



TOWN OF FORT FRANCES

Administration & Finance Executive Committee

AGENDA - March 22, 2022, 12:00 PM

MEETING - Civic Centre

Microsoft Teams meeting

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1. **Call to Order - Session no 22**
2. **Disclosure of pecuniary interest and the general nature thereof**
3. **Approval of Previous Committee Minutes**
 - 3.1 Session no 20 - 22 February 2022 3 - 4
4. **Items Referred from Council - none**
5. **New Business**
 - 5.1 Council Report - Vaccination Policy - March 2022 5 - 6
 - 5.2 Approved 2022 Capital Budget - Purchase of Network Switches [2022-AFEC-1006] 7 - 11
 - 5.3 2213-2021 Capital Financing 12 - 17
 - 5.4 2214 - 2022 BIA Budget 18 - 21
 - 5.5 2215 - 2021 Contribution to Reserve Funds 22 - 24
 - 5.6 2216 - PSAB 3150 OReg 284 09 Report for 2022 Budget 25 - 29
 - 5.7 2211 D Judson RRDMA Per Diem (Addendum) 30 - 34
 - 5.8 2212 W Brunetta NOMA Per Diem (Addendum) 35 - 38
6. **Outstanding Items**

6.1 Use of Corporate Resources Policy for AFEC (Addendum)

39 - 46

7. **Information - none**

8. **In-Camera - none**

9. **Adjourn / Next Meeting Date - 05 April 2022**

MINUTES

February 22, 2022

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held virtually and in the Civic Centre on February 22, 2022 from 12:01 p.m. to 12:27 p.m.

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

ALSO PRESENT: F. Anwar, CAO, D. Galusha, Treasurer, T. Moffit, Fire Chief/CEMC, J. Hughes, IT Manager, G. Lecuyer, Municipal Clerk, K. Haney, Deputy Clerk

REGRETS:

1. Session # 20 - Call to Order

2. Disclosure of pecuniary interest and the general nature thereof

- 2.1 Councilor Brunetta disclosed an interest in item 5.1 below at this is her per diem claim for her attendance at the virtual ROMA Conference held on January 24th and 25th.

3. Approval of Previous Committee Minutes

- 3.1 Session no 19 - 08 February 2022 - Accepted as presented

4. Items Referred from Council

5. New Business

- 5.1 2209 W Brunetta - Councilor Brunetta disclosed an interest in item 5.4 below at this is her per diem claim for her attendance at the virtual ROMA Conference held on January 24th and 25th. Councilor Hallikas assumed position as chair for this item. Item to move ahead to Council meeting of 28 February 2022.
- 5.2 2208 M Behan RRDMA per diem - Accepted as presented.
- 5.3 Collaborative Sourcing - IT Manager provided an overview of this item. Committee accepted recommendation and item will move forward to Council meeting of 28 February 2022.
- 5.4 MNRF Forest Management Agreement Report 2022 - The Fire Chief provided an overview of this report. Committee accepts recommendation. Item will move forward to Council meeting of 29 February 2022
- 5.5 Council meeting changes re elections - Committee agrees to move forward with the recommendation. Looking to have embedded in the procedural by-law moving forward. Item to move forward to Council meeting of 28 February 2022.

6. Outstanding Items

- 6.1 Delegation by Council to CAO of certain authorities due to Lane Duck - The Clerk provided discussion further to that of last meeting and presented a draft by-law. Committee recommends item move forward to Council meeting of 28 February 2022.

- 6.2 Use of Corporate Resource Policy - The Clerk provided a summary of updates made. Clerk to provide further feedback re notations made by Committee and bring back policy to next meeting for Committee final approval.

7. **Information - none**

8. **In-Camera - none**

9. **Adjourn @ 1227 hrs / Next Meeting Date 08 March 2022**

Executive Committee Chair

F. Anwar, CAO

**Town of Fort Frances
Administrative Report**

TO: Administrative & Finance Executive Committee
FROM: Alyssha Hansma, Human Resources Manager
SUBJECT: **COVID-19 Vaccination Policy**
DATE: March 22, 2022

Issue:

If the Town should continue to administer the COVID-19 Vaccination Policy (#5.43)

Options/Alternatives:

1. Council approve the rescindment of the Town's COVID-19 Vaccination Policy (#5.43)
2. Deny the request.

Administrative Recommendation:

RECOMMENDED THAT Council of the Town of Fort Frances approve the rescindment of the Town's COVID-19 Vaccination Policy (#5.43).

History:

On August 17, 2021, the Province of Ontario announced that vaccination policies were mandatory for high-risk settings (i.e. hospitals and home and community care service providers; post-secondary institutions; licensed retirement homes; women's shelters; and congregate group homes and day programs for adults with developmental disabilities, children's treatment centres and other services for children with special needs, and licensed children's residential settings). The requirement for mandatory vaccination policies in those settings was lifted effective March 14, 2022.

Implementation of a vaccination policy for the Town of Fort Frances, was not mandated, but was implemented November 8, 2021 as the Town is committed to providing a safe working environment for its Staff, its customers, and members of the public. While the Town of Fort Frances was not required to have a vaccination policy, implementation of such a policy was recommended by Ontario and the Northwestern Health Unit.

Effective March 1, 2022, Ontario no longer required businesses and organizations to check for proof of vaccination, and the Town announced on February 28, 2022 that proof of vaccination would no longer be required to enter a town facility.

Analysis:

Based on the fact that Town of Fort Frances is not required to administer a vaccination policy, that Ontario continues to move forward with its reopening plan, and that the Town of Fort Frances no longer requires proof of vaccination to enter a town facility, administration recommends the rescindment of the Town's COVID-19 Vaccination Policy (#5.43).

Consultation:

- CUPE, Local 65
- Fort Frances Professional Fire Fighters Association
- Senior Management

Respectfully Submitted,



Alysha Hansma
Human Resources Manager



FORTFRANCES
BOUNDLESS

PURCHASE OF NETWORK SWITCHES

ADMINISTRATIVE REPORT

Date: 2022-03-22
From: Jeremy Hughes, Information Technology Manager
To: Administration & Finance Executive Committee
File Number: 2022-AFEC-1006

1. ISSUE

- (1) Purchasing network switches and required networking accessories to fulfill stages of various projects approved in the 2022 Capital Budget

2. ADMINISTRATIVE RECOMMENDATION

It is the recommendation of the Information Technology Manager:

THAT Council of the Town of Fort Frances authorize the purchase of network switches from Compugen Inc. at a cost of \$160,599.64, including the Town's portion of HST.

3. STRATEGIC IMPACT

Objective 19 of the *Strategic Plan* proposes improving information technology capacity. The *Network Upgrades* project builds network capacity, speed, and redundancy by adopting a homogenized core network topology based on industry best practices.

Objective 20 of the *Strategic Plan* proposes developing a disaster recovery plan. The *Disaster Recovery* project builds redundant capacity for network operations at a remote site that can be operated in response to a catastrophic failure of primary systems.

Objective 23 of the *Strategic Plan* proposes working with community partners to address social issues more effectively. The *Downtown Core Video Surveillance Upgrade* project addresses community safety concerns by enhancing video surveillance capabilities throughout the downtown core of Fort Frances to support the Ontario Provincial Police's vision for safe communities and a secure Ontario.

Efficiencies will be achieved by consolidating the procurement of network switches and required networking accessories for these projects into a single process.

4. OPTIONS & ALTERNATIVES

- (1) Authorize the purchase of network switches and required networking accessories from Compugen Inc. at a cost of \$160,599.64, including the Town's portion of HST, and in compliance with a resolution of Council from November 23rd, 2020 detailing *Collaborative Sourcing*.
- (2) Deny the purchase of network switches and required networking accessories.

5. HISTORY

On January 31st, 2022, capital expenditures for new and carryover projects were approved, including the purchase of network switches for the *Network Upgrades* project, the *Disaster Recovery* project, and the *Downtown Core Video Surveillance Upgrade* project.

6. ANALYSIS

This purchase is funded through a Provincial Grant, out of the Modernization Fund and out of the Corporate Projects Reserve. Some items are funded and independently capitalized by the Fort Frances Power Corporation.

As per a report to Council approved on November 23rd, 2020 detailing *Collaborative Sourcing*, quotes have been obtained, without the need for a formal Tender or Request for Proposal, from the following qualified vendors:

- CDW Canada Corp.
- Compugen Inc.
- Integra Data Systems Corporation

Each vendor has quoted pricing for identically specified network switches and required networking accessories, including:

- 6x Aruba 6300M Access switches
- 4x Aruba 8360-12C Core switches
- 2x Aruba 8360-16Y2C Access switches
- Various fibre and copper cables
- Various fibre and copper transceivers

Hardware warranties are included for at least 5 years on all switches.

Compugen quoted the lowest price as shown in the attached *Quotation Analysis*. The total cost is below the total approximate budget for the applicable stages of each project as shown in the attached *Proposed Budget Allocations*.

7. CONSULTATION

- Systems engineers provided by the manufacturer of the network switches
- Data centre team provided by the manufacturer of the servers
- Systems team provided by the manufacturer of the firewalls
- Administration of the Fort Frances Power Corporation

8. SUPPORTING DOCUMENTS

- (1) Quotation Analysis
- (2) Proposed Budget Allocations

QUOTATION ANALYSIS

Vendor	CDW	Compugen	Integra
6300M Access Switches	\$55,513.38	\$51,367.68	\$55,906.20
8360-12C Core Switches	\$55,925.80	\$52,349.60	\$56,951.52
8360-16Y2C Access Switches	\$25,852.34	\$23,898.02	\$25,998.82
Cables	\$9,501.73	\$9,043.83	\$8,853.53
Transceivers	\$23,681.74	\$21,162.84	\$22,851.72
Subtotal	\$170,474.99	\$157,821.97	\$170,561.79
Town's Payable Tax (1.76%)	\$3,000.36	\$2,777.67	\$3,001.89
Total Cost	\$173,475.35	\$160,599.64	\$173,563.68
Difference from Low Quotation	\$12,875.71	\$0.00	\$12,964.04
Approximate Budget Allocation	\$161,000.00	\$161,000.00	\$161,000.00
Total Quotation Price (13% HST)	\$192,636.74	\$178,338.83	\$192,734.82

PROPOSED BUDGET ALLOCATIONS

Approved 2022 Capital Project	Fund	Proposed Allocation	Town's Payable Tax (1.76%)	Subtotal	Approximate Budget for Stage	Variance
Disaster Recovery (FFPC)	FFPC	\$25,036.41	\$440.64	\$25,477.05	\$22,500.00	\$2,977.05
Disaster Recovery (Town)	Corporate Projects	\$25,036.41	\$440.64	\$25,477.05	\$22,500.00	\$2,977.05
Downtown Core Video Surveillance Upgrade	Modernization & Provincial Grant	\$11,445.50	\$201.44	\$11,646.94	\$9,000.00	\$2,646.94
Network Upgrades	Corporate Projects	\$96,303.65	\$1,694.94	\$97,998.59	\$107,000.00	-\$9,001.41
Total		\$157,821.97	\$2,777.66	\$160,599.63	\$161,000.00	-\$400.37



FORTFRANCES
BOUNDLESS

2021 CAPITAL FINANCING

ADMINISTRATIVE REPORT

Date: 2022-03-22
From: Dawn Galusha, Treasurer
To: Administration & Finance Executive Committee
File Number: TRE 2022-13

1. ISSUE

Some Capital expenditures end up costing more than the budgeted allocation each year. It is typical that the majority of these items have been presented and approved through Council separately, but approval of additional reserve fund requirements to fund 2021 final Capital expenditures is required.

2. STRATEGIC IMPACT

N/A

3. OPTIONS & ALTERNATIVES

Authorize the approval of the additional Reserve Fund allocations based on the attached Balancing report.

4. ADMINISTRATIVE RECOMMENDATION

RECOMMENDED THAT the Administration & Finance Executive Committee approves the additional Reserve Fund allocations to fund the remaining Capital expenditures in the amount of \$174,818.03 from Reserve Funds as indicated in the report;

AND FURTHER THAT it is noted that the total reserve fund allocation is \$1,760,887.87 lower than the budgeted amount.

5. ANALYSIS

The attached 2021 Capital & Reserve Fund Balancing report lists the budgeted reserve fund allocations for the individual projects/purchases, the Capital expense to December 31/21, other sources of revenue received, amount of reserve funds allocated to date, and the remaining funds required for financing the Capital Fund. The second-last column (light green column) is the difference between the Reserve Fund allocation as per approved Capital Fund budget and the total Reserve Funds to support the Capital Fund. This indicates that overall, the Reserves Funds required to fund capital is \$1,760,887.87 less than the 2021 budgeted Reserve Fund allocation resulting from projects/purchases that were not completed, or the projects/purchases came in under the budget amount. In addition, for Disaster Recover, Fence for Standby Generator, Erin Crescent, and Docks projects there are transfers from the revenue fund totaling \$72,996.35 to cover internal costs, including salaries, benefits and equipment used.

Reserve Funds allocated to finance 2021 Capital less Reserve Funds Actual to December 31, 2021 is \$2,221,653.65 and the additional Reserve Funds required to finance the balance of

ADMINISTRATIVE REPORT

the projects/purchases for 2021 is \$174,818.03 as follows:

Project	Amount	Reserve Fund
Fire Hall Rooftop Unit- Emergency Repair	\$11,498.88	Corporate Buildings
Fire- Battery Operated Positive Pressure Fan	2.47	Corporate Projects
Fire Hall Concrete Aprons in front of Doors	18,148.80	Corporate Buildings
Sand Truck Replacement	7,875.27	Vehicles & Equipment
Loader Replacement	10,094.37	Vehicles & Equipment
Scott Street Reconstruction	3,003.76	Corporate Projects
Large Storm Sewer Spot Repair	47,303.93	Corporate Projects
Sidewalks- Kings Hwy to FFHS along McIrvine Rd	34.52	Corporate Projects
Sidewalks- Scott St	165.36	Corporate Projects
Sidewalk along Keating Avenue	14,622.54	Corporate Projects
Parks Lawnmowers	3,995.17	Vehicles & Equipment
Airport Lawnmowers	6,168.86	Vehicles & Equipment
Fitness Equipment- Spin Bikes	47,560.00	Vehicles & Equipment
Museum Humidifiers	4,344.10	Corporate Buildings
	<u>\$174,818.03</u>	

6. HISTORY

The 2021 Capital Budget in total was \$13,303,569 with intended financing of \$3,706,053 from Corporate Reserve Funds, use of Federal Gas Tax Reserve Funds (\$448,340), and the balance of funding from Federal & Provincial Grants, contributions from others and Water and Sewer Rates and Reserve Funds (\$2,130,491).

7. CONSULTATION

N/A

8. SUPPORTING DOCUMENTS

- (1) 2021 Capital & Reserve Fund Balancing Spreadsheet

2021 CAPITAL & RESERVE FUND BALANCING

Revised March 16, 2022

					REVENUE SOURCES						
					Other Grants/Project Funding	Reserve Funds Actual to December 31, 2021					
	Account #	RESERVE FUND	Reserve Funds as per Capital Budget	Capital Expense to December 31, 2021			Additional Reserve Funds Required	Total Reserve Funds to Support Capital	Revenue Fund Required (Distributed Salaries/Benefits /Equip)	Difference Between Reserve Funds Budgeted & Reserve Funds Actual	NOTES
GENERAL GOVERNMENT											
CC- Clerk's Library- Movable Shelving System	20-020-0253-9127-71523	Corporate Buildings	26,000	25,982.38		25,982.38		25,982.38		17.62	Under Budget
CC- Office Design Work	20-020-0253-9127-71523	Corporate Buildings	66,270	48,281.32		48,281.32		48,281.32		17,988.68	Project is incomplete
CC-Replace Aircompressor for HVAC Control Air	20-020-0253-9658-71523	Corporate Buildings	6,000	5,828.15		5,828.15		5,828.15		171.85	Under Budget
Civic Centre- Fire Hall roof top unit	20-020-0253-9182-71509	Corporate Buildings	0	11,498.88			11,498.88	11,498.88		(11,498.88)	Emergency Project- Reported to Council
Treasury- Budgeting Software- interact with AMP- Core, Operating and FIR	20-020-0265-9109-71503	Corporate Projects	35,210	31,545.60		31,545.60		31,545.60		3,664.40	Under Budget
Treasury- Diamond GP Upgrade	20-020-0265-9109-71503	Corporate Projects	5,145	2,844.20		2,844.20		2,844.20		2,300.80	Under Budget
IT- Video Conferencing- Council Chambers- Streaming, CC-Update BAS Server and Software, IT- Annual Upgrades (high and medium ranking),IT- Video Surveillance (MSC and PW)	20-020-0268-9109-71471	Corporate Projects Corp. Buildings & Projects	174,423	76,270.74		76,270.74		76,270.74		98,152.26	Not complete- Carried forward to 2022
Disaster Recovery and Office Upgrades	20-020-0268-9211-71523		43,988	57,006.51	22,480.79	27,350.08		27,350.08	7,175.64	16,637.92	Not complete- Carried forward to 2022
TOTAL GENERAL GOVERNMENT			357,036	259,257.78	22,480.79	218,102.47	11,498.88	229,601.35	7,175.64	127,434.65	
PROTECTION											
Fire											
Six Sets of Bunker Gear	20-040-0410-9120-71480	Corporate Projects	15,000	14,891.80		14,891.80		14,891.80		108.20	Under Budget
6- Air Cylinders for Self Contained Breathing Apparatus (15 yr)	20-040-0410-9122-71471	Corporate Projects	11,000	10,532.16		10,532.16		10,532.16		467.84	Under Budget
Fire Hose- 16 Lengths of 1.75" x 50' and 8 lengths of 2.5" x 50'	20-040-0410-9239-71431	Corporate Projects	7,500	5,322.73		5,322.73		5,322.73		2,177.27	Under Budget
Battery Operated Positive Pressure Fan (Ventilation)	20-040-0410-9239-71431	Corporate Projects	8,000	8,002.47		8,000.00	2.47	8,002.47		(2.47)	Small variance
CC-Replace Concrete aprons infront of Firehall Doors	20-040-0450-9232-71523	Corporate Buildings	20,000	38,148.80		20,000.00	18,148.80	38,148.80		(18,148.80)	Report to Council April 2021- Roads Project
Fence for Standby Generator at FFHS	20-040-0450-9260-71471	Corporate Projects	1,250	8,774.53	3,832.33	1,027.71		1,027.71	3,914.49	222.29	Under Budget
TOTAL PROTECTION			62,750	85,672.49	3,832.33	59,774.40	18,151.27	77,925.67	3,914.49	(15,175.67)	
TRANSPORTATION											
Public Works Buildings/General Misc.											
Public Works Small Equipment Purchase	20-060-0614-9105-71471	Vehicles & Equipment	8,000	7,343.15		7,343.15		7,343.15		656.85	Under Budget
Replace Fire Panel- Public Works	20-060-0614-9181-71471	Corporate Projects	5,620	-		-		-		5,620.00	Project not started in year
GIS Capital Contribution	20-060-0624-9123-71471	Corporate Projects	2,500					-		2,500.00	Project not started in year
			16,120	7,343.15	-	7,343.15	-	7,343.15	-	8,776.85	
Large Equipment & Vehicles											
Replace 2000 Sand Truck With Tandem Axel Truck with Sand Box Loader	20-060-0614-9244-71471	Vehicles & Equipment	208,170	216,045.27		208,170.00	7,875.27	216,045.27		(7,875.27)	Purchase was approved by Council- Includes Licencing, radio, numbering,
	20-060-0614-9257-71471		0	10,094.37			10,094.37	10,094.37		(10,094.37)	Carried Fwd from 2020 Loader Purchase
Replace Unit 181 - 2003 Chevy 2500 with new Crew Cab 4WD 3/4 Ton	20-060-0618-9133-71471	Vehicles & Equipment	50,000	48,962.84		48,962.84		48,962.84		1,037.16	Under Budget
Replace Roadvista Sign Testing Machine	20-060-0619-9107-71471	Vehicles & Equipment	18,000	16,323.11		16,323.11		16,323.11		1,676.89	Under Budget
Replace 2003 Holder Sidewalk Machine with new Sidewalk machine with blower and sweeper attachments	20-060-0619-9230-71471	Vehicles & Equipment	195,000	606.18		606.18		606.18		194,393.82	Advertising only- late delivery- in 2022
			471,170	292,031.77	-	274,062.13	17,969.64	292,031.77	-	179,138.23	
Roads / Storm Sewers/ Sidewalks											
Town Wide Stormwater Management Plan Development	20-060-0611-9184-71523	Corporate Projects	100,000	48,549.04		48,549.04		48,549.04		51,450.96	Carried Fwd to 2022
Erin Crescent Subdivision (Phase 3)- Use FGT to complete	20-060-0611-9265-71523	Federal Gas Tax & Corp Projects	472,340	463,098.58		416,162.66		416,162.66	46,935.92	56,177.34	Under Budget
Phase 1 - Reconstruction - Scott Street - Reid Ave. to Agamiing Drive	20-060-0611-9308-71523	Corporate Projects	37,572	405,757.64	365,181.88	37,572.00	3,003.76	40,575.76		(3,003.76)	Project report Presented to Council on Award of Contract in January 2020
Reconstruction of Kings Highway from Pit Road #1 to Pit Road #2	20-060-0611-9309-71523	Corporate Projects	197,600	1,807,912.04	1,627,120.84	180,791.20		180,791.20		16,808.80	Under Budget

Revised March 16, 2022

2021 CAPITAL & RESERVE FUND BALANCING											
	Account #	RESERVE FUND	Reserve Funds as per Capital Budget	Capital Expense to December 31, 2021	REVENUE SOURCES		Additional Reserve Funds Required	Total Reserve Funds to Support Capital	Revenue Fund Required (Distributed Salaries/Benefits /Equip)	Difference Between Reserve Funds Budgeted & Reserve Funds Actual	NOTES
					Other Grants/Project Funding	Reserve Funds Actual to December 31, 2021					
Reconstruction of Armit Avenue from Church Street to Scott Street (OCIF)	20-060-0611-9313-71523	Corporate Projects	137,313	573,981.16	573,981.16	-		-		137,313.00	This project used OCIF Funding only Report to Council April 2021- Roads Project This project will continue in 2022
Large Storm Sewer Spot Repair - Williams Ave at Front Street	20-060-0611-9317-71523	Corporate Projects	33,021	80,324.93		33,021.00	47,303.93	80,324.93		(47,303.93)	
Replacement of 478 meters of water main along Sunset Drive	20-060-0611-9307-71523	Corporate Projects	35,403	17,391.49	14,434.94	2,956.55				35,403.00	
			1,013,249	3,397,014.88	2,580,718.82	719,052.45	50,307.69	766,403.59	46,935.92	246,845.41	
Sidewalks											
Sidewalks - Kings Hwy to FFHS along Mclrvine Rd	20-060-0617-9232-71523	Corporate Projects	0	34.52			34.52	34.52		(34.52)	Trivial Amount carried fwd from 2020
Sidewalks - Scott St - Reid Ave to Agaming Drive	20-060-0617-9308-71523	Corporate Projects	0	165.36			165.36	165.36		(165.36)	Trivial Amount carried fwd from 2020
Installation of Sidewalk From Biddeson Avenue to Riverview Cemetery	20-060-0617-9315-71523	Corporate Projects	112,264	262,743.79	184,736.00	78,007.79		78,007.79		34,256.21	Under Budget
Installation of Sidewalk along Keating Avenue from J.W. Walker to Second Street	20-060-0617-9316-71523	Corporate Projects	36,000	123,608.20	72,985.66	36,000.00	14,622.54	50,622.54		(14,622.54)	Report to Council April 2021- Roads Project
			148,264	386,551.87	257,721.66	114,007.79	14,822.42	128,830.21	-	19,433.79	
Streetlight Pole Replacement & Traffic Lighting											
2021 Pole Replacement - 20 poles along Phase 1 Waterfront walkway	20-060-0623-9135-71471	Corporate Projects	30,000	-		-				30,000.00	Project not complete due to COVID and Border issues
			30,000	-	-	-	-	-	-	30,000.00	
TOTAL TRANSPORTATION			1,678,803	4,082,941.67	2,838,440.48	1,114,465.52	83,099.75	1,194,608.72	46,935.92	484,194.28	
PARKS & CEMETERIES											
Parks											
Small Equipment Replacement- small mowers and whipper snippers	20-160-1610-9105-71471	Parks & Cemeteries	6,250	5,974.81		5,974.81		5,974.81		275.19	Under Budget
Lillie Ave/Phair Ave Park Tree Planting Project (funding from New Gold)	20-160-1610-9129-71523	Corporate Projects	3,000	1,859.60	500.00	1,359.60		1,359.60		1,640.40	Under Budget
Replace John Deere Z445 with new John Deere Z540R	20-160-1610-9174-71471	Vehicles & Equipment	11,658	6,207.03	4,000.00	2,207.03		2,207.03		9,450.97	Under Budget
Replace John Deere X390 with new John Deere X390 c/w 48" deck	20-160-1610-9174-71471	Vehicles & Equipment	7,656	7,655.00	4,000.00	3,655.00		3,655.00		4,001.00	Under Budget
Replace John Deere 3260 with new 4044R Tractor. Old Tractor moved to Airport	20-160-1610-9174-71471	Vehicles & Equipment	60,330	56,344.37	6,000.00	50,344.37		50,344.37		9,985.63	Under Budget
Lawnmowers	20-160-1610-9157-71471	Vehicles & Equipment	0	9,995.17	6,000.00		3,995.17	3,995.17		(3,995.17)	Approval in 2021
Replace Terminal Roof and Legion Park Picnic Shelter (\$32,000 budget total)	20-160-1612-9295-71523	Corporate Buildings	4,000	3,154.56		3,154.56		3,154.56		845.44	Under Budget
			92,894	91,190.54	20,500.00	66,695.37	3,995.17	70,690.54	-	22,203.46	
Cemeteries											
Installation of 3 new Columbaria at Riverview Cemetery	20-100-1041-9620-71471	Cemeteries	132,286	131,255.85		131,255.85		131,255.85		1,030.15	Under Budget
			132,286	131,255.85	-	131,255.85	-	131,255.85	-	1,030.15	
TOTAL PARKS & CEMETERIES			225,180	222,446.39	20,500.00	197,951.22	3,995.17	201,946.39	-	23,233.61	
AIRPORT											
Replace Runway Reporting Equipment (Regulatory Requirement)	20-060-0660-9107-71471	Corporate Projects	10,000	4,105.46		4,105.46		4,105.46		5,894.54	Under Budget
Airport Lawnmowers	20-060-0660-9157-71471	Vehicles & Equipment		6,168.86			6,168.86	6,168.86		(6,168.86)	Approval in 2021
Replacement of 2 Terminal furnaces Converting to Propane	20-060-0660-9182-71471	Corporate Buildings	18,000	13,407.71		13,407.71		13,407.71		4,592.29	Under Budget
Replace REIL Light Foundations (Audit Finding)	20-060-0660-9263-71523	Corporate Projects	15,000	4,889.38		4,889.38		4,889.38		10,110.62	Under Budget
Replace Terminal Roof and Legion Park Picnic Shelter (\$32,000 budget total)	20-060-0660-9295-71523	Corporate Buildings	28,000	21,150.00		21,150.00		21,150.00		6,850.00	Under Budget
TOTAL AIRPORT			71,000	49,721.41	-	43,552.55	6,168.86	49,721.41	-	21,278.59	

2021 CAPITAL & RESERVE FUND BALANCING

Revised March 16, 2022

Revised March 16, 2022					REVENUE SOURCES									
	Account #	RESERVE FUND	Reserve Funds as per Capital Budget	Capital Expense to December 31, 2021	Other Grants/Project Funding	Reserve Funds Actual to December 31, 2021	Additional Reserve Funds Required	Total Reserve Funds to Support Capital	Revenue Fund Required (Distributed Salaries/Benefits /Equip)	Difference Between Reserve Funds Budgeted & Reserve Funds Actual	NOTES			
WASTE MANAGEMENT SYSTEM Replace Landfill Scales (\$58.5k + installation & commissioning) Landfill Site Expansion and first phase design activities TOTAL WASTE MANAGEMENT SYSTEM	20-080-0860-9107-71471 20-080-0860-9238-71523	Landfill Landfill	78,500	21,594.40		21,594.40		21,594.40		56,905.60	Carried Forward to 2022			
			60,000				-	60,000.00	Carried Forward to 2022					
			138,500	21,594.40	0	21,594.40	-	21,594.40	-	116,905.60				
Memorial Sports Centre Fitness Equipment Perimeter re-grading around the Sorting Gap Building Dock Replacement (Committed in 2020) Misc Ongoing Capital Repairs (Annual) Replace Dry-O-Tron Compressors (end of service life) Pool Vacuum Replacement Replace Front Entry Stairs MSC Facility Upgrades (ICIP Funded Project 2021 Portion) IFK Sprinkler System Repairs and Testing (5 Year Required) Engineering Study of Ice Plant to find efficiencies	20-160-1620-9624-71471 20-160-1631-9183-71523 20-160-1631-9627-71471 20-160-1634-9105-71471 20-160-1634-9107-71471 20-160-1634-9107-71471 20-160-1634-9640-71523 20-160-1634-9656-71523 20-160-1634-9660-71523 20-160-1634-9661-71523	Vehicles & Equipment Corporate Projects Corporate Projects Corporate Buildings Vehicles & Equipment Vehicles & Equipment Corporate Buildings Corporate Buildings Corporate Projects Corporate Projects	0	47,560.00			47,560.00	47,560.00		(47,560.00)	Spin Bikes Report and approval from Council in 2021			
			10,000	-				-		10,000.00	Deferred			
			140,180	204,646.08	144,687.73	59,958.35		59,958.35	14,970.30	80,221.65	NOHFC & FEDNOR Funding Received			
			30,000	15,841.56		15,841.56		15,841.56		14,158.44	Less in this area due to the facility upgrades			
			13,000	-				-		13,000.00	Carried Forward to 2022			
			12,500	12,350.53		12,350.53		12,350.53		149.47	Under Budget			
			2,000	-				-		2,000.00	Carried Forward to 2022			
			818,753	1,352,683.98	944,308.69	408,375.29		408,375.29		410,377.71	Carried Forward to 2022- supply chain issues			
			22,000	-				-		22,000.00	Carried Forward to 2022			
			40,000	24,811.40	24,811.40			-		40,000.00	Received a grant			
			1,088,433	1,657,893.55	1,113,807.82	496,525.73	47,560.00	544,085.73	14,970.30	544,347.27				
			Accoustical Improvements Repairs and Maintenance	20-120-1220-9127-71523 20-120-1220-9105-71545	Senior's Centre Senior's Centre	12,000	6,568.10	6,568.10			-		12,000.00	Senior's Special Grant Funding Approved for these 2 projects
						0	1,883.06	1,883.06			-		-	
12,000	8,451.16	8,451.16				-	-	-	-	12,000.00				
Museum Replace Humidifiers- Museum Replace Fire Panel- Museum TOTAL RECREATION & CULTURAL SERVICES	20-160-1645-9107-71471 20-160-1645-9181-71471	Corporate Buildings Corporate Buildings	10,000	14,344.10		10,000.00	4,344.10	14,344.10		(4,344.10)	Over budget			
			10,950					-		10,950.00	Carried Forward to 2022			
			20,950	14,344.10	-	10,000.00	4,344.10	14,344.10	-	6,605.90				
			1,121,383	1,680,688.81	1,122,258.98	506,525.73	51,904.10	558,429.83	14,970.30	562,953.17				
Library Maker Space Equipment Computer Equipment TOTAL LIBRARY	20-160-1640-9105-71471 20-160-1640-9109-71471	Library Library	20,450					-		20,450.00	COVID and staffing delayed projects			
			68,570	5,749.09		5,749.09		5,749.09		62,820.91	COVID and staffing delayed projects			
			89,020	5,749.09	-	5,749.09	-	5,749.09	-	83,270.91				
PLANNING & DEVELOPMENT Wood Yard Land Use/Economic Development Feasibility Study Nursing Station Demolition Wood Yard Development- Environmental (Ph. 1-2 ESA, RSC) TOTAL PLANNING & DEVELOPMENT	20-180-1810-9180-71523 20-180-1810-9185-71523 20-180-1810-9237-71523	Corporate Projects Corporate Projects Corporate Projects	1,852	1,817.43	1,541.72	275.71		275.71		1,576.29	Carried Forward to 2022			
			60,000	39,583.00		39,583.00		39,583.00		20,417.00	Completed Under Budget			
			135,000	14,079.56		14,079.56		14,079.56		120,920.44	Carried Forward to 2022			
			196,852	55,479.99	1,541.72	53,938.27	-	53,938.27	-	142,913.73				
TOTAL CAPITAL			3,940,524	6,463,552.03	4,009,054.30	2,221,653.65	174,818.03	2,393,515.13	72,996.35	1,547,008.87				
Partially Funded Capital- Dependant on funding- FUNDING NOT RECEIVED- PROJECT NOT COMPLETED														
Design Works for the Reconstruction of Scott Street from Reid Avenue to Armit Avenue Reconstruction of Kings Highway from Pit Road #2 to Oakwood Road (Phase 2 - Dependent on Funding)	20-060-0611-9311-71523	Corporate Projects	18,718							18,718.00				
	20-060-0611-9314-71523	Corporate Projects	195,151							195,151.00				
			213,869	-	-	-	-	-	-	213,869.00				
TOTALS			4,154,393	6,463,552.03	4,009,054.30	2,221,653.65	174,818.03	2,393,515.13	72,996.35	1,760,877.87				



FORTFRANCES
BOUNDLESS

2022 BIA BUDGET

ADMINISTRATIVE REPORT

Date: 2022-03-22
From: Dawn Galusha, Treasurer
To: Administration & Finance Executive Committee
File Number: TRE 2022-14

1. ISSUE

Under Section 208 of the *Municipal Act, 2001* a budget is required for the purpose of levying and collecting of a special charge of taxes upon the Business Improvement Area.

2. STRATEGIC IMPACT

N/A

3. OPTIONS & ALTERNATIVES

Authorize the approval of the 2022 Budget estimates as presented.

4. ADMINISTRATIVE RECOMMENDATION

RECOMMENDED THAT the Administration & Finance Executive Committee approves the 2022 budget estimates in the amount of \$62,000, as submitted by the Fort Frances Business Improvement Association, and approves the tax rate and BIA special charge levy in the amount of \$0, as the BIA is supporting use of prior year surpluses.

5. ANALYSIS

The attached 2022 BIA Budget is prepared and approved by the Fort Frances Business Improvement Association.

6. HISTORY

N/A

7. CONSULTATION

N/A

8. SUPPORTING DOCUMENTS

- (1) 2022 BIA Budget
- (2) 2022 Tax Rates

Schedule "A" to By-Law No. __/22

**FORT FRANCES BUSINESS IMPROVEMENT ASSOCIATION
2022 BUDGET**

	Account Number	2021 Budget	2021 Actuals	2022 Budget
Revenue:				
BIA Taxation - Commercial	60-180-1823-0140-40014	(45,000)	(44,981.40)	
BIA Taxation - Industrial	60-180-1823-0150-40014			
BIA Supp/Omit or Write-off	60-180-1823-0140-50014			
W/O Vacancy Rebates	60-180-1823-0122-50024	103		
W/O Charity Rebates	60-180-1823-0122-54512			
Promotions Income	60-180-1823-0430-40688			
Transfer To/From Surplus	60-180-1823-0000-71030	(80,686)		(62,000)
		(125,583)	(44,981.40)	(62,000)
Expenditures:				
Part-time Salaries/Wages	60-180-1823-1101-60020	4,000	3,177.37	4,000
CPP	60-180-1823-1101-60025		134.01	
EI	60-180-1823-1101-60030		66.32	
EHT	60-180-1823-1101-60040		58.45	
WSIB	60-180-1823-1101-60055		69.56	
Telephone/Communications	60-180-1823-1200-71251	1,200	305.38	1,200
Postage	60-180-1823-1200-71252	50	20.35	50
Memberships	60-180-1823-1200-71260	0		16
Office Supplies	60-180-1823-1400-71410	500		500
Meeting Expenses	60-180-1823-1500-71532	200	81.40	200
Building & Office Rent	60-180-1823-1500-71552	2,034	1,960.62	2,034
Advertising & Public Notice	60-180-1823-1500-71591	20,000	6,462.23	16,500
Social Media	60-180-1823-1500-71592	500		500
Events/Activities	60-180-1823-1500-71593	5,000		5,000
Banners & Poles	60-180-1823-1900-71902	2,000		2,000
Seasonal Decorations	60-180-1823-1900-71903	10,000		10,000
Future Projects	60-180-1823-1900-71906	0		
Rainy Lake Market Square Project	60-180-1823-1900-71907	10,000	10,000.00	10,000
Soil/Plants/Trees	60-180-1823-2740-71440	1,000	8,287.19	1,000
Grounds Repairs/Maintenance	60-180-1823-2740-71545	2,000		2,000
Materials	60-180-1823-2750-71471	7,000		7,000
Surplus		60,281		
		125,765	30,622.88	62,000
Accumulated (Surplus)/Deficit		182	(14,358.52)	0

Schedule "B" to By-Law No. __/22

2022 BIA TAX RATES

Class	RTC/ RTQ	2022 Assessment	Tax Rate Discount	Discounted CVA	Tax Ratios	Weighted CVA	Effective Tax Rate	2022 BIA Tax Levy
Commercial	CT	9,682,900	1	9,682,900	1.943520	18,818,910	0.00000000	-
Industrial	IT	-	1	-	2.616491	-	0.00000000	-
Total		9,682,900		9,682,900		18,818,910		-

Base Rate	<u>-</u>	Dollars Required
	18,818,910	Weighted Assessment

0 Base Rate equal to tax ratio of 1



FORTFRANCES
BOUNDLESS

**2021 CONTRIBUTIONS TO RESERVE
FUNDS**

**ADMINISTRATIVE
REPORT**

Date: 2022-03-22
From: Dawn Galusha, Treasurer
To: Administration & Finance Executive Committee
File Number: TRE 2022-15

1. ISSUE

We are projecting a 2021 General Operating Fund Deficit, mostly due to staffing vacancies and lay-offs due to the COVID impacts, in addition to the Supplemental Levy assessed on the new OPP station.

2. STRATEGIC IMPACT

N/A

3. OPTIONS & ALTERNATIVES

Authorize the approval of transferring surplus funds to the appropriate reserve funds for 2021.

4. ADMINISTRATIVE RECOMMENDATION

RECOMMENDED THAT the Administration & Finance Executive Committee approves the year-end contributions to the reserve funds as follows:

Waterworks & Sanitary Sewer	-	\$300,425.52	100% of Water & Sewer Surplus to Water & Sewer Reserves
Safe Restart Funding	-	\$14,345.34	Safe Restart Reserve Fund
Surplus estimate 2020 and 2021	-	\$500,000.00	Working Capital Reserve Fund

5. ANALYSIS

We are nearing the end of our year-end preparation for the fiscal period ending December 31, 2021. In accordance with our Long-Term Capital Financial Plan, Policy No. 1.19, being a plan to help align short-term actions with long-term financial management strategy and that identifies, that with Council approval, that Operating Surplus be transferred to the Corporate Reserve Funds, and that Water & Sewer Fund surpluses be transferred to Waterworks & Sanitary Sewer Reserve Fund at year end.

The Water Fund and Sewer Fund surplus amount transferred to the Waterworks & Sanitary Sewer Reserve Fund amount is \$300,425.52 for the 2021 fiscal year end, at this point in time.

In 2021, we were fortunate to receive additional Safe Restart Funding, of which I am proposing carrying \$14,345.34 to 2022. The use of this funding was for specific enhanced cleaning protocols, PPE, sanitization supplies, protection barriers and other purchases directly related to COVID-19, which we would not have incurred otherwise. COVID-19

impacts the budget in many other ways, including both reductions to revenue, as well as cost savings for travel, training, salaries, and benefits.

We are projecting a 2021 General Operating Fund surplus, mostly due to staffing vacancies and lay-offs due to the COVID impacts, in addition to the Supplemental Levy assessed on the new OPP station. As the 2022 Capital Budget has many large projects and it is likely that we will be waiting on funding from the Federal and Provincial Government, I would like approval to maintain a larger Working Capital Reserve Fund. Whether it's used to maintain operations and make payroll, or for capital project expenses, healthy working capital reserves are essential for long-term success. We currently have \$1,000,000 in the Working Capital Reserve Fund which is low for the monthly expenditures of the Corporation. This \$500,000 allocation will bring our Working Capital Reserve Fund to \$1,500,000.

The year-end contributions to reserves would be as follows:

Waterworks & Sanitary Sewer	-	\$300,425.52	100% of Water & Sewer Surplus to Water & Sewer Reserves
Safe Restart Funding	-	\$14,345.34	Safe Restart Reserve Fund
Surplus estimate 2020 and 2021	-	\$500,000.00	Working Capital Reserve Fund

6. HISTORY

Year-end reserve transfers are performed annually in order to appropriately allocate surplus to reserve funds based on our Long-Term Capital Financial Plan, Policy No. 1.19 and the goals of the Corporation.

7. CONSULTATION

N/A

8. SUPPORTING DOCUMENTS

N/A



FORTFRANCES
BOUNDLESS

**2022 ONTARIO REGULATION 284/09-
BUDGET MATTERS**

ADMINISTRATIVE REPORT

Date: 2022-03-22
From: Dawn Galusha, Treasurer
To: Administration & Finance Executive Committee
File Number: TRE 2022-16

1. ISSUE

The Town of Fort Frances is required under the Ontario Regulation 284/09 (O. Reg. 284/09) to report on whether amortization expenses, post-employment benefits and solid waste landfill closure and post-closure expenses are included in the budget. The purpose of this report is to explain Ontario Regulation 284/09 and illustrate the impact on the 2022 budget if all these expenses had been included.

2. STRATEGIC IMPACT

N/A

3. OPTIONS & ALTERNATIVES

Council will receive the Ontario Regulation 284/09- Budget Matters disclosure report as presented for the 2022 Operating Budget.

4. ADMINISTRATIVE RECOMMENDATION

RECOMMENDED THAT the Administration & Finance Executive Committee receives the Ontario Regulation 284/09- Budget Matters disclosure report as presented for the 2022 Operating Budget.

5. ANALYSIS

Financial Impact

The Town of Fort Frances developed its 2022 Operating Budget excluding only amortization. The budget this year includes annual post-employment benefits for fire fighters and solid waste landfill closure and post-closure expenses.

- 1) The 2022 Operating Budget does not include expense for the amortization of its tangible capital assets estimated in the sum of \$5,100,000. However, the Capital budget includes Contributions from Reserve Funds in the amount of \$7,989,596 (\$9,289,596 less FGT \$1,280,000, less Cemetery reserves \$20,000) for capital asset replacement as shown in **Schedule 2** attached to this report.
- 2) The 2022 Operating Budget includes the estimated cost of the post-employment benefit expenses incurred in the current year for any retirees resulting from the 2011 firefighter arbitration award. The Town engages LifeWorks to provide a post-retirement non-pension benefits actuary report providing an accounting valuation. The post-retirement liability continues to be an unfunded liability.

- 3) The 2022 Operating budget includes the current year expense for landfill closure and post-closure expense, which is estimated at \$23,918. In 2012 EBA Engineering Consultants Ltd. completed a review our landfill to determine the remaining life of the permitted landfill footprint and provided an update of the closure and post closure liabilities for the site. The Post Landfill Closure Reserve Fund as at December 31, 2021 was \$924,912.16 and estimated to have a closing balance of \$953,359.18 at December 31, 2022.

6. HISTORY

Accounting standards and reporting requirements changed dramatically in 2009, the most significant change being the introduction of tangible capital asset accounting. The accounting standards, however, do not require that budgets be prepared on the same basis. The Town of Fort Frances, like most municipalities, continues to prepare budgets based on the traditional cash basis.

For 2011 and subsequent years, the municipality or local board shall prepare a report about the excluded expenses and adopt the report by resolution before adopting a budget for that year that excludes from their estimated budget expense costs related to amortization expenses, post-employment benefit expenses and solid waste landfill closure and post-closure expenses.

The regulation requires that the report contain information regarding:

- 1) An estimate of the change in the accumulated surplus of the municipality to the end of the year resulting from the exclusion of any of those expenses; and
- 2) An analysis of the estimated impact of the exclusion of any of those expenses on the future tangible capital asset funding requirements of the municipality.

7. CONSULTATION

N/A

8. SUPPORTING DOCUMENTS

N/A

Schedule 1
2022 BUDGET
PSAB 3150 RECONCILIATION

Revenues	
General Operating	\$ 21,585,160
Water Operating	3,003,281
Sewer Operating	2,791,235
Capital ⁵	17,570,975
	<hr/> 44,950,651
Less	
Transfers to Capital from other Funds ¹	8,079,596
Transfers to Capital from other Funds ¹	20,000
Transfers to Operating from other Funds ¹	424,000
Federal Gas Tax Recognized from Deferred Revenue	1,280,000
MTO Gas Tax Recognized from Deferred Revenue	-
Prior Year's Surplus	-
Proceeds from Long-Term Debt ²	-
Total Revenues	<hr/> 35,147,055
 Expenses	
General Operating	\$ 21,585,160
Water Operating	3,003,281
Sewer Operating	2,791,235
Capital	17,570,975
	<hr/> 44,950,651
Less	
Transfers from Operating to other (Reserve) Funds ³	2,022,900
Transfer from Water & Sewer to other Funds ³	2,608,016
Prior Year's Deficit	-
Capital Expenses	17,570,975
Debt Principal Repayments ⁴	315,410
Total Expenses	<hr/> 22,433,350
Annual Surplus, before exclusion	12,713,705
Excluded Expenses	
Amortization of Tangible Capital Assets	5,100,000
Post Employment Benefits	-
Solid Waste Landfill Closure & Post-closure Expenses	-
Total Excluded exclusions	<hr/> 5,100,000
Annual Surplus (Deficit), after excluded Expenses⁵	\$ 7,613,705

NOTES

¹ Transfers from other funds represents transfers from Reserve Funds for Expenditures and is not considered a revenue source under accrual accounting

² Proceeds from debenture issued is a debt financing decision and is considered a liability and not a revenue source under accrual accounting

³ Transfers to other funds represents contributions to reserves and is not considered an expense under accrual accounting

⁴ Debt principal repayments are considered repayments of long-term liabilities and are not an expense under accrual accounting

⁵ Grant Revenue is recognized in year it is received. For 2020 many of the Capital Projects are funded via Grants and the amortization is recognized over the years to come. This creates a larger accrual based Surplus for 2020.

Schedule 2

2022 BUDGET

Account Name	G/L Account #	Estimated Reserve Fund Balance December 31, 2021	Estimated Interest Earned 2022- 0.55%	2022 Contributions to Reserve Funds	2022 Estimated Reserve Cont'n to Capital/General	Estimated Reserve Fund Balance December 31, 2022
Museum Projects	30-002-0000-0810-20805	36,270.73	199.49			36,470.22
Handi-Transit MTO Gas Tax	30-002-0000-0810-20809	164,200.64	903.10			165,103.74
Parks & Cemeteries Projects	30-002-0000-0810-20823	56,540.53	310.97			56,851.50
Public Library & Technology Centre	30-002-0000-0810-20827	197,063.57	1,083.85			198,147.42
Sister Kennedy Centre Projects	30-002-0000-0810-20832	22,255.09	122.40			22,377.49
Post Landfill Closure	30-002-0000-0810-20851	924,912.16	5,087.02	23,360.00		953,359.18
Waterworks & Sanitary Sewer	30-002-0000-0810-20860	8,024,111.77	44,132.61	2,608,016.00	- 2,509,780.00	8,166,480.38
Point Park Reserve	30-002-0000-0810-20865	1,411,410.89	7,762.76		- 80,000.00	1,339,173.65
Safe Restart Funding	30-002-0000-0810-20866	430,580.58	2,368.19			432,948.77
Watermeter Replacement	30-002-0000-0810-20870	174,494.17	959.72	17,892.00		193,345.89
Townshend Theatre	30-002-0000-0810-20871	127,662.05	702.14			128,364.19
Municipal Accom. Tax Reserve Fund	30-002-0000-0810-20872	135,464.41	745.05			136,209.46
Corporate Vehicles/Equipment	30-002-0000-0810-20874	1,225,732.59	6,741.53	1,500,000.00	- 1,905,035.00	827,439.12
Corporate Building	30-002-0000-0810-20875	2,038,022.78	11,209.13		- 1,111,648.00	937,583.91
Corp. Projects Reserve	30-002-0000-0810-20876	2,995,787.67	16,476.83	522,900.00	- 2,044,883.00	1,490,281.50
Corporate Contingency	30-002-0000-0810-20877	14,067.98	77.37			14,145.35
Federal Gas Tax Reserve	30-002-0000-0810-20878	805,590.30	4,430.75	462,000.00	- 1,272,000.00	21.05
Modernization Reserve Fund	30-002-0000-0810-20879	714,400.43	3,929.20		- 213,000.00	505,329.63
Tax Rate Stabilization Reserve	30-002-0000-0810-20880	99,551.91	547.54			100,099.45
		20,342,798.27	107,789.66	5,134,168.00	- 9,136,346.00	16,448,409.93
Cemeteries	80-001-0000-0010-10046	945,466.00	5,200.06		- 20,000.00	930,666.06
Library Building	30-002-0000-0811-20828	450,722.36	2,478.97		- 133,250.00	319,951.33
						-
		21,738,986.63	115,468.70	5,134,168.00	- 9,289,596.00	17,699,027.33



FORTFRANCES
BOUNDLESS

**COUNCILLOR D. JUDSON- RRDMA PER
DIEM**

ADMINISTRATIVE REPORT

Date: 2022-03-07
From: Dawn Galusha, Treasurer
To: Administration & Finance Executive Committee
File Number: Treasury Report 2022/11

ISSUE

Consider approval of Schedule “F” Travel Statement- Mayor/Council Honorarium per diem in the amount of \$80.00 for attendance at the RRDMA Annual General Meeting held virtually on January 15, 2022 as submitted by Councillor Douglas Judson.

ADMINISTRATIVE RECOMMENDATION

Administration recommends:

THAT the Administration & Finance Executive Committee approve Schedule “F” Travel Statement- Mayor/Council Honorarium per diem in the total amount of \$80.00 as submitted by Councillor Douglas Judson for attendance at the RRDMA Annual General Meeting held virtually on January 15, 2022.

STRATEGIC IMPACT

n/a

OPTIONS & ALTERNATIVES

- (1) Approval of per diem payment of \$80.00.
- (2) Deny the request.

HISTORY

n/a

ANALYSIS

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’.

CONSULTATION

n/a

SUPPORTING DOCUMENTS

Town of Fort Frances- Schedule “F”

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

Attendee	<i>Douglas Judson</i>
Conference / Seminar Attended	<i>Rainy River District Municipal Association Annual General Meeting</i>
Location	<i>Virtual</i>
Dates	<i>January 15, 2022</i>

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date						<i>Jan. 15</i>		<i>½ day</i>
Amount						<i>\$80.00</i>		<i>\$80.00</i>

Name (Please Print)	Signature <i>Douglas Judson</i>
Approved	Date <i>February 28, 2022</i>

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

<i>“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.”</i>

- Deb Ewald/RRDMA President

Invocation: Pat White |
| 9:10 a.m. - 10:00 a.m. | Business Session:
(Detailed information will be included) <ul style="list-style-type: none">- Minutes of September 22, 2021 General Meeting- Audited Treasurer's Report for 2021- Reports- NOMA - Levy payment- Resolutions/Resolutions for N.O.M.A.- Conferences – KDMA- Other Business- Meetings |
| 10:00 a.m. - 10:30 a.m. | - Northwestern Health Unit

Dr. Kit Young Hoon
Marilyn Herbacz/CEO |
| 10:30 a.m. - 11:00 a.m. | - DSSAB

Dan McCormick/CAO |
| 11:00 a.m. - 11:15 a.m. | - HEALTH BREAK |
| 11:15 a.m. - 11:45 a.m. | - Geoff Gillon/RRFDC |
| 11:45 a.m. – 12:00 Noon | - Marcus Powlowski, MP
Thunder Bay – Rainy River |

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

Ontario Provincial Police

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

- **ADJOURNMENT**
- Closing Remarks



FORTFRANCES
BOUNDLESS

**COUNCILLOR W. BRUNETTA- NOMA PER
DIEM**

ADMINISTRATIVE REPORT

Date: 2022-03-07
From: Dawn Galusha, Treasurer
To: Administration & Finance Executive Meeting
File Number: Treasury Report 2022/12

ISSUE

Consider approval of Schedule “F” Travel Statement- Mayor/Council Honorarium per diem in the amount of \$160.00 for attendance at the NOMA Strategic Planning and Board Meeting held virtually on February 22 and 23, 2022 as submitted by Councillor Wendy Brunetta.

ADMINISTRATIVE RECOMMENDATION

Administration recommends:

THAT the Administration & Finance Executive Committee approve Schedule “F” Travel Statement- Mayor/Council Honorarium per diem in the total amount of \$160.00 as submitted by Councillor Wendy Brunetta for attendance at the NOMA Strategic Planning Session and Board Meeting held virtually on February 22 and 23, 2022.

STRATEGIC IMPACT

n/a

OPTIONS & ALTERNATIVES

- (1) Approval of per diem payment of \$160.00.
- (2) Deny the request.

HISTORY

n/a

ANALYSIS

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

CONSULTATION

n/a

SUPPORTING DOCUMENTS

Town of Fort Frances- Schedule “F”

Agendas

NOMA Strategic Planning Meeting, February 22/2022
Virtual Meeting, 6 to 8:30 pm

Agenda:

1. Review of proposed strategic activities. (See document “February Meeting and Activity Chart” – pages 3 to 8). The objective is to confirm the final list of activities with a view to NOMA resources and timing. This is not a substantive editing discussion. (45 min)
2. Finalize the wording of the Introduction, Vision, Mission and Guiding Principles sections (see document “February Meeting and Activity Chart” – page 2) and the agreed to Activities (The What and the Why). This is an editing discussion (60 min)
3. Financial Information Returns. (See document “Final Summary of NW and ON Total Revenue and Spending” (Word document). There are two Excel worksheets as background which demonstrates how Activity B.7 can be done. (20 min)
4. Next Steps – toward Final Draft and Adoption (10 min)

**NORTHWESTERN ONTARIO MUNICIPAL ASSOCIATION
BOARD OF DIRECTORS MEETING
AGENDA**

Wednesday, February 23, 2021

Virtual - Zoom

9:30 am EST/8:30 am CST

1. CALL TO ORDER AND WELCOME

2. APPROVAL OF THE AGENDA

MOTION: THAT the agenda be approved as presented.

3. APPROVAL OF MINUTES FROM PREVIOUS MEETING

MOTION: THAT the minutes of the Board meeting held November 24, 2021, be approved as presented.

4. APPROVAL OF THE FINANCIAL REPORT

MOTION: THAT the financial report be approved as presented.

5. EXECUTIVE DIRECTOR REPORT

MOTION: THAT the Executive Director report be reviewed and approved as presented.

6. NEW BUSINESS

- 6.1 New Firefighter Standards
- 6.2 NPI Immigration Portal
- 6.3 Schedule Board Meetings
- 6.4 NOMA Conference & Keynote Speaker
- 6.5 Executive Director Annual Performance Review
- 6.6 Joint and Several Resolution to support AMO
- 6.7 NOSM Letter of Support
- 6.8 LU Partnership – Student Placement
- 6.9 Support Bill 59
- 6.10 Caribou ERO
- 6.11 We The Nuclear Free North – Public Interest Group
- 6.12 March 23rd meeting – Strategic Plan

SPEAKER

N. Gale
A. Strawson
A. Strawson
A. Strawson
A. Strawson
A. Strawson
A. Strawson
A. Strawson
A. Strawson
A. Strawson
K. Oliver
W. Landry

7. UPDATE FROM DISTRICT MUNICIPAL ASSOCIATIONS/LEAGUE

- 5.1 Update from TBDML
- 5.2 Update from KDMA
- 5.3 Update from RRDMA

8. ISSUE TRACKER/UPDATES (IF ANY)

- Non-urgent Patient Transport – Norm Gale
- OMPF – Rick Dumas
- Police Costs –Section 10 – Norm Gale
Section 31 – Norm Gale
- Conservation Lands – Doug Hartnell
- Mining – Mark Vermette & Mark Wright
- Nuclear Waste Management Org –Kevin Kahoot
- Railway Taxation – Doug Hartnell
- NOSM: Physician Recruitment – Wendy Brunetta
- WSER Regulation Dechlorinating Wastewater – Mark Wright

9. ADJOURNMENT

DATE: February 28, 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

- The Administration and Finance Executive Committee (AFEC) received at the Feb 8, 2022 meeting a [report](#) and a draft of a new use of corporate resources for election purposes policy. A follow up [report](#) was provided at AFEC on February 22, 2022
- 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
- Further clarification was requested being that the policy has components relating to provincial and federal election

Analysis

- Legislative requirement clarification relating provincial and federal election:
 - This policy was created to comply with the Municipal Elections Act. The MEA prohibits a municipality from making a contribution to a Candidate or a Registered Third Party in a municipal election during an Election Campaign Period. Any use of the Town of Fort Frances resources by or on behalf of a Candidate or Registered Third Party during an Election Campaign Period would be considered a contribution by the Town. The Election Finances Act and the Canada Elections Act impose similar prohibitions for provincial and federal election campaigns.
 - The Election Finance Act, 1990, as amended, and the Canada Elections Act, 2000, as amended, establish regulations for candidates and parties running in provincial and federal elections. Section 29(1) of the Election Finance Act and Section 363(1) of the Canada Elections Act prohibit municipal corporations from contributing to any candidate, constituency association, nomination contestant, leadership contestant, or political

party. As campaign contributions may take the form of money, goods and services, any use of a corporate resource for an election-related purpose, by a member of Council, candidate, third party advertiser or staff, is prohibited.

- With respect to provincial and federal elections similar language can be found in most municipal policies relating to use of corporate resources across Ontario.

RECOMMENDATION

THAT 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 .



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

1. POLICY STATEMENT

The *Municipal Elections Act*, 1996, 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 incumbent Member an acclaimed Member or a Member not seeking re-election.

4. DEFINITIONS

“The Act” means the *Municipal Elections Act*, 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.

“Member” has the same meaning as found in the Section 1 of the Conflict of Interest Act.

“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;

“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 owned, provided or 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;

- g) Members of Council who are running for re-election shall not identify themselves in any online media or content generated during the Election Period by the title of their office (i.e., such as mayor or councillor); and

~~(g)~~ h) 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;

i) Members of Council may not use the municipality's voicemail system and/or cell phones to record election related messages;

~~(h)~~ 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. For clarity, this does not restrict the ability of a Member to use the integrity Commissioner's services as authorized by any applicable law or policy.

- 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.

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.