

# TOWN OF FORT FRANCES

## Administration & Finance Executive Committee

### AGENDA - February 8, 2022, 12:00 PM

#### MEETING - Civic Centre

Session #19

#### Microsoft Teams meeting

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1. **Call to Order/Roll Call**
2. **Disclosure of pecuniary interest and the general nature thereof**
3. **Approval of Previous Committee Minutes**
  - 3.1 Session no 1 - 04 January 2022 3
4. **Items Referred from Council**
  - 4.1 2203 FF Sports Hall of Fame Sponsorship Request 4
5. **New Business**
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  - 5.2 New Radio System Report February 6
  - 5.3 2022 Draft Operating Budget - Corporate, Administration and Finance and Emergency Services 7 - 33
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5.8 Use of Corporate Resource Policy For Election Purposes Policy	50 - 59
5.9 2022 IT Operating Budget	60
<b>6. <u>Outstanding Items - None</u></b>	
<b>7. <u>Information</u></b>	
7.1 Fire Rescue Report	61 - 64
<b>8. <u>In-Camera - none</u></b>	
<b>9. <u>Adjourn / Next Meeting Date - 22 February 2022</u></b>	

TOWN OF FORT FRANCES

MINUTES

SESSION NO. #1

January 4, 2022

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held virtually in the Civic Centre on January 4, 2022 from 12:00 p.m. to 12:23 p.m.

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

ALSO PRESENT: F. Anwar, CAO, J. Holiday, Deputy Treasurer, K. Haney, Deputy Clerk, G. Lecuyer, Clerk

REGRETS: D. Galusha, Treasurer, T. Moffat, Fire Chief

1. **Call to Order @ 1200 hrs / Roll Call**
2. **Disclosure of pecuniary interest and the general nature thereof - none**
3. **Approval of Previous Committee Minutes**
  - 3.1 Session no 17 - 07 December 2021 - Approved as presented
4. **Items Referred from Council - none**
5. **New Business**
  - 5.1 2022/01 - 2022 Temporary Borrowing to meet current expenditures - Accepted as presented
  - 5.2 2022-02 - Interim Tax Levy for 2022 - Accepted as presented
  - 5.3 2022 Ballot Questions - Committee directed this item move forward to COW. Tight timelines discussed re upcoming election year. Decision to be made by all of Council at COW meeting 10 January 2022 to move forward with question on ballot or add as information and education for new council and be dealt with in a more timely fashion.
6. **Outstanding Items - none**
7. **Information**
  - 7.1 November 2021 General, Water and Sewer Fund - Accepted as presented
8. **In-Camera - none**
9. **Adjourn @ 1223 hrs / Next Meeting Date 17 January 2022**

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Executive Committee Chair

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F. Anwar, CAO

**To: Administration & Finance Executive Committee**  
**FROM: Treasurer**  
**DATE: January 18, 2022**  
**SUBJECT: 2022 Fort Frances Sports Hall of Fame Sponsorship Request**

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### **BACKGROUND**

At the January 10, 2022 Council meeting, the request received from the Fort Frances Sports Hall of Fame, requesting sponsorship was referred to the Administration & Finance Executive Committee for recommendation.

The Fort Frances Sports Hall of Fame was founded in 2012. Their mission is to preserve and honour our area's rich and proud sports heritage.

The Town of Fort Frances has previously authorized attendance at the induction ceremonies by one Council member who was presenting at the ceremony. Sponsorship levels are listed on the brochure, with the lowest one being a Bronze Sponsorship of \$500. Sponsorships cover the costs of producing the inductee's plaques which will be on permanent display in the lobby of the Memorial Sports Centre.

### **RECOMMENDATION**

The sponsorship could be taken out of the Council Public Relations budget if the committee wishes to approve a sponsorship.

**To: Administration & Finance Executive Committee**  
**From: Tyler Moffitt, Fire Chief/CEMC**  
**Date: February 2, 2022**  
**Subject: Waiving of Procurement Policy**

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## **Background**

The 2022 Capital Budget of \$18,000 for the Radio System Upgrade was approved by Council.

CRC Thunder Bay is the only company (supplier) located in Northwestern Ontario that can accomplish the Radio System Upgrade for our fire service. As well, CRC has a radio technician that is a long-time resident of the area who lives within 10 minutes of Fort Frances. This radio technician is highly sought after and has responded numerous times when called upon to make critical repairs to our radio system.

As per the Procurement Policy, this purchase with tax falls into the Purchases over \$5,000 but not exceeding \$35,000 category. As well, as per the policy, at least three written quotes prior to ordering is required.

Given the circumstances of this unique piece of equipment upgrade, installation requirements, and limited suppliers in Canada, I am requesting to waive the Procurement Policy for the Radio System Upgrade.

Meanwhile, back in 2018, Council waived the procurement policy for purchasing \$36,000 of Extrication eDraulics Cutters & Spreaders.

## **Recommendation**

That the Administration & Finance Executive Committee recommends that Council approve the report as presented and waive **4.0 PROCUREMENT PROCEDURES / D. Purchasing Methods / iii Purchases over \$5,000 but not exceeding \$35,000**, with regards to purchasing equipment and installation services from CRC Thunder Bay.

Respectfully submitted,



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

**To: Administration & Finance Executive Committee**

**From: Tyler Moffitt, Fire Chief/CEMC**

**Date: February 3, 2022**

**Subject: New Radio System Upgrade**

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## **Background**

The 2022 Capital Budget of \$18,000 for the Radio System Upgrade was approved by Council.

There are four other fire services that will be able access this new radio system. They will be required to purchase and/or program radios for the new system at their own cost.

As well, once the final invoice for labour and equipment is submitted to our fire service, each fire service that will be accessing the new radio system will pay a one-time cost, based on there population (per capita).

Meanwhile, there is one fire service, which may need to spread their share of the cost over the course of a couple of years.

My recommendation is to utilize the per capita format for invoicing other fire services who will be accessing the new radio system, as well as permit a fire service to spread their share of the cost over the course of a couple of years if need be.

## **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: Mayor Caul & Members of Council**

**FROM: Treasurer**

**DATE: January 21, 2022**

**SUBJECT: 2022 Administration and Finance Budget Considerations**

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### **BACKGROUND**

Attached you will find draft budget documents for the 2022 Budget for the following areas:

- Corporate
- Administration and Finance
- Emergency Services (Fire, COVID-19 and Police Services)

#### Corporate Budget

In the draft Corporate budget, the 2022 CVA and Notional rates are the starting point for the 2022 tax levy until such time as there are firm figures for the entire Town Budget so we can determine tax rates. Further, the school board payments are consistent with the 2021 amounts as education taxes are levied and remitted to the school boards and the rates have not been announced yet. We have the 2022 Ontario Municipal Partnership Funding which is an increase of \$133,300.

The contributions to the various reserve funds have increased by 1.4% of the 2021 taxes which is equal to \$159,900, based on the outcomes from the Asset Management Plan. The Rainy River District Social Services Administration Board Levy has estimated an increase of \$38,562. The Northwestern Health Unit levy has seen an increase of \$4,038.

Various other large increases to the 2022 Corporate budget include:

- \$55,000 in Integrity Commissioner costs
- \$19,000 in Legal
- \$10,000 in Fireworks (this was eliminated in 2021 due to COVID)
- \$43,600 for Election costs

The long-term debt section of the budget has a decrease of \$43,080, assuming no additional debt is incurred for capital projects in 2022.

The overall Corporate budget variance shows an increase of \$61,331.

#### Administration and Finance Budget

The Human Resources budget is increased by \$11,060. Part of which is the Corporate MindBeacon membership, as well as training and development, negotiation costs and recruitment costs.

Administration expenses have a projected increase of \$62,633 from 2021 to 2022. Most of the increase stems from salaries and legal.

The Clerk's department is also showing an increase of \$17,663, most of which is due to changes in staffing.

The Treasury department shows an increase of \$42,596. Some of this is due to grid changes for newer employees, software annual costs as well as an increase to audit costs.

Overall, we are budgeting a decrease in revenue of \$22,700 for the Administration and Finance division.

The Administration and Finance budget variance, not including the IT department from 2021 to 2022 is an increase of \$156,746.

#### COVID-19 Emergency and Police Services Budget

The COVID-19 section of the budget was new for 2021. I have estimated that we could use \$424,000 of the COVID- 19 Restart Grant in 2022, rather than use it in 2021. This amount will significantly assist with the estimated lost revenues at the Memorial Sports Centre as well as other lingering impacts of the COVID-19 pandemic. The costs to continue with enhanced sanitization and cleaning at the facilities is estimated at \$69,788 in salaries and benefits. The additional costs for COVID-19 are estimated at \$15,000.

The draft Police Services Board budget shows a decrease of \$34,943. Police Services administration presents a Court Security grant with a reduction of \$18,392. The grant is equal to a portion of the Court Security costs in the OPP Grant, although this funding has not been confirmed. We have been advised of a decrease to OPP Contracted costs of \$51,923 for 2022.

The overall COVID-19 Emergency and Police Services budget variance from 2021 to 2022 is a decrease of \$70,045.

#### **Please note:**

There are increases to insurance across all budget areas in the total amount of \$74,094, or a 26% increase over 2021's budget.

Also, the 2021 Actuals are changing daily as we go through our year end process. Please realize it will take some time before these values become finalized.



Corporate Services

	2020 Operating Forecast	2020 Actuals	2021 Operating Forecast	2021 Actuals	2022 Base	2022 One Time	2022 Budget Cuts	2022 Operating Forecast	Variance 2022 Budget to 2021 Budget	Percentage Variance 2022 Budget to 2021 Budget	Comments
10 General											
Fort Frances											
Corporate Services											
0150 Taxation-Municipal											
0111 Residential & Farm											
10-010-0150-0111-40014 Farmland Tax	(1,214)	(1,213.88)	(988)	(988.09)	(988)			(988)			
10-010-0150-0111-40018 Residential - EP	(6,343,781)	(6,343,781.25)	(6,581,226)	(6,581,226.26)	(6,664,173)			(6,664,173)	(82,947)	1.26	
10-010-0150-0111-40019 Residential - ES	(1,195,578)	(1,195,577.86)	(1,176,466)	(1,176,465.66)	(1,141,189)			(1,141,189)	35,277	(3.00)	
10-010-0150-0111-40020 Residential - FP	(9,137)	(9,136.92)	(9,335)	(9,335.49)	(9,338)			(9,338)	(3)	0.03	
10-010-0150-0111-40021 Residential- FS	(27,857)	(27,857.09)	(27,157)	(27,156.96)	(25,752)			(25,752)	1,405	(5.17)	
Total 0111 Residential & Farm	(7,577,567)	(7,577,567.00)	(7,795,172)	(7,795,172.46)	(7,841,440)			(7,841,440)	(46,268)	0.59	
0112 Commercial											
10-010-0150-0112-40014 Commercial Tax Full - T (Inclu	(2,214,422)	(2,214,420.75)	(2,247,307)	(2,247,306.64)	(2,271,980)			(2,271,980)	(24,673)	1.10%	
10-010-0150-0112-40015 Commercial Excess Land - C	(20,253)	(20,252.51)	(20,693)	(20,693.30)	(20,721)			(20,721)	(28)	0.14	
10-010-0150-0112-40016 Commercial Vacant Land - X	(68,123)	(68,123.35)	(68,108)	(68,108.03)	(61,572)			(61,572)	6,536	(9.60)	
10-010-0150-0112-40017 Commercial General - M	(16,473)	(16,473.23)	(69,852)	(69,851.81)	(69,945)			(69,945)	(93)	0.13	
10-010-0150-0112-40023 Commercial Shared - H	(18,876)	(18,876.18)	(19,341)	(19,341.27)	(19,361)			(19,361)	(20)	0.10	
10-010-0150-0112-40024 Parking Lot (GT)			(6,194)	(6,194.08)	(6,202)			(6,202)	(8)	0.13	
10-010-0150-0112-40034 Commercial New Construction	(63,593)	(63,593.24)	(70,666)	(70,666.46)	(70,761)			(70,761)	(95)	0.13	
Total 0112 Commercial	(2,401,740)	(2,401,739.26)	(2,502,161)	(2,502,161.59)	(2,520,542)			(2,520,542)	(18,381)	0.73	
0113 Industrial											
10-010-0150-0113-40014 Industrial Tax Full - T	(59,783)	(59,783.29)	(60,439)	(60,438.53)	(55,635)			(55,635)	4,804	(7.95%)	
10-010-0150-0113-40015 Industrial Excess Land - IU	(9,007)	(9,007.30)	(9,106)	(9,106.02)	(11,839)			(11,839)	(2,733)	30.01	
10-010-0150-0113-40016 Industrial Vacant Land - X	(58,936)	(58,936.23)	(63,536)	(63,536.26)	(66,972)			(66,972)	(3,436)	5.41	
10-010-0150-0113-40022 Industrial Full, Not PIL - H	(24,521)	(24,520.90)	(24,743)	(24,742.69)	(24,749)			(24,749)	(6)	0.02	
10-010-0150-0113-40033 Industrial Excess Land, Share	(4,027)	(4,026.99)	(4,063)	(4,063.42)	(4,064)			(4,064)	(1)	0.02	
Total 0113 Industrial	(156,274)	(156,274.71)	(161,887)	(161,886.92)	(163,259)			(163,259)	(1,372)	0.85	
0114 Large Industrial											
10-010-0150-0114-40014 Large Industrial Tax Full - T	(762,516)	(762,516.24)	(215,609)	(215,608.98)	(213,462)			(213,462)	2,147	(1.00%)	
Total 0114 Large Industrial	(762,516)	(762,516.24)	(215,609)	(215,608.98)	(213,462)			(213,462)	2,147	(1.00)	
0115 Multi-Residential											
10-010-0150-0115-40018 Multi-Residential Tax - EP	(559,098)	(559,097.84)	(559,203)	(559,202.86)	(552,404)			(552,404)	6,799	(1.22%)	
10-010-0150-0115-40019 Multi-Residential Tax - ES	(33,669)	(33,668.75)	(33,675)	(33,675.07)	(35,476)			(35,476)	(1,801)	5.35	
10-010-0150-0115-40020 Multi-Residential Tax - FP	(2,555)	(2,554.56)	(2,555)	(2,555.04)	(2,531)			(2,531)	24	(0.94)	
Total 0115 Multi-Residential	(595,322)	(595,321.15)	(595,433)	(595,432.97)	(590,411)			(590,411)	5,022	(0.84)	
0116 Pipeline											
10-010-0150-0116-40014 Pipeline Tax - T	(140,137)	(140,137.25)	(143,319)	(143,319.33)	(144,453)			(144,453)	(1,134)	0.79%	
Total 0116 Pipeline	(140,137)	(140,137.25)	(143,319)	(143,319.33)	(144,453)			(144,453)	(1,134)	0.79	
0118 New Multi- Residential											
10-010-0150-0118-40018 New Multi-Residential Tax - EI	(7,492)	(7,491.58)	(7,654)	(7,654.39)	(7,657)			(7,657)	(3)	0.04%	
Total 0118 New Multi- Residential	(7,492)	(7,491.58)	(7,654)	(7,654.39)	(7,657)			(7,657)	(3)	0.04	
0121 Supp/WO Residential & Farm											

Corporate Services

	2020 Operating Forecast	2020 Actuals	2021 Operating Forecast	2021 Actuals	2022 Base	2022 One Time	2022 Budget Cuts	2022 Operating Forecast	Variance 2022 Budget to 2021 Budget	Percentage Variance 2022 Budget to 2021 Budget	Comments
10-010-0150-0121-40018 Residential - EP		(60,141.16)		(48,132.33)							
10-010-0150-0121-40019 Residential - ES		(228.79)		(11,282.64)							
10-010-0150-0121-50014 Farmland Tax		237.12									
10-010-0150-0121-50018 Residential - EP		1,655.30		11,325.19							
10-010-0150-0121-50019 Residential - ES		630.13		6,998.79							
<b>Total 0121 Supp/WO Residential &amp; Farm</b>		(57,847.40)		(41,090.99)							
0122 Supp/WO Commercial											
10-010-0150-0122-40014 Commercial Tax Full - T (Includ		(24,082.17)		(41,178.86)							
10-010-0150-0122-40016 Commercial Vacant Land - X		(2,095.16)									
10-010-0150-0122-40034 Commercial New Construction		(1,399.59)									
10-010-0150-0122-50014 Commercial Tax Full - T (Inclu		52,023.22		30,881.81							
10-010-0150-0122-50015 Commercial Vacant Unit - U		87.67									
10-010-0150-0122-50016 Commercial Vacant Land - X		1,641.29									
10-010-0150-0122-50017 Comm Tax Gen - No School		(132,813.12)									
10-010-0150-0122-50024 Vacancy Application Rebate		2,993.55									
<b>Total 0122 Supp/WO Commercial</b>		(103,644.31)		(10,297.05)							
0123 Supp/WO Industrial											
10-010-0150-0123-40016 Industrial Vacant Land - X				(401.63)							
10-010-0150-0123-50014 Industrial Tax Full - T				4,819.73							
10-010-0150-0123-50015 Industrial Excess Land - IU				(2,653.19)							
10-010-0150-0123-50016 Industrial Vacant Land - X		7,827.33									
<b>Total 0123 Supp/WO Industrial</b>		7,827.33		1,764.91							
0124 Supp/WO Large Industrial											
10-010-0150-0124-50014 Large Industrial Tax Full - T	262,810	1,581,167.14		1,644.42							
10-010-0150-0124-50024 Lg Industrial Vacancy Applical		(256,487.09)									
<b>Total 0124 Supp/WO Large Industrial</b>	262,810	1,324,680.05		1,644.42							
0126 Supp/WO Pipeline											
10-010-0150-0126-40014 Pipeline Tax - T				(1,447.74)							
<b>Total 0126 Supp/WO Pipeline</b>				(1,447.74)							
<b>Total 0150 Taxation-Municipal</b>	(11,378,238)	(10,470,031.52)	(11,421,235)	(11,470,663.09)	(11,481,224)			(11,481,224)	(59,989)	0.53	
0151 Taxation-Education											
0111 Residential & Farm											
10-010-0151-0111-40014 Farm - FT	(106)	(106.10)	(85)	(84.53)	(85)			(85)			
10-010-0151-0111-40018 Residential & Farm - EP	(554,511)	(554,511.80)	(563,030)	(563,030.52)	(563,030)			(563,030)			
10-010-0151-0111-40019 Residential & Farm - ES	(104,506)	(104,505.82)	(100,648)	(100,647.80)	(100,648)			(100,648)			
10-010-0151-0111-40020 Residential & Farm - FP	(799)	(798.66)	(799)	(798.66)	(799)			(799)			
10-010-0151-0111-40021 Residential & Farm - FS	(2,435)	(2,435.00)	(2,323)	(2,323.31)	(2,323)			(2,323)			
10-010-0151-0111-40027 Residential EP PIL	(10)	(9.56)	(10)	(9.56)	(10)			(10)			
10-010-0151-0111-40029 Residential ES PIL	(2)	(1.91)	(2)	(1.91)	(2)			(2)			
<b>Total 0111 Residential &amp; Farm</b>	(662,369)	(662,368.85)	(666,897)	(666,896.29)	(666,897)			(666,897)			
0112 Commercial											
10-010-0151-0112-40014 Commercial - T - NS (Includi	(636,635)	(636,634.82)	(566,267)	(566,268.07)	(566,267)			(566,267)			

Corporate Services

	2020 Operating Forecast	2020 Actuals	2021 Operating Forecast	2021 Actuals	2022 Base	2022 One Time	2022 Budget Cuts	2022 Operating Forecast	Variance 2022 Budget to 2021 Budget	Percentage Variance 2022 Budget to 2021 Budget	Comments
10-010-0151-0112-40015 Commercial - U - NS	(5,822)	(5,822.49)	(5,200)	(5,199.72)	(5,200)			(5,200)			
10-010-0151-0112-40016 Commercial - X - NS	(19,585)	(19,585.17)	(17,162)	(17,161.60)	(17,162)			(17,162)			
10-010-0151-0112-40024 Parking Lot (GT)-NS			(1,561)	(1,560.76)	(1,561)			(1,561)			
10-010-0151-0112-40031 Commercial - P - NS	(4,233)	(4,057.12)	(3,867)	(3,889.62)	(3,867)			(3,867)			
10-010-0151-0112-40034 Commercial - XT	(18,283)	(18,282.75)	(17,806)	(17,806.28)	(17,806)			(17,806)			
<b>Total 0112 Commercial</b>	(684,558)	(684,382.35)	(611,863)	(611,886.05)	(611,863)			(611,863)			
0113 Industrial											
10-010-0151-0113-40014 Industrial - T - NS	(12,658)	(12,657.68)	(11,366)	(11,366.08)	(11,366)			(11,366)			
10-010-0151-0113-40015 Industrial - U - NS	(1,907)	(1,907.08)	(1,712)	(1,712.48)	(1,712)			(1,712)			
10-010-0151-0113-40016 Industrial - X - NS	(12,478)	(12,478.34)	(11,949)	(11,948.64)	(11,949)			(11,949)			
<b>Total 0113 Industrial</b>	(27,043)	(27,043.10)	(25,027)	(25,027.20)	(25,027)			(25,027)			
0114 Large Industrial											
10-010-0151-0114-40014 Large Industrial - T - NS	(62,953)	(62,953.24)	(15,811)	(15,810.96)	(15,811)			(15,811)			
<b>Total 0114 Large Industrial</b>	(62,953)	(62,953.24)	(15,811)	(15,810.96)	(15,811)			(15,811)			
0115 Multi-Residential											
10-010-0151-0115-40018 Multi-Residential - EP	(21,257)	(21,256.57)	(21,257)	(21,256.57)	(21,257)			(21,257)			
10-010-0151-0115-40019 Multi-Residential - ES	(1,280)	(1,280.06)	(1,280)	(1,280.06)	(1,280)			(1,280)			
10-010-0151-0115-40020 Multi-Residential - FP	(97)	(97.12)	(97)	(97.12)	(97)			(97)			
<b>Total 0115 Multi-Residential</b>	(22,634)	(22,633.75)	(22,634)	(22,633.75)	(22,634)			(22,634)			
0116 Pipeline											
10-010-0151-0116-40014 Pipeline - T - NS	(30,850)	(30,850.40)	(27,729)	(27,728.80)	(27,729)			(27,729)			
<b>Total 0116 Pipeline</b>	(30,850)	(30,850.40)	(27,729)	(27,728.80)	(27,729)			(27,729)			
0117 Railway											
10-010-0151-0117-40026 Railroad - WT - NS	(1,585)	(1,585.43)	(1,585)	(1,585.43)	(1,585)			(1,585)			
<b>Total 0117 Railway</b>	(1,585)	(1,585.43)	(1,585)	(1,585.43)	(1,585)			(1,585)			
0118 New Multi- Residential											
10-010-0151-0118-40018 New Multi-Residential Tax - EI	(655)	(654.84)	(655)	(654.84)	(655)			(655)			
<b>Total 0118 New Multi- Residential</b>	(655)	(654.84)	(655)	(654.84)	(655)			(655)			
0121 Supp/WO Residential & Farm											
10-010-0151-0121-40018 Residential - EP		(5,327.71)		(4,154.70)							
10-010-0151-0121-40019 Residential - ES		(20.00)		(971.68)							
10-010-0151-0121-50014 Farmland Tax		20.73									
10-010-0151-0121-50018 Residential - EP		159.19		999.68							
10-010-0151-0121-50019 Residential - ES		55.08		605.55							
10-010-0151-0121-50028 Charity Rebates - EP		496.39		496.39							
<b>Total 0121 Supp/WO Residential &amp; Farm</b>		(4,616.32)		(3,024.76)							
0122 Supp/WO Commercial											
10-010-0151-0122-40014 Commercial Tax Full - T (Inclu		(6,923.50)		(10,507.94)							
10-010-0151-0122-40016 Commercial Vacant Land - X		(602.35)									
10-010-0151-0122-40034 Commercial New Constructio		(402.38)									
10-010-0151-0122-50014 Commercial Tax Full - T (Inclu		16,043.27		7,859.90							
10-010-0151-0122-50015 Commercial Excess Land - Cl		29.64									

Corporate Services

	2020 Operating Forecast	2020 Actuals	2021 Operating Forecast	2021 Actuals	2022 Base	2022 One Time	2022 Budget Cuts	2022 Operating Forecast	Variance 2022 Budget to 2021 Budget	Percentage Variance 2022 Budget to 2021 Budget	Comments
10-010-0151-0122-50016 Commercial Vacant Land - X		471.87									
10-010-0151-0122-50024 Vacancy Application Rebate		465.10									
10-010-0151-0122-50028 Charity Rebates		7,890.57		5,508.43							
<b>Total 0122 Supp/WO Commercial</b>		16,972.22		2,860.39							
0123 Supp/WO Industrial											
10-010-0151-0123-40016 Industrial Vacant Land - X				(75.53)							
10-010-0151-0123-50014 Industrial Tax Full - T				906.40							
10-010-0151-0123-50015 Industrial Excess Land - IU				(498.96)							
10-010-0151-0123-50016 Industrial Vacant Land - X		1,689.65									
<b>Total 0123 Supp/WO Industrial</b>		1,689.65		331.91							
0124 Supp/WO Large Industrial											
10-010-0151-0124-50014 Large Industrial Tax Full - T		138,183.41		123.25							
10-010-0151-0124-50024 Vacancy Application Rebate		(21,014.50)									
<b>Total 0124 Supp/WO Large Industrial</b>		117,168.91		123.25							
0126 Supp/WO Pipeline											
10-010-0151-0126-40014 Pipeline - T - NS				(289.60)							
<b>Total 0126 Supp/WO Pipeline</b>				(289.60)							
2110 Grants & Apportioned Costs											
10-010-0151-2110-72991 English Public	1,242,436	1,139,962.79	1,372,201	1,154,738.08	1,372,201			1,372,201			
10-010-0151-2110-72992 English Separate	246,510	217,984.66		213,000.30							
10-010-0151-2110-72993 French Public	931	875.05		895.78							
10-010-0151-2110-72994 French Separate	2,770	2,435.00		2,353.31							
<b>Total 2110 Grants &amp; Apportioned Costs</b>	1,492,647	1,361,257.50	1,372,201	1,370,987.47	1,372,201			1,372,201			
<b>Total 0151 Taxation-Education</b>				(1,234.66)							
0152 Payments-in-lieu of Taxation											
0131 Municipal Tax Assistance Act											
10-010-0152-0131-40150 Court House	(37,328)	(37,328.33)	(38,141)	(38,140.77)	(38,192)			(38,192)	(51)	0.13%	
10-010-0152-0131-40151 Land Registry Office	(7,940)	(7,940.09)	(8,113)	(8,112.91)	(8,124)			(8,124)	(11)	0.14	
10-010-0152-0131-40153 Tourist Information Bureau	(9,522)	(9,521.52)	(9,729)	(8,689.25)	(9,742)			(9,742)	(13)	0.13	
10-010-0152-0131-40154 Min. Citizenship & Culture	(6,886)	(6,885.81)	(7,036)	(7,035.68)	(7,045)			(7,045)	(9)	0.13	
10-010-0152-0131-40175 Natural Resources	(39,229)	(39,229.34)	(40,083)	(39,184.34)	(39,237)			(39,237)	846	(2.11)	
10-010-0152-0131-40177 New OPP Station	(5,554)	(5,554.34)	(5,615)	(93,571.40)	(78,507)			(78,507)	(72,892)	1,298.17	
<b>Total 0131 Municipal Tax Assistance Act</b>	(106,459)	(106,459.43)	(108,717)	(194,734.35)	(180,847)			(180,847)	(72,130)	66.35	
0132 Municipal Act- S.323											
10-010-0152-0132-40156 Confederation College	(6,750)	(5,175.00)	(5,175)	(3,825.00)	(3,825)			(3,825)	1,350	(26.09%)	
10-010-0152-0132-40157 Riverside Health Care	(11,625)	(11,625.00)	(11,625)	(11,625.00)	(11,625)			(11,625)			
10-010-0152-0132-40158 Fort Frances Jail	(1,650)	(1,650.00)	(1,650)	(1,650.00)	(1,650)			(1,650)			
<b>Total 0132 Municipal Act- S.323</b>	(20,025)	(18,450.00)	(18,450)	(17,100.00)	(17,100)			(17,100)	1,350	(7.32)	
0133 Municipal Enterprises											
10-010-0152-0133-40160 General Municipal PIL	(31,671)	(31,671.00)	(61,566)	(39,047.50)	(39,094)			(39,094)	22,472	(36.50%)	
10-010-0152-0133-40161 Sewer PIL	(40,293)	(40,293.23)	(41,286)	(61,566.08)	(61,630)			(61,630)	(20,344)	49.28	
10-010-0152-0133-40162 Waterworks PIL	(128,680)	(128,680.42)	(101,611)	(45,810.55)	(45,860)			(45,860)	55,751	(54.87)	

Corporate Services

	2020 Operating Forecast	2020 Actuals	2021 Operating Forecast	2021 Actuals	2022 Base	2022 One Time	2022 Budget Cuts	2022 Operating Forecast	Variance 2022 Budget to 2021 Budget	Percentage Variance 2022 Budget to 2021 Budget	Comments
10-010-0152-0133-40163 FFPC PIL	(9,417)	(9,416.88)	(9,649)	(9,648.90)	(9,659)			(9,659)	(10)	0.10	
<b>Total 0133 Municipal Enterprises</b>	(210,061)	(210,061.53)	(214,112)	(156,073.03)	(156,243)			(156,243)	57,869	(27.03)	
0134 Ontario Enterprises											
10-010-0152-0134-40164 Water Lots & Marina	(13,208)	(13,207.72)	(13,495)	(13,495.18)	(13,513)			(13,513)	(18)	0.13%	
10-010-0152-0134-40167 L.C.B.O.	(8,237)	(8,236.61)	(8,416)	(8,415.88)	(8,427)			(8,427)	(11)	0.13	
<b>Total 0134 Ontario Enterprises</b>	(21,445)	(21,444.33)	(21,911)	(21,911.06)	(21,940)			(21,940)	(29)	0.13	
0135 Per Acre Charges											
10-010-0152-0135-40165 Ontario Hydro Acreage	(35,108)	(35,107.73)	(35,108)	(35,107.73)	(35,108)			(35,108)			
10-010-0152-0135-40168 Railroad Acreage	(11,302)	(11,302.50)	(11,302)	(11,302.49)	(11,302)			(11,302)			
<b>Total 0135 Per Acre Charges</b>	(46,410)	(46,410.23)	(46,410)	(46,410.22)	(46,410)			(46,410)			
0136 International Bridge											
10-010-0152-0136-40169 International Bridge (per Regu	(30,000)	(50,225.65)	(30,000)		(30,000)			(30,000)			
10-010-0152-0136-40172 Power Dam Compensation	(350,800)	(350,807.05)	(350,807)	(350,807.05)	(350,807)			(350,807)			
<b>Total 0136 International Bridge</b>	(380,800)	(401,032.70)	(380,807)	(350,807.05)	(380,807)			(380,807)			
0137 Canada Enterprises											
10-010-0152-0137-40173 Canada Post Corp	(41,740)	(41,739.70)	(42,768)	(41,471.60)	(41,516)			(41,516)	1,252	(2.93%)	
10-010-0152-0137-40175 Natural Resources-Butler Ave	(2,207)	(2,207.41)									
10-010-0152-0137-40176 Indian Affairs Canada PIL	(1,647)	(1,647.31)	(1,986)		(1,989)			(1,989)	(3)	0.15	
<b>Total 0137 Canada Enterprises</b>	(45,594)	(45,594.42)	(44,754)	(41,471.60)	(43,505)			(43,505)	1,249	(2.79)	
<b>Total 0152 Payments-in-lieu of Taxation</b>	(830,794)	(849,452.64)	(835,161)	(828,507.31)	(846,852)			(846,852)	(11,691)	1.40	
0240 Governance (Mayor & Council)											
0129 Provincial Grant											
10-020-0240-0129-40198 Provincial Modernization Gran				(19,250.00)							
10-020-0240-0129-40199 Ontario Municipal Partnership	(3,294,600)	(3,294,600.00)	(3,328,600)	(3,328,600.00)	(3,461,900)			(3,461,900)	(133,300)	4.00	Increase per Grant info from Province
<b>Total 0129 Provincial Grant</b>	(3,294,600)	(3,294,600.00)	(3,328,600)	(3,347,850.00)	(3,461,900)			(3,461,900)	(133,300)	4.00	
0430 Operational Rev HST Ex											
10-020-0240-0430-40450 Community Response- COVID		(11,500.00)									
10-020-0240-0430-40589 Expense Recoveries		(3,909.64)									
10-020-0240-0430-40632 Donation	(2,000)	(500.00)	(2,000)		(2,000)			(2,000)			
<b>Total 0430 Operational Rev HST Ex</b>	(2,000)	(15,909.64)	(2,000)		(2,000)			(2,000)			
1101 Salaries, Wages, Benefits											
10-020-0240-1101-60010 Salaries Full Time	116,042	119,006.32	120,180	121,407.34	122,584			122,584	2,404	2.00%	Increase of 2%
10-020-0240-1101-60025 Employer CPP	4,835	3,151.17	4,909	3,281.27	5,007			5,007	98	2.00	
10-020-0240-1101-60035 Employer OMERS	10,444	6,234.68	6,404	6,357.96	6,532			6,532	128	2.00	
10-020-0240-1101-60040 Employer EHT	2,263	2,035.80	2,234	2,072.72	2,279			2,279	45	2.01	
10-020-0240-1101-60050 Employer Benefits		158.88		138.31							
<b>Total 1101 Salaries, Wages, Benefits</b>	133,584	130,586.85	133,727	133,257.60	136,402			136,402	2,675	2.00	
1200 Contracted Services											
10-020-0240-1200-71249 Integrity Commissioner Costs	5,000		5,000	46,375.57	60,000			60,000	55,000	1,100.00%	Due to increase in IC Complaints
10-020-0240-1200-71251 Telephone & Communications	1,000										
10-020-0240-1200-71253 Legal	10,000	1,146.91	1,000	13,433.91	20,000			20,000	19,000	1,900.00	Increases per 2021 actuals
10-020-0240-1200-71259 Point Park Litigation	100,000	18,159.70	100,000	56,509.76	100,000			100,000			Keep the same as 2021

Corporate Services

	2020 Operating Forecast	2020 Actuals	2021 Operating Forecast	2021 Actuals	2022 Base	2022 One Time	2022 Budget Cuts	2022 Operating Forecast	Variance 2022 Budget to 2021 Budget	Percentage Variance 2022 Budget to 2021 Budget	Comments
10-020-0240-1200-71260 Memberships	14,000	13,271.50	14,000	11,569.06	13,600			13,600	(400)	(2.86)	3 year average
10-020-0240-1200-71261 Subscriptions & Publications	1,000	793.80	1,000	1,748.86	1,750			1,750	750	75.00	Increases per 2021 actuals
<b>Total 1200 Contracted Services</b>	131,000	33,371.91	121,000	129,637.16	195,350			195,350	74,350	61.45	
1400 Materials											
10-020-0240-1400-71410 Office Supplies	1,000	41.50	500	4.97					(500)	(100.00%)	
<b>Total 1400 Materials</b>	1,000	41.50	500	4.97					(500)	(100.00)	
1500 Rents & Services											
10-020-0240-1500-60010 Salaries Full Time	10,000	1,341.80	10,000	716.30	10,000			10,000			
10-020-0240-1500-60013 Community Event Overtime		103.09		109.72							
10-020-0240-1500-60025 Employer CPP		76.50		59.79	534			534	534		
10-020-0240-1500-60030 Employer EI		30.65		21.70	182			182	182		
10-020-0240-1500-60035 Employer OMERS		155.75		103.86	894			894	894		
10-020-0240-1500-60040 Employer EHT		33.36		22.73	149			149	149		
10-020-0240-1500-60050 Employer Benefits	2,857	344.85	3,133	109.64	1,163			1,163	(1,970)	(62.88)	
10-020-0240-1500-60055 Employer WSIB		39.74		27.04	240			240	240		
10-020-0240-1500-71527 Contracted Service	500	758.44	500	258.43	500			500			
10-020-0240-1500-71530 Travel		1,796.03									
10-020-0240-1500-71531 Conferences & Courses	16,500	6,988.41	8,250	3,647.81	8,250			8,250			Keeping same as 2021 budget as 2022 does not look like much Council travel again
10-020-0240-1500-71532 Meeting Expense	600		600	289.00	600			600			
10-020-0240-1500-71540 Equip Rentals - Owned- Comr	2,000	466.68	1,000	1,306.25	1,310			1,310	310	31.00	based on 2021 actuals
10-020-0240-1500-71591 Advertising & Public Notices	4,500	5,969.82	3,500	5,611.10	6,000			6,000	2,500	71.43	
10-020-0240-1500-71592 Public Relations Expense	17,000	16,863.30	17,000	1,176.60	17,000			17,000			2021 was low due to COVID- keep the same as other years
10-020-0240-1500-71596 Annual Appreciation Dinner	6,000				10,000			10,000	10,000		Appreciation Dinner & staff appreciation
10-020-0240-1500-71600 Community Safety and Wellbe	19,317										
<b>Total 1500 Rents &amp; Services</b>	79,274	34,968.42	43,983	13,459.97	56,822			56,822	12,839	29.19	
2110 Grants & Apportioned Costs											
10-020-0240-2110-72112 Meals on Wheels	16,500	16,500.00	11,000	11,000.00	5,500			5,500	(5,500)	(50.00%)	Riverside is requesting \$20,490- based on 2021 budget deliberations, this grant would be phased out.
10-020-0240-2110-72116 Fun In The Sun (Fireworks Gr	10,000				10,000			10,000	10,000		Fireworks in 2022?
<b>Total 2110 Grants &amp; Apportioned Costs</b>	26,500	16,500.00	11,000	11,000.00	15,500			15,500	4,500	40.91	
<b>Total 0240 Governance (Mayor &amp; Council)</b>	(2,925,242)	(3,095,040.96)	(3,020,390)	(3,060,490.30)	(3,059,826)			(3,059,826)	(39,436)	1.31	
0260 Program Support											
2110 Grants & Apportioned Costs											
10-020-0260-2110-72140 Doctor Recruitment	68,000	68,000.00	68,000	68,000.00	68,000			68,000			
10-020-0260-2110-72141 Clinic Financing Interest	6,000	1,810.22	4,000						(4,000)	(100.00)	
10-020-0260-2110-72149 RRDSSAB	1,923,520		1,923,520	1,877,286.41	1,953,695			1,953,695	30,175	1.57	Based on RRDSSAB Estimated Levy
10-020-0260-2110-72150 RRDSSAB - Ambulance Servi		1,084,846.13									
10-020-0260-2110-72151 RRDSSAB - General Assistan		51,464.91									
10-020-0260-2110-72152 RRDSSAB - Child Care		87,476.94									

Corporate Services

	2020 Operating Forecast	2020 Actuals	2021 Operating Forecast	2021 Actuals	2022 Base	2022 One Time	2022 Budget Cuts	2022 Operating Forecast	Variance 2022 Budget to 2021 Budget	Percentage Variance 2022 Budget to 2021 Budget	Comments
10-020-0260-2110-72153 RRDSSAB - Social Housing		699,731.54									
10-020-0260-2110-72161 Northwestern Health Unit	408,652	377,954.25	377,954	359,587.28	381,992			381,992	4,038	1.07	Per NWHU Letter
<b>Total 2110 Grants &amp; Apportioned Costs</b>	2,406,172	2,371,283.99	2,373,474	2,304,873.69	2,403,687			2,403,687	30,213	1.27	
<b>Total 0260 Program Support</b>	2,406,172	2,371,283.99	2,373,474	2,304,873.69	2,403,687			2,403,687	30,213	1.27	
0261 Elections											
1101 Salaries, Wages, Benefits											
10-020-0261-1101-60013 Elections Overtime						100		100	100		
10-020-0261-1101-60020 Hourly Part Time						3,500		3,500	3,500		
<b>Total 1101 Salaries, Wages, Benefits</b>						3,600		3,600	3,600		
1400 Materials											
10-020-0261-1400-71410 Office Supplies						1,000		1,000	1,000		
<b>Total 1400 Materials</b>						1,000		1,000	1,000		
1500 Rents & Services											
10-020-0261-1500-71527 Contracted Services						30,000		30,000	30,000		Alternative Voting provider, System Auditor, Compliance Audit Committee, Legal
10-020-0261-1500-71531 Conference & Courses						1,500		1,500	1,500		
10-020-0261-1500-71541 Equipment Rental - Other						3,000		3,000	3,000		
10-020-0261-1500-71591 Advertising						4,500		4,500	4,500		
<b>Total 1500 Rents &amp; Services</b>						39,000		39,000	39,000		
<b>Total 0261 Elections</b>						43,600		43,600	43,600		
0270 Long Term Debt											
1300 Long Term Debt											
10-020-0270-1300-71309 Loan - I (Solar Panels)	1,693		576	575.91					(576)	(100.00%)	Loan is Paid
10-020-0270-1300-71310 Loan - P (Solar Panels)	31,507		21,404	28,600.74					(21,404)	(100.00)	Loan is Paid
10-020-0270-1300-71317 Honeywell Project Interest	35,418	35,307.89	28,601	21,334.84	7,501			7,501	(21,100)	(73.77)	
10-020-0270-1300-71318 Honeywell Project Principal	315,410		315,410	315,410.16	315,410			315,410	(43,080)	(11.77)	
<b>Total 1300 Long Term Debt</b>	384,028	35,307.89	365,991	365,921.65	322,911			322,911	(43,080)	(11.77)	
<b>Total 0270 Long Term Debt</b>	384,028	35,307.89	365,991	365,921.65	322,911			322,911	(43,080)	(11.77)	
0272 Contribution to Reserve/Reserve											
0000 Blank											
10-020-0272-0000-71020 Cont to Reserve Funds	1,802,977	3,970,966.23	1,863,000	1,863,000.00	2,022,900			2,022,900	159,900	8.58%	Per AMP- includes 1.4% of taxation as an increase
<b>Total 0000 Blank</b>	1,802,977	3,970,966.23	1,863,000	1,863,000.00	2,022,900			2,022,900	159,900	8.58	
<b>Total 0272 Contribution to Reserve/Reserve</b>	1,802,977	3,970,966.23	1,863,000	1,863,000.00	2,022,900			2,022,900	159,900	8.58	
1820 Economic Development Commission											
0410 Unallocated HST Exempt											
10-180-1820-0410-40200 Municipal Accomm. Tax Reve	(300,000)	(184,034.77)	(180,000)	(161,916.83)	(180,000)			(180,000)			
<b>Total 0410 Unallocated HST Exempt</b>	(300,000)	(184,034.77)	(180,000)	(161,916.83)	(180,000)			(180,000)			
1000 Inter-functional											
10-180-1820-1000-72110 Municipal Accomm Tax - TSF	150,000	92,017.38	90,000	51,331.76	90,000			90,000			
<b>Total 1000 Inter-functional</b>	150,000	92,017.38	90,000	51,331.76	90,000			90,000			
1200 Contracted Services											

Corporate Services

	2020 Operating Forecast	2020 Actuals	2021 Operating Forecast	2021 Actuals	2022 Base	2022 One Time	2022 Budget Cuts	2022 Operating Forecast	Variance 2022 Budget to 2021 Budget	Percentage Variance 2022 Budget to 2021 Budget	Comments
10-180-1820-1200-71251 Telecommunications (Web ho	250	254.48	250	46.52					(250)	(100.00%)	
10-180-1820-1200-71253 Legal		111.94		3,072.62							
<b>Total 1200 Contracted Services</b>	250	366.42	250	3,119.14					(250)	(100.00)	
1500 Rents & Services											
10-180-1820-1500-71514 Residential Revitalization Grai	7,500	3,439.71	7,500	4,017.05	8,000			8,000	500	6.67%	
10-180-1820-1500-71523 Contracted Works	55,685	45,291.04	51,940	51,940.00	51,940			51,940			RRFDC- Per Diem
10-180-1820-1500-71526 Development Issues/Enhance	100,000	138,665.45	138,000	43,391.28	116,000			116,000	(22,000)	(15.94)	EC DEV Activities
10-180-1820-1500-71532 Meeting Expenses	540	377.98	540		250			250	(290)	(53.70)	
<b>Total 1500 Rents &amp; Services</b>	163,725	187,774.18	197,980	99,348.33	176,190			176,190	(21,790)	(11.01)	
1620 Transfer to Reserve Funds											
10-180-1820-1620-75390 Municipal Accomm. Tax - TSF	15,000										
<b>Total 1620 Transfer to Reserve Funds</b>	15,000										
2110 Grants & Apportioned Costs											
10-180-1820-2110-721114 Fort Frances Chamber of Cor	2,833		2,833						(2,833)	(100.00%)	
<b>Total 2110 Grants &amp; Apportioned Costs</b>	2,833		2,833						(2,833)	(100.00)	
<b>Total 1820 Economic Development Commission</b>	31,808	96,123.21	111,063	(8,117.60)	86,190			86,190	(24,873)	(22.40)	
1821 Travel Information Centre											
1240 Municipal Buildings & Yards											
10-180-1821-1240-71420 Hydro Charges	2,215	987.41		(741.42)							This was for the old Travel Information Centre
10-180-1821-1240-71421 Water & Sewer Charges	620										
10-180-1821-1240-71470 Janitorial Cleaning Supplies	500										
<b>Total 1240 Municipal Buildings &amp; Yards</b>	3,335	987.41		(741.42)							
1400 Materials											
10-180-1821-1400-71425 Taxes	9,200	6,399.71									
<b>Total 1400 Materials</b>	9,200	6,399.71									
1500 Rents & Services											
10-180-1821-1500-71545 Repairs & Maintenance	500										
<b>Total 1500 Rents &amp; Services</b>	500										
1530 Travel Information Centre											
10-180-1821-1530-71564 Lease	6,106	5,047.30									
<b>Total 1530 Travel Information Centre</b>	6,106	5,047.30									
<b>Total 1821 Travel Information Centre</b>	19,141	12,434.42		(741.42)							
1825 Solar Panels											
0330 Operational Revenue											
10-180-1825-0330-40320 Operational Revenue	(24,000)	(23,997.94)	(17,000)	(16,326.62)	(17,000)			(17,000)			
<b>Total 0330 Operational Revenue</b>	(24,000)	(23,997.94)	(17,000)	(16,326.62)	(17,000)			(17,000)			
1101 Salaries, Wages, Benefits											
10-180-1825-1101-60015 Hourly Full Time	3,157		3,157		1,500			1,500	(1,657)	(52.49%)	
10-180-1825-1101-60025 Employer CPP					80			80	80		
10-180-1825-1101-60030 Employer EI					27			27	27		
10-180-1825-1101-60035 Employer OMERS					68			68	68		



Corporate Services

	2020 Operating Forecast	2020 Actuals	2021 Operating Forecast	2021 Actuals	2022 Base	2022 One Time	2022 Budget Cuts	2022 Operating Forecast	Variance 2022 Budget to 2021 Budget	Percentage Variance 2022 Budget to 2021 Budget	Comments
10-180-1825-1101-60040 Employer EHT					22			22	22		
10-180-1825-1101-60050 Employer Benefits	1,025		998		174			174	(824)	(82.57)	
10-180-1825-1101-60055 Employer WSIB					36			36	36		
10-180-1825-1101-71540 Equipment Rental - Owned	100		100		100			100			
<b>Total 1101 Salaries, Wages, Benefits</b>	4,282		4,255		2,007			2,007	(2,248)	(52.83)	
1500 Rents & Services											
10-180-1825-1500-71580 Insurance	1,389	1,381.83	1,100	1,432.62	1,648			1,648	548	49.82%	
<b>Total 1500 Rents &amp; Services</b>	1,389	1,381.83	1,100	1,432.62	1,648			1,648	548	49.82	
1620 Transfer to Reserve Funds											
10-180-1825-1620-75390 Transfer to Reserve Funds		1,693.20									
<b>Total 1620 Transfer to Reserve Funds</b>		1,693.20									
<b>Total 1825 Solar Panels</b>	(18,329)	(20,922.91)	(11,645)	(14,894.00)	(13,345)			(13,345)	(1,700)	14.60	
<b>Total Corporate Services</b>	(10,508,477)	(7,949,332.29)	(10,574,903)	(10,850,853.04)	(10,565,559)	43,600		(10,521,959)	52,944	(0.50)	
<b>Total Fort Frances</b>	(10,508,477)	(7,949,332.29)	(10,574,903)	(10,850,853.04)	(10,565,559)	43,600		(10,521,959)	52,944	(0.50)	
<b>Total 10 General</b>	(10,508,477)	(7,949,332.29)	(10,574,903)	(10,850,853.04)	(10,565,559)	43,600		(10,521,959)	52,944	(0.50)	
<b>Total Corporate Services</b>	(10,508,477)	(7,949,332.29)	(10,574,903)	(10,850,853.04)	(10,565,559)	43,600		(10,521,959)	52,944	(0.50)	

Administration & Finance

	2020 Operating Forecast	2020 Actuals	2021 Operating Forecast	2021 Actuals	2022 Base	2022 One Time	2022 Budget Cuts	2022 Operating Forecast	Variance 2022 Budget to 2021 Budget	Percentage Variance 2022 Budget to 2021 Budget	Comments
10 General											
Fort Frances											
Administration & Finance											
0251 Town Real Estate											
1101 Salaries, Wages, Benefits											
10-020-0251-1101-60010 Salaries Full Time	631	183.36	1,332		1,500			1,500	168	12.61%	
10-020-0251-1101-60025 Employer CPP		13.64			85			85	85		
10-020-0251-1101-60030 Employer EI					33			33	33		
10-020-0251-1101-60035 Employer OMERS		33.17			69			69	69		
10-020-0251-1101-60040 Employer EHT		6.94			29			29	29		
10-020-0251-1101-60050 Employer Benefits	205	82.24	419		88			88	(331)	(79.00)	
10-020-0251-1101-60055 Employer WSIB		8.25			31			31	31		
10-020-0251-1101-71540 Equipment Rentals - Owned		75.00									
Total 1101 Salaries, Wages, Benefits	836	402.60	1,751		1,835			1,835	84	4.80	
1400 Materials											
10-020-0251-1400-71420 Hydro Charges	1,700	1,353.77		(1,482.53)							This was Old Library
Total 1400 Materials	1,700	1,353.77		(1,482.53)							
1500 Rents & Services											
10-020-0251-1500-71545 Repairs & Maintenance		396.99									
Total 1500 Rents & Services		396.99									
Total 0251 Town Real Estate	2,536	2,153.36	1,751	(1,482.53)	1,835			1,835	84	4.80	
0252 Human Resources											
1200 Contracted Services											
10-020-0252-1200-71253 HR Legal Fees	30,000	8,311.76	30,000	37,453.53	30,000			30,000			
10-020-0252-1200-71255 HR Consultants	8,000	4,884.48	4,000	1,526.40	4,000			4,000			
10-020-0252-1200-71261 HR Subscriptions	5,000	8,968.10	4,600	5,147.83	9,760			9,760	5,160	112.17	HR Downloads & MindBeacon previously not budgeted out of HR)
Total 1200 Contracted Services	43,000	22,164.34	38,600	44,127.76	43,760			43,760	5,160	13.37	
1400 Materials											
10-020-0252-1400-71410 HR Office Supplies	700	429.06	500	30.43	500			500			
Total 1400 Materials	700	429.06	500	30.43	500			500			
1500 Rents & Services											
10-020-0252-1500-71257 HR Pay Equity Consultant	5,000	5,812.53									Not required
10-020-0252-1500-71531 HR Conferences & Courses	1,500	598.30	2,750	1,040.68	2,750			2,750			
10-020-0252-1500-71535 HR Training & Development	1,000	35.00		931.10	1,000			1,000	1,000		
10-020-0252-1500-71537 HR Health & Safety	3,000	1,206.26	3,000	243.21	3,000			3,000			
10-020-0252-1500-71569 HR Negotiation Costs	1,000				1,000			1,000	1,000		CUPE Contract expires 2022
10-020-0252-1500-71597 HR Recruitment of Staff	7,000	6,635.02	16,100	44,315.00	20,000			20,000	3,900	24.22	Based on anticipated recruitment for hard-to-fill rolls they may require additional advertising
Total 1500 Rents & Services	18,500	14,287.11	21,850	46,529.99	27,750			27,750	5,900	27.00	
Total 0252 Human Resources	62,200	36,880.51	60,950	90,688.18	72,010			72,010	11,060	18.15	

Administration & Finance

	2020 Operating Forecast	2020 Actuals	2021 Operating Forecast	2021 Actuals	2022 Base	2022 One Time	2022 Budget Cuts	2022 Operating Forecast	Variance 2022 Budget to 2021 Budget	Percentage Variance 2022 Budget to 2021 Budget	Comments
0262 Administration											
0430 Operational Rev HST Ex											
10-020-0262-0430-40480 Moffat Family Grant Rec'd	(93,750)	(93,750.00)	(93,750)	(93,750.00)	(100,000)			(100,000)	(6,250)	6.67%	As provided by Moffat Fund
<b>Total 0430 Operational Rev HST Ex</b>	<b>(93,750)</b>	<b>(93,750.00)</b>	<b>(93,750)</b>	<b>(93,750.00)</b>	<b>(100,000)</b>			<b>(100,000)</b>	<b>(6,250)</b>	<b>6.67</b>	
1101 Salaries, Wages, Benefits											
10-020-0262-1101-60010 Salaries Full Time	253,673	253,800.57	261,278	251,889.92	303,496			303,496	42,218	16.16%	Various roles
10-020-0262-1101-60013 Overtime		333.30									
10-020-0262-1101-60025 Employer CPP	6,237	5,470.45	9,499	9,811.72	10,033			10,033	534	5.62	
10-020-0262-1101-60030 Employer EI	2,238	2,036.69	3,108	3,551.63	3,283			3,283	175	5.63	
10-020-0262-1101-60035 Employer OMERS	29,546	28,486.41	36,250	33,674.21	33,866			33,866	(2,384)	(6.58)	
10-020-0262-1101-60040 Employer EHT	4,913	4,719.00	6,328	5,674.48	5,918			5,918	(410)	(6.48)	
10-020-0262-1101-60050 Employer Benefits	18,794	11,526.30	19,902	17,786.68	19,660			19,660	(242)	(1.22)	
10-020-0262-1101-60055 Employer WSIB	6,035	3,575.72	6,730	5,329.38	5,843			5,843	(887)	(13.18)	
<b>Total 1101 Salaries, Wages, Benefits</b>	<b>321,436</b>	<b>309,948.44</b>	<b>343,095</b>	<b>327,718.02</b>	<b>382,099</b>			<b>382,099</b>	<b>39,004</b>	<b>11.37</b>	
1200 Contracted Services											
10-020-0262-1200-71251 Communications	4,200	4,850.77	2,900	3,089.38	3,200			3,200	300	10.34%	
10-020-0262-1200-71252 Postage, Freight, Courier	25	17.30	25		25			25			
10-020-0262-1200-71253 Legal	12,000	26,246.34	5,000	11,278.56	30,000			30,000	25,000	500.00	FOIs, policy guidance, by-laws, etc.
10-020-0262-1200-71260 Memberships	1,200	422.30	622		1,500			1,500	878	141.16	Estimate- CAO, Memberships
10-020-0262-1200-71261 Subscriptions & Publications	1,000	516.11	600	118.80	600			600			
<b>Total 1200 Contracted Services</b>	<b>18,425</b>	<b>32,052.82</b>	<b>9,147</b>	<b>14,486.74</b>	<b>35,325</b>			<b>35,325</b>	<b>26,178</b>	<b>286.19</b>	
1400 Materials											
10-020-0262-1400-71410 Office Supplies	2,000	53.73	1,000	443.96	1,000			1,000			
<b>Total 1400 Materials</b>	<b>2,000</b>	<b>53.73</b>	<b>1,000</b>	<b>443.96</b>	<b>1,000</b>			<b>1,000</b>			
1500 Rents & Services											
10-020-0262-1500-71511 Moffat Family Fund	93,750	94,390.49	93,750	93,750.00	97,000			97,000	3,250	3.47%	Revenue from Moffat Fund less 3%
10-020-0262-1500-71523 Contracted Works	6,000	2,889.27	5,000	2,204.94	5,000			5,000			
10-020-0262-1500-71527 Contracted Services		376.91		238.07							
10-020-0262-1500-71530 Travel		587.75									
10-020-0262-1500-71531 Conferences & Courses	5,000	324.74	2,000	125.00	2,000			2,000			
10-020-0262-1500-71532 Meeting Expenses	250										
<b>Total 1500 Rents &amp; Services</b>	<b>105,000</b>	<b>98,569.16</b>	<b>100,750</b>	<b>96,318.01</b>	<b>104,000</b>			<b>104,000</b>	<b>3,250</b>	<b>3.23</b>	
<b>Total 0262 Administration</b>	<b>353,111</b>	<b>346,874.15</b>	<b>360,242</b>	<b>345,216.73</b>	<b>422,424</b>			<b>422,424</b>	<b>62,182</b>	<b>17.26</b>	
0263 Administration- Vehicle											
2910 Vehicle Expenses											
10-020-0263-2910-60010 Salaries Full Time	800	302.27	1,500	529.12	1,500			1,500			
10-020-0263-2910-60025 Employer CPP		10.56		27.65	80			80	80		
10-020-0263-2910-60030 Employer EI		3.76		6.03	27			27	27		
10-020-0263-2910-60035 Employer OMERS		29.26		45.93	134			134	134		
10-020-0263-2910-60040 Employer EHT		6.28		10.39	22			22	22		
10-020-0263-2910-60050 Employer Benefits	200	0.62	470	3.15	174			174	(296)	(62.98)	
10-020-0263-2910-60055 Employer WSIB		7.50		12.36	36			36	36		

Administration & Finance

	2020 Operating Forecast	2020 Actuals	2021 Operating Forecast	2021 Actuals	2022 Base	2022 One Time	2022 Budget Cuts	2022 Operating Forecast	Variance 2022 Budget to 2021 Budget	Percentage Variance 2022 Budget to 2021 Budget	Comments
10-020-0263-2910-71418 Gas & Fuel	300	365.66	300	753.29	800			800	500	166.67	
10-020-0263-2910-71451 Vehicle Parts & Maintenance	1,000	337.06	1,000	159.72	500			500	(500)	(50.00)	
10-020-0263-2910-71580 Insurance	851	948.59	1,505	1,542.44	1,963			1,963	458	30.43	
10-020-0263-2910-71582 Licenses	360	360.00	360		360			360			
Total 2910 Vehicle Expenses	3,511	2,371.56	5,135	3,090.08	5,596			5,596	461	8.98	
Total 0263 Administration- Vehicle	3,511	2,371.56	5,135	3,090.08	5,596			5,596	461	8.98	
0264 Clerk's Department											
0330 Operational Revenue											
10-020-0264-0330-40334 Civil Marriage	(3,500)	(703.90)	(1,500)	(4,059.50)	(3,000)			(3,000)	(1,500)	100.00%	
10-020-0264-0330-40335 Certify True Copies	(50)	(31.00)	(50)	(39.16)	(40)			(40)	10	(20.00)	
10-020-0264-0330-40336 Commissioning Oaths & Affid	(900)	(532.43)	(750)	(507.51)	(1,000)			(1,000)	(250)	33.33	
10-020-0264-0330-40582 Sundry Revenues		(317.52)		(1,078.57)							
Total 0330 Operational Revenue	(4,450)	(1,584.85)	(2,300)	(5,684.74)	(4,040)			(4,040)	(1,740)	75.65	
0430 Operational Rev HST Ex											
10-020-0264-0430-40332 Death Registration	(3,450)	(4,096.00)	(3,450)	(4,192.00)	(3,800)			(3,800)	(350)	10.14%	
10-020-0264-0430-40333 Marriage Licenses	(8,000)	(5,600.00)	(7,000)	(7,700.00)	(7,000)			(7,000)			
10-020-0264-0430-40589 Expense Recoveries	(250)	(390.06)		(480.00)							
Total 0430 Operational Rev HST Ex	(11,700)	(10,086.06)	(10,450)	(12,372.00)	(10,800)			(10,800)	(350)	3.35	
1101 Salaries, Wages, Benefits											
10-020-0264-1101-60010 Salaries Full Time	163,567	167,357.35	154,537	179,292.24	167,734			167,734	13,197	8.54%	New staff as well as step increases
10-020-0264-1101-60013 Overtime		2,025.37		166.81							
10-020-0264-1101-60020 Hourly Part Time		1,511.73									
10-020-0264-1101-60025 Employer CPP	5,829	5,809.01	5,983	7,568.71	6,088			6,088	105	1.75	
10-020-0264-1101-60030 Employer EI	2,098	2,184.30	2,051	2,712.61	2,233			2,233	182	8.87	
10-020-0264-1101-60035 Employer OMERS	16,889	17,204.71	15,762	17,746.00	17,220			17,220	1,458	9.25	
10-020-0264-1101-60040 Employer EHT	3,165	3,273.73	3,014	3,398.31	3,271			3,271	257	8.53	
10-020-0264-1101-60050 Employer Benefits	13,434	9,805.69	14,797	10,911.81	15,771			15,771	974	6.58	
10-020-0264-1101-60055 Employer WSIB	5,108	3,293.58	3,585	4,204.21	3,900			3,900	315	8.79	
Total 1101 Salaries, Wages, Benefits	210,090	212,465.47	199,729	226,000.70	216,217			216,217	16,488	8.26	
1200 Contracted Services											
10-020-0264-1200-71252 Postage, Freight, Courier	250	242.92	250	155.47	250			250			
10-020-0264-1200-71260 Memberships	625	412.13	850	657.65	850			850			
10-020-0264-1200-71261 Subscriptions & Publications	500	226.80	500	1,000.80	500			500			
Total 1200 Contracted Services	1,375	881.85	1,600	1,813.92	1,600			1,600			
1400 Materials											
10-020-0264-1400-71410 Office Supplies	3,430	3,765.34	3,430	5,407.38	6,250			6,250	2,820	82.22%	
Total 1400 Materials	3,430	3,765.34	3,430	5,407.38	6,250			6,250	2,820	82.22	
1500 Rents & Services											
10-020-0264-1500-71527 Contracted Services	11,900	11,254.69	12,155	11,531.55	12,500			12,500	345	2.84%	iCompass + tracker
10-020-0264-1500-71530 Travel					200			200	200		
10-020-0264-1500-71531 Conferences & Courses	4,800	1,032.94	2,500	3,223.00	2,500			2,500			Karyn Map unit 1 @ 2 and Gab Workshop fees

Administration & Finance

	2020 Operating Forecast	2020 Actuals	2021 Operating Forecast	2021 Actuals	2022 Base	2022 One Time	2022 Budget Cuts	2022 Operating Forecast	Variance 2022 Budget to 2021 Budget	Percentage Variance 2022 Budget to 2021 Budget	Comments
10-020-0264-1500-71591 Advertising & Public Notices	600	352.03	600		500			500	(100)	(16.67)	
<b>Total 1500 Rents &amp; Services</b>	17,300	12,639.66	15,255	14,754.55	15,700			15,700	445	2.92	
<b>Total 0264 Clerk's Department</b>	216,045	218,081.41	207,264	229,919.81	224,927			224,927	17,663	8.52	
0265 Treasury Department											
0330 Operational Revenue											
10-020-0265-0330-40582 Sundry Revenues				(63.00)							
<b>Total 0330 Operational Revenue</b>				(63.00)							
0430 Operational Rev HST Ex											
10-020-0265-0430-40581 Administration Service Charge	(30,000)	(25,712.97)	(18,500)	(26,792.50)	(25,000)			(25,000)	(6,500)	35.14%	
10-020-0265-0430-40589 Expense Recoveries		(6,558.49)	(3,200)	(3,357.86)	(2,500)			(2,500)	700	(21.88)	
<b>Total 0430 Operational Rev HST Ex</b>	(30,000)	(32,271.46)	(21,700)	(30,150.36)	(27,500)			(27,500)	(5,800)	26.73	
1000 Inter-functional											
10-020-0265-1000-71090 Accounting Allocation (W/S)	(377,394)	(377,394.00)	(384,942)	(288,706.50)	(392,641)			(392,641)	(7,699)	2.00%	
10-020-0265-1000-71096 Accounting Allocation (DC/SK)	(18,660)	(18,675.00)	(18,294)	(14,126.25)	(18,660)			(18,660)	(366)	2.00	
<b>Total 1000 Inter-functional</b>	(396,054)	(396,069.00)	(403,236)	(302,832.75)	(411,301)			(411,301)	(8,065)	2.00	
1101 Salaries, Wages, Benefits											
10-020-0265-1101-60010 Salaries Full Time	386,185	419,597.04	461,403	446,023.53	479,907			479,907	18,504	4.01%	Annual increments and step increments
10-020-0265-1101-60013 Overtime	8,000	3,904.41	6,000	3,737.10	6,000			6,000			New staff so keeping the same as 2021 budget
10-020-0265-1101-60020 Hourly Part Time	104,669	56,787.91	47,081	43,598.82	49,089			49,089	2,008	4.26	
10-020-0265-1101-60025 Employer CPP	21,000	20,636.82	22,022	22,061.80	24,062			24,062	2,040	9.26	
10-020-0265-1101-60030 Employer EI	7,952	8,270.17	7,980	8,490.85	8,332			8,332	352	4.41	
10-020-0265-1101-60035 Employer OMERS	45,941	40,112.65	46,572	42,150.66	49,573			49,573	3,001	6.44	
10-020-0265-1101-60040 Employer EHT	9,625	9,471.50	9,915	9,727.88	9,149			9,149	(766)	(7.73)	
10-020-0265-1101-60050 Employer Benefits	51,194	35,792.57	47,765	48,840.41	54,045			54,045	6,280	13.15	
10-020-0265-1101-60055 Employer WSIB	15,084	8,820.92	11,444	11,150.75	11,728			11,728	284	2.48	
10-020-0265-1101-71150 Doctor Note/ Slip				48.00							
<b>Total 1101 Salaries, Wages, Benefits</b>	649,650	603,393.99	660,182	635,829.80	691,885			691,885	31,703	4.80	
1200 Contracted Services											
10-020-0265-1200-71251 Communications	7,100	10,494.08	6,650	6,164.01	6,383			6,383	(267)	(4.02%)	Increased by 2% based on...
10-020-0265-1200-71252 Postage/Freight/Courier	12,000	21,960.48	10,000	21,674.08	10,000			10,000			
10-020-0265-1200-71253 Legal Fees		763.20		989.62							
10-020-0265-1200-71254 Audit Fees	64,000	66,892.84	67,000	71,137.37	78,251			78,251	11,251	16.79	10% increase to 2021 actuals per BDO
10-020-0265-1200-71260 Memberships	1,800	1,875.44	1,800	2,639.17	2,800			2,800	1,000	55.56	
10-020-0265-1200-71261 Subscriptions & Publications	500	264.12	500	268.30	300			300	(200)	(40.00)	
<b>Total 1200 Contracted Services</b>	85,400	102,250.16	85,950	102,872.55	97,734			97,734	11,784	13.71	
1210 Treasury											
10-020-0265-1210-54512 Rebates to Charities/ R.C. Let	28,000	32,641.79	34,000	28,445.14	29,000			29,000	(5,000)	(14.71%)	Estimate based on 2021 actuals
10-020-0265-1210-74514 Sundry A/R Written Off	500	(3.38)		0.55							
10-020-0265-1210-74516 Tax Sale Expenses		7,762.82		(2,610.19)							
10-020-0265-1210-74550 Collection Costs	500	154.50	500	(2,391.65)	500			500			
<b>Total 1210 Treasury</b>	29,000	40,555.73	34,500	23,443.85	29,500			29,500	(5,000)	(14.49)	

	2020 Operating Forecast	2020 Actuals	2021 Operating Forecast	2021 Actuals	2022 Base	2022 One Time	2022 Budget Cuts	2022 Operating Forecast	Variance 2022 Budget to 2021 Budget	Percentage Variance 2022 Budget to 2021 Budget	Comments
1400 Materials											
10-020-0265-1400-71410 Office Supplies	15,000	12,445.67	12,000	10,936.70	12,000			12,000			
<b>Total 1400 Materials</b>	15,000	12,445.67	12,000	10,936.70	12,000			12,000			
1500 Rents & Services											
10-020-0265-1500-71502 Computer Maintenance (H & S)	21,000	17,036.22	21,000	28,201.46	34,342			34,342	13,342	63.53%	3% higher than actuals plus budget software annual fee
10-020-0265-1500-71503 Custom Software Changes		1,402.45			5,000			5,000	5,000		For Year End updates and any other changes
10-020-0265-1500-71522 MPAC Assessment Fees	94,313	94,313.12	93,180	93,179.60	92,196			92,196	(984)	(1.06)	Per MPAC
10-020-0265-1500-71527 Contracted Services	500	695.41	500	295.36	500			500			
10-020-0265-1500-71529 Land Title Fees	400		400		215			215	(185)	(46.25)	3 year Average
10-020-0265-1500-71531 Conferences & Courses	7,000	5,758.47	3,500	1,637.31	3,500			3,500			New Staff, PD requirements
10-020-0265-1500-71541 Equipment Rentals & Mainten	10,000	10,624.39	10,000	9,865.68	10,000			10,000			
10-020-0265-1500-71580 General Insurance	9,668	8,910.82	11,541	11,414.09	12,492			12,492	951	8.24	All insurance has increased significantly
10-020-0265-1500-71591 Advertising & Public Notices	250		250						(250)	(100.00)	
<b>Total 1500 Rents &amp; Services</b>	143,131	138,740.88	140,371	144,593.50	158,245			158,245	17,874	12.73	
1600 Financial Services											
10-020-0265-1600-71660 Bank Service Charges	4,500	6,782.82	6,000	6,515.84	6,000			6,000			
10-020-0265-1600-71661 Cash Over/Under		(20.29)		(12.67)							
10-020-0265-1600-71665 Credit Card Discount	800	579.17	500	597.17	600			600	100	20.00	
<b>Total 1600 Financial Services</b>	5,300	7,341.70	6,500	7,100.34	6,600			6,600	100	1.54	
<b>Total 0265 Treasury Department</b>	501,427	476,387.67	514,567	591,730.63	557,163			557,163	42,596	8.28	
0266 Unassigned Revenue											
0320 Interest Charges											
10-020-0266-0320-40911 Interest & Penalties on Taxes	(95,000)	(148,650.38)	(100,000)	(94,492.78)	(90,000)			(90,000)	10,000	(10.00%)	Per 2021 actuals- discounted
10-020-0266-0320-40916 Accounts Receivable Interest	(1,500)	(2,620.66)	(2,800)	(2,443.26)	(2,500)			(2,500)	300	(10.71)	Per 2021 Actuals
10-020-0266-0320-40926 Investment Income - Bank/Shr	(75,000)	(46,744.22)	(50,000)	(16,584.17)	(20,000)			(20,000)	30,000	(60.00)	Low interest rates in 2021
<b>Total 0320 Interest Charges</b>	(171,500)	(198,015.26)	(152,800)	(113,520.21)	(112,500)			(112,500)	40,300	(26.37)	
0330 Operational Revenue											
10-020-0266-0330-40337 Photocopies		(3.18)									
<b>Total 0330 Operational Revenue</b>		(3.18)									
0410 Unallocated HST Exempt											
10-020-0266-0410-40315 Sale of Land		(271,708.23)		(4,122.99)							
10-020-0266-0410-40582 Sundry Revenues		(192.91)									
10-020-0266-0410-40584 Tax Certificates	(14,500)	(13,338.95)	(14,500)	(15,563.40)	(15,000)			(15,000)	(500)	3.45	Per 2021 Actuals
10-020-0266-0410-40721 Business Licenses	(29,000)	(31,944.40)	(32,000)	(23,109.05)	(23,000)			(23,000)	9,000	(28.13)	Per 2021 Actuals
10-020-0266-0410-40727 Lottery Licenses	(10,000)	(5,733.16)	(6,000)	(9,134.37)	(9,000)			(9,000)	(3,000)	50.00	Per 2021 Actuals
10-020-0266-0410-40930 POA Fines	(50,000)	(4,307.50)	(6,700)	(35,333.44)	(30,000)			(30,000)	(23,300)	347.76	Per POA Budget
<b>Total 0410 Unallocated HST Exempt</b>	(103,500)	(327,225.15)	(59,200)	(87,263.25)	(77,000)			(77,000)	(17,800)	30.07	
0411 No Tax Unallocated Revenue											
10-020-0266-0411-40316 Natural Gas Rebate	(8,300)	(3,135.08)	(3,200)		(3,000)			(3,000)	200	(6.25%)	
10-020-0266-0411-40317 Purchase Card Rebate	(18,500)	(13,705.79)	(13,700)	(13,267.55)	(13,700)			(13,700)			

	2020 Operating Forecast	2020 Actuals	2021 Operating Forecast	2021 Actuals	2022 Base	2022 One Time	2022 Budget Cuts	2022 Operating Forecast	Variance 2022 Budget to 2021 Budget	Percentage Variance 2022 Budget to 2021 Budget	Comments
<b>Total 0411 No Tax Unallocated Revenue</b>	(26,800)	(16,840.87)	(16,900)	(13,267.55)	(16,700)			(16,700)	200	(1.18)	
<b>Total 0266 Unassigned Revenue</b>	(301,800)	(542,084.46)	(228,900)	(214,051.01)	(206,200)			(206,200)	22,700	(9.92)	
0267 FFPC Administration											
1101 Salaries, Wages, Benefits											
10-020-0267-1101-60010 Salaries Full Time		4,899.74		6,738.09							This occurs when IT does work for FFPC, all S&B are included in IT budget
10-020-0267-1101-60013 Overtime		162.78									
10-020-0267-1101-60020 Hourly Part Time		756.70									
10-020-0267-1101-60025 Employer CPP		121.77		295.42							
10-020-0267-1101-60030 Employer EI		47.39		108.47							
10-020-0267-1101-60035 Employer OMERS		658.39		736.19							
10-020-0267-1101-60040 Employer EHT		129.88		137.40							
10-020-0267-1101-60050 Employer Benefits		410.93		484.59							
10-020-0267-1101-60055 Employer WSIB		154.49		164.54							
<b>Total 1101 Salaries, Wages, Benefits</b>		7,342.07		8,664.70							
<b>Total 0267 FFPC Administration</b>		7,342.07		8,664.70							
0268 Information Technology											
0430 Operational Rev HST Ex											
10-020-0268-0430-40467 NOHFC Internship Grant	(23,625)	(23,489.90)									
<b>Total 0430 Operational Rev HST Ex</b>	(23,625)	(23,489.90)									
1000 Inter-functional											
10-020-0268-1000-71090 Wage IFT (I.T.)		(158.80)									
<b>Total 1000 Inter-functional</b>		(158.80)									
1101 Salaries, Wages, Benefits											
10-020-0268-1101-60010 Hourly Full Time	132,581	89,970.36	135,050	135,370.92	143,610			143,610	8,560	6.34%	
10-020-0268-1101-60013 Overtime		460.39	750	3,574.09	1,000			1,000	250	33.33	Added: overtime.
10-020-0268-1101-60020 Hourly Part Time		34,632.00									
10-020-0268-1101-60025 Employer CPP	4,972	4,799.31	5,506	5,194.90	6,088			6,088	582	10.57	
10-020-0268-1101-60030 Employer EI	1,853	1,813.77	1,890	1,930.08	2,021			2,021	131	6.93	
10-020-0268-1101-60035 Employer OMERS	8,799	9,191.42	13,449	13,161.84	14,594			14,594	1,145	8.51	
10-020-0268-1101-60040 Employer EHT	2,358	2,399.32	2,648	2,613.03	2,800			2,800	152	5.74	
10-020-0268-1101-60050 Employer Benefits	8,690	4,680.10	7,592	8,370.17	9,445			9,445	1,853	24.41	
10-020-0268-1101-60055 Employer WSIB	3,808	2,885.19	3,151	3,107.81	3,346			3,346	195	6.19	
<b>Total 1101 Salaries, Wages, Benefits</b>	163,061	150,831.86	170,036	173,322.84	182,904			182,904	12,868	7.57	
1200 Contracted Services											
10-020-0268-1200-71248 Internet	3,600	3,358.16	4,250	3,703.31	4,200			4,200	(50)	(1.18%)	
10-020-0268-1200-71251 Telephone & Communications	12,350	6,616.41	24,750	23,959.51	35,000			35,000	10,250	41.41	Added: cloud backups, new staff, library phones.
10-020-0268-1200-71260 Memberships	500	170.96	250	170.96	200			200	(50)	(20.00)	
<b>Total 1200 Contracted Services</b>	16,450	10,145.53	29,250	27,833.78	39,400			39,400	10,150	34.70	
1400 Materials											
10-020-0268-1400-71410 Office Supplies	1,000	1,187.76	1,800	1,563.36	3,000			3,000	1,200	66.67%	Added: data tapes, labels.

Administration & Finance

	2020 Operating Forecast	2020 Actuals	2021 Operating Forecast	2021 Actuals	2022 Base	2022 One Time	2022 Budget Cuts	2022 Operating Forecast	Variance 2022 Budget to 2021 Budget	Percentage Variance 2022 Budget to 2021 Budget	Comments
<b>Total 1400 Materials</b>	1,000	1,187.76	1,800	1,563.36	3,000			3,000	1,200	66.67	
1500 Rents & Services											
10-020-0268-1500-71502 Computer Hardware	14,000	13,035.60	17,200	18,374.49	21,000	5,000		26,000	8,800	51.16%	Added: phone system warranty, shred.
10-020-0268-1500-71503 Software Licensing	85,500	61,027.83	101,000	86,380.34	106,000			106,000	5,000	4.95	Added: library migration, new staff.
10-020-0268-1500-71504 Fibre Network	19,000	17,301.55	20,000	17,161.51	20,000			20,000			
10-020-0268-1500-71505 Computer Training	2,500	1,209.49	2,000	663.15	2,000			2,000			
10-020-0268-1500-71527 Contracted Services	2,500	356.16	1,500	1,221.12	400			400	(1,100)	(73.33)	
10-020-0268-1500-71531 Conferences & Courses	3,500	1,511.14	500						(500)	(100.00)	
10-020-0268-1500-71580 Information Technology - Insu	9,187	10,127.30	13,750	15,570.00	27,200			27,200	13,450	97.82	Increased risk globally.
<b>Total 1500 Rents &amp; Services</b>	136,187	104,569.07	155,950	139,370.61	176,600	5,000		181,600	25,650	16.45	
<b>Total 0268 Information Technology</b>	293,073	243,085.52	357,036	342,090.59	401,904	5,000		406,904	49,868	13.97	
<b>Total Administration &amp; Finance</b>	1,130,103	791,091.79	1,278,045	1,395,867.18	1,479,659	5,000		1,484,659	206,614	16.17	
<b>Total Fort Frances</b>	1,130,103	791,091.79	1,278,045	1,395,867.18	1,479,659	5,000		1,484,659	206,614	16.17	
<b>Total 10 General</b>	1,130,103	791,091.79	1,278,045	1,395,867.18	1,479,659	5,000		1,484,659	206,614	16.17	
<b>Total Administration &amp; Finance</b>	1,130,103	791,091.79	1,278,045	1,395,867.18	1,479,659	5,000		1,484,659	206,614	16.17	



**To:** Administration & Finance Executive Committee

**From:** Tyler Moffitt, Fire Chief/CEMC

**Date:** January 27, 2022

**Subject:** Fire & Emergency Measures 2022 Operating Budget

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**Some Major Highlights of the 2022 Operating Budget are as follows:**

- Increase in Overtime costs for Full-Time Firefighters due to:
  - 2% wage increase
  - Requirement for Call Backs for Emergency Incidents
  - Participation as qualified instructors (NFPA 1001 Firefighter Level 1 Course)
- Increase in costs for Full Time Firefighters total direct wages, as the result of the 2% wage increase, and having more Full Time Firefighters qualified to receive the Captain Differential Rate when working alone
- Increase in costs for Part Time Firefighters total direct wages, as the result of their participation in the NFPA 1001 Firefighter Level 1 Certification Course
- The increase in training for 2022 is to be in compliant with MOL regulations. As well, the Solicitor General announced the Ontario Government's plan to bring back Firefighter Certification with the proposed Regulation being posted for public consultations on January 28, 2022.
- Meanwhile, by certifying our team members to the NFPA 1001 Standard ... it will help with ensuring more engagement and retention, which has been a challenge for over 20-plus-years
- 2% increase in cost for the Fire Chief/CEMC wage
- 4.73% increase in the Net Operating Budget (\$49,405)
- Fort Frances Fire Rescue Service currently has a staffing level of:
  - 1 - Full Time Fire Chief/CEMC
  - 6 - Full Time Career Firefighters
  - 15 - Part-Time Firefighters

**Rational of the Operating Budget**

Meanwhile, this budget represents an investment in strengthening our Fire Rescue Service Team, as well as in the interest of Emergency Preparedness for our community. We must move forward and focus on proactive prevention and readiness capabilities.

## **Summary**

The information in this document, as well as the budget package is to aid you in understanding the Fire Rescue Service Operating Budget. If you have any questions prior to the scheduled meeting, please feel free to contact me.

Respectfully submitted,

A handwritten signature in cursive script that reads "Tyler Moffitt".

Tyler Moffitt, Fire Chief/CEMC

c.c. - Dawn Galusha, Treasurer  
Faisal Anwar, CAO

Draft Budget Report-detailed  
V1 Dept Submission

Emergency Services

	2020 Operating Forecast	2020 Actuals	2021 Operating Forecast	2021 Actuals	2022 Base	2022 One Time	2022 Budget Cuts	2022 Operating Forecast	Variance 2022 Budget to 2021 Budget	Percentage Variance 2022 Budget to 2021 Budget	Comments
10 General											
Fort Frances											
Emergency Services											
0410 Fire											
0330 Operational Revenue											
10-040-0410-0330-40562 Sundry Revenue		(48.40)									
10-040-0410-0330-40585 Fire Protection Charges	(15,640)	(21,130.01)	(19,868)	(17,562.40)	(18,356)			(18,356)	1,512	(7.61)	Fire Protection: Rusty Myers Flying Service, Nancoast Ltd. and Airport Man Camp. As per the 2022 MTO Hourly Rate of: \$509.89 multiplied by 12 = \$6,118.68 plus HST = \$6,914.11 per Fire Protection Contract.
10-040-0410-0330-40590 User Fees - Inspections Etc.	(300)		(300)	(1,616.31)	(1,000)			(1,000)	(700)	233.33	Fire Inspection Requests. Note: There is an increase demand for Fire Inspections when purchasing properties.
10-040-0410-0330-40595 Private Works-Fire Prot. Contr	(2,000)	(580.56)	(1,000)	(419.01)	(600)			(600)	400	(40.00)	District Air Cylinders.
<b>Total 0330 Operational Revenue</b>	(17,940)	(22,198.97)	(21,168)	(19,617.72)	(19,956)			(19,956)	1,212	(5.73)	
0430 Operational Rev HST Ex											
10-040-0410-0430-40412 Provincial Grant	(5,000)	(13,580.00)	(5,500)	(279.90)	(5,500)			(5,500)			MTO Motor Vehicle Crashes. NOTE: 2021 had less response calls out of town due to less travel on highways due to COVID.
10-040-0410-0430-40464 MTO (MVA)	(250)	(785.60)	(300)	(846.80)	(800)			(800)	(500)	166.67	Copies of Fire Reports accounts for the majority of user fees. Burn Permits issued are for residents out by the airport. Note: There is an increase demand for Fire Reports for purchasing properties.
<b>Total 0430 Operational Rev HST Ex</b>	(5,250)	(14,365.60)	(5,800)	(7,626.70)	(6,300)			(6,300)	(500)	8.62	
1101 Salaries, Wages, Benefits											
10-040-0410-1101-60010 Salaries Full Time	617,436	589,343.78	605,911	591,280.88	642,917			642,917	37,006	6.11%	Wages & Stat Pay Local 1012, which takes in account the 2% wage increase, as well as having two fulltime firefighters that qualify for Captain's Differential when they are working by themselves.
10-040-0410-1101-60013 Overtime	36,000	41,171.70	18,000	57,883.68	40,000			40,000	22,000	122.22	Overtime Call Backs for Emergency Incidents. Takes in account 2 to 3 Fulltime Firefighters to assist with instructing the NFPA 1001 Fire Fighter Certification Course, which is 90 Hours. As well, there is also regular training session for all members that consists of: - 16 training sessions (1900-2100) - 4 training sessions (1800-2100) - 3 full day training sessions (0800-1600)
10-040-0410-1101-60020 Hourly Part Time				172.58							
10-040-0410-1101-60025 Employer CPP	17,368	16,500.69	19,919	19,885.54	20,999			20,999	1,060	5.42	
10-040-0410-1101-60030 Employer EI	6,068	6,145.88	6,654	7,166.84	6,700			6,700	46	0.69	
10-040-0410-1101-60035 Employer OMERS	65,833	68,287.56	64,860	67,859.35	66,318			66,318	1,458	2.25	
10-040-0410-1101-60040 Employer EHT	12,778	11,542.29	12,186	12,184.63	13,322			13,322	1,136	9.32	
10-040-0410-1101-60050 Employer Benefits	74,594	55,778.44	75,258	69,800.70	74,773			74,773	(485)	(0.64)	Employer Benefits Includes: Fulltime Firefighters Manulife, Sunlife, and Boot Allowance. As well, it includes Post Retirement Manulife.
10-040-0410-1101-60055 Employer WSIB	17,868	14,044.23	13,659	13,096.58	13,406			13,406	(253)	(1.85)	
10-040-0410-1101-71147 Post-Retirement Benefits	(19,102)	(18,056.00)	(18,938)		(20,219)			(20,219)	(1,281)	6.76	Per Actuarial Report
10-040-0410-1101-71148 Fire-Volunteer STD/LTD Bene	3,750	6,214.59	3,310	3,137.00	3,169			3,169	(141)	(4.26)	Volunteer Insurance
<b>Total 1101 Salaries, Wages, Benefits</b>	832,613	790,973.16	800,819	842,467.78	861,385			861,385	60,566	7.56	
1153 Volunteer Fire Call Back											

Draft Budget Report-detailed  
V1 Dept Submission

Emergency Services

	2020 Operating Forecast	2020 Actuals	2021 Operating Forecast	2021 Actuals	2022 Base	2022 One Time	2022 Budget Cuts	2022 Operating Forecast	Variance 2022 Budget to 2021 Budget	Percentage Variance 2022 Budget to 2021 Budget	Comments
10-040-0410-1153-60020 Hourly Part Time	8,000	16,328.79	8,000	19,436.02	10,000			10,000	2,000	25.00%	Wages for Call Backs for Emergency Incidents.
10-040-0410-1153-60040 Employer EHT		38.22		65.51							
10-040-0410-1153-60055 Employer WSIB	300	371.55		376.00							
<b>Total 1153 Volunteer Fire Call Back</b>	8,300	16,738.56	8,000	19,877.53	10,000			10,000	2,000	25.00	
1154 Volunteer Fire Training											
10-040-0410-1154-60020 Hourly Part Time	32,000	15,829.50	32,000	15,164.37	38,000			38,000	6,000	18.75%	Increase Wages for Training and NFPA 1001 Fire Fighter Level 1 Certification Course, which is 78 Hours of online work, and 90 Hours over 3 weekends. As well, there is also training for a Fill-In Relief for when Fulltime Firefighters are off due to sickness etc. and regular training sessions for all members that consists of: - 16 training sessions (1900-2100) - 4 training sessions (1800-2100) - 3 full day training sessions (0800-1600)
10-040-0410-1154-60040 Employer EHT		16.63		112.06							
10-040-0410-1154-60055 Employer WSIB	1,298	351.23	712	322.60	728			728	14	1.97	
<b>Total 1154 Volunteer Fire Training</b>	33,298	16,197.36	32,712	15,599.03	38,728			38,726	6,014	18.38	
1160 Administration Sal/Ben											
10-040-0410-1160-60010 Salaries Full Time	110,342	114,104.23	112,319	113,398.16	114,651			114,651	2,332	2.08%	Fire Chiefs Wages. Benefits listed below.
10-040-0410-1160-60013 Overtime		4,063.56									
10-040-0410-1160-60025 Employer CPP	2,898	2,747.54	3,166	3,197.14	3,500			3,500	334	10.55	
10-040-0410-1160-60030 Employer EI	1,011	1,023.16	1,036	1,133.34	1,117			1,117	81	7.82	
10-040-0410-1160-60035 Employer OMERS	12,820	12,895.54	13,558	12,876.08	13,104			13,104	(454)	(3.35)	
10-040-0410-1160-60040 Employer EHT	2,141	2,180.62	2,190	2,209.03	2,235			2,235	45	2.05	
10-040-0410-1160-60050 Employer Benefits	3,873	8,318.28	8,089	8,350.30	8,169			8,169	80	0.99	
10-040-0410-1160-60055 Employer WSIB	3,005	2,142.25	2,385	2,268.47	2,395			2,395	10	0.42	
<b>Total 1160 Administration Sal/Ben</b>	136,090	147,475.18	142,743	143,432.52	145,171			145,171	2,428	1.70	
1161 Operation & Training Sal/Ben											
10-040-0410-1161-60020 Hourly Part Time		50.14		2,930.72							
10-040-0410-1161-60040 Employer EHT				4.13							
10-040-0410-1161-60055 Employer WSIB		1.16		68.00							
<b>Total 1161 Operation &amp; Training Sal/Ben</b>		51.30		3,002.85							
1200 Contracted Services											
10-040-0410-1200-71251 Communications	5,000	4,363.05	4,500	2,946.66	4,500			4,500			Service & Access Expenses: Radios.
10-040-0410-1200-71252 Postage/Freight/Courier	500	934.65	600	1,124.13	800			800	200	33.33	Increase due to Shipping & Freight for Air Cylinder Testing and Repairs.
10-040-0410-1200-71260 Memberships	360	359.49	360	359.49	359			359	(1)	(0.28)	OAF & Public Fire Safety Council.
<b>Total 1200 Contracted Services</b>	5,860	5,657.19	5,460	4,430.28	5,659			5,659	199	3.64	
1240 Municipal Buildings & Yards											
10-040-0410-1240-71545 Maintenance of Building and F	5,000	7,674.83	7,000	13,535.73	5,000			5,000	(2,000)	(28.57%)	Less: Note: 2021 was an exceptional year as repairs to the fire hall outside stucco were completed. As well, had some air packs that needed to be sent out for repairs. As well, 2020 had some air packs being sent out along with our Cascade air cylinders for our air compressor for hydro-static testing.
<b>Total 1240 Municipal Buildings &amp; Yards</b>	5,000	7,674.83	7,000	13,535.73	5,000			5,000	(2,000)	(28.57)	
1400 Materials											
10-040-0410-1400-71410 Office Supplies	2,000	3,037.39	2,500	1,389.43	1,500			1,500	(1,000)	(40.00%)	Office Supplies.

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Emergency Services

	2020 Operating Forecast	2020 Actuals	2020 Operating Forecast	2021 Actuals	2022 Base	2022 One Time	2022 Budget Cuts	2022 Operating Forecast	Variance 2022 Budget to 2021 Budget	Percentage Variance 2022 Budget to 2021 Budget	Comments
10-040-0410-1400-71431 Supplies - Fire Fighting	6,000	7,567.01		6,000	3,500			3,500	(2,500)	(41.67)	Less for Fire Fighting Equipment- Foam, Fitting and Adapters, Etc. NOTE: HELD OFF PURCHASES DUE TO BEING OVER BUDGET IN OT AND CALLS
10-040-0410-1400-71432 Supplies - Shop	2,000	2,319.98		2,000	1,000			1,000	(1,000)	(50.00)	Oil Tools, Truck Wash, Filings, Cleaning Supplies Etc.
10-040-0410-1400-71470 Cleaning Supplies	1,500	707.23		1,000	1,000			1,000			Cleaning/Garbage Bags/Mops/ Etc.
10-040-0410-1400-71478 Training Materials	4,000	696.69		4,000	2,000			2,000	(2,000)	(50.00)	Less due to Training Credit in 2021 for training manuals and books. Liquid Smoke/Rehab Supplies/Wood/Screws/Tarps/Etc.
10-040-0410-1400-71480 Clothing - Protective	3,000	3,880.96		3,000	2,000			2,000	(1,000)	(33.33)	PPE Etc.
10-040-0410-1400-71483 Clothing - Uniforms Coveralls	4,000	1,905.93		2,000	3,000			3,000	1,000	50.00	Increase due to ordering dress uniform new fulltime firefighter who was hired on May 1st, 2021 and Fire T-Shirts etc. As well, annual uniform allowance for fulltime firefighters.
10-040-0410-1400-71485 Fire Safety Grant Expenses				6,277.93							
<b>Total 1400 Materials</b>	22,500	20,115.19		20,500	14,000			14,000	(6,500)	(31.71)	
1500 Rents & Services											
10-040-0410-1500-71502 Annual Software Charges	3,225	3,075.06		3,225	3,225			3,225			Annual Fire Pro Licence/Etc.
10-040-0410-1500-71527 Fire Contracted Services	2,442	6,410.88		2,646	2,750			2,750	104	3.93	Actuary Services as per Dawn Galusha.
10-040-0410-1500-71531 Conferences & Courses	4,000	1,865.59		3,000	1,000			1,000	(2,000)	(66.67)	Online Training and course payment. NOTE: WAS UNDER BUDGET IN 2021 DUE TO FIRE CON 2021 BEING CANCELLED.
10-040-0410-1500-71542 Communication Equipment	6,000	5,179.50		5,000	2,000			2,000	(3,000)	(60.00)	Less for Radios and Pagers. NOTE: HELD OFF PURCHASES DUE TO BEING OVER BUDGET IN OT AND CALL BACKS IN 2021.
10-040-0410-1500-71545 Repairs & Maintenance		88.88									
10-040-0410-1500-71546 Volunteer Training Expenses	3,000	407.04		2,000	500			500	(1,500)	(75.00)	Training Instructors/Training Expenses/Etc.
10-040-0410-1500-71580 General Insurance	4,793	4,883.84		5,642	6,400			6,400	768	13.43	NOTE: THESE ALLOTTED FUNDS WILL BE UTILIZED FOR THE NFPA 1001 FIREFIGHTER LEVEL 1 CERTIFICATION
10-040-0410-1500-71583 Fire Prevention	3,000	2,314.96		5,000	1,000			1,000	(4,000)	(80.00)	Information provided by Deputy Treasurer. Less for Fire Prevention Kits, Books, Ads/Etc.
10-040-0410-1500-71591 Advertising & Public Notices	600	387.95		600							NOTE: WAS UNDER BUDGET IN 2021 DUE TO FIRE SAFETY GRANT BEING MADE AVAILABLE.
<b>Total 1500 Rents &amp; Services</b>	27,060	24,613.70		27,113	16,875			16,875	(10,238)	(37.76)	Less for Newspaper, Radio Ads, Recruitment/Etc.
2110 Grants & Apportioned Costs											WILL UTILIZE FACEBOOK POSTS, TOWNS WEBSITE, WEEKLY FIRE SAFETY TIP SPACE.
10-040-0410-2110-72110 Transfer to Others (Mutual Aid)	4,348	4,347.60		4,348					(4,348)	(100.00%)	NOTE: HELD OFF ADS & PUBLIC NOTICES DUE TO BEING OVER BUDGET IN OT & 2021 WAS UNDER BUDGET
<b>Total 2110 Grants &amp; Apportioned Costs</b>	4,348	4,347.60		4,348					(4,348)	(100.00)	
2910 Vehicle Expenses											
10-040-0410-2910-60010 Salaries Full Time	3,400	3,132.25		3,400	3,468			3,468	68	2.00%	Mechanics Wages. Benefits are listed below.
10-040-0410-2910-60025 Employer CPP		180.18			185			185	185		

Emergency Services

	Operating Forecast	2020 Actuals	2021 Operating Forecast	2021 Actuals	2022 Base	2022 One Time	2022 Budget Cuts	2022 Operating Forecast	Variance 2022 Budget to 2021 Budget	Percentage Variance 2022 Budget to 2021 Budget	Comments
10-040-0410-2910-60030 Employer EI		59.14		62.28	63			63	63		
10-040-0410-2910-60035 Employer OMERS		354.30		298.67	310			310	310		
10-040-0410-2910-60040 Employer EHT		74.63		61.18	52			52	52		
10-040-0410-2910-60050 Employer Benefits	1,100	482.26	1,100	381.67	403			403	(687)	(63.36)	
10-040-0410-2910-60055 Employer WSIB		88.81		72.81	83			83	83		
10-040-0410-2910-71418 Gas & Fuel	5,400	3,661.12	5,000	4,000.37	4,500			4,500	(500)	(10.00)	Less for Gas & Fuel.
10-040-0410-2910-71451 Vehicle/Equipment Parts & M	20,000	9,892.70	10,000	9,011.40	10,000			10,000			Maintenance & Annual Inspection (Commercials) on apparatus, Annual Pumper Testing, Charging Inverter for new Aerial Ladder Truck, Etc.
10-040-0410-2910-71523 Contracted Works		495.47									
10-040-0410-2910-71527 Contracted Works/Services				445.18							
10-040-0410-2910-71580 Insurance	2,755	2,828.26	3,373	3,454.84	4,381			4,381	1,008	29.88	Information provided by Deputy Treasurer.
<b>Total 2910 Vehicle Expenses</b>	32,655	21,249.12	22,873	20,821.37	23,445			23,445	572	2.50	
<b>Total 0410 Fire</b>	1,084,534	1,018,528.62	1,044,800	1,084,568.73	1,084,005			1,084,005	49,405	4.73	
0420 Police											
0330 Operational Revenue											
10-040-0420-0330-40582 Sundry Revenue - User Fees	(2,000)	(156.63)	(1,000)						1,000	(100.00%)	
<b>Total 0330 Operational Revenue</b>	(2,000)	(156.63)	(1,000)						1,000	(100.00)	
0430 Operational Rev HST Ex											
10-040-0420-0430-40415 Solicitor General - R.I.D.E.	(8,800)	(8,853.00)	(8,800)	(8,707.32)	(8,800)			(8,800)			
10-040-0420-0430-40445 MCSGS Grant (Court Security	(210,914)	(195,549.24)	(173,873)	(122,096.00)	(155,481)			(155,481)	18,392	(10.58)	2021 Allocation
10-040-0420-0430-40582 Sundry Revenue - User Fees	(12,000)	(11,508.56)	(12,000)	(21,115.04)	(12,000)			(12,000)			
<b>Total 0430 Operational Rev HST Ex</b>	(231,714)	(215,910.80)	(194,873)	(151,915.36)	(176,281)			(176,281)	18,392	(9.45)	
1100 Handi-Transit System											
10-040-0420-1100-71155 Paid Duty- RIDE	9,000	3,564.18	9,000	3,446.20	9,000			9,000			
<b>Total 1100 Handi-Transit System</b>	9,000	3,564.18	9,000	3,446.20	9,000			9,000			
1400 Materials											
10-040-0420-1400-71481 Phoners Meals	3,000		3,000		3,000			3,000			
<b>Total 1400 Materials</b>	3,000		3,000		3,000			3,000			
1500 Rents & Services											
10-040-0420-1500-71585 OPP Contract	2,639,763	2,659,969.00	2,706,631	2,706,639.89	2,654,708			2,654,708	(51,923)	(1.92%)	Per Annual billing statement
10-040-0420-1500-71580 General Insurance	2,222	1,838.87	2,620		(2,620)				(2,620)	(100.00)	No longer in our building
10-040-0420-1500-71591 Advertising & Public Notices	150		150						(150)	(100.00)	
<b>Total 1500 Rents &amp; Services</b>	2,642,135	2,661,807.87	2,709,401	2,706,639.89	2,654,708			2,654,708	(54,693)	(2.02)	
<b>Total 0420 Police</b>	2,420,421	2,449,304.62	2,525,728	2,558,167.73	2,490,427			2,490,427	(35,301)	(1.40)	
0421 911 Services											
0330 Operational Revenue											
10-040-0421-0330-40370 Trans from Municipalities	(4,685)	(4,757.42)	(4,685)		(4,757)			(4,757)	(72)	1.54%	CERB 9-1-1 AGREEMENT WITH OPP FOR R.R. DISTRICT . INCLUDES OTHER MUNICIPALITIES PORTION TRANSFERRED TO TOWN OF FORT FRANCES.
<b>Total 0330 Operational Revenue</b>	(4,685)	(4,757.42)	(4,685)		(4,757)			(4,757)	(72)	1.54	
1200 Contracted Services											
10-040-0421-1200-71251 Communications	500	108.34	150	110.28	150			150			
<b>Total 1200 Contracted Services</b>	500	108.34	150	110.28	150			150			
1500 Rents & Services											
10-040-0421-1500-71523 Contracted Works	15,517	14,417.10	15,517	14,317.10	15,517			15,517			CONTRACTED 9-1-1 SERVICES PROVIDED BY OPP & FIRE DISPATCH SERVICES PROVIDED BY KENORA CACC.
<b>Total 1500 Rents &amp; Services</b>	15,517	14,417.10	15,517	14,317.10	15,517			15,517			
<b>Total 0421 911 Services</b>	11,332	9,768.02	10,982	14,427.38	10,910			10,910	(72)	(0.66)	

Emergency Services

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0422 Police Services Board											
1200 Contracted Services											
10-040-0422-1200-71260 Memberships	1,300	1,315.39	1,325	1,339.20	1,340			1,340	15	1.13%	
<b>Total 1200 Contracted Services</b>	<b>1,300</b>	<b>1,315.39</b>	<b>1,325</b>	<b>1,339.20</b>	<b>1,340</b>			<b>1,340</b>	<b>15</b>	<b>1.13</b>	
1500 Rents & Services											
10-040-0422-1500-71531 Conferences & Courses	2,500	39.22	1,500		1,500			1,500			
10-040-0422-1500-71532 Meeting Expense	350		200	254.40	300			300	100	50.00	
10-040-0422-1500-71580 Insurance	870	864.00	886	864.00	886			886			
10-040-0422-1500-71592 Public Relations/Promotions	250		250		250			250			
<b>Total 1500 Rents &amp; Services</b>	<b>3,970</b>	<b>903.22</b>	<b>2,836</b>	<b>1,118.40</b>	<b>2,836</b>			<b>2,836</b>	<b>100</b>	<b>3.53</b>	
2910 Vehicle Expenses											
10-040-0422-2910-60020 Hourly Part Time	11,275	7,580.00	11,500	7,580.00	11,730			11,730	230	2.00%	
10-040-0422-2910-60025 Employer CPP	260	271.40	270	187.38	275			275	5	1.85	
10-040-0422-2910-60035 Employer OMERS		150.66	150	155.30	153			153	3	2.00	
10-040-0422-2910-60040 Employer EHT	160	147.84	225	147.82	230			230	5	2.22	
<b>Total 2910 Vehicle Expenses</b>	<b>11,695</b>	<b>8,149.90</b>	<b>12,145</b>	<b>8,070.50</b>	<b>12,388</b>			<b>12,388</b>	<b>243</b>	<b>2.00</b>	
<b>Total 0422 Police Services Board</b>	<b>16,965</b>	<b>10,368.51</b>	<b>16,306</b>	<b>10,526.10</b>	<b>16,664</b>			<b>16,664</b>	<b>368</b>	<b>2.20</b>	
0450 Emergency Measures											
0490 Other Rev Capital (HST Ex)											
10-040-0450-0490-40412 Provincial Grant - COVID-19		(556,100.00)	(93,000)	(116,103.77)					93,000	(100.00%)	
<b>Total 0490 Other Rev Capital (HST Ex)</b>		<b>(556,100.00)</b>	<b>(93,000)</b>	<b>(116,103.77)</b>					<b>93,000</b>	<b>(100.00)</b>	
1101 Salaries, Wages, Benefits											
10-040-0450-1101-60010 Salaries Full Time	3,911	901.52	3,956	784.44	4,305			4,305	349	8.82%	GIS Fire related expenses.
10-040-0450-1101-60013 Overtime					68			68	68		
10-040-0450-1101-60025 Employer CPP		37.94		39.03	197			197	197		
10-040-0450-1101-60030 Employer EI		14.63		14.54	68			68	68		
10-040-0450-1101-60035 Employer OMERS		86.30		74.38	372			372	372		
10-040-0450-1101-60040 Employer EHT		17.37		15.03	84			84	84		
10-040-0450-1101-60050 Employer Benefits	1,021	65.78	977	35.10	221			221	(766)	(77.38)	
10-040-0450-1101-60055 Employer WSIB		20.69		17.87	100			100	100		
10-040-0450-1101-71540 Equipment Rental - Owned		12.50									
<b>Total 1101 Salaries, Wages, Benefits</b>	<b>4,932</b>	<b>1,156.73</b>	<b>4,933</b>	<b>980.39</b>	<b>5,415</b>			<b>5,415</b>	<b>482</b>	<b>9.77</b>	
1200 Contracted Services											
10-040-0450-1200-71251 Communications	1,600	2,011.57	1,600	2,031.62	2,100			2,100	500	31.25%	Satellite Phone Yearly Access, Emergency Measures Fax, and Monitoring of Water Tower Communication Equipment.
10-040-0450-1200-71253 Legal											
<b>Total 1200 Contracted Services</b>	<b>1,600</b>	<b>2,011.57</b>	<b>1,600</b>	<b>4,812.72</b>	<b>2,100</b>			<b>2,100</b>	<b>500</b>	<b>31.25</b>	
1400 Materials											
10-040-0450-1400-71410 Office Supplies	500	669.90	600	947.92	700			700	100	16.67%	Office Supplies.
10-040-0450-1400-71471 Materials/Supplies	1,000	647.27	1,000	503.60	1,000			1,000			BACK-UP GENERATOR, Propane Tanks Rental and Propane at Memorial Sports Centre.
10-040-0450-1400-71523 Contracted Works											BACK-UP GENERATOR: Fuel at High School.
<b>Total 1400 Materials</b>	<b>1,500</b>	<b>1,317.17</b>	<b>1,600</b>	<b>1,451.52</b>	<b>1,700</b>			<b>1,700</b>	<b>100</b>	<b>6.25</b>	EMERGENCY SIRENS: Repairs.
1500 Rents & Services											
10-040-0450-1500-71507 GIS Expense	4,477	2,688.02	4,070	2,115.63	4,000			4,000	(70)	(1.72%)	Departmental Portion of GIS Expenses.
10-040-0450-1500-71520 COVID-19-Operating Equipme		27,572.76	11,000	16,027.39					(11,000)	(100.00)	
10-040-0450-1500-71523 Conferences & Courses	2,500	1,343.23	1,000		500			500	(500)	(50.00)	Training for Alternate CEWC.

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Emergency Services

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10-040-0450-1500-71537 COVID- BEACON Costs		699.60	4,200	3,879.60					(4,200)	(100.00)	
10-040-0450-1500-71538 COVID-19- Supplies		39,083.15	5,000	12,310.23	10,000			10,000	5,000	100.00	
10-040-0450-1500-71539 COVID-19- Cleaning Supplies		5,816.51	10,000	2,926.75	5,000			5,000	(5,000)	(50.00)	
10-040-0450-1500-71540 COVID Screening Contractor				26,742.52							
10-040-0450-1500-71591 Advertising & Public Notices	600		600						(600)	(100.00)	Less for Ads and Notices. Will utilize Facebook and Weekly Fire Safety Tip space in newspaper.
<b>Total 1500 Rents &amp; Services</b>	7,577	77,203.27	35,870	64,002.12	19,500			19,500	(16,370)	(45.64)	
1501 Civic Centre- COVID-19											
10-040-0450-1501-60010 Salaries Full Time- CC COVID			94,261		47,403			47,403	(46,858)	(49.71%)	
10-040-0450-1501-60013 Overtime - CC COVID		369.85		113.15							
10-040-0450-1501-60020 Hourly Part Time- CC COVID		8,590.66		13,750.61							
10-040-0450-1501-60025 Employer CPP- CC COVID		456.08		712.61							
10-040-0450-1501-60030 Employer EI- CC COVID		203.90		316.57							
10-040-0450-1501-60035 Employer OMERS- CC COVID				1,281.64							
10-040-0450-1501-60040 Employer EHT- CC COVID		179.80		279.06							
10-040-0450-1501-60050 Employer Benefits- CC COVID			21,329	595.50	16,970			16,970	(4,359)	(20.44)	
10-040-0450-1501-60055 Employer WSIB- CC COVID		213.89		332.00							
<b>Total 1501 Civic Centre- COVID-19</b>		10,014.18	115,590	17,381.14	64,373			64,373	(51,217)	(44.31)	
1502 MSC-COVID-19- Costs											
10-040-0450-1502-60010 Salaries Full Time- MSC COVID		1,206.58									
10-040-0450-1502-60013 Overtime- MSC COVID		1,479.30		75.43							
10-040-0450-1502-60020 Hourly Part Time- MSC COVID		28,696.90		11,781.58							
10-040-0450-1502-60025 Employer CPP- MSC COVID		1,034.48		606.73							
10-040-0450-1502-60030 Employer EI- MSC COVID		557.68		269.72							
10-040-0450-1502-60035 Employer OMERS- MSC COVID		1,029.87		1,093.47							
10-040-0450-1502-60040 Employer EHT- MSC COVID		519.91		237.79							
10-040-0450-1502-60050 Employer Benefits- MSC COVID		347.50		506.30							
10-040-0450-1502-60055 Employer WSIB- MSC COVID		618.52		282.85							
<b>Total 1502 MSC-COVID-19- Costs</b>		35,490.74		14,853.87							
1503 PW- COVID-19 Costs											
10-040-0450-1503-60013 Overtime- PW COVID		369.85		92.19							
10-040-0450-1503-60020 Hourly Part Time- PW COVID		8,590.64		7,334.38							
10-040-0450-1503-60025 Employer CPP- PW COVID		456.08		387.55							
10-040-0450-1503-60030 Employer EI- PW COVID		203.90		171.91							
10-040-0450-1503-60035 Employer OMERS- PW COVID				697.33							
10-040-0450-1503-60040 Employer EHT- PW COVID		179.79		151.55							
10-040-0450-1503-60050 Employer Benefits- PW COVID				301.10							
10-040-0450-1503-60055 Employer WSIB- PW COVID		213.88		180.36							
<b>Total 1503 PW- COVID-19 Costs</b>		10,014.14		9,316.37							
1504 P&C COVID-19 Costs											
10-040-0450-1504-60013 Overtime- P&C COVID		34.09									
10-040-0450-1504-60020 Hourly Part Time- P&C COVID		2,358.92									
10-040-0450-1504-60025 Employer CPP- P&C COVID		113.84									
10-040-0450-1504-60030 Employer EI- P&C COVID		51.24									
10-040-0450-1504-60040 Employer EHT- P&C COVID		45.14									
10-040-0450-1504-60055 Employer WSIB- P&C COVID		53.73									
<b>Total 1504 P&amp;C COVID-19 Costs</b>		2,656.86									
1620 Transfer to Reserve Funds											
10-040-0450-1620-75390 Transfer to Reserves		416,235.24	(362,475)	(417,914.68)	(424,000)			(424,000)	(61,525)	16.97%	Expected amount left in COVID funding - covers cleaners and reduced MSC revenues



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Emergency Services

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<b>Total 1620 Transfer to Reserve Funds</b>		416,235.24	(362,475)	(417,914.68)	(424,000)			(424,000)	(61,525)	16.97	
<b>Total 0450 Emergency Measures</b>	15,609		(295,882)	(421,220.32)	(330,912)			(330,912)	(35,030)	11.84	
<b>Total Emergency Services</b>	3,548,861	3,487,969.77	3,301,734	3,246,472.62	3,281,094			3,281,094	(20,640)	(0.63)	
<b>Total Fort Frances</b>	3,548,861	3,487,969.77	3,301,734	3,246,472.62	3,281,094			3,281,094	(20,640)	(0.63)	
<b>Total 10 General</b>	3,548,861	3,487,969.77	3,301,734	3,246,472.62	3,281,094			3,281,094	(20,640)	(0.63)	
<b>Total Emergency Services</b>	3,548,861	3,487,969.77	3,301,734	3,246,472.62	3,281,094			3,281,094	(20,640)	(0.63)	

**To: Administration and Finance Executive Committee**  
**FROM: Dawn Galusha, Treasurer**  
**DATE: February 8, 2022**  
**SUBJECT: Councillor Wendy Brunetta– RRDMA Annual General Meeting Per Diem**

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**BACKGROUND**

Attached is a copy of Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$80.00 to attend the RRDMA Annual General Meeting virtually on January 15, 2022 as submitted by Councillor Wendy Brunetta.

Due to the virtual nature, there is no registration fee, resulting in the total cost of \$80.00 to attend the RRDMA Annual General Meeting as authorized by Council.

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

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

Attendee	Wendy Brunetta
Conference / Seminar Attended	RRDMA AGM
Location	Virtual
Dates	Jan. 15, 2022

**Details of Per Diem**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date						Jan 15		
Amount						\$80		\$80

Name (Please Print) Wendy Brunetta	Signature 
Approved	Date

To be submitted to Payroll for processing when approved by Council

**RAINY RIVER DISTRICT MUNICIPAL ASSOCIATION  
31st ANNUAL GENERAL MEETING AND CONFERENCE  
SATURDAY, JANUARY 15, 2022**

**AGENDA- Revised**

- |                         |   |
|-------------------------|---|
| 9:00 a.m. - 9:10 a.m.   | Opening Remarks<br><br><i><b>“We acknowledge that we are meeting on the territory of Treaty 3, the traditional land of the Anishinaabe people. We also recognize the local Metis Nation that shares the spiritual history of this land.”</b></i><br><br>- Deb Ewald/RRDMA President<br><br>Invocation: Pat White  |
| 9:10 a.m. - 10:00 a.m.  | <b>Business Session:</b><br>(Detailed information will be included) <ul style="list-style-type: none"><li>- Minutes of September 22, 2021 General Meeting</li><li>- Audited Treasurer's Report for 2021</li><li>- Reports</li><li>- NOMA - Levy payment</li><li>- Resolutions/Resolutions for N.O.M.A.</li><li>- Conferences – KDMA</li><li>- Other Business</li><li>- Meetings</li></ul> |
| 10:00 a.m. - 10:30 a.m. | - <b>Northwestern Health Unit</b><br><br>Dr. Kit Young Hoon<br>Marilyn Herbacz/CEO  |
| 10:30 a.m. - 11:00 a.m. | - <b>DSSAB</b><br><br>Dan McCormick/CAO   |
| 11:00 a.m. - 11:15 a.m. | - HEALTH BREAK  |
| 11:15 a.m. - 11:45 a.m. | - <b>Geoff Gillon/RRFDC</b>   |
| 11:45 a.m. – 12:00 Noon | - <b>Marcus Powlowski, MP</b><br><b>Thunder Bay – Rainy River</b>   |

12:00 Noon - 12:30 p.m.

**Ontario Provincial Police**

12:30 p.m. - 12:45 p.m.

- **ADJOURNMENT**  
- Closing Remarks

**To: Administration & Finance Executive Committee**  
**FROM: Dawn Galusha, Treasurer**  
**DATE: February 8, 2022**  
**SUBJECT: Councillor Rick Wiedenhoeft– ROMA Conference Per Diem**

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**BACKGROUND**

Attached is a copy of Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$320.00 to attend the Rural Ontario Municipal Association (ROMA) Conference held virtually on January 24 and 25, 2022 as submitted by Councillor Rick Wiedenhoeft.

The registration cost was \$457.92, resulting in the total cost of \$777.92 to attend the virtual ROMA Conference as authorized by Council.

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

**RECOMMENDATION**

Administration recommends approval of the Schedule “F” Travel Statement – Mayor/Council Honorarium per diem claim in the total amount of \$320.00 as submitted by Councillor Rick Wiedenhoeft for his virtual attendance at the ROMA Conference.

**Town of Fort Frances**  
**Travel Statement - Mayor/Council Honorarium**

Attendee RICK WIEDENHOEFF  
Conference/Seminar Attended ROMA 2022  
Location Virtually  
Dates Monday & Tuesday Jan. 24 & 25, 2022.

**Details of Per Diem**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date	<u>Jan 24</u>	<u>Jan 25</u>						<u>2 days</u>
Amount	<u>160.00</u>	<u>160.00</u>						<u>320.00</u>

Submitted by: R. Wiedenhoeff

Date: Jan. 27, 2022

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

*To be submitted to Payroll for processing when approved by Council*

or Payroll

Pay period \_\_\_\_\_



## ROMA Conference

[Join the Conference](#)

[Delegation Meetings](#)

**Program**

[Registration](#)

[Sponsorship/Exhibitors](#)

[Home](#) / [ROMA 2022: Rural Opportunities](#) /

## Program

The following program is continually being updated. Details will be added as they are confirmed.

### Sunday, January 23

12:30 – 5:00pm

Info Booth Open and Delegation Meetings

### Monday, January 24

8:15 – 8:25am

Welcome, O Canada

8:25 – 9:10am

Opening Keynote: How Municipalities Can and Should Work with Indigenous Peoples, Chief Perry Bellegarde, Former National Chief of the Assembly of First Nations.

Chief Perry Bellegarde has dedicated his life to championing the rights and well-being of First Nations. For 35 years, he has held various First Nations leadership roles, including two terms served as the National Chief of the Assembly of First Nations (AFN). Chief Bellegarde believes passionately that at the heart of the original Treaty relationship sits a vision of peace and friendship that is the key to building a better and brighter future for Canada.

A member of Little Black Bear First Nation, Chief Bellegarde credits the wisdom shared by the First Nations Elders of Saskatchewan for instilling in him a deep sense of pride in his culture, as well as a lasting conviction that Indigenous knowledge and values are crucial to building a more just and inclusive society. He describes himself as an *oskâpêwis*, a Cree word meaning “helper”, and he believes this understanding of the role and responsibilities of a leader applies to many walks of life.

Chief Bellegarde has championed that vision through all his leadership roles. As National Chief, Chief Bellegarde campaigned tirelessly to close the gap in the quality of life between First Nations and other families in Canada. He led the AFN through a period of profound transformation in public awareness of First Nations concerns and priorities. Critical accomplishments include the passage of Canada’s first national legislation recognizing and protecting Indigenous languages, much needed changes in how government services in First Nations communities are funded, and securing a legal commitment to national implementation of the United Nations Declaration on the Rights of Indigenous Peoples.

In recognition of his work, Chief Bellegarde has been awarded the Confederation Medal, the Saskatchewan Centennial Medal, and both the Queen Elizabeth II Diamond Jubilee Medal and Golden Jubilee Medal. In 2018, he was recognized with the Saskatchewan Order of Merit, and in 2019, was awarded an Honourary Doctorate of Laws from Queen’s University for his extraordinary contribution to public service, arts, culture, law, and government. The Empire Club of Canada has recently selected Chief Bellegarde as The Nation Builder of the Year Award 2021.

9:10 – 9:30am

ROMA Update and AGM  
Robin Jones, Chair  
Afshin Majidi, Secretary Treasurer

9:30 – 9:40am

Jamie McGarvey, AMO President

9:40 – 9:50am

[The Hon. Doug Ford, Premier of Ontario](#)

9:50 - 10:00am

The Hon. Gudie Hutchings, Minister of Rural Economic Development



10:00 – 10:30am	Break and Meet with Exhibitors
10:30 - 11:45am	<p>Concurrent Session A</p> <ol style="list-style-type: none"> <li>1. Navigating the New Regulations under the Conservation Authorities Act <ul style="list-style-type: none"> <li>- The changes outlining what and how Conservative Authorities are to do business are completed. Now comes the work of transitioning to this new model. Hear from three points of view (council, staff, and CA leadership) on top priorities, major challenges and advice on how to be successful.</li> </ul> </li> <li>2. Human Services Transformation for Poverty Reduction <ul style="list-style-type: none"> <li>- Poverty has taken on a new dimension with the onset of the COVID-19 pandemic. The unique characteristics of poverty in rural and northern areas will be explored with discussion of the current human service transformation initiatives that can help reduce it.</li> </ul> </li> <li>3. Community Safety and Well Being <ul style="list-style-type: none"> <li>- This session will explore the challenges and opportunities that Community Safety and Well Being planning presents for Ontario municipalities. With a rural lens, panelists will discuss how they met the July 1, 2020 deadline to have a plan in place and how they are moving forward with the CSWB plan implementation.</li> </ul> </li> </ol>
11:45 – 12:45pm	Lunch and Zone Networking Sessions
12:45 – 2:00pm	<p>Concurrent Session B</p> <ol style="list-style-type: none"> <li>1. The Continued Quest to Improve Connectivity in Ontario <ul style="list-style-type: none"> <li>- Learn about the state of connectivity in rural Ontario.</li> </ul> </li> <li>2. Homelessness in Rural Ontario: Challenges and Opportunities <ul style="list-style-type: none"> <li>- Examining the unique context of homelessness in rural and northern Ontario, this session will showcase initiatives and recommendations that can be implemented in communities, ultimately working toward the goal of ending homelessness in Ontario.</li> </ul> </li> </ol>
2:00 – 2:30pm	Break and Meet with Exhibitors
2:30 – 2:40pm	Andrea Horwath, Leader of the Official Opposition and NDP
2:40 - 2:45pm	A Message from Intact Public Entities
2:45 – 3:25pm	<p>Opportunities for Rural Ontario: Post-COVID Recovery</p> <p>ROMA recommendations and strategies on the recovery and growth plans for Ontario's rural communities</p>
3:25 - 3:35 pm	<p>Filling the Housing Information Gap in Rural Communities</p> <p>Learn about the partnership between The Rural Ontario Institute, Eastern Ontario Wardens' Caucus and IT firm Itergy, that addresses a housing shortfall through the creation of an innovative digital tool.</p>
3:35 - 3:50pm	The Hon. Steve Clark, Minister of Municipal Affairs and Housing
3:50 - 4:35pm	<p>Ministers' Forum: Adapting Health and Social Services for Rural Communities in a Post-Pandemic Environment</p> <ul style="list-style-type: none"> <li>• The Hon. Doug Downey, Attorney General</li> <li>• The Hon. Merrilee Fullerton, Minister of Children, Community and Social Services</li> <li>• The Hon. Jane McKenna, Associate Minister of Children and Women's Issues</li> <li>• The Hon. Parm Gill, Minister of Citizenship and Multiculturalism</li> <li>• The Hon. Jill Dunlop, Minister of Colleges and Universities</li> <li>• The Hon. Stephen Lecce, Minister of Education</li> <li>• The Hon. Monte McNaughton, Minister of Labour, Training and Skills Development</li> <li>• The Hon. Christine Elliott, Minister of Health</li> <li>• The Hon. Michael Tibollo, Associate Minister of Mental Health and Addictions</li> <li>• The Hon. Paul Calandra, Minister of Long-Term Care</li> <li>• The Hon. Steve Clark, Minister of Municipal Affairs and Housing</li> </ul>

- The Hon. Raymond Cho, Minister of Seniors and Accessibility
- The Hon. Sylvia Jones, Solicitor General

**Tuesday, January 25**

8:00 – 8:30am

Meet with Exhibitors

8:30 - 8:32am

The Hon. Helena Jaczek, Minister responsible for the Federal Economic Development Agency for Southern Ontario

8:32 – 9:05am

The Role of Science in Policy: Dr. Bruce Lourie, Influential Environmental Policy Expert and Bestselling Author

Co-author of international bestseller *Slow Death by Rubber Duck*, Dr. Bruce Lourie is one of Canada's most influential leaders and thinkers in the environment sector. He has been instrumental in the creation of more than a dozen organizations that play critical roles in sustainability in Canada and abroad, and initiated the largest climate action in North America — phasing out coal in Ontario. Speaking on topics such as getting to net zero to solve climate change, energy systems transition, the role of ESG and sustainable finance, toxic pollution, non-profit leadership, and more, Lourie brings a unique ability to translate complex issues into timely and actionable information.

As one of the country's foremost experts in integrating climate science and policy, Dr. Lourie will delve into how best to navigate the complexity and cut to the chase on the most recent and relevant ideas for managing climate risk and transitioning to a net-zero economy by exploring the following questions:

- How do we use climate science to inform policy?
- What are the fires and floods telling us about climate policy urgency?
- How do communities make decisions regarding climate resilient infrastructure and buildings?
- What is the science telling us about agricultural risk?
- And who do we trust? Which organizations? Which people?

9:05 - 9:15am

Steven Del Duca, Leader, Liberal Party of Ontario

9:15 – 10:00am

Michael J. Smither Question Box Panel

- Shawn Everitt, Chief Administrative Officer, Town of The Blue Mountains
- Jody Johnson, Director, Legal Services, Halton Region
- Andy Jones, Chief Building Official, Town of Gravenhurst
- Sid Vander Veen, Drainage Specialist, R. J. Burnside & Associates Limited
- Robert Walton, General Manager - Operations, County of Brant
- Sandra Weber, Director, Huron County Planning and Development Department

Delegates attending the conference can submit questions for the Question Box Panel [here](#).

10:00 – 10:30am

Break and Networking Events

10:30 - 11:45am

Concurrent Session A

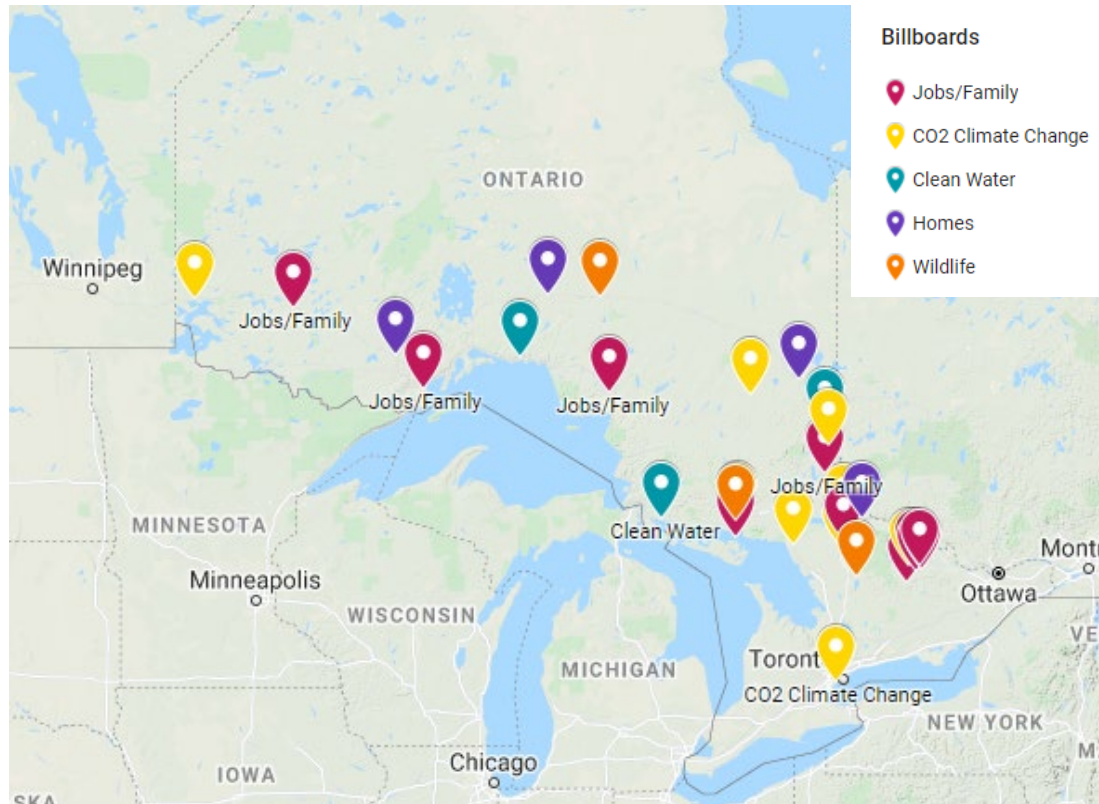
1. Fines and Enforcement: Advancing the Local Administration of Justice
  - Penalties and fines are an important part of administering justice in your municipality. Learn what steps the Ministry of the Attorney General has taken to improve municipal fine collection and how your municipality can control roadway speeds using automated enforcement in specific areas.
2. Taking a Pulse Check on Rural and Northern Health
  - Access to health services is a challenge in rural and northern Ontario. To help meet the needs of residents, a diverse panel will examine the current situation and discuss opportunities for innovative solutions.

11:45 – 12:45pm	Lunch and Networking Events
12:45 – 2:00pm	<p>Concurrent Session B</p> <ol style="list-style-type: none"> <li>1. Climate Change and Municipalities: How Community Energy Plans and Land Use Planning Can Help <ul style="list-style-type: none"> <li>- The goal of this session is to broaden participants' understanding of how climate change, energy and land-use planning intersect, and provide an overview of scale-able and accessible solutions for municipalities of all sizes.</li> </ul> </li> <li>2. Innovative Housing Solutions in Rural Ontario <ul style="list-style-type: none"> <li>- New strategies and partnerships are required to address the housing crisis and support affordable home ownership opportunities in rural Ontario. This session will showcase innovations and partnerships with the potential to be applied in communities across rural and northern Ontario.</li> </ul> </li> </ol>
2:00 – 2:30pm	Meet with Exhibitors
2:30 – 2:40pm	Mike Schreiner, Leader, Green Party of Ontario
2:40 - 2:45pm	A Message from IESO: The Municipal Role in Meeting Ontario's Energy Needs. Sponsored by IESO.
2:45 – 3:15pm	Post-COVID Recovery: Opportunities in Practice for Rural Ontario
3:15 - 3:30pm	The Hon. Lisa Thompson, Minister of Agriculture, Food and Rural Affairs
3:30 - 3:35pm	A Message from NWMO
3:35 - 3:50pm	The Hon. Kinga Surma, Minister of Infrastructure
3:50 - 4:35pm	<p>Ministers' Forum: Sparking Rural Economic Growth with the Environment, Infrastructure and Resource Development</p> <ul style="list-style-type: none"> <li>• The Hon. Lisa Thompson, Minister of Agriculture, Food and Rural Affairs</li> <li>• The Hon. Victor Fedeli, Minister of Economic Development, Job Creation and Trade</li> <li>• The Hon. Nina Tangri, Associate Minister of Small Business and Red Tape Reduction</li> <li>• The Hon. Todd Smith, Minister of Energy</li> <li>• The Hon. David Piccini, Minister of Environment, Conservation and Parks</li> <li>• The Hon. Peter Bethlenfalvy, Minister of Finance</li> <li>• The Hon. Kaleed Rasheed, Associate Minister of Digital Government</li> <li>• The Hon. Ross Romano, Minister of Government and Consumer Services</li> <li>• The Hon. Kinga Surma, Minister of Infrastructure</li> <li>• The Hon. Steve Clark, Minister of Municipal Affairs and Housing</li> <li>• The Hon. Greg Rickford, Minister of Northern Development, Mines and Natural Resources and Forestry / Indigenous Affairs</li> <li>• The Hon. Caroline Mulroney, Minister of Transportation / Francophone Affairs</li> <li>• The Hon. Stan Cho, Associate Minister of Transportation</li> </ul>

# #ItTakesAForest

## ITTAKEAFOREST.CA

### Distribution of ITAF billboards



Starting in 2016, Forests Ontario has worked with local partners to develop the It Takes A Forest (ITAF) initiative – a collaborative of local, like-minded individuals and organizations with the common goal of providing the public with unbiased, factual information on Ontario’s Forest resources. It now has expanding cross-province to a billboard network of 30 signs and support from over 40 organizations.

#### Why ITAF Billboards works:

- Fact-based messaging is used to build awareness for sustainable forestry in Ontario
- Billboards directly address misconceptions of forestry
- The messaging is proactive, positive, and easy to understand
- The messaging encompasses a range of consistent, publicly accessible forestry topics – from wood products to green jobs and wildlife
- Billboards, use eye-catching, user-friendly graphics

# Billboard Message

Billboard	Message
CO2	Wood products /Sustainable Forestry help fight climate change
JOBS/FAMILY	Forestry supports 180,000 jobs across Ontario
HOMES	Wood builds 30,000 Ontario homes each year
WILDLIFE	Sustainable forestry helps wildlife thrive
WATER	Healthy forests keep water clean

## Funding

FedNor (FedNor is the Government of Canada's economic development organization for Northern Ontario) has provided financial support covering 75%, up to maximum of \$3,750 per billboard to establish 24 billboards across Northern Ontario by March 31,2022 .

Example, Billboard costs \$5,000, Fednor covers \$3,750 (75%), and the sponsor/partner covers \$1,250 (25%).

**#ItTakesAForest**  
ITTAKESAFOREST.CA





HOMES



CO2



WILDLIFE



JOBS/FAMILY



WATER



\* Billboard dimensions are 8 feet (height) x 16 feet (width)  
 \* Wildlife is 10 feet (height) x 12 feet (width)

DATE: February 4, 2022  
TO: Administration and Finance Executive Committee  
FROM: Municipal Clerk  
SUBJECT: For your decision: Lame Duck Council

## **Issue**

For Council to receive information pertaining to a potential Lame Duck Council.

## **Facts**

- Under *Section 275 of the Municipal Act, S.O. 2001, c.25* Council is prohibited from performing certain actions in a municipal election year where it is determined that there will be a material change in its membership during the next term of office, this is referred to as “Lame Duck Council”.
- A municipal Council can be in a lame duck situation if it is determined there is the potential that three-quarters (75%) of the existing Council members will not be returning to office.
- A lame duck position occurs twice during the municipal election period:
  - a) Between Nomination Day to the end of the current term (August 19, 2022 – November 14, 2022) - if less than 6 of the 7 (75%) existing members are not running for Council, then Council will be restricted in its actions and be deemed lame duck.
  - b) From Voting Day to the end of the current term (October 24, 2022 to November 14, 2022) – to determine if a lame duck happens after voting day the question will be: will the new Council be composed of 6 of the 7 (75%) of the incumbent (Old) Council and if the answer is "yes" then there is no lame duck. If the answer is "no" then council will be restricted in its actions and be lame duck.

## **Restrictions (section 275 of the Municipal Act, 2001):**

If a Council is in lame duck, the Council shall not take any of the following actions:

- a) The appointment or removal from office of any officer of the municipality;
- b) The hiring or dismissal of any employee of the municipality;
- c) The disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; and
- d) Making any expenditures or incurring any other liability which exceeds \$50,000.

**Exceptions:**

Clause (b) as listed above is covered in part by the provision of the Personnel Selection Policy with respect to the hiring process whereas the dismissal of employees is not addressed in the policy. This does not apply to statutory appointments (Clerk, Treasurer, CAO) which Council is not permitted to delegate per the provision of 23.3 (1) 1 of the Municipal Act.

Clauses (c) and (d) above do not apply if the disposition or liability was included in the most recent budget adopted by the council before nomination day in the election.

**Delegated Authority:**

- Section 270 (1) 6. Requires municipalities to adopt certain policies including a policy respecting the delegation of its powers and duties. Fort Frances does not have a specific policy regarding delegation of powers and duties where typically you would find language relating to Lame Duck Councils. This item was identified and should form part of an overall policy review and audit for the incoming Council.
- Council is permitted to delegate certain authority of the duties listed within Section 275(2) to maintain operations during established Lame Duck Council periods. However, this delegation is required prior to the periods coming into effect.

**Analysis**

- Land Matters - With respect to Section 275(3)(c) (land matters), a municipality can close a real estate transaction during the lame duck period only if the council passed a by-law approving the execution of the agreement of purchase and sale in advance of the lame duck period or if the CAO has been delegated the authority to do so.
- Expenditures - A contract could be awarded by a lame duck council in excess of \$50,000 so long as the amount was included in the annual budget. However, the lame duck council would not be able to award the contract, if the amount of the tenders or bids exceeded the amount included in the budget.
- Emergencies – The Act provides per Section 275(4.1) that nothing in this section prevents a municipality taking any action in the event of an emergency.
- Planning ahead can help ensure the municipality doesn't run into problems during these restricted periods. Therefore it is being recommended that Council enact a By-Law to delegate the authority to the CAO in the event that Council is lame duck. This delegation shall only come into effect if the present Council is subject to the "Lame Duck" per section 275 of the *Municipal Act* and shall not extend beyond the swearing in of the incoming Council.



## RECOMMENDATION

**THAT** Council receive the report from the Municipal Clerk / Returning Officer dated January 28, 2022 re: Information Lame Duck Council

**AND THAT** a By-Law be prepared to provide for the delegation of authority to the CAO in the event that Council is lame duck to address matters relating to:

1. the hiring or dismissal of any employee of the municipality;
2. the disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal and
3. making expenditures or incurring any other liability which exceeds \$50,000

**AND THAT** the Municipal Clerk / Returning Officer advise Council following Nomination Day or Final Voting Day in the 2022 Municipal Election if it is determined that the restricted acts clause of the *Municipal Act* has been engaged.

DATE: February 4, 2022  
TO: Administration and Finance Executive Committee  
FROM: Municipal Clerk  
SUBJECT: For your decision: Use of Corporate Resources For Election Purposes Policy

## **Issue**

For Council to repeal the previously adopted Use of Corporate Resources for Election Purposes.

## **Facts**

- Section 88.8 (4) of the Municipal Elections Act (MEA) prohibits a Municipality from making a contribution towards the promotion of or opposition to the candidacy of a person for elected office in any form. This includes assets, resources, services, and employees.
- Section 88.18 of the Municipal Elections Act requires a municipality to enact a Policy governing the use of municipal resources during the election campaign period.
- The Town of Fort Frances currently has a Policy in place per Consent item 310 (04/18) on 2018-04-23.
- It is proposed that the resolution Consent item 310 (04/18) be replaced (repealed) with the new revised and updated Policy.
- It is important that policies be reviewed to incorporate the modernization of the MEA and of the electronic world we live in.
- The modernization of this existing policy represents a positive step by the municipality in delivering an election process that achieves the following principles
  - The election should be fair and non-biased;
  - The integrity of the process should be maintained throughout the election; and
  - Candidates and Registered Third Party Advertisers should be treated fairly and consistently within a municipality.
  - This revised Policy also enhances section 12 of the Council Code of Conduct pertaining to election campaign work.
- The new draft policy template has been created while incorporating our brand developed by the Information and Technology Manager in consultation with the senior management team.

## Analysis

- Various policies and reports from other municipalities were reviewed to incorporate best practices, fair reasonable treatment for all candidates and Third Party Advertisers and protection for both candidates, and the Corporation.
- This revised policy clarifies the expectations to all candidates, with the intent to reduce the possibility that either an individual candidate, Council Member or Staff unintentionally violate the Municipal Elections Act.
- Highlights of some of the proposed changes include the following:
  - The Policy will apply to all candidates and Registered Third Party Advertisers, acclaimed members, or a member not seeking re-election, Council Members and Staff
  - Provides further detail with respect to the requirements to ensure compliance to the MEA
  - The Policy addresses the use of IT resources such as cell phones, tablets and computers
  - The Policy provides new requirements for Social Media use
  - Candidates may not use any municipal logo on any election campaign material

## RECOMMENDATION

<p><b>THAT</b> Council approve and adopt the Use of Corporate Resources For Election Purposes as attached replacing the policy adopted by resolution Consent Item 310 (04/18) on 2018-04-23 .</p>
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<b><i>The Town of Fort Frances</i></b>	<b>SECTION</b>
<b><u>USE OF CORPORATE RESOURCES IN ELECTION PERIODS</u></b>	ADMINISTRATION AND FINANCE
<b>POLICY</b>	<b>REVISED</b>  April 23, 2018 Replaced June 2006
Resolution No. Consent 310 (04/18)	Supersedes Resolution No. Consent 197 (06/06)
Policy Number 1.17	<b>Page 1 of 2</b>

### **1. General Policy Statement:**

The purpose of this policy is to clarify that Council, Third Party Advertisers, candidates, and municipal staff are required to follow the provisions of the *Municipal Elections Act*, 1996 and specifically that there shall be:

- No use of facilities, equipment, supplies, services, staff, corporate technology or other resources of the municipality for any election campaign or campaign activity.
- No campaign activity on municipal property during regular working hours.
- No using the services of persons (i.e. municipal staff, contractors, etc.) during hours in which those persons receive any compensation from the municipality.

### **2. Limitation:**

Nothing in this Policy shall preclude a Member of Council from performing their job as a Councillor, nor inhibit them from representing the interests of the constituents who elected them.

### **3. Application:**

This policy is applicable to all members of Council, Third Party Advertisers, candidates and municipal staff.

### **4. Definitions:**

“Campaign Period” means:

- In the case of a regular municipal election, the period between May 1 and Voting Day in the year of a municipal election; or,
- In the case of a municipal or school board by-election, the period between the passage of a by-law authorizing a by-election and Voting Day.

“Campaign Activity” means any action, event or pursuit that promotes or opposes any Candidate, or a response to any question on a ballot or referendum and includes any display, posting or distribution of Campaign Material.

“Campaign Material” means any material, regardless of format, that promotes or opposes any Candidate, or a response to any question on a ballot or referendum and includes, but is not limited to, printed literature, banners, posters, pictures, buttons, clothing, signs, magnets and vehicle decals.

“Candidate” means any individual who has filed nomination papers with the Clerk in accordance with Section 33 of the Municipal Elections Act, 1996.

“Clerk” means the Clerk of the Town of Fort Frances, or his or her designate.

“Council” means the Council of the Corporation of the Town of Fort Frances.

“Corporate Resource” means any physical, intellectual or financial asset owned, leased or otherwise controlled by the Town and includes vehicles, equipment, supplies, services and employees.

“Corporate Technology” includes computers, servers, cell phones, smart phones, telephones, tablets, ipads, printers, scanners, copiers, email, file storage, voicemail, or any other equipment or technology controlled, leased or owned by the Town.

“Municipal Staff” means for the purposes of this Policy all full-time, part-time, seasonal, casual employees of the Town, all contract and temporary employees, students and volunteers.

“Municipal Property” means any land, building or other structure owned, leased, operated or otherwise controlled by the Town, other than a Town roadway or sidewalk, and includes the Civic Centre, administrative offices, operations & facilities premises, library, museum, community and recreation centres, parks, trails, marina, sports fields and open space located within the boundaries of the Town of Fort Frances.

“Third Party Advertiser” means any individual, corporation or trade union registered in accordance with Section 88.6 of the Municipal Elections Act.

## **5. Implementation:**

That the Municipal Clerk be authorized and directed to take the necessary action to give effect to this policy.

This policy shall become effective immediately upon approval by Municipal Council.



**FORTFRANCES**  
BOUNDLESS

**ADMIN & FINANCE**

# USE OF CORPORATE RESOURCES FOR ELECTION PURPOSES

Created: 2022-02-04

Revised:

Authorized: Resolution X on YYYY-MM-DD

Superseded: Consent 310 (04/18) on 2018-04-23

# USE OF CORPORATE RESOURCES FOR ELECTION PURPOSES

## 1. POLICY STATEMENT

The Municipal Elections Act (MEA), the Election Finances Act (Ontario), and the Canada Elections Act prohibit the Municipality from making contributions in any form to a Candidate or Registered Third Party.

All provisions contained within this policy shall serve to ensure the protection of freedom of expression while maintaining that:

- Corporate Resources shall not be used during an Election Period to promote or provide an unfair advantage to any Candidate, political party, constituency association, Registered Third Party, or a person or group supporting or opposing a question on a ballot;
- Members of Council shall not be precluded from performing their duties as an elected Official, nor inhibited from representing the interests of their constituents.

## 2. PURPOSE

The purpose of this policy is to create guidelines in the Town of Fort Frances to ensure all Candidates running for an elected office and Registered Third Parties during the Election Period adhere to the provisions of the Act, and to establish parameters on the use of Corporate Resources for election related purposes.

## 3. SCOPE

This policy applies to all employees of the Municipality, Candidates, political parties, constituency associations, Registered Third Parties, and persons or groups supporting or opposing a question on a ballot, as well as anyone acting on their behalf. This policy also applies to an acclaimed Member or a Member not seeking re-election.

## 4. DEFINITIONS

**“The Act”** means the Municipal Elections Act (MEA), 1996, c. 32, as amended from time to time, and includes any regulation made there under;

**“Candidate”** means a person who has filed a nomination to run in a municipal, provincial or federal election, and shall be deemed to include a person seeking to influence other persons to vote for or against any candidate or any question or by-law submitted to the electors under section 8 of the Act;

**“Campaign(ing)”** means any activity by, or on behalf of a Candidate, political party, constituency association, Registered Third Party, or question on a ballot meant to elicit support during the Election Period. This does not include the appearance of elected officials, other candidates or their supporters,

or registrants at an event in their personal capacity without the display of any signage or graphics which identify the individual as a candidate or registrant without the solicitation of votes.

**“Campaign Materials”** means any materials used to solicit votes for a Candidate(s) or question during the Election Period including, but not limited to, literature, banners, posters, pictures, buttons, clothing, or other paraphernalia. Campaign Materials include materials in all media, for example, print, displays, electronic radio or television, online including websites or social media.

**“Campaign Period”** begins on the date a candidate files their nomination through to and including Voting Day.

**“Town of Fort Frances”** means The Corporation of the Town of Fort Frances.

**“Corporate Resources”** means items, staff, services, or resources which are the property of the Town of Fort Frances including, but not limited to: materials, equipment, vehicles, facilities, land, technology (computers, smartphones, tablets, etc.), intellectual property, images, logos, and supplies. Working hours, the time where the Municipality pays its employees to complete certain duties or tasks, is also considered to be a Corporate Resource;

**“Election Period”** means the official Campaign period of an election for:

- A municipal or school board election; the Election Period commences on the first day prescribed for the filing of nominations in accordance with the MEA and ends on voting day.
- A provincial or federal election; the Election Period commences the day the writ for the election is issued and ends on voting day.
- A nomination for a political party, the Election Period is the nomination contesting period as determined by the Party.
- A question on the ballot; the period commences the day Council passes a by-law to put a question to the electorate and ends on voting day.
- A municipal or school board by-election; the period commences on the first day nominations may be filed and ends on voting day.

**“Local Board”** has the same meaning as found in Section 1 of the Municipal Act, 2001.

**“Municipal Facilities”** means any real property owned or under the control of the Town of Fort Frances or operated by the Town of Fort Frances local board;

**“Nomination Day”** for a regular municipal election is the fourth Friday of July in the year of the election;



## USE OF CORPORATE RESOURCES FOR ELECTION PURPOSES

“**Registered Third Party**” shall have the same meaning as “Registered Third Party” as found in section of the Municipal Elections Act, 1996 or the term “Third Party” as defined in section 1 of the Election Finances Act (Ontario) and Canada Elections Act, as the context requires.

“**Staff**” includes full-time, part-time, and contract employees, paid by the Town of Fort Frances;

“**Voting Day**” is the day on which the final vote is to be taken in an election.

### 5. POLICY

- 1) That in accordance with the provisions of the *Act*:
  - (a) Corporate Resources may not be used for election-related purposes
  - (b) Staff shall not canvass or actively work in support of a municipal candidate during normal working hours unless they are on a leave of absence without pay, lieu time, float day, or vacation leave
  - (c) Members of Council, including the Mayor and Candidates shall not use any municipal facilities for any election-related purposes. Campaign-related signs or any other election-related material shall not be displayed in any municipal facility (ie: arenas / parks) and must not use election-related materials advertising or within any municipal publication such as a Municipal Newsletter
  - (d) Members of Council shall not:
    - Print or distribute any material using municipal funds that make reference to, contain the names or photographs of, or identifies registered Candidates for Municipal Elections
  - (e) Members of Council are responsible to ensure that the content of any communications material, including printed material such as newsletters, advertising, etc. funded by the municipality for the operation of each Councillor’s Office, is not directly election-related.
  - (f) Websites or domain names that are funded by the municipality may not include any election-related campaign material
    - Candidates or Registered Third Party Advertiser are permitted to link to any Municipal document available to the public or on a public Municipal webpage from their campaign website.
    - Candidates are not permitted to incorporate a video or other material (i.e.

- photos) for which the Municipality has proprietary rights on their own web page and or social media.
- Members of Council are provided access to corporate information technology (I.T.) assets to fulfill their duties and responsibilities as an elected official but may not use those assets for Campaigning or the development of Campaign Materials. This includes, but is not limited to, functionality through municipally issued smartphones such as calendar, email, texts, etc.
  - If a Member of Council uses any social media account for campaigning, such accounts must not be created or supported by Corporate Resources. Social media accounts used for campaign purposes must utilize personal cell phones, tablets and/or computers;
  - Members of Council who choose to create or use social media accounts for campaigning must include, for the duration of the Election Period, a clear statement on each campaign website or social media account's home page indicating that the account is being used for Election Campaign purposes and is not related to their duties as a Member of Council; and
- (g) Candidates or Registered Third Parties must not, under any circumstances, use a Municipal logo, crest, slogans or any images or any variation of it that is owned under the jurisdiction of the Town on any campaign material, election signs, social media or campaign websites.
- (h) Members of Council may not use the municipality's voicemail system and/or cell phones to record election related messages; and
- (i) The Municipality's appointed Integrity Commissioner is considered to be a Corporate Resource, under contract with the Municipality and may receive, from time to time, compensation from the Municipality in accordance with services provided. Members of Council shall not use the services of the Municipality's Integrity Commissioner during the Election Period for the purposes of seeking advice related to their Campaign.
- 2) That the Municipal Clerk be authorized and directed to take the necessary action to give effect to this policy

**Limitation:** This policy does not preclude a member of Municipal Council from performing their duties as a Councillor, nor inhibit them from representing the interests of the constituents who elected them.

## USE OF CORPORATE RESOURCES FOR ELECTION PURPOSES

**Implementation:** This policy shall become effective immediately upon approval by the Municipal Council.

**Rationale and Legislative Authority:** It is necessary to establish on the appropriate use of corporate resources during an election period to protect the interests of both members of Council and the Town of Fort Frances. The Act prohibits a municipality from making a contribution to a candidate. The Act, also prohibits a candidate, or someone acting on the candidate's behalf, from accepting a contribution from a person who is not entitled to make a contribution.

As a contribution may take the form of money, goods or services, any use by a Member of Council of the Corporation's resources for his or her election campaign would be viewed as a contribution by the municipality to the member, which is a violation of the Act, 1996.

DRAFT

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**Date:** February 8<sup>th</sup>, 2022  
**To:** Administration & Finance Executive Committee  
**From:** Information Technology Manager  
**Subject:** 2022 IT Operating Budget

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## **BACKGROUND**

The Information Technology (*IT*) Operating Budget is comprised of annual expenses that are critical to Town of Fort Frances operations, such as:

- Communications services, including: Internet, LAN, telephone, mobility, and web hosting
- Software licensing
- Computer hardware warranties, repairs, and leases
- External support services
- Training
- Cyber insurance

These expenses are also distributed across other appropriate funding sources that do not appear in the IT Operating Budget directly, such as: Water and Sanitary Sewer Works, Provincial Offences, and the Fort Frances Power Corporation.

## **NOTABLE DIFFERENCES FROM 2021**

- 7.6% increase to Labour
  - Mainly the result of salary progression
  - Minor overtime considerations due to system failures and project work loads
- 41.4% increase to Communications
  - Mainly the result of increased use and retention of cloud data backups
  - Additional mobile devices for potential new staff and the Library
- 66.7% increase to Office Supplies
  - Mainly the result of required consumables, such as: data tapes, labels, etc.
- 51.2% increase to Computer Hardware
  - Mainly the result of including the warranty for the aging phone system
  - A one-time cost for a secure shred of electronic media storing old corporate data, such as: hard drives, data tapes, optical disks, floppy disks, etc.
  - Integration of Library video surveillance maintenance
- 5.0% increase to Software Licensing
  - Mainly the result of considerations for new staff
  - Migrating library users into the Town's network environment
- 97.8% increase to Insurance
  - Increased due to global cyber security conditions



# FIRE RESCUE SERVICE

"PRIDE & HONOUR"

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



## DECEMBER 2021 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

Total Hours: Incidents; Training; Public Education; and Public Service etc.	Training Sessions:	Public Ed & Prevention; Public Events; Public Service:	Fire Safety Standards Enforcement Inspections / Re-inspections for 2021:	Fire Drills	Paramedic Assist Calls:	Fire Calls:	Fire Loss estimated values in Dollars:
15.23	2	1	80	0	7	1	N/A
Alarm Calls:	MVC Calls:	Water Related Rescue Calls:	(CO) Carbon Monoxide / Gas Leak Calls:	Hazmat Calls:	Mutual Aid Calls:	Other Calls:	Tickets Issued:
5	2	0	1	0	0	1	0

**TEAM MEMBERS RESPONDED TO 17 EMERGENCY RESPONSE CALLS DURING DECEMBER 2021.**

### Total Hours:

- **9.98 Hours** was spent on responding to emergency incidents.
- **4 Hours** was spent on Training.
- **1.25** was spent on providing public service advice

November Emergency Response Calls %: Day Shift versus Night Shift	
Day Shift (07:00 – 19:00) Calls	65%
Night Shift (19:00 – 07:00) Calls	35%

2021 Emergency Response Calls by Month to Date	
January	12
February	10
March	16
April	17
May	12
June	10
July	18
August	18
September	20
October	14
November	16
December	17
<b>Total Calls to Date</b>	<b>180</b>
<b>Average Calls Per Month to Date</b>	<b>15</b>



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**DECEMBER 2021 REPORT**  
**FROM: TYLER MOFFITT – FIRE CHIEF/CEMC**



## **Fire Prevention Inspections / Re-inspections:**

9 fire safety standard & enforcement inspections were completed for the month of December.

**Fire Calls: 1 Call**, which consisted of a baseboard heater fire inside a residence. The fire was extinguished by an occupant of the residence who utilized a fire extinguisher upon Team Members arriving on scene.

**MVC (Motor Vehicle Crashes): 2 Calls**, which were in the Town of Fort Frances.

**Fire Alarm Calls: 5 False Fire Alarm Calls.**

**(CO) Carbon Monoxide / Gas Leak Calls: 1 Call**, one false CO incident.

**Other Calls: 1 Call**, which consisted of a radio communication system failure at the water tower.

**Paramedic Assist Calls: 7 Calls.**

## **Public Fire Safety Education:**

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

As well, a big thank goes out to **93.1 The Border (Acadia Broadcasting)** for partnering with the Fort Frances Fire Rescue Service to promote the **12 DAYS OF HOLIDAY FIRE and CO SAFETY CAMPAIGN**.

## **Training:**

Training consisted of two regular fire practices.



# FIRE RESCUE SERVICE

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## JANUARY 2022 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

Total Hours: Incidents; Training; Public Education; and Public Service etc.	Training Sessions:	Public Ed & Prevention; Public Events; Public Service:	Fire Safety Standards Enforcement Inspections / Re-inspections for 2022:	Fire Drills	Paramedic Assist Calls:	Fire Calls:	Fire Loss estimated values in Dollars:
13.15	1	2	4	0	6	1	N/A
Alarm Calls:	MVC Calls:	Water Related Rescue Calls:	(CO) Carbon Monoxide / Gas Leak Calls:	Hazmat Calls:	Mutual Aid Calls:	Misc. Calls:	Tickets Issued:
11	2	0	1	0	0	3	0

**TEAM MEMBERS RESPONDED TO 24 EMERGENCY RESPONSE CALLS DURING JANUARY 2022.**

### Total Hours:

- **10.92 Hours** was spent on responding to emergency incidents.
- **2 Hours** was spent on Training.
- **.23 Hours** was spent on providing public service advice

### January Emergency Response Calls %: Day Shift versus Night Shift

Day Shift (07:00 – 19:00) Calls	58%
Night Shift (19:00 – 07:00) Calls	42%

### 2022 Emergency Response Calls by Month to Date

January	24
<b>Total Calls to Date</b>	<b>24</b>
<b>Average Calls Per Month to Date</b>	<b>24</b>

### Fire Prevention Inspections / Re-inspections:

4 fire safety standard & enforcement inspections were completed for the month of January.



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## JANUARY 2022 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC



**Fire Calls: 1 Call**, which involved having combustibles near the stovetop; no fire was present upon arrival of our team members.

**MVC (Motor Vehicle Crashes): 2 Calls**, which were in the Town of Fort Frances.

**Fire Alarm Calls: 11** False Fire Alarm Calls.

**(CO) Carbon Monoxide / Gas Leak Calls: 1 Call**, which was a false CO incident.

**Miscellaneous Calls: 3 Calls**. One of these calls involved a person trapped in an elevator.

**Paramedic Assist Calls: 6.**

### Public Fire Safety Education:

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

### CAUSE FOR ALARM!

The Fire Marshal of Ontario sent out a message in January pleading with residents of the province to do more to prevent fires in their homes after a deadly start to the year.

In a message posted, Ontario Fire Marshal Jon Pegg said the province had already lost 17 people in fires so far this year and people "are not getting the message" about fire safety.

"These deaths are preventable. We've lost mothers, fathers, grandparents, and children," Jon Peg said.

### Training:

Training consisted of one training session, which involved an online assignment; this was due to the COVID-19 restrictions.