

# TOWN OF FORT FRANCES

## Administration & Finance Executive Committee

### AGENDA - November 22, 2016, 12:00 PM

#### MEETING - Civic Centre

Session #041

Page

1. **Call to Order**
2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**
3. **Disclosure of pecuniary interest and the general nature thereof**
4. **Approval of Previous Committee Minutes**
  - 4.1 Session 040, November 8, 2016 2 - 3
5. **In-Camera**
  - 5.1 Identifiable Individual: Report from D. Brown, CAO dated November 17, 2016 (Compensation Request)
6. **Items Referred from Council - None**
7. **New Business**
  - 7.1 2017 Administration & Finance Budget Considerations 4 - 18
    - Corporate
    - Administration & Finance
    - Police Services
    - A&F Capital
  - 7.2 2017 Fire & Rescue Services Budget Considerations 19 - 60
8. **Non-agenda Items**
9. **Information**
  - 9.1 October 2016 Fire & Rescue Services Statistics 61
  - 9.2 Ministry of Finance - Ontario Municipal Partnership Fund (OMPF) 2017 Allocation Notice 62 - 75
10. **Adjourn / Next Meeting Date**

## TOWN OF FORT FRANCES

### MINUTES

SESSION NO. #040

November 8, 2016

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Civic Centre on November 8, 2016 from 12:04 p.m. to 1:22 p.m.

PRESENT: Councillor K. Perry, Councillor G. P. Ryan, Councillor W. Brunetta and Mayor R. Avis

ALSO PRESENT: D. Brown, CAO, E. Slomke, Clerk, L. Lindberg, Treasurer, A. Petrin, Human Resources Manager

REGRETS: None.

**1. Call to Order at 12:04 p.m.**

**2. Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting - None.**

**3. Disclosure of pecuniary interest and the general nature thereof**

Mayor Avis disclosed an interest in Item 7.3 from this agenda as the travel and per diem claim is his.

Councillor Perry disclosed an interest in Item 7.4 from this agenda as the travel and per diem claim is his.

**4. Approval of Previous Committee Minutes**

4.1 Session # 039 dated October 18, 2016  
RYAN / BRUNETTA: Approved as presented.

**5. In-Camera - None.**

**6. Items Referred from Council**

**6.1 International Early Iron Car Club Request**

The Administration & Finance Executive Committee is prepared to support Items 8, 9 and 10 from the Early Iron Car Club letter dated October 6, 2016. The remainder of the items will be considered after the Community Services Executive Committee collects further information.

**7. New Business**

**7.1 Policy Update - Management / Non-Union Salary Administration**

- Agree with recommendation and item will be referred to the Committee of the Whole consent agenda.

**7.2 Municipal Elections Modernization Act (Bill 181)**

- Received as information and item will be referred to the Committee of the Whole agenda.

**7.3 Mayor Avis - AMO "What's Next Ontario" session Travel & Per Diem Claims**

- Mayor Avis disclosed an interest in this item as the travel and per diem claim being considered is his. He did not speak to the matter nor vote on it.

- Agree with recommendation and item will be referred to the Committee of the Whole agenda.

**7.4 Councillor Perry - AMO "What's Next Ontario" session Travel & Per Diem Claims**

- Councillor Perry disclosed an interest in this item as the travel and per diem claim

being considered is his. He did not speak to the matter nor vote on it. Councillor Ryan assumed chair responsibilities for this item.

- Agree with recommendation and item will be referred to the Committee of the Whole agenda.

7.5 D. Brown, CAO - Purchase Card Expense

- Agree with recommendation and item will be referred to the Committee of the Whole consent agenda.

7.6 2017 User Fees (Administration & Finance and Emergency Services)

- Agree with recommendation and item will be referred to the Committee of the Whole consent agenda.

**8. Non-agenda Items - None.**

**9. Outstanding Items**

9.1 When Eagles Fly Program Financial Request

- Agree with recommendation from Police Services Board with no further action taken.

**10. Information**

10.1 Municipal Policing Bureau letter regarding Arbitration Award Received.

10.2 General Fund (Operating) Actuals as at October 31, 2016 Received.

10.3 Water and Sewer Fund (Operating) Actuals to October 31, 2016 Received.

10.4 Capital Fund Budget vs Actual as at October 31, 2016 Received.

**11. Adjourn / Next Meeting Date**

11.1 The meeting adjourned at 1:22 p.m.

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Executive Committee Chair

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D. Brown, CAO

2017 DRAFT CORPORATE BUDGET

	NEW G/L ACCOUNT	ACCOUNT #	Actual December 31/13	Actual December 31/14	Actual to December 31/15	2016 OPERATING FORECAST	Actual to October 31/16	3 Year Average 2013, 2014, 2015	2017 OPERATING FORECAST	2016 & 2017 Budget Variance	Remarks / Notes
<b>REVENUE:</b>											
<b>MUNICIPAL LEVY:</b>											
Farmland Tax	10-010-0150-0111-40014	G-050-0111-0014	(137.92)	(627.96)	(521.29)	(648)	(648.05)		(648)		0 2016 Tax Levy is the starting point
Residential - EP	10-010-0150-0111-40018	G-050-0111-0018	(5,036,180.20)	(5,286,000.60)	(5,419,070.51)	(5,597,935)	(5,597,935.55)		(5,597,935)		0 for 2017 Taxes
Residential - ES	10-010-0150-0111-40019	G-050-0111-0019	(1,169,086.03)	(1,194,642.92)	(1,224,860.66)	(1,195,584)	(1,195,583.70)		(1,195,584)		0
Residential - FP	10-010-0150-0111-40020	G-050-0111-0020	(11,539.31)	(11,924.42)	(11,117.94)	(11,233)	(11,232.53)		(11,233)		0
Residential- FS	10-010-0150-0111-40021	G-050-0111-0021	(30,167.58)	(30,120.21)	(31,193.60)	(30,121)	(30,121.04)		(30,121)		0
Commercial Tax Full - T (Including DT)	10-010-0150-0112-40014	G-050-0112-0014	(2,058,255.67)	(2,097,670.44)	(2,122,723.47)	(2,124,412)	(2,124,412.33)		(2,124,412)		0
Commercial Vacant Unit - U	10-010-0150-0112-40015	G-050-0112-0015	(19,193.16)	(20,168.25)	(20,797.39)	(21,312)	(21,312.18)		(21,312)		0
Commercial Vacant Land - X	10-010-0150-0112-40016	G-050-0112-0016	(44,883.05)	(46,607.26)	(47,568.48)	(47,487)	(47,486.68)		(47,487)		0
Commercial General - M	10-010-0150-0112-40017	G-050-0112-0017	(2,563.46)	(2,606.66)	(2,603.48)	(2,588)	(2,587.62)		(2,588)		0
Commercial Shared - H	10-010-0150-0112-40023	G-050-0112-0023	(18,607.62)	(18,601.04)	(18,392.30)	(18,200)	(18,200.57)		(18,200)		0
Commercial New Construction - XT	10-010-0150-0112-40034	G-050-0112-0034	(8,864.60)	(8,956.23)	(8,888.31)	(8,778)	(8,778.24)		(8,778)		0
Industrial Tax Full - T	10-010-0150-0113-40014	G-050-0113-0014	(117,025.51)	(104,011.34)	(73,933.75)	(75,976)	(75,975.89)		(75,976)		0
Industrial Vacant Unit - U	10-010-0150-0113-40015	G-050-0113-0015	(5,537.30)	(4,828.99)	(5,093.85)	(5,339)	(5,338.96)		(5,339)		0
Industrial Vacant Land - X	10-010-0150-0113-40016	G-050-0113-0016	(17,661.98)	(17,265.53)	(19,601.82)	(24,665)	(24,664.79)		(24,665)		0
Industrial Full, Not PIL - H	10-010-0150-0113-40022	G-050-0113-0022	(17,863.41)	(20,234.20)	(22,623.49)	(25,018)	(25,018.04)		(25,018)		0
Industrial Excess Land, Shared PIL - K	10-010-0150-0113-40033	G-050-0113-0033	(2,018.31)	(2,348.96)	(2,681.91)	(3,016)	(3,015.67)		(3,016)		0
Large Industrial Tax Full - T	10-010-0150-0114-40014	G-050-0114-0014	(2,075,936.20)	(1,583,785.17)	(1,006,712.03)	(727,929)	(727,929.24)		(727,929)		0
Multi-Residential Tax - EP	10-010-0150-0115-40018	G-050-0115-0018	(480,272.22)	(510,956.17)	(535,462.52)	(543,390)	(543,390.19)		(543,390)		0
Multi-Residential Tax - ES	10-010-0150-0115-40019	G-050-0115-0019	(33,391.13)	(28,387.42)	(30,307.14)	(30,883)	(30,883.28)		(30,883)		0
Multi-Residential Tax - FP	10-010-0150-0115-40020	G-050-0115-0020	(3,443.19)	(3,488.77)	(2,430.41)	(2,469)	(2,468.84)		(2,469)		0
Pipeline Tax - T	10-010-0150-0116-40014	G-050-0116-0014	(130,636.79)	(115,637.04)	(118,655.73)	(120,901)	(120,901.49)		(120,901)		0
Local Improvements		G-050-0490-0025	(12,775.23)	(12,775.23)	000.00						0
Supp/Omits - Municipal	10-010-0150-0___-4___	G-052-	(37,712.03)	(23,293.37)	(38,052.27)		(50,538.27)				0
W/O Municipal Tax Levy (Including vacancy)	10-010-0150-0___-5___	G-056	2,632,838.50	918,556.07	404,742.67	254,755	288,338.79		254,755		0
<b>Total Municipal Levy</b>			<b>(8,700,913.40)</b>	<b>(10,226,382.11)</b>	<b>(10,358,549.68)</b>	<b>(10,363,129)</b>	<b>(10,380,084.36)</b>	<b>0.00</b>	<b>(10,363,129)</b>	<b>0</b>	
<b>SCHOOL BOARD LEVY:</b>											
Farm - FT	10-010-0151-0111-40014	G-051-0111-0014	(17.50)	(75.53)	(60.69)	(74)	(73.65)		(74)		0 2016 Tax Levy is the starting point
Residential & Farm - EP	10-010-0151-0111-40018	G-051-0111-0018	(639,113.96)	(635,772.74)	(630,872.86)	(636,178)	(636,177.07)		(636,178)		0 for 2017 Taxes
Residential & Farm - ES	10-010-0151-0111-40019	G-051-0111-0019	(148,362.32)	(143,685.37)	(142,594.77)	(135,872)	(135,872.05)		(135,872)		0
Residential & Farm - FP	10-010-0151-0111-40020	G-051-0111-0020	(1,464.39)	(1,434.21)	(1,294.31)	(1,277)	(1,276.52)		(1,277)		0
Residential & Farm - FS	10-010-0151-0111-40021	G-051-0111-0021	(3,828.41)	(3,622.68)	(3,631.47)	(3,423)	(3,423.10)		(3,423)		0
PIL RPEP	10-010-0151-0111-40027	G-051-0111-0027	(11.80)	(11.25)	(10.98)	(11)	(10.65)		(11)		0
PIL RPES	10-010-0151-0111-40029	G-051-0111-0029	(2.46)	(2.45)	(2.23)	(2)	(2.13)		(2)		0
Commercial - T - NS (Including DT)	10-010-0151-0112-40014	G-051-0112-0014	(784,053.17)	(765,785.30)	(761,650.92)	(765,329)	(765,328.89)		(765,329)		0
Commercial - U - NS	10-010-0151-0112-40015	G-051-0112-0015	(7,311.28)	(7,362.73)	(7,462.29)	(7,678)	(7,677.79)		(7,678)		0
Commercial - X - NS	10-010-0151-0112-40016	G-051-0112-0016	(17,097.39)	(17,014.68)	(17,068.01)	(17,107)	(17,107.29)		(17,107)		0
Commercial - P - NS	10-010-0151-0112-40031	G-051-0112-0031	(6,009.26)	(5,494.59)	(5,361.40)	(5,094)	(4,959.34)		(5,094)		0
Commercial - XT	10-010-0151-0112-40034	G-051-0112-0034	(3,376.80)	(3,269.60)	(3,189.20)	(3,162)	(3,162.40)		(3,162)		0
Industrial - T - NS	10-010-0151-0113-40014	G-051-0113-0014	(32,160.56)	(27,393.46)	(18,827.95)	(19,104)	(19,104.15)		(19,104)		0
Industrial - U - NS	10-010-0151-0113-40015	G-051-0113-0015	(1,521.75)	(1,271.83)	(1,297.19)	(1,342)	(1,342.48)		(1,342)		0
Industrial - X - NS	10-010-0151-0113-40016	G-051-0113-0016	(4,853.84)	(4,547.23)	(4,991.80)	(6,202)	(6,202.01)		(6,202)		0
Large Industrial - T - NS	10-010-0151-0114-40014	G-051-0114-0014	(272,053.53)	(162,651.22)	(99,967.78)	(71,373)	(71,373.24)		(71,373)		0

2017 DRAFT CORPORATE BUDGET

	NEW G/L ACCOUNT	ACCOUNT #	Actual December 31/13	Actual December 31/14	Actual to December 31/15	2016 OPERATING FORECAST	Actual to October 31/16	3 Year Average 2013, 2014, 2015	2017 OPERATING FORECAST	2016 & 2017 Budget Variance	Remarks / Notes
Multi-Residential - EP	10-010-0151-0115-40018	G-051-0115-0018	(23,468.87)	(23,663.72)	(23,328.43)	(22,538)	(22,537.80)		(22,538)	0	
Multi-Residential - ES	10-010-0151-0115-40019	G-051-0115-0019	(1,631.69)	(1,314.71)	(1,320.39)	(1,281)	(1,280.93)		(1,281)	0	
Multi-Residential - FP	10-010-0151-0115-40020	G-051-0115-0020	(168.26)	(161.58)	(105.88)	(102)	(102.40)		(102)	0	
Pipeline - T - NS	10-010-0151-0116-40014	G-051-0116-0014	(38,993.85)	(32,717.18)	(32,656.67)	(33,087)	(33,087.20)		(33,087)	0	
Railroad - WT - NS	10-010-0151-0117-40026	G-051-0117-0026	(1,585.43)	(1,585.43)	(1,585.43)	(1,585)	(1,585.43)		(1,585)	0	
Supplementary/Omits	10-010-0151-0___-4___	G-053	(9,153.73)	(2,366.39)	(5,357.85)		(13,908.91)			0	
Write off - School Tax Levy	10-010-0151-0___-5___	G-057	504,377.57	127,284.28	54,059.64	24,980	45,326.96		24,980	0	
Total School Board Levy			(1,491,862.68)	(1,713,919.60)	(1,708,578.86)	(1,706,841)	(1,700,268.47)		(1,706,841)	0	
Total Revenue			(13,329,992.15)	(12,986,142.06)	(12,525,930.85)	(12,349,705)	(12,414,018.58)		(12,349,705)	0	
Total Expenses			3,137,216.07	1,045,840.35	458,802.31	279,735	333,665.75		279,735	0	
TOTAL TAXATION LEVY			(10,192,776.08)	(11,940,301.71)	(12,067,128.54)	(12,069,970)	(12,080,352.83)		(12,069,970)	0	
PAYMENTS-IN-LIEU:											
Municipal Tax Assistance:											2016 Tax Levy is the starting point
Court House	10-010-0152-0131-40150	G-062-0131-0150	(27,825.92)	(28,689.99)	(29,044.56)	(29,250)	(29,249.88)		(29,250)	0	for 2017 Taxes
Land Registry Office	10-010-0152-0131-40151	G-062-0131-0151	(4,746.53)	(4,912.55)	(4,991.40)	(5,044)	(5,044.21)		(5,044)	0	
Eighth St North Side	10-010-0152-0131-40152	G-062-0131-0152	(1,952.87)	(2,707.93)	(2,689.50)					0	
Tourist Information Bureau	10-010-0152-0131-40153	G-062-0131-0153	(10,452.29)	(10,560.33)	(10,480.25)	(10,350)	(2,676.59)		(10,350)	0	
Min. Citizenship & Culture	10-010-0152-0131-40154	G-062-0131-0154	(7,078.45)	(7,151.61)	(7,097.38)	(7,009)	(1,774.35)		(7,009)	0	
Ont. Realty Corp Parking Lot	10-010-0152-0131-40155	G-062-0131-0155	(2,083.84)	(2,105.38)	(2,089.42)	(2,064)	(5,201.72)		(2,064)	0	
Natural Resources	10-010-0152-0131-40175	G-062-0131-0175	(25,609.77)	(26,261.31)	(25,559.64)	(25,385)	(25,156.42)		(25,385)	0	
820 Eighth St E./Youth Centre	10-010-0152-0131-40159	G-062-0132-0159	(2,696.76)								
			(82,446.43)	(82,389.10)	(81,952.15)	(79,102)	(69,103.17)		(79,102)	0	
Municipal Act:											
Confederation College	10-010-0152-0132-40156	G-062-0132-0156	(6,825.00)	(6,975.00)	(6,225.00)	(6,225)	(6,600.00)		(6,225)	0	
Rainy River Valley Health	10-010-0152-0132-40157	G-062-0132-0157	(11,625.00)	(11,625.00)	(11,625.00)	(11,625)	(11,625.00)		(11,625)	0	
Fort Frances Jail	10-010-0152-0132-40158	G-062-0132-0158	(1,650.00)	(1,650.00)	(1,650.00)	(1,650)	(1,650.00)		(1,650)	0	
Ge-Da-Gi-Binez Youth Centre	10-010-0152-0132-40159	G-062-0132-0159					(672.38)			0	
			(20,100.00)	(20,250.00)	(19,500.00)	(19,500)	(20,547.38)		(19,500)	0	
Municipal Enterprises:											
General Municipal PIL	10-010-0152-0133-40160	G-062-0133-0160	(24,600.22)	(24,735.70)	(24,501.67)	(24,209)	(24,208.85)		(24,209)	0	
Sewage Facilities PIL	10-010-0152-0133-40161	G-062-0133-0161	(39,556.18)	(40,582.43)	(41,153.68)	(41,739)	(41,738.78)		(41,739)	0	
Waterworks Facilities PIL	10-010-0152-0133-40162	G-062-0133-0162	(134,935.19)	(136,771.83)	(137,096.68)	(137,504)	(137,504.49)		(137,504)	0	
FFPC	10-010-0152-0133-40163	G-062-0133-0163	(10,574.20)	(10,766.02)	(10,838.22)	(10,916)	(10,915.88)		(10,916)	0	
			(209,665.79)	(212,855.98)	(213,590.25)	(214,368)	(214,368.00)		(214,368)	0	
Ontario Enterprises:											
Water Lots & Marina	10-010-0152-0134-40164	G-062-0134-0164	(11,918.31)	(12,046.09)	(11,959.31)	(11,815)	(11,815.72)		(11,815)	0	
L.C.B.O.	10-010-0152-0134-40167	G-062-0134-0167	(7,624.22)	(7,719.73)	(8,293.05)	(8,451)	(8,450.69)		(8,451)	0	
Power Dam Compensation	10-010-0152-0136-40172	G-062-0136-0172	(350,807.05)	(350,807.05)	(350,807.05)	(350,800)	(350,807.05)		(350,800)	0	
			(370,349.58)	(370,572.87)	(371,059.41)	(371,066)	(371,073.46)		(371,066)	0	
Bridges:											
International Bridge (per Regulation)	10-010-0152-0136-40169	G-062-0136-0169	(21,945.42)	(20,936.98)	(23,259.17)	(20,000)	(33,462.25)		(25,000)	(5,000)	
Canada Enterprises:											
Canada Post Corp	10-010-0152-0137-40173	G-062-0137-0173	(35,296.80)	(35,970.38)	(36,243.81)	(36,535)	(36,534.80)		(36,535)	0	

2017 DRAFT CORPORATE BUDGET

	NEW G/L ACCOUNT	ACCOUNT #	Actual December 31/13	Actual December 31/14	Actual to December 31/15	2016 OPERATING FORECAST	Actual to October 31/16	3 Year Average 2013, 2014, 2015	2017 OPERATING FORECAST	2016 & 2017 Budget Variance	Remarks / Notes
Natural Resources-Butler Ave	10-010-0152-0137-40175	G-062-0137-0175	(3,208.80)	(3,216.12)	(3,188.37)	(2,699)	(5,488.96)		(2,699)	0	
Indian Affairs		G-062-0137-0176					(128.37)			0	
			(38,505.60)	(39,186.50)	(39,432.18)	(39,234)	(42,152.13)		(39,234)	0	
Per Acreage Charges:											
Ontario Hydro Acreage	10-010-0152-0135-40165	G-062-0135-0165	(35,107.71)	(35,107.73)	(35,107.73)	(35,108)			(35,108)	0	
Railroad Acreage	10-010-0152-0135-40168	G-062-0135-0168	(3,622.97)	(3,622.97)	(3,622.97)	(3,623)	(3,622.97)		(3,623)	0	
Total Per Acreage			(38,730.68)	(38,730.70)	(38,730.70)	(38,731)	(3,622.97)		(38,731)	0	
Total P.I.L.			(781,743.50)	(784,922.13)	(787,523.86)	(782,001)	(754,329.36)		(787,001)	(5,000)	
Corp Contingency Reserve Fund (Appeal)		G-070-0430-0952	(575,000.00)								
Sale of Land		G-070-0410-0315		(45,500.00)	(93,705.34)		(467,805.95)			0	
Other Grant (In-Lieu of Taxation W/O)		G-062-0310-0437		(933,425.78)						0	
Prov Assist /Tax Rate Stabilization		G-061-0129-0425								0	
Tax Rate Stabilization Reserve Fund		G-061-1620-5390			(448,804.00)	(242,250)			0	242,250	No Tax Rate Stabilization grant remaining
Surplus/Deficit from Prior Years		G-080-0000-0000								0	
OMPF (Ontario Municipal Partnership Fund)	10-020-0240-0129-40199	G-061-0129-0199	(3,197,300.00)	(3,069,500.00)	(2,983,600.00)	(2,934,100)	(2,934,100.00)		(3,106,500)	(172,400)	As per OMPF Allocation Notice received
TOTAL REVENUE			(14,746,819.58)	(16,773,649.62)	(16,380,761.74)	(16,028,321)	(16,236,588.14)		(15,963,471)	64,850	
EXPENDITURES:											
Election Revenue:											
Nomination Filing Fee	10-020-0261-0430-40310	G-115-0430-0310		(2,866.80)						0	
Election Expenses											
Hourly Part-Time Wages	10-020-0261-1101-60020	G-115-1101-1130		3,260.00						0	2018 is the next Elections Year
Employer CPP	10-020-0261-1101-60025									0	
Employer EI	10-020-0261-1101-60030									0	
Employer OMERS	10-020-0261-1101-60035									0	
Employer EHT	10-020-0261-1101-60040									0	
Employer Benefits	10-020-0261-1101-60050									0	
Employer WSIB	10-020-0261-1101-60055									0	
Postage, Freight, Courier	10-020-0261-1200-71252	G-115-1200-1252		5,805.66						0	
Office Supplies	10-020-0261-1400-71410	G-115-1400-1410		283.13						0	
Contracted Services	10-020-0261-1500-71527	G-115-1500-1527		5,547.84	213.70					0	
Conference & Courses	10-020-0261-1500-71531	G-115-1500-1531								0	
Equipment Rental - Other	10-020-0261-1500-71541	G-115-1500-1541		10,152.22						0	
Advertising	10-020-0261-1500-71591	G-115-1500-1591	114.81	1,618.91						0	
Subtotal			114.81	26,667.76	213.70	0				0	
Total Revenue				(2,866.80)	0.00	0				0	
Total Expenses			114.81	26,667.76	213.70	0				0	
Total Election			114.81	23,800.96	213.70	0	0.00		0	0	
Council:											
REVENUE											
Expense Recoveries	10-020-0240-0430-40589	G-110-0430-0589	(591.30)	(95.14)	(5,655.82)		(7.50)	(2,114.09)		0	

2017 DRAFT CORPORATE BUDGET

	NEW G/L ACCOUNT	ACCOUNT #	Actual December 31/13	Actual December 31/14	Actual to December 31/15	2016 OPERATING FORECAST	Actual to October 31/16	3 Year Average 2013, 2014, 2015	2017 OPERATING FORECAST	2016 & 2017 Budget Variance	Remarks / Notes
Donation	10-020-0240-0430-40632	G-110-0430-0632	(1,019.20)		(7,000.00)	(1,000)	(2,380.00)	(2,673.07)	(2,000)	(1,000)	Fireworks Donations from Businesses- 2,350
<b>EXPENDITURES</b>											
Salaries/Wages	10-020-0240-1101-60010	G-110-1101-1120	102,983.62	104,606.13	108,269.55	106,848	86,181.06	105,286.43	110,000	3,152	Addition of 1- Conference in 2017
Disability - Long & Short		G-110-1101-1121	(24.28)	(1.74)				(8.67)		0	
Employer CPP	10-020-0240-1101-60025	G-110-1101-1123	1,644.42	1,533.96	1,596.23	1,700	1,369.54	1,591.54	1,700	0	
Employer EI	10-020-0240-1101-60030									0	
Extended Health (Dental, Vision)		G-110-1101-1125	(29.26)	(16.82)				(15.36)		0	
O.M.E.R.S.	10-020-0240-1101-60035	G-110-1101-1126	2,819.96	2,861.51	3,539.90	3,000	2,386.12	3,073.79	3,000	0	
Employer Health Tax	10-020-0240-1101-60040	G-110-1101-1129	1,393.30	1,403.03	1,463.23	1,800	1,787.89	1,419.85	1,800	0	2016 Yr end adjustment will reduce annual costs
Employer Benefits	10-020-0240-1101-60050									0	
Employer WSIB	10-020-0240-1101-60055									0	
Telephone & Communications	10-020-0240-1200-71251	G-110-1200-1251	1,384.62	1,438.82	1,504.26	1,500	778.43	1,442.57	1,000	(500)	Mayor - Cell Phone
Legal	10-020-0240-1200-71253	G-110-1200-1253	27,807.45	37,812.13	13,119.51	20,000	3,334.68	26,246.36	10,000	(10,000)	Legal other than FN litigation
Point Park Litigation	10-020-0240-1200-71259	G-110-1200-1259	651,452.34	91,040.61	80,649.21	480,000	23,367.86	274,380.72	490,000	10,000	FN litigation (2-chain & Point Park)
Memberships	10-020-0240-1200-71260	G-110-1200-1260	8,030.13	11,123.60	10,450.51	11,000	11,779.05	9,868.08	12,000	1,000	AMO, NOMA, FCM, Heart of Continent
Subscriptions & Publications	10-020-0240-1200-71261	G-110-1200-1261	365.38	0.00		250	984.64	121.79	1,000	750	Carswell-On Mun Legislation (Lisa)
Office Supplies	10-020-0240-1400-71410	G-110-1400-1410	1,021.27	384.50	2,129.49	2,000	3,923.97	1,178.42	2,000	0	Business Cards. Planners, Mayor Letterhead
Distributed Salaries/Wages - Community Events		G-110-1500-1110	6,457.00	7,693.69	10,415.13	5,000	7,799.25	8,188.61		(5,000)	PW dist time for community events
Distributed Benefits - Community Events		G-110-1500-1111	1,982.97	2,422.57	2,984.04	1,650	2,233.46	2,463.19		(1,650)	PW dist benefits for community events
Full Time	10-020-0240-1500-60010								7,000	7,000	PW dist time for community events
Part Time	10-020-0240-1500-60020									0	
Employer CPP	10-020-0240-1500-60025									0	
Employer EI	10-020-0240-1500-60030									0	
Employer OMERS	10-020-0240-1500-60035									0	
Employer EHT	10-020-0240-1500-60040									0	
Employer Benefits	10-020-0240-1500-60050								2,000	2,000	PW dist benefits for community events
Employer WSIB	10-020-0240-1500-60055									0	
Contracted Services	10-020-0240-1500-71527	G-110-1500-1527	366.71	520.78	310.45	350	336.35	399.31	350	0	Shredding Contract
Travel	10-020-0240-1500-71530	G-110-1500-1530	1,630.21	5,387.20	251.99	500	383.05	2,423.13	500	0	Travel Out-of-town for meetings
Conferences & Courses	10-020-0240-1500-71531	G-110-1500-1531	18,503.28	16,753.06	22,924.80	20,000	21,085.49	19,393.71	25,000	5,000	Council Conference travel expenses
Meeting Expense	10-020-0240-1500-71532	G-110-1500-1532	968.65	2,387.92	2,673.74	2,000	2,243.10	2,010.10	2,500	500	Council meeting meals/expenses
Equipment Rentals - Owned- Community Events	10-020-0240-1500-71540	G-110-1500-1540	1,116.82	1,502.40	1,887.48	1,500	1,512.55	1,502.23	1,500	0	PW dist equip time for community events
Advertising & Public Notices	10-020-0240-1500-71591	G-110-1500-1591	1,422.85	1,506.77	3,417.24	2,000	3,145.92	2,115.62	3,500	1,500	Council meeting notices
Public Relations Expense	10-020-0240-1500-71592	G-110-1500-1592/1593	12,027.53	16,936.18	24,601.33	19,500	18,859.61	17,855.01	19,500	0	Council approved PR donations, flags, etc
Events & Activities	10-020-0240-1500-71593	G-110-1500-1593			3,330.08			1,110.03		0	2015 - Duncan Keith Day
Annual Appreciation Dinner	10-020-0240-1500-71596	G-110-1500-1596	5,671.86	5,428.16	6,019.54	6,000	6,025.98	5,706.52	6,500	500	Annual Volunteer/Retiree Dinner
Annual Tug-of-War Event	10-020-0240-2110-71592	G-110-2110-1592	1,564.16		.00	1,000		521.39		(1,000)	No event held in 2016
Meals on Wheels	10-020-0240-2110-72112	G-110-2110-2112	18,500.00	19,000.00	19,000.00	19,000	19,000.00	18,833.33	19,000	0	Annual Grant - Requested for 2017
Rainy River District Safety Coalition	10-020-0240-2110-72113	G-110-2110-2113	3,976.00	3,977.50	3,977.50	4,000	3,977.50	3,977.00	4,000	0	Annual Grant
Fun In The Sun (Fireworks Grant)	10-020-0240-2110-72116	G-110-2110-2116	5,000.00	5,000.00	7,000.00	7,500	9,850.00	5,666.67	7,500	0	Annual Grant requested for Canada 150 for fireworks
Dragon Boat Festival	10-020-0240-2110-72117	G-110-2110-2117		1,000.00	1,000.00	500	500.00	666.67	1,000	500	Annual Grant requested for 2017
<b>Total Revenue</b>			(1,610.50)	(95.14)	(12,655.82)	(1,000)	(2,387.50)		(2,000)	(1,000)	
<b>Total Expenses</b>			878,036.99	341,701.96	332,515.21	718,598	232,845.50		732,350	13,752	
<b>Total Council</b>			<b>876,426.49</b>	<b>341,606.82</b>	<b>319,859.39</b>	<b>717,598</b>	<b>230,458.00</b>		<b>730,350</b>	<b>12,752</b>	

2017 DRAFT CORPORATE BUDGET

	NEW G/L ACCOUNT	ACCOUNT #	Actual December 31/13	Actual December 31/14	Actual to December 31/15	2016 OPERATING FORECAST	Actual to October 31/16	3 Year Average 2013, 2014, 2015	2017 OPERATING FORECAST	2016 & 2017 Budget Variance	Remarks / Notes
Cont to Reserve Funds (Corp Project - Lot Sale)	10-020-0272-0000-71020	G-112-0000-1020		45,500.00				15,166.67			
Cont to Reserve Funds (Vehicles/Equip)	10-020-0272-0000-71020	G-112-0000-1020		100,000.00	247,500.00	150,000		115,833.33	150,000		0 Annual contribution the same as prior year
Cont to Reserve Funds (Buildings)	10-020-0272-0000-71020	G-112-0000-1020		450,000.00	670,000.00	475,000		373,333.33	450,000	(25,000)	
Cont to Reserve Funds (Corp Projects)	10-020-0272-0000-71020	G-112-0000-1020		1,006,414.02	1,183,750.00	550,000		730,054.67	600,000	50,000	
Cont to Reserve Funds (Corp Contingency)	10-020-0272-0000-71020	G-112-0000-1020		875,000.00	248,750.00	200,000		374,583.33	175,000	(25,000)	
Total Contribution to/from Reserve/Reserve Funds			0.00	2,476,914.02	2,350,000.00	1,375,000	.00	1,608,971.34	1,375,000	0	
								0.00			
Uncontrollable Costs:								0.00			
Annual Hospital Grant								68,001.00			
		G-161-2110-2110	68,001.00	68,001.00	68,001.00						
Healthcare Donation (CT Scan/Mammography)								3,333.33			
		G-161-2110-2110	5,000.00	5,000.00							
Doctor Recruitment								0.00	68,000	(1,000)	
	10-020-0260-2110-72140	G-161-2110-2140	0.00	0.00		69,000	68,000.00				
Clinic Financing Interest								12,579.99	7,000	(1,500)	
	10-020-0260-2110-72141	G-161-2110-2141	14,231.61	14,296.17	9,212.19	8,500					
								0.00		0	
Rainy River District Social Services Brd								1,966,769.64	2,055,506		0 RRDSSAB levy unknown until Feb/March 2017
	10-020-0260-2110-72149	G-162-2110-2110	2,000,872.26	1,913,344.39	1,986,092.26	2,055,506	1,712,921.70				
Rainy River District Social Services Refund								0.00			234,118 RRDSSAB levy unknown until Feb/March 2017
	10-020-0260-2110-72149	G-162-2110-2110				(234,118)	(234,118.88)				
Rainy River DSSAB One-Time Supp Levy								(4,603.55)	57,471		0 RRDSSAB levy unknown until Feb/March 2017
	10-020-0260-2110-72150	G-162-2110-2110	(13,810.64)			57,471	47,892.81				
								27.33		0	
Rainycrest Home for the Aged								181,883.51	0	(60,628)	2016 was last year
	10-020-0260-2110-72160	G-163-2110-2110	242,511.54	181,883.40	121,255.60	60,628	50,523.20				
Northwestern Health Unit								342,149.68	368,814		0 2017 Levy unknown at this time - used 2016 \$
	10-020-0260-2110-72161	G-164-2110-2110	347,142.14	329,163.06	350,143.83	368,814	338,078.95				
Total Health & Uncontrollable Costs			2,663,947.91	2,511,688.02	2,534,704.88	2,385,801	1,983,297.78	2,570,113.60	2,556,791	170,990	
								0.00			
Economic Development								0.00			
Revenue:								0.00			
RRFDC Local Initiatives Fund								0.00			
		G-820-0430-0410	0.00	0.00							
								0.00			
Expenses:								0.00			
Telecommunications (Web hosting)								721.44	200	(550)	Econ Development website charges
	10-180-1820-1200-71251	G-820-1200-1251	834.48	732.72	597.12	750	200.48				
EDFIP Distributed Salaries								0.00			0 Special projects - PW distributed wages
		G-820-1500-1110					1,306.96				
EDFIP Distributed Benefits								0.00			0 Special projects - PW distributed benefits
		G-820-1500-1111					431.30				
EDFIP Salaries Full Time								0.00			0
EDFIP Hourly Full Time								0.00			0
EDFIP Hourly Part Time								0.00			0
EDFIP Employer CPP								0.00			0
EDFIP Employer EI								0.00			0
EDFIP Employer OMERS								0.00			0
EDFIP Employer EHT								0.00			0
EDFIP Employer Benefits								0.00			0
EDFIP Employer WSIB								0.00			0
Residential Revitalization Grant								5,644.51	7,500		0 # of applications fluctuates each yr
	10-180-1820-1500-71514	G-820-1500-1514	535.67	7,647.85	8,750.00	7,500	3,923.54				
Contracted Works (RRFDC Per Capita)								55,699.17	55,685		0 per capita grant for district Economic Development
	10-180-1820-1500-71523	G-820-1500-1523	55,685.00	55,727.50	55,685.00	55,685	55,685.00				
Development Issues/Enhanced Econ Dev								106,659.20	100,000		0 RRFDC contract for specific Town initiatives
	10-180-1820-1500-71526	G-820-1500-1526	80,918.36	122,079.54	116,979.69	100,000	31,130.25				
Meeting Expenses								1,771.09	1,500		0 Economic Development meetings held at noon
	10-180-1820-1500-71532	G-820-1500-1532	2,104.92	1,243.80	1,964.56	1,500	1,498.81				
EDFIP Equipment Rentals-Owned								0.00			0 Special projects - PW distributed equipment used
		G-820-1500-1540					155.75				
FFCC Frances Chamber of Commerce								0.00		(1,000)	FFCC payable is managed through RRFDC
	10-180-1820-2110-72114	G-820-2110-2114				1,000					
			140,078.43	187,431.41	183,976.37	166,435	94,332.09	170,495.40	164,885	(1,550)	



2017 DRAFT CORPORATE BUDGET

NEW G/L ACCOUNT	ACCOUNT #	Actual December 31/13	Actual December 31/14	Actual to December 31/15	2016 OPERATING FORECAST	Actual to October 31/16	3 Year Average 2013, 2014, 2015	2017 OPERATING FORECAST	2016 & 2017 Budget Variance	Remarks / Notes
Total Revenue		0.00	0.00	.00	0	.00		0	0	
Total Expenses		140,078.43	187,431.41	183,976.37	166,435	94,332.09		164,885	(1,550)	
Total Economic Development		140,078.43	187,431.41	183,976.37	166,435	94,332.09		164,885	(1,550)	
Travel Information Centre										
Revenue:										
Sunset Country Grant	10-180-1821-0430-40582	G-821-0430-0582	(8,333.35)	(20,000.00)	(20,000)		(9,444.45)	(10,000)	10,000	Sunset Country Grant commitment reduced for 16 & 17
Student/Intern Grants	10-180-1821-0430-40404	G-821-0430-0404							0	
RRFDC Grants	10-180-1821-0430-40410	G-821-0430-0410							0	
				(20,000.00)	(20,000)		(6,666.67)	(10,000)	10,000	
Expenses:										
Student Vacation Pay		G-821-1101-1115							0	
WSIB		G-821-1101-1122							0	
CPP		G-821-1101-1123							0	
EI		G-821-1101-1124							0	
EHT		G-821-1101-1129							0	
Summer Student Part-Time Wages		G-821-1101-1130							0	
Communications		G-821-1200-1251							0	
Displays		G-821-1400-1408							0	
Hydro Charges	10-180-1821-1240-71420	G-821-1240-1420	2,206.33	3,782.40	5,800	2,268.22	1,996.24	5,800	0	Operating costs
Water & Sewer Charges	10-180-1821-1240-71421	G-821-1240-1421	276.60	725.36	1,000	199.47	333.99	1,000	0	
Janitorial Cleaning Supplies	10-180-1821-1240-71470	G-821-1240-1470							0	
Taxes	10-180-1821-1400-71425	G-821-1400-1425			10,700				(10,700)	
Repairs & Maintenance	10-180-1821-1500-71545	G-821-1500-1545		391.05	1,000	1,912.05	130.35	1,500	500	
Lease	10-180-1821-1530-71564	G-821-1530-1564		7,360.58	12,270	9,200.70	6,133.81	11,050	(1,220)	Lease Agreement with Minister of Infrastructure
			9,843.51	15,939.65	30,770	13,580.44	8,594.39	19,350	(11,420)	
Total Revenue			(8,333.35)	(20,000.00)	(20,000)	0		(10,000)	10,000	
Total Expenses			9,843.51	15,939.65	30,770	13,580.44		19,350	(11,420)	
Total Travel Information Centre			1,510.16	(4,060.35)	10,770	13,580.44		9,350	(1,420)	
Solar Panels										
Revenue:										
Operational Revenue	10-180-1825-0330-40320	G-830-0330-0320	(30,372.28)	(24,135.83)	(26,167.16)	(28,000)	(19,669.84)	(26,891.76)	(28,000)	0 FFPC - Solar Panels
Expenses:										
Distributed Salaries		G-830-1101-1110	3,054.66	401.58	837.93	1,000	212.69	1,431.39	(1,000)	Operating costs - PW distributed Wages
Distributed Benefits		G-830-1101-1111	1,008.09	132.53	276.52	330	70.19	472.38	(330)	Operating costs - PW distributed benefits
Salaries Full Time	10-180-1825-1101-60010								0	
Hourly Full Time	10-180-1825-1101-60015							750	750	
Hourly Part Time	10-180-1825-1101-60020								0	
Employer CPP	10-180-1825-1101-60025								0	
Employer EI	10-180-1825-1101-60030								0	
Employer OMERS	10-180-1825-1101-60035								0	

2017 DRAFT CORPORATE BUDGET

	NEW G/L ACCOUNT	ACCOUNT #	Actual December 31/13	Actual December 31/14	Actual to December 31/15	2016 OPERATING FORECAST	Actual to October 31/16	3 Year Average 2013, 2014, 2015	2017 OPERATING FORECAST	2016 & 2017 Budget Variance	Remarks / Notes
Employer EHT	10-180-1825-1101-60040										0
Employer Benefits	10-180-1825-1101-60050								225	225	
Employer WSIB	10-180-1825-1101-60055										0
Equipment Rental - Owned	10-180-1825-1101-71540	G-830-1101-1540	312.50	25.00	100.00	100	25.00	145.83	100		0 Operating costs - PW equipment used
Materials	10-180-1825-1400-71471	G-830-1400-1471			44.77			14.92			0 Snow removal costs
Contracted Services	10-180-1825-1500-71527	G-830-1500-1527			339.63			113.21			0 Electrical maintenance
Insurance	10-180-1825-1500-71580	G-830-1500-1580	288.51	301.68	475.32	1,300	1,089.58	355.17	1,300		0 Insurance coverage
Transfer to Reserve Funds	10-180-1825-1620-75390	G-830-1620-5390	8,513.21	7,637.77				5,383.66			0
Total Revenue			(30,372.28)	(24,135.83)	(26,167.16)	(28,000)	(19,669.84)		(28,000)		0
Total Expenses			13,176.97	8,498.56	2,074.17	2,730	1,397.46		2,375		(355)
Total Solar Panels			(17,195.31)	(15,637.27)	(24,092.99)	(25,270)	(18,272.38)		(25,625)		(355)
School Board Requisitions:											
EP	10-010-0151-2110-72991	G-991-2110-2110	1,605,258.46	1,401,602.85	1,407,193.98	1,434,572	1,075,928.85	1,471,351.76	1,413,758		(20,814) Education taxes levied & remitted to school board
EP (Resolute Write-off)	10-010-0151-2110-72991	G-991-2110-2110	(379,352.98)			(20,814)		(126,450.99)			20,814 Taxes written down reduces \$ remitted to school board
ES	10-010-0151-2110-72992	G-992-2110-2110	347,838.72	307,098.28	296,319.79	292,447	219,335.56	317,085.60	288,281		(4,166) Education taxes levied & remitted to school board
ES (Resolute Writ-off)	10-010-0151-2110-72992	G-992-2110-2110	(87,342.58)			(4,166)		(29,114.19)			4,166 Taxes written down reduces \$ remitted to school board
FP	10-010-0151-2110-72993	G-993-2110-2110	1,632.65	1,595.79	1,400.19	1,379	1,034.19	1,542.88	1,379		0 Education taxes levied & remitted to school board
FS	10-010-0151-2110-72994	G-994-2110-2110	3,828.41	3,622.68	3,664.90	3,423	2,567.32	3,705.33	3,423		Education taxes levied & remitted to school board
Total School Board Requisitions			1,491,862.68	1,713,919.60	1,708,578.86	1,706,841	1,298,865.92	1,638,120.38	1,706,841		0
Long Term Debt											
Loan - I (Roads)	10-020-0270-1300-71303	G-113-1300-1303	23,298.02	18,273.92	12,308.67	8,840	6,983.72	17,960.20	5,362		(3,478) Amounts as per Long-Term Schedule
Loan - P (Roads)	10-020-0270-1300-71304	G-113-1300-1304				83,007	62,254.71	00.00	83,006		(1) Amounts as per Long-Term Schedule
Loan - I (Roads)	10-020-0270-1300-71303	G-113-1300-1303	267.38					89.13			0
Loan - P (Roads)	10-020-0270-1300-71304	G-113-1300-1304						0.00			0
Loan - I (Solar Panels)	10-020-0270-1300-71309	G-113-1300-1309			6,731.26	5,793	4,434.27	2,243.75	4,821		(972) Amounts as per Long-Term Schedule
Loan - P (Solar Panels)	10-020-0270-1300-71310	G-113-1300-1310				27,407	20,465.73	00.00	28,379		972 Amounts as per Long-Term Schedule
Loan - I (Heritage Tourism)	10-020-0270-1300-71315	G-113-1300-1315	4,158.33	2,790.70	1,554.00	1,116	881.72	2,834.34	677		(439) Amounts as per Long-Term Schedule
Loan - P (Heritage Tourism)	10-020-0270-1300-71316	G-113-1300-1316				10,479	7,859.88	00.00	10,480		1 Amounts as per Long-Term Schedule
Honeywell Project Interest	10-020-0270-1300-71317	G-113-1300-1317	32,266.53	69,454.76	64,756.47	60,009	45,567.63	55,492.59	55,191		(4,818) Amounts as per Long-Term Schedule
Honeywell Project Principal	10-020-0270-1300-71318	G-113-1300-1318				143,558	107,488.97	00.00	145,496		1,938 Amounts as per Long-Term Schedule
Debenture - Interest (Townshend)	10-020-0270-1300-71321	G-113-1300-1321	20,031.42	16,208.49	12,140.94	7,814	3,860.85	16,126.95	3,208		(4,606) Amounts as per Long-Term Schedule
Debenture - Principal (Townshend)	10-020-0270-1300-71322	G-113-1300-1322				71,575	35,232.37	00.00	76,155		4,580 Amounts as per Long-Term Schedule
Loan - I (Waterfront)		G-113-1300-1331	1,069.51					356.50			0
Loan - P (Waterfront)		G-113-1300-1332						0.00			0
Debenture - Interest Arena	10-020-0270-1300-71341	G-113-1300-1341	55,642.82	45,023.61	33,724.85	21,704	10,724.59	44,797.09	8,912		(12,792) Amounts as per Long-Term Schedule
Debenture - Principal Arena	10-020-0270-1300-71342	G-113-1300-1342				198,818	97,867.70	00.00	211,541		12,723 Amounts as per Long-Term Schedule
Total Long Term Debt			136,734.01	151,751.48	131,216.19	640,120	403,622.14		633,228		(6,892)
TOTAL REVENUE			(17,916,018.43)	(17,854,921.09)	(16,898,387.03)	(16,357,056)	(16,592,311.23)		(16,283,206)		73,850
TOTAL EXPENSES			8,461,167.87	8,474,256.67	7,718,021.34	7,306,030	4,361,607.08		7,470,555		164,525
TOTAL CORPORATE			(9,454,850.56)	(9,380,664.42)	(9,180,365.69)	(9,051,026)	(12,230,704.15)		(8,812,651)		238,375

2017 DRAFT ADMINISTRATION FINANCE BUDGET

	NEW G/L ACCOUNT	ACCOUNT #	Actual to December 31/13	Actual December 31/14	Actual to December 31/15	2016 OPERATING FORECAST	Actual to October 31/16	3 Year Average 2013, 2014, 2015	2017 OPERATING FORECAST	2016 & 2017 Budget Variance	Remarks / Notes
<b>Administration Department</b>											
<b>REVENUE:</b>											
Sundry Revenues	10-020-0266-0310-40582	G-070-0310-0582			(113.00)						
Interest & Penalties on Taxes	10-020-0266-0320-40911	G-070-0320-0911	(142,923.18)	(154,145.91)	(152,814.20)	(150,000)	(121,609.22)	(149,961.10)	(150,000)	0	
Accounts Receivable Interest	10-020-0266-0320-40916	G-070-0320-0916	(2,548.58)	(5,100.76)	(5,147.63)	(4,500)	(6,628.07)	(4,265.66)	(4,500)		0 2016 Yr. End Adj for W/S outstanding
Investment Income - Bank/Short Term GIC	10-020-0266-0320-40926	G-070-0320-0926	(18,967.43)	(42,116.58)	(34,798.45)	(35,000)	(17,527.58)	(31,960.82)	(30,000)	5,000	Reduced Cash Flow Investment
Agreement Fee	10-020-0266-0410-40309	G-070-0410-0309	(8,800.00)								
Sundry Revenues	10-020-0266-0410-40582	G-070-0410-0582	(6,166.52)	(5,305.87)							
Tax Certificates	10-020-0266-0410-40584	G-070-0410-0584	(9,410.60)	(9,438.35)	(17,812.90)	(12,500)	(10,958.81)	(12,220.62)	(12,695)	(195)	
Business Licenses	10-020-0266-0410-40721	G-070-0410-0721	(33,573.20)	(35,508.35)	(32,918.16)	(35,000)	(32,281.75)	(33,999.90)	(35,500)	(500)	
Lottery Licenses	10-020-0266-0410-40727	G-070-0410-0727	(9,031.64)	(6,207.62)	(8,843.26)	(8,000)	(9,707.92)	(8,027.51)	(8,500)	(500)	
Town Property Rentals	10-020-0266-0410-40774	G-070-0410-0774	(4,466.40)	(3,384.34)		0					
POA Fines	10-020-0266-0410-40930	G-070-0410-0930	(37,788.90)	(54,948.45)	(56,109.50)	(50,000)	(88,744.88)	(49,615.62)	(50,000)		0 POA Fines dependant on Collections
Natural Gas Rebate	10-020-0266-0411-40316	G-070-0411-0316		(4,653.33)	(5,335.92)	(4,000)	(4,276.93)	(3,329.75)	(4,500)	(500)	
Purchase Card Rebate	10-020-0266-0411-40317	G-070-0411-0317	(16,247.69)	(20,471.77)	(17,744.93)	(17,500)	(18,779.81)	(18,154.80)	(18,500)	(1,000)	
WSIB Safety Group Rebate	10-020-0266-0411-40318	G-070-0411-0318	(5,041.53)	(6,353.47)	(4,766.59)	(5,000)	0.00	(5,387.20)	(5,000)		0 No WSIB Rebate for 2016 due to poor performance in 2015
Expense Recovery	10-020-0266-0430-40589	G-070-0430-0589		(183.20)							0
Moffat Family Grant Rec'd	10-020-0262-0430-40480	G-120-0430-0480	(37,500.00)	(38,750.00)	(48,978.63)	(51,021)	(51,021.37)	(41,742.88)	(50,000)	1,021	
Admin Expense Recovery	10-020-0262-0430-40589	G-120-0430-0589	(758.08)								
HR Expense Recovery	10-020-0252-0330-40589	G-125-0330-0589			(262.50)						
HR Expense Recovery	10-020-0252-0430-40589	G-125-0430-0589		(824.22)							
Civil Marriage	10-020-0264-0330-40334	G-130-0330-0334	(2,207.82)	(4,684.16)	(4,499.65)	(3,800)	(5,087.85)	(3,797.21)	(4,000)	(200)	
Certify True Copies/Photocopies	10-020-0264-0330-40335	G-130-0330-0335	(19.30)	(16.50)	(78.45)	(50)	(134.47)	(38.08)	(100)	(50)	
Commissioning Oaths & Affidavits	10-020-0264-0330-40336	G-130-0330-0336	(825.29)	(609.10)	(780.24)	(750)	(743.25)	(738.21)	(750)	0	
Sundry Revenues	10-020-0264-0330-40582	G-130-0330-0582		(135.00)	(103.60)					0	
Death/Still Birth Registration	10-020-0264-0430-40332	G-130-0430-0332	(3,280.05)	(3,611.30)	(3,468.45)	(3,000)	(3,358.00)	(3,453.27)	(3,200)	(200)	
Marriage Licenses	10-020-0264-0430-40333	G-130-0430-0333	(5,530.90)	(7,085.00)	(6,990.00)	(6,500)	(7,840.00)	(6,535.30)	(7,000)	(500)	
Expense Recoveries	10-020-0264-0430-40589	G-130-0430-0589	(220.00)	(295.00)	(295.00)		(260.00)	(270.00)	(250)	(250)	
Sundry Revenues	10-020-0265-0330-40582	G-140-0330-0582		(57.00)	(35.00)					0	
Administration Service Charges	10-020-0265-0430-40581	G-140-0430-0581	(253,308.95)	(221,418.46)	(206,863.44)	(221,500)	(162,853.78)	(227,196.95)	(222,000)	(500)	
Sundry Revenues	10-020-0265-0430-40582	G-140-0430-0582	(231.99)		(3,756.57)		(0.08)			0	
Expense Recoveries	10-020-0265-0430-40589	G-140-0430-0589	(1,196.20)	(95.48)			(1,196.21)			0	
<b>Total Revenue</b>			<b>(600,044.25)</b>	<b>(625,399.22)</b>	<b>(612,516.07)</b>	<b>(608,121)</b>	<b>(543,009.98)</b>	<b>(600,694.86)</b>	<b>(606,495)</b>	<b>1,626</b>	
<b>Administration Department</b>											
<b>EXPENDITURES:</b>											
Distributed Salaries/Wages		G-120-1101-1110	13,346.52	9,198.12	3,148.98	5,000	(14,205.48)	8,564.54		(5,000)	Dist Salaries for Dep Clerk Absence
Distributed Benefits		G-120-1101-1111	2,307.14	642.98	637.43	1,000	(3,534.86)	1,195.85		(1,000)	Dist Benefits for Dep Clerk Coverage
Leave (Ber, Sick, Other)		G-120-1101-1114	2,675.72	5,005.74	3,624.66	1,750	1,322.55	3,768.71		(1,750)	
Vacation, Stats, Etc.		G-120-1101-1115	35,768.47	37,937.15	28,112.42	14,150	24,841.89	33,939.35		(14,150)	
Salaries/Wages Full Time	10-020-0262-1101-60010	G-120-1101-1120	172,854.16	153,651.20	161,089.64	95,000	82,766.24	162,531.67	275,695	180,695	CAO/HR/IT - Full Yr.
Disability - Long & Short		G-120-1101-1121	5,700.54	4,124.52	4,968.68	2,800	2,432.31	4,931.25		(2,800)	Moved to Employer Benefits for 2017
WSIB	10-020-0262-1101-60055	G-120-1101-1122	3,658.09	3,225.26	5,867.49	4,300	4,148.40	4,250.28	7,080	2,780	CAO/HR/IT - Full Yr.
CPP	10-020-0262-1101-60025	G-120-1101-1123	5,236.54	5,216.56	4,959.90	2,400	3,351.52	5,137.67	7,635	5,235	CAO/HR/IT - Full Yr.
EI	10-020-0262-1101-60030	G-120-1101-1124	2,184.85	2,478.54	2,278.14	1,165	1,540.37	2,313.84	3,060	1,895	CAO/HR/IT - Full Yr.

2017 DRAFT ADMINISTRATION FINANCE BUDGET

	NEW G/L ACCOUNT	ACCOUNT #	Actual to	Actual	Actual to	2016	Actual to	3 Year Average	2017	2016 & 2017	Remarks / Notes
			December 31/13	December 31/14	December 31/15	OPERATING FORECAST	October 31/16	2013, 2014, 2015	OPERATING FORECAST	Budget Variance	
Dental, Vision, Ext Health		G-120-1101-1125	4,038.20	4,353.00	7,916.56	4,250	1,839.42	5,435.92			(4,250) Moved to Employer Benefits for 2017
O.M.E.R.S.	10-020-0262-1101-60035	G-120-1101-1126	25,114.63	23,136.20	22,280.42	12,185	10,466.92	23,510.42	31,030	18,845	CAO/HR/IT - Full Yr.
Life Insurance		G-120-1101-1127	817.61	602.43	675.48	365	366.43	698.51		(365)	Moved to Employer Benefits for 2017
EHT	10-020-0262-1101-60040	G-120-1101-1129	4,205.07	3,860.18	3,879.30	2,000	2,175.34	3,981.52	5,375	3,375	CAO/HR/IT - Full Yr.
Employer Benefits	10-020-0262-1101-60050								18,400	18,400	CAO/HR/IT - Full Yr.
Communications	10-020-0262-1200-71251	G-120-1200-1251	2,512.14	2,611.82	2,809.72	2,500	1,654.57	2,644.56	2,700	200	Fax/Web Hosting /Cell Phone
Postage, Freight, Courier	10-020-0262-1200-71252	G-120-1200-1252	688.09	472.16	422.84	500	142.79	527.70	250	(250)	Admin & HR courier xpenses
Legal	10-020-0262-1200-71253	G-120-1200-1253		842.93	537.04	2,500	4,378.52	459.99	2,500	0	Admin Legal Counsel
Consultants Fees	10-020-0262-1200-71255	G-120-1200-1255		966.72				322.24		0	2014 Westchester Group Benefits
Memberships	10-020-0262-1200-71260	G-120-1200-1260	635.73	586.85	376.51	500	604.69	533.03	1,000	500	CAO & HR HRPA Professional memberships
Subscriptions & Publications	10-020-0262-1200-71261	G-120-1200-1261	1,546.76	664.37	537.29	1,000	622.92	916.14	1,000	0	Chronicle, FF Times, I'Falls Journal
Office Supplies	10-020-0262-1400-71410	G-120-1400-1410	4,425.16	2,328.85	2,667.90	2,500	1,359.79	3,140.64	2,500	0	Business Cards & office supplies
Moffat Family Fund	10-020-0262-1500-71511	G-120-1500-1511	37,500.00	38,750.00	48,978.63	51,021	51,021.37	41,742.88	50,000	(1,021)	Carry over amount in 2016 from 2015
Contracted Works	10-020-0262-1500-71523	G-120-1500-1523	10,460.60	9,286.47	8,637.67	10,000	4,444.99	9,461.58	8,500	(1,500)	Shred It/Copier Maint
Contracted Services	10-020-0262-1500-71527	G-120-1500-1527	33,639.96	47,466.74	69,308.76	125,000	122,832.72	50,138.49		(125,000)	IT \$47500/Contract CAO \$77500 in 2016
Travel	10-020-0262-1500-71530	G-120-1500-1530	93.54	648.46	121.85	500	221.72	287.95	500	0	CAO meeting travel expense
Conferences & Courses	10-020-0262-1500-71531	G-120-1500-1531	2,962.30	4,203.65	3,501.00	4,500	6,462.40	3,555.65	6,000	1,500	CAO 3 Conf/Delegations will assess for 2018
Meeting Expenses	10-020-0262-1500-71532	G-120-1500-1532	199.76	457.56	144.29	200	1,058.22	267.20	250	50	2016 increase due to out going CAO staff mtg
Advertising & Public Notices	10-020-0262-1500-71591	G-120-1500-1591	700.13	965.37	655.75	1,000	474.41	773.75	500	(500)	2015-Moffat Funding & Web Design Adv.
Public Relations/Promotions	10-020-0262-1500-71592	G-120-1500-1592		103.37				34.46		0	Retirement expense
Moffat Family Fund - Meeting Expense	10-020-0262-1500-71599	G-120-1500-1599	551.63				278.67	183.88	250	250	Moffatt Fund Committee meeting expenses
HR Legal Fees	10-020-0252-1200-71253	G-125-1200-1253	27,359.98	21,570.41	65,852.78	35,000	108,582.24	38,261.06	30,000	(5,000)	2016 Exceptionally high expense yr.
HR Consultants	10-020-0252-1200-71255	G-125-1200-1255	3,488.34	2,951.05	4,479.56	4,500	3,728.61	3,639.65	4,500	0	HR Downloads/Westchester Consulting
HR Subscriptions	10-020-0252-1200-71261	G-125-1200-1261	4,764.67	4,881.16	4,450.35	4,500	3,745.38	4,698.73	4,500	0	Advance Tracker Annual support & HR Downloads
HR Office Supplies	10-020-0252-1400-71410	G-125-1400-1410	47.61	487.98	512.58	500	450.32	349.39	1,000	500	Daytimer/Files/Printer toner (17 - Printer/Scanner)
HR Travel	10-020-0252-1500-71530	G-125-1500-1530					127.85	0.00		0	HR Manager meeting travel expense
HR Conferences & Courses	10-020-0252-1500-71531	G-125-1500-1531							1,500	1,500	New budget line for HR Manager Prof Devel
HR Training & Development	10-020-0252-1500-71535	G-125-1500-1535	531.35	2,094.52	2,147.04	4,000	3,690.88	1,590.97	4,000	0	Corporate staff training
HR Health & Safety	10-020-0252-1500-71537	G-125-1500-1537	3,492.25	1,992.10	6,103.32	5,000	5,475.05	3,862.56	5,500	500	HR Downloads materials
HR Negotiations Costs	10-020-0252-1500-71569	G-125-1500-1569					643.69	0.00	0	0	No Negotiations scheduled for 2017
Insurance Claims Deductible	10-020-0252-1500-71581	G-125-1500-1581	1,703.31					567.77		0	OMERS Omission period - One-Time Exp
HR Recruitment of Staff	10-020-0252-1500-71597	G-125-1500-1597	4,590.89	8,028.94	5,614.61	41,500	21,648.56	6,078.15	8,000	(33,500)	Corporate staff recruitment
			419,801.74	405,793.36	477,298.59	443,086	461,161.41	434,297.90	483,225	40,139	
Town Real Estate											
Distributed Salaries/Wages		G-122-1101-1110	384.49		149.01	500	769.95	177.83		(500)	
Distributed Benefits		G-122-1101-1111	126.89		49.17	165	254.10	58.69		(165)	
Hourly Full Time	10-020-0251-1101-60015							0.00	700	700	Old Library Lawn Care - Dist. Salaries/Wages
Hourly Part Time	10-020-0251-1101-60020							0.00		0	
Employer CPP	10-020-0251-1101-60025							0.00		0	
Employer EI	10-020-0251-1101-60030							0.00		0	
Employer OMERS	10-020-0251-1101-60035							0.00		0	
Employer EHT	10-020-0251-1101-60040							0.00		0	
Employer Benefits	10-020-0251-1101-60050							0.00	210	210	Old Library Lawn Care - Dist. Benefits
Employer WSIB	10-020-0251-1101-60055							0.00		0	
Equipment Rentals - Owned	10-020-0251-1101-71540	G-122-1101-1540	558.36		25.00		383.60	194.45		0	Old Library Lawn Care - Equipment Charge
Town's Condo Expense	10-020-0251-1300-71399	G-122-1300-1399	269.66	279.84	293.84	275	299.17	281.11	300	25	BDO Corporate Income Tax filing

2017 DRAFT ADMINISTRATION FINANCE BUDGET

	NEW G/L ACCOUNT	ACCOUNT #	Actual to December 31/13	Actual December 31/14	Actual to December 31/15	2016 OPERATING FORECAST	Actual to October 31/16	3 Year Average 2013, 2014, 2015	2017 OPERATING FORECAST	2016 & 2017 Budget Variance	Remarks / Notes
Hydro Charges	10-020-0251-1400-71420	G-122-1400-1420	(583.51)	51.73	2,508.42	3,500	5,142.10	658.88	8,000	4,500	Old Library - 363 Church Street
Water & Sewer Charges	10-020-0251-1400-71421	G-122-1400-1421	24.00	97.51	255.87	1,200		125.79		(1,200)	Old Library - No water services presently
Property Taxes	10-020-0251-1400-71425	G-122-1400-1425	25,833.29	27,605.54	24,177.59	24,300	24,208.85	25,872.14		(24,300)	Civic Centre/OPP/Municipal Parking Lots Moved to G-150
Contracted Works	10-020-0251-1500-71523	G-122-1500-1523	603.50	670.95				424.82		0	Rental 6th St W (water heater & tree removal, etc)
Contracted Services	10-020-0251-1500-71527	G-122-1500-1527	(3.97)				2,035.20	(1.32)		0	Cousineau Realty Huffman Lots
Repairs & Maintenance	10-020-0251-1500-71545	G-122-1500-1545	1,889.85					629.95		0	Rental 6th St W install windows
Lawn & Yard Maintenance.	10-020-0251-1500-71555	G-122-1500-1555						0.00		0	
Insurance	10-020-0251-1500-71580	G-122-1500-1580	146.80	60.33	62.00	65	51.67	89.71	2,619	2,554	Old Library - 363 Church Street
Advertising & Public Notices	10-020-0251-1500-71591	G-122-1500-1591	96.67					32.22		0	
			29,346.03	28,765.90	27,520.90	30,005	33,144.64	28,544.28	11,829	(18,176)	
Administration Expenses			449,147.77	434,559.26	504,819.49	473,091	494,306.05	462,842.17	495,054	21,963	
Clerk's Department											
Distributed Salaries/Wages		G-130-1101-1110					1,118.52	0.00			
Distributed Benefits		G-130-1101-1111					323.18				
Overtime/Shift/Recall	10-020-0264-1101-60013	G-130-1101-1113		639.39				213.13		0	
Leave (Ber, Sick, Other)		G-130-1101-1114	1,140.86	3,860.86	2,608.57	2,000	544.66	2,536.76		(2,000)	
Vacation, Stats, Etc.		G-130-1101-1115	18,369.30	32,525.81	15,063.97	15,300	13,366.34	21,986.36		(15,300)	
Salaries/Wages Full Time	10-020-0264-1101-60010	G-130-1101-1120	92,162.87	97,345.87	112,309.41	107,464	96,951.70	100,606.05		(107,464)	
Hourly Full Time	10-020-0264-1101-60015							0.00	147,940	147,940	Clerk, Dep-Clerk & Vacation Coverage
Disability - Long & Short		G-130-1101-1121	4,140.17	2,601.00	4,711.44	4,710	3,961.02	3,817.54		(4,710)	See Employer Benefits
WSIB	10-020-0264-1101-60055	G-130-1101-1122	2,501.42	3,124.62	3,647.76	3,600	3,339.56	3,091.27	4,510	910	
CPP	10-020-0264-1101-60025	G-130-1101-1123	4,712.40	5,839.53	4,959.90	4,930	4,757.85	5,170.61	5,295	365	
EI	10-020-0264-1101-60030	G-130-1101-1124	1,995.07	2,711.65	2,278.12	2,340	2,246.65	2,328.28	2,135	(205)	
Dental, Vision, Ext Health		G-130-1101-1125	5,008.98	5,630.80	7,506.96	9,070	6,749.00	6,048.91		(9,070)	See Employer Benefits
O.M.E.R.S.	10-020-0264-1101-60035	G-130-1101-1126	5,124.18	7,593.96	12,186.97	12,085	11,553.10	8,301.70	15,200	3,115	
Life Insurance		G-130-1101-1127	635.87	379.71	695.88	730	591.30	570.49		(730)	See Employer Benefits
EHT	10-020-0264-1101-60040	G-130-1101-1129	2,177.51	2,720.10	2,469.89	2,410	2,261.07	2,455.83	2,890	480	
Employer Benefits	10-020-0264-1101-60050							0.00	13,500	13,500	
Postage, Freight, Courier	10-020-0264-1200-71252	G-130-1200-1252						0.00	200	200	Vital Statisics postage (Prior part of G-120)
Memberships	10-020-0264-1200-71260	G-130-1200-1260	371.42	376.51	376.51	450	382.62	374.81	400	(50)	Clerk professional memberships
Subscriptions & Publications	10-020-0264-1200-71261	G-130-1200-1261	305.28	358.87		500		221.38		(500)	
Office Supplies	10-020-0264-1400-71410	G-130-1400-1410	2,207.47	4,016.56	5,103.07	4,000	3,925.57	3,775.70	4,000	0	Office supplies & marriage licenses
Contracted Services (Mtg Investigator/Data Fix)	10-020-0264-1500-71527	G-130-1500-1527	1,568.48	6,053.48	1,008.30	1,600	825.63	2,876.75	1,600	0	Meeting Investigataor/Data Fix
iCompass Services	10-020-0264-1500-71527	G-130-1500-1527	8,201.87	8,804.29	9,413.12	10,000	9,962.32	8,806.43	10,500	500	Annual Support
Travel	10-020-0264-1500-71530	G-130-1500-1530		132.39	46.83	100	85.87	59.74	100	0	Meeting travel exp.
Conferences & Courses	10-020-0264-1500-71531	G-130-1500-1531	447.89	1,425.55	1,487.26	2,500	2,275.55	1,120.23	3,000	500	Annual Conferences & Additional Election Courses
Advertising & Public Notices	10-020-0264-1500-71591	G-130-1500-1591	1,786.76	3,475.80	2,148.61	2,500	225.58	2,470.39	1,000	(1,500)	Council Mtg Adv. now coded to G110
Total Clerk's Department			152,857.80	189,616.75	188,022.57	186,289	165,447.09	176,832.37	212,270	25,981	
Treasury Department											
EXPENDITURES:											
Accounting Allocation (W/S)	10-020-0265-1000-71090	G-140-1000-1090	(330,880.00)	(337,500.00)	(344,250.00)	(351,135)	(351,135.00)	(337,543.33)	(356,400)	(5,265)	Water & Sewer Funds Account alloc
Accounting Allocation (Daycare/SKC/Handi-van)	10-020-0265-1000-71096	G-140-1000-1096	(35,700.00)	(35,700.00)	(35,700.00)	(43,500)	(32,625.00)	(35,700.00)	(44,150)	(650)	Accounting allocation
Distributed Salaries/Wages		G-140-1101-1110	(92,693.34)	(100,252.22)	(77,010.76)	(75,975)	(53,930.22)	(89,985.44)		75,975	
Distributed Benefits		G-140-1101-1111	(23,806.72)	(28,431.49)	(15,898.60)	(21,295)	(15,410.72)	(22,712.27)		21,295	

2017 DRAFT ADMINISTRATION FINANCE BUDGET

	NEW G/L ACCOUNT	ACCOUNT #	Actual to December 31/13	Actual December 31/14	Actual to December 31/15	2016 OPERATING FORECAST	Actual to October 31/16	3 Year Average 2013, 2014, 2015	2017 OPERATING FORECAST	2016 & 2017 Budget Variance	Remarks / Notes
Overtime/Shift/Recall	10-020-0265-1101-60013	G-140-1101-1113	536.63	322.57	5,660.93	500	8,990.47	2,173.38	5,000	4,500	
Leave (Ber, Sick, Other)		G-140-1101-1114	5,508.09	9,207.37	6,563.92	6,000	8,130.31	7,093.13		(6,000)	
Vacation, Stats, Etc.		G-140-1101-1115	68,867.58	78,061.02	78,594.25	72,565	47,834.49	75,174.28		(72,565)	
Full Time	10-020-0265-1101-60010	G-140-1101-1120	407,242.50	422,089.73	402,177.46	440,018	341,402.58	410,503.23	461,970	21,952	Dep-Treasurer New Hire overlap included
Part-time	10-020-0265-1101-60020	G-140-1101-1130	68,613.38	47,191.06	100,469.46	64,000	29,323.29	72,091.30	55,000	(9,000)	Interim call-ins for employee coverage (total 2,000 hrs)
Disability - Long & Short		G-140-1101-1121	17,328.61	19,096.91	16,898.91	17,275	15,646.92	17,774.81		(17,275)	
WSIB	10-020-0265-1101-60055	G-140-1101-1122	11,718.54	12,118.59	14,954.53	16,000	13,175.44	12,930.55	15,090	(910)	
CPP	10-020-0265-1101-60025	G-140-1101-1123	21,763.37	22,537.71	23,224.88	22,830	19,132.81	22,508.65	20,075	(2,755)	
EI	10-020-0265-1101-60030	G-140-1101-1124	10,252.86	11,276.09	11,743.90	11,885	9,450.85	11,090.95	8,540	(3,345)	
Dental, Vision, Ext Health		G-140-1101-1125	23,263.26	31,968.79	35,186.80	46,046	31,229.68	30,139.62		(46,046)	See Employer Benefits
O.M.E.R.S.	10-020-0265-1101-60035	G-140-1101-1126	46,574.16	51,245.02	44,962.00	50,025	39,936.39	47,593.73	48,330	(1,695)	
Life Insurance		G-140-1101-1127	2,987.85	3,189.63	2,731.63	3,255	2,583.76	2,969.70		(3,255)	See Employer Benefits
EHT	10-020-0265-1101-60040	G-140-1101-1129	10,550.79	10,859.82	11,159.39	11,215	8,942.58	10,856.67	10,065	(1,150)	
Employer Benefits	10-020-0265-1101-60050								51,530	51,530	Manulife & Sunlife Premiums
Equipment Rentals & Maintenance	10-020-0265-1101-71540	G-140-1101-1540	187.50	75.00	62.50		50.00	108.33	100	100	Public Works Equip/Vehicle Charge back
Communications	10-020-0265-1200-71251	G-140-1200-1251	66,458.27	66,772.26	48,535.67	45,000	15,932.53	60,588.73	25,000	(20,000)	Telephone & Technology change for
Postage/Freight/Courier	10-020-0265-1200-71252	G-140-1200-1252	12,613.84	8,781.66	15,453.83	12,500	34,825.55	12,283.11	14,000	1,500	O/S yr. end postage adjustment
Legal Fees	10-020-0265-1200-71253	G-140-1200-1253	169.50		30.39			66.63		0	Lands Titles searches prior to Tax Reg
Audit Fees	10-020-0265-1200-71254	G-140-1200-1254	56,244.54	59,964.42	10,005.88	61,500	48,236.61	42,071.61	63,000	1,500	BDO Canada Financial audits
Memberships	10-020-0265-1200-71260	G-140-1200-1260	964.95	984.29	2,204.68	2,500	2,579.90	1,384.64	2,600	100	OMTRA/AMCTO/CPA memberships
Subscriptions & Publications	10-020-0265-1200-71261	G-140-1200-1261		53.59			132.25	17.86	1,000	1,000	CPA Handbook
Tax Write-Offs (EDFIP/Tax Sale)	10-020-0265-1210-54510	G-140-1210-4510	26,158.29	(8,223.20)				5,978.36		0	White Pine Hotel Yr. end & actual Adj
Tax Capping & Phase-In	10-020-0265-1210-54511	G-140-1210-4511	712.07	1,315.27	1,560.82	1,800	1,715.84	1,196.05	1,800	0	Waiting for Capping finalization
Rebates to Charities/ R.C. Legion	10-020-0265-1210-54512	G-140-1210-4512	46,849.99	25,718.91	24,179.06	30,000	29,452.36	32,249.32	32,250	2,250	Charity Rebates/Royal Cnd Legion
Sundry A/R Written Off	10-020-0265-1210-74514	G-140-1210-4514	737.72	4,235.94	2,968.41	2,000	4,503.30	2,647.36	3,000	1,000	O/S yr. end water & sewer adj
Tax Sale Expenses	10-020-0265-1210-74516	G-140-1210-4516	102.00	102.00				68.00		0	Lands Titles searches prior to Tax Reg
Collection Costs	10-020-0265-1210-74550	G-140-1210-4550	877.92	13.02	741.00		276.51	543.98		0	Collection Agency costs
Office Supplies	10-020-0265-1400-71410	G-140-1400-1410	19,651.02	14,454.10	19,611.00	18,500	17,401.14	17,905.37	20,000	1,500	Civic Centre general office supplies
Computer Maintenance (H & S)	10-020-0265-1500-71502	G-140-1500-1502	29,603.14	29,526.76	37,279.23	35,000	43,991.52	32,136.38	40,000	5,000	Microage/USTO support/FM Mgmt.
Custom Software Changes	10-020-0265-1500-71503	G-140-1500-1503	341.75	305.28		500		215.68	1,500	1,000	New financial software changes
Computer Training	10-020-0265-1500-71505	G-140-1500-1505							2,500	2,500	Financial software additional training
MPAC Assessment Fees	10-020-0265-1500-71522	G-140-1500-1522	96,159.56	95,005.40	94,390.60	94,400	93,909.56	95,185.19	95,000	600	Waiting for 2017 notification
Contracted Services	10-020-0265-1500-71527	G-140-1500-1527	8,161.43	5,731.98	1,414.39	2,500	1,497.26	5,102.60	2,000	(500)	Shredding contract/charges
Land Title Fees	10-020-0265-1500-71529	G-140-1500-1529		16.00	29.35		234.80	15.12		0	
Travel	10-020-0265-1500-71530	G-140-1500-1530	58.35				13.01	19.45		0	Meeting travel expense
Conferences & Courses	10-020-0265-1500-71531	G-140-1500-1531	3,559.56	837.60	2,492.83	4,500	2,860.58	2,296.66	4,500	0	Treasury staff professional develop
Meeting Expenses	10-020-0265-1500-71532	G-140-1500-1532	69.83	37.05	98.89	100	9.98	68.59		(100)	District Municipal Staff Meetings
Equipment Rentals & Maintenance	10-020-0265-1500-71541	G-140-1500-1541	7,780.61	9,905.52	7,540.33	10,000	8,249.84	8,408.82	10,000	0	Copier & Postage Equip Lease/Maint
General Insurance	10-020-0265-1500-71580	G-140-1500-1580	11,836.93	12,412.12	14,365.89	13,725	11,429.46	12,871.65	10,810	(2,915)	Corporate general liability
Advertising & Public Notices	10-020-0265-1500-71591	G-140-1500-1591	65.12	15.27	153.67	100		78.02		(100)	Billing notice advertising
Bank Service Charges	10-020-0265-1600-71660	G-140-1600-1660	2,765.19	2,651.94	3,082.76	2,750	2,277.93	2,833.30	2,900	150	
Cash Over/Under	10-020-0265-1600-71661	G-140-1600-1661	(36.28)	(182.79)	(98.46)	100	(4.72)	(105.84)		(100)	
Foreign Exchange	10-020-0265-1600-71662	G-140-1600-1662	(22.41)	(3.64)	(29.30)	50	(3.11)	(18.45)		(50)	
Credit Card Discount	10-020-0265-1600-71665	G-140-1600-1665	668.59	1,160.74	824.92	2,000	1,720.97	884.75	2,000	0	Point of Sale machine charges
Penny Rounding	10-020-0265-1600-71668	G-140-1600-1668								0	
			604,866.54	548,947.09	568,367.04	609,234	443,971.70	574,060.22	609,010	(224)	

2017 DRAFT ADMINISTRATION FINANCE BUDGET

		Actual to	Actual	Actual to	2016	Actual to	3 Year Average	2017	2016 & 2017	Remarks / Notes
NEW G/L ACCOUNT	ACCOUNT #	December 31/13	December 31/14	December 31/15	OPERATING FORECAST	October 31/16	2013, 2014, 2015	OPERATING FORECAST	Budget Variance	
Vehicles - Licensed										
Distributed Salaries/Wages	G-121-2910-1110	725.04	981.23	2,025.48	1,600	695.88	1,243.92		(1,600)	
Distributed Benefits	G-121-2910-1111	239.26	323.81	668.42	530	229.63	410.50		(530)	
Hourly Full Time	10-020-0263-2910-60015						0.00	1,000	1,000	Admin vehicle - PW Mechanical Dist Salary
Hourly Part Time	10-020-0263-2910-60020						0.00		0	
Employer CPP	10-020-0263-2910-60025						0.00		0	
Employer EI	10-020-0263-2910-60030						0.00		0	
Employer OMERS	10-020-0263-2910-60035						0.00		0	
Employer EHT	10-020-0263-2910-60040						0.00		0	
Employer Benefits	10-020-0263-2910-60050						0.00	300	300	Admin vehicle - PW Mechanical Dist Benefits
Employer WSIB	10-020-0263-2910-60055						0.00		0	
Communications	10-020-0263-2910-71251 G-121-2910-1251	421.09	177.82	302.92	350	481.77	300.61	500	150	Admin vehicle - On-star annual charges & phone min.
Vehicle Parts & Maintenance	10-020-0263-2910-71451 G-121-2910-1451	291.05	980.03	2,528.62	2,500	211.37	1,266.57	2,000	(500)	Admin Equinox Tire/repairs/maintenance
Insurance	10-020-0263-2910-71580 G-121-2910-1580	369.00	369.00	395.50	530	440.00	377.83	421	(109)	Admin Vehicle - Equinox
Licenses	10-020-0263-2910-71582 G-121-2910-1582	82.00	90.00	98.00	98	108.00	90.00	108	10	Admin Vehicle - Equinox
		2,127.44	2,921.89	6,018.94	5,608	2,166.65	3,689.42	4,329	(1,279)	
Treasury Expenses		606,993.98	551,868.98	574,385.98	614,842	446,138.35	577,749.65	613,339	(1,503)	
FFPC Administration										
Distributed Salaries/Wages	G-910-1101-1110	67,728.04	67,816.37	65,006.10	73,975	47,873.84	66,850.17		(73,975)	
Distributed Benefits	G-910-1101-1111	19,832.21	20,935.11	14,224.54	21,195	13,412.72	18,330.62		(21,195)	
Hourly Full Time	10-020-0267-1101-60015						0.00	80,410	80,410	Meter Reader/Utility Clerk/Billing Clerk
Hourly Part Time	10-020-0267-1101-60020						0.00		0	
Employer CPP	10-020-0267-1101-60025						0.00	3,693	3,693	
Employer EI	10-020-0267-1101-60030						0.00	1,598	1,598	
Employer OMERS	10-020-0267-1101-60035						0.00	7,239	7,239	
Employer EHT	10-020-0267-1101-60040						0.00	1,568	1,568	
Employer Benefits	10-020-0267-1101-60050						0.00	10,740	10,740	
Employer WSIB	10-020-0267-1101-60055						0.00	2,452	2,452	
Equipment Rentals Owned	10-020-0267-1101-71540 G-910-1101-1540	237.50	112.50	175.00		212.50	175.00	300	300	FFPC Meter reader - PW equip/vehicle charge back
Communications	G-910-1200-1251	41.62					13.87		0	
Total FFPC Administration		87,839.37	88,863.98	79,405.64	95,170	61,499.06	85,369.66	108,000	12,830	
Total A & F Revenue		(600,044.25)	(625,399.22)	(612,516.07)	(608,121)	(543,009.98)		(606,495)	1,626	
Total A & F Expenditures		1,296,838.92	1,264,908.97	1,346,633.68	1,369,392	1,167,390.55		1,428,663	59,271	
TOTAL A & F		696,794.67	639,509.75	734,117.61	761,271	624,380.57		822,168	60,897	

2017 DRAFT POLICE SERVICES BUDGET

NEW G/L ACCOUNT		Account #	Actual to December 31/13	Actual to December 31/14	Actual to December 31/15	2016 OPERATING FORECAST	Actual to October 31/16	3 Year Average 2013, 2014, 2015	2017 OPERATING FORECAST	2016 & 2017 Budget Variance	Remarks / Notes
<b>POLICE SERVICES</b>											
<b>REVENUE:</b>											
Sundry Revenue - User Fees	10-040-0420-0330-40582	G-231-0330-0582	(12,879.04)	(3,045.13)	(1,937.37)	(3,000)	(1,923.43)	(9,953.85)	(3,000)	0	
Solicitor General - R.I.D.E.	10-040-0420-0430-40415	G-231-0430-0415	(8,796.64)	(8,793.90)	(8,857.68)	(9,000)	(8,857.68)	(11,816.07)	(9,000)	0	
Sundry Revenue - User Fees	10-040-0420-0430-40582	G-231-0430-0582	(5,278.45)	(10,384.50)	(10,969.60)	(12,000)	(10,261.70)	(8,877.52)	(12,000)	0	
<b>Total Revenue</b>			<b>(26,954.13)</b>	<b>(22,223.53)</b>	<b>(21,764.65)</b>	<b>(24,000)</b>	<b>(21,042.81)</b>	<b>(30,647.44)</b>	<b>(24,000)</b>	<b>0</b>	
<b>Police Services Board</b>											
<b>REVENUE:</b>											
Other Sources of Revenue	10-040-0422-0430-40437	G-232-0430-0437	(1,852.04)	(452.78)	0.00	0	0.00	(768.27)	0	0	P/YComputer Costs Recovered
			<b>(1,852.04)</b>	<b>(452.78)</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>(768.27)</b>	<b>0</b>	<b>0</b>	
<b>EXPENDITURES:</b>											
WSIB	10-040-0422-2910-60055	G-232-1101-1122	20.72					6.91		0	
CPP	10-040-0422-2910-60025	G-232-1101-1123	204.52	252.37	273.34	250	78.74	218.96	250	0	
EI	10-040-0422-2910-60030	G-232-1101-1124	24.35					99.23		0	
EHT	10-040-0422-2910-60040	G-232-1101-1129	123.44	150.72	165.37	150	73.91	141.39	150	0	
Hourly Part-time	10-040-0422-2910-60020	G-232-1101-1130	11,405.00	11,274.50	12,180.00	13,000	5,640.00	11,948.29	13,000	0	PS Brd Members per diem
Memberships	10-040-0422-1200-71260	G-232-1200-1260	1,096.23	1,120.65	1,173.57	1,200	1,193.92	5,165.63	1,200	0	Annual Assoc of PSB
Office Supplies	10-040-0422-1400-71410	G-232-1400-1410	1,852.04	463.01		500		1,662.87	0	(500)	P/Y offset for revenue
Conferences & Courses	10-040-0422-1500-71531	G-232-1500-1531	1,745.20	2,266.84	2,637.21	4,400	2,008.97	2,004.01	4,400	0	PSB Memebrs
Meeting Expense	10-040-0422-1500-71532	G-232-1500-1532	529.65	313.42	104.86	750		1,410.09	350	(400)	PSB meeting expenses
Insurance	10-040-0422-1500-71580	G-232-1500-1580			800.00	800	800.00	34.95	870	70	PS Brd's liability insurance
Public Relations/Promotions	10-040-0422-1500-71592	G-232-1500-1592	2,070.38	333.14				1,234.51	250	250	Donation of auction revenue
			<b>19,071.53</b>	<b>16,174.65</b>	<b>17,334.35</b>	<b>21,050</b>	<b>9,795.54</b>	<b>23,926.84</b>	<b>20,470</b>	<b>(580)</b>	
<b>Administration</b>											
<b>Revenue</b>											
MCSCS Grant (Court Security)	10-040-0420-0430-40445	G-233-0430-0445	(9,756.14)	(14,634.21)	(51,138.00)	(73,443)	0.00	(13,008.12)	(115,193)	(41,750)	As per OPP Notification
<b>Expenses</b>											
Dental, Vision, & Extend Health		G-233-1101-1125								0	
Paid Duty - R.I.D.E.	10-040-0420-1100-71155	G-233-1100-1155	6,840.00	10,160.28	7,685.34	8,500	4,559.10	8,500.09	9,000	500	Expense to match grant revenue
Prisoners Meals	10-040-0420-1400-71491	G-233-1400-1491	1,317.20	1,815.20	1,869.81	1,500	1,640.30	3,939.25	1,800	300	Opp jail prisoner meals
OPP Contract	10-040-0420-1500-71565	G-233-1500-1565	2,660,232.00	2,878,236.00	2,681,401.00	2,391,672	1,738,674.00	2,838,162.27	2,130,798	(260,874)	As per OPP Notice/reductions
Less: Provincial Usage		G-233-1500-1565	(121,819.00)	(99,107.00)	(27,704.00)			788,186.33		0	
Less: Previous Yrs Surplus		G-233-1500-1565						(42,568.00)		0	
General Insurance	10-040-0420-1500-71580	G-233-1500-1580	3,939.39	4,161.88	4,170.66	4,359	2,907.86	4,089.42	3,250	(1,109)	OPP Building
Advertising & Public Notices	10-040-0420-1500-71591	G-233-1500-1591		150.44		300	159.24	1,440.37	150	(150)	OPP Auction advertising
			<b>2,550,509.59</b>	<b>2,795,416.80</b>	<b>2,667,422.81</b>	<b>2,406,331</b>	<b>1,747,940.50</b>	<b>3,601,749.73</b>	<b>2,144,998</b>	<b>(261,333)</b>	
Total Revenue			<b>(38,562.31)</b>	<b>(37,310.52)</b>	<b>(72,902.65)</b>	<b>(97,443)</b>	<b>(21,042.81)</b>	<b>(44,423.83)</b>	<b>(139,193)</b>	<b>(41,750)</b>	
Total Expenditures			<b>2,569,581.12</b>	<b>2,811,591.45</b>	<b>2,684,757.16</b>	<b>2,427,381</b>	<b>1,757,736.04</b>	<b>3,625,676.58</b>	<b>2,165,468</b>	<b>(261,913)</b>	



2017 DRAFT POLICE SERVICES BUDGET

		Actual to	Actual to	Actual to	2016	Actual to	3 Year Average	2017	2016 & 2017	Remarks / Notes
NEW G/L ACCOUNT		December 31/13	December 31/14	December 31/15	OPERATING FORECAST	October 31/16	2013, 2014, 2015	OPERATING FORECAST	Budget Variance	
Account #										
<i>Total Police Services</i>		2,531,018.81	2,774,280.93	2,611,854.51	2,329,938	1,736,693.23	3,581,252.75	2,026,275	(303,663)	

2017 CAPITAL BUDGET

	RESERVE FUND	TOTAL BUDGET	FEDERAL GRANTS	PROVINCIAL GRANTS	CONTRIBUTION FROM OTHERS OR DONATIONS	FEDERAL GAS TAX RESERVE	RESERVE FUNDS	WATER & SEWER RESERVE FUNDS	FUNDED BY WATER & SEWER RATES	General Revenue Fund/In-Kind Contribution	Long-Term Debt
GENERAL GOVERNMENT											
Financial Software Additions	P	15,000					15,000				0
Computer Upgrades/Server	P	25,000					25,000				0
TOTAL GENERAL GOVERNMENT		40,000	0	0	0	0	40,000	0	0		0

**November 17, 2016**

Report to: Administrative & Finance Executive Committee Members

From: Tyler Moffitt, Fire Chief/CEMC Fire & Rescue Service

SUBJECT: **First Draft of 2017 Operating & Capital Budget for Fort Frances Fire & Rescue Service.**

**Some Major Highlights are as follows:**

- Develop and implement a policy in regards to Volunteer Firefighters linked to 5<sup>th</sup> Class Firefighter position and in accordance with the Management/Non-Union Salary Administration policy, which corrected a gross inequity due to the catch-up payment in 2016
- Develop and implement a Letter of Understanding where one of the two steady day full-time firefighters will be directed to go home and come back for night shift if necessary and that the sixth career firefighter position is a temporary position and will not be filled when the next retirement occurs
- Eliminated 100% of Volunteer labour costs to backfill Full Time firefighters (\$6000 savings)
- Decreased 46% of Volunteer labour costs and redistributed to Full Time firefighter labour costs
- 13.3 % increase in costs for additional Full Time wages. As a result, it is forecasted that there will be a 9.4% reduction in Overtime costs (\$4,648.50 savings) and an enhancement in training the composite workforce

<b><u>Summary</u></b>	
Increase to Direct Labour Cost (FT)	<b>\$57,958.40</b>
Less: Decrease to Direct Labour Cost (PT)	<b>\$50,640.25</b>
Less: Decrease to Projected OT Cost (FT)	<b>\$4,648.50</b>
Net Increase to Total Direct Labour Cost	<b><u>\$2,669.65</u></b>

- Improve morale and reduce the abuse of sick leave
- 3.69% increase in the Net Operating Budget (\$35,076) and includes all negotiated wages and benefits as a result of ratifying the Collective Agreement in 2016
- 1.5% increase in user fee and charges are reflective in the document at this time.

## **Fort Frances Fire & Rescue Service Current Situation**

- Currently our Fire & Rescue Service has a compliment of:
  - 1 - Full Time Fire Chief/CEMC;
  - 5 - Full Time Career Firefighters;
  - 10 - Volunteer Firefighters;
  - 4 - Volunteer Probationary Firefighters;
  - 1 - Volunteer Trainer; Accountability Firefighter; Fire Safety Educator.

As Fire Chief, I am the person who is ultimately responsible to Council for the delivery of fire protection services as per the *Fire Protection and Prevention Act, 1997*.

As well, the Corporation as an employer has specific duties as outlined in the Occupational Health & Safety Act.

With regards to **Responsibilities of Municipal and other Elected Officials:** Under Section 32 of the Occupational Health and Safety Act, there are responsibilities that include taking all reasonable care to ensure that the Corporation complies with the *Act and the Regulations*, as well as undertaking and carrying out **Seven Key** items as set by *The Ontario Fire Service Health and Safety Advisory Committee Under Section 21 of the Occupational Health and Safety Act*. These include:

1. To provide as safe and healthy a working environment as can reasonably be expected, given the nature of firefighting and the resources and technology available.
2. To establish an effective internal responsibility system, whereby everyone clearly understands their responsibilities regarding the occupational health and safety of workers.
3. **To provide ongoing training to heighten employee awareness of known safety hazards and maintain job skills and knowledge.**
4. To develop and maintain open communication between all levels in the Fire Department to encourage employee participation in the Fire Department's Safety Program.
5. To involve all employees in safety through an effective Joint Health and Safety Committee accessible to all department members.
6. To periodically review the Fire Department's health and safety policy, program and Standard Operating Procedures to maintain safety performance.
7. **To ensure compliance with applicable Federal, Provincial and Municipal safety legislation.**

With our current level of training; staffing levels, and shift schedule for the five Full Time Firefighters, we are not in full compliance with our existing **BY-LAW NO. 31/10**, and many of the legislative requirements, as outlined in the following pieces of legislation; the *Fire Protection and Prevention Act, 1997* and the *Occupational Health & Safety Act*, which also includes *The Ontario Fire Service Health and Safety Advisory Committee*.

Our current Fire & Rescue model is in disarray; we are gravely ill-prepared, due in part to a lack of legislated training; as a result of our current staffing structure of Full Time Firefighters.

Within the Province of Ontario, the delivery of Fire Protection Services is guided by the *Fire Protection and Prevention Act, 1997* including the strategic optimization of the **Three Lines of Defence (Three Pillars of Fire Safety)** which include:

- I. Public Education and Prevention;
- II. Fire Safety Standards and Enforcement; and
- III. Emergency Response.

Optimizing the delivery of **Public Education and Prevention Programs** and utilizing the appropriate **Fire Safety Standards and Enforcement Strategies** from the **Three Lines of Defence (Three Pillars of Fire Safety)** will be the most effective means to further reduce the impacts of fire, and fire related injuries in our town.

Further **optimization** of programs targeted specifically at the first two lines of “Defence” must be a priority for the Town of Fort Frances.

As well, with regards to **III. Emergency Response**, training is a primary factor in emergency response, as well as having an adequate number of trained staff to respond. The majority of our emergency response calls are medical ones; as such, our fire and rescue service is often the first on the scene, due to our EMS crew being out of town and/or on another medical call. After medical calls, we have consistently responded to fire suppression incidents, MVC (Motor Vehicle Crashes), CO (Carbon Monoxide) incidents, Hazardous Material incidents, and Water & Ice Rescues.

Please note, all the previous types of incidents are what our *BY-LAW NO. 31/10* states we **shall** respond to, as well as High Angle Rope Rescue (last training session took place in 2010). Please note *BY-LAW NO. 31/10* states we **shall** respond to Confined Space Rescue; we have not been trained in Confined Space Rescue.

Currently, our Captain of Fire Prevention and our Acting Captain of Training work a 4-on 4-off schedule, which consists of two 12-hour day shifts followed by two 12-hour night shifts (see attached schedule).

The implementation of the following **Temporary Fire & Rescue Service Model** will ensure and enable us to rebuild and get our Fire & Rescue Service team back into compliance.

The **Temporary Fire & Rescue Service Model** consists of a 6<sup>th</sup> *Temporary Full Time Firefighter at the 5<sup>th</sup> Class Rate*; it is projected that in 4 ½ years there will be a retirement, at which point we will revert back to 5 - Full Time Career Firefighters as outlined in a forthcoming Letter of Understanding; the 6<sup>th</sup> *Temporary Full Time Firefighter* will then become the 5<sup>th</sup> firefighter. By doing this, it will enable us to put our Captain of Fire Prevention and our Acting Captain of Training on a “Six Man 4-on 4-off” *Schedule as opposed to a “Five Man 4-on 4-off” (see attached schedules)*, which will

consist of four 12-hour day shifts. As well, this model will consist of a core group of 16 Volunteer Firefighters.

This model will help reduce overtime through an agreed Letter of Understanding, which will ensure the flexibility of scheduling with the Full Time firefighters.

For the next 4 ½ years this temporary schedule will double the capacity for the *Captain of Fire Prevention* to adhere to the required legislation, as well as complete and facilitate more required Public Fire Safety Education programs and events. This will also enable us to complete and facilitate more required Fire Prevention Inspections; to complete and facilitate the training of more Public Fire Safety Educators and Fire Prevention Officers; and to enhance the availability to accommodate fire extinguisher training for multiple groups including our town employees; training for First Nations, district fire departments, as well as the New Gold Mine with regards to utilizing our Airport training facility; this will bring in additional revenue to our town. As well, this will prepare us to be ready for any enhanced legislation, which may be in place in the near future.

As well, for the next 4 ½ years this temporary schedule will double the capacity for the *Acting Captain of Training* to complete and facilitate additional training of our composite team, which is lacking and does not meet the legislative requirements and in accordance with the existing BY-LAW NO. 31/10. This enhanced training will include training Volunteer Fire Fighters to enable them to backfill for the Full Time Fire Fighters in the near future during sickness, training, union leave, bereavement leave and lieu days.

This **Temporary Fire & Rescue Service Model** will greatly help us to embrace our community's Vision, Mission and Values. With regards to our Values ... one being **Partnerships** ... this will enable us to embrace and build potential partnerships with First Nations, other communities, and private stakeholders. As well, it enhances the opportunity to be a leader within our district.

Please note, the remainder of this report explains how the budget documentation should be used.

## **Operating Budget**

Attached is an operating budget reconciliation spreadsheet No. 1 (1- page) outlining the major variances in the budgeted amount from 2016 to 2017 for each sub-section for each of the areas.

Also outlined there are explanatory notes highlighting the major factors contributing to the variances. In order to fully appreciate how the 2017 budgeted amounts have been determined, please review the Spreadsheet No. 2 (4 pages) Fire & Rescue Service budget document. These spreadsheets also include explanatory notes.

## **Fire & Rescue Service 2017 Capital Budget**

See attached spreadsheet No. 3 (1-page) for capital listing for 2017.

## **Additional Operational Information**

See attached spreadsheet No. 4 (13-pages) Fort Frances Fire Rescue 2013 Shift Schedule.

See attached spreadsheet No.5 (12-pages) Fort Frances Fire Rescue 2017 Shift Schedule (Current Model – 5 Full Time Fire Fighters)

## **Ontario Ministry of Labour Ontario Fire Service Section 21 Advisory Committee**

See attached spreadsheet No.6 (6-pages) Appendix A – A Health and Safety Policy, as well, please take note to Page 3 of 6: *Responsibilities of Municipal and other Elected Officials*.

## **Summary**

The information attached in this document will aid you in understanding the 2017 Fire & Rescue Service Budget. If you have any questions prior to the scheduled meeting, please feel free to contact me. This report has been prepared for the Administrative & Finance Executive Committee Members to better understand how the 2017 budget was assembled.

Tyler Moffitt  
Fire Chief/CEMC

Updated2016NovFire&Rescue2017budgetSummary

Spreadsheet No. 1 - Fire & Rescue Dept.- 2017  
Operating Budget Reconciliation

		2013	2014	2015	2016	2016	3 year Average 2013, 2014 & 2015	2017	2017-2016	Draft 1 -2017 as of November 17, 2016
		Actuals	Actuals	Actuals	Budget Approved	Actuals 30-Sep-16		Forecasted	Variance	Remarks
<b>Fire Emergency</b>										
Administration	G-211-0330	Revenue	(\$54,231)	(\$17,754)	(\$13,670)	(\$12,000)	(\$3,997)	(\$22,712)	(\$11,893)	\$107
										10.5% Increase in wages & associated payroll costs plus one additional f/t firefighter position
Administration	G-211-1101	Expenditure	\$927,375	\$864,341	\$882,558	\$903,183	\$600,211	\$890,333	\$943,568	\$40,385
Vehicles	G-211-2910		\$21,586	\$21,012	\$28,429	\$24,730	\$19,629	\$23,676	\$23,056	(\$1,674)
<b>S/T</b>			<b>\$894,730</b>	<b>\$867,600</b>	<b>\$897,317</b>	<b>\$915,913</b>	<b>\$615,844</b>	<b>\$891,297</b>	<b>\$954,731</b>	<b>\$38,818</b>
<b>Emergency Measures</b>										
Administration	G-227-0430	Revenue	(\$547,761)	(\$209,360)	\$0	\$0	\$0	(\$252,374)	\$0	\$0
										Reduction in on-going GIS operating costs allocated against the emergency measures section.
Administration	G-227-1101	Expenditure	\$564,298	\$221,040	\$16,156	\$19,849	\$7,012	\$267,164	\$16,107	(\$3,742)
<b>S/T</b>			<b>\$16,537</b>	<b>\$11,679</b>	<b>\$16,156</b>	<b>\$19,849</b>	<b>\$7,012</b>	<b>\$14,791</b>	<b>\$16,107</b>	<b>-\$3,742</b>
<b>911 Dispatch Services</b>										
Administration	G-228-0330	Revenue	(\$14,286)	(\$12,653)	(\$16,030)	(\$15,800)	\$0	(\$14,323)	(\$15,800)	\$0
Administration	G-228-1200	Expenditure	\$25,360	\$21,742	\$26,982	\$29,600	\$16,090	\$24,695	\$29,600	\$0
<b>S/T</b>			<b>\$11,074</b>	<b>\$9,089</b>	<b>\$10,952</b>	<b>\$13,800</b>	<b>\$16,090</b>	<b>\$10,372</b>	<b>\$13,800</b>	<b>\$0</b>
<b>Total Revenue</b>			(\$616,279)	(\$239,766)	(\$29,700)	(\$27,800)	(\$3,997)	(\$289,408)	(\$27,693)	\$107
<b>Total Expenditures</b>			\$1,538,619	\$1,128,135	\$954,125	\$977,362	\$642,942	\$1,205,868	\$1,012,331	\$34,969
<b>Net Operating Budget</b>			\$922,340	\$888,369	\$924,425	\$949,562	\$638,945	\$916,459	\$984,638	\$35,076

-0.38%  
3.58%  
3.69%



Spreadsheet No. 2 - Fire and Rescue Service Dept 2017 Operating Budget	NEW G/L ACCOUNT	Account #	Actual to December 31/13	Actual to December 31/14	Actual to December 31/15	2016 OPERATING APPROVED	Actual to September 30/16	3 Year Average - 2013, 2014 & 2015	2017 OPERATING FORECAST	Variance 2017-2016	2017 Budget - As of November 16, 2016	Remarks
<i>Fire Emergency Services</i>												
<b>REVENUE:</b>												
Sundry Revenue	10-040-0410-0330-40582	G-211-0330-0582		(\$20.00)								
Fire Protection Charges	10-040-0410-0330-40585	G-211-0330-0585	(\$2,893.12)	(\$2,893.12)	(\$2,893.12)	(\$3,000.00)	(\$2,893.12)	(\$2,893.12)	(\$2,893.12)	\$106.88		Nanacost & Rusty Myers
												Additional revenue for fire extinguisher training, for example, the hospital has requested 100 staff receive training. Also, New Gold has requested to use the training centre for their training needs.
Expense Recoveries (Training Recoveries)	10-040-0410-0330-40589	G-211-0330-0589	(\$2,000.00)	(\$1,459.20)				(\$1,153.07)	(\$3,000.00)	(\$3,000.00)		
User Fees - Inspections Etc.	10-040-0410-0330-40590	G-211-0330-0590	(\$1,092.00)		(\$1,638.00)	(\$1,000.00)		(\$910.00)	(\$500.00)	\$500.00		Inspection Requests
Private Works - Community Fire Protection Contracts	10-040-0410-0330-40595	G-211-0330-0595	(\$2,672.80)	(\$10,766.75)	(\$5,490.40)	(\$3,000.00)	(\$18.40)	(\$6,309.98)	(\$2,000.00)	\$1,000.00		District Air Cylinders
MTO (MVA)	10-040-0410-0430-40464	G-211-0430-0464	(\$5,740.00)		(\$450.00)	(\$2,000.00)	(\$900.00)	(\$2,063.33)	(\$3,000.00)	(\$1,000.00)		MTO Motor Vehicle Crashes (MVC)
Sundry Revenue	10-040-0410-0430-40582	G-211-0430-0582	\$1,930.72					\$643.57		\$0.00		
Expense Recoveries - Fire Instructor/Evacuation	10-040-0410-0430-40589	G-211-0430-0589	(\$26,632.50)			(\$2,000.00)		(\$8,877.50)		\$2,000.00		Evacuations if any
User Fees	10-040-0410-0430-40590	G-211-0430-0590	(\$131.53)	(\$114.60)	(\$3,198.65)	(\$1,000.00)	(\$185.10)	(\$1,148.26)	(\$500.00)	\$500.00		Copies of reports
Donations	10-040-0410-0430-40632	G-211-0430-0632		(\$2,500.00)						\$0.00		
Contribution from Reserve Fund (Retirement)	10-040-0410-0430-40952	G-211-0430-0952	(\$15,000.00)							\$0.00		
Total Revenue			(\$54,231.23)	(\$17,753.67)	(\$13,670.17)	(\$12,000.00)	(\$3,996.62)	(\$22,711.69)	(\$11,893.12)	\$106.88		
<b>EXPENDITURES:</b>												
<b>Administration</b>												
Distributed Salaries/Wages		G-211-1101-1110	(\$146,204.22)	(\$163,295.30)	(\$152,701.75)	(\$148,600.00)	(\$99,280.28)	(\$154,067.09)		\$148,600.00		
Distributed Benefits		G-211-1101-1111	(\$46,081.46)	(\$44,498.20)	(\$48,776.53)	(\$48,900.00)	(\$32,100.78)	(\$46,452.06)		\$48,900.00		
												Transferred OT costs from Emergency callback into this account. LoU will address sick leave and there should be a reduction in OT costs.
Overtime, Call Out, Shift	10-040-0410-1101-60013	G-211-1101-1113	\$50,927.50	\$51,584.98	\$59,024.01	\$44,000.00	\$33,809.51	\$53,845.50	\$44,870.49	\$870.49		
Leave (Ber, Sick, Other)		G-211-1101-1114	\$16,359.43	\$16,841.17	\$18,988.62	\$12,000.00	\$14,823.26	\$17,396.41		(\$12,000.00)		Built into FT wages
Vacation, Stats, Etc.		G-211-1101-1115	\$66,390.31	\$76,948.27	\$43,929.84	\$59,000.00	\$41,432.63	\$62,422.81		(\$59,000.00)		
Stat Day Payout		G-211-1101-1118	\$24,882.66		\$22,801.23	\$22,800.00		\$15,894.63		(\$22,800.00)		
Salaries/Wages Full Time	10-040-0410-1101-60010	G-211-1101-1120	\$444,962.18	\$455,186.74	\$431,490.68	\$439,242.00	\$315,491.42	\$443,879.87	\$494,857.37	\$55,615.37		Wages & Stat Pay Local 1012
Salaries/Wages Retirement		G-211-1101-1120	\$15,000.00					\$5,000.00		\$0.00		
Hourly Full Time	10-040-0410-1101-60015							\$0.00		\$0.00		
Disability (STD/LTD)		G-211-1101-1121	\$21,426.42	\$22,396.17	\$20,888.19	\$22,670.00	\$15,528.14	\$21,570.26		(\$22,670.00)		
WSIB	10-040-0410-1101-60055	G-211-1101-1122	\$16,047.95	\$15,127.96	\$17,073.09	\$16,395.00	\$12,790.31	\$16,083.00	\$14,553.46	(\$1,841.54)		FT Indirect payroll costs
CPP	10-040-0410-1101-60025	G-211-1101-1123	\$16,283.98	\$14,553.00	\$15,549.43	\$17,360.00	\$15,927.40	\$15,462.14	\$15,384.60	(\$1,975.40)		FT Indirect payroll costs
EI	10-040-0410-1101-60030	G-211-1101-1124	\$6,902.71	\$6,682.60	\$7,197.76	\$8,183.00	\$7,388.43	\$6,927.69	\$5,935.28	(\$2,247.72)		FT Indirect payroll costs
Dental Vision & Ext Health		G-211-1101-1125	\$27,458.04	\$30,555.05	\$35,009.60	\$35,618.00	\$30,245.50	\$31,007.56		(\$35,618.00)		FT Indirect payroll costs
OMERS	10-040-0410-1101-60035	G-211-1101-1126	\$67,952.36	\$64,971.29	\$64,615.87	\$63,341.00	\$43,989.02	\$65,846.51	\$63,378.20	\$37.20		FT Indirect payroll costs
Life Insurance		G-211-1101-1127	\$2,642.90	\$2,522.04	\$2,314.84	\$2,554.00	\$1,835.62	\$2,493.26		(\$2,554.00)		FT Indirect payroll costs
EHT	10-040-0410-1101-60040	G-211-1101-1129	\$12,627.15	\$12,504.43	\$12,125.74	\$12,068.00	\$8,469.54	\$12,419.11	\$10,524.69	(\$1,543.31)		FT Indirect payroll costs
												Two additional retirees in 2016 joined the Manulife benefit plan @ \$4560/year
Employer Benefits	10-040-0410-1101-60050								\$73,594.94	\$73,594.94		
Hourly Part-time Salaries/Wages	10-040-0410-1101-60020	G-211-1101-1130		\$5,983.52	\$1,805.04	\$6,000.00	\$1,504.20	\$1,504.20		(\$6,000.00)		
Hourly Volunteer Call Back Part Time	10-040-0410-1153-60020	G-211-1101-1144	\$48,045.25	\$48,278.50	\$51,439.96	\$44,000.00	\$9,769.83	\$49,254.57	\$14,741.16	(\$29,258.84)		Emergency call back for PT staff
Volunteer Call Back Employer CPP	10-040-0410-1153-60025							\$0.00	\$0.00	\$0.00		PT Indirect payroll costs
Volunteer Call Back Employer EI	10-040-0410-1153-60030							\$0.00	\$284.25	\$284.25		PT Indirect payroll costs
Volunteer Call Back Employer OMERS	10-040-0410-1153-60035							\$0.00	\$0.00	\$0.00		PT Indirect payroll costs
Volunteer Call Back Employer EHT	10-040-0410-1153-60040							\$0.00	\$287.45	\$287.45		PT Indirect payroll costs
Volunteer Call Back Employer Benefits	10-040-0410-1153-60050							\$0.00	\$0.00	\$0.00		
Volunteer Call Back Employer WSIB	10-040-0410-1153-60055											
Volunteer Training Hourly Part Time	10-040-0410-1154-60020	G-211-1101-1146	\$6,943.62	\$10,712.31	\$12,076.72	\$14,000.00	\$7,838.18	\$9,910.88	\$449.61	(\$13,550.39)		PT Indirect payroll costs
Volunteer Training Employer CPP	10-040-0410-1154-60025							\$0.00	\$14,741.16	\$14,741.16		PT Indirect payroll costs
Volunteer Training Employer EI	10-040-0410-1154-60030							\$0.00	\$0.00	\$0.00		PT Indirect payroll costs
Volunteer Training Employer OMERS	10-040-0410-1154-60035							\$0.00	\$284.25	\$284.25		PT Indirect payroll costs
Volunteer Training Employer EHT	10-040-0410-1154-60040							\$0.00	\$0.00	\$0.00		PT Indirect payroll costs
Volunteer Training Employer Benefits	10-040-0410-1154-60050							\$0.00	\$287.45	\$287.45		PT Indirect payroll costs
Volunteer Training Employer WSIB	10-040-0410-1154-60055							\$0.00	\$0.00	\$0.00		PT Indirect payroll costs
Post-Retirement Benefits long term liability fund	10-040-0410-1101-71147	G-211-1101-1147	\$7,045.00	(\$1,089.00)	(\$3,591.00)	\$1,200.00		\$788.33	\$1,200.00	\$0.00		PT Indirect payroll costs
Volunteer STD/LTD Benefits		G-211-1101-1148	\$3,453.30	\$3,655.80	\$3,588.09	\$3,600.00	\$5,923.76	\$3,565.73	\$3,400.00	\$2,200.00		In 2016, 2 FT firefighters retired, thus additional costs
Administration - Distributed Salary		G-211-1160-1110	\$98,695.20	\$87,583.97	\$95,783.87	\$106,802.00	\$70,073.28	\$94,021.01	\$0.00	(\$3,600.00)		Volunteer Benefits
Administration - Distributed Benefits		G-211-1160-1111	\$29,708.04	\$26,113.91	\$28,496.51	\$30,600.00	\$21,349.15	\$28,106.15		(\$106,802.00)		
Administration Salaries Full Time	10-040-0410-1160-60010							\$0.00		(\$30,600.00)		
Admin Overtime	10-040-0410-1160-60013							\$0.00		\$0.00		
Admin Hourly Full Time	10-040-0410-1160-60015							\$0.00	\$92,062.56	\$92,062.56		FT Chief (8 hours per day)
Admin Hourly Part Time	10-040-0410-1160-60020							\$0.00		\$0.00		
Admin Employer CPP	10-040-0410-1160-60025							\$0.00		\$0.00		Indirect payroll costs for Chief
Admin Employer EI	10-040-0410-1160-60030							\$0.00		\$0.00		
Admin Employer OMERS	10-040-0410-1160-60035							\$0.00	\$2,564.10	\$2,564.10		Indirect payroll costs for Chief

Spreadsheet No. 2 - Fire and Rescue Service Dept 2017 Operating Budget	NEW G/L ACCOUNT	Account #	Actual to December 31/13	Actual to December 31/14	Actual to December 31/15	2016 OPERATING APPROVED	Actual to September 30/16	3 Year Average - 2013, 2014 & 2015	2017 OPERATING FORECAST	Variance 2017-2016	2017 Budget - As of November 16, 2016	Remarks
Admin Employer EHT	10-040-0410-1160-60040	G-211-1161-1110 G-211-1161-1111						\$0.00	\$989.21	\$989.21		Indirect payroll costs for Chief
Admin Employer Benefits	10-040-0410-1160-60050							\$0.00	\$10,896.09	\$10,896.09		Indirect payroll costs for Chief
Admin Employer WSIB	10-040-0410-1160-60055							\$0.00	\$1,795.22	\$1,795.22		Indirect payroll costs for Chief
Operation & Training - Distributed Salary				\$218.08	\$64.47			\$0.00	\$5,080.00	\$5,080.00		Indirect payroll costs for Chief
Operation & Training - Distributed Benefits				\$72.55	\$7.34			\$94.18	\$2,699.25	\$2,699.25		Indirect payroll costs for Chief
Operations & Training Salaries Full Time	10-040-0410-1161-60010							\$26.63		\$0.00		
Operations & Training Overtime	10-040-0410-1161-60013							\$0.00		\$0.00		
Operations & Training Hourly Full Time	10-040-0410-1161-60015							\$0.00		\$0.00		
Operations & Training Hourly Part Time	10-040-0410-1161-60020							\$0.00		\$0.00		
Operations & Training Employer CPP	10-040-0410-1161-60025							\$0.00		\$0.00		
Operations & Training Employer EI	10-040-0410-1161-60030							\$0.00		\$0.00		
Operations & Training Employer OMERS	10-040-0410-1161-60035							\$0.00		\$0.00		
Operations & Training Employer EHT	10-040-0410-1161-60040							\$0.00		\$0.00		
Operations & Training Employer Benefits	10-040-0410-1161-60050							\$0.00		\$0.00		
Operations & Training Employer WSIB	10-040-0410-1161-60055							\$0.00		\$0.00		
Captain Differential - Distributed Salary		G-211-1163-1110	\$17,498.77	\$15,440.56	\$16,127.64	\$15,800.00	\$14,742.95	\$0.00		\$0.00		Full Time STD/LTD Extended Medical
Captain Differential - Distributed Benefits		G-211-1163-1111	\$6,008.50	\$5,486.27	\$5,828.98	\$5,400.00	\$5,546.58	\$16,355.66		(\$15,800.00)		Captain Differentials are included in FT salaries
Captain Differential Salaries Full Time	10-040-0410-1163-60010							\$5,774.58		(\$5,400.00)		Captain Differentials are included in FT salaries
Captain Differential Overtime	10-040-0410-1163-60013							\$0.00		\$0.00		Captain Differentials are included in FT salaries
Captain Differential Hourly Full Time	10-040-0410-1163-60015							\$0.00	\$0.00	\$0.00		Captain Differentials are included in FT salaries
Captain Differential Hourly Part Time	10-040-0410-1163-60020							\$0.00		\$0.00		
Captain Differential Employer CPP	10-040-0410-1163-60025							\$0.00		\$0.00		
Captain Differential Employer EI	10-040-0410-1163-60030							\$0.00		\$0.00		Captain Differentials are included in FT benefits
Captain Differential Employer OMERS	10-040-0410-1163-60035							\$0.00		\$0.00		Captain Differentials are included in FT benefits
Captain Differential Employer EHT	10-040-0410-1163-60040							\$0.00		\$0.00		Captain Differentials are included in FT benefits
Captain Differential Employer Benefits	10-040-0410-1163-60050							\$0.00		\$0.00		Captain Differentials are included in FT benefits
Captain Differential Employer WSIB	10-040-0410-1163-60055							\$0.00	\$0.00	\$0.00		Captain Differentials are included in FT benefits
Emergency Call Back - Distributed Salary		G-211-1164-1110	\$30,063.69	\$22,489.83	\$41,003.56	\$28,000.00	\$14,464.05	\$31,185.69	\$0.00	(\$28,000.00)		Transferred to OT account (above)
Emergency Call Back - Distributed Benefits		G-211-1164-1111	\$10,382.56	\$7,860.97	\$14,536.34	\$9,600.00	\$5,205.05	\$10,926.62		(\$9,600.00)		Transferred to FT benefits (indirect payroll costs)
Emergency Call Back Salaries Full Time	10-040-0410-1164-60010							\$0.00		\$0.00		
Emergency Call Back Overtime	10-040-0410-1164-60013							\$0.00		\$0.00		
Emergency Call Back Hourly Full Time	10-040-0410-1164-60015							\$0.00		\$0.00		
Emergency Call Back Hourly Part Time	10-040-0410-1164-60020							\$0.00		\$0.00		
Emergency Call Back Employer CPP	10-040-0410-1164-60025							\$0.00		\$0.00		
Emergency Call Back Employer EI	10-040-0410-1164-60030							\$0.00		\$0.00		
Emergency Call Back Employer OMERS	10-040-0410-1164-60035							\$0.00		\$0.00		
Emergency Call Back Employer EHT	10-040-0410-1164-60040							\$0.00		\$0.00		
Emergency Call Back Employer Benefits	10-040-0410-1164-60050							\$0.00		\$0.00		
Emergency Call Back Employer WSIB	10-040-0410-1164-60055							\$0.00		\$0.00		
Communications	10-040-0410-1200-71251	G-211-1200-1251	\$2,195.58	\$2,352.60	\$3,259.13	\$3,500.00	\$3,525.78	\$2,602.44	\$3,500.00	\$0.00		Service & Access Expenses
Postage/Freight/Courier	10-040-0410-1200-71252	G-211-1200-1252	\$264.30	\$105.08	\$188.32	\$300.00	\$180.46	\$185.90	\$300.00	\$0.00		Shipping & Freight
Memberships	10-040-0410-1200-71260	G-211-1200-1260				\$500.00		\$0.00	\$500.00	\$0.00		OAFC / Public Fire Safety Council etc
Office Supplies	10-040-0410-1400-71410	G-211-1400-1410	\$1,605.58	\$1,975.50	\$1,970.74	\$2,500.00	\$700.81	\$1,850.61	\$2,500.00	\$0.00		Office Supplies stationary etc
Supplies - Fire Fighting	10-040-0410-1400-71431	G-211-1400-1431	\$9,240.53	\$7,783.48	\$9,291.69	\$10,000.00	\$4,385.38	\$8,771.90	\$10,000.00	\$0.00		Equipment: nozzles, fans, etc
Supplies - Shop	10-040-0410-1400-71432	G-211-1400-1432	\$1,787.76	\$1,419.36	\$1,036.53	\$2,000.00	\$196.63	\$1,414.55	\$2,000.00	\$0.00		Oils, tools, truck wash, fittings, etc
Training Materials	10-040-0410-1400-71478	G-211-1400-1478	\$3,176.89	\$2,093.81	\$4,726.54	\$5,000.00	\$155.79	\$3,332.41	\$2,000.00	(\$3,000.00)		Curriculum Documents etc
Clothing - Protective	10-040-0410-1400-71480	G-211-1400-1480	\$7,631.72	\$10,458.34	\$9,140.88	\$10,000.00	\$122.09	\$9,076.98	\$10,000.00	\$0.00		Bunker Gear, Hazmat Suits, Exposure Suits
Clothing - Uniforms Coveralls	10-040-0410-1400-71483	G-211-1400-1483	\$6,852.52	\$6,264.67	\$6,338.52	\$7,000.00	\$558.90	\$6,485.24	\$5,000.00	(\$2,000.00)		
Food & Meals	10-040-0410-1400-71491	G-211-1400-1491		\$140.69				\$46.90		\$0.00		
Fire Contracted Services	10-040-0410-1500-71527	G-211-1500-1527	\$2,136.98					\$712.33		\$0.00		
Travel	10-040-0410-1500-71530	G-211-1500-1530	\$659.49			\$750.00		\$219.83	\$1,500.00	\$750.00		Travel expenses for Chief training
Conferences & Courses	10-040-0410-1500-71531	G-211-1500-1531	\$985.44	\$634.67		\$2,000.00		\$540.04	\$3,000.00	\$1,000.00		Training for new Chief
Communication Equipment	10-040-0410-1500-71542	G-211-1500-1542	\$10,173.41	\$10,681.76	\$9,309.96	\$10,000.00	\$9,264.48	\$10,055.04	\$8,000.00	(\$2,000.00)		Radio's & Pagers
New account for 2017 - computers - annual software costs									\$1,500.00	\$1,500.00		Annual cost for Fire Pro
Repairs & Maintenance	10-040-0410-1500-71545	G-211-1500-1545			\$28.32			\$9.44		\$0.00		
Volunteer Training Expenses	10-040-0410-1500-71546	G-211-1500-1546	\$11,630.42	\$8,653.62	\$8,401.60	\$11,000.00	\$2,999.58	\$9,561.88	\$5,000.00	(\$6,000.00)		Training for less volunteers compared to 2016 budget
General Insurance	10-040-0410-1500-71580	G-211-1500-1580	\$4,354.48	\$4,598.46	\$4,747.28	\$4,800.00	\$3,900.30	\$4,566.74	\$4,707.00	(\$93.00)		Information supplied by Deputy Treasurer
Insurance Deductible	10-040-0410-1500-71581						\$799.22	\$0.00				
Fire Prevention	10-040-0410-1500-71583	G-211-1500-1583	\$6,370.94	\$9,256.38	\$4,522.27	\$8,000.00	\$3,981.57	\$6,716.53	\$6,000.00	(\$2,000.00)		Fire Prev Kits, Books, Ads,
Advertising & Public Notices	10-040-0410-1500-71591	G-211-1500-1591	\$351.04	\$499.47	\$362.00	\$500.00	\$0.00	\$404.17	\$500.00	\$0.00		Newspaper ads, Vol Recruitment
Transfer to Other Organization (Mutual Aid)	10-040-0410-2110-72110	G-211-2110-2110	\$2,536.10	\$2,536.10	\$2,536.10	\$2,600.00	\$2,673.48	\$2,536.10	\$2,700.00	\$100.00		Donation to Mutual Aid
			\$927,375.02	\$864,341.46	\$882,558.02	\$903,183.00	\$600,211.22	\$890,332.85	\$943,567.79	\$40,384.79		
Vehicles - Licensed												
Distributed Salaries/Wages		G-211-2910-1110	\$2,552.41	\$1,929.23	\$4,937.99	\$3,900.00	\$2,281.57	\$3,139.88		(\$3,900.00)		
Distributed Benefits		G-211-2910-1111	\$842.33	\$636.65	\$1,629.57	\$1,290.00	\$752.91	\$1,036.18		(\$1,290.00)		
Salaries Full Time	10-040-0410-2910-60010							\$0.00		\$0.00		

Spreadsheet No. 2 - Fire and Rescue Service Dept 2017 Operating Budget		NEW G/L ACCOUNT	Account #	Actual to December 31/13	Actual to December 31/14	Actual to December 31/15	2016 OPERATING APPROVED	Actual to September 30/16	3 Year Average - 2013, 2014 & 2015	2017 OPERATING FORECAST	Variance 2017-2016	2017 Budget - As of November 16, 2016	Remarks	
Overtime	10-040-0410-2910-60013	G-211-2910-1418							\$0.00		\$0.00			
Hourly Full Time	10-040-0410-2910-60015								\$0.00	\$3,400.00	\$3,400.00			
Hourly Part Time	10-040-0410-2910-60020								\$0.00		\$0.00			
Employer CPP	10-040-0410-2910-60025								\$0.00		\$0.00			
Employer EI	10-040-0410-2910-60030								\$0.00		\$0.00			
Employer OMERS	10-040-0410-2910-60035								\$0.00		\$0.00			
Employer EHT	10-040-0410-2910-60040								\$0.00		\$0.00			
Employer Benefits	10-040-0410-2910-60050								\$0.00	\$1,100.00	\$1,100.00			
Employer WSIB	10-040-0410-2910-60055								\$0.00		\$0.00			
Gas & Fuel	10-040-0410-2910-71418			\$5,330.05	\$6,614.78	\$5,960.12	\$7,000.00	\$2,667.49	\$5,968.32	\$6,000.00	(\$1,000.00)		Gas and Fuel - based on 3-year average	
Vehicle Parts & Maintenance	10-040-0410-2910-71451		G-211-2910-1451	\$8,064.05	\$7,443.27	\$11,831.71	\$10,000.00	\$11,819.77	\$9,113.01	\$10,000.00	\$0.00		Same as in 2016	
Contracted Works/Services	10-040-0410-2910-71527		3-211-2910-152/152	\$35.00	\$10.00				\$15.00		\$0.00			
Insurance	10-040-0410-2910-71580	G-211-2910-1580	\$4,762.17	\$4,378.00	\$4,069.83	\$2,540.00	\$2,107.50	\$4,403.33	\$2,556.00	\$16.00		Information supplied by Deputy Treasurer		
Licenses	10-040-0410-2910-71582	G-211-2910-1582								\$0.00		For Fire vehicles		
				\$21,586.01	\$21,011.93	\$28,429.22	\$24,730.00	\$19,629.24	\$23,675.72	\$23,056.00	(\$1,674.00)			
Emergency Measures														
Revenue														
Evacuation Expense Recoveries	10-040-0450-0430-40589	G-227-0430-0589	(\$547,761.10)	(\$209,360.27)	\$0.00	\$0.00			(\$252,373.79)		\$0.00			
									\$0.00		\$0.00			
									\$0.00		\$0.00			
Expenses														
GIS - Dist Salaries/Wages		G-227-1101-1110	\$2,674.39	\$2,379.20	\$4,404.55	\$6,510.00	\$1,331.77	\$3,152.71			(\$6,510.00)			
GIS - Distributed Benefits		G-227-1101-1111	\$882.60	\$785.15	\$1,413.67	\$1,972.00	\$439.43	\$1,027.14			(\$1,972.00)			
Salaries Full Time	10-040-0450-1101-60010								\$0.00		\$0.00			
Overtime	10-040-0450-1101-60013								\$0.00		\$0.00			
Hourly Full Time	10-040-0450-1101-60015								\$0.00	\$2,755.76	\$2,755.76			
Hourly Part Time	10-040-0450-1101-60020								\$0.00	\$659.20	\$659.20			
Employer CPP	10-040-0450-1101-60025								\$0.00		\$0.00			
Employer EI	10-040-0450-1101-60030								\$0.00		\$0.00			
Employer OMERS	10-040-0450-1101-60035								\$0.00		\$0.00			
Employer EHT	10-040-0450-1101-60040								\$0.00		\$0.00			
Employer Benefits	10-040-0450-1101-60050								\$0.00	\$969.08	\$969.08			
Employer WSIB	10-040-0450-1101-60055								\$0.00		\$0.00			
Equipment Rental - Owned	10-040-0450-1101-71540		G-227-1101-1540			\$50.00			\$16.67		\$0.00			
Emergency Management Dist Salary			G-227-1165-1110			\$201.11			\$67.04		\$0.00			
Emergency Management Dist Benefits		G-227-1165-1111			\$67.33			\$22.44		\$0.00				
Salaries Full Time	10-040-0450-1165-60010								\$0.00		\$0.00			
Overtime	10-040-0450-1165-60013								\$0.00		\$0.00			
Hourly Full Time	10-040-0450-1165-60015								\$0.00		\$0.00			
Hourly Part Time	10-040-0450-1165-60020								\$0.00		\$0.00			
Employer CPP	10-040-0450-1165-60025								\$0.00		\$0.00			
Employer EI	10-040-0450-1165-60030								\$0.00		\$0.00			
Employer OMERS	10-040-0450-1165-60035								\$0.00		\$0.00			
Employer EHT	10-040-0450-1165-60040								\$0.00		\$0.00			
Employer Benefits	10-040-0450-1165-60050								\$0.00		\$0.00			
Employer WSIB	10-040-0450-1165-60055								\$0.00		\$0.00			
Communications	10-040-0450-1200-71251		G-227-1200-1251	\$2,107.75	\$2,383.67	\$2,406.50	\$2,000.00	\$1,529.63	\$2,299.31	\$2,000.00	\$0.00			
Legal	10-040-0450-1200-71253		G-227-1200-1253			\$2,573.01			\$857.67		\$0.00			
Office Supplies	10-040-0450-1400-71410	G-227-1400-1410	\$279.98	\$220.27	\$175.38	\$500.00		\$225.21	\$500.00	\$0.00				
Materials/Supplies	10-040-0450-1400-71471	G-227-1400-1471	\$7,973.34	\$2,514.30	\$836.29	\$3,000.00	\$742.85	\$3,774.64	\$3,000.00	\$0.00				
GIS Expense	10-040-0450-1500-71507	G-227-1500-1507	\$2,253.87	\$2,339.57		\$3,867.00	\$1,921.53	\$1,531.15	\$4,223.04	\$356.04				
Contracted Works	10-040-0450-1500-71523	G-227-1500-1523			\$3,019.75			\$1,006.58		\$0.00				
Conferences & Courses	10-040-0450-1500-71531	G-227-1500-1531	\$127.30		\$559.61	\$1,000.00	\$834.34	\$228.97	\$1,000.00	\$0.00				
Evacuation Costs	10-040-0450-1500-71549	G-227-1500-1549	\$547,023.13	\$209,702.97				\$252,242.03		\$0.00				
Advertising & Public Notices	10-040-0450-1500-71591	G-227-1500-1591	\$975.39	\$714.60	\$448.76	\$1,000.00	\$212.31	\$712.92	\$1,000.00	\$0.00				
				\$564,297.75	\$221,039.73	\$16,155.96	\$19,849.00	\$7,011.86	\$267,164.48	\$16,107.08	(\$3,741.92)			
Total Revenue				(\$601,992.33)	(\$227,113.94)	(\$13,670.17)	(\$12,000.00)	(\$3,996.62)	(\$275,085.48)	(\$11,893.12)	\$106.88			
Total Expenditures				\$1,513,258.78	\$1,106,393.12	\$927,143.20	\$947,762.00	\$626,852.32	\$1,181,173.05	\$982,730.87	\$34,968.87			
Total Fire Emergency Services				\$911,266.45	\$879,279.18	\$913,473.03	\$935,762.00	\$622,855.70	\$906,087.57	\$970,837.75	\$35,075.75			
911 Dispatch Services														
REVENUE:														
Trans from Municipalities	10-040-0421-0330-40370	G-228-0330-0370	(\$14,286.47)	(\$12,652.54)	(\$16,029.76)	(\$15,800.00)			(\$14,322.92)	(\$15,800.00)	\$0.00	Same as budgeted in 2016		
			(\$14,286.47)	(\$12,652.54)	(\$16,029.76)	(\$15,800.00)	\$0.00		(\$14,322.92)	(\$15,800.00)	\$0.00	\$40 per call, revenue depends on call volume, shared among muni's in RRD		
EXPENDITURES:														
											\$0.00			

Spreadsheet No. 2 - Fire and Rescue Service Dept 2017 Operating Budget	NEW G/L ACCOUNT	Account #	Actual to December 31/13	Actual to December 31/14	Actual to December 31/15	2016 OPERATING APPROVED	Actual to September 30/16	3 Year Average - 2013, 2014 & 2015	2017 OPERATING FORECAST	Variance 2017-2016	2017 Budget - As of November 16, 2016 Remarks
Communications	10-040-0421-1200-71251	G-228-1200-1251	\$3,498.75	\$2,707.97	\$4,734.88	\$4,800.00	\$648.62	\$3,647.20	\$4,800.00	\$0.00	Same as budgeted in 2016
Contracted Works -911	10-040-0421-1500-71523	G-228-1500-1523	\$8,968.71	\$8,968.71	\$8,968.71	\$10,000.00	\$8,968.71	\$8,968.71	\$10,000.00	\$0.00	Same as budgeted in 2016
Contracted Works - Fire	10-040-0421-1500-71523	G-228-1500-1523	\$12,240.00	\$9,760.00	\$12,400.00	\$13,000.00	\$6,400.00	\$11,466.67	\$13,000.00	\$0.00	Same as budgeted in 2016
Repairs & Maintenance	10-040-0421-1500-71545	G-228-1500-1545	\$652.80	\$305.28	\$878.20	\$1,800.00	\$72.18	\$612.09	\$1,800.00	\$0.00	Same as budgeted in 2016
			\$25,360.26	\$21,741.96	\$26,981.79	\$29,600.00	\$16,089.51	\$24,694.67	\$29,600.00	\$0.00	

Total Revenue  
Total Expenditures  
*Total Dispatch Services*

(\$14,286.47) (\$12,652.54) (\$16,029.76) (\$15,800.00) \$0.00 (\$14,322.92) (\$15,800.00) \$0.00  
\$25,360.26 \$21,741.96 \$26,981.79 \$29,600.00 \$16,089.51 \$24,694.67 \$29,600.00 \$0.00  
11,073.79 9,089.42 10,952.03 13,800 16,089.51 10,372 13,800 0

*Fire & Rescue Services Total*  
REVENUE:

Total Revenue  
Total Expenditures

(\$616,278.80)	(\$239,766.48)	(\$29,699.93)	(\$27,800.00)	(\$3,996.62)	(\$289,408.40)	(\$27,693.12)	\$106.88	
\$1,538,619.04	\$1,128,135.08	\$954,124.99	\$977,362.00	\$642,941.83	\$1,205,867.72	\$1,012,330.87	\$34,968.87	
\$922,340.24	\$888,368.60	\$924,425.06	\$949,562.00	\$638,945.21	\$916,459.31	\$984,637.75	\$35,075.75	

Net Operating Budget  
Police Services Board

# Fort Frances Fire Rescue

## 2017 Capital

Item	2017
Annual 3 - Air Cylinders	3,900.00
Annual Fire Hose Replacement	3,000.00
Portable Air Monitor	6,000.00
Priorities marked in yellow	
Priority totals	6,900.00
Total	12,900.00



Kirk 1  
Wayne 2  
Rod 5  
Rob 6  
Greg 3  
Dave 4

Spreadsheet No. 4

FORT FRANCES FIRE RESCUE

January 2013

6 Full Time  
Fire Fighters  
Schedule



15

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T
DAYS	1	1	1	2	2	2	2	1	1	1	1	2	2	2	2	1	1	1	1	2	2	2	2	1	1	1	1	2	2	2	2
DAYS	5	5	5	6	6	6	6	3	3	3	3	4	4	4	4	5	5	5	5	6	6	6	6	3	3	3	3	4	4	4	4
NIGHTS	3	3	3	4	4	4	4	5	5	5	5	6	6	6	6	3	3	3	3	4	4	4	4	5	5	5	5	6	6	6	6
																5	5			6	6	6	6								
O/T																															
DAYS																															
NIGHT																															

Sick 3- 3, 16, 17

	Vacation / H-days (per hour)
	<del>5 1-12, 12</del> <del>1 24-27</del> <del>4 12, 13, 14, 15</del> <del>2 30</del> <del>4 20, 21, 22, 23</del>
Sick Days	<del>3 16, 17</del>
Kirk 1	
Wayne 2	
Rod 5	
Robby 6	
Greg 3	<del>8</del>
Dave 4	

Kirk 1

Wanye 2

Rod 5

Rob 6

Greg 3

Dave 4

# FORT FRANCES FIRE RESCUE

FEBRUARY 2013

16

SIREN  
12

FAMILY DAY  
12

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T
DAYS	1	1	1	1	2	2	2	2	1	1	1	1	2	2	2	2	1	1	2	2	1	1	2	2	1	1	1	1
Days	5	5	5	5	6	6	6	6	3	3	3	3	4	4	4	4	5	5	5	5	6	6	6	6	3	3	3	3
NIGHTS	3	3	3	3	4	4	4	4	5	5	5	5	6	6	6	6	3	3	3	3	4	4	4	4	5	5	5	5
O/T			5																	5								
DAYS																												
NIGHT																												

FEB 22/6 - Sick A  
Feb 23/6 - Sick A

	Vacation / H-days (per hour)
	<del>5 - 2 hrs</del> <del>2 - 8th VAC</del> <del>23, 24</del> <del>3 - 20th VAC</del> <del>2 - 23, 24</del>
Sick Days	<del>18th 2 hrs</del> <del>19th 4 hrs</del> 6 - 22, 23
Kirk 1	TT Feb 12 3.5 hrs,
Wayne 2	
Rod 5	
Robby 6	FEB 20 Sick
Greg 3	<del>TT - 03</del> <del>TT - 11 - 5 hrs</del> <del>TT - 09 - 4 hrs</del>
Dave 4	

Kirk 1  
Wayne 2  
Rod 5  
Rob 6  
Greg 3  
Dave 4

FORT FRANCES FIRE RESCUE

15

March 2013



SIREN

FPO TRAINING  
25-28  
FAIR

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
DAYS	2	2	2	2	1	1	1	1	2	2	2	2	1	1	1	1	2	2	2	2	1	1	1	2	2	2	2	1	1	1	1
DAYS	4	4	4	4	5	5	5	5	6	6	6	6	3	3	3	3	4	4	4	4	5	5	5	5	6	6	6	6	3	3	3
NIGHTS	6	6	6	6	3	3	3	3	4	4	4	4	5	5	5	5	6	6	6	6	3	3	3	3	4	4	4	4	5	5	5
O/T													3	3	3	3															
DAYS																															
NIGHT																															

First  
Aid

1 sick 24th  
3 sick 23rd

	Vacation / H-days (per hour)
Sick Days	DAVE - 2nd WAYNE - 9th, 10th GREG - 23rd DAVE - 31st
Kirk 1	March 24th Sick
Wayne 2	
Rod 5	22nd - 4th sick
Robby 6	
Greg 3	
Dave 4	4th - 26th 18



Kirk 1  
Wayne 2  
Rod 5  
Rob 6  
Greg 3  
Dave 4

FORT FRANCES FIRE RESCUE

April 2013

14

DAYCARE TOUR OF Fire-Hall.  
9:30 - 1:30 (2 groups.)

SIREN

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T
DAYS	1	2	2	2	2	1	1	1	1	2	2	2	2	1	1	1	1	2	2	2	2	1	1	1	1	2	2	2	2	1
Days	3	4	4	4	4	5	5	5	5	6	6	6	6	3	3	3	3	4	4	4	4	5	5	5	5	6	6	6	6	3
NIGHTS	5	6	6	6	6	3	3	3	3	4	4	4	4	5	5	5	5	6	6	6	6	3	3	3	3	4	4	4	4	5
O/T																														
DAYS																														
NIGHT																						2								

GREG  
BEREAVEMENT  
1470 TO 1774

	Vacation / H-days (per hour)
Sick Days	<del>3-22-2</del>
Kirk 1	<del>8-9-TH-11-12-13-14-15-16-17-18-19-20-21-22-23-24-25-26-27-28-29-30</del>
Wayne 2	
Rod 5	
Robby 6	
Greg 3	
Dave 4	<del>Sick 10-11-12-13</del> <del>Apr 5-7-11-12</del>

Kirk 1

Wayne 2

Rod 5

Rob 6

~~Rob~~ 3

Dave 4

SIREN  
↓

FORT FRANCES FIRE RESCUE

May 2013

15

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F
DAYS	1	1	1	2	2	2	2	1	1	1	1	2	2	2	2	1	1	1	1	2	2	2	2	1	1	1	1	2	2	2	2
DAYS	3	3	3	4	4	4	4	<del>5</del>	<del>5</del>	<del>5</del>	<del>5</del>	<del>6</del>	<del>6</del>	<del>6</del>	<del>6</del>	3	3	3	3	<del>4</del>	<del>4</del>	<del>4</del>	<del>4</del>	<del>5</del>	<del>5</del>	<del>5</del>	<del>5</del>	<del>6</del>	<del>6</del>	<del>6</del>	<del>6</del>
NIGHTS	5	5	5	6	6	6	6	3	3	3	3	<del>4</del>	<del>4</del>	<del>4</del>	<del>4</del>	5	5	5	5	6	6	6	6	3	3	3	3	<del>4</del>	<del>4</del>	<del>4</del>	<del>4</del>
O/T								5	5	5	5	6	6	6	6									5	5	5	5	6	6	6	6
DAYS																															
NIGHT																															

	Vacation / H-days (per hour)
Sick Days	
Kirk 1	
Wayne 2	
Rod 5	
Robby 6	
<del>Rob</del> 3	
Dave 4	

Kirk 1

Wayne 2

Rod 5

Rob 6

~~Greg~~ 3

Dave 4

# FORT FRANCES FIRE RESCUE

JUNE 2013

16

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
DAYS	1	1	1	1	2	2	2	2	1	1	1	1	2	2	2	2	1	1	1	1	2	2	2	2	1	1	1	1	2	2
Days	3	3	3	3	4	4	4	4	5	5	5	5	6	6	6	6	3	3	3	3	4	4	4	4	5	5	5	5	6	6
	5	5	5	5	6	6	6	6	3	3	3	3	4	4	4	4	5	5	5	5	6	6	6	6	3	3	3	3	4	4
NIGHTS									5	5	5	5												5	5	5	5			
O/T																														
DAYS																														
NIGHT																														

5 Sick JUNE 4<sup>A</sup>  
19:00-07:00

	Vacation / H-days (per hour)
Sick Days	ROD #5 JUNE 4/13
Kirk 1	
Wayne 2	
Rod 5	
Robby 6	OVERTIME 19:00- JUNE 4/13 07:00
<del>Greg</del> 3	
Dave 4	



Kirk 1

Wayne 2

Rod 5

Rob 6

~~Steve~~ 3

Dave 4

# FORT FRANCES FIRE RESCUE

July 2013

6 FF Schedule

NEW  
SCHEDULE  
START

Going to 5 FF Schedule

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W
DAYS	2	2	1	1	1	1	2	2	2	2	1	1	1	1	2	2	2	2	1	1	1	1	2	2	2	2	1	1	1	1	2
DAYS	6	6	3	3	3	3	4	4	4	4	5	5	5	5	6	6	6	6	3	3	3	3	4	4	4	4	5	5	5	5	6
NIGHTS	4	4	5	5	5	5	6	6	6	6	3	3	3	3	4	4	4	4	5	5	5	5	6	6	6	6	3	3	3	3	4
O/T																															
DAYS																															
NIGHT																															

	Vacation / H-days (per hour)
2- 6- 5- 1-	<del>2, 7, 10</del> 23, 24, 25, 26 <del>5, 6, 19, 20, 21, 22</del> 11, 12, 13, 14
Sick Days	
Kirk 1	
Wayne 2	
Rod 5	
Robby 6	
<del>Steve</del> 3	
Dave 4	

DAVE E.  
BACK TO  
WORK

Kirk  
Wayne  
Dave  
Rod  
Rob

FORT FRANCES FIRE RESCUE

July 2013

5 Full Time Fire Fighter Schedule

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W
KIRK											D	D	N	N					D	D	N	N					D	D	N	N	
WAYNE															D	D	N	N					D	D	N	N					D
DAVE													D	D	N	N					D	D	N	N					D	D	N
ROD											N	N					D	D	N	N					D	D	N	N			
ROBBY													D	D	N	N							D	D	N	N					
													N	N																	
O/T																															
DAYS																															
NIGHT																															

	Vacation / H-days (per hour)
KIRK - 13, 14 ROBBY - 23, 24, 25, 26	
Sick Days	ROBBY - 16
Kirk	
Wayne	
Dave	
Rod	
Robby	



Kirk

Wayne

Dave

Rod

Rob

**FORT FRANCES FIRE RESCUE**

August 2013

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
KIRK				D	D	N	N					D	D	N	N					D	D	<del>N</del>	<del>N</del>					D	D	N	N
WAYNE	D	N	N					D	D	N	N				D	D	N	N					<del>N</del>		D	D	N	<del>N</del>			
DAVE	N					D	D	N	N					D	D	N	N					<del>D</del>	D	N	N					D	D
ROD		D	D	N	N					D	D	N	N					D	D	N	N					D	D	N	N		
ROBBY		D	D	N	N			D	D	N	N			D	D	N	N			D	D	N	N							D	D
O/T																															
DAYS																															
NIGHT																															

Kirk  
Sick 22, 23 Aug

	Vacation / H-days (per hour)
ROD <del>2, 4, 5</del>	
ROBBY <del>3</del>	
KIRK <del>20, 21</del>	
DAVE <del>30, 31</del>	
Sick Days	22, 23 Kirk
WAYNE <del>27</del>	
DAVE <del>28</del>	
Kirk	
Wayne	
Dave	14-17 Ber...
Rod	
Robby	

Kirk

Wayne

Dave

Rod

Rob

# FORT FRANCES FIRE RESCUE

September 2013

POWER  
OUTAGE  
8am - 4pm

Staff meeting  
@ 9:00 am

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M
KIRK					D	D	N	N			N	N	D	D	N	N					D	D	N	N				D	D	D
WAYNE	D	D	N	N			N	N	D	D	N	N					D	D	N	N					D	D	N	N		
DAVE	N	N					D	D	N	N					D	D	N	N					D	D	N	N				
ROD			D	D	N	N					D	D	N	N					D	D	N	N		D	D	N	N			
ROBBY	N	N							D	D	N	N							D	D	N	N			D	D	N	N		
											D	D																		
O/T																														
DAYS																														
NIGHT																														

Kirk working for  
ROBBIE Sept 28

25, 26  
DAVE Assoc  
Days

	Vacation / H-days (per hour)
<del>Wayne</del>	<del>10th. R</del>
<del>DAVE</del>	<del>1, 2 R</del>
<del>ROD</del>	<del>4, 12 R</del>
<del>ROD</del>	<del>19, 20, 21, 22 R</del>
<del>ROD</del>	<del>27, 28 R</del>
Sick Days	
Kirk	
Wayne	<del>7th. T R</del>
Dave	25, 26 Assoc Days
Rod	
Robby	



Kirk  
Wayne  
Dave  
Rod  
Rob

FORT FRANCES FIRE RESCUE

October 2013

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T
KIRK	N	N					D	D	N	N		D			D	D	N	N					D	D	N	N					D
WAYNE			D	D	N	N		D			D	D	N	N					D	D	N	N					D	D	N	N	
DAVE	D	D	N	N					D	D	N	N					D	D	N	N					D	D	N	N			
ROD					D	D	N	N					D	D	N	N					D	D	N	N					D	D	N
ROBBY	D	D	N	N			D	D	N	N			D	D	N	N							D	D	N	N					
	N	N											N	N	D	D															
O/T																															
DAYS																															
NIGHT																															

Fire Safety Day

FIRE PREVENTION  
WEEK 6-12\*

Spooky - warm  
(w/10 p.u.)

Emergency exercise

	Vacation / H-days (per hour)
KIRK	1, 2, 5, 16, 23, 24, 25, 26, 27, 28, 29, 30, 31
Robby	3, 4, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31
WAYNE	13, 14
Sick Days	24 <sup>TH</sup> , 29 <sup>TH</sup> , 30 <sup>TH</sup> ROB SICK
Kirk	
Wayne	
Dave	
Rod	
Robby	

\* Tyler mdt - 12 hrs for 29<sup>th</sup>  
Wayne - 9 hrs OT for moul scenario 29<sup>th</sup>

\* Doug 10 hr. 45 min. For Rob's Sick Shift. 30<sup>th</sup>



Kirk

Wayne

Dave

Rod

Rob

# FORT FRANCES FIRE RESCUE

November 2013

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
KIRK	D	N	N					D	D	N	N					D	D	N	N					D	D	N	N			
WAYNE				D	D	N	N					D	D	D	D					D		N	N					D	D	N
DAVE		D	D	N	N					D	D	N	N					D	D	N	N					D	D	N	N	
ROD	N					D	D	N	N					D	D	N	N					D	D	N	N					D
ROBBY						D	D	N	N			D	D	N	N			D	D	N	N			D	D	N	N			
																		N	N											
O/T																														
DAYS																														
NIGHT																														

FPD Exam  
Wayne

DEER FEED

Festival of Food  
STAFF PARTY

	Vacation / H-days (per hour)
Robby	<del>6, 7, 8, 9</del>
Kirk	<del>18, 19</del>
Robby	<del>24</del>
Kirk	<del>25, 26, 27</del>
Sick Days	<del>WAYNE SICK 21st</del> <del>DAVE SICK 21st</del>
Kirk	
Wayne	15 - 4 hrs T.T
Dave	
Rod	
Robby	

OT - KIRK 5

END

Kirk

Wayne

Dave

Rod

Rob

FORT FRANCES FIRE RESCUE

December 2013

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T
KIRK		<del>D</del>	<del>D</del>	N	N					D	D	N	N					D	D	N	<del>N</del>					D	D	N	N		
WAYNE	N					D	D	N	N					D	D	N	N				<del>N</del>					D	D	N	N		
DAVE				D	D	N	N					D	D	N	N					D	D	N	N							D	D
ROD	D	N	N					D	D	N	N					D	D	N	N									D	D	N	N
ROBBY				D	D	N	N							<del>D</del>	<del>D</del>	<del>N</del>	N			D	D	N	N			D	D	N	N		
O/T																															
DAYS		Dan	Garvin											Doug	Garvin	Dan															
NIGHT																															

1/2ND - Dan DeGagne worked  
1/3RD - Garvin Payne worked  
1/4 Doug Wright WORKED  
1/5 GAVIN PAYNE WORKED  
1/6 Dan DeGagne worked

Kirk Sick Dec. 2, 3

OT

	Vacation / H-days (per hour)
WAYNE	14 <sup>th</sup>
Robby	4, 5
Rod	16, 17
DAVE	20, 21, 22, 23
Sick Days	Kirk Dec 2, 3 <del>Kirk 21</del>
Kirk	
Wayne	15 <sup>th</sup> + 1 <sup>st</sup>
Rod	
Robby	Sick 14, 15, 16
Dave	



Robby

Wayne

Dave

Doug

Gavin

Spreadsheet No. 5

FORT FRANCES FIRE RESCUE

January 2017

		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
		S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T
Robby				D	D	N	N					D	D	N	N					D	D	N	N					D	D	N	N	
WAYNE		N	N					D	D	N	N					D	D	N	N					D	D	N	N					D
DAVE						D	D	N	N					D	D	N	N					D	D	N	N					D	D	N
Doug		D	D	N	N					D	D	N	N					D	D	N	N					D	D	N	N			
Gavin		N	N							D	D	N	N							D	D	N	N			D	D	N	N			D
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	Vacation / H-days (per hour)
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FORT FRANCES FIRE RESCUE

February 2017

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T
Robby				D	D	N	N					D	D	N	N					D	D	N	N					D
WAYNE	D	N	N					D	D	N	N					D	D	N	N					D	D	N	N	
DAVE	N					D	D	N	N					D	D	N	N					D	D	N	N			
Doug		D	D	N	N					D	D	N	N					D	D	N	N					D	D	N
Gavin	D	N	N			D	D	N	N							D	D	N	N							D	D	N
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	Vacation / H-days (per hour)
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FORT FRANCES FIRE RESCUE

March 2017

		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
		W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F
Robby		D	N	N					D	D	N	N					D	D	N	N					D	D	N	N				
WAYNE					D	D	N	N					D	D	N	N					D	D	N	N					D	D	N	N
DAVE			D	D	N	N					D	D	N	N					D	D	N	N					D	D	N	N		
Doug		N					D	D	N	N					D	D	N	N					D	D	N	N					D	D
Gavin		N							D	D	N	N			D	D	N	N			D	D	N	N			D	D	N	N		
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	Vacation / H-days (per hour)
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FORT FRANCES FIRE RESCUE

April 2017

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	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
Robby	D	D	N	N					D	D	N	N					D	D	N	N					D	D	N	N		
WAYNE					D	D	N	N					D	D	N	N					D	D	N	N					D	D
DAVE			D	D	N	N					D	D	N	N					D	D	N	N					D	D	N	N
Doug	N	N					D	D	N	N					D	D	N	N					D	D	N	N				
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	Vacation / H-days (per hour)
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FORT FRANCES FIRE RESCUE

May 2017

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Robby			D	D	N	N					D	D	N	N					D	D	N	N					D	D	N	N	
WAYNE	N	N					D	D	N	N					D	D	N	N					D	D	N	N					D
DAVE					D	D	N	N					D	D	N	N					D	D	N	N					D	D	N
Doug	D	D	N	N					D	D	N	N					D	D	N	N					D	D	N	N			
Gavin	D	D	N	N			D	D	N	N							D	D	N	N						D	D	N	N		
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	Vacation / H-days (per hour)
Sick Days	
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FORT FRANCES FIRE RESCUE

June 2017

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	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F
Robby				D	D	N	N					D	D	N	N					D	D	N	N					D	D	N
WAYNE	D	N	N					D	D	N	N					D	D	N	N					D	D	N	N			
DAVE	N					D	D	N	N					D	D	N	N					D	D	N	N					D
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	Vacation / H-days (per hour)
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FORT FRANCES FIRE RESCUE

July 2017

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M
Robby	N					D	D	N	N					D	D	N	N					D	D	N	N					D	D
WAYNE		D	D	N	N					D	D	N	N					D	D	N	N					D	D	N	N		
DAVE	D	N	N					D	D	N	N					D	D	N	N					D	D	N	N				
Doug				D	D	N	N					D	D	N	N					D	D	N	N					D	D	N	N
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	Vacation / H-days (per hour)
Sick Days	
Robby	
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FORT FRANCES FIRE RESCUE

August 2017

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T
Robby	N	N					D	D	N	N					D	D	N	N					D	D	N	N					D
WAYNE			D	D	N	N					D	D	N	N					D	D	N	N					D	D	N	N	
DAVE	D	D	N	N					D	D	N	N					D	D	N	N					D	D	N	N			
Doug					D	D	N	N					D	D	N	N					D	D	N	N					D	D	N
Gavin	N	N			D	D	N	N			D	D	N	N							D	D	N	N							D
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	Vacation / H-days (per hour)
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FORT FRANCES FIRE RESCUE

September 2017

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
Robby	D	N	N					D	D	N	N					D	D	N	N					D	D	N	N			
WAYNE				D	D	N	N					D	D	N	N					D	D	N	N					D	D	N
DAVE		D	D	N	N					D	D	N	N					D	D	N	N					D	D	N	N	
Doug	N					D	D	N	N					D	D	N	N					D	D	N	N					D
Gavin	D	N	N							D	D	N	N			D	D	N	N			D	D	N	N			D	D	N
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	Vacation / H-days (per hour)
Sick Days	
Robby	
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FORT FRANCES FIRE RESCUE

October 2017

		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
		S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T
Robby			D	D	N	N					D	D	N	N					D	D	N	N					D	D	N	N		
WAYNE		N					D	D	N	N					D	D	N	N					D	D	N	N					D	D
DAVE					D	D	N	N					D	D	N	N					D	D	N	N					D	D	N	N
Doug		D	N	N					D	D	N	N					D	D	N	N					D	D	N	N				
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	Vacation / H-days (per hour)
Sick Days	
Robby	
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FORT FRANCES FIRE RESCUE

NOVEMBER 2017

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T
Robby			D	D	N	N					D	D	N	N					D	D	N	N					D	D	N	N
WAYNE	N	N					D	D	N	N					D	D	N	N					D	D	N	N				
DAVE					D	D	N	N					D	D	N	N					D	D	N	N					D	D
Doug	D	D	N	N					D	D	N	N					D	D	N	N					D	D	N	N		
Gavin			D	D	N	N			D	D	N	N			D	D	N	N							D	D	N	N		
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	Vacation / H-days (per hour)
Sick Days	
Robby	
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FORT FRANCES FIRE RESCUE

DECEMBER 2017

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
Robby					D	D	N	N					D	D	N	N					D	D	N	N					D	D	N
WAYNE	D	D	N	N					D	D	N	N					D	D	N	N					D	D	N	N			
DAVE	N	N					D	D	N	N					D	D	N	N					D	D	N	N					D
Doug			D	D	N	N					D	D	N	N					D	D	N	N					D	D	N	N	
Gavin					D	D	N	N			D	D	N	N			D	D	N	N							D	D	N	N	
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	Vacation / H-days (per hour)
Sick Days	
Robby	
Wayne	
Dave	
Doug	
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## APPENDIX A

### Spreadsheet No. 6

### A HEALTH AND SAFETY POLICY

#### INTRODUCTION:

Clause 25(2)(j) of the Occupational Health and Safety Act requires the employer to "prepare and review at least annually a written occupational health and safety policy and develop and maintain a program to implement that policy". Clause 25(2)(k) also requires that the employer "post at a conspicuous location in the work place a copy of the occupational health and safety policy".

A sample Policy for the fire service follows:

#### POLICY

##### Application:

This Policy of the Corporation of \_\_\_\_\_ applies to the  
\_\_\_\_\_ Fire Department.

##### Objective:

It is the Policy of \_\_\_\_\_ and the \_\_\_\_\_ Fire Department to conduct all operations in a safe and healthy manner in order to prevent injury or illness to workers.

The elimination of hazards to personnel and property shall be the prime consideration when planning any work activity.

All practical steps shall be taken to ensure that the work environment and work procedures comply with Federal and Provincial Legislation, City Regulations, and Township or Regional Regulations, pertaining to the health and safety of the employee.

**Principles:**

Every employee has the right to work in a healthy and safe environment.

Employees are encouraged to be actively involved in maintaining a healthy and safe environment.

Cooperation between the employer and the union is desirable in developing and maintaining healthy and safe workplaces.

The prevention of accidents, injury and occupational illness should be an integral part of every job activity,

An internal responsibility system recognizing the roles of every workplace participant - from employee to supervisor to employer and owner – is the key to an effective health and safety program'.

**Mandatory requirements:**

This policy must be posted in all fire halls.

Reasonable provision for the prevention of accidents, and the promotion of safety and health of all employees, must be made in compliance with the Occupational Health and Safety Act, and other relevant legislation that set out minimum requirements for ensuring workers' health and safety. The need to supplement these minimum requirements, in light of specific workplace situations, must be determined.

Occupational health and safety programs specific to a fire department's operational needs must be developed, applied, and communicated to all employees,

Managers, supervisors, and employees must receive information and training on safe work practices and their duties and responsibilities under applicable legislation.



**Responsibilities of Municipal and other Elected Officials:**

Under Section 32 of the Occupational Health and Safety Act "Every director and every officer of a corporation shall take all reasonable care to ensure that the corporation complies with:

- a) this Act and the regulations;
- b) orders and requirements of Inspectors and Directors; and
- c) orders of the Minister." R.S.O. 1990.C.Ol.S.32.

In keeping with the above, the Corporation of \_\_\_\_\_ undertakes to carry out the following:

- To provide as safe and healthy a working environment as can reasonably be expected, given the nature of fire fighting and the resources and technology available.
- To establish an effective internal responsibility system, whereby everyone clearly understands their responsibilities regarding the occupational health and safety of workers.
- To provide ongoing training to heighten employee awareness of known safety hazards and maintain job skills and knowledge.
- To develop and maintain open communication between all levels in the Fire Department to encourage employee participation in the Fire Department's Safety Program.
- To involve all employees in safety through an effective Joint Health and Safety Committee accessible to all department members.
- To periodically review the Fire Department's health and safety policy, program and Standard Operating Procedures to maintain safety performance.
- To ensure compliance with applicable Federal, Provincial and Municipal safety legislation.

**Responsibilities of Firefighters, Administration, Mechanical and Communication Personnel:**

Employees are responsible for maintaining a reasonable working knowledge of the requirements of the Occupational Health and Safety Act. They are also responsible for maintaining a reasonable working knowledge of health and safety hazards in the workplace and preventive measures to be taken for their own protection.

Workers must:

- Comply with all procedures and requirements of the Occupational Health and Safety
- Act, Highway Traffic Act and other applicable safety legislation.
- Report any hazardous conditions which you can not immediately correct to your immediate supervisor, and failing a satisfactory resolve in your opinion, to a member of the Joint Health and Safety Committee.
- Promptly report all accidents or injuries (no matter how minor they may first appear) to your supervisor.
- Not work or operate any equipment that may endanger the safety of yourself or others.
- Not engage in pranks or feats of strength that may endanger yourself or others.
- Wear and care for protective clothing provided by the Fire Department as instructed.

**Note:** All outside contractors will be required to comply with Provincial, Federal and \_\_\_\_\_ Safety regulations when working on City property.

**Responsibilities of Fire Department Officers:**

Fire Department Officers are responsible for implementing the Occupational Health and Safety Program in the work areas under their supervision.

Their own safety attitudes and actions are important to setting the safe climate of the organization and their job performance will be measured against their efforts in achieving the Fire Department's safety goals.

All safety complaints/recommendations must be processed in keeping with department policy without undo delay.

Fire department officers must:

- Ensure Provincial, Federal and Municipal legislation is implemented and complied with in their areas of responsibility.
- Ensure the Department's safety policy and program are posted in a conspicuous place in their work areas and obtain and post new copies of the policy and program as required.
- Document and investigate all reported accidents and take appropriate corrective action within their authority to prevent a recurrence.
- Ensure all employees under their supervision receive adequate training in health and safety legislation, safe work policies, operational guidelines and proper use of vehicles and equipment.
- Inspect their workplaces to correct safety hazards within their authority and to make other hazards that they cannot correct known to the appropriate level of management above them.


**Responsibilities of Fire Chief:**

Fire Chiefs are responsible for administration, direction and implementation of safety policies to ensure a safe working environment. Their direct involvement and commitment to safety will determine health and safety success or failure.

Fire Chiefs and/or his/her designate must:

- Ensure the safety standards and procedures are developed, maintained, followed and kept up to date.
- Ensure the Fire Department complies with Provincial, Federal; and Municipal safety legislation.
- Consult with all levels of the organization to ensure the safety program is effective and make changes as required.
- Make the Joint Health and Safety Committee aware of safety reports, audits, and hazards that he may be aware of, to fulfil the obligations of the internal responsibility system.
- Review training reports to ensure training is meeting the needs of the safety program.
- Determine health and safety goals of the Department and report yearly results to the City Manager.

Signed: \_\_\_\_\_  
Corporation CEO

 Fire & Rescue Service October 2016 Report	Total Hours: Incidents; and Training;	Training Sessions:	Public Ed & Prevention Events:	Fire Safety Standards Enforcement Inspections:	Fire Drills	EMS Calls:	Fire Calls:	Fire Loss in Dollars:	Alarm Calls:	MVC Calls:	Ice / Water Calls:	Hazmat Calls:	High Angle Rescue / CS Calls:	Mutual Aid Calls:	Critical Incident Stress Debriefs:
Quantity	108 Hours	5	3 Days	12	1	21	3	Unknown	6	4	0	0	0	0	1

### Highlights from: Tyler Moffitt - Fire Chief/CEMC

»**Total Hours:** A total of 108 Hours were spent on responding to incidents, as well as time towards training. Training consisted of one regular Fire Practice, a weekend practice out at our Airport Training grounds, and Health & Safety Certification Part 1 training for one of our Career Firefighters. Public education events account for 3-Days full days and fire prevention inspections take up the entire day, as multiple inspections are completed during a shift.

»**Public Fire Safety Education & Fire Prevention Week:** Our team attended 3 Days worth of school visit's at various schools ... engaging with hundred's of school children and providing Public Fire Safety Education.

»**Fire Prevention Inspections:** There was a total of 12 (Twelve) Fire Inspections completed at various locations throughout our town.

»**EMS Calls:** There was a total of 21 (Twenty-one) EMS Calls this month. The majority of our calls for service were EMS (Emergency Medical Service) requests. Note: There are many times were our Fire & Rescue Service arrives before the district paramedics do; this is due to the fact ... the paramedics may be out of our town responding and/or responding/dealing with another medical call in our town.

»**Fire Calls:** There was a total of 3 (Three) Fire Calls this month. One was a smoldering cigarette in a planter. The other 2 (Two) Fire Calls were electrical related, and happened during shift change in the evening and in the morning.

»**MVC Calls:** There was a total of 4 (Four) MVC (Motor Vehicle Crash) Calls this month. One MVC response call was on Couchiching First Nation, which involved 2 (Two) Fatalities on scene, as well as another patient being seriously injured. As stated by one of our Full-Time Fire & Rescue team members ... it was the most disturbing MVC (Motor Vehicle Crash) he has seen in his 15-year career with our towns Fire & Rescue Service. **Note:** The Fire Chief and a Full Time Fire Captain initiated the services of a local professional counselling service given the nature of the event, which other



## Ontario Municipal Partnership Fund – Treasurer/Clerk-Treasurer Letter

### Ministry of Finance

Provincial-Local Finance Division  
10th Floor  
777 Bay Street  
Toronto ON M5G 2C8  
Tel (416) 327-0264  
Fax (416) 325-7644

### Ministère des Finances

Division des relations provinciales-  
municipales en matière de finances  
10e étage  
777, rue Bay  
Toronto (Ontario) M5G 2C8  
Tél. 416 327-0264  
Télé. 416 325-7644

November 10, 2016

Dear Treasurer/Clerk-Treasurer:

In their November 10 letter to Heads of Council, the Ministers of Finance and Municipal Affairs announced the 2017 Ontario Municipal Partnership Fund (OMPF) municipal allocations. I am writing to provide you with more details regarding your 2017 allocation.

In 2017, the Province will maintain OMPF funding at \$505 million, which will provide unconditional support to 388 municipalities across the province. The OMPF combined with the municipal benefit resulting from the provincial uploads will total more than \$2.4 billion in 2017. This is nearly four times the level of funding provided in 2004, and is the equivalent of 13 per cent of municipal property tax revenue.

The details specific to your municipality's 2017 allocation are outlined in the attached *2017 OMPF Allocation Notice and Inserts*.

### 2017 OMPF

As you know, the OMPF was redesigned in 2014 following consultations with municipalities from across the province. Consultations with municipalities and the Association of Municipalities of Ontario (AMO) have continued over the past year and have focused on refining the program to ensure it meets the long-term priorities of municipalities.

The 2017 OMPF reflects the core objectives of the redesigned program, while balancing the range of views expressed by municipalities through this year's consultations. Specifically in 2017, the



program will:

- Further target support to municipalities with more challenging fiscal circumstances by increasing the Northern and Rural Fiscal Circumstances Grant to \$82 million from \$67 million in 2016;
- Further enhance funding for municipalities across the province with the highest levels of farm land by increasing the Rural Communities Grant to \$148 million from \$143 million in 2016. This builds upon the enhancement for farming communities introduced in the 2016; and
- Continue to ensure that minimum levels of funding assist municipalities by providing \$41 million through Transitional Assistance. Minimum funding guarantees will be set at 85 per cent of 2016 allocations for southern Ontario and 90 per cent in northern Ontario. These minimum levels of support will be enhanced up to 100 per cent for northern and rural municipalities, across the province, with more challenging fiscal circumstances.

More information on these changes can be found in the 2017 OMPF supporting materials.

## **2017 OMPF – Supporting Material**

In order to assist municipalities in understanding the OMPF and their individual 2017 allocations, the Ministry of Finance has prepared detailed and customized supporting documentation:

- A. 2017 OMPF Allocation Notice and Inserts
- B. 2017 OMPF Technical Guide
- C. Municipal Workbooks and Upload Benefit Report

### **A. *2017 OMPF Allocation Notice and Inserts***

The *OMPF Allocation Notice* and *Insert* outline individual municipal OMPF allocations by grant component, and also provide a summary of key data inputs for 2017. Your municipality's funding allocation is noted on line A.

As indicated in the 2017 Transitional Assistance Calculation Insert, your municipality's 2017 minimum level of support will be enhanced based on your northern and rural Municipal Fiscal Circumstance Index (MFCI).

The additional benefit to your municipality from the provincial uploads is presented in the accompanying *2017 Upload Notice Insert*.

### **B. *2017 OMPF Technical Guide***

The *2017 OMPF Technical Guide* provides information with respect to individual grant thresholds, parameters and data sources.

### **C. *2017 Municipal Workbooks and Upload Benefit Report***

The *2017 OMPF Workbook* and the *2017 Northern and Rural MFCI Workbook* (if applicable) provide detailed calculations of the 2017 OMPF grant components, and the determination of



the Northern and Rural Municipal Fiscal Circumstances Index (MFCI), as well as outline all underlying data elements.

The *2017 Upload Benefit Report* presents a detailed breakdown of each municipality's estimated benefit resulting from the provincial uploads.

These documents will be provided electronically to municipal treasurers and clerk-treasurers in the coming weeks.

The *2017 OMPF Technical Guide*, as well as individual municipal *OMPF Allocation Notices*, are also available electronically on the Ministry's website:

<http://www.fin.gov.on.ca/en/budget/ompf/2017>

## 2017 Payment Schedule

The *2017 Cash Flow Notice* identifies your municipality's quarterly payment schedule. Payments will be processed at the end of January, April, July, and October 2017.

## 2017 Reporting Obligations

We would also like to remind you that municipalities are required to submit their 2016 Financial Information Returns (FIRs) to the Ministry of Municipal Affairs (MMA) by **May 31, 2017**.

Municipalities are also required to submit their 2017 tax rates through the Online Property Tax Analysis (OPTA) System or to MMA by **September 30, 2017**.

Payments for municipalities that do not meet these reporting obligations will be subject to holdback, beginning with the 2017 fourth quarterly payment, until these documents have been filed.

If you require additional information regarding the OMPF, you may email your inquiries and contact information to: [info.ompf@ontario.ca](mailto:info.ompf@ontario.ca).

In closing, I would like to thank our municipal partners and all municipalities that provided input on the development of the 2017 OMPF, including the Municipal Reference Group. I look forward to continued collaboration with our municipal partners to ensure that the OMPF continues to reflect municipal priorities in 2017 and beyond.

Sincerely,

*Information copy*

*Original signed by*

Allan Doheny  
Assistant Deputy Minister  
Provincial Local Finance Division

c.

Kate Manson-Smith  
Assistant Deputy Minister

Local Government and Planning Policy Division  
Ministry of Municipal Affairs

Elizabeth Harding  
Assistant Deputy Minister  
Municipal Services Division  
Ministry of Municipal Affairs

# Ontario Municipal Partnership Fund (OMPF) 2017 Allocation Notice



Town of Fort Frances

5912

## 2017 Highlights for the Town of Fort Frances

- The Town of Fort Frances' combined benefit of the 2017 OMPF and provincial uploads totals \$3,939,500, which is the equivalent of 38% of the Town's municipal property tax revenue.
- The Town's combined benefit includes:
  - \$3,106,500 through the OMPF
  - \$833,000 benefit resulting from the provincial uploads
- This exceeds the Town's 2016 combined benefit by \$278,200 and payments received in 2004 by \$839,500.

<b>A</b>	<b>Total 2017 OMPF</b>	<b>\$3,106,500</b>
----------	------------------------	--------------------

1. Assessment Equalization Grant	\$1,225,600
2. Northern Communities Grant	\$868,000
3. Rural Communities Grant	\$507,400
4. Northern and Rural Fiscal Circumstances Grant	\$505,500
5. Transitional Assistance	-

<b>B</b>	<b>2017 Combined Benefit of OMPF and Provincial Uploads (Line B1 + Line B2)</b>	<b>\$3,939,500</b>
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1. Total OMPF (Equal to Line A)	\$3,106,500
2. Provincial Uploads	\$833,000

<b>C</b>	<b>Other Ongoing Provincial Support</b>	<b>\$1,050,700</b>
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1. Public Health	\$487,200
2. Land Ambulance	\$494,500
3. Provincial Gas Tax Program	\$69,000

## D Key OMPF Data Inputs

1. Households	3,815
2. Total Weighted Assessment per Household	\$176,244
3. Rural and Small Community Measure	100.0%
4. Farm Area Measure	3.7%
5. Northern and Rural Municipal Fiscal Circumstances Index	7.5
6. 2017 Guaranteed Level of Support	97.0%
7. 2016 OMPF (Line A from 2016 Allocation Notice)	\$2,934,100

Note: see line item descriptions on the following page.

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# Ontario Municipal Partnership Fund (OMPF)

## 2017 Allocation Notice



Town of Fort Frances

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### 2017 OMPF Allocation Notice - Line Item Descriptions

- A** The OMPF grants are described in detail in the 2017 OMPF Technical Guide - this document can be found on the Ministry of Finance's website at: <http://www.fin.gov.on.ca/en/budget/ompf/2017>
- 
- A5** If applicable, reflects the amount of transitional support provided to assist the municipality in adjusting to the redesigned OMPF program.
- 
- B1** Sum of 2017 OMPF grants (Equal to Line A).
- 
- B2** Estimated 2017 benefit of the Province's upload of social assistance benefit program as well as court security and prisoner transportation costs.
- 
- C1** The estimated 2017 municipal benefit resulting from the upload of public health costs from a provincial share of 50 per cent in 2004 to 75 per cent in 2007. In two-tier systems, this benefit is identified at the upper-tier level. Actual municipal savings may not correspond with the Allocation Notice due to budget approvals made by the local Board of Health. Municipalities may provide additional funding beyond their obligated cost share or receive additional savings through other provincial grants for public health programs and initiatives. Any additional municipal funding or savings are not included in the calculation of the public health figure.
- 
- C2** The estimated 2017 municipal benefit of the Province's 50 per cent share of land ambulance funding relative to its share in 2005. This incremental increase in land ambulance funding delivers on the Province's commitment to strengthen land ambulance services and maintain the 50:50 sharing of land ambulance costs. In two-tier systems, this benefit is identified at the upper-tier level.
- 
- C3** Funding provided to the municipality through the 2015-16 provincial gas tax program.
- 
- D2** Refers to the total assessment for a municipality weighted by the tax ratio for each class of property (including payments in lieu of property taxes retained by the municipality) divided by the total number of households.
- 
- D3** Represents the proportion of a municipality's population residing in rural areas or small communities. For additional information, see the 2017 OMPF Technical Guide.
- 
- D4** Represents the percentage of a municipality's land area comprised of farm land. Additional details regarding the calculation of the Farm Area Measure are provided in the 2017 OMPF Technical Guide.
- 
- D5** The northern and rural Municipal Fiscal Circumstances Index (MFCI) measures a municipality's fiscal circumstances relative to other northern and rural municipalities in the province, and ranges from 0 to 10. A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to more challenging fiscal circumstances. For additional information, see the 2017 OMPF Technical Guide.
- 
- D6** Represents the guaranteed level of support the municipality will receive from the Province through the 2017 OMPF. For additional information, see the 2017 OMPF Technical Guide.
- 
- D7** 2016 OMPF allocation

*Note: Provincial funding and other ongoing provincial support initiatives rounded to multiples of \$100.*

Ontario Ministry of Finance  
Provincial-Local Finance Division

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**Ontario Municipal Partnership Fund (OMPF)  
2017 Transitional Assistance Calculation Insert**



Town of Fort Frances

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<b>A 2017 OMPF Transitional Assistance (Line B2 - Line B1 if positive)</b>	<b>n/a</b>
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*As the municipality's 2017 OMPF identified on line B1 exceeds the guaranteed support identified on line B2, Transitional Assistance is not required.*

<b>B Supporting Details</b>	
<b>1. Sum of 2017 OMPF Grants, excluding Transitional Assistance</b>	<b>\$3,106,500</b>
<b>2. 2017 Guaranteed Support (Line B2a x Line B2b)</b>	<b>\$2,846,100</b>
a. 2016 OMPF (Line A from 2016 Allocation Notice)	\$2,934,100
b. 2017 Guaranteed Level of Support (Line C)	97.0%

<b>C 2017 Guaranteed Level of Support (Line C1 + Line C2)</b>	<b>97.0%</b>
1. 2017 OMPF Minimum Guarantee	90.0%
2. Enhancement Based on Northern and Rural Municipal Fiscal Circumstances Index	7.0%

*Note: see line item descriptions on the following page.*

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**Ontario Municipal Partnership Fund (OMPF)**  
**2017 Transitional Assistance Calculation Insert**



**Town of Fort Frances**

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**2017 Transitional Assistance Calculation Insert - Line Item Descriptions**

- A** Transitional Assistance ensures that in 2017, northern municipalities will receive a minimum of 90 per cent of the support they received through the OMPF in 2016. The Town of Fort Frances's 2017 OMPF exceeds this level. As a result, Transitional Assistance is not required.

- B1** Sum of 2017 Assessment Equalization, Northern Communities, Rural Communities, and Northern and Rural Fiscal Circumstances Grants.

- B2** Guaranteed amount of funding through the 2017 OMPF

- B2a** 2016 OMPF allocation

- B2b** Represents the guaranteed level of support the municipality will receive from the Province through the 2017 OMPF. For additional information, see the 2017 OMPF Technical Guide.

- C1** Reflects the minimum level of support for northern municipalities.

- C2** Reflects the enhancement to the minimum level of support based on the municipality's northern and rural MFCI.

*Note: Provincial funding and other ongoing provincial support initiatives rounded to multiples of \$100.*

# Ontario Municipal Partnership Fund (OMPF) 2017 Northern and Rural Municipal Fiscal Circumstances Index



Town of Fort Frances

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## A Northern and Rural MFCI - Town of Fort Frances

7.5

The northern and rural Municipal Fiscal Circumstances Index (MFCI) measures a municipality's fiscal circumstances relative to other northern and rural municipalities in the province on a scale of 0 to 10. A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to more challenging fiscal circumstances.

The northern and rural MFCI is determined by six indicators that are classified as either primary or secondary, to reflect their relative importance in determining a municipality's fiscal circumstances.

The table below provides a comparison of the indicator values for the Town to the median for northern and rural municipalities.

## B Northern and Rural MFCI - Indicators

	Fort Frances T	Median
<b>Primary Indicators</b>		
1. Weighted Assessment per Household	\$176,244	\$253,000
2. Median Household Income	\$58,841	\$61,000
<b>Secondary Indicators</b>		
3. Average Annual Change in Assessment (New Construction)	0.1%	1.1%
4. Employment Rate	56.2%	58.0%
5. Ratio of Working Age to Dependent Population	181.2%	194.0%
6. Per cent of Population Above Low Income Threshold	86.0%	87.0%

*Note: An indicator value that is higher than the median corresponds to relatively positive fiscal circumstances, while a value below the median corresponds to more challenging fiscal circumstances.*

Additional details regarding the calculation of the northern and rural MFCI are provided in the 2017 OMPF Technical Guide, as well as in the customized municipal 2017 Northern and Rural MFCI Workbook.

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**Ontario Municipal Partnership Fund (OMPF)**  
**2017 Northern and Rural Municipal Fiscal Circumstances Index**



**Town of Fort Frances**

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**2017 Northern and Rural Municipal Fiscal Circumstances Index - Line Item Descriptions**

- |           |   |
|-----------|---|
| <b>A</b>  | The municipality's 2017 northern and rural MFCI. Additional details are provided in the municipality's customized 2017 Northern and Rural MFCI Workbook.  |
| <b>B1</b> | Refers to the total assessment for a municipality weighted by the tax ratio for each class of property (including payments in lieu of property taxes retained by the municipality) divided by the total number of households. |
| <b>B2</b> | Statistics Canada's measure of median income for all private households in 2010.  |
| <b>B3</b> | Measures the five-year (2011 - 2016) average annual change in a municipality's assessment, for example as a result of new construction, excluding the impact of reassessment.   |
| <b>B4</b> | Statistics Canada's measure of number of employed persons, divided by persons aged 15 and over.   |
| <b>B5</b> | Statistics Canada's measure of working age population, divided by youth (aged 14 and under) and senior population (aged 65 and over).   |
| <b>B6</b> | Statistics Canada's measure of the population in private households above the low-income threshold for Ontario compared to the total population in private households.  |

Ontario Municipal Partnership Fund (OMPF)  
2017 Upload Notice



Town of Fort Frances

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<b>A Estimated 2017 Provincial Uploads</b>		<b>\$833,000</b>
1. Ontario Drug Benefits	\$73,500	
2. Ontario Disability Support Program - Administration Component	\$48,300	
3. Ontario Disability Support Program - Benefits Component	\$394,900	
4. Ontario Works - Benefits Component	\$153,900	
5. Ontario Works - Administration Component (Additional Support)	\$47,300	
6. Court Security and Prisoner Transportation	\$115,100	
<b>B 2016 Provincial Uploads</b>		<b>\$727,200</b>
<b>C Increase in Provincial Uploads Compared to 2016 (Line A - Line B)</b>		<b>\$105,800</b>

Note: see line item descriptions on the following page.

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**Ontario Municipal Partnership Fund (OMPF)**  
**2017 Upload Notice**

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Town of Fort Frances

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**2017 Upload Notice - Line Item Descriptions**

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- A** Estimated 2017 municipal benefit resulting from the provincial upload of social assistance benefit programs and court security and prisoner transportation (CSPT) costs.
- 

- B** 2016 Social Programs Cost. Equal to Line A of the 2016 Upload Notice.

*Note: Provincial funding and other ongoing provincial support initiatives rounded to multiples of \$100.*



## Ontario Municipal Partnership Fund (OMPF) 2017 Cash Flow Notice



Town of Fort Frances

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<b>A</b>	<b>Total 2017 OMPF (2017 Allocation Notice, Line A)</b>	<b>\$3,106,500</b>
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<b>B 2017 OMPF Quarterly Payments Schedule</b>			<b>\$3,106,500</b>
1.	2017 OMPF First Quarter Payment	<i>Scheduled for January 2017</i>	\$776,625
2.	2017 OMPF Second Quarter Payment	<i>Scheduled for April 2017</i>	\$776,625
3.	2017 OMPF Third Quarter Payment	<i>Scheduled for July 2017</i>	\$776,625
4.	2017 OMPF Fourth Quarter Payment	<i>Scheduled for October 2017</i>	\$776,625

**Ontario Municipal Partnership Fund (OMPF)  
2017 Cash Flow Notice**



**Town of Fort Frances**

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**2017 Cash Flow Notice - Line Item Descriptions**

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A	Total 2017 OMPF allocation. See 2017 OMPF Allocation Notice, Line A.
<hr/>	
B1 - B4	Scheduled quarterly payments in respect of the 2017 OMPF allocation. Fourth quarter payment will be subject to holdback pending submission of all 2017 OMPF reporting requirements.

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