

TOWN OF FORT FRANCES

Administration and Finance Executive Committee

AGENDA - September 22, 2020 - NOON

MEETING - Committee Room, Civic Centre & Via Skype

Session # 12

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[+1 807-701-5975](#) Canada, Thunder Bay (Toll)

Conference ID: 377 173 552#

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TOWN OF FORT FRANCES

MINUTES

SESSION NO. # 11

September 8, 2020

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room, Civic Centre and virtually to members off-site on September 8, 2020 from Noon to 1:17 p.m. Roll call was provided by Councillor W. Brunetta to confirm attendees.

PRESENT: Chairperson W. Brunetta, Councillors D. Judson and A. Hallikas, Mayor J. Caul (ex-officio)

ALSO PRESENT: D. Brown, CAO, D. Galusha, Treasurer, T. Moffit, Fire Chief/CEMC (Noon to 1:06 p.m.), J. Hughes, Information Technology Manager, E. Slomke, Clerk, K. Lawson, Deputy Clerk

1. **Call to Order - Noon**
2. **Disclosure of pecuniary interest and the general nature thereof - None**
3. **Approval of Previous Committee Minutes**

3.1 Session No. 10 dated August 4, 2020.

Judson-Hallikas: Approved as presented.

CARRIED

4. Items Referred from Council

- 4.1 Bear Clan Patrol Request.
- A verbal summary of the request was provided by D. Galusha, Treasurer. Committee recommended providing a \$500.00 donation through the Council Public Relations budget to the Bear Clan Patrol Fort Frances and to seek other donations from divisions within the Town.

5. New Business

- 5.1 357/358 Applications for Tax Adjustment re: 400 Eighth Street East (2020).
- A verbal summary of the report was provided by D. Galusha, Treasurer. Committee recommended processing the adjustment for 2020 taxes for the period January 19 to December 31, 2020 under Section 357/358 of the ***Municipal Act*** for property at 400 Eighth Street resulting from two greenhouses collapsing from excessive snow load.
- 5.2 Amended Property Assessment Notice re: 400 Eighth Street East (2020).
- A verbal summary of the report was provided by D. Galusha, Treasurer. Committee recommended receiving the Amended Property Assessment Notices for the property located at 400 Eighth Street East in Fort Frances for the 2020 taxation year as received from MPAC.

- 5.3 Request for Reconsideration - Minutes of Settlement re: 1275 Idylwild Drive (2020).
- A verbal summary of the report was provided by D. Galusha, Treasurer. Committee recommended processing the Minutes of Settlement for the property located at 1275 Idylwild Drive as received.
- 5.4 Request for Reconsideration - Minutes of Settlement re: 1267 Idylwild Drive (2020).
- A verbal summary of the report was provided by D. Galusha, Treasurer. Committee recommended processing the Minutes of Settlement for the property located at 1267 Idylwild Drive as received.
- 5.5 Financial Assistance in Response to COVID-19.
- A verbal summary of the report was provided by D. Galusha, Treasurer. Committee recommended repealing By-Law 16/06-F and commencing of collection efforts and disconnections, where necessary, for Water and Sewer Accounts.
- 5.6 Microsoft Dynamics GP Software Upgrade Quote.
- Committee recommended further research on the matter and it will be brought back to a subsequent committee meeting.
- 5.7 Procedure By-Law Review - First Draft.
E. Slomke, Clerk provided a verbal summary of the First Draft of the Procedural By-Law. A discussion was had with Committee members to provide input and direction which will be included in the final draft document for presentation to Council.

6. Information

- 6.1 Fort Frances Fire and Rescue Service - July 2020 Report.
T. Moffit, Fire Chief/CEMC was in attendance to provide a summary of the report.
Received as information.

7. Adjourn at 1:17 p.m. / Next Meeting Date - September 22, 2020

Executive Committee Chair

D. Brown, CAO

TO: Administration & Finance Executive Committee
FROM: Dawn Galusha, Treasurer
DATE: September 17, 2020
SUBJECT: Northwest Ontario's Sunset Country Travel Association

BACKGROUND

At the September 14, 2020 Council Meeting, the annual per capita marketing contribution request received from Northwest Ontario's Sunset Country Travel Association was referred to the Administration & Finance Executive Committee for their recommendation.

The Northwest Ontario's Sunset Country Travel Association annual membership supports tourism marketing and promotional advertising activities funded through per capita membership contributions. The Town of Fort Frances has supported their marketing activities through per capita membership contributions since 2005. The 2020/21 membership request is for \$0.22 per capita for a total of \$1,750.10 plus HST based on the 2018 Ontario Municipal Directory population of 7,955. The group has reduced the request by 20% this year due to COVID-19 pressures.



Box 647, Kenora, ON P9N 3X6 ☎ 800-665-7567 ☎ 807-468-5853 ✉
gerry@visitsunsetcountry.com

August 17, 2020

Mayor June Caul and Council
Town of Fort Frances
320 Portage Ave
Fort Frances, ON P9A 3P9

Dear Mayor Caul & Council:

Re: Annual Per Capita Marketing Contribution – Sunset Country Travel Association

With COVID-19 still looming, Sunset Country Travel Association has launched its annual membership drive and we are hopeful local municipalities and townships will support tourism marketing of the region in 2020/21. We acknowledge the significant downward pressure all municipalities have faced because of the pandemic so we have cut our rates across the board by 20% this year. This means our request for 2020-21 is 22 cents per capita (last year it was 27.5 cents). As a non-profit organization it is the best we can do in these challenging times.

I want to highlight the many things the regional Travel Association does to bring tourists to Sunset Country each year. Many of these tourists visit your community, spend tourism dollars there and create viable employment for your residents which lead to many direct, indirect, and induced benefits to your community. These include:

- Ongoing management of visitsunsetcountry.com – an immense regional tourism website with tools that allow us to better promote the communities in the region.
- We have also done extensive work identifying “points of interest” in each community including local attractions such as museums, beaches, parks, and other community assets.
- Launching a dynamic “Events Manager” on visitsunsetcountry.com to better promote community events and festivals.
- Managing 10 separate social media pages on Facebook, Twitter, Instagram, and YouTube – with a combined following of over 300,000.

Our per capita request to Council is a show of support by your municipality for the regional tourism marketing that we undertake. Over the last two years extensive improvements have been made in our marketing activities. We feature information on your community that is included in the new website and in our regional travel guide/map.

Enclosed is a copy of our 2020 Travel Guide we produced. This is one example of what we do but there are many more. Through your contribution, your community is supporting a marketing plan that averages a travel inquiry received from real people, every 3 hours, each day, 365 days a year.

Respectfully yours,

Gerry Cariou
Executive Director

2020/2021 Sunset Country Membership & Advertising Remittance Form

Please fill out and return with Member Portfolio and payment.

Options	Details	Last Year Rate	This Year Rate	Annual Fee (Select all that apply)
Membership with Sunset Country - For more info see pages 3-5 in the Sunset Country 101				
ACCOMMODATION				
<input type="checkbox"/> Platinum	For lodges, resorts, outposts and houseboat operators.	\$2225.00	\$1780.00	\$
<input type="checkbox"/> Gold	For lodges, resorts, outposts and houseboat operators.	\$799.00	\$639.00	\$
<input type="checkbox"/> Standard	For hotels, motels, B&Bs, campgrounds and canoe outfitters.	\$395.00	\$316.00	\$
<input type="checkbox"/> Additional Accommodation	If you own more than one lodge, each additional business is 50% off Gold fee.	\$399.00	\$319.50	\$
RETAIL/SERVICE BUSINESSES				
<input type="checkbox"/> Retail/Service	For retailers, marinas, restaurants, grocery stores, guide service etc.	\$275.00	\$220.00	\$
<input type="checkbox"/> Allied	For businesses wanting to market to local and regional businesses.	\$899.00	\$719.00	\$
<input type="checkbox"/> Additional Retail/Service	If you own an additional business, the second one is 50% off.	\$137.50	\$110.00	\$
OTHER				
<input type="checkbox"/> Local Tourist Organization	For organizations whose primary function is tourism promotion.	\$650.00	\$520.00	\$
<input type="checkbox"/> Municipality		275¢ PC	22¢ PC	\$
Print Ads in the Sunset Country Travel Guide - For more info see page 6 in the Sunset Country 101				
<input type="checkbox"/> 1/16 Page Colour Ad	3.625"w x 1.125"h	\$308.55	\$247.00	\$
<input type="checkbox"/> 1/8 Page Colour Ad	3.625"w x 2.375"h	\$598.95	\$479.00	\$
<input type="checkbox"/> 1/4 Page Colour Ad	3.625"w x 4.875"h	\$1,143.45	\$915.00	\$
<input type="checkbox"/> 1/2 Page Colour Ad	7.5"w x 4.875"h	\$1,990.45	\$1592.00	\$
<input type="checkbox"/> Full Page Colour Ad	8.125"w x 10.75"h + bleed	\$3,835.70	\$3,069.00	\$
<input type="checkbox"/> Inside Front/Back Cover	8.125"w x 10.75"h + bleed. Last year's advertisers have first right of refusal.	\$4,531.45	\$3,625.00	\$
eNewsletter Ads - For more info see page 7 in the Sunset Country 101				
<input type="checkbox"/> Consumer eNewsletter Full Ad	Digital ad in email newsletter emailed to tourists interested in Sunset Country.	\$349.00	\$279.00	\$
<input type="checkbox"/> Consumer eNewsletter Half Ad	Digital ad in email newsletter emailed to tourists. Half the size of the Full ad.	\$199.00	\$159.00	\$
<input type="checkbox"/> Industry eNewsletter	One-time placement. Marketed to local and regional businesses.	\$149.00	\$119.00	\$
<input type="checkbox"/> Industry eNewsletter	Three placements in separate emails. Marketed to local and regional businesses.	\$349.00	\$279.00	\$
Internet Banner Ads - For more info see page 7 in the Sunset Country 101				
<input type="checkbox"/> Banner Ad	To be shown for one year starting the day the ad is live.	\$749.00	\$599.00	\$
Social Media - For more info see page 7 in the Sunset Country 101				
<input type="checkbox"/> Social Media Package	Available any time of the year.	\$999.00	\$799.00	\$



Ontario's Sunset Country Travel Assoc.

PO Box 647, Kenora, ON P9N 3X6

Phone: 800-665-7567 or 807-468-5853

Fax: 807-468-5484

Web: visitsunsetcountry.com - Email: info@visitsunsetcountry.com

Don't forget
the HST.

Subtotal

Plus HST 13%

Equals Total Payment

SUNSET COUNTRY

101

Special 2020 Rates



Membership Benefits



2020/2021 Membership Package

visitsunsetcountry.com • info@visitsunsetcountry.com

1-800-665-7567 • 807-468-5853

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Join our fishing group on Facebook: **Fishing Northwest Ontario's Sunset Country** or our group for lady anglers: **Connecting Women Anglers in Ontario's Sunset Country**

Top 10 Benefits of Joining Sunset Country

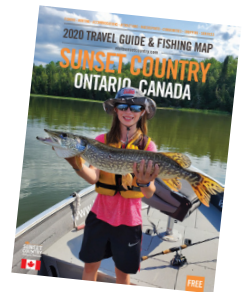
1. **Traffic to your website.** Visitsunsetcountry.com is the #1 source for tourists looking online for information about coming to the area - and you're linked to it!
2. **Qualified sales leads.** Access to thousands of qualified sales leads for your accommodation business.
3. **Business listing** in the #1 requested travel guide for Northwestern Ontario.
4. **Strength in numbers.** Competing regions are trying to draw tourists to their area and away from ours. Your membership revenues go directly into marketing the area. Sunset Country competes on everyone's behalf at a national and international level, favourably positioning this region against many others in a busy travel marketplace.
5. **Reach more people on social media.** Your business can extend its marketing reach through sharing content on our popular social media platforms such as Facebook, Instagram and Twitter.
6. **Reach more people at sport shows, even if you aren't there.** We will distribute your brochure at consumer sports shows.
7. **FAM Tours.** Members can benefit from the travel media we bring to the area by hosting them while they are here.
8. **Opportunity to advertise in the Sunset Country Guide.** Fact: 68% of visitors use the travel guide to choose their accommodations in Sunset Country!
9. **Opportunity to advertise in our Consumer e-Newsletter** which is emailed 1-2 times a month to over 3,600 subscribers.
10. **Plain and simple, to increase your revenue!**

20% off
membership
and ads for
this year

By the Numbers: The Sunset Country Travel Guide and Map

The well-rounded, 80 page annual travel guide includes community maps as well as a large, poster-sized map showing outfitter facility locations across the region. The guide is your opportunity to put your best foot forward when trying to draw anglers, hunters and other tourists visiting the region. It's a great investment and these numbers provide the evidence why:

- ★ 22,000 Sunset Country Travel Guides distributed last year (not including digital downloads)
- ★ 50% of the people who received our travel guide booked a trip
- ★ 85% of people said the pull-out map was the most useful feature of the brochure
- ★ 77% of people who received the guide stated the accommodation listings were **very** useful
- ★ 30% of people who received the guide asked for a direct member follow-up
- ★ The top 3 states we send the travel guide to, in order of most requested, Wisconsin, Minnesota, and Illinois



By the Numbers: visitsunsetcountry.com

Sunset Country is a leader in digital marketing in Northwest Ontario through our website, **visitsunsetcountry.com** and our social media channels. Our website is continually evolving and is showing year-over-year traffic and referrals increases. Here are some of the numbers:

- ★ 100,808 referrals from **visitsunsetcountry.com** and 14,841 referrals from **northernontario.travel/sunset-country** to our member websites in 2019
- ★ 665,870 user sessions on **visitsunsetcountry.com** and **northernontario.travel/sunset-country** in 2019
- ★ 45% of people who visit the website click through to a member's website
- ★ 59% of visitors to **visitsunsetcountry.com** live in the USA
- ★ 65% of visitors find **visitsunsetcountry.com** through an organic search

Being a member of Sunset Country Tourism has been one of the best decisions we have made for our business. The team of people they have working for us in the tourism industry have our best interests in mind and work hard to make sure we are promoted to potential guests. We always choose the Platinum Package because it provides us the best value for our advertising dollar.

We also believe Sunset Country Travel Association is aware of the latest marketing trends and adapts to those trends to best market Northwest Ontario as a premier travel destination.

Steve, Christine and Jeremiah Swafford, Manotak Lodge

2020/2021 Membership Options



Since 1974, Ontario's Sunset Country Travel Association has been promoting tourism in Northwestern Ontario. Our strength lies in our numbers, specifically the number of members we have allows us to implement marketing campaigns that are much larger and more effective than operators can do on their own. Working together, we have been able to position Sunset Country as one of North America's most exciting outdoor vacation destinations and the most-visited destination in Canada by U.S.-based freshwater anglers.

2020/2021 Membership Options

Ontario's Sunset Country offers several membership packages to choose from. We have membership packages for:

- **Accommodations:** Platinum, Gold or Standard
- **Retailers/Services and Suppliers:** Standard or Allied
- **Local Tourism Organization (LTOs)**
- **Municipalities**

We also offer a range of pricing options within some of these categories based on what's included in the package. In addition to memberships, Sunset Country has several advertising options that our members can take advantage of, including:

- ✓ **Annual Sunset Country Travel Guide & Map**
- ✓ **Digital Advertising** (banners, e-newsletter ads)
- ✓ **Social Media Packages** (content marketing mixed with social media support)

Behind all these options is a coordinated and well-funded marketing campaign to ensure consumers see your ad. Further, Sunset Country has the largest social media presence in tourism than any other organization in Northern Ontario. Your membership not only contributes to promoting the region of Ontario your business is located in, it leads to direct revenues for your business from the tourists we attract to the area and through online referrals.

ACCOMMODATION MEMBER PACKAGES:

Platinum Package

This package is available to **lodges, resorts, outposts** and **houseboat operators** and is by far, *the best value for your money*. The platinum package includes:

- ◆ **One, ¼ page full-colour ad** (\$915.00 value) **in the 2021 Sunset Country Travel Guide***
- ◆ **One digital banner ad** on visitsunsetcountry.com
- ◆ **Listed as a feature lodge** in one Consumer eNewsletter per year
- ◆ **Platinum member listings** on visitsunsetcountry.com are shown **first before Gold and Standard members**
- ◆ **Platinum website profile** on visitsunsetcountry.com (10 photos, location map, description, video, links and contact info)
- ◆ **Access to consumer inquiries** through the **Sunset Country Lead Management System**
- ◆ **Business listing** in the 2021 Sunset Country Travel Guide (photo, 30-word description and contact info)
- ◆ **Location(s) dotted** on the 2021 Sunset Country pull-out map **and listing on the back of the map**
- ◆ **Your business brochures** distributed by Sunset Country at sports shows
- ◆ **Sharing of your photos and posts** on our social media pages such as Facebook, Instagram, Twitter and Pinterest
- ◆ **Mention of your business** in blog posts on visitsunsetcountry.com and northernontario.travel (if applicable) with links to your website or Facebook pages.



2020/2021 Platinum Package Fee: ~~\$2,225.00~~ **\$1,780.00 + HST**

Save 20% this year



* You have the option to increase the size of your print ad in the travel guide at an additional cost

ACCOMMODATION MEMBER PACKAGES:

Gold Package

This package is also designed for **lodges, resorts, outposts, and houseboat operators**. The gold package includes:

- ◆ Gold member listings on visitsunsetcountry.com are shown first before Standard members
- ◆ Basic website profile on visitsunsetcountry.com (photo, location map, description, links and contact info)
- ◆ Access to consumer inquiries through the Sunset Country Lead Management System
- ◆ Business listing in the 2021 Sunset Country Travel Guide (photo, 30-word description and contact info)
- ◆ Location(s) dotted on the 2021 Sunset Country pull-out map and listing on the back of the map
- ◆ Your business brochures distributed by Sunset Country at sports shows
- ◆ Sharing of your photos and posts on our social media pages such as Facebook, Instagram, Twitter and Pinterest
- ◆ Mention of your business in blog posts on visitsunsetcountry.com and northernontario.travel (if applicable) with links to your website or Facebook pages.

Gold level members have the option to purchase print, digital or social media ads/packages in addition to the membership.

2020/2021 Gold Package Fee: ~~\$799.00~~ \$639.00 + HST



Standard Package*

This package is specifically designed for **hotels/motels, B&Bs, canoe outfitters, and stand-alone campgrounds** (no cabins). The standard package includes:

- ◆ Basic website profile on visitsunsetcountry.com (photo, location map, description, links and contact info)
- ◆ Business listing in the 2021 Sunset Country Travel Guide (photo, 30-word description and contact info)
- ◆ Location(s) dotted on the 2021 Sunset Country pull-out map and listing on the back of the map
- ◆ Your business brochures distributed by Sunset Country at sports shows
- ◆ Sharing of your photos and posts on our social media pages such as Facebook, Instagram, Twitter and Pinterest
- ◆ Mention of your business in blog posts on visitsunsetcountry.com and northernontario.travel (if applicable) with links to your website or Facebook pages.

Standard level members have the option to purchase print, digital or social media ads/packages in addition to the membership.

* If you have a lodge with a campground adjacent to the lodge, you **DO NOT** need to buy a second membership as it is included in your Platinum or Gold membership. There are no consumer inquiries included in the Standard package. If you would like the inquiries, you must purchase Gold or Platinum. **If you are a lodge, outpost or houseboat operator, you must buy the Platinum or Gold Level.**

2020/2021 Standard Package Fee: ~~\$395.00~~ \$316.00 + HST

RETAILERS, SERVICES & SUPPLIERS PACKAGES:

Standard Retail/Service Business Package

This package is designed to be both affordable and effective for **retail and service businesses** in Northwest Ontario. The package includes:

- ◆ Basic website profile on visitsunsetcountry.com (photo, location map, description, links and contact info)
- ◆ Business listing in the 2021 Sunset Country Travel Guide (photo, 30-word description and contact info)
- ◆ Location dot on the town/city map in the travel guide and listing on the back of the pull-out map
- ◆ Social media sharing on our Shop Sunset Country Facebook page and on Instagram, Pinterest and Twitter
- ◆ Your business brochures distributed by Sunset Country at sports shows
- ◆ Option to list tourism events related to your business on our Events Calendar on visitsunsetcountry.com
- ◆ Mention of your business in blog posts on visitsunsetcountry.com and northernontario.travel (if applicable) with links to your website or Facebook pages.

2020/2021 Gold Package Fee: ~~\$275.00~~ \$220.00 + HST

Allied Supplier Package

Are lodges and resorts a major customer for your business? If the answer is yes, then the Allied Supplier membership package has been designed specifically to help you reach our members. The package includes:

- ◆ 4 ads in our Industry newsletters sent to the members (1 print, 3 digital)
- ◆ Basic website profile on visitsunsetcountry.com (photo, location map, description, links and contact info)
- ◆ Business listing(s) in the 2021 Sunset Country Travel Guide (photo, 30-word description and contact info)
- ◆ Location dot(s) on the town/city map in the travel guide and listing on the back of the pull-out map
- ◆ Social media sharing on our Shop Sunset Country Facebook page and on Instagram, Pinterest and Twitter
- ◆ Brochure or flyer distribution directly to our member outfitters in attendance at the sport shows
- ◆ Option to list tourism events related to your business on our Events Calendar on visitsunsetcountry.com

2020/2021 Allied Supplier Package Fee: ~~\$899.00~~ \$719.00 + HST

LOCAL TOURIST ORGANIZATIONS AND MUNICIPALITIES

Local Tourist Organization Package

Sunset Country has long partnered with local tourism offices and organizations to promote the region. As a LTO member, you benefit from your membership in many ways. The LTO membership package includes:

- ◆ Subject to Government funding approval, a summer student through Sunset Country for your information centre
- ◆ Organization listing in the 2021 Sunset Country Travel Guide (photo, 30-word description and contact info)
- ◆ Location dot(s) on the town/city map in the travel guide and listing on the back of the pull-out map
- ◆ Basic website profile on visitsunsetcountry.com (photo, location map, description, links and contact info)
- ◆ Access to consumer inquiries through the Sunset Country Lead Management System
- ◆ Sharing of your photos and posts on our social media pages such as Facebook, Instagram, Twitter and Pinterest
- ◆ Your organization's brochure distributed by Sunset Country at sports shows
- ◆ Option to list tourism events related to your business on our Events Calendar on visitsunsetcountry.com
- ◆ Mention of your business in blog posts on visitsunsetcountry.com and northernontario.travel (if applicable) with links to your website or Facebook pages.

2020/2021 Local Tourist Organization Package Fee: ~~\$650.00~~ \$520.00 + HST

Municipality Package

Sunset Country takes pride in partnering with local communities to promote the region. As a municipality, you benefit from your membership in many ways. The Municipality membership package includes:

- ◆ Your community featured on several of our web pages with direct links to your municipality
- ◆ Municipality listing in the 2021 Sunset Country Travel Guide (photo, 30-word description and contact info)
- ◆ Location dot(s) on the town/city map in the travel guide and listing on the back of the pull-out map
- ◆ Opportunity to advertise in the Travel Guide
- ◆ Basic website profile on visitsunsetcountry.com (photo, location map, description, links and contact info)
- ◆ Sharing of your photos and posts on our social media pages such as Facebook, Instagram, Twitter and Pinterest
- ◆ Your municipality's brochure distributed by Sunset Country at sports shows
- ◆ Option to list tourism events related to your business on our Events Calendar on visitsunsetcountry.com

2020/2021 Municipality Fee: ~~\$0.275~~ \$0.22 per capita + HST

Why Purchase an Ad?

The travel guide is our main fulfillment piece. Anyone who contacts the office, fills out an online form, or visits our sport show booth receives a travel guide and map. Currently, only about 30% of the people that order the guide want to receive direct responses from our members. **Stand out to these potential customers with a print ad to reach the other 70%.** You must be a member to advertise in the guide.

Ad Size	Ad Dimensions	Last Year Rate	This Year Rate
1/16 Page	3.625"w x 1.125"h	\$308.55 + HST	\$247.00 + HST
1/8 Page	3.625"w x 2.375"h	\$598.95 + HST	\$479.00 + HST
1/4 Page*	3.625"w x 4.875"h	\$1,143.45 + HST	\$915.00 + HST
1/2 Page	7.5"w x 4.875"h	\$1,990.45 + HST	\$1592.00 + HST
Full Page	8.125"w x 10.75"h + bleed	\$3,835.70 + HST	\$3,069.00 + HST
Inside Fr/Bk Cover	8.125"w x 10.75"h + bleed	\$4,531.45 + HST	\$3,625.00 + HST

* A 1/4 page print ad is included in the Platinum Package.

Designs costs are included in the ad price.

Ad material due is **September 30, 2020**. Please email artwork to erin@visitsunsetcountry.com.


If submitting a finished ad: Files must be CMYK, 300dpi and 100% print size. Fonts must be embedded or converted to paths.




Sample 1/4 page ad,

Ad Sizes


Full Page Ad
8.375"w x 11"h
(Including 1/8" bleed per side)




1/2 Page Ad
7.5"w x 4.875"h




1/4 Page Ad
3.625"w x 4.875"h



1/8 Page Ad
3.625"w x 2.375"h
(Approx. Business Card Size)



1/16 Page Ad
3.625"w x 1.125"h




What an incredible opportunity to be a part of this terrific "marketing machine". Regardless of the membership type you choose, what a tremendous value for you when it comes to marketing Northwestern Ontario and our camps and lodges - from lobbying for marketing dollars, securing programming opportunities, producing and distributing print materials, website presence and Internet advertising. Sunset Country does it all and their presence in the resource-based tourism

market is felt in the world-wide market place. Whether it be the travel guide or Internet presence, it takes very little effort on your part to provide an ad with some script and they do the rest!

*Jackie and Jody
Anderson's Lodge
Sioux Lookout, Ontario*

eNewsletter Ads

Consumer eNewsletter


Consumer eNewsletters are emailed to vacationers who have signed up to receive our eNewsletter. To advertise in the Consumer eNewsletter (Emailed to tourists), you must be a Sunset Country member. There are two options:

Full - Which is larger and is higher up in the newsletter

Half - Half the size of a full ad and placed further down in the eNewsletter

Only 1 Hour North of the Border!

Gateway North Outfitters offers Canadian fly-in fishing trips to 9 remote outpost cabins where you are the only cabin on the lake! Walleye, pike, smallmouth, muskie and lake trout!



[Read More](#)

Full Ad:
\$349 \$279 + HST

Half Ad:
\$199 \$159 + HST

Ads are limited to 3 advertisements per issue. First come first serve.

Sample consumer eNewsletter ad.
Not to scale.

Industry eNewsletter

Industry eNewsletters are emailed to local businesses in Northwest Ontario several times a year. If you want to reach local businesses this is for you. There is one ad size available for purchase in the Industry eNewsletter.

One-time Placement **\$149 \$119 + HST**
3 Ad Placements **\$349 \$279+ HST**



MORGAN FUELS
Serving Northwestern Ontario Since 1935
PROPANE • FUELS • LUBRICANTS

PROPANE
Residential, Commercial, Industrial and Construction
Bulk Fuel Delivery • Oils Lubes • Propane • Drummed Jet and Aviation fuels

FUELS
Gasoline, Clear and Dyed Diesel & Aviation

Dryden 937-2149 Kenora 468-6050 Pickle Lake 928-2261 Red Lake 735-9920 Sioux Lookout 737-2250 Winnipeg 204-832-2446

www.morganfuels.ca info@morganfuels.ca 1-(800)-661-3635

Sample industry eNewsletter ad. Not to scale.

Social Media Package

Take advantage of our large social media audience with the Social Media Package. The package will run between 3-5 days where your business will dominate our social media accounts. Included in the package are:

- » A feature blog post that will be shared on all of our social media accounts
- » The blog article will appear on visitsunsetcountry.com
- » The blog article will be shared in our new consumer eNewsletter

- » 4 Facebook posts including a video if you have one plus the sharing of your blog post
- » \$200 towards Facebook ads boosting your five Facebook posts targeted to the audience you want to reach
- » 5 or more Instagram posts featuring your business
- » 5 or more tweets about your business

\$999 \$799 + HST

Internet Banner Ads

Increase your exposure on the Internet with a banner ad on visitsunsetcountry.com. The banner ads are run-of-site (ROS), which means the ad will appear randomly across the website. Banner ads are sold annually with the ad being on the website for one year from the time it goes live. All ads will follow a specific format with a price point or package attached. Design costs are included.
Please note: A banner ad is included in the Platinum Package.

\$749 \$599 + HST



Indian Point Camp

Have fun Canadian-style at Indian Point Camp on incredible Wabigoon Lake in Ontario, Canada. We offer fishing and hunting trips that will meet all your expectations and more!

[Book Your Trip Today](#)

Sample banner ad. Not to scale.

Data-Driven Marketing

A New Opportunity Available to Members of Sunset Country

Sunset Country Travel Association in partnership with [Big Click Inc.](http://BigClickInc.com) is pleased to offer a new digital marketing vehicle exclusively available to our members! A key challenge in advertising of any kind but especially digital advertising, is getting your ads seen by a qualified audience.

Data-driven digital marketing, also called programmatic marketing, uses custom-developed audiences of people who have previously demonstrated an interest in our area and lets you market direct to them through digital ads.

These custom audiences are developed mostly from the peoples browsing activity on-line, their subscription to our eNewsletters, visits to our website etc. and develops a custom audience that your business can market to.

Please watch your email for further information or call Gerry at 800-665-7567.

Ready to Join or Renew Your Membership?

Make sure you don't forget anything. Fill out our membership checklist.

First:

- ☐ Decide on a membership level
- ☐ Decide on a print ad (Platinum level includes a 1/4 page ad. Upgrades are available.)
- ☐ Decide on any digital marketing opportunities (Banner ad, Social Media Package and/or eNewsletter ad)
- ☐ Fill out the Remittance Form (**don't forget to add the HST**)
- ☐ Fill out the Member Portfolio (The form with all your contact information and amenities listed.) **Please ensure that everything is correct.** This is the information that goes into the guide and on your online profile.
- ☐ Email your Remittance Form and Member Portfolio to info@visitsunsetcountry.com or print out your Remittance Form and Member Portfolio, make any changes and scan and email or mail it in with payment to **Ontario's Sunset Country Travel Association**
PO Box 647, Kenora, ON P9N 3X6 or email info@visitsunsetcountry.com or fax 807-468-5484.
Payment can be made by cheque, cash, VISA, Mastercard or e-transfer to info@visitsunsetcountry.com.

Then:

- ☐ Email ad material for print to erin@visitsunsetcountry.com by September 30, 2020.
- ☐ If you are a new member or wish to change your photo or description in the travel guide, please email a high-res, horizontal (landscape) photo and 30-word description to info@visitsunsetcountry.com.
- ☐ If you are a new Accommodation member, or wish to change your descriptions online, please fill out the 30 word service teasers that you offer (housekeeping cabin, walleye etc) with this Google Form forms.gle/46CdEhNPWdqEPvS5A (You can also change your Main description there too.)
- ☐ If you are a new member or wish to change your online photo, please email the high-res, horizontal (landscape) photo to erin@visitsunsetcountry.com. **Platinum level members can add 10 horizontal photos and all other levels can add one photo.**
- ☐ If you are a Platinum level member, please email a link to your YouTube or Vimeo video to info@visitsunsetcountry.com
- ☐ If you are a Platinum member or are buying a banner ad, please fill out this Google Form at goo.gl/forms/aEHFXB00LbPXh02j1 and email the photo for your banner ad to erin@visitsunsetcountry.com.
- ☐ If you are buying a Consumer eNewsletter Ad, please fill in this Google Form at goo.gl/forms/yXn52Anxn0wfsRIA2 and email the photo for your eNewsletter ad to erin@visitsunsetcountry.com. Please also choose the month you'd like it to run. First come, first serve.
- ☐ If you are buying a Social Media Package, please contact Erin or Gerry at **800-665-7567** for details.

Our membership year runs from July 1 to June 30th each year, however, **you may join at any time**. The guide goes to the printers in **November** so you must join before then to be in the travel guide. Ad material must be in by September 30, 2020.

Payment Policy

Memberships and ads must be paid in full at the time of joining/renewal/booking. Cheque, cash, VISA, Mastercard or e-Transfer accepted.

Questions? Contact Us

We are ready to help. Call us at **800-665-7567** or **807-468-5853**.

Email:

Tracey Chartrand, Administrative Assistant - info@visitsunsetcountry.com

Gerry Cariou, Executive Director - gerry@visitsunsetcountry.com

Erin Rody, Marketing Manager - erin@visitsunsetcountry.com

Website: visitsunsetcountry.com • Fax: **807-468-5484**

Address: **PO Box 647, Kenora, ON P9N 3X6**



To: Administration & Finance Executive Committee

From: Tyler Moffitt, Fire Chief/CEMC

Date: September 14, 2020

Subject: 1995 Volvo Pumper Fire Truck

Background

The Town's 1995 Volvo Pumper Fire Truck, which is a reserve status pumper has been relocated to Couchiching First Nation. This was done to protect this asset from the environment, as well as to help the Couchiching First Nation Fire Department increase their fire suppression capabilities.

The members of the Couchiching First Nation Fire Department have also outfitted the pumper fire truck with equipment.

Meanwhile, the Hamilton Fire Department donated two 1997 Pumper Tanker Fire Trucks to Couchiching First Nation and Nigigoonsiminikaaning First Nation in 2018.

Going forward, it is my recommendation to reach out to the leadership of Couchiching First Nation and ask them for the honour and permission to offer a meaningful gift ... to donate the 1995 Volvo Pumper Fire Truck to their community.

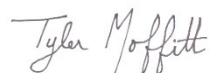
This pumper fire truck would greatly enhance their community's fire suppression capabilities, as well as it would be utilized to transport vital firefighting equipment to the scene of an emergency incident.

As well, this pumper fire truck would still be available for any type of mutual aid response calls if required.

Recommendation

That the Administration & Finance Executive Committee recommends that Council approve the report as presented.

Respectfully submitted,



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

To: Administration & Finance Executive Committee
From: Tyler Moffitt, Fire Chief/CEMC
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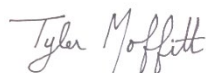
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As well, this pumper fire truck would still be available for any type of mutual aid response calls if required.

Recommendation

That the Administration & Finance Executive Committee recommends that Council approve the report as presented.

Respectfully submitted,



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

September 9, 2020

Report To: Mayor & Council

From: Doug Brown, CAO

SUBJECT: Annual Review of Tiered Response Agreement with RRDSSAB

On September 1st, 2020, a meeting held between the Town and RRDSSAB to complete an annual review of the Tiered Response Agreement executed with RRDSSAB back in July of 2017. Present at the meeting were Town Fire Chief Tyler Moffitt, Dan McCormick, RRDSSAB CAO/Paramedic Chief and Doug Brown, Town CAO. The Town has been responding to Code 4 – life threatening medical emergency calls in accordance with the executed agreement. (please find attached a copy of the current Tiered Response agreement with RRDSSAB).

During preparations for negotiations with the Fort Frances Professional Firefighters Association (FFPFFA) the negotiating committee flagged a concern respecting over time (O/T) costs incurred resulting from responding to EMS calls. As a result of this meeting, a lengthy discussion took place to determine if it was possible for RRDSSAB to reimburse the Town for OT costs incurred when responding to EMS calls. As an example, in 2019 the Town's Fire and Rescue Service incurred 62 OT hours for responding to 12 EMS calls at a cost of \$4,465.07. (please find attached spreadsheet outlining EMS call data & OT costs for the years 2017 to 2019). RRDSSAB indicated there was no means to reimburse the Town for these OT costs for responding to EMS calls.

Currently, there are usually 2 f/t fire fighters scheduled on day shift (7:00 am to 7:00 pm) and only 1 f/t firefighter scheduled on nightshift (7:00 pm to 7:00 am). As a result, it has been a standard protocol to call out all the off-shift f/t firefighters on night shift to respond to Code-4 EMS calls. However, RRDSSAB does not expect the Town to respond to EMS calls when there is only 1 f/t firefighter on shift, nor does RRDSSAB want the Town to incur OT costs to provide these services.

Fire Chief Moffitt has indicated that the Town's Fire and Rescue Service have traditionally always responded to all Code 4 life threatening EMS calls and from a health and safety point of view, it requires at least two f/t fire firefighters to attend any given EMS call. Fire Chief Moffitt is of the opinion that this level of service with respect to responding to EMS calls should continue.

The primary function of the Fire and Rescue Service is to provide fire services to the community, with emergency medical services being provided to the community by RRDSSAB. The Fire and Rescue Service provides secondary EM services to RRDSSAB in accordance with the existing tiered response agreement.

Ultimately, Council decides which level of service is provided to the Community by the Fire and Rescue Service. It is suggested the AFEC make a recommendation to Council on whether or not to continue to provide EMS response when there is only one f/t firefighter on shift and that a Standard Operating Procedure or Protocol be developed by the Fire Chief when there is only 1 f/t firefighter on any given shift.

This administration report and background information was prepared because of a concern being flagged the Town's fire negotiation committee.

The following is recommended by the Administration and Finance Executive Committee:

Respectfully submitted,

A handwritten signature in cursive script that reads "Doug Brown".

Doug Brown, CAO

Council approval of this report will agree to the following recommendations:

- 1) **THAT**
- 2) **THAT**

**TIERED RESPONSE AGREEMENT
FOR THE CORPORATION OF
THE TOWN OF FORT FRANCES**



Preamble:

The following is in accordance with the objectives of the Tiered Response Committee under the mandate of the Corporation of the Town of Fort Frances.

Statement of Agreement:

The members of the Tiered Response Committee have developed and agreed upon Guidelines for the activities of the Fort Frances Fire & Rescue Services with the assistance of the Rainy River Paramedic Services.

The Paramedic Services and Fort Frances Fire & Rescue Services agree to respond to medical emergencies within a reasonable time, given all the circumstances wherein the responding agency determines, in its absolute discretion, that it is able to provide the assistance requested where:

- 1) Any agency requests medical assistance
- 2) The agreement is not intended to create and does not create any legal obligation upon or impose any legal duty upon the Rainy River Paramedic Services or the Fort Frances Fire & Rescue Services which is not now or shall hereafter, be provided by Federal or Provincial Statute or by Municipal by-law;
- 3) This agreement is not intended to be and shall not be relied upon by the general public as creating a duty or standard of care to which any of the agencies have any legal obligation to respond.

These Guidelines do not preclude the response or activities outlined in any existing Emergency Plans, but are intended to co-ordinate the day to day responses to medical emergency life threatening situations.

Purpose:

To promote professionalism, continued cooperation and understanding in tiered response situations. To provide the general public with adequately trained and equipped public safety personnel to the scene of agreed upon life threatening medical emergencies as soon as possible.

AGENCY RESPONSIBILITIES AND GUIDELINES**FORT FRANCES FIRE & RESCUE SERVICES RESPONSIBILITIES**

- Prevent, control and/or extinguish fires
- Control and coordinate all rescue operations in accordance with established protocols and procedures
- Control and coordinate incidents involving spills, leaks or dangerous goods
- Assist with patient care as regulated
- Make decisions to evacuate any part of a scene consistent with local emergency plans

FORT FRANCES FIRE & RESCUE SERVICES GUIDELINES

- Fire fighters will be familiar with local tiered response agreements
- As first responders, the Fort Frances Fire & Rescue Services may provide patient care in accordance with basic life support standards as applicable until the arrival of paramedics
- Upon arriving at the patient(s), the first responders should relay patient numbers and condition to the Kenora or Thunder Bay C.A.C.C.
- When the paramedic crew arrives, the firefighter responsible for Basic Life Support will identify himself/herself and provide obtained patient information
- Where possible, provide initial patient assessment information directly to the arriving paramedic regarding any special needs required to assist the paramedic in an accurate and expeditious treatment of the patient
- The firefighter will fill out a *First Response Team Report* for all patient care rendered
- The firefighter may assist with BLS care at the request of the attending paramedic and provided that the fire fighter is not required for other duties
- Upon request, the fire personnel, where possible, will assist the paramedic including accompanying the patient to the hospital. Fire department personnel will only be permitted to drive an ambulance in accordance with current established Land Ambulance policies

- In accordance with the Ministry of Community Safety & Correctional Services guidelines, the fire department attending motor vehicle collisions will make the patient accessible and readily removable through provisions of options to the attending paramedics on how it may be best accomplished
- Firefighters are responsible for activities in areas subject to hazardous environmental conditions or where exposure to fire may occur. Paramedic crews will remain in a staging area until conditions are determined to be safe for entry
- Firefighters should position fire emergency vehicles in a manner as not to impede access or egress of the ambulance
- For tiered response to medical incidents in buildings equipped with elevators, normal practice will be not to lock elevators unless directed to do so by the paramedic crew
- Joint training between the firefighters and paramedics will be done on at least an annual basis
- Medical emergencies involving violent or disturbed patients require police assistance prior to entry
- Under no circumstance will Fort Frances Fire & Rescue personnel cancel paramedic services responding to a medical emergency

PARAMEDIC SERVICES RESPONSIBILITY

- Paramedics are responsible for the care and transportation of patients
- Paramedics will assist other public safety personnel as required, secondary to patient care and transport.

PARAMEDIC SERVICES GUIDELINES

- Paramedics will be familiar with local tiered response agreements
- Paramedics will assume control of the pre-hospital emergency care of patients, update the C.A.C.C. and request additional resources as required
- At scene, the paramedics will obtain information from the firefighters if providing treatment
- Paramedics may request assistance from the firefighters at the scene with regard to patient removal, care and treatment.

SHARED RESPONSIBILITIES

Whenever possible, all public safety agencies should encourage their respective staff to meet after calls with other responders, at a mutually agreed site, in order to:

- Discuss and exchange ideas on the handling of the emergency
- Exchange information necessary for their respective reporting to their specific agency within established law, policy and directives of patient confidentiality
- Return/replace equipment as required
- Maintain a high level of professional rapport between the agencies
- Participate in an inter-agency post incident analysis when requested by one of the agencies
- Participate with an inter-agency in services training whenever possible.

CANCELLATION OF AGREEMENT

Either Party to this agreement may withdraw from participation in the tiered response agreement by giving the other party, ninety 90 days notice in writing, of its intention to withdraw from participation.

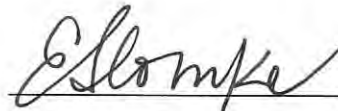
COMMITTEE

A tiered response committee will consist of representatives of the Rainy River District Paramedic Services and the Fort Frances Fire & Rescue Services. Additional members of other public safety agencies may be requested to participate at the discretion of the Rainy River Paramedic Chief and Fort Frances Fire Chief.

Signed on behalf of Town of Fort Frances:

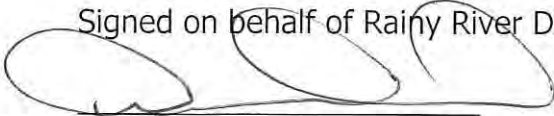


Mayor Roy Avis

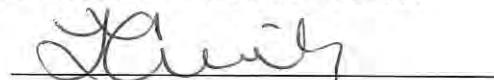


Elizabeth Slomke, Clerk

Signed on behalf of Rainy River District Social Services Administration Board:



Dan McCormick
CAO/Paramedic Chief



Leanne Eluik
Director of Finance & Asset Management

LETTER OF AGREEMENT
DATED THE 13th DAY OF July , 2017.
FOR THE TIERED RESPONSE ACTIVATION BETWEEN THE
RAINY RIVER DISTRICT SOCIAL SERVICES ADMINISTRATION
BOARD

[Rainy River District Paramedic Services]

AND

THE CORPORATION OF THE TOWN OF FORT FRANCES

[Fort Frances Fire and Rescue Services]

Where a request for Paramedic Services is received for an address within the municipal boundaries of the Town of Fort Frances, the Fort Frances Fire and Rescue Services agrees to respond at the request of the Kenora or Thunder Bay Central Ambulance Communications Center [C.A.C.C.] in any instance where a person is believed to be suffering from:

- 1) Real or suspected Cardiac and/or Respiratory Arrest
- 2) Motor Vehicle Collision given as Unknown, Life Threatening or Entrapment
- 3) Industrial/Construction Accidents
- 4) CBRNE-Chemical, Biological, Radiological, Nuclear or Explosive Events
- 5) In addition to the above, any incident in which the Paramedic Services System becomes overwhelmed to the point that an ambulance cannot be activated within 5 minutes of receipt of a code 4 response (life threatening), Fort Frances Fire & Rescue Services will be requested to assist until an ambulance becomes available. It is to be noted that if an ambulance from a different part of the District is responding Fort Frances Fire will not be tiered unless responding Paramedics or C.A.C.C. deem it appropriate.

The Kenora or Thunder Bay C.A.C.C. will notify the Fort Frances Fire and Rescue Services within one (1) minute of receipt of life threatening medical emergencies which meets the five (5) criteria as outlined above for tiered response. The Rainy River Paramedic Services will re-supply expendable medical supplies used by the Fort Frances Fire and Rescue Services, on a monthly basis or as required to maintain agreed upon inventories.

This agreement recognizes that Fort Frances Fire & Rescue Services may not be able to respond when occupied with a fire emergency or for any reason as determined by the senior on-duty Fire Officer or Fire Chief.

Both parties will carry appropriate Liability Insurance in accordance with the respective organization's By-Laws, Policies and/or Procedures.

This **Agreement** will be reviewed, revised and maintained by the participating agencies during the month of May of each year, or at the request of either party. A letter will be jointly prepared and executed by the Fire Chief and CAO of the Town of Fort Frances and the CAO/Paramedic Chief of DSSAB during the month May of each year and forward to their respective governance bodies for information purposes

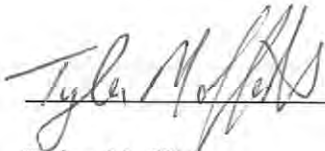
During the term of Council of the Town of Fort Frances the current agreement will be reviewed and re-endorsed.

Either Party to this agreement may withdraw from participation in the tiered response agreement by giving the other party, ninety 90 days notice in writing, of its intention to withdraw from participation.

Signed on behalf of Town of Fort Frances



Roy Avis
Mayor
Town of Fort Frances

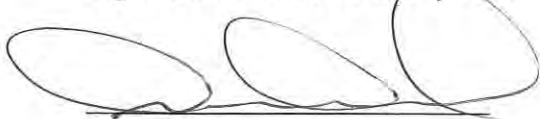


Tyler Moffitt
Fire Chief
Town of Fort Frances




Doug Brown
CAO
Town of Fort Frances

Signed on behalf of Rainy River District Social Services Administration Board



Dan McCormick
CAO/Paramedic Chief
Rainy River DSSAB



Leanne Eluik
Director of Finance and Asset Mgmt.
Rainy River DSSAB

Emergency Calls	Date	Time Call Received by Fire & Rescue Dept.	Fire & Rescue Dept. On-Scene Arrival Time	Paramedics arrival On-Scene time	On Scene Difference Fire VS EMS	# of Fulltime Firefighters Attending Call Back (OT)	Total OT Hours	Subtotal Hours	Ranking	Costs
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2019 Data

1	EMS Calls: Multiple Calls at 2 locations	Jan 17th	20:23	20:27	21:19	52 minutes	3 and 2	10			
2	EMS Calls:	Feb 7th	13:19	13:25	13:24	1 minute later than Paramedics	2	4			
3	EMS Calls: Large Patient	Apr 12th	20:12	20:20	20:11	???	5	10			
4	EMS Calls:	Apr 26th	22:18	22:23	22:35	12 minutes	1	2			
5	EMS Calls:	May 30th	6:12	6:20	6:33	13 minutes	1	2			
6	EMS Calls:	June 6th	20:14	20:24	20:44	20 minutes	3	6			
7	EMS Calls:	June 7th	20:36	20:44	??	???	3	6			
8	EMS Calls:	June 27th	22:21	22:26	22:32	8 minutes	2	4			
9	EMS Calls:	July 18th	20:00	20:09	??	???	2	4			
10	EMS Calls:	Aug 22nd	19:50	19:55	20:07	12 minutes	3	6			
11	EMS Calls:	Sept 20th	1:45	1:52	2:05	13 minutes	2	4			
12	EMS Calls:	Nov 2nd	10:51	10:53	10:53	0 minutes	2	4	62	3	\$4,465.07

2018 Data

1	EMS Calls:	Mar 18th	10:11				1	2			
2	EMS Calls:	Apr 1st	19:28				1	2			
3	EMS Calls:	July 21st	16:21				1	2			
4	EMS Calls:	Oct 18th	22:49				1	2	8	6	\$599.01

2017 Data

1	EMS Calls: First Response	Jan 27th	1:59				3	6.00			
2	EMS Calls: First Response	Jan 29th	10:53				2	4.00			
3	EMS Calls: First Response	Feb 15th	15:40				1	2.00			
4	EMS Calls: First Response	Feb 18th	14:25				1	2.00			
5	EMS Calls: First Response ... again	Feb 18th	17:30				1	2.00			
6	EMS Calls: First Response ... and again	Feb 18th	19:18				2	4.00			
7	EMS Calls: First Response	Feb 22nd	8:22				2	4.00			
8	EMS Calls: First Response	Mar 12th	12:48				1	2.00			
9	EMS Calls: First Response	Apr 8th	9:28				2	4.00			
10	EMS Calls: First Response ...again	Apr 8th	9:55				2	4.00			
11	EMS Calls: First Response ... and again	Apr 8th	11:19				2	4.00			
12	EMS Calls: First Response ... and again	Apr 8th	11:38				2	Already active			
13	EMS Calls: First Response	Apr 10th	3:46				2	4.00			
14	EMS Calls: First Response	Apr 29th	12:42				2	4.00			
15	EMS Calls: First Response	May 15th	18:57				1	2.00			
16	EMS Calls: First Response	May 16th	15:49				2	4.00			
17	EMS Calls: First Response ... again	May 16th	20:43				2	4.00			
18	EMS Calls: First Response	May 19th	21:21				3	6.00			
19	EMS Calls: First Response	June 4th	23:21				1	2.00			
20	EMS Calls: First Response	June 7th	18:57				1	2.00			
21	EMS Calls: First Response	June 20th	16:21				1	2.00			
22	EMS Calls: First Response	June 25th	9:46				3	6.00			
23	EMS Calls: First Response	July 1st	11:14				3	6.00			
24	EMS Calls: First Response	July 14th	22:24				2	4.00			
25	EMS Calls: First Response	Aug 11th	22:12				1	2.00			
26	EMS Calls: First Response	Aug 19th	11:49				2	4.00			
27	EMS Calls: First Response	Nov 15th	18:43				2	4.00			
28	EMS Calls: First Response	Dec 20th	18:24				4	8.00	102	3	\$5,278.50

# of Calls											
14.67	3 Year Average								57.33		\$3,447.53



Administration & Finance Division

To: Administration and Finance Executive Committee

From: Jordan Forbes, Human Resources Manager

Date: September 17, 2020

Subject: Proposed addition to benefits coverage – Internet Cognitive Behavioural Therapy

At present, the Corporation of the Town of Fort Frances has an Employee Assistance Program (EAP) through Riverside Community Counselling, which is a part of Riverside Health Care Facilities Inc. While this service is effective, there are limited resources available, and many of our staff have close family or personal relationships with the staff there, which reduces their comfort level in accessing care.

For some time, I have fielded concerns about the stigma that certain staff members feel about accessing mental health services in this way, and in addition, I have heard from them that the limited availability of services in our community presents a problem. The reality is that many of our staff seek mental health services outside of our community.

During the COVID-19 pandemic, the use of internet Cognitive Behavioural Therapy (iCBT) has become more commonplace, and it has proven to reliably reduce symptoms of common mental health disorders. In addition, given the pandemic, border closure, and the associated economic decline, the prevalence of mental health issues is likely to increase amongst our staff base. Given this, our CAO directed me to look into the feasibility of providing this type of service to our staff to supplement our existing benefits.

During the summer, the MindBeacon group, who work with the Provincial Government, and the Association of Municipalities of Ontario (AMO) approached us, offering to provide a demonstration about their services. They have provided the attached proposal outlining their services and benefits.

The cost is \$3.00 / person / month, which is very reasonable to offer a supplement to our EAP, and reduce the barriers to our staff accessing mental health services. At present, we would provide the service to our Full Time, Part Time and Seasonal staff (up to a maximum of 120 people).

Based on the cost, and the benefits, we are recommending purchasing this additional benefits coverage to help support the mental health and wellbeing of our staff during the pandemic and beyond.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jordan Forbes".

Jordan Forbes
Human Resources Manager



Overview for The Town of Fort Frances

August 31st, 2020

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3. BEACON Reporting
Pricing - page 4
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5. Appendix A: Sample Performance Report - page 7

BEACON Digital Therapy

Developed by experts in evidence-based treatment working closely with experts in technology and technology engagement, BEACON is a digitally delivered therapist-assisted course of personalized CBT beginning with a rigorous self-assessment (DSM5) that can provide a full differential diagnosis and personalized treatment plan. BEACON is not just a wellness product, or a loose collection of educational modules, or a CBT-informed self-help tool or something for people to do before they get effective treatment. The BEACON platform and guiding e-therapists together provide a solution that bridges the mental health care gap in a proactive, cost-effective, and scalable way:

- **Patient and provider centered:** evidence-based protocols, personalized care pathways, single therapist (registered mental health professional) effectively support the individual throughout treatment and leverages existing provider capacity.
- **Comprehensive assessment/treatment:** standardized intake, enables accurate and efficient assessment of concerns and recommendations for appropriate care.
- **Reduced barriers to care** including stigma, cost, capacity, geography, scheduling, and treatment fidelity: high efficacy treatment, reduces cost of traditional treatment by up to 75%, 24/7 access is convenient, private, geographically more accessible to those who don't have quality care available in their community.
- **Measurably better patient outcomes:** standardized assessment, comprehensive diagnosis and targeted treatment, effective and efficient triage, monitored outcomes, reduced relapse.

Access to clinically proven Therapist Assisted Internet Cognitive Behavioural Therapy

BEACON - Therapist Assisted Internet CBT (TAiCBT) is CBT delivered virtually with support of a trained BEACON Therapist (a regulated professional, e.g., Psychologist, Registered Social Worker, Registered Psychotherapist, etc.).

Once an employee moves into BEACON therapy, they will complete outcome measures, psychoeducational readings, and homework and activities that are part of an evidence-based CBT treatment protocol in an engaging and convenient way on mobile devices and/or desktop computers.

Employees will regularly communicate with and get support from their assigned BEACON Therapist through asynchronous messaging. In addition to providing tailored advice and information, a working relationship (therapeutic alliance) develops between the employee and BEACON Therapists that increases engagement. The therapeutic alliance also results in better outcomes than passive digital platforms and programs where coaches are involved but do not have active access to client activity.

BEACON therapy includes access to the platform for 52 weeks, including 12 weeks unlimited 'active' access to their BEACON Therapist. During this time, they will progress through their personalized treatment plan at their own pace. They also have 'passive' access for 40 weeks when they can review their content, homework and message history in a way that supports relapse prevention.

Implementing BEACON

In collaboration with the Town of Fort Frances BEACON will develop a comprehensive implementation plan based on organizational culture and employee demographics. Communication plans will be developed to include three key components:

Top-down Support

Visible and enthusiastic support from Champions such as leadership, managers and/or wellness teams encourage and facilitate conversation about available mental health support

Education

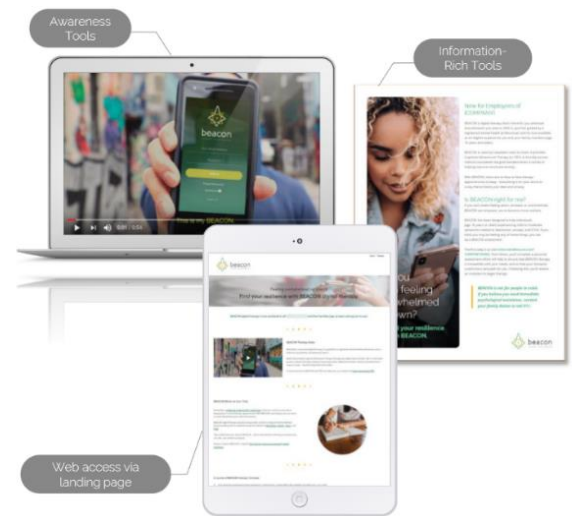
We provide key messaging and tools that integrate insights on how to educate on benefits of CBT and digital therapy

Ongoing Communications

Mental health concerns can arise anytime throughout the year and continuous pulsing of mental wellness content and reminders to keep available support top of mind

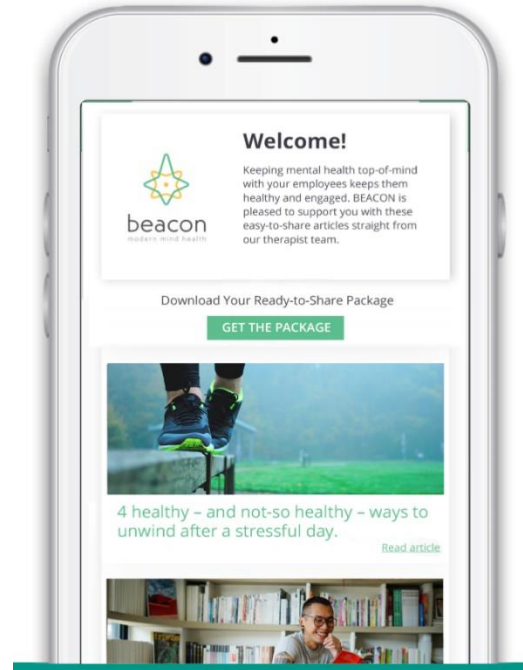
BEACON will provide digital copies of promotional material for all three phases of the communication plan including:

- BEACON webpage for your employees
- Text descriptions for company communications (email, intranet, article, leadership communication, etc.)
- Presentations via webinar or in-person where possible
 - For internal champions (HR, wellness committee, health & safety, management)
 - For employees
- Print-ready tools
 - Posters
 - Postcard
 - Info sheet
 - Digital banners
- Videos
 - Information-rich/educational (example [here](#))
- Support during
 - Bell Let's Talk - Bell Canada- January
 - Mental health awareness week- May
 - Mental Illness awareness week- Oct



Ongoing communications are a key to ensuring your employees are aware of the mental health supports that are made available to them and how to access them should they need support. Our partners receive two mental wellness articles, sourced from BEACON clinicians, every month on topics that are universally relevant to working adults. These articles can be shared across your communication channels (e.g. newsletters, intranet article) with an easy-to-share options provided. Topics include:

- 4 healthy –and 4 not so healthy –ways to unwind after a stressful day
- Are you social media healthy?
- What is CBT? How CBT helps you become resilient
- Setback at work? Here's how to get over it



BEACON Reporting

BEACON will actively monitor the effectiveness and usage of the program and provide reports accordingly.

Activity Reports are provided monthly highlighting program uptake and usage.

Performance Reports are provided on a quarterly basis, highlighting not only uptake and usage, but also aggregated data of all participants including demographic information, primary mental health concern, mental health improvement, and satisfaction scores. Please see Appendix A for a sample Performance Report.

Pricing

BEACON is pleased to present the following proposal to the Town of Fort Frances for approximately 120 employees and their family members for a 12-month period starting before December 31, 2020:

Employee Type	Price (PEPM)
All Employees	\$3.00

Services to Include:

BEACON Digital Therapy

- BEACON Digital Therapy for the Town of Fort Frances employees and family members
- Online assessment and therapist review of assessment results
- Customized care path based on the individuals presenting concerns
- A dedicated BEACON therapist guides the employee through a full course of CBT treatment, which includes:
 - Unlimited secure messaging
 - Weekly outcome measures
 - Psychoeducational readings
 - Skills-building exercises and activities

BEACON Aggregate Reporting

- Monthly Activity Reports
- Quarterly Performance Reports

BEACON Communication

- Customized launch and promotion plan
- Training for people leaders and employees
- Digital and print-ready promotional tools
- Monthly mental health content

We believe that BEACON Digital Therapy would provide the Town of Fort Frances with best-in-class mental health services focused on early intervention, awareness and access to timely, effective care for mental health concerns. We welcome the opportunity to partner with your organization and very much look forward to discussing this overview.

Sincerely,

Anthony Sam

Business Development Director

BEACON | CBT Associates

647.535.7567

175 Bloor Street E., Suite 801, North Tower,
Toronto, Ontario, M4W 3R8

anthony.sam@mindbeacon.com

Appendix A

Sample BEACON Performance Report


beacon
modern mind health

Performance Report
[sample]
Reporting Period:
[ddmmyy - ddmmyy]

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www.mindbeacon.com
info@mindbeacon.com



beacon

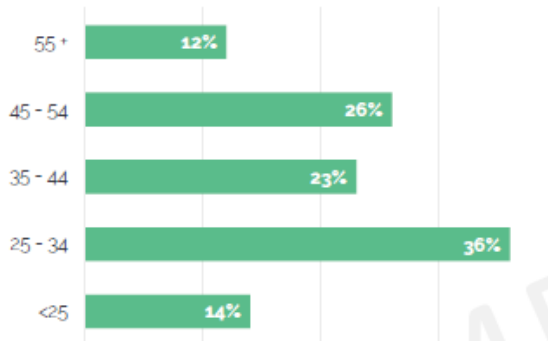
Performance Report

[mmddyyy - mmddyyy]

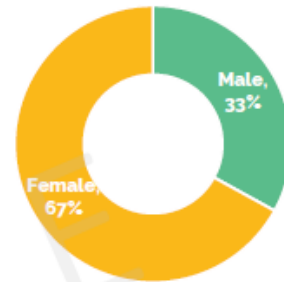
Demographics

Summary of participant demographics.

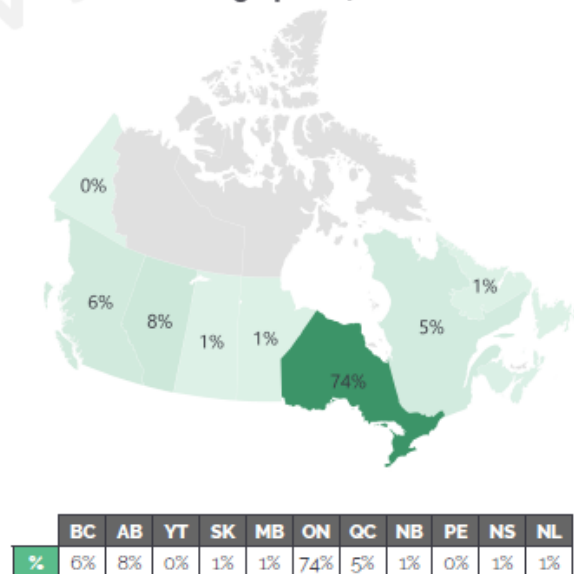
Demographics | Age Range



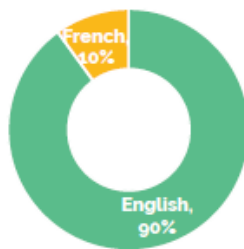
Demographics | Gender



Demographics | Province



Demographics | Language



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2

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info@mindbeacon.com



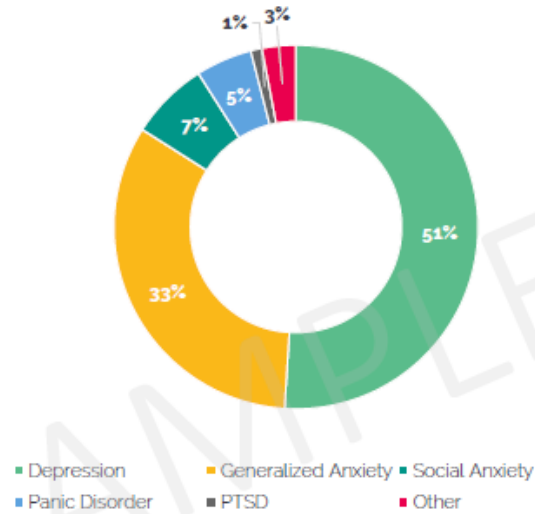
Performance Report

[mmddyyy - mmddyyy]

Protocol and Severity

Summary of participant's primary concerns.

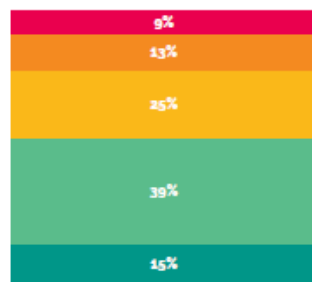
Users by Concern | BEACON



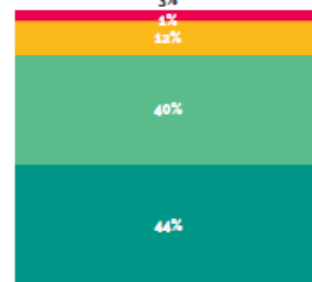
Comparing Severity Level

at the start and end of BEACON Treatment

BEACON start



BEACON end



■ Subclinical ■ Mild ■ Moderate ■ Moderately severe ■ Severe



Performance Report

[mmddyyy - mmddyyy]

Mental Health Improvement

Average mental health improvement of participants.

In a clinical context, someone with significant improvement in symptoms is considered a responder; this most often means someone has changed from feeling bad and ill and not functioning, to feeling much better and much more able to function.

Mental Health Improvement



*25% or greater reduction in symptom score



Performance Report

[mmddyyy – mmddyyy]

Satisfaction

The figures below are satisfaction ratings of all participants.

These measures are an insightful indicator of how the BEACON program can contribute to a users improvement in their overall quality of life.

BEACON Satisfaction Score

Avg satisfaction with BEACON overall



Therapeutic Alliance Score

Avg. satisfaction with BEACON therapist



BEACON Satisfaction Scores

Miscellaneous Questions

Because of BEACON, I am better able to perform at work

78% strongly
agree or agree

Because of BEACON, I am more engaged with things that are important in my life

81% strongly
agree or agree

I appreciate that my employer is supporting my mental well-being by providing BEACON to me..

94% strongly
agree or agree

I would recommend BEACON to be offered as a part of my company benefits plan

94% strongly
agree or agree

I find BEACON easy to use

95% strongly
agree or agree



Performance Report

[mmddyy - mmddyy]

Testimonials

It's felt really good to work through everything. Thank you so much for all you've done - **even my friends are starting to notice a difference** :)

- Female, 22

This was a **life changing** program for me!

- Female, 58

I feel **better than before**, thank you.

- Male, 48

My therapist was **very helpful and supportive**.

- Female, 19

I feel like I'm **deconstructing something** that I thought wasn't deconstructable.

- Female, 28

I already feel like I have learned more tools and gained more knowledge in two modules than I did over the course of 7 sessions last year that cost me \$225 a pop. **#feelinghopeful**

- Male, 40

I appreciate all that I've learned from therapy and **will take this knowledge forward**.

- Female, 37

I appreciate the availability of my therapist. I feel because I'm texting **I can be a little more candid**. I have found it easier to write how I'm feeling and this is a great method of communication for me.

- Female, 28

I can proudly say I succeeded in riding the train in the morning, alone and **without a panic attack**. I truly appreciate all your help and guidance, and even though I've only done a few sessions, BEACON has helped me tremendously.

- Female, 45

Although I am still in the early stages the tiny steps I feel I have taken have brought me hope that I will be able to live without extreme limitations and **significantly improve my life**.

- Female, 57

I **can't imagine** what the last few months would have looked like without this program.

- Female, 37

I feel like I'm opening a **new chapter in my life**.

- Female, 28

My therapist has demonstrated a good balance of **encouragement, inquisitiveness, and guidance**.

- Female, 34

Always **accessible and supportive**. It felt good to have that continuous support instead of a once a week for 45 min type of support you would normally get from in-person CBT.

- Male, 30

Treasury Report 2020/58A

TO: Administration & Finance Executive Committee

FROM: Dawn Galusha, Treasurer

DATE: September 17, 2020

SUBJECT: Microsoft Dynamics GP Software Upgrade Quote

BACKGROUND

We were contacted by Central Square Technologies in June of 2020 advising that the support for the 2016 version of Microsoft Dynamics GP which we are currently using will be ending in July 2021. It is imperative that we upgrade the software in order to have support from Central Square Technologies. We rely on them to provide us with the changes to the payroll deduction rates and tables from the government, as well as general support where issues happen with the system.

Further to our prior Administration and Finance Executive Meeting of September 8, 2020, Jeremy Hughes, IT Manager was able to obtain information on the Microsoft Dynamics GP Upgrade which satisfied the questions he had at that meeting. The new version of GP is called Modern Life Cycle version and has no expiry date. As well, the upgrade costs will be to SQL2019, which was in the Capital budget to be updated this year.

The cost of Microsoft Dynamics GP software upgrade is \$7,219.87 CAD and is a one-time cost. Please find attached for your reference, the copy of the Microsoft Dynamics GP Software Upgrade Quote and Statement of Work from Central Square Technologies. We recommend proceeding with this project before year end in order to be completed before the busy year end processing.

Quote #: Q-06496
Quote expires on: November 10, 2020

Quote prepared for:
Dawn Galusha
Fort Frances, ON
320 Portage Ave.
Fort Frances, ON P9A 3P9

Thank you for your interest in CentralSquare. CentralSquare provides software that powers over 8,000 communities. More about our products can be found at www.centralsquare.com.

WHAT SOFTWARE IS INCLUDED?

PRODUCT NAME	QUANTITY	UNIT PRICE	TOTAL
Software / Subscription Total:			0.00 CAD

WHAT SERVICES ARE INCLUDED?

DESCRIPTION	TOTAL
Report Conversion	860.00 CAD
Create Testing Environment	1,720.00 CAD
What's New Review	860.00 CAD
Debrief / Issue Resolution	645.00 CAD
Upgrade Live Environment	1,720.00 CAD
Public Administration Project Management Services - As Incurred	1,290.00 CAD
Services include contract start-up fees, project management, technical services, consulting, development, training, and installation.	Services Total: 7,095.00 CAD

Quote Total:

7,095.00 CAD

BILLING INFORMATION

Fees will be payable within 30 days of invoicing.

Please note that the Unit Price shown above has been rounded to the nearest two decimal places for display purposes only. The actual price may include as many as five decimal places. For example, an actual price of \$21.37656 will be shown as a Unit Price of \$21.38. The Total for this quote has been calculated using the actual prices for the product and/or service, rather than the Unit Price displayed above.

Prices shown do not include any taxes that may apply. Any such taxes are the responsibility of Customer. This is not an invoice.

For customers based in the United States or Canada, any applicable taxes will be determined based on the laws and regulations of the taxing authority(ies) governing the "Ship To" location provided by Customer on the Quote Form.

PAYMENT TERMS

License Fees & Annual Subscriptions

- 100% Due Upon Contract Execution

Hardware & Third-Party Software

- 100% Due Upon Contract Execution

Services

- Fixed Fee: 100% Due Upon Completion
- Time & Material: Due as Incurred

Travel & Living Expenses

- Due as Incurred

PURCHASE ORDER INFORMATION

Is a Purchase Order (PO) required for the purchase or payment of the products on this Quote Form? (Customer to complete)

Yes [] No []

Customer's purchase order terms will be governed by the parties' existing mutually executed agreement, or in the absence of such, are void and will have no legal effect.

PO Number: _____

Initials: _____

Fort Frances, ON

Signature: _____

Name: _____

Date: _____

Title: _____



CENTRALSQUARE

TECHNOLOGIES

STATEMENT OF WORK (SOW)

Fort Frances, ON

Upgrade to Dynamics GP2018

Statement of Work (SOW)

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Schedule Version Control

Date	Revision	Author	Comments
8/17/2020	1.0	Michael G.	Original Quote

1.0 Project Description

This document is the Statement of Work (SOW) for Upgrading Dynamics GP. This SOW is solely related to the services expressly identified in Quote # Q-06496 for Fort Frances, ON. CentralSquare will provide assistance in successfully upgrade the Client's current version being GP2016. The SOW is an attachment incorporated as part of the Quote signed by CentralSquare and the Customer, and all actions directed herein shall be performed in accordance with the Agreement.

2.0 Project Scope

The overall Project Objective and Scope include the following:

Project Management

CentralSquare will provide a Remote Project Manager (RPM) who will manage the project and work closely with the Customer Project Manager to oversee the project. Throughout the project, the RPM will keep the project organized from the CentralSquare perspective, on schedule and on budget. Both CentralSquare and Customer will assign Project Manager with the requisite skills and leadership authority within the organization to effectively accomplish the goals and complete the scope of the services in this SOW. CentralSquare's RPM in collaboration with the Customer's Project Manager will develop a project schedule. CentralSquare has include RPM hours to cover this project. Duties to include:

- Monitor and report overall progress (duties of both your organization and CentralSquare)
- Immediately notify respective Project Managers of any issue that could delay the project
- Supervise respective Project Teams and resources.

Technical Engineer

CentralSquare will provide a Remote Technical Engineer whose duties will include the following:

- Upgrade current version of reports and scripts
- Create a temporary testing environment of the updated version of the products
- Make **minor** changes to reports and scripts as deemed in scope by Engineer
- Upon Client's approval; Upgrade Live database

Business Consultant

CentralSquare will provide a Remote Business Consultant whose duties will include the following:

- High level review of any new functionality and features based on the Client's current module base

Client Responsibilities

The Client will provide requirements on or before date provided in project plan. Requirement are as follows:

- Complete User Acceptance Testing
- Update provided Issues and Actions Log and provide to Project Managers per schedule
- Work with CentralSquare Project Team on issue resolution
- Provide approval to go to live

Anything not specifically designated in this SOW should be considered out of scope and not part of this project.

Technical Requirements

https://mbs.microsoft.com/customersource/northamerica/GP/learning/documentation/system-requirements/MDGP2018_System_Requirements

Client Software

Add-On Modules	Integrations	Notes
<input type="checkbox"/> WorkTech	<input checked="" type="checkbox"/> Utility Meter Reading	
<input type="checkbox"/> Virtual City Hall	<input type="checkbox"/> PCard	
<input type="checkbox"/> FRx	<input checked="" type="checkbox"/> Cash Receipt Import	
<input checked="" type="checkbox"/> Management Reporter	<input type="checkbox"/> eBank Reconciliation	
<input type="checkbox"/> Paramount <ul style="list-style-type: none"> <input type="checkbox"/> SQL Security <input type="checkbox"/> Active Directory Security <input type="checkbox"/> Receiving Transactions 	Integration Suite <ul style="list-style-type: none"> <input type="checkbox"/> General Ledger <input type="checkbox"/> Accounts Receivable <input type="checkbox"/> Accounts Payable 	
<input type="checkbox"/> Anyview Creator	<input checked="" type="checkbox"/> Pre-Authorized Payments	
<input checked="" type="checkbox"/> HRISMyWay	<input checked="" type="checkbox"/> Electronic Funds Transfer <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Accounts Payable <input type="checkbox"/> Accounts Receivable 	
<input type="checkbox"/> Path 5 – Parks and Rec		
<input type="checkbox"/> F9		
<input type="checkbox"/> Business Portal		
<input checked="" type="checkbox"/> eOne SmartList Builder		
<input type="checkbox"/> eOne Extender		
<input type="checkbox"/> Rockton Auditor		
<input type="checkbox"/> MICR Mekorma		
<input type="checkbox"/> Questica		
<input type="checkbox"/> JoeSoftware PENNY		
<input type="checkbox"/> REACH		

3.0 Service Deliverables

The following outlines the proposed services deemed necessary for a successful implementation of this project and represents a good-faith estimate based on our knowledge at time of the Agreement.

Engagement	High Level Tasks	Deliverables
Planning and Project Initiation	<ul style="list-style-type: none"> ➤ Kick-Off Meeting ➤ Detailed Scope and Contract Review ➤ Assignment of Project Team 	<ul style="list-style-type: none"> ➤ Communication Plan ➤ Issues/Tasks Tracking Report ➤ Project Schedule
Software Installation	<ul style="list-style-type: none"> ➤ Remote installation of application software(s) on server ➤ Access to upgraded application from workstations 	<ul style="list-style-type: none"> ➤ Testing Environment with upgraded software
Implementation and Configuration	<ul style="list-style-type: none"> ➤ Upgrade current LIVE Environment ➤ Complete integrations to 3rd Party Products ➤ Upload upgraded reports 	<ul style="list-style-type: none"> ➤ Upgraded LIVE Environment
Data Conversion	<ul style="list-style-type: none"> ➤ Upgrade report dictionary as required ➤ Upgrade scripts as required 	<ul style="list-style-type: none"> ➤ Reports for testing
Test	<ul style="list-style-type: none"> ➤ Client to test all processes and customizations ➤ Issue Resolution 	<ul style="list-style-type: none"> ➤ Resolve inscope issues per debriefing session
Training	<ul style="list-style-type: none"> ➤ End User Training on new functions and features 	<ul style="list-style-type: none"> ➤ High level understanding of new functions and features
Transition	<ul style="list-style-type: none"> ➤ Not Applicable 	<ul style="list-style-type: none"> ➤ Not Applicable

3.1 Service Estimates and Assumptions

Service/Task Description	Service Role	Estimated Hours
Report Conversion	Technical Engineer	4
Create Testing Environment	Technical Engineer	8
What's New Review	Business Consultant	4
Debrief / Issue Resolution	Business Consultant	3
Upgrade Live Environment	Technical Engineer	8
Project Management	Project Management	6
Total Estimated Service Hours:		33

- Estimated Hours may include non-client facing time required for session prep and follow-up
- This is an estimate only and additional time may be required depending on the task. If the time required to complete the project is less than 10% the project will proceed with the overage; if the time required to complete the project is more than 10% above the original estimate, a work order will be required.
- Customer will designate a representative as the Project Manager. The Project Manager will be the primary point of contact for project coordination throughout the project.
- Both the Customer and CentralSquare will furnish resources with appropriate skills and experience to assist as needed to fulfill the responsibilities herein.

Authorized Signature: _____ Printed Name: _____

Date: _____

2020 DRAFT SEWER FUND BUDGET

NEW G/L ACCOUNT		2019 OPERATING FORECAST	Actual to August 31, 2019	2020 OPERATING FORECAST	Actual to April 30, 2020	Actual to May 31, 2020	Actual to June 30, 2020	Actual to July 31, 2020	Actual to August 31, 2020
REVENUES									
Private Work Charges	40-080-0811-0330-40595		(8,826.86)		(2,693.90)	(2,693.90)	(2,693.90)	(2,693.90)	(2,693.90)
Expense Recoveries	40-080-0811-0330-40589		-		-	-	-	-	-
ODRAP - Provincial Flood Exp Recovery	40-080-0811-0430-40409		-		-	-	-	-	-
Private Work Charges	40-080-0811-0430-40595	(19,000)	(5,487.14)	(19,000)	(1,108.55)	(1,416.65)	(1,416.65)	(1,416.65)	(1,299.25)
New Connection Charges	40-080-0811-0430-40619	(8,500)	(1,000.00)	(8,500)	-	-	-	-	-
Penalty on Late Payments	40-080-0811-0430-40682	(7,000)	(6,031.04)	(7,000)	(1,819.50)	(2,181.21)	(3,178.61)	(3,576.27)	(4,576.69)
Sewer Service/Disposal	40-080-0811-0430-40760	(2,569,445)	(1,704,012.46)	(2,693,701)	(446,974.69)	(816,247.01)	(1,236,901.98)	(1,236,408.02)	(1,680,519.10)
Expense Recoveries	40-080-0812-0430-40589		-		-	-	-	-	-
Total Revenues		(2,603,945)	(1,725,357.50)	(2,728,201)	(452,596.64)	(822,538.77)	(1,244,191.14)	(1,244,094.84)	(1,689,088.94)
EXPENDITURES									
Administration									
Distributed Salaries/Wages			-		-	-	-	-	-
Distributed Benefits			-		-	-	-	-	-
Hourly Full Time	40-080-0811-1101-60010	79,323	37,210.65	78,345	15,770.31	23,031.54	27,877.19	34,161.86	38,046.56
Overtime	40-080-0811-1101-60013		222.37		12.27	283.59	283.59	310.36	310.36
Hourly Part Time	40-080-0811-1101-60020	2,272	-	2,308	-	-	-	-	-
Employer CPP	40-080-0811-1101-60025	2,776	1,785.13	2,865	865.72	1,250.04	1,501.07	1,815.15	1,899.49
Employer EI	40-080-0811-1101-60030	1,061	725.88	1,057	342.02	494.74	588.60	700.17	721.73
Employer OMERS	40-080-0811-1101-60035	8,518	4,413.87	8,613	1,834.16	2,642.26	3,182.92	4,008.36	4,560.42
Employer EHT	40-080-0811-1101-60040	1,600	809.42	1,620	334.67	483.97	582.91	735.47	837.66
Employer Benefits	40-080-0811-1101-60050	7,723	4,066.03	7,901	1,558.65	2,077.96	2,597.42	3,116.88	3,637.87
Employer WSIB	40-080-0811-1101-60055	2,433	904.62	2,474	398.18	575.81	693.52	875.01	996.60
Allocated Admin	40-080-0811-1200-71221	163,116	81,560.00	166,378	-	41,594.94	83,189.88	83,189.88	83,189.88
Postage, Freight, Courier	40-080-0811-1200-71252	11,673	-	11,673	-	-	-	-	-
Legal	40-080-0811-1200-71253	10,000	-	10,000	9,328.76	9,328.76	9,328.76	9,328.76	9,328.76
Memberships	40-080-0811-1200-71260		-		-	-	-	-	-
Write Offs	40-080-0811-1210-74515		-		-	-	-	-	-
Debenture - Interest	40-080-0811-1300-71301		-		-	-	-	-	-
Debenture - Principal	40-080-0811-1300-71311		-		-	-	-	-	-
Office Supplies	40-080-0811-1400-71410	750	-	750	-	-	-	-	-
Taxes	40-080-0811-1400-71425	4,400	-	4,400	-	-	-	-	-
Stores Charge	40-080-0811-1400-71433	8,700	-	8,700	-	-	-	-	-
Annual Software Support	40-080-0811-1500-71501	1,500	-	1,500	-	-	-	-	-
Computer Maintenance (H & S)	40-080-0811-1500-71502	3,800	3,874.84	3,800	2,265.93	2,265.93	2,265.93	4,311.52	4,311.52
GIS Material	40-080-0811-1500-71507	6,716	3,984.86	6,716	3,260.28	3,431.39	3,613.92	3,774.19	3,774.19
Contracted Works	40-080-0811-1500-71523	500	-	500	518.19	518.19	518.19	518.19	518.19
Conferences & Courses	40-080-0811-1500-71531	5,000	1,347.50	5,000	1,017.60	1,017.60	1,017.60	1,017.60	1,017.60

2020 DRAFT SEWER FUND BUDGET

		2019 OPERATING	Actual to August	2020 OPERATING	Actual to April 30,	Actual to May 31,	Actual to June 30,	Actual to July 31,	Actual to August 31,
	NEW G/L ACCOUNT	FORECAST	31, 2019	FORECAST	2020	2020	2020	2020	2020
Insurance	40-080-0811-1500-71580	28,293	23,499.42	28,285	23,405.20	23,405.20	23,405.20	23,405.20	23,405.20
Insurance Deductible	40-080-0811-1500-71581	10,000	1,162.50	10,000	-	-	-	-	-
Advertising & Public Notices	40-080-0811-1500-71591	500	-	500	-	-	-	-	-
Contributions to Capital	40-080-0811-1510-75350	1,183,780	-	1,359,475	-	-	-	-	-
Contribution to Reserve Funds	40-080-0811-1620-75390	-	-	-	-	-	-	-	-
Contribution to Reserve Funds (Yr End)	40-080-0811-1620-75390	-	-	-	-	-	-	-	-
Inventory Adjustments	40-080-0811-1700-72505	-	-	-	-	-	-	-	-
		1,544,434	165,567.09	1,722,860	60,911.94	112,401.92	160,646.70	171,268.60	176,556.03
Sewer Mains									
Distributed Salaries/Wages									
Distributed Benefits									
Hourly Full Time	40-080-0811-1711-60010	48,220	9,856.05	49,136	2,854.26	3,570.89	3,867.60	4,258.98	7,230.94
Overtime	40-080-0811-1711-60013	1,500	228.03	1,500	101.93	279.80	399.56	579.99	743.07
Hourly Part Time	40-080-0811-1711-60020	2,108	212.31	2,148	-	-	-	-	-
Employer CPP	40-080-0811-1711-60025	2,198	544.15	2,334	153.69	199.70	221.78	251.11	433.08
Employer EI	40-080-0811-1711-60030	834	229.74	835	59.99	78.50	87.26	98.68	170.88
Employer OMERS	40-080-0811-1711-60035	4,904	1,020.89	4,860	280.02	368.33	408.64	461.91	784.79
Employer EHT	40-080-0811-1711-60040	1,032	221.45	1,033	60.61	78.67	87.33	98.92	170.63
Employer Benefits	40-080-0811-1711-60050	5,718	1,663.77	5,809	414.63	425.27	525.77	603.05	1,067.85
Employer WSIB	40-080-0811-1711-60055	577	275.04	578	72.10	93.59	103.89	117.66	202.93
Materials	40-080-0811-1711-71471	10,000	6,252.11	10,000	865.78	3,077.67	3,077.67	4,324.84	5,038.05
Contracted Service	40-080-0811-1711-71523	125,000	59,811.38	125,000	51.12	110.97	257.62	3,704.09	58,481.28
Equipment Rentals - Own	40-080-0811-1711-71540	36,000	6,016.06	36,000	427.16	427.16	427.16	1,824.98	3,987.52
		238,091	86,330.98	239,233	5,341.29	8,710.55	9,464.28	16,324.21	78,311.02
Service Connections									
Distributed Salaries/Wages			-						
Distributed Benefits			-						
Hourly Full Time	40-080-0811-1712-60010	40,000	23,244.99	40,760	4,465.45	5,595.03	6,958.08	8,167.00	9,744.40
Overtime	40-080-0811-1712-60013	5,000	2,803.12	5,000	658.02	664.85	719.51	719.51	739.48
Hourly Part Time	40-080-0811-1712-60020	2,710	1,740.35	2,761	-	-	-	-	-
Employer CPP	40-080-0811-1712-60025	1,866	1,384.19	1,981	280.02	339.93	406.77	469.96	557.68
Employer EI	40-080-0811-1712-60030	708	589.45	709	111.19	135.03	161.56	186.88	221.99
Employer OMERS	40-080-0811-1712-60035	4,068	2,511.14	4,031	522.86	638.04	763.99	885.90	1,056.11
Employer EHT	40-080-0811-1712-60040	875	562.95	877	110.21	133.70	160.03	184.83	219.23
Employer Benefits	40-080-0811-1712-60050	4,744	2,300.07	4,819	501.52	586.63	716.44	790.83	965.43
Employer WSIB	40-080-0811-1712-60055	489	710.51	490	131.06	159.02	190.35	219.85	260.77
Materials	40-080-0811-1712-71471	6,500	8,104.88	6,500	1,007.83	1,154.07	1,177.91	1,177.91	1,191.63
Contracted Services	40-080-0811-1712-71523	12,000	685.88	12,000	1,138.86	1,138.86	1,303.56	3,998.98	3,998.98

2020 DRAFT SEWER FUND BUDGET

	NEW G/L ACCOUNT	2019 OPERATING FORECAST	Actual to August 31, 2019	2020 OPERATING FORECAST	Actual to April 30, 2020	Actual to May 31, 2020	Actual to June 30, 2020	Actual to July 31, 2020	Actual to August 31, 2020
Equipment Rentals - Own	40-080-0811-1712-71540	15,000 93,960	9,728.18 54,365.71	15,000 94,928	75.00 9,002.02	75.00 10,620.16	75.00 12,633.20	2,451.16 19,252.81	1,898.94 20,854.64
Sewage Treatment Plant									
Hourly Full Time	40-080-0812-1101-60010	2,500	185.78	2,500	-	-	-	55.22	55.22
Overtime	40-080-0812-1101-60013		-		-	-	-	-	-
Hourly Part Time	40-080-0812-1101-60020		-		-	-	-	-	-
Employer CPP	40-080-0812-1101-60025	109	9.07	114	-	-	-	4.43	4.43
Employer EI	40-080-0812-1101-60030	41	3.89	41	-	-	-	1.77	1.77
Employer OMERS	40-080-0812-1101-60035	254	18.13	247	-	-	-	7.56	7.56
Employer EHT	40-080-0812-1101-60040	51	3.67	50	-	-	-	1.74	1.74
Employer Benefits	40-080-0812-1101-60050	296	-	296	-	-	-	21.97	21.97
Employer WSIB	40-080-0812-1101-60055	29	5.88	28	-	-	-	2.07	2.07
Equipment Rentals - Own	40-080-0812-1101-71540	500	-	500	343.95	343.95	343.95	343.95	415.15
Natural Gas	40-080-0812-1240-71416	21,922	9,426.33	21,484	7,881.17	8,974.22	9,799.28	10,052.70	10,190.44
Electrical Power	40-080-0812-1240-71420	161,745	71,411.08	95,000	24,866.16	37,605.56	51,384.42	61,416.53	61,416.53
Grit Landfill Tipping Fees	40-080-0812-1400-71424	501	-	501	-	-	-	-	-
Taxes	40-080-0812-1240-71425	36,300	-	37,026	-	-	-	-	-
Materials	40-080-0812-1400-71471	2,000	1,276.63	2,000	18.68	18.68	18.68	18.68	18.68
Contracted Works - AWA/OCWA	40-080-0812-1500-71523	501,212 727,460	333,916.39 416,256.85	511,393 671,180	90,147.78 123,257.74	175,512.71 222,455.12	262,452.37 323,998.70	305,030.71 376,957.33	306,593.49 378,729.05
Total Expenditures		2,603,945	722,520.63	2,728,201	198,512.99	354,187.75	506,742.88	583,802.95	654,450.74
TOTAL SEWER FUND (Surplus)/Deficit		-	(1,002,836.87)	-	(254,083.65)	(468,351.02)	(737,448.26)	(660,291.89)	(1,034,638.20)

2020 DRAFT WATER FUND BUDGET

NEW G/L ACCOUNT		2019 OPERATING FORECAST	Actual to August 31, 2019	2020 OPERATING FORECAST	Actual to April 30, 2020	Actual to May 31, 2020	Actual to June 30, 2020	Actual to July 31, 2020	Actual to August 31, 2020
REVENUE									
Expense Recovery	50-080-0832-0330-40589		-		(1,723.25)	(4,967.14)	(4,967.14)	(4,967.14)	(4,967.14)
Rents & Leases	50-080-0832-0330-40592	(9,277)	(9,084.80)	(9,277)	(1,166.16)	(1,457.70)	(8,649.24)	(8,940.78)	(9,232.32)
Private Work Charges	50-080-0832-0330-40595		-		-	-	-	-	-
Sale of Rain Barrels	50-080-0832-0330-40782	(65)	(230.08)	(65)	-	(57.52)	(115.04)	(115.04)	(115.04)
Expense Recovery	50-080-0832-0430-40589		-		(764.62)	(764.62)	(764.62)	(764.62)	(764.62)
Private Work Charges	50-080-0832-0430-40595	(8,000)	(7,087.78)	(8,000)	(1,638.50)	(1,781.30)	(1,781.30)	(1,971.70)	(1,924.10)
Reconnect Charges	50-080-0832-0430-40618	(1,200)	(1,703.90)	(1,200)	(2,268.20)	(2,268.20)	(2,268.20)	(2,268.20)	(2,268.20)
New Connection Charges	50-080-0832-0430-40619	(15,000)	(1,000.00)	(15,000)	921.56	921.56	921.56	921.56	921.56
Late Payment Charges	50-080-0832-0430-40682	(8,000)	(5,895.09)	(8,000)	(1,964.90)	(2,355.74)	(3,488.81)	(3,909.42)	(5,029.35)
Sale of Water	50-080-0832-0430-40685	(2,771,985)	(1,837,808.56)	(2,854,247)	(482,465.63)	(880,746.44)	(1,334,710.81)	(1,334,181.33)	(1,812,310.99)
Special Water Rates	50-080-0832-0430-40687		(82.65)		(7.50)	(7.50)	(7.50)	(7.50)	(7.50)
Sale of Water Meters/Backflow Prevention	50-080-0832-0430-40943	(5,500)	(563.18)	(5,500)	(2,262.75)	(11,933.21)	(11,933.21)	(11,933.21)	(11,933.21)
Water Meter Replacement	50-080-0832-0430-40946	(17,982)	(12,197.45)	(17,982)	(2,297.04)	(5,272.62)	(8,397.52)	(8,397.52)	(11,532.02)
Private Works Charges - HST Exempt at POS	50-080-0832-0530-40595		-		-	-	-	-	-
		(2,837,009)	(1,875,653.49)	(2,919,271)	(495,636.99)	(910,690.43)	(1,376,161.83)	(1,376,534.90)	(1,859,162.93)
Water Works General									
EXPENDITURES									
Administration									
Distributed Salaries/Wages			-		-	-	-	-	-
Distributed Benefits			-		-	-	-	-	-
Overtime & Lieu Time	50-080-0832-1101-60013		281.03		21.83	293.14	293.14	319.90	319.90
Paid Leave			-		-	-	-	-	-
Vac, Floaters, Stats, Holidays			-		-	-	-	-	-
Hourly Full Time	50-080-0832-1101-60010	107,266	54,124.81	106,908	25,974.78	36,567.07	44,056.32	54,360.04	59,953.09
Disability ST/LTD			-		-	-	-	-	-
WSIB	50-080-0832-1101-60055	3,369	1,212.67	3,370	601.67	849.10	1,024.40	1,318.51	1,495.22
Canada Pension Plan	50-080-0832-1101-60025	3,684	2,536.45	3,291	1,315.50	1,851.87	2,224.80	2,723.88	2,854.29
Employment Insurance	50-080-0832-1101-60030	1,403	1,033.17	1,212	515.53	728.02	865.49	1,047.07	1,081.40
Dental, Vision, Extended Health			-		-	-	-	-	-
OMERS	50-080-0832-1101-60035	11,654	6,168.14	10,344	2,753.09	3,885.17	4,688.49	6,021.46	6,826.84
Life Insurance			-		-	-	-	-	-
Employer Health Tax	50-080-0832-1101-60040	2,174	1,141.86	1,974	505.67	713.64	860.98	1,108.16	1,256.72
Employer Benefits	50-080-0832-1101-60050	10,044	5,432.84	8,505	2,025.35	2,688.04	3,350.89	4,170.48	5,007.29
Summer Staff & Part-time Staff	50-080-0832-1101-60020	3,407	-	1,838	-	-	-	-	-
Accounting/Allocated Admin	50-080-0832-1200-71221	206,878	103,440.00	211,016	-	52,753.56	105,507.12	105,507.12	105,507.12
Communications	50-080-0832-1200-71251	3,200	880.63	3,200	456.76	786.90	1,000.21	1,210.61	1,826.02
Postage, Freight, Courier	50-080-0832-1200-71252	11,673	-	11,673	-	-	-	-	-
Legal	50-080-0832-1200-71253	5,000	-	5,000	9,328.77	9,328.77	9,328.77	9,328.77	9,328.77
Memberships	50-080-0832-1200-71260	1,000	-	1,000	-	-	-	-	-
Write-Offs	50-080-0832-1210-74515	2,000	58.08	2,000	3.01	3.01	3.01	3.01	3.01
Office Supplies	50-080-0832-1400-71410	1,000	34.35	1,000	139.30	139.30	139.30	321.45	321.45
Stores Charge	50-080-0832-1400-71433	10,300	-	10,300	-	-	-	-	-
Rain Barrel Expenses	50-080-0832-1400-71443		269.85		323.82	377.79	431.76	431.76	431.76
Annual Software Support	50-080-0832-1500-71501	1,404	-	1,404	-	-	-	-	440.64
Computer Maintenance (H&S)	50-080-0832-1500-71502	3,800	3,874.84	3,800	4,354.32	4,354.32	6,789.43	8,854.43	8,854.43
Custom Software Charges	50-080-0832-1500-71503	1,000	-	1,000	-	-	-	-	-
GIS Material	50-080-0832-1500-71507	13,432	8,319.21	13,432	6,520.55	6,862.77	7,227.82	7,548.36	7,548.36
Contracted Works	50-080-0832-1500-71523	1,000	1,190.59	1,000	609.76	609.76	609.76	609.76	609.76

2020 DRAFT WATER FUND BUDGET

NEW G/L ACCOUNT		2019 OPERATING FORECAST	Actual to August 31, 2019	2020 OPERATING FORECAST	Actual to April 30, 2020	Actual to May 31, 2020	Actual to June 30, 2020	Actual to July 31, 2020	Actual to August 31, 2020
Conference & Courses	50-080-0832-1500-71531	25,000	23,165.65	25,000	10,895.97	10,539.72	10,539.72	10,539.72	10,539.72
Insurance	50-080-0832-1500-71580	37,172	30,872.64	38,162	31,577.76	31,577.76	31,577.76	31,577.76	31,577.76
Insurance Deductible	50-080-0832-1500-71581	10,000	-	10,000	-	-	-	-	-
Advertising & Public Notices	50-080-0832-1500-71591	500	-	500	-	-	-	-	-
Contribution to Capital Fund	50-080-0832-1510-75350	1,206,590	-	1,266,144	-	-	-	-	-
Transfer to Reserve Fund (Water Meter Replacement)	50-080-0832-1620-75390	17,982	18,976.14	17,982	-	-	-	-	-
Contribution to Reserve Fund	50-080-0832-1620-75390		(18,976.14)		-	-	-	-	-
Contribution to Reserve Fund (Year End)	50-080-0832-1620-75390								
Inventory Adjustments	50-080-0832-1700-72505		-		-	-	-	-	-
		1,701,932	244,036.81	1,761,055	97,923.44	164,909.71	230,519.17	247,002.25	255,783.55
Water Service Connections									
Hourly Full Time	50-080-0832-1962-60010	50,000	47,790.59	50,950	6,754.43	7,774.72	9,138.35	10,203.63	15,894.67
Overtime	50-080-0832-1962-60013	5,000	3,783.01	5,000	-	59.90	59.90	59.90	184.46
Hourly Part Time	50-080-0832-1962-60020	3,614	4,063.43	3,683	-	-	-	-	-
Employer CPP	50-080-0832-1962-60025	2,342	2,777.88	2,487	370.07	427.19	496.22	554.72	855.70
Employer EI	50-080-0832-1962-60030	889	1,181.37	890	145.99	168.86	196.14	219.67	340.68
Employer OMERS	50-080-0832-1962-60035	5,085	4,900.52	5,039	687.74	797.79	927.36	1,040.70	1,600.17
Employer EHT	50-080-0832-1962-60040	1,099	1,132.49	1,101	145.09	167.47	194.65	217.56	336.20
Employer Benefits	50-080-0832-1962-60050	5,929	5,951.31	6,023	845.53	930.98	985.89	1,037.40	1,114.76
Employer WSIB	50-080-0832-1962-60055	614	1,346.66	615	172.65	199.28	231.63	258.91	400.04
Materials	50-080-0832-1962-71471	12,000	14,552.92	12,000	651.61	833.27	1,177.41	1,296.01	2,127.88
Contracted Works	50-080-0832-1962-71523	14,000	3,135.21	14,000	-	30.53	54.84	896.75	896.75
Equipment Rentals - Owned	50-080-0832-1962-71540	22,000	23,911.72	22,000	114.10	114.10	114.10	935.62	3,080.38
		122,572	114,527.11	123,788	9,887.21	11,504.09	13,576.49	16,720.87	26,831.69
Water Meter Maintenance									
Hourly Full Time	50-080-0832-1963-60010	4,500	3,337.36	4,500	2,279.01	2,426.08	2,426.08	3,045.16	3,045.16
Overtime	50-080-0832-1963-60013		-		-	-	-	-	-
Employer CPP	50-080-0832-1963-60025	197	166.63	205	124.95	132.82	132.82	168.39	168.39
Employer EI	50-080-0832-1963-60030	75	71.20	73	48.45	51.62	51.62	65.80	65.80
Employer OMERS	50-080-0832-1963-60035	458	323.27	445	226.30	240.66	240.66	305.65	305.65
Employer EHT	50-080-0832-1963-60040	92	67.64	91	49.15	52.25	52.25	66.34	66.34
Employer Benefits	50-080-0832-1963-60050	534	151.25	532	552.48	552.53	552.53	627.22	627.22
Employer WSIB	50-080-0832-1963-60055	52	40.07	51	58.47	62.17	62.17	78.93	78.93
Materials	50-080-0832-1963-71471	7,500	1,780.92	7,500	13,911.42	13,911.42	16,161.74	16,161.74	16,161.74
Contracted Works	50-080-0832-1963-71523	11,874	5,929.63	11,874	2,301.92	2,301.92	3,845.06	5,726.08	8,351.36
Equipment Rentals - Owned	50-080-0832-1963-71540	1,725	850.00	1,725	100.00	100.00	100.00	350.00	400.00
		27,007	12,717.97	26,996	19,652.15	19,831.47	23,624.93	26,595.31	29,270.59
Water Distribution System Maintenance									
Hourly Full Time	50-080-0832-1964-60010	91,000	71,987.60	92,729	38,223.46	61,662.77	74,361.33	96,287.12	104,602.50
Overtime	50-080-0832-1964-60013	8,000	2,411.15	8,000	657.44	1,607.80	1,984.42	3,595.61	5,363.73
Hourly Part Time	50-080-0832-1964-60020	9,637	6,459.29	9,820	-	-	-	-	-
Employer CPP	50-080-0832-1964-60025	4,396	4,097.41	4,668	2,062.95	3,368.31	4,108.70	5,419.37	5,989.59
Employer EI	50-080-0832-1964-60030	1,668	1,736.35	1,670	819.23	1,340.44	1,636.68	2,158.69	2,383.58
Employer OMERS	50-080-0832-1964-60035	9,254	7,126.91	9,172	3,762.30	6,156.23	7,502.72	9,823.28	10,841.31
Employer EHT	50-080-0832-1964-60040	2,063	1,671.49	2,066	811.55	1,324.87	1,615.54	2,130.98	2,355.42
Employer Benefits	50-080-0832-1964-60050	10,792	8,339.88	10,962	5,573.19	7,653.52	9,224.96	11,287.64	12,622.32
Employer WSIB	50-080-0832-1964-60055	1,153	1,731.04	1,155	957.15	1,567.88	1,913.74	2,527.06	2,794.08
Materials	50-080-0832-1964-71471	35,000	15,941.12	35,000	11,779.69	13,526.02	16,607.53	31,554.91	33,236.09

2020 DRAFT WATER FUND BUDGET

		2019 OPERATING FORECAST	Actual to August 31, 2019	2020 OPERATING FORECAST	Actual to April 30, 2020	Actual to May 31, 2020	Actual to June 30, 2020	Actual to July 31, 2020	Actual to August 31, 2020
	NEW G/L ACCOUNT								
Contracted Works	50-080-0832-1964-71523	35,000	6,437.04	35,000	12,297.74	12,628.88	13,317.22	17,421.55	20,305.83
Equipment Rentals - Owned	50-080-0832-1964-71540	35,000	34,366.34	35,000	1,557.01	1,557.01	1,557.01	16,425.12	20,288.65
		242,963	162,305.62	245,242	78,501.71	112,393.73	133,829.85	198,631.33	220,783.10
Total Waterworks General		2,094,474	533,587.51	2,157,081	205,964.51	308,639.00	401,550.44	488,949.76	532,668.93
Water Treatment Plant									
Microfit Generation Revenue	50-080-0831-0330-40320	(11,000)	(3,321.51)	(11,000)	(117.14)	(1,384.96)	(1,384.96)	(2,778.36)	(4,227.10)
Hourly Full Time	50-080-0831-1101-60010	202,603	144,661.20	206,452	65,972.96	90,864.42	106,424.53	126,522.35	136,689.12
Overtime	50-080-0831-1101-60013	4,000	3,621.78	4,000	531.49	1,041.24	1,301.65	2,042.43	2,614.26
Hourly Part Time	50-080-0831-1101-60020		466.84		-	-	-	-	-
Employer CPP	50-080-0831-1101-60025	8,851	8,046.91	9,397	3,378.53	4,621.52	5,472.95	6,696.82	7,659.34
Employer EI	50-080-0831-1101-60030	3,359	3,402.73	3,362	1,337.64	1,830.86	2,167.35	2,660.13	3,044.78
Employer OMERS	50-080-0831-1101-60035	20,604	11,435.69	20,420	6,238.80	8,556.19	10,162.07	12,405.43	14,207.26
Employer EHT	50-080-0831-1101-60040	4,153	2,988.12	4,160	1,318.82	1,806.88	2,141.52	2,625.06	3,001.83
Employer Benefits	50-080-0831-1101-60050	24,026	16,886.66	24,406	6,449.32	8,384.27	10,720.96	12,659.21	14,770.81
Employer WSIB	50-080-0831-1101-60055	2,321	1,825.18	2,325	1,569.06	2,149.69	2,547.82	3,123.11	3,571.43
Equipment Rentals - Owned	50-080-0831-1101-71540	2,200	1,525.00	2,000	12.50	12.50	12.50	237.50	987.50
Communications	50-080-0831-1200-71251	7,740	4,353.75	7,740	1,006.76	1,472.89	1,832.17	2,298.30	2,764.63

2020 DRAFT WATER FUND BUDGET

		2019 OPERATING	Actual to August	2020 OPERATING	Actual to April 30,	Actual to May 31,	Actual to June 30,	Actual to July 31,	Actual to August
NEW G/L ACCOUNT		FORECAST	31, 2019	FORECAST	2020	2020	2020	2020	31, 2020
Lab Fees - Water Testing	50-080-0831-1200-71270	16,000	12,825.02	16,000	3,295.24	4,112.93	4,308.50	6,225.96	6,380.23
Office Supplies	50-080-0831-1400-71410	500	-	500	-	-	-	-	-
Natural Gas	50-080-0831-1240-71416	29,469	14,910.54	28,880	8,038.93	10,285.75	12,682.85	12,682.85	13,253.35
Diesel Fuel	50-080-0831-1240-71417	1,000	-	1,000	-	-	-	-	-
Electrical Power	50-080-0831-1240-71420	78,940	36,407.13	78,940	15,196.72	22,894.63	31,365.78	37,710.65	37,710.65
Water & Sewer	50-080-0831-1240-71421	1,257	702.90	1,297	241.50	483.00	483.00	724.50	724.50
Taxes	50-080-0831-1240-71425	45,100	-	38,162	-	-	-	-	-
Chlorine	50-080-0831-1400-71434	17,700	17,312.80	19,500	-	15,327.82	6,932.62	6,932.62	7,579.81
Soda Ash	50-080-0831-1400-71435	42,000	16,262.66	48,300	-	17,467.42	19,887.76	19,887.76	19,887.76
Aluminium Sulphate	50-080-0831-1400-71436	40,000	23,766.78	49,500	8,018.80	21,972.76	21,972.76	27,557.72	27,557.72
Fluorides	50-080-0831-1400-71437	15,000	11,409.97	10,000	5,838.99	5,838.99	5,838.99	10,263.51	9,576.63
Miscellaneous Chemicals	50-080-0831-1400-71438	12,000	3,052.20	13,000	-	-	555.50	1,993.17	1,993.17
Materials	50-080-0831-1400-71471	20,000	8,603.68	20,000	4,713.43	5,914.47	6,569.35	7,444.07	7,640.29
Contracted Services	50-080-0831-1500-71523	36,355	15,587.11	36,355	9,022.16	12,999.03	19,332.91	21,192.49	24,388.44
		635,178	360,054.65	645,696	142,181.65	238,037.26	272,713.54	323,885.64	346,003.51
Total Water Treatment Plant		624,178	356,733.14	634,696	142,064.51	236,652.30	271,328.58	321,107.28	341,776.41
Water Storage Facility		-	-	-	-	-	-	-	-
Hourly Full Time	50-080-0831-1965-60010	7,500	4,874.21	7,500	2,485.10	3,200.49	3,716.73	4,126.78	4,744.20
Overtime	50-080-0831-1965-60013	1,000	-	1,000	-	-	-	-	-
Employer CPP	50-080-0831-1965-60025	328	244.97	341	143.06	174.63	197.67	222.75	254.02
Employer EI	50-080-0831-1965-60030	124	103.69	122	56.81	69.48	78.72	88.73	101.25
Employer OMERS	50-080-0831-1965-60035	763	173.03	742	264.60	325.61	369.66	413.60	472.51
Employer EHT	50-080-0831-1965-60040	154	98.57	151	55.66	68.05	77.10	86.90	99.13
Employer Benefits	50-080-0831-1965-60050	889	520.68	887	307.52	347.01	390.92	434.88	469.48
Employer WSIB	50-080-0831-1965-60055	86	55.13	84	66.22	80.94	91.71	103.35	117.89
Equipment Rentals - Own	50-080-0831-1965-71540	2,000	275.00	1,700	-	-	-	1,025.00	1,125.00
Communications	50-080-0831-1965-71251	2,180	1,301.65	2,180	123.88	185.82	247.76	309.70	371.64
Natural Gas	50-080-0831-1965-71416	12,000	7,779.77	11,760	5,912.50	6,581.39	6,704.37	6,704.37	6,704.37
Electrical Power	50-080-0831-1965-71420	3,633	2,056.32	3,633	977.25	1,440.06	1,969.62	2,222.67	2,222.67
Taxes	50-080-0831-1965-71425	84,700	-	86,394	-	-	-	-	-
Materials	50-080-0831-1965-71471	500	341.04	500	-	-	-	-	-
Contracted Works	50-080-0831-1965-71523	2,500	1,133.64	10,500	255.88	708.08	2,179.57	2,179.57	2,745.74
Equipment Rentals Other		-	-	-	-	-	-	-	-
Total Water Storage Facility		118,357	18,957.70	127,494	10,648.48	13,181.56	16,023.83	17,918.30	19,427.90
Total Expenditures		2,848,009	912,599.86	2,930,271	358,794.64	559,857.82	690,287.81	830,753.70	898,100.34
TOTAL WATER FUND (Surplus)/Deficit		-	(966,375.14)	-	(136,959.49)	(352,217.57)	(687,258.98)	(548,559.56)	(965,289.69)

2020 DRAFT GENERAL FUND BUDGET

	2019 OPERATING FORECAST	Actual to August 31, 2019	2020 OPERATING FORECAST	Actual to April 30, 2020	Actual to May 31, 2020	Actual to June 30, 2020	Actual to July 31, 2020	Actual to August 31, 2020	2020 Budget vs. Actual Variance
CORPORATE:									
REVENUE									
Municipal Levy	(10,902,495)	(10,965,884.73)	(11,378,238)	(5,491,181.72)	(5,491,181.72)	(5,491,094.05)	(11,636,690.51)	(11,623,981.88)	(245,744)
School Board Levy	(1,506,290)	(1,477,058.64)	(1,492,647)	(755,080.35)	(755,080.35)	(755,050.71)	(1,483,742.22)	(1,470,719.21)	21,928
Payments-In-Lieu	(816,367)	(422,913.59)	(830,794)	(21,943.69)	(21,943.69)	(21,943.69)	(21,943.69)	(402,877.00)	427,917
Contribution From Contingency Reserve Fund	-	-	-	-	-	-	-	-	0
Sale of Land/Gain on Sale of Land	-	-	-	(1,500.00)	(750.00)	(707.11)	(707.11)	(707.11)	(707)
Other Grant (In-Lieu of taxation)	-	-	-	-	-	-	-	-	0
One Time Assistance Funding	-	-	-	-	-	-	-	-	0
Tax Rate Stabilization Reserve Fund Contribution	-	-	-	-	-	-	-	-	0
Surplus from Prior Years	-	-	-	-	-	-	-	-	0
Ontario Cannabis Legalization Implementation Fund	(14,693)	(26,553.00)	-	-	-	-	-	-	0
Modernization Grant Fund	-	-	-	-	-	-	-	-	0
OMPF Funding	(3,363,500)	(2,520,842.00)	(3,294,600)	(1,647,300.00)	(1,647,300.00)	(1,647,300.00)	(2,470,950.00)	(2,470,950.00)	823,650
	(16,603,345)	(15,413,251.96)	(16,996,279)	(7,917,005.76)	(7,916,255.76)	(7,916,095.56)	(15,614,034)	(15,969,235)	1,027,044
EXPENDITURES									
Election	-	(100.00)	-	-	-	-	-	-	0
Council	552,621	227,406.04	369,358	61,338.01	89,034.41	99,702.71	332,634.49	111,957.51	(257,400)
Contributions from Capital Fund	-	-	-	-	-	-	-	-	0
Contribution to Reserve/Reserve Funds	1,550,917	-	1,802,977	-	-	-	-	-	(1,802,977)
Uncontrollable Costs	2,408,136	1,660,927.07	2,406,172	807,948.48	968,241.78	1,230,569.66	1,458,990.30	1,653,337.92	(752,834)
Economic Development	168,068	56,489.60	31,808	29,082.12	20,797.40	13,882.42	21,875.91	21,011.36	(10,797)
Travel Information Centre	4,006	10,224.96	19,141	930.03	1,210.98	2,592.51	2,685.85	6,349.21	(12,792)
Solar Panels	(21,499)	(13,170.17)	(18,329)	802.69	(2,110.50)	(2,108.36)	(4,094.30)	(5,999.71)	12,329
School Board Requisition	1,506,290	763,648.82	1,492,647	381,824.90	381,824.90	746,323.71	746,323.71	746,323.71	(746,323)
Long Term Debt	397,821	230,770.85	384,028	123,518.36	126,649.87	190,659.24	219,884.95	249,110.66	(134,917)
	6,566,360	2,936,197.17	6,487,802	1,405,444.59	1,585,648.84	2,281,621.89	2,778,301	2,782,091	(3,705,711)
Total Corporate	(10,036,985)	(12,477,054.79)	(10,508,477)	(6,511,561.17)	(6,330,606.92)	(5,634,473.67)	(12,835,732.62)	(13,187,144.54)	(2,678,668)

2020 DRAFT GENERAL FUND BUDGET

	2019 OPERATING FORECAST	Actual to August 31, 2019	2020 OPERATING FORECAST	Actual to April 30, 2020	Actual to May 31, 2020	Actual to June 30, 2020	Actual to July 31, 2020	Actual to August 31, 2020	2020 Budget vs. Actual Variance
ADMINISTRATION & FINANCE:									
Admin. Revenue	(655,525)	(375,050.74)	(465,325)	(94,898.90)	(137,183.42)	(160,936.80)	(279,454.19)	(291,409.12)	173,916
Administration Department	495,207	344,849.75	511,597	109,387.33	145,139.73	179,995.24	296,334.52	326,099.43	(185,498)
Clerk's Department	226,779	134,079.92	232,195	65,311.38	88,035.72	103,857.47	125,550.96	139,572.90	(92,622)
Treasury Department	575,921	427,572.93	534,938	261,671.15	256,805.65	200,992.77	331,073.57	390,150.52	(144,787)
FFPC Administration	147,892	83,205.63	-	1,160.05	1,627.99	1,982.05	2,731.30	2,830.83	2,831
Information Technology	256,071	116,870.94	316,698	85,416.44	108,062.79	146,594.75	177,802.14	195,423.83	(121,274)
Total A & F	1,046,345	731,528.43	1,130,103	428,047.45	462,488.46	472,485.48	654,038	762,668	(367,435)
EMERGENCY SERVICES									
Fire Emergency Services	1,053,327	629,702.63	1,100,143	273,453.93	389,175.06	468,691.80	573,202.38	658,218.15	(441,925)
911 Dispatch Services	8,120	11,077.10	11,332	9,667.10	9,775.44	9,775.44	9,775.44	9,775.44	(1,557)
Police Services	2,304,957	1,421,575.08	2,437,386	623,436.69	623,325.79	1,298,785.79	1,294,009.02	1,733,663.02	(703,723)
Total Emergency Services	3,366,404	2,062,354.81	3,548,861	906,557.72	1,022,276.29	1,777,253.03	1,876,987	2,401,657	(1,147,204)
COMMUNITY SERVICES:									
Sister Betty Kennedy Centre	54,132	24,579.48	36,018	1,031.14	16,956.33	29,337.30	32,968.84	35,137.41	(881)
Children's Day Care	18,070	(29,377.05)	7,569	3,187.39	4,604.56	5,372.45	5,032.89	5,733.13	(1,836)
Best Start Hub	-	(49,270.15)	-	-	-	-	(740.08)	(740.08)	(740)
Day Care Special Needs Resource	-	(29,967.68)	-	61.06	91.59	122.12	(3,031.68)	(3,001.15)	(3,001)
Handi Transit Services	105,049	112,549.04	107,150	(4,229.90)	4,022.33	9,319.26	27,242.42	39,178.48	(67,972)
Townshend Theatre	-	(8,434.36)	-	(1,211.54)	(861.72)	388.28	826.28	826.28	826
Recreation Facilities	822,077	456,151.68	970,938	110,643.29	119,179.24	313,820.96	377,948.84	415,437.54	(555,500)
Recreation Programs	154,502	49,727.70	117,187	180,901.40	211,389.54	78,188.28	106,855.29	124,572.84	7,386
Community Services	141,996	74,721.37	114,000	4,510.65	2,073.50	(1,165.37)	(387.12)	3,334.82	(110,665)
Sunny Cove Camp	29,765	18,231.80	38,583	9,655.50	11,253.55	14,482.47	16,841.67	20,720.19	(17,863)
Public Library	497,448	369,827.44	521,546	142,307.54	194,882.67	234,759.55	262,881.11	297,025.51	(224,520)
Library Co-op	-	(5,256.67)	-	-	-	-	-	-	0
Museum	172,825	127,839.41	210,407	57,468.94	79,480.41	89,141.66	80,812.90	92,110.60	(118,296)
Waterfront (Sorting Gap)	38,703	27,704.91	29,490	(11,913.65)	(17,170.50)	(13,950.29)	(11,274.20)	(6,429.81)	(35,920)
Total Community Services	2,034,567	1,139,026.92	2,152,888	492,411.82	625,901.50	759,816.67	895,977	1,023,906	(1,128,982)

2020 DRAFT GENERAL FUND BUDGET

	2019 OPERATING FORECAST	Actual to August 31, 2019	2020 OPERATING FORECAST	Actual to April 30, 2020	Actual to May 31, 2020	Actual to June 30, 2020	Actual to July 31, 2020	Actual to August 31, 2020	2020 Budget vs. Actual Variance
OPERATIONS & FACILITIES									
Public Works	449,193	259,556.08	513,209	258,363.27	378,989.18	459,855.69	270,274.77	286,739.68	(226,469)
Roads	1,523,882	941,027.14	1,498,393	304,989.76	410,693.47	492,537.97	853,810.82	1,000,458.96	(497,934)
Sidewalks	143,123	119,658.91	143,962	40,252.91	51,859.35	54,699.07	83,499.05	94,926.14	(49,036)
Stores Operations	96,805	62,731.74	106,200	24,228.28	35,091.84	41,444.74	50,442.36	58,612.90	(47,587)
Traffic Signal Maint	11,135	5,510.13	10,867	12,502.25	5,047.10	5,836.35	6,161.07	6,161.07	(4,706)
Streetlighting Maint	109,710	33,369.67	116,672	9,173.56	24,775.61	31,727.46	39,403.45	39,534.97	(77,137)
Waste Management Services	-	(218,129.76)	-	34,798.52	(9,184.99)	(61,596.11)	(98,595.16)	(119,810.95)	(119,811)
Airport	101,822	63,890.66	95,547	43,002.08	71,434.16	59,341.99	67,816.99	67,594.74	(27,952)
Parks & Cemeteries Admin	179,668	117,187.62	183,760	28,927.41	36,251.46	51,868.93	64,345.97	79,735.39	(104,025)
Cemeteries	331,851	193,349.50	347,246	15,769.90	35,015.11	48,238.95	99,132.90	128,586.37	(218,660)
Parks	320,341	249,109.72	304,266	35,662.00	75,079.78	116,982.59	164,869.94	192,806.83	(111,459)
Total Operations and Facilities	3,267,530	1,827,261.41	3,320,122	807,669.94	1,115,052.07	1,300,937.63	1,601,162	1,835,346	(1,484,776)
PLANNING & DEVELOPMENT									
By-Law Enforcement	156,594	84,203.80	157,801	34,438.81	54,482.83	67,072.70	83,227.44	94,634.85	(63,166)
Fight The Blight	-	-	-	-	-	-	-	-	0
Building Official Department	(1,481)	(50,030.49)	22,345	15,349.05	16,799.89	17,813.06	3,685.88	5,439.24	(16,906)
Planning Department	55,223	25,906.42	61,197	14,869.04	19,748.40	23,696.09	24,338.45	29,891.77	(31,305)
Civic Centre	111,804	36,936.09	115,160	11,616.81	21,940.37	23,430.93	24,419.92	28,644.25	(86,516)
Total Planning and Development	322,140	97,015.82	356,503	76,273.71	112,971.49	132,012.78	135,672	158,610	(197,893)
SUBTOTAL	0	(6,619,867.40)	-	(3,800,600.53)	(2,991,917.11)	(1,191,968.08)	(7,671,896)	(7,004,958)	(7,004,958)