest Earned	(\$22,644.34)	(\$20,000.00)	(\$22,111.70)	(\$22,000.00)	(\$20,511.49)	(\$22,000.00)	\$0.00	(\$22,000.00)	(\$21,755.84)	\$0.00	As at December 31
10-160-1610-0430-40632	Donations										\$0.00	
	s/t	(\$26,100.03)	(\$20,015.00)	(\$27,111.70)	(\$22,015.00)	(\$20,250.98)	(\$22,015.00)	\$0.00	(\$22,015.00)	(\$24,487.57)	\$0.00	
	Total	(\$89,944.55)	(\$73,615.02)	(\$59,449.12)	(\$57,163.00)	(\$67,931.43)	(\$61,163.00)	(\$42,015.62)	(\$61,515.00)	(\$72,441.70)	(\$352.00)	
	Expense											
Departmental Administration												
	Distributed Salary & Wages	(\$415,794.83)										
	Distributed Benefits	(\$85,753.29)										
10-160-1610-1101-60010	Contribution to Cemetery Trust					\$45,949.20						
10-160-1610-1101-60013	Overtime/Shift/Recall	5,157.16	\$5,000.00	\$649.83	\$5,000.00	\$58.31	\$500.00	\$57.59	\$100.00	\$1,955.10	(\$400.00)	
	Paid Leave (Berv/Sick/Other)	7,366.01										
	Vac, Stats, Holiday & Vac Pay	41,923.87										
10-160-1610-1101-60010	Salaries Full Time	170,188.98	\$33,026.84	\$49,671.29	\$26,901.00	\$57,261.96	\$65,744.00	\$29,525.21	\$74,338.15	\$92,374.08	\$8,594.15	Mel Langtry, Nick Wriggett, Matt McLellan & Larry Bragg home account split between PW and Parks + Portion of Kathy T +O&F Manager & Admin assist + Lorne Halvoresen/Trevor McKinnon Holidays
10-160-1610-1101-60020	Part Time Salaries & Wages	276,238.84	\$28,368.00	\$9,309.24	\$44,691.00	\$18,807.70	\$16,903.00	\$10,380.84	\$15,633.89	\$101,451.93	(\$1,269.11)	remainder of pt labour and vac pay
	Disability STD/LTD	7,949.96						\$0.00				
10-160-1610-1101-60055	WSIB	28,546.79	\$2,598.00	\$1,819.40	\$1,435.00	\$1,916.60	\$425.00	\$1,261.70	\$563.37	\$10,760.93	\$138.37	
10-160-1610-1101-60025	Canada Pension Plan	22,459.08	\$3,547.00	\$2,525.28	\$2,112.00	\$2,631.13	\$1,066.00	\$1,764.60	\$1,256.77	\$9,205.16	\$190.77	
10-160-1610-1101-60030	Employment Insurance	12,313.53	\$1,704.00	\$1,181.05	\$758.00	\$1,238.60	\$963.00	\$824.08	\$724.03	\$4,911.06	(\$238.97)	
	Dental, Vision, Extended Health	21,278.12						\$0.00				

New G/L Account	Description	2016 Budget Actuals 31-Dec-16	2017 Budget Approved	2017 Budget Actuals 31-Dec-17	2018 Budget Approved	2018 Budget Actuals 31-Dec-18	2019 Budget Approved	2019 Budget Actuals 31-Oct-19	2020 Budget Draft No. 1	3 Year Average 2016, 2017, 2018	Variance 2020-2019	Draft 1 - 2020 Budget as of December 18, 2019 Remarks
10-160-1610-1101-60035	OMERS	25,735.04	\$4,390.00	\$3,421.51	\$1,620.00	\$4,233.48	\$4,407.00	\$3,005.16	\$4,712.70	\$11,130.01	\$305.70	3 new hires in 2018/19 won't be able to join OMERS until 2020/21
	Life Insurance	1,231.35						\$0.00				
10-160-1610-1101-60040	Employer Health Tax	9,846.54	\$1,674.00	\$1,210.48	\$176.00	\$1,077.53	\$59.00	\$790.55	\$138.95	\$4,044.85	\$79.95	
10-160-1610-1101-60050	Employee Benefits		\$8,331.78	\$3,089.70	\$9,680.00	\$8,051.89	\$2,894.00	\$5,833.07	\$3,292.59	\$5,570.80	\$398.59	
	Staff Changes								\$12,635.82		\$12,635.82	2018 Green Space report Recommendation - 1 additional student. More grass to cut since taking over the wood yard. - Taking over Sister Kennedy Centre (\$4500 savings in CS)
	Private Works											
	Distributed Salary & Wages	1,065.02										
	Distributed Benefits	311.99										
10-160-1610-1131-60010	Hourly Full Time		\$400		\$400.00	\$0.00	\$400	\$0.00	\$408	\$0.00	\$8.00	Private Work labour - stump removal
10-160-1610-1131-60013	Overtime					\$0.00		\$0.00	\$0	\$0.00	\$0.00	
10-160-1610-1131-60020	Hourly Part Time		\$600	\$414.13	\$600.00	\$0.00	\$600	\$0.00	\$611	\$207.07	\$11.00	Private Work labour - stump removal
10-160-1610-1131-60025	Employer CPP		\$41	\$18.38	\$41.00	\$0.00	\$45	\$0.00	\$43	\$9.19	(\$2.45)	
10-160-1610-1131-60030	Employer EI		\$21	\$9.09	\$22.00	\$0.00	\$15	\$0.00	\$15	\$4.55	\$0.29	
10-160-1610-1131-60035	Employer OMERS		\$41		\$77.00	\$0.00	\$67	\$0.00	\$67	\$0.00	(\$0.12)	
10-160-1610-1131-60040	Employer EHT		\$20	\$7.76	\$20.00	\$0.00	\$20	\$0.00	\$20	\$3.88	(\$0.13)	
10-160-1610-1131-60050	Employer Benefits		\$83	\$198.71	\$26.00	\$0.00	\$30	\$0.00	\$32	\$99.36	\$2.31	
10-160-1610-1131-60055	Employer WSIB		\$31	\$12.15	\$32.00	\$0.00	\$31	\$0.00	\$32	\$6.08	\$0.79	
	Administration											
10-160-1610-1200-71251	Telephone & Communications	6,040.65	\$6,000.00	\$7,045.04	\$6,180.00	\$6,689.62	\$5,600.00	\$4,796.54	\$3,500.00	\$6,591.77	(\$2,100.00)	Decrease due to new Tbaytel Network access at both cemeteries (standalone internet)
10-160-1610-1200-71260	Memberships	174.25	\$234.25	\$384.56	\$284.00	\$501.67	\$502.00	\$405.82	\$500.00	\$353.49	(\$2.00)	Ontario Association of Cemeteries yearly membership, OCT for Mechanics - Increased based on 2018 actual
10-160-1610-1400-71410	Office Supplies	1,553.84	\$1,000.00	\$1,033.52	\$1,000.00	\$1,141.65	\$1,000.00	\$562.80	\$1,000.00	\$1,243.00	\$0.00	
10-160-1610-1400-71413	Diesel Oil	3,715.31	\$5,365.39	\$4,162.42	\$5,300.00	\$2,262.97	\$3,500.00	\$3,836.06	\$3,500.00	\$3,380.23	\$0.00	No Change 2020
10-160-1610-1400-71418	Gasoline	23,242.25	\$27,081.00	\$28,526.86	\$27,352.00	\$29,339.97	\$27,352.00	\$22,202.24	\$27,000.00	\$27,036.36	(\$352.00)	2020 - 3 Year Average
10-160-1610-1400-71471	Materials	1,319.22	\$1,000.00	\$1,637.25	\$1,000.00	\$224.72	\$1,000.00	\$508.46	\$1,000.00	\$1,060.40	\$0.00	
10-160-1610-1400-71480	Protective Clothing	8,631.98	\$8,000.00	\$7,761.98	\$8,000.00	\$6,498.09	\$8,000.00	\$7,706.74	\$8,000.00	\$7,630.68	\$0.00	Rain suits, safety boots, safety glasses, prescription glasses, work gloves, hard hats and safety t-shirts
10-160-1610-1500-71502	Computer Maintenance	1,238.57	\$1,400.00	\$1,322.80	\$1,400.00	\$1,345.12	\$1,700.00	\$1,340.05	\$1,700.00	\$1,302.16	\$0.00	Stone Orchard 1-Year Maintenance Agreement for software program - 2019 Increase for mobile solution
10-160-1610-1500-71531	Conferences & Courses	1,547.49	\$3,000.00	\$1,647.11	\$3,000.00	\$1,851.60	\$2,000.00	\$453.32	\$1,700.00	\$1,682.07	(\$300.00)	First Aid updating, WHMIS refresher course, cemetery conference, playground inspector certification. JHS committee Forum North
10-160-1610-1500-71560	Columbarium Expense	7,465.76	\$4,500.00	\$3,613.86	\$4,500.00	\$3,154.36	\$2,500.00	\$3,119.95	\$3,100.00	\$4,744.66	\$600.00	
10-160-1610-1500-71580	Property Insurance	16,334.67	\$16,656.00	\$16,615.90	\$16,747.00	\$17,019.18	\$18,721.00	\$19,026.06	\$21,010.00	\$16,656.58	\$2,289.00	supplied by deputy Treasurer
10-160-1610-1500-71585	Cemetery License Fee	1,059.00	\$1,100.00	\$1,842.00	\$1,100.00	\$951.00	\$1,100.00	\$0.00	\$1,100.00	\$1,284.00	\$0.00	90 burials at \$12 ea. + 15 admin fee rounded up (60 in 2017 & 73 YTD 2018)
	Indignant Burials					\$4,680.81		\$0.00		\$4,680.81	\$0.00	

New G/L Account	Description	2016 Budget Actuals 31-Dec-16	2017 Budget Approved	2017 Budget Actuals 31-Dec-17	2018 Budget Approved	2018 Budget Actuals 31-Dec-18	2019 Budget Approved	2019 Budget Actuals 31-Oct-19	2020 Budget Draft No. 1	3 Year Average 2016, 2017, 2018	Variance 2020-2019	Draft 1 - 2020 Budget as of December 18, 2019 Remarks
10-160-1610-1500-71591	Advertising & Public Notices		\$500.00		\$500.00	\$1,810.36	\$500.00	\$0.00	\$500.00	\$1,810.36	\$0.00	Ads for Annual & Special Care & Job Vacancies
10-160-1610-1600-71662	Foreign Exchange											
	Contribution to Reserves											
	s/t	\$202,387.15	\$165,712.95	\$149,131.30	\$169,954.00	\$218,697.52	\$167,644.00	\$117,400.84	\$188,233.96	\$190,071.99	\$20,589.96	
	Vehicles Licensed- Expenses											BASED ON MECHANIC WORKING FOR PARKS AND CEMETERIES 8 MONTHS OF YEAR
	Distributed Salary & Wages	\$4,907.53										
	Distributed Benefits	\$1,620										
10-160-1610-2910-60015	Hourly Full Time		\$7,890	\$1,279.60	\$8,008.00	\$6,694.35	\$8,168	\$6,873.31	\$8,323	\$3,986.98	\$155.00	
10-160-1610-2910-60013	Overtime		\$0					\$0.00	\$0		\$0.00	
10-160-1610-2910-60020	Hourly Part Time		\$0					\$0.00	\$0		\$0.00	
10-160-1610-2910-60025	Employer CPP		\$326	\$54.17	\$325.00	\$394.55	\$367	\$360.31	\$348	\$224.36	(\$19.44)	
10-160-1610-2910-60030	Employer EI		\$145	\$23.22	\$173.00	\$172.53	\$139	\$153.52	\$125	\$97.88	(\$14.15)	
10-160-1610-2910-60035	Employer OMERS		\$665	\$119.56	\$613.00	\$798.99	\$547	\$711.65	\$557	\$459.28	\$9.64	
10-160-1610-2910-60040	Employer EHT		\$152	\$24.27	\$156.00	\$164.74	\$159	\$146.00	\$162	\$94.51	\$3.30	
10-160-1610-2910-60050	Employer Benefits		\$762	\$60.08	\$520.00	\$830.45	\$605	\$788.42	\$659	\$445.27	\$54.10	
10-160-1610-2910-60055	Employer WSIB		\$196	\$37.92	\$256.00	\$270.38	\$257	\$235.79	\$260	\$154.15	\$2.68	
10-160-1610-2910-71545	Vehicle Parts & Maintenance	\$2,501.81	\$6,000.00	\$4,282.65	\$6,000.00	\$2,854.32	\$6,000.00	\$9,021.99	\$6,000.00	\$3,212.93	\$0.00	
10-160-1610-2910-71580	Insurance	\$4,735.67	\$4,659.00	\$4,633.28	\$4,594.00	\$3,816.42	\$4,882.00	\$4,299.98	\$5,615.00	\$4,395.12	\$733.00	supplied by deputy Treasurer
10-160-1610-2910-71582	Licenses	\$1,485.00	\$1,485.00	\$1,583.75	\$1,608.00	\$1,635.75	\$1,660.00	\$1,755.75	\$1,755.75	\$1,568.17	\$95.75	2020 = 2019 actuals
	s/t	\$15,249.55	\$22,280.37	\$12,098.50	\$22,253.00	\$17,632.48	\$22,784.00	\$24,346.72	\$23,803.88	\$14,993.51	\$1,019.88	
	Large Equipment Expenses											23 - larger pieces of equipment such as riding lawnmowers, backhoe, tri-deck pull behind mowers
	Distributed Salary & Wages	\$13,509.80										
	Distributed Benefits	\$4,458										
10-160-1610-2912-60010	Hourly Full Time		\$16,281	\$4,411.65	\$16,525.00	\$16,470.56	\$16,856	\$15,007.11	\$17,176	\$10,441.11	\$320.00	
10-160-1610-2912-60013	Overtime		\$0	\$1,268.67			\$500	\$0.00	\$500	\$1,268.67	\$0.00	
10-160-1610-2912-60020	Hourly Part Time		\$0					\$0.00	\$0	\$0.00	\$0.00	
10-160-1610-2912-60025	Employer CPP		\$672	\$218.78	\$670.00	\$812.72	\$757	\$2,991.47	\$717	\$515.75	(\$39.75)	
10-160-1610-2912-60030	Employer EI		\$300	\$91.36	\$358.00	\$364.00	\$286	\$325.33	\$258	\$227.68	(\$28.36)	
10-160-1610-2912-60035	Employer OMERS		\$1,372	\$579.77	\$1,265.00	\$1,644.51	\$1,129	\$1,507.72	\$1,149	\$1,112.14	\$19.73	
10-160-1610-2912-60040	Employer EHT		\$314	\$106.85	\$322.00	\$339.44	\$329	\$309.21	\$335	\$223.15	\$5.93	
10-160-1610-2912-60050	Employer Benefits		\$1,573	\$645.50	\$1,072.00	\$1,937.52	\$1,248	\$1,692.47	\$1,360	\$1,291.51	\$112.18	
10-160-1610-2912-60055	Employer WSIB		\$404	\$181.67	\$529.00	\$557.01	\$531	\$499.46	\$536	\$369.34	\$4.89	
10-160-1610-2912-71545	Vehicle Parts & Maintenance	\$10,569.25	\$10,000.00	\$5,344.34	\$10,000.00	\$12,379.72	\$10,000.00	\$18,757.98	\$10,000.00	\$9,431.10	\$0.00	
	s/t	\$28,537.42	\$30,916.34	\$12,848.59	\$30,741.00	\$34,505.48	\$31,636.00	\$41,090.75	\$32,030.62	\$25,297.16	\$394.62	

New G/L Account	Description	2016 Budget Actuals 31-Dec-16	2017 Budget Approved	2017 Budget Actuals 31-Dec-17	2018 Budget Approved	2018 Budget Actuals 31-Dec-18	2019 Budget Approved	2019 Budget Actuals 31-Oct-19	2020 Budget Draft No. 1	3 Year Average 2016, 2017, 2018	Variance 2020-2019	Draft 1 - 2020 Budget as of December 18, 2019  Remarks
	<b>Small Equipment</b>											73 pieces of small equipment such as water wagon, weed eaters, push lawnmowers & power saws
	Distributed Salary & Wages	\$6,434.32										
	Distributed Benefits	\$2,035										
10-160-1610-2914-60015	Hourly Full Time		\$7,139	\$6,462.23	\$7,246.00	\$3,810.71	\$7,391	\$6,575.08	\$7,532	\$5,136.47	\$141.00	
10-160-1610-2914-60013	Overtime		\$0			\$133.84	\$500		\$500	\$133.84	\$0.00	
10-160-1610-2914-60020	Hourly Part Time		\$0			\$5.36			\$0	\$5.36	\$0.00	
10-160-1610-2914-60025	Employer CPP		\$295	\$242.19	\$294.00	\$187.45	\$332	\$331.75	\$315	\$214.82	(\$17.47)	
10-160-1610-2914-60030	Employer EI		\$131	\$105.58	\$157.00	\$85.06	\$125	\$141.04	\$113	\$95.32	(\$12.02)	
10-160-1610-2914-60035	Employer OMERS		\$602	\$631.21	\$555.00	\$367.42	\$495	\$653.43	\$504	\$499.32	\$8.74	
10-160-1610-2914-60040	Employer EHT		\$138	\$119.58	\$141.00	\$78.39	\$144	\$134.40	\$147	\$98.99	\$2.87	
10-160-1610-2914-60050	Employer Benefits		\$690	\$756.15	\$470.00	\$380.09	\$547	\$793.33	\$596	\$568.12	\$49.46	
10-160-1610-2914-60055	Employer WSIB		\$177	\$198.44	\$232.00	\$128.64	\$233	\$217.16	\$235	\$163.54	\$2.00	
10-160-1610-2914-71545	Vehicle Parts & Maintenance	\$3,201.40	\$9,000.00	\$3,319.09	\$9,000.00	\$2,705.42	\$9,000.00	\$5,793.08	\$3,900.00	\$3,075.30	(\$5,100.00)	2020 - 3 year average
10-160-1610-2914-71582	Licenses											
	s/t	\$11,670.49	\$18,171.01	\$11,834.47	\$18,095.00	\$7,882.38	\$18,767.00	\$14,639.27	\$13,841.58	\$10,462.45	(\$4,925.42)	
	Total expenditures	\$167,900.06	\$163,465.66	\$126,463.74	\$183,880.00	\$210,786.43	\$179,668.00	\$155,461.96	\$196,395.04	\$168,383.41	\$16,727.04	
	<b>Fort Frances Cemetery</b>											
	<b>Operational Revenue</b>											
10-100-1040-0330-40624	Annual Plot Care											
10-100-1040-0330-40589	Expense Recovery			(\$42.62)		(\$346.16)		(\$318.59)		(\$194.39)		
10-100-1040-0330-40626	Monument Setting	(\$522.33)	(\$500.00)	(\$732.16)	(\$723.00)	(\$900.00)	(\$723.00)	(\$706.72)	(\$723.00)	(\$718.16)	\$0.00	2020 - No Change
	s/t	(\$522.33)	(\$500.00)	(\$774.78)	(\$723.00)	(\$1,246.16)	(\$723.00)	(\$1,025.31)	(\$723.00)	(\$847.76)	\$0.00	
	<b>Expense</b>											
	<b>Grounds Maintenance</b>											Cut, trim and landscape 13 acres of land, large flower beds, hedge, snow plowing
	Distributed Salary & Wages	\$20,696.81										
	Distributed Benefits	\$3,509										
10-100-1040-1510-75350	Contribution to Capital					\$11,777				\$11,776.84		
10-100-1040-2740-60015	Hourly Full Time		\$7,000	(\$148.23)	\$1,100.00	\$9,077.42	\$7,242	\$9,981.53	\$7,378	\$4,464.60	\$136.00	
10-100-1040-2740-60013	Overtime		\$0	\$1,461.78		\$197.88	\$500	\$0.00	\$500	\$829.83	\$0.00	
10-100-1040-2740-60020	Hourly Part Time		\$10,500	\$29,241.28	\$30,000.00	\$15,187.34	\$24,480	\$12,091.06	\$24,945	\$22,214.31	\$465.00	
10-100-1040-2740-60025	Employer CPP		\$719	\$1,380.86	\$1,261.00	\$1,150.16	\$1,425	\$1,130.07	\$1,350	\$1,265.51	(\$75.24)	
10-100-1040-2740-60030	Employer EI		\$366	\$680.21	\$674.00	\$556.20	\$476	\$524.98	\$485	\$618.21	\$8.85	
10-100-1040-2740-60035	Employer OMERS		\$723	\$2,133.11	\$2,381.00	\$1,239.16	\$2,124	\$1,157.18	\$2,162	\$1,686.14	\$37.76	
10-100-1040-2740-60040	Employer EHT		\$341	\$586.47	\$606.00	\$486.07	\$619	\$467.04	\$630	\$536.27	\$11.30	
10-100-1040-2740-60050	Employer Benefits		\$1,460	\$1,847.39	\$2,018.00	\$1,672.92	\$2,349	\$1,291.60	\$2,560	\$1,760.16	\$210.67	
10-100-1040-2740-60055	Employer WSIB		\$534	\$924.73	\$995.00	\$797.67	\$990	\$754.43	\$1,008	\$861.20	\$18.48	
												Topsoil, grass seed, fertilizer, lease of garbage bin, irrigation hoses - 2019 Increase of \$2000 for roadway granulars
10-100-1040-2740-71471	Materials	\$0.00	\$1,000.00	\$1,066.59	\$1,000.00	\$496.17	\$3,000.00	\$2,093.22	\$1,000.00	\$520.92	(\$2,000.00)	
10-100-1040-2740-71540	Equipment rental-own					\$465.30		\$0.00		\$465.30	\$0.00	
	s/t	\$24,205.41	\$22,642.25	\$39,174.19	\$40,035.00	\$43,103.13	\$43,205.00	\$29,491.11	\$42,017.82	\$35,494.24	(\$1,187.18)	



New G/L Account	Description	2016 Budget Actuals 31-Dec-16	2017 Budget Approved	2017 Budget Actuals 31-Dec-17	2018 Budget Approved	2018 Budget Actuals 31-Dec-18	2019 Budget Approved	2019 Budget Actuals 31-Oct-19	2020 Budget Draft No. 1	3 Year Average 2016, 2017, 2018	Variance 2020-2019	Draft 1 - 2020 Budget as of December 18, 2019 Remarks
	<b>Building &amp; Maintenance</b>											Cleaning and repairs to lunchroom, greenhouse and garage at Cemetery
	Distributed Salary & Wages	\$464.59										
	Distributed Benefits	\$153										
10-100-1040-2741-60015	Hourly Full Time		\$800		\$800.00	\$557.32	\$4,078	\$2,781.72	\$3,042	\$557.32	(\$1,036.08)	\$832 Parks Staff + \$2209.92 Tradesperson
10-100-1040-2741-60013	Overtime		\$0			\$88.47		\$0.00	\$0	\$88.47	\$0.00	
10-100-1040-2741-60020	Hourly Part Time		\$1,200		\$1,218.00	\$2,312.66	\$1,242	\$1,693.48	\$1,265	\$2,312.66	\$23.00	
10-100-1040-2741-60025	Employer CPP		\$82		\$82.00	\$128.15	\$240	\$220.86	\$180	\$128.15	(\$60.15)	
10-100-1040-2741-60030	Employer EI		\$42		\$44.00	\$63.26	\$80	\$98.29	\$65	\$63.26	(\$15.40)	
10-100-1040-2741-60035	Employer OMERS		\$83		\$155.00	\$62.07	\$359	\$310.47	\$288	\$62.07	(\$70.95)	
10-100-1040-2741-60040	Employer EHT		\$39		\$39.00	\$56.23	\$104	\$90.03	\$84	\$56.23	(\$20.02)	
10-100-1040-2741-60050	Employer Benefits		\$167		\$131.00	\$0.00	\$411	\$133.69	\$641	\$0.00	\$230.07	
10-100-1040-2741-60055	Employer WSIB		\$61		\$65.00	\$92.27	\$166	\$145.40	\$134	\$92.27	(\$31.62)	
10-100-1040-2741-71420	Electrical Power	\$6,906.21	\$6,620.00	\$6,313.84	\$6,620.00	\$5,995.59	\$6,175.00	\$5,408.70	\$6,175.00	\$6,405.21	\$0.00	Reduction in 2019 due to insulation and LED lighting & Insulation Upgrades completed in 2018
10-100-1040-2741-71421	Water & Sewer	\$1,920.43	\$2,790.14	\$2,075.81	\$2,200.00	\$2,046.39	\$2,259.00	\$1,887.60	\$2,320.00	\$2,014.21	\$61.00	Water meter installed fall of 2011- 2020 increase 3.22%.
10-100-1040-2741-71471	Materials	\$2,254.32	\$2,000.00	\$1,297.07	\$2,000.00	\$5,147.77	\$2,000.00	\$2,947.61	\$2,000.00	\$2,899.72	\$0.00	Cleaning supplies, mechanical supplies
10-100-1040-2741-71523	Contracted Works	\$2,773.36	\$4,000.00	\$4,719.30	\$4,000.00	\$4,321.55	\$4,000.00	\$3,420.92	\$4,000.00	\$3,938.07	\$0.00	Garbage bins emptying -Asselin, Galbraith
10-100-1040-2741-71540	Equipment Rentals - Owned	\$25.00				\$0.00		\$3.34		\$12.50	\$0.00	changing lighting ballast garage, ESA annual inspection fees & inspection of 1 ton hoist
	s/t	\$14,497.23	\$17,883.74	\$14,406.02	\$17,354.00	\$20,871.73	\$21,114.00	\$19,142.11	\$20,193.85	\$16,591.66	(\$920.15)	
	<b>Interments</b>											
	Distributed Salary & Wages	\$225.60										
	Distributed Benefits	\$74										
10-100-1040-2746-60015	Hourly Full Time		\$200	\$336.28	\$203.00	\$574.84	\$207	\$328.07	\$211	\$455.56	\$4.00	
10-100-1040-2746-60013	Overtime					\$101.04	\$500	\$212.13	\$500	\$101.04	\$0.00	
10-100-1040-2746-60020	Hourly Part Time		\$300	\$103.53	\$305.00	\$4.04	\$311	\$6.17	\$317	\$53.79	\$6.00	
10-100-1040-2746-60025	Employer CPP		\$21	\$16.12	\$21.00	\$38.36	\$23	\$25.80	\$22	\$27.24	(\$0.95)	
10-100-1040-2746-60030	Employer EI		\$11	\$7.29	\$11.00	\$17.87	\$8	\$11.14	\$8	\$12.58	(\$0.08)	
10-100-1040-2746-60035	Employer OMERS		\$21	\$22.98	\$39.00	\$74.97	\$34	\$48.78	\$35	\$48.98	\$1.31	
10-100-1040-2746-60040	Employer EHT		\$10	\$5.42	\$10.00	\$16.24	\$10	\$10.51	\$10	\$10.83	\$0.30	
10-100-1040-2746-60050	Employer Benefits		\$42	\$57.29	\$33.00	\$0.71	\$38	\$46.03	\$42	\$29.00	\$3.81	
10-100-1040-2746-60055	Employer WSIB		\$15	\$10.62	\$16.00	\$23.55	\$16	\$17.01	\$16	\$17.09	\$0.47	
10-100-1040-2746-71471	Materials	\$0.00	\$100.00	\$41.51	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00	\$13.84	\$0.00	
	s/t	\$300.04	\$718.40	\$601.04	\$738.00	\$851.62	\$1,247.00	\$705.64	\$1,261.86	\$584.23	\$14.86	

New G/L Account	Description	2016 Budget Actuals 31-Dec-16	2017 Budget Approved	2017 Budget Actuals 31-Dec-17	2018 Budget Approved	2018 Budget Actuals 31-Dec-18	2019 Budget Approved	2019 Budget Actuals 31-Oct-19	2020 Budget Draft No. 1	3 Year Average 2016, 2017, 2018	Variance 2020-2019	Draft 1 - 2020 Budget as of December 18, 2019 Remarks
	<b>Grave Plot- Flower Care</b>											Preparation, planting, fertilizing, weeding, cultivate and watering
	Distributed Salary & Wages	\$19,902.54										
	Distributed Benefits	\$3,025										
10-100-1040-2747-60015	Hourly Full Time		\$5,000	\$4,883.30	\$5,000.00	\$5,590.59	\$5,100	\$5,937.38	\$5,197	\$5,236.95	\$97.00	
10-100-1040-2747-60020	Hourly Part Time		\$20,000	\$48,066.20	\$50,000.00	\$16,665.82	\$51,000	\$15,478.77	\$51,969	\$32,366.01	\$969.00	
10-100-1040-2747-60025	Employer CPP		\$1,028	\$2,358.08	\$2,229.00	\$1,030.06	\$2,521	\$1,030.28	\$2,387	\$1,694.07	(\$133.83)	
10-100-1040-2747-60030	Employer EI		\$523	\$1,181.37	\$1,191.00	\$517.14	\$842	\$484.11	\$857	\$849.26	\$15.49	
10-100-1040-2747-60035	Employer OMERS		\$1,033	\$779.47	\$4,212.00	\$593.21	\$3,756	\$746.14	\$3,823	\$686.34	\$67.27	
10-100-1040-2747-60040	Employer EHT		\$488	\$1,015.67	\$1,073.00	\$445.32	\$1,094	\$430.75	\$1,115	\$730.50	\$20.74	
10-100-1040-2747-60050	Employer Benefits		\$2,085	\$752.27	\$3,569.00	\$63.91	\$4,155	\$1,398.90	\$4,527	\$408.09	\$372.00	
10-100-1040-2747-60055	Employer WSIB		\$763	\$1,591.88	\$1,760.00	\$730.81	\$1,750	\$695.92	\$1,784	\$1,161.35	\$33.58	
10-100-1040-2747-71471	Materials	\$5,725.43	\$5,430.69	\$4,125.50	\$5,910.00	\$5,414.50	\$5,414.00	\$3,699.82	\$8,362.54	\$5,088.48	\$2,948.54	Includes \$5862.54 to purchase flowers & 1500 of topsoil + \$1000 in Misc. materials
	s/t	\$28,653.11	\$36,348.19	\$64,753.74	\$74,944.00	\$31,051.36	\$75,632.00	\$29,902.07	\$80,021.79	\$41,486.07	\$4,389.79	
	<b>Monument Maintenance</b>											
	Distributed Salary & Wages	\$988.20										
	Distributed Benefits	\$258										
10-100-1040-2748-60015	Hourly Full Time		\$400		\$400.00	\$5,821.12	\$408	\$1,834.59	\$416	\$5,821.12	\$8.00	
10-100-1040-2748-60020	Hourly Part Time		\$600		\$609.00	\$0.00	\$621	\$0.00	\$633	\$0.00	\$12.00	
10-100-1040-2748-60025	Employer CPP		\$41		\$41.00	\$303.72	\$46	\$91.43	\$44	\$303.72	(\$2.20)	
10-100-1040-2748-60030	Employer EI		\$21		\$22.00	\$118.99	\$15	\$38.28	\$16	\$118.99	\$0.74	
10-100-1040-2748-60035	Employer OMERS		\$41		\$77.00	\$592.23	\$69	\$172.26	\$70	\$592.23	\$1.16	
10-100-1040-2748-60040	Employer EHT		\$20		\$20.00	\$127.49	\$20	\$37.22	\$20	\$127.49	\$0.46	
10-100-1040-2748-60050	Employer Benefits		\$83		\$65.00	\$902.28	\$76	\$307.69	\$83	\$902.28	\$7.07	
10-100-1040-2748-60055	Employer WSIB		\$31		\$32.00	\$209.23	\$32	\$60.13	\$33	\$209.23	\$0.73	
10-100-1040-2748-71471	Materials	\$117.83	\$250.00		\$250.00	\$346.79	\$250.00	\$0.00	\$250.00	\$232.31	\$0.00	
10-100-1040-2748-71540	Equip. Rental owned	\$0.00				\$0.00		\$0.00			\$0.00	
	s/t	\$1,363.77	\$1,486.80	\$0.00	\$1,516.00	\$8,421.85	\$1,537.00	\$2,541.60	\$1,564.96	\$3,261.87	\$27.96	
	Total	\$68,497.23	\$78,579.38	\$118,160.21	\$133,864.00	\$103,053.53	\$142,012.00	\$80,757.22	\$144,337.28	\$96,570.32	\$2,325.28	
	<b>Riverview Cemetery</b>											
	<b>Operational Revenue</b>											
	Private Work Charges											
10-100-1041-0330-40589	Riverview Expense Recovery					(\$643.00)		(\$97.80)		(\$643.00)	\$0.00	
10-100-1041-0330-40624	Annual Plot Care	(\$714.98)	(\$1,500.00)	(\$510.68)	(\$1,500.00)	(\$518.35)	(\$1,500.00)	(\$531.82)	(\$1,500.00)	(\$581.34)	\$0.00	
10-100-1041-0330-40626	Monument Setting	(\$4,039.20)	(\$4,100.00)	(\$4,480.77)	(\$4,300.00)	(\$5,747.40)	(\$4,500.00)	(\$3,609.68)	(\$4,500.00)	(\$4,755.79)	\$0.00	Closer to 2015, 2016, 2017 and 2018 actual revenue
	s/t	(\$4,754.18)	(\$5,600.00)	(\$4,991.45)	(\$5,800.00)	(\$6,908.75)	(\$6,000.00)	(\$4,239.30)	(\$6,000.00)	(\$5,551.46)	\$0.00	

New G/L Account	Description	2016 Budget Actuals 31-Dec-16	2017 Budget Approved	2017 Budget Actuals 31-Dec-17	2018 Budget Approved	2018 Budget Actuals 31-Dec-18	2019 Budget Approved	2019 Budget Actuals 31-Oct-19	2020 Budget Draft No. 1	3 Year Average 2016, 2017, 2018	Variance 2020-2019	Draft 1 - 2020 Budget as of December 18, 2019  Remarks
	<b>Grounds Maintenance</b>											Cut, trim and landscape 19 Acres of land, large flower beds, hedge, snow plowing and tree trimming
	Distributed Salary & Wages	\$21,767.84										
	Distributed Benefits	\$3,223										
10-100-1041-2740-60015	Hourly Full Time		\$18,800	\$10,995.26	\$11,000.00	\$10,953.10	\$11,220	\$12,232.51	\$11,433	\$10,974.18	\$213.00	
10-100-1041-2740-60013	Overtime					\$44.24		\$0.00	\$0	\$44.24	\$0.00	
10-100-1041-2740-60020	Hourly Part Time		\$28,200	\$32,252.21	\$32,736.00	\$21,872.51	\$33,391	\$23,680.59	\$34,025	\$27,062.36	\$634.00	
10-100-1041-2740-60025	Employer CPP		\$1,927	\$2,013.15	\$1,773.00	\$1,521.36	\$2,004	\$1,766.95	\$1,898	\$1,767.26	(\$105.74)	
10-100-1041-2740-60030	Employer EI		\$992	\$974.63	\$947.00	\$733.79	\$669	\$823.59	\$682	\$854.21	\$12.87	
10-100-1041-2740-60035	Employer OMERS		\$1,941	\$1,378.24	\$3,349.00	\$1,741.43	\$2,987	\$1,502.87	\$3,040	\$1,559.84	\$53.23	
10-100-1041-2740-60040	Employer EHT		\$917	\$831.00	\$853.00	\$649.67	\$870	\$731.46	\$886	\$740.34	\$16.43	
10-100-1041-2740-60050	Employer Benefits		\$3,920	\$2,141.72	\$2,838.00	\$1,626.63	\$3,304	\$1,179.72	\$3,600	\$1,884.18	\$295.84	
10-100-1041-2740-60055	Employer WSIB		\$1,434	\$1,336.40	\$1,400.00	\$1,066.15	\$1,392	\$1,181.64	\$1,418	\$1,201.28	\$26.29	
10-100-1041-2740-71471	Materials	\$887.44	\$1,000.00	\$696.32	\$1,000.00	\$948.58	\$1,000.00	\$175.41	\$3,000.00	\$844.11	\$2,000.00	grass seed, fertilizer, irrigation hoses, large beds - 2020 Increase of \$2000 for roadway granular A
10-100-1041-2740-71540	Equipment Rental - Own	\$0.00										Purchased 3 pin hitch box grader - no requirement for PW grader
	s/t	\$25,878.05	\$59,129.60	\$52,618.93	\$55,896.00	\$41,157.46	\$56,837.00	\$43,274.74	\$59,982.92	\$39,884.81	\$3,145.92	
	<b>Building &amp; Maintenance</b>											
	Distributed Salary & Wages	\$871.73										
	Distributed Benefits	\$288										
10-100-1041-2741-60015	Hourly Full Time		\$800		\$800.00	\$0.00	\$4,062	\$1,408.25	\$4,130	\$0.00	\$67.88	\$815 Parks Staff + \$3314.88 Tradesperson
10-100-1041-2741-60020	Hourly Part Time		\$1,200		\$1,200.00	\$0.00	\$1,200	\$205.52	\$1,223	\$0.00	\$23.00	
10-100-1041-2741-60025	Employer CPP		\$82		\$81.07	\$0.00	\$237	\$81.60	\$224	\$0.00	(\$13.47)	
10-100-1041-2741-60030	Employer EI		\$42		\$43.32	\$0.00	\$79	\$35.39	\$80	\$0.00	\$1.29	
10-100-1041-2741-60035	Employer OMERS		\$83		\$153.15	\$0.00	\$355	\$158.92	\$357	\$0.00	\$2.00	
10-100-1041-2741-60040	Employer EHT		\$39		\$39.00	\$0.00	\$103	\$33.20	\$104	\$0.00	\$1.38	
10-100-1041-2741-60050	Employer Benefits		\$167		\$129.78	\$0.00	\$406	\$201.97	\$424	\$0.00	\$17.90	
10-100-1041-2741-60055	Employer WSIB		\$61		\$64.00	\$0.00	\$164	\$53.63	\$167	\$0.00	\$3.01	
10-100-1041-2741-71420	Electrical Power	\$2,879.30	\$2,900.00	\$2,976.42	\$3,100.00	\$2,542.41	\$3,000.00	\$1,697.28	\$3,000.00	\$2,799.38	\$0.00	No Change 2020
10-100-1041-2741-71421	Water & Sewer	\$710.81	\$1,000.00	\$1,900.39	\$1,883.00	\$1,700.04	\$2,113.00	\$1,313.13	\$1,800.00	\$1,437.08	(\$313.00)	New water meter fall of 2011 - Closer to 3 year average
10-100-1041-2741-71471	Materials	\$587.11	\$1,000.00	\$566.19	\$1,000.00	\$759.04	\$1,000.00	\$3,595.58	\$1,000.00	\$637.45	\$0.00	Miscellaneous building supplies
10-100-1041-2741-71523	Contracted Works	\$761.98	\$1,000.00	\$587.88	\$1,000.00	\$1,683.34	\$1,000.00	\$551.83	\$1,000.00	\$1,011.07	\$0.00	Annual fee from ESA - blanket inspection services - approximately \$500, Air fresheners - Northwest Pest Control
	Equipment Rental - Own	\$0.00										
	s/t	\$6,098.60	\$8,373.60	\$6,030.88	\$9,493.32	\$6,684.83	\$13,719.00	\$9,336.30	\$13,508.99	\$6,271.44	(\$210.01)	

New G/L Account	Description	2016 Budget Actuals 31-Dec-16	2017 Budget Approved	2017 Budget Actuals 31-Dec-17	2018 Budget Approved	2018 Budget Actuals 31-Dec-18	2019 Budget Approved	2019 Budget Actuals 31-Oct-19	2020 Budget Draft No. 1	3 Year Average 2016, 2017, 2018	Variance 2020-2019	Draft 1 - 2020 Budget as of December 18, 2019  Remarks
	<b>Interments</b>											
	Distributed Salary & Wages	\$11,830.08										
	Distributed Benefits	\$3,226										
10-100-1041-2746-60015	Hourly Full Time		\$4,800	\$2,215.35	\$4,872.00	\$8,861.68	\$4,970	\$8,629.50	\$5,064	\$5,538.52	\$94.00	
10-100-1041-2746-60013	Overtime			\$3,102.58		\$1,396.55	\$1,500	\$106.56	\$1,500	\$2,249.57	\$0.00	
10-100-1041-2746-60020	Hourly Part Time		\$7,200	\$1,597.21	\$1,398.00	\$640.62	\$1,426	\$0.00	\$1,453	\$1,118.92	\$27.00	
10-100-1041-2746-60025	Employer CPP		\$493	\$285.80	\$254.16	\$518.23	\$287	\$430.85	\$272	\$402.02	(\$14.86)	
10-100-1041-2746-60030	Employer EI		\$253	\$130.91	\$135.81	\$206.73	\$96	\$182.72	\$98	\$168.82	\$1.76	
10-100-1041-2746-60035	Employer OMERS		\$496	\$496.97	\$480.12	\$888.61	\$428	\$827.52	\$436	\$692.79	\$7.86	
10-100-1041-2746-60040	Employer EHT		\$234	\$126.98	\$122.27	\$232.84	\$125	\$174.17	\$127	\$179.91	\$2.08	
10-100-1041-2746-60050	Employer Benefits		\$1,001	\$528.77	\$406.85	\$1,276.22	\$474	\$941.78	\$516	\$902.50	\$42.08	
10-100-1041-2746-60055	Employer WSIB		\$366	\$218.75	\$200.64	\$380.84	\$200	\$281.35	\$203	\$299.80	\$3.33	
10-100-1041-2746-71471	Materials	\$843.98	\$850.00		\$850.00	\$72.66	\$500.00	\$1,388.50	\$500.00	\$458.32	\$0.00	
	s/t	\$15,899.89	\$15,692.80	\$8,703.32	\$8,719.85	\$14,474.98	\$10,006.00	\$12,962.95	\$10,169.25	\$13,026.06	\$163.25	
	<b>Grave Plot- Flower Care</b>											Prep., plant, fertilize, weed, cultivate and water flower bed
	Distributed Salary & Wages	\$81,836.13										
	Distributed Benefits	\$13,247										
10-100-1041-2747-60015	Hourly Full Time		\$14,000	\$10,392.24	\$6,000.00	\$13,583.01	\$6,120	\$17,472.83	\$6,236	\$11,987.63	\$116.00	
10-100-1041-2747-60013	Overtime							\$20.51	\$0		\$0.00	
10-100-1041-2747-60020	Hourly Part Time		\$56,000	\$78,223.95	\$66,052.00	\$49,128.65	\$67,373	\$52,550.63	\$68,653	\$63,676.30	\$1,280.00	
10-100-1041-2747-60025	Employer CPP		\$2,877	\$3,953.68	\$2,920.71	\$2,845.81	\$3,302	\$3,225.44	\$3,127	\$3,399.75	(\$174.74)	
10-100-1041-2747-60030	Employer EI		\$1,477	\$1,984.51	\$1,560.69	\$1,434.95	\$1,102	\$1,524.00	\$1,123	\$1,709.73	\$21.34	
10-100-1041-2747-60035	Employer OMERS		\$2,891	\$1,465.67	\$5,517.37	\$1,332.87	\$4,921	\$1,977.12	\$5,009	\$1,399.27	\$87.58	
10-100-1041-2747-60040	Employer EHT		\$1,365	\$1,705.49	\$1,405.01	\$1,231.74	\$1,433	\$1,354.98	\$1,460	\$1,468.62	\$27.34	
10-100-1041-2747-60050	Employer Benefits		\$5,838	\$2,071.88	\$4,675.30	\$2,234.83	\$5,443	\$2,187.49	\$5,931	\$2,153.36	\$487.50	
10-100-1041-2747-60055	Employer WSIB		\$2,135	\$2,680.41	\$2,305.66	\$2,021.23	\$2,293	\$2,188.82	\$2,337	\$2,350.82	\$43.54	
10-100-1041-2747-71471	Materials	\$19,051.23	\$12,798.23	\$9,725.83	\$14,700.00	\$13,293.31	\$13,293.00	\$12,225.12	\$21,178.14	\$14,023.46	\$7,885.14	Includes \$4000 to purchase proper top soil & \$15,678.14 for flowers + \$ 1500 miscellaneous items
	s/t	\$114,134.74	\$99,381.23	\$112,203.66	\$105,136.75	\$87,106.40	\$105,280.00	\$94,726.94	\$115,053.70	\$104,481.60	\$9,773.70	



New G/L Account	Description	2016 Budget Actuals 31-Dec-16	2017 Budget Approved	2017 Budget Actuals 31-Dec-17	2018 Budget Approved	2018 Budget Actuals 31-Dec-18	2019 Budget Approved	2019 Budget Actuals 31-Oct-19	2020 Budget Draft No. 1	3 Year Average 2016, 2017, 2018	Variance 2020-2019	Draft 1 - 2020 Budget as of December 18, 2019 Remarks
	<b>Monument Maintenance</b>											Installation and adjustment of foundations for Monuments
	Distributed Salary & Wages	\$2,899.34										
	Distributed Benefits	\$385										
10-100-1041-2748-60015	Hourly Full Time		\$2,800	\$222.08	\$2,800.00	\$1,179.60	\$2,856	\$2,187.20	\$2,910	\$700.84	\$54.00	
10-100-1041-2748-60020	Hourly Part Time		\$4,200	\$5,409.99	\$4,623.00	\$4,737.65	\$4,715	\$0.00	\$4,824	\$5,073.82	\$109.00	
10-100-1041-2748-60025	Employer CPP		\$287	\$280.87	\$301.00	\$291.97	\$340	\$107.99	\$323	\$286.42	(\$17.04)	
10-100-1041-2748-60030	Employer EI		\$148	\$137.75	\$161.00	\$143.52	\$134	\$45.36	\$116	\$140.64	(\$17.99)	
10-100-1041-2748-60035	Employer OMERS		\$289	\$18.90	\$568.00	\$112.02	\$507	\$203.31	\$517	\$65.46	\$10.25	
10-100-1041-2748-60040	Employer EHT		\$137	\$112.90	\$145.00	\$122.74	\$148	\$43.98	\$151	\$117.82	\$2.81	
10-100-1041-2748-60050	Employer Benefits		\$584	\$119.20	\$482.00	\$341.91	\$561	\$363.91	\$612	\$230.56	\$51.46	
10-100-1041-2748-60055	Employer WSIB		\$214	\$184.70	\$238.00	\$201.40	\$236	\$71.04	\$241	\$193.05	\$5.30	
10-100-1041-2748-71471	Materials	\$585.03	\$1,000.00	\$512.39	\$1,000.00	\$318.36	\$500.00	\$259.82	\$500.00	\$471.93	\$0.00	Concrete and wood required for foundations and maintenance
	s/t	\$3,868.87	\$9,657.60	\$6,998.78	\$10,318.00	\$7,449.17	\$9,997.00	\$3,282.61	\$10,194.79	\$6,105.61	\$197.79	
	Total	\$161,125.97	\$186,634.83	\$181,564.12	\$183,763.92	\$149,964.09	\$189,839.00	\$159,344.24	\$202,909.65	\$164,218.06	\$13,070.65	
	Total Cemeteries	\$229,623.20	\$265,214.21	\$299,724.33	\$317,627.92	\$253,017.62	\$331,851.00	\$240,101.46	\$347,246.93	\$260,788.38	\$15,395.93	
	<b>Parks - Point Park</b>											
	<b>Operational Revenue</b>											
10-160-1611-0330-40670	Daily Campsite Fees	(\$24,652.89)	(\$10,076.70)	(\$27,016.50)	(\$15,000.00)	(\$20,209.44)	(\$20,000.00)	(\$20,883.42)	(\$21,238.44)	(\$23,959.61)	(\$1,238.44)	
10-160-1611-0430-40589	Expense Recoveries											Vandalism revenue from 2013 damages
	s/t	(\$24,652.89)	(\$10,076.70)	(\$27,016.50)	(\$15,000.00)	(\$20,209.44)	(\$20,000.00)	(\$20,883.42)	(\$21,238.44)	(\$23,959.61)	(\$1,238.44)	
	<b>Grounds Maintenance</b>											Grass cutting, garbage collection, tree trimming & repairs to water system etc.....
	Distributed Salary & Wages	\$7,763.18										
	Distributed Benefits	\$1,039										
10-160-1611-2740-60015	Hourly Full Time		\$6,000	\$5,940.64	\$896.00	\$9,670.98	\$6,242	\$7,442.06	\$6,361	\$7,805.81	\$119.00	Major Storm damage clean up 2018 - increase for more tree removal in 2019/20
10-160-1611-2740-60013	Overtime			\$1,016.49		\$1,633.14	\$1,000	\$816.71	\$900	\$1,324.82	(\$100.00)	
10-160-1611-2740-60020	Hourly Part Time		\$9,000	\$4,088.87	\$9,000.00	\$23,147.22	\$9,180	\$15,343.91	\$9,354	\$13,618.05	\$174.00	Major Storm damage clean up 2018 - increase for more tree removal in 2019/20
10-160-1611-2740-60025	Employer CPP		\$615	\$537.76	\$401.00	\$1,804.46	\$683	\$1,152.66	\$656	\$1,171.11	(\$26.76)	
10-160-1611-2740-60030	Employer EI		\$317	\$256.94	\$214.00	\$892.29	\$231	\$534.72	\$236	\$574.62	\$4.73	
10-160-1611-2740-60035	Employer OMERS		\$620	\$645.12	\$758.00	\$1,597.52	\$1,033	\$1,158.52	\$1,051	\$1,121.32	\$18.02	
10-160-1611-2740-60040	Employer EHT		\$293	\$209.36	\$193.00	\$775.12	\$301	\$472.78	\$306	\$492.24	\$5.44	
10-160-1611-2740-60050	Employer Benefits		\$1,251	\$177.34	\$642.00	\$1,760.14	\$1,142	\$1,926.90	\$1,244	\$968.74	\$102.48	
10-160-1611-2740-60055	Employer WSIB		\$458	\$360.52	\$317.00	\$1,266.86	\$482	\$763.81	\$490	\$813.69	\$8.31	
10-160-1611-2740-71471	Materials	\$2,198.75	\$2,500.00	\$1,095.28	\$2,500.00	\$2,389.73	\$2,500.00	\$596.38	\$2,500.00	\$1,894.59	\$0.00	Replace picnic tables - 10 x \$250.00 = \$2500,
10-160-1611-2740-71523	Contracted Works	\$1,682.44	\$2,000.00	\$3,157.63	\$5,000.00	\$1,069.36	\$3,000.00	\$1,211.84	\$3,000.00	\$1,969.81	\$0.00	Asselin to supply garbage bins and emptying services - 2018 Increase for FFPC Assistance in Tree Removal
10-160-1611-2740-71540	Equipment Rentals - Owned	\$0.00		\$1,948.12		\$286.70		\$142.40		\$744.94	\$0.00	No repairs to shoreline retaining wall budgeted in 2016
	s/t	\$12,683.23	\$23,052.00	\$19,434.07	\$19,921.00	\$46,293.52	\$25,794.00	\$31,562.69	\$26,099.22	\$26,136.94	\$305.22	

New G/L Account	Description	2016 Budget Actuals 31-Dec-16	2017 Budget Approved	2017 Budget Actuals 31-Dec-17	2018 Budget Approved	2018 Budget Actuals 31-Dec-18	2019 Budget Approved	2019 Budget Actuals 31-Oct-19	2020 Budget Draft No. 1	3 Year Average 2016, 2017, 2018	Variance 2020-2019	Draft 1 - 2020 Budget as of December 18, 2019 Remarks
	<b>Building Maintenance</b>											Washrooms, Showers & Garage
	Distributed Salary & Wages	\$6,888.15										
	Distributed Benefits	\$1,254										
10-160-1611-2741-60010	Hourly Full Time		\$800	\$126.33	\$800.00	\$122.69	\$2,991	\$68.50	\$3,042	\$124.51	\$50.92	\$832. Parks Staff + \$2209.92 Tradesperson
10-160-1611-2741-60013	Overtime							\$75.19	\$0	\$0.00	\$0.00	
10-160-1611-2741-60020	Hourly Part Time		\$1,200		\$1,200.00	\$3,468.33	\$1,224	\$3,265.02	\$1,247	\$3,468.33	\$23.00	
10-160-1611-2741-60025	Employer CPP		\$82		\$81.00	\$157.55	\$190	\$161.36	\$179	\$157.55	(\$10.90)	
10-160-1611-2741-60030	Employer EI		\$42		\$43.00	\$79.12	\$63	\$76.61	\$64	\$79.12	\$1.33	
10-160-1611-2741-60035	Employer OMERS		\$83	\$19.88	\$153.00	\$41.92	\$284	\$281.07	\$287	\$30.90	\$2.84	
10-160-1611-2741-60040	Employer EHT		\$39	\$2.27	\$39.00	\$66.49	\$82	\$66.01	\$84	\$34.38	\$1.63	
10-160-1611-2741-60050	Employer Benefits		\$167		\$130.00	\$7.38	\$324	\$261.78	\$340	\$7.38	\$15.64	
10-160-1611-2741-60055	Employer WSIB		\$61	\$5.67	\$64.00	\$109.11	\$132	\$106.63	\$134	\$57.39	\$1.81	
10-160-1611-2741-71420	Hydro Charges	\$5,547.99	\$5,500.00	\$3,456.32	\$3,500.00	\$3,681.37	\$3,800.00	\$3,045.70	\$3,800.00	\$4,228.56	\$0.00	2020 No Change
10-160-1611-2741-71421	Water & Sewer Charges	\$11,409.20	\$4,661.02	\$3,907.30	\$4,100.00	\$5,046.41	\$5,200.00	\$4,582.89	\$5,200.00	\$6,787.64	\$0.00	New water meter fall of 2011- 2020 No Change
10-160-1611-2741-71471	Material - Buildings	\$2,319.57	\$2,500.00	\$2,163.83	\$2,500.00	\$607.48	\$2,500.00	\$1,044.15	\$2,500.00	\$1,696.96	\$0.00	Paint, toilet/sink replacement - materials
10-160-1611-2741-71523	Contracted Works	\$1,101.94	\$2,000.00	\$932.08	\$2,000.00	\$850.62	\$1,500.00	\$2,026.32	\$1,500.00	\$961.55	\$0.00	Plumbing & Electrical Repairs
10-160-1611-2741-71540	Equipment Rentals - Owned	\$0.00				\$0.00		\$0.00		\$0.00	\$0.00	
	s/t	\$28,520.57	\$17,134.42	\$10,613.68	\$14,610.00	\$14,238.47	\$18,290.00	\$15,061.23	\$18,376.27	\$17,790.91	\$86.27	
	<b>Total Point Park</b>	<b>\$16,550.91</b>	<b>\$30,109.72</b>	<b>\$3,031.25</b>	<b>\$19,531.00</b>	<b>\$40,322.55</b>	<b>\$24,084.00</b>	<b>\$25,740.50</b>	<b>\$23,237.05</b>	<b>\$19,968.24</b>	<b>(\$846.95)</b>	
	<b>Parks-Outdoor Facilities</b>											Includes playgrounds, rinks & St. Francis
	Distributed Salary & Wages	\$203,228.72										
	Distributed Benefits	\$46,458										
10-160-1612-1101-60015	Hourly Full Time		\$80,000	\$92,390.43	\$81,200.00	\$72,740.37	\$82,824	\$105,139.44	\$84,398	\$82,565.40	\$1,574.00	
10-160-1612-1101-60013	Overtime			\$194.74		\$239.57	\$100	\$300.74	\$200	\$217.16	\$100.00	
10-160-1612-1101-60020	Hourly Part Time		\$120,000	\$113,755.38	\$111,650.00	\$114,350.79	\$113,883	\$99,374.72	\$100,000	\$114,053.09	(\$13,883.00)	
10-160-1612-1101-60025	Employer CPP		\$8,220	\$9,455.06	\$7,817.00	\$8,758.30	\$8,838	\$9,929.73	\$7,700	\$9,106.68	(\$1,137.80)	
10-160-1612-1101-60030	Employer EI		\$4,180	\$4,374.84	\$4,177.00	\$4,195.45	\$2,951	\$4,514.88	\$2,766	\$4,285.15	(\$185.03)	
10-160-1612-1101-60035	Employer OMERS		\$8,260	\$8,663.35	\$14,767.00	\$7,132.44	\$13,170	\$11,944.68	\$12,323	\$7,897.90	(\$847.45)	
10-160-1612-1101-60040	Employer EHT		\$3,900	\$3,982.60	\$3,761.00	\$3,803.61	\$3,836	\$4,098.08	\$3,596	\$3,893.11	(\$240.24)	
10-160-1612-1101-60050	Employer Benefits		\$16,680	\$8,312.43	\$12,514.00	\$9,029.38	\$14,568	\$12,287.92	\$14,603	\$8,670.91	\$34.57	
10-160-1612-1101-60055	Employer WSIB		\$6,100	\$6,396.76	\$6,171.00	\$6,268.70	\$6,137	\$6,619.54	\$5,753	\$6,332.73	(\$383.78)	
10-160-1612-1101-71540	Equipment Rental - Own	\$479.04		\$309.30		\$2,047.36		\$194.32	\$0.00	\$945.23	\$0.00	Public Works equipment
10-160-1612-1400-71421	Water & Sewer	\$243.07		\$154.67		\$483.60		\$0.00		\$293.78	\$0.00	
10-160-1612-1400-71471	Materials	\$28,491.22	\$17,000.00	\$31,827.50	\$20,000.00	\$23,695.69	\$20,000.00	\$23,475.60	\$20,000.00	\$28,004.80	\$0.00	Includes playgrounds, rinks & St. Francis.
10-160-1612-1500-71523	Contracted Works	\$5,354.30	\$2,500.00	\$4,479.10	\$2,500.00	\$5,360.74	\$3,400.00	\$2,845.72	\$3,400.00	\$5,064.71	\$0.00	ESA annual fees for rink shacks, Electrical & Plumbing repairs, Boat rental for annual Dock Repairs
	Contribution to Capital											
	s/t	\$284,253.94	\$266,840.00	\$284,296.16	\$264,557.00	\$258,106.00	\$269,707.00	\$280,725.37	\$254,738.27	\$275,552.03	(\$14,968.73)	

New G/L Account	Description	2016 Budget Actuals 31-Dec-16	2017 Budget Approved	2017 Budget Actuals 31-Dec-17	2018 Budget Approved	2018 Budget Actuals 31-Dec-18	2019 Budget Approved	2019 Budget Actuals 31-Oct-19	2020 Budget Draft No. 1	3 Year Average 2016, 2017, 2018	Variance 2020-2019	Draft 1 - 2020 Budget as of December 18, 2019  Remarks
	<b>Lions Millennium Park</b>											Start-up/shut down of fountain, washrooms and inspection of filter system
10-160-1613-0430-40632	Donation											
	Distributed Salary & Wages	\$2,707.20										
	Distributed Benefits	\$893										
10-160-1613-1101-60015	Hourly Full Time		\$1,240	\$3,383.55	\$3,424.00	\$0.00	\$3,492	\$0.00	\$3,558	\$1,691.78	\$66.00	
10-160-1613-1101-60013	Overtime			\$116.20		\$0.00		\$0.00	\$0	\$58.10	\$0.00	
10-160-1613-1101-60020	Hourly Part Time		\$1,860	\$1,035.33	\$1,860.00	\$0.00	\$1,897	\$141.47	\$1,933	\$517.67	\$36.00	
10-160-1613-1101-60025	Employer CPP		\$127	\$98.15	\$214.00	\$0.00	\$242	\$6.14	\$229	\$49.08	(\$12.70)	
10-160-1613-1101-60030	Employer EI		\$65	\$43.97	\$114.00	\$0.00	\$81	\$3.03	\$82	\$21.99	\$1.37	
10-160-1613-1101-60035	Employer OMERS		\$128	\$130.09	\$405.00	\$0.00	\$361	\$0.00	\$367	\$65.05	\$6.24	
10-160-1613-1101-60040	Employer EHT		\$60	\$43.50	\$103.00	\$0.00	\$105	\$2.61	\$107	\$21.75	\$2.07	
10-160-1613-1101-60050	Employer Benefits		\$259	\$873.55	\$343.00	\$0.00	\$399	\$0.00	\$435	\$436.78	\$35.83	
10-160-1613-1101-60055	Employer WSIB		\$95	\$70.21	\$169.00	\$0.00	\$168	\$4.22	\$171	\$35.11	\$3.32	
10-160-1613-1101-71540	Equipment Rentals - Owned	\$0.00				\$0.00		\$0.00		\$0.00	\$0.00	Public Works equipment
10-160-1613-2740-71420	Electrical Power	\$2,620.55	\$2,600.00	\$1,824.89	\$2,600.00	\$1,686.98	\$1,750.00	\$1,210.81	\$1,750.00	\$2,044.14	\$0.00	No Change 2018, 2019, 2020
10-160-1613-2740-71421	Water & Sewer	\$1,126.59	\$1,200.00	\$1,909.32	\$1,231.00	\$2,452.28	\$2,500.00	\$1,145.00	\$1,900.00	\$1,829.40	(\$600.00)	Water for fountain and washrooms - 2020 based on 3 year average
10-160-1613-2740-71471	Materials	\$790.23	\$1,000.00	\$32.43	\$1,000.00	\$309.33	\$1,000.00	\$441.08	\$1,000.00	\$377.33	\$0.00	Purchasing of toilet paper, cleaning supplies, chemicals and filters for fountain
10-160-1613-2740-71523	Contracted Works	\$826.82	\$1,000.00	\$140.15	\$1,000.00	\$674.77	\$1,000.00	\$624.96	\$1,000.00	\$547.25	\$0.00	Electrician and plumber for repairs
	s/t	\$8,964.77	\$9,633.77	\$9,701.34	\$12,463.00	\$5,123.36	\$12,995.00	\$3,579.32	\$12,533.13	\$7,929.82	(\$461.87)	
	<b>Rainy Lake Square</b>											New for 2018 - 2019 end of contractor warranty period higher input from Town Resources
10-160-1615-1101-60015	Hourly Full Time			\$481.54	\$2,000.00	\$1,193.29	\$2,000	\$0.00	\$2,038	\$837.42	\$38.00	
10-160-1615-1101-60020	Hourly Part Time				\$3,000.00	\$139.20	\$3,000	\$0.00	\$3,057	\$139.20	\$57.00	
10-160-1615-1101-60025	Employer CPP			\$7.69	\$202.68	\$68.34	\$225	\$0.00	\$213	\$38.02	(\$12.24)	
10-160-1615-1101-60030	Employer EI			\$2.26	\$108.30	\$31.44	\$75	\$0.00	\$76	\$16.85	\$1.43	
10-160-1615-1101-60035	Employer OMERS			\$46.26	\$382.87	\$130.80	\$335	\$0.00	\$334	\$88.53	(\$0.60)	
10-160-1615-1101-60040	Employer EHT			\$9.33	\$97.50	\$30.69	\$98	\$0.00	\$99	\$20.01	\$1.35	
10-160-1615-1101-60050	Employer Benefits			\$102.67	\$324.44	\$42.40	\$370	\$0.00	\$403	\$72.54	\$33.48	
10-160-1615-1101-60055	Employer WSIB			\$5.11	\$160.00	\$43.68	\$156	\$0.00	\$159	\$24.40	\$2.96	
10-160-1615-1240-71420	Electrical Power			\$251.48	\$2,600.00	\$946.22	\$1,000.00	\$535.53	\$1,000.00	\$598.85	\$0.00	
10-160-1615-1240-71421	Water & Sewer			\$0.00	\$1,200.00	\$578.86	\$625.00	\$0.00	\$645.00	\$289.43	\$20.00	3.22% increase over 2019 budget
10-160-1615-1240-71471	Materials			\$184.48	\$2,000.00	\$2,526.05	\$2,500.00	\$523.46	\$2,500.00	\$1,355.27	\$0.00	
10-160-1615-1240-71540	Equipment Rentals - Owned			\$175.00	\$0.00	\$262.50	\$700.00	\$6.25	\$700.00	\$218.75	\$0.00	
10-160-1615-1240-71580	Insurance			\$177.19	\$963.00	\$954.85	\$971.00	\$977.81	\$1,034.00	\$566.02	\$63.00	Based on information from Deputy Treasurer
10-160-1615-1240-71523	Contracted Works				\$1,000.00	\$821.18	\$1,500.00	\$256.45	\$1,500.00	\$821.18	\$0.00	
	s/t			\$1,443.01	\$14,038.80	\$7,769.50	\$13,555.00	\$2,299.50	\$13,759.38	\$4,606.26	\$204.38	
	.											
	Total	\$297,799.96	\$319,558.79	\$298,471.76	\$310,589.80	\$311,321.41	\$320,341.00	\$312,344.69	\$304,267.83	\$302,531.04	(\$16,073.17)	

New G/L Account	Description	2016 Budget Actuals 31-Dec-16	2017 Budget Approved	2017 Budget Actuals 31-Dec-17	2018 Budget Approved	2018 Budget Actuals 31-Dec-18	2019 Budget Approved	2019 Budget Actuals 31-Oct-19	2020 Budget Draft No. 1	3 Year Average 2016, 2017, 2018	Variance 2020-2019	Draft 1 - 2020 Budget as of December 18, 2019 Remarks
	Administration	\$167,900	\$163,466	\$126,464	\$183,880	\$210,786	\$179,668	\$155,462	\$196,395	\$168,383.41	\$16,727.04	9.31%
	Cemeteries	\$229,623	\$265,214	\$299,724	\$317,628	\$253,018	\$331,851	\$240,101	\$347,247	\$260,788.38	\$15,395.93	4.64%
	Parks	\$297,800	\$319,559	\$298,472	\$310,590	\$311,321	\$320,341	\$312,345	\$304,268	\$302,531.04	(\$16,073.17)	-5.02%
	Total Operating Costs	\$695,323	\$748,239	\$724,659.83	\$812,097.72	\$775,125.46	\$831,860	\$707,908.11	\$847,910	\$731,702.84	\$16,049.80	1.93%

FORT FRANCES AIRPORT 2020 OPERATING BUDGET - DRAFT 1

GL codes	Account Title	2016 Budget Approved	2016 Budget Actuals	2017 Budget Approved	2017 Budget Actuals	2018 Budget Approved	2018 Budget Actuals	2019 Budget Approved	2019 Budget Actuals 31-Oct-19	2020 Budget Draft No. 1	3 Year Average 2016, 2017, 2018	Variance 2020-2019	Draft 1 - 2020 Budget as of December 18, 2019 Remarks
	Revenues												
	Federal Gov. Transport Operating Grant												
10-060-0660-0330-40586	Sundry Revenue	(\$41,287)	(\$46,826)	(\$41,463)	(\$45,213)	(\$44,863)	(\$43,532)	(\$44,863)	(\$33,535)	(\$44,863)	(\$45,190)	\$0	Call-outs, GPU starts, deicing services, new for 2018 \$2700 for crop harvesting
10-060-0660-0330-40586	Office Rent	(\$12,267)	(\$11,827)	(\$12,444)	(\$14,704)	(\$12,631)	(\$12,184)	(\$12,631)	(\$9,700)	(\$12,631)	(\$12,905)	\$0	Leased Counterspace or floor at \$393.10 per sq. meter per year in 2019
10-060-0660-0330-40589	Expense Recovery	(\$640)	(\$919)	(\$650)	(\$748)	(\$650)	(\$879)	(\$650)	(\$770)	(\$650)	(\$849)	\$0	Rental of garbage bins to other Airport hangars & operators
10-060-0660-0330-40611	Aviation Fuel/Oil	(\$240,000)	(\$287,918)	(\$310,000)	(\$304,391)	(\$280,000)	(\$299,917)	(\$290,000)	(\$223,143)	(\$280,000)	(\$297,409)	\$10,000	Mark-up of fuels based on quarterly survey results of other Airports prices.
10-060-0660-0330-40612	Aircraft Parking	(\$523)	(\$776)	(\$523)	(\$320)	(\$523)	(\$2,216)	(\$523)	(\$276)	(\$523)	(\$1,104)	\$0	2018 had a lot of MNRF Helicopters parking at the Airport
10-060-0660-0330-40613	Lot Leases	(\$9,000)	(\$16,145)	(\$9,000)	(\$18,299)	(\$13,062)	(\$19,883)	(\$17,000)	(\$10,775)	(\$17,000)	(\$18,109)	\$0	
10-060-0660-0330-40614	Landing Fees	(\$107,950)	(\$148,318)	(\$120,000)	(\$144,238)	(\$130,000)	(\$153,012)	(\$142,000)	(\$145,405)	(\$142,000)	(\$148,523)	\$0	Based on Bearskin's current schedule
10-060-0660-0330-40615	Plug-ins	(\$50)	(\$56)	(\$50)	(\$285)	(\$100)	(\$302)	(\$100)	(\$2,258)	(\$200)	(\$215)	(\$100)	2020 Increase based on 3 year average
10-060-0660-0330-40620	General Terminal Fees	(\$28,089)	(\$28,469)	(\$28,762)	(\$28,746)	(\$29,238)	(\$26,608)	(\$27,000)	(\$17,129)	(\$27,000)	(\$27,941)	\$0	Based on Bearskin's current schedule
10-060-0660-0330-40672	Vending	(\$1,600)	(\$1,905)	(\$1,600)	(\$1,517)	(\$1,600)	(\$1,491)	(\$1,600)	(\$1,209)	(\$1,600)	(\$1,638)	\$0	
10-060-0660-0330-40693	Advertising Signs	(\$430)	(\$465)	(\$450)	(\$360)	(\$450)	(\$366)	(\$450)	(\$246)	(\$366)	(\$397)	\$84	2020 - Reduction to closer to 3 year average
10-060-0660-0330-40695	Car Parking	(\$731)	(\$896)	(\$731)	(\$861)	(\$731)	(\$539)	(\$731)	(\$790)	(\$731)	(\$765)	\$0	More customers are being dropped off instead of parking at the Airport
10-060-0660-0330-40699	Passenger Facility Fee	(\$22,149)	(\$20,577)	(\$21,566)	(\$19,479)	(\$21,856)	(\$15,400)	(\$18,500)	(\$11,578)	(\$15,500)	(\$18,485)	\$3,000	Based on Bearskin's current schedule. Improvement Fee levied against outbound commercial charters - 2020 Reduce to 3 year average
10-060-0660-0430-40589	Expense Recovery								(\$791)			\$0	
	Total Revenues	(\$464,716.00)	(\$565,097.39)	(\$547,239.41)	(\$579,163.52)	(\$535,704.00)	(\$576,329.39)	(\$556,048.00)	(\$457,603.99)	(\$543,064.00)	(\$573,530.10)	\$12,984	



FORT FRANCES AIRPORT 2020 OPERATING BUDGET - DRAFT 1

GL codes	Account Title	2016 Budget Approved	2016 Budget Actuals	2017 Budget Approved	2017 Budget Actuals	2018 Budget Approved	2018 Budget Actuals	2019 Budget Approved	2019 Budget Actuals 31-Oct-19	2020 Budget Draft No. 1	3 Year Average 2016, 2017, 2018	Variance 2020-2019	Draft 1 - 2020 Budget as of December 18, 2019
													Remarks
	Airport Administration												
	Distributed Salaries/Wages	\$24,368	\$30,252										
	Distributed Benefits	\$7,868	\$9,878										
10-060-0660-1101-60013	Overtime	\$9,000	\$11,706	\$9,000	\$5,202	\$9,000	\$10,253	\$9,000	\$7,170	\$9,000	\$9,054	\$0	
	Paid Leave (Ber,Standby,Sick)	\$1,352	\$2,292										
	Vac, Stats, Holidays	\$23,824	\$22,662										
10-060-0660-1101-60010	Full-time Wages	\$150,583	\$154,490	\$186,667	\$209,786	\$189,568	\$217,752	\$193,768	\$157,329	\$192,671	\$194,009	(\$1,097)	O & F Manager \$5484.41 & Secretary \$1339.79
	Disability - Short/Long	\$7,083	\$7,084										
10-060-0660-1101-60055	Workers Compensation	\$5,062	\$3,663	\$4,130	\$4,347	\$4,501	\$4,971	\$6,687	\$2,911	\$6,650	\$4,327	(\$37)	
10-060-0660-1101-60025	Canada Pension Plan	\$8,108	\$7,999	\$8,479	\$8,941	\$8,781	\$9,937	\$9,237	\$8,098	\$9,584	\$8,959	\$347	
10-060-0660-1101-60030	Employment Insurance	\$3,493	\$3,643	\$3,426	\$3,783	\$3,524	\$4,234	\$3,487	\$3,377	\$3,414	\$3,887	(\$73)	
	Dental, Vision, Ext. Health	\$13,603	\$11,023										
10-060-0660-1101-60035	O.M.E.R.S.	\$16,565	\$18,232	\$19,362	\$19,831	\$20,820	\$21,228	\$20,213	\$15,949	\$19,962	\$19,764	(\$251)	
	Life Insurance	\$1,300	\$1,065										
10-060-0660-1101-60040	Employer Health Tax	\$3,427	\$3,813	\$3,978	\$4,219	\$4,095	\$4,546	\$4,161	\$3,403	\$4,137	\$4,193	(\$24)	
10-060-0660-1101-60020	Part Time Wages			\$16,739		\$20,219	\$2,136	\$19,764	\$0	\$19,764	\$2,136	(\$0)	P/T PW labourer 370 hours at \$26.11 per hour
10-060-0660-1101-60050	Employee Benefits			\$23,824	\$21,379	\$22,193	\$22,569	\$23,738	\$18,490	\$26,058	\$21,974	\$2,320	Sunlife/Manulife
10-060-0660-1101-71540	Equipment Rentals-owned		\$1,399		\$1,665		\$2,090		\$8,371		\$1,718	\$0	
10-060-0660-1200-71251	Communications	\$3,720	\$5,309	\$3,431	\$5,638	\$3,431	\$4,785	\$3,600	\$4,226	\$4,800	\$5,244	\$1,200	New communication arrangement as of Jan. 1st, 2014 - Bell/TbayTEL/Vianet/Radio License - Some equipment replaced in 2018 and 2019 - 2020 3 year average
10-060-0660-1200-71252	Postage/Freight	\$500	\$146	\$500	\$399	\$500	\$305	\$500	\$103	\$500	\$284	\$0	
10-060-0660-1400-71410	Office Supplies	\$2,000	\$3,361	\$3,000	\$3,100	\$3,000	\$2,458	\$3,000	\$3,862	\$3,000	\$2,973	\$0	
10-060-0660-1400-71412	Aviation Fuels/Oil	\$122,849	\$187,880	\$200,000	\$187,428	\$170,000	\$231,513	\$209,000	\$178,144	\$195,000	\$202,273	(\$14,000)	120,000 liters Jet-A1, 20,000 liters Avgas (current prices as of December 11 Jet A-\$0.96/L 100LL \$1.31/L) - 2020 Decrease for lower sales
10-060-0660-1400-71425	Property Taxes	\$2,646	\$2,682	\$2,762	\$2,087	\$2,817	\$2,067	\$2,279	\$2,088	\$2,325	\$2,279	\$46	2020 - 2% increase
10-060-0660-1400-71472	Vending	\$3,000	\$2,999	\$3,000	\$3,613	\$3,000	\$3,415	\$3,000	\$1,328	\$3,000	\$3,342	\$0	
10-060-0660-1400-71480	Protective Clothing	\$1,500	\$1,482	\$1,500	\$1,161	\$1,500	\$1,417	\$1,500	\$1,329	\$1,500	\$1,353	\$0	Includes \$540 boot allowances
10-060-0660-1500-71523	Contracted Works			\$7,000	\$8,871		\$426	\$20,000	\$0	\$0	\$4,648	(\$20,000)	No need for a QA Audit in 2020
10-060-0660-1500-71531	Conferences & Courses	\$5,000	\$2,435	\$5,000	\$1,413	\$5,000	\$4,296	\$5,000	\$1,035	\$5,000	\$2,715	\$0	Airport Supervisor attending AMCO conferences
10-060-0660-1500-71580	General Insurance	\$10,247	\$9,355	\$11,053	\$10,585	\$9,828	\$9,661	\$8,588	\$9,590	\$9,997	\$9,867	\$1,409	as per information supplied by Deputy Treasurer
10-060-0660-1500-71591	Advertising		\$150		\$711				\$0	\$0	\$431	\$0	
41-060-0660-1500-75350	Contribution to Capital				\$8,052				\$0	\$0	\$8,052	\$0	
10-060-0660-1600-71660	Bank Charges	\$400	\$446	\$400	\$446	\$400	\$409	\$400	\$334	\$400	\$433	\$0	
10-060-0660-1600-71661	Cash Short/Over		-\$1						\$0	\$0	-\$1	\$0	
10-060-0660-1600-71665	Credit Card Discount	\$5,000	\$4,652	\$5,000	\$5,624	\$5,000	\$6,005	\$5,000	\$4,484	\$5,000	\$5,427	\$0	
	Total Administration	\$432,498.47	\$510,097.08	\$518,251.39	\$518,277.94	\$487,177.00	\$566,468.61	\$551,922.00	\$431,621.58	\$521,761.92	\$531,614.54	(\$30,160)	

FORT FRANCES AIRPORT 2020 OPERATING BUDGET - DRAFT 1

GL codes	Account Title	2016 Budget Approved	2016 Budget Actuals	2017 Budget Approved	2017 Budget Actuals	2018 Budget Approved	2018 Budget Actuals	2019 Budget Approved	2019 Budget Actuals 31-Oct-19	2020 Budget Draft No. 1	3 Year Average 2016, 2017, 2018	Variance 2020-2019	Draft 1 - 2020 Budget as of December 18, 2019
													Remarks
	Vehicle Expenses												
	Distributed Wages		\$473										
	Distributed Benefits		\$156										
10-060-0660-2910-71582	Licenses	\$98	\$108	\$108	\$120	\$120	\$120	\$120		\$120	\$116	\$0	Plates for one vehicle
10-060-0660-2910-71580	Insurance							\$649		\$823		\$174	2019 broke out from administration account
	Total Vehicle Expenses	\$98.00	\$737.40	\$108.00	\$120.00	\$120.00	\$120.00	\$769.00	\$0.00	\$943.00	\$325.80	\$0	
	Building Maintenance												
	Full & Part-time Wages	\$0.00	\$363.56										All in administration account
	Distributed Benefits	\$0	\$120										
10-060-0661-1101-60015	Hourly Full Time				\$508	\$400	\$108	\$800	\$3,842	\$806	\$308	\$6	
10-060-0661-1101-60013	Overtime						\$0		\$0	\$0	\$0	\$0	
10-060-0661-1101-60025	Employer CPP				\$23	\$17	\$5	\$53	\$177	\$56	\$14	\$3	
10-060-0661-1101-60030	Employer EI				\$9	\$7	\$2	\$20	\$75	\$20	\$6	(\$0)	
10-060-0661-1101-60035	Employer OMERS				\$45	\$38	\$10	\$113	\$358	\$114	\$28	\$1	
10-060-0661-1101-60040	Employer EHT				\$10	\$8	\$2	\$23	\$76	\$22	\$6	(\$1)	
10-060-0661-1101-60050	Employer Benefits				\$74	\$42	\$0	\$134	\$454	\$148	\$37	\$14	
10-060-0661-1101-60055	Employer WSIB				\$15	\$8	\$4	\$38	\$114	\$38	\$9	\$0	
10-060-0661-1101-71540	Equipment Rental- owned		\$13		\$820		\$0		\$0	\$0	\$278	\$0	
10-060-0661-1400-71413	Furnace Oil	\$3,183	\$3,816	\$3,500	\$2,329	\$3,500	\$4,230	\$4,500	\$2,604	\$3,500	\$3,458	(\$1,000)	closer to 3 year average
10-060-0661-1400-71419	Propane	\$8,487	\$7,690	\$8,500	\$8,655	\$6,375	\$5,224	\$6,375	\$5,175	\$6,375	\$7,190	\$0	No Change 2020 budget - new co-op agreement saw lower cost starting in 2018
10-060-0661-1400-71420	Hydro Charges	\$20,625	\$22,925	\$20,625	\$22,412	\$22,740	20,364.16	\$21,000	\$12,700	\$20,500	\$21,900	(\$500)	
10-060-0661-1400-71421	Water/Sewer	\$0	\$883	\$1,000		\$1,000	\$48	\$800	\$0	\$500	\$465	(\$300)	Quarterly Water testing of well installed in 2017
10-060-0661-1400-71470	Janitorial	\$2,000	\$1,715	\$2,000	\$2,431	\$2,000	\$1,764	\$2,000	\$747	\$2,000	\$1,970	\$0	
10-060-0661-1500-71523	Contracted Services	\$5,000	\$4,772	\$5,000	\$3,311	\$5,000	\$4,040	\$5,000	\$4,548	\$5,000	\$4,041	\$0	Asselin - Garbage, Carpet Cleaning, Share Bear Rugs, Galbraith
10-060-0661-1500-71540	Equipment Rental- owned	\$2,000	\$3,913	\$2,000		\$2,000	\$405	\$2,000	\$0	\$2,000	\$2,159	\$0	
10-060-0661-1500-71543	Equipment/Leases		\$294				\$0		\$0		\$147	\$0	
10-060-0661-1500-71545	Repairs/Maintenance	\$4,000	\$1,267	\$4,000	\$284	\$4,000	\$2,746	\$3,000	\$3,771	\$3,000	\$1,433	\$0	
	Building Maintenance	\$45,294.66	\$47,771.70	\$46,625.00	\$40,928.61	\$47,135.00	\$38,951.44	\$45,856.00	\$34,642.01	\$44,079.73	\$42,550.58	(\$1,776)	
	Aircraft Services												
	Full & Part-time Wages		\$438.46								\$438.46	\$0	All in administration account
	Distributed Benefits		\$145								\$145	\$0	
												\$0	

FORT FRANCES AIRPORT 2020 OPERATING BUDGET - DRAFT 1

GL codes	Account Title	2016 Budget Approved	2016 Budget Actuals	2017 Budget Approved	2017 Budget Actuals	2018 Budget Approved	2018 Budget Actuals	2019 Budget Approved	2019 Budget Actuals 31-Oct-19	2020 Budget Draft No. 1	3 Year Average 2016, 2017, 2018	Variance 2020-2019	Draft 1 - 2020 Budget as of December 18, 2019
													Remarks
	Grounds Maintenance												
10-060-0662-1101-60010	Hourly Full Time				\$1,214	\$100	\$2,339	\$100	\$4,225	\$2,500	\$1,777	\$2,400	3 year average
10-060-0662-1101-60013	Overtime						\$10		\$22		\$10	\$0	
10-060-0662-1101-60020	Hourly Part Time						\$91		\$451		\$91	\$0	
10-060-0662-1101-60025	Employer CPP				\$51	\$4	\$88	\$4	\$237	\$114	\$70	\$110	
10-060-0662-1101-60030	Employer EI				\$23	\$2	\$69	\$2	\$101	\$41	\$46	\$39	
10-060-0662-1101-60035	Employer OMERS				\$96	\$9	\$241	\$9	\$405	\$234	\$169	\$225	
10-060-0662-1101-60040	Employer EHT				\$21	\$2	\$101	\$2	\$97	\$49	\$61	\$47	
10-060-0662-1101-60050	Employer Benefits				\$51	\$11	\$278	\$11	\$1,098	\$310	\$165	\$299	
10-060-0662-1101-60055	Employer WSIB				\$34	\$2	\$4,050	\$3	\$116	\$79	\$2,042	\$76	
10-060-0662-1101-71540	Equipment Rentals - Owned		\$323				\$0		\$0		\$161	\$0	
10-060-0662-1200-71252	Freight	\$0	\$21				\$0		\$0		\$11	\$0	
10-060-0662-1400-71417	Diesel Fuel	\$8,487	\$4,693	\$8,512	\$6,886	\$8,512	\$3,935	\$5,500	\$7,666	\$5,500	\$5,171	\$0	2020 no change draft 1
10-060-0662-1400-71418	Gasoline	\$3,183	\$2,075	\$3,192	\$2,289	\$3,192	\$2,750	\$3,192	\$1,707	\$2,500	\$2,371	(\$692)	based on 3 year average
10-060-0662-1400-71427	Crack Sealing	\$15,000	\$15,000	\$15,000	\$15,000	\$20,000	\$20,000	\$15,000	\$0	\$15,000	\$16,667	\$0	
10-060-0662-1400-71428	Line Painting	\$0					\$0		\$0	\$20,000	\$0	\$20,000	2020 Runway Line Painting Required (5 years Old)
10-060-0662-1400-71429	Airfield Lighting	\$3,000	\$3,139	\$3,000	\$2,953	\$3,000	\$5,977	\$3,000	\$4,494	\$4,500	\$4,023	\$1,500	Lighting system is aging, 2020 - 3 year average
10-060-0662-1400-71451	Vehicle Parts/Maintenance	\$9,000	\$6,042	\$9,000	\$2,177	\$7,458	\$44,370	\$7,500	\$3,888	\$7,500	\$17,530	\$0	2018 Repairs to Gator Utility Vehicle, major repairs to Plow Truck, Repairs to Fuel Truck - 2019 Repairs to Fuel Truck - 2020 No Change
10-060-0662-1400-71471	Materials	\$5,000	\$2,914	\$5,000	\$2,075	\$6,000	\$2,853	\$5,000	\$5,917	\$5,000	\$2,614	\$0	Runway sand, de-icing materials. \$1,000 for repairs to PAPI light in 2018
10-060-0662-1500-71523	Contracted Services	\$20,000	\$9,505	\$20,000	\$6,161	\$20,000	\$10,559	\$20,000	\$19,736	\$20,000	\$8,742	\$0	\$20,000 asphalt repairs to Taxiway to be completed in 2020 (QA Audit Finding) - Money for brushing and land works
10-060-0662-1400-71540	Equipment Rentals - Owned												
	Grounds Maintenance	\$63,670.00	\$44,295.12	\$63,704.46	\$39,032.45	\$68,292.00	\$97,711.75	\$59,323.00	\$50,157.77	\$83,325.88	\$60,346.44	\$24,002.88	
	Total Expenditures	\$541,561	\$602,901.30	\$628,689	\$598,359.00	\$602,724	\$703,252	\$657,870	\$516,421	\$650,111	\$634,837	(\$7,759)	
Net Operational Deficit		\$76,845	\$37,804	\$81,449	\$19,195	\$67,020	\$126,922	\$101,822	\$58,817	\$107,047	\$61,307	\$5,225	5.13%



2020 Water Works - Operating Budget Reconciliation

	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals	2019 Budget	2019 Actuals 31-Oct-19	2020 Budget Draft 1	Variance 2020-2019
Operating Budget										
Revenues - includes Contribution from Reserves	(\$2,670,685)	(\$2,734,311)	(\$2,738,279)	(\$2,772,364)	(\$2,797,219)	(\$2,766,310)	(\$2,837,009)	(\$1,874,257)	(\$2,919,271)	(\$82,262)
Administration - includes Contribution to Reserve Funds	\$1,619,311	\$1,712,015	\$1,647,707	\$1,525,346	\$1,666,791	\$1,160,850	\$1,701,932	\$305,940	\$1,758,323	\$56,391
										\$0
Water Service Connections	\$149,306	\$121,968	\$155,186	\$138,512	\$124,222	\$111,823	\$122,572	\$117,064	\$123,788	\$1,216
Water Meter Maintenance	\$12,990	\$17,944	\$20,762	\$31,570	\$22,195	\$33,720	\$27,007	\$14,553	\$26,996	(\$12)
Water Distribution System Maintenance	\$219,608	\$234,413	\$234,197	\$249,639	\$240,389	\$302,328	\$242,963	\$180,454	\$245,242	\$2,279
Water Treatment Plant	\$539,113	\$538,611	\$556,441	\$698,147	\$617,957	\$650,681	\$624,178	\$427,227	\$634,696	\$10,518
Water Storage Facility (Tower)	\$130,357	\$109,443	\$124,104	\$119,215	\$125,664	\$119,802	\$118,357	\$102,372	\$130,228	\$11,871
S/T - all operating expenditures	\$2,670,685	\$2,734,394	\$2,738,397	\$2,762,429	\$2,797,219	\$2,379,205	\$2,837,009	\$1,147,611	\$2,919,271	\$82,262
S/T net operating budget (Revenues - Expenditures)	\$0	\$84	\$118	(\$9,935)	(\$0.00)	(\$387,105)	\$0	(\$726,646)	\$0	\$0.00

2020 Sewer Works - Operating Budget Reconciliation

	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals	2019 Budget	2019 Actuals 31-Oct-19	2020 Budget Draft 1	Variance 2020-2019
Operating Budget										
Revenues- includes Contribution from Reserves	(\$2,430,115)	(\$2,868,435)	(\$2,515,426)	(\$2,526,179)	(\$2,579,930)	(\$2,569,620)	(\$2,603,945)	(\$1,723,772)	(\$2,728,201)	(\$124,256)
Administration Plus Contribution to Reserve Funds	\$1,208,148	\$1,336,214	\$587,259	\$916,019	\$686,437	\$916,802	\$1,544,434	\$247,854	\$1,722,860	\$178,426
Administration - Capital Debenture payments	\$122,327	\$10,549	\$88,636	\$3,565	\$0	\$0	\$0	\$0	\$0	\$0
Total Administration - expenditures	\$1,330,475	\$1,346,763	\$675,895	\$919,584	\$686,437	\$916,802	\$1,544,434	\$247,854	\$1,722,860	\$178,426
Sewer mains	\$239,243	\$156,557	\$240,371	\$160,615	\$239,495	\$163,615	\$238,091	\$88,032	\$239,233	\$1,142
Service Connections	\$112,150	\$87,838	\$105,893	\$68,064	\$92,652	\$83,181	\$93,960	\$58,678	\$94,928	\$968
Sewage Treatment Plant	\$748,247	\$771,743	\$756,650	\$748,304	\$762,101	\$729,159	\$727,460	\$420,547	\$671,179	(\$56,281)
s/t- all expenditures	\$2,430,115	\$2,362,901	\$1,778,809	\$1,896,566	\$1,780,685	\$1,892,757	\$2,603,945	\$815,111	\$2,728,201	\$124,256
Subtotal- net operating budget ( Revenue - Expenditure)	(\$0)	(\$505,533)	(\$736,617)	(\$629,613)	(\$799,245)	(\$676,863)	\$0	(\$908,661)	\$0	\$0

December 10, 2019

Town of Fort Frances  
320 Portage Avenue  
Fort Frances Ontario  
P9A 3M5

Attention: Mr. Craig Miller  
Environmental Superintendent

Dear Craig:

**Re: Fort Frances Wastewater Treatment Facility  
November 2019 Monthly Report**

As per the operating agreement, the attached document is the November 2019 monthly report for the Fort Frances Wastewater Treatment Facility.

The report highlights the influent and effluent quality and the process parameters. Additionally, the routine operation and maintenance activities conducted by the operators are summarized.

If you have any questions regarding this report do not hesitate to contact Mr. Jeff St. Pierre- Regional Hub Manager.

Yours truly,



Kelly Cunningham  
Team Lead

For Jeff St. Pierre  
Regional Hub Manager

**The Corporation of the Town of Fort Frances  
Wastewater Treatment Plant  
(Sewage Plant)  
November 2019 Monthly Operations Report**

## **INTRODUCTION**

In accordance with the Agreement between the Ontario Clean Water Agency (Operating Authority) and the Town of Fort Frances, the Fort Frances Sewage Treatment Plant is required to prepare a monthly report. This document covers the reporting month of November 2019; the facility performance report summarizes important information regarding the quality of the effluent, wastewater, analytical test results, maintenance operations, and relevant activities of the WWTP.

## **DESCRIPTION OF WORKS**

Capacity of Works	9000 m <sup>3</sup> /day (average flow)
Service Area	Town of Fort Frances and Couchiching Reserve
Service Population	9000
Effluent Receiver	Rainy River
Major Process	Secondary treatment facility complete with a phosphorus removal system; ultra violet disinfection; aerobic sludge stabilization and dewatering

The Fort Frances Sewage Treatment Plant operates under *Environmental Compliance Approval Number 6786-A44PWG*. The ECA outlines the terms and conditions, and the report captures these terms and conditions in the following sections.

## **LABORATORY**

ALS Laboratory Group – Thunder Bay is contracted to conduct the required analytical tests of the influent (raw) and effluent samples; weekly requirement.

## NOVEMBER 2019 EFFLUENT QUALITY

<i>Parameters</i>	<i>Monthly Actual Concentration mg/L</i>	<i>Compliance Criteria Concentration mg/L</i>	<i>Performance Objective Concentration mg/L</i>	<i>Monthly Actual Loading, kg/d</i>	<i>Compliance Criteria Loading kg/d</i>	<i>Performance Objective Loading kg/d</i>
CBOD <sub>5</sub>	2.4 mg/L	25 mg/L	15 mg/L	19.2 kg/d	225 kg/d	135 kg/d
Total Suspended Solids	3.5 mg/L	25 mg/L	15 mg/L	28.1 kg/d	225 kg/d	135 kg/d
Total Phosphorus	0.16 mg/L	1.0 mg/L	0.9 mg/L	1.30 kg/d	9 kg/d	8.1 kg/d
Total Nitrogen Nitrate Nitrogen	6.58 mg/L 4.48 mg/L					
Total Cl <sub>2</sub> Residual		<0.01 mg/L (when in use)				
E-Coli		22.1 count/100 ml (geometric mean )		200 count/100ml (geometric mean )		E-coli not to exceed 150 organisms/100ml (monthly geometric mean density)
pH				pH range 6.3 to 6.6; average pH was 6.4		
Temperature degrees C				Temperatures ranged from 11.5 to 13.0 C; average temperature of effluent was 12.0 C		

Compliance criteria are mandatory requirements of the ECA and performance objectives are a goal to be achieved using best reasonable efforts.

## WASTEWATER LIQUID PROCESS

The average daily flow for November was 8169.9 m<sup>3</sup>/day. This represents 91% of the design average flow. Total treated flow for the month was 245097 m<sup>3</sup>.

The Fort Frances WWTP met all effluent compliance criteria for the parameters listed above and additionally was well within the recommended more stringent monthly performance objective levels as outlined in the Environmental Compliance Approval.

\*\*The Town of Fort Frances accepted an additional 40.9 m<sup>3</sup> of sewage from the New Gold mine site into the collection system in November. The October volume of 95.5 m<sup>3</sup> from the mine site was not available for the last report. Lab analyses have not been provided.

## **MAINTENANCE**

The operators performed the routine operations and maintenance at the treatment plant and pumping stations. The activities are highlighted as follows and a summary will be included:

### **Treatment Plant:**

- Alternated lead/lag pumps
- Adjusted fluidizing water to head cell and grit snail as needed
- Greased all blowers
- Regular cleaning of head works EW basket strainer
- Greased Grit Snail and lubricated drive chain
- Monthly inspection of spiral screen access hatch, removed wrapped debris
- Weekly manifold wash and restrictor cleaning on the Fournier press
- Drained and inspected teacup, hosed snail
- Inspected alum and sodium hypo tanks
- Wiped DO probes
- Replaced shear pin longitudinal collector 1
- Pulled and cleaned RAS pump 2
- Digester doghouse heaters were replaced

### **Pump Stations:**

- Ran gensets
- Changed seal water strainers
- Reloaded the PLC programming at Church St. lift station

## **PROCESS AND OPTIMIZATION ISSUES**

### **SLUDGE SUMMARY**

Dennis Robinson Limited hauled a calculated total of 105.7 m<sup>3</sup> (12 bins) of thickened digested sludge to the Town of Fort Frances landfill site. The hauled sludge averaged 16.7% TS for the month but slump test results from the landfill site have not been provided. The Fournier press ran for 102 hours in October, 1271 hours in 2019.

### **COMPLAINTS**

There were no complaints during the report period.

## **BYPASS/OVERFLOW REPORT(S)**

There were no bypass events in the reporting period.

## **COMMENTS**

Plant power consumption for the month was 479 (x 180 multiplier) kWh.  
The Fournier press has been operated 1271 hours in 2019.

## **REPORTS**

ALS – Environmental Analytical Reports (on-file at plant)  
Fort Frances WPCP Equipment Run Time Report (on-file at plant)  
Bypass Report (on-file at plant as per occurrence)  
Incident Report (on-file at plant as per occurrence)

Month	Sewage Flows Year 2019										Removal Efficiency		
	Avg. Day Flow	Max Day Flow	Total Treated	Total Bypass	Total Volume	Usage % Plant Capacity	Calculated Volume	Sludge Bins	CBOD5		Suspended Solids		Total Phosphorus
	m3	m3	Volume ML	Volume ML	ML		M3	Hauled	0.967681557	0.967715059	0.967715059	0.943199382	
January	5536.2	5933	171621		171621	62%	136.0	14					
February	5561.0	6023	155707		155707	62%	106.7	12					
March	6180.7	8247	191603		191603	69%	109.2	10					
April	8390.4	9966	251711		251711	93%	121.6	13					
May	8244.3	10890	255574		255574	92%	135.0	14					
June	7766.7	11807	233001		233001	86%	132.6	13					
July	6850.0	12069	212351	178.9	212529.9	76%	97.7	9					
August	6347.5	8974	196772		196772	71%	136.0	14					
September	10530.6	17630	315918		315918	117%	83.1	9					
October	14228.3	18190	441076		441076	158%	111.1	11					
November	8169.9	10192	245097		245097	91%	105.7	12					
December						0%							
Sum				178.9	2670609.9		1274.7	131					
Average	7982		242766		242783	89%	115.9	11.9					
Max		18190	441076		441076			14					
ECA	9000	18000											

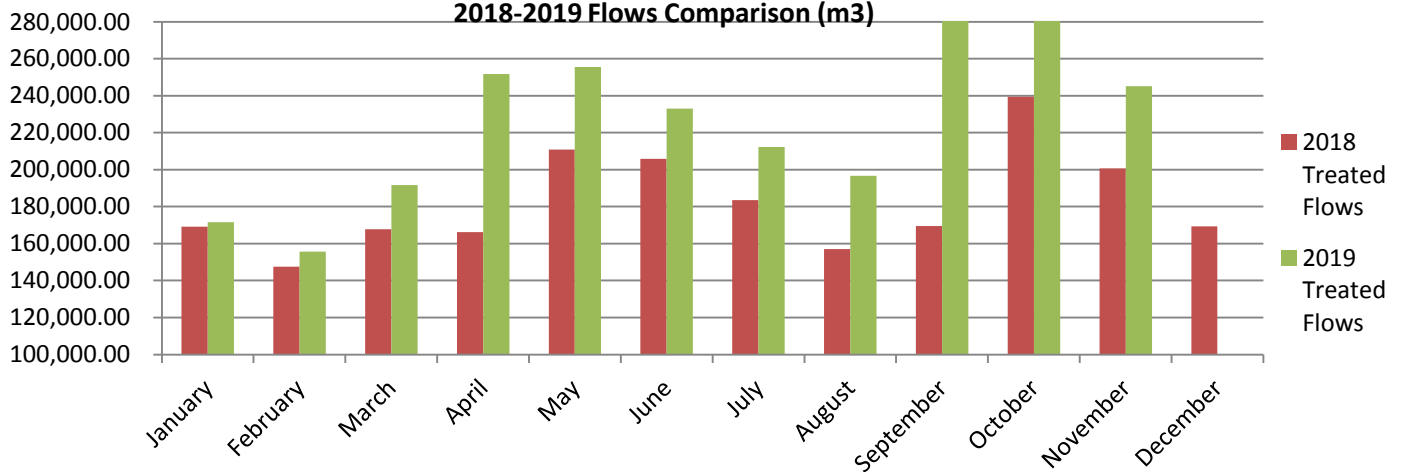
Month	BOD5/CBOD5					Suspended Solids					Total Phosphorus					Nitrogen					E. Coli	
	Avg. Raw BOD	Avg. Eff. CBOD	Avg. Load CBOD	Avg. Raw S.S	Avg. Eff. S.S	Avg. Load S.S	Avg. Raw T.P	Avg. Eff. T.P	Avg. Load T.P	Avg. Raw TKN	Avg. Eff. Total N	Geo Mean	Counts		Counts	Counts		Counts	Counts		Counts	Counts
	(mg/L)	(mg/L)	(kg/day)	(mg/L)	(mg/L)	(kg/day)	(mg/L)	(mg/L)	(kg/day)	(mg/L)	(mg/L)	(kg/day)	(mg/L)	(mg/L)		(mg/L)	(mg/L)		(mg/L)	(mg/L)		
January	110.2	2.1	11.5	160.1	3.9	21.4	2.52	0.12	0.69	20.9	8.8	11.5										
February	103.8	2.1	11.7	152.9	3.3	18.2	3.61	0.12	0.67	19.3	9.9	16.8										
March	84.0	2.5	15.0	142.8	5.5	36.0	2.30	0.12	0.82	18.2	11.1	16.8										
April	67.6	3.4	29.4	117.6	6.0	50.1	1.72	0.12	1.02	12.9	9.9	34.4										
May	61.5	2.6	20.8	120.7	5.0	41.8	1.60	0.11	0.91	12.6	9.5	40.5										
June	62.0	2.6	20.3	129.9	4.3	33.6	1.77	0.11	0.88	12.6	9.7	58.0										
July	82.2	2.1	13.8	145.6	4.3	29.9	2.48	0.15	1.06	16.8	7.7	10.0										
August	86.5	2.0	12.0	160.0	3.6	22.8	2.31	0.16	0.99	17.3	7.9	13.2										
September	53.9	2.0	19.9	118.0	3.1	34.7	1.70	0.13	1.35	13.5	6.1	39.0										
October	31.7	2.1	27.0	74.5	4.0	58.3	4.00	0.17	2.37	7.2	5.7	185.4										
November	58.0	2.4	19.2	118.2	3.5	28.1	1.87	0.16	1.30	11.2	6.6	22.1										
December																						
Average	72.9	2.4	18.2	130.9	4.2	34.1	2.4	0.13	1.10	14.8	8.5	40.7										
Max	110.2	3.4	29.4	160.1	6	58.3	4.0	0.17	2.37	20.9	11.1	185.4										
ECA		25	225		25	225		1.0	9.0			200										



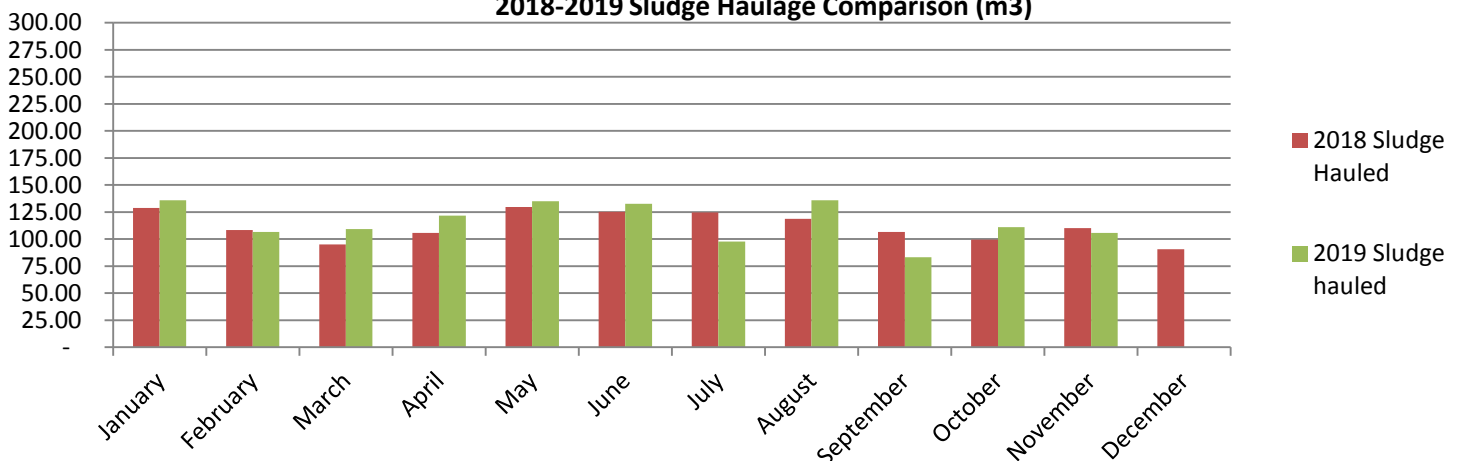
### 2018-2019 Comparison Chart

Month	2018 Treated Sewage	2019 Treated Sewage	% Variance 2018 to 2019	2018 Hauled Sludge	2019 Hauled Sludge	% Variance 2018 to 2019
	m3	m3	m3	m3 (calculated)	m3 (calculated)	m3
January	169,201.00	171,621.00	1%	128.90	136.00	6%
February	147,497.00	155,707.00	5%	108.30	106.70	-1%
March	167,707.00	191,603.00	12%	95.00	109.20	15%
April	166,292.00	251,711.00	34%	105.70	121.60	15%
May	210,932.00	255,574.00	17%	129.70	135.00	4%
June	205,818.00	233,001.00	12%	125.30	132.60	6%
July	183,465.00	212,351.00	14%	124.70	97.70	-22%
August	157,126.00	196,772.00	20%	118.60	136.00	15%
September	169,565.00	315,918.00	46%	106.50	83.10	-22%
October	239,494.00	441,076.00	46%	99.60	111.10	12%
November	200,745.00	245,097.00	18%	110.10	105.70	-4%
December	169,263.00		#DIV/0!	90.70		-100%
<b>Totals</b>	<b>2,187,105.00</b>		<b>#DIV/0!</b>	<b>1,343.10</b>	<b>1,274.70</b>	<b>-5%</b>

**2018-2019 Flows Comparison (m3)**



**2018-2019 Sludge Haulage Comparison (m3)**



Workorder Summary Report

Report Start Date: Nov 1, 2019 12:00 AM  
Report End Date: Nov 30, 2019 11:59 PM  
Location: 1103\*  
Work Order Type: ADMIN,CALL,CAP,CORR,EMER,OPER,PM  
Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
<a href="#">1498366</a>			Fort Frances Water Pollution Control Plant	CALL	Health and Safety	0		assist senior operations manager - lone worker	COMP		11/1/19 05:30 PM	11/1/19 06:00 PM	assist senior operations manager - lone worker - Received call from manager requesting assistance in locating a fort frances (org 1103) operator. The lone worker ticket opened by the operator had not been closed at the end of day. The operator could not be reached by phone. I was able to locate the operator.
<a href="#">1499541</a>	0000246388	PUMP SUBMERSIBLE RAS 432	1103, Fort Frances WPCP, Process, Secondary Treatment, Pumping	CALL	Refurbish/ Replace/Repair	0		RAS pump failure call in 1103	COMP		11/12/19 02:50 AM	11/12/19 06:30 AM	RAS pump failure call in 1103 -At 0250 hours I was called by the auto dialer for a RAS pump failure alarm. I drove to the plant where I acknowledged the alarm on SCADA and attempted to restart the pump from the VFD panel but it stalled out. I then isolated clarifier 2 and pulled and cleaned RAS pump 2. I was then able to start and run the pump as it should so brought the clarifier back online by 0450 hours. After cleaning up tools and washing clothing I got ready to begin my normal routine.
<a href="#">1494704</a>	0000227376	PANEL ALARM/ DIALER	1103, Fort Frances WPCP, Process, Process Control & Monitoring	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 1103	COMP	11/1/19 12:00 AM	12/2/19 07:22 AM	12/2/19 07:22 AM	Monthly Dialer test -We test the diale daily.
<a href="#">1494708</a>			1103, Fort Frances WPCP	PM	Refurbish/ Replace/Repair	1	MONTHS	Diesel Gensets Inspection/ Functional Tests (1m) 1103	COMP	11/1/19 12:00 AM	12/2/19 07:33 AM	12/2/19 07:33 AM	Genset Maint. -All gensets were ran one hour under load.
<a href="#">1494724</a>			1103, Fort Frances WPCP	PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 1103	COMP	11/1/19 12:00 AM	12/2/19 07:35 AM	12/2/19 07:35 AM	H&S Inspect. -This month the garage door opener is a safety concern and was taken out of service until further notice.
<a href="#">1494735</a>			1103, Fort Frances WPCP	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 1103	COMP	11/1/19 12:00 AM	12/9/19 08:37 AM	12/9/19 08:37 AM	
<a href="#">1495075</a>			1103, Fort Frances WPCP	PM	Inspection	1	MONTHS	Blowers/Motors Inspection/Service (1m/3m) 1103	COMP	11/1/19 12:00 AM	12/2/19 07:24 AM	12/2/19 07:24 AM	Monthly Blower Maint. -I greased blowers all blowers.

Workorder Summary Report

Report Start Date: Nov 1, 2019 12:00 AM

Report End Date: Nov 30, 2019 11:59 PM

Location: 1103\*

Work Order Type: ADMIN,CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
<a href="#">1495083</a>	0000246402	CENTRIFUGE GS2-2-1 TEACUP/ GRIT SNAIL	1103, Fort Frances WPCP, Process, Primary Treatment, Primary Sludge Degritting	PM	Inspection	1	MONTHS	Teacup Centrifuge Inspection/ Service (1m/3m/1y) 1103	COMP	11/1/19 12:00 AM	12/2/19 07:26 AM	12/2/19 07:26 AM	Teacup Inspection -I removed the lid to find minimal debris then I returned it to service.
<a href="#">1495533</a>			1103, Fort Frances WPCP	PM	Refurbish/ Replace/Repair	1	YEARS	Tank Inspections (1y) 1103	COMP	11/1/19 12:00 AM	11/26/19 11:46 AM	11/26/19 11:46 AM	Tank Inspections (1y) 1103 -The tanks are in good shape with no leaks