

TOWN OF FORT FRANCES

Administration & Finance Executive Committee

AGENDA - November 21, 2017 - NOON

MEETING - Civic Centre - Committee Room

Session # 60

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 No. 59 dated November 7, 2017. 3 - 5
5. **In-Camera**
6. **Items Referred from Council**
 - 6.1 Fort Frances Choraliers Sponsorship Opportunity. 6 - 8
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 - 7.2 Part 3 of Modernizing Ontario's Municipal Legislation Act (Bill 68) 17 - 31
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 - Police Services
 - A&F Capital
 - 7.4 Summary of Information Technology Work Completed to Date and Outlining a 3-Year Plan 51 - 53
 - 7.5 2018 Fire & Rescue Services Budget Considerations 54 - 61
8. **Non-agenda Items**

9. Adjourn / Next Meeting Date - December 5th, 2017

TOWN OF FORT FRANCES

MINUTES

SESSION NO. # 59

November 7, 2017

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room, Civic Centre on November 7, 2017 from 12:05 p.m. to 1:46 p.m.

PRESENT: Councillor K. Perry; Councillor W. Brunetta and Councillor G.P. Ryan

ALSO PRESENT: D. Brown, CAO, L. Lindberg, Treasurer (12:12 p.m. to 1:46 p.m.), E. Slomke, Clerk, A. Petrin, Human Resources Manager (12:12 p.m. to 1:46 p.m.), A. Byrnes, By-Law Enforcement (12:12 p.m. to 12:17 p.m.), P. Briere, By-Law Enforcement (12:12 p.m. to 12:17 p.m.), T. Moffitt, Fire Chief/CEMC (12:12 p.m. to 12:43 p.m.) and K. Lawson, Secretary

REGRETS: Mayor R. Avis

1. Call to Order 12:05 p.m.

2. Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.

2.1 Management/Non-Union Policy.

3. Disclosure of pecuniary interest and the general nature thereof - none identified.

4. Approval of Previous Committee Minutes

4.1 Session No. 58 dated October 17, 2017.

Brunetta-Ryan: Approved as presented.

CARRIED

5. In-Camera

5.1 Personnel Matter-Board Secretary
- Committee approved recommendations as outlined in the report.

6. New Business

6.1 Doug Brown, CAO - Purchase Card Expenses.
- Committee recommended approval of the purchase card expense in the total amount of \$56.04 as submitted by Doug Brown, CAO for his attendance at the Northern Ontario Municipal Association Conference held on September 19-22, 2017 in Thunder Bay.

6.2 Amended Property Assessment Notices re:
535 Riverview Drive (2017)
414 Scott Street (2017)
1018 First Street East (2017)
1020 First Street East (2017)
- Committee recommended approval of receiving the Amended Property Assessment Notices for properties located at 535 Riverview Drive, 414 Scott Street, 1018 First Street East and 1020 First Street East in Fort Frances for the 2017 taxation year.

6.3 357/358 Applications for Tax Adjustment
re: 602 Fourth Street West (2017).
- Committee recommended approval of the adjustment of 2017 taxes under *Section 357/358* of the *Municipal Act* for property located at 602 Fourth Street West resulting

from the demolition of a garage.

- 6.4 June 2014 Flood Event - ODRAP Audited Statement and Invoice.
- Committee recommended approval of the acceptance of the Town of Fort Frances Ontario Disaster Relief Assistance Program audited Schedule of Revenue and Expenditures as prepared by BDO Canada LLP for the period June 10th, 2014 to December 31st, 2016 and further approved recommending payment of the BDO Canada LLP audit fees invoice in the amount of \$5,390.10 including HST be forwarded to the Ministry of Municipal Affairs and Housing for reimbursement of said audit costs. Committee further recommended approval of the Municipal Claim Forms 1 to 5 dated October 30, 2017 as signed by the Treasurer.
- 6.5 Fort Frances Non-Profit Innovative Homes Inc.
- Committee recommended approval for authorizing the dissolution of the Fort Frances Non-Profit Innovative Homes Inc. and that the Treasurer be identified as the person who will have custody of the Corporate documents and records for a period of six years after the dissolution date.
- 6.6 Upcoming Committee & Council Meeting Dates for 2018.
- Committee recommended approval of the Committee and Council Meeting dates for 2018 as presented in the report.
- 6.7 Part 2 of Modernizing Ontario's Municipal Legislation Act (Bill 68).
- Committee approved the recommendation to receive the Clerk's report and further approved that work on the amendments to the Procedural By-Law be undertaken to be in effect by January 1st, 2018.
- 6.8 ICompass - New Modules (Civic Web Portal and Board Manager).
- Committee approved recommending that the Clerk proceed with executing an updated agreement with iCompass which will include two new modules (CivicWeb Portal and Board Manager).
- 6.9 Emergency Evacuation Centres Backup Power Initiative.
- Committee approved recommending that the Fire Chief/CEMC proceed to contact potential community partners to work together to leverage funding for establishing a Back Up Power and Infrastructure Plan for a minimum of two Emergency Evacuation Centres in Fort Frances.
- 6.10 2018 User Fees - Fort Frances Fire & Rescue Services. - Committee recommended approval of the Fort Frances Fire & Rescue Services User Fees as amended.
- 6.11 2018 User Fees - Planning and Development Division. - Committee recommended approval of the 2018 Planning and Development Division User Fees as presented.
- 6.12 2018 User Fees - Administration and Finance Division. - Committee recommended approval of the 2018 Administration and Finance Division User Fees as presented.

7. Non-agenda Items

- 7.1 Management-Non-Union Benefits Policy.
A. Petrin, Human Resources Manager presented details of the report to Committee. Committee recommended approval of the Management - Non Union Benefits Policy.

8. Information

- 8.1 Fort Frances Fire & Rescue Service - September and October 2017 Reports. - Committee received as information.

8.2 Town of Fort Frances General Fund (Operating) Summary for the Ten Months ending Tuesday, October 31, 2017. - Committee received as information.

8.3 Town of Fort Frances Water & Sewer Fund (Operating) Summary for the Ten Months Ending Tuesday, October 31, 2017. - Committee received as information.

9. Adjourn 1:46 p.m. / Next Meeting Date - November 21st, 2017

Executive Committee Chair

D. Brown, CAO

TO: Administration and Finance Executive Committee

FROM: Dawn Galusha, Deputy Treasurer

DATE: November 16, 2017

SUBJECT: The Choraliers Request

BACKGROUND

At the November 14, 2017 Council Meeting, the attached letter of financial support dated October 26, 2017 from Diane Maxey, Choir Director of the Choraliers, was referred to the Administration and Finance Committee for recommendation, with input from the Community Services Executive Committee.

As noted in the letter, the Choraliers are presenting their Christmas performance at the Townshend Theatre on Sunday, December 3, at 3pm. The cost to rent the facility is nearly \$1,830 and they only collect goodwill donations at the door. They are looking for any donation that the Town is willing to make.



Oct. 26/17

Mayor & Council,

I am writing to ask if you would be interested in sponsoring the Choraliers Community Choir, by way of an in-kind donation. We will be performing our Christmas programme at the Townshend Theatre on Sunday, December 3rd at 3 p.m. Prior to our increase in volunteer singers, our performances were held at the New Beginnings Church. That venue is too small as I now have approximately 75 singers.

We are a non-profit group and do not charge audience members. We do, however, have a freewill offering which goes toward our expenses. In addition, each choir member pays \$20.00, which helps defray the cost of our music.

To perform at Townshend costs us roughly \$1850, which is a lot for a group of volunteers who just like to sing and bring some musical enjoyment to the community. That is why we need some sponsors if we are to continue our performances. So, on behalf of the Choraliers, if

you are able to help out, financially in any way, please let me know.
Thanking you in advance for considering our request.

Diane Matory (Choir Director)
& the Choraliers



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/117**

TO: Administration & Finance Executive Committee

FROM: Dawn Galusha, Deputy Treasurer

DATE: November 16, 2017

SUBJECT: Fort Frances Chamber of Commerce Tourism Advertising Grant

BACKGROUND

At the November 14, 2017 Council Meeting, the letter received from Mark Caron, President dated October 23, 2017 was referred to the Administration & Finance Executive Committee for recommendation.

Since the set of recommendations put forth by the Economic Development Advisory Committee in March of 2013, to facilitate tourism, Council has approved moving the FFCC grant of \$7,500 for fee for service into the Economic Development budget. The transfer to the Economic Development budget allowed the Town to leverage Federal and Provincial funds for some of the costs. In addition, in 2016 a further contribution of \$1,000 was approved during the budgeting process. The total funding contribution to the Fort Frances Chamber of Commerce in 2016 was \$8,500 and in 2017 was \$2,833. The FFCC is requesting an increase to \$5,000 for this fee for service for 2018.



October 23rd, 2017

The Mayor & Council
Town of Fort Frances
320 Portage Avenue
FORT FRANCES, ON

RE: Tourism Advertising Grant to the FFCC

Dear Mr. Avis & Councillors

We would like to thank the Town of Fort Frances for the \$2,833.00 granted for 2017 for services to assist the Chamber of Commerce to cover off some of the tourism costs incurred by the Chamber. We were able to use the funds to help offset the cost of mailing and sending brochures, advertising expenses, membership costs, the 1-800 tourism number etc.

The Fort Frances Chamber deals with a large number of telephone, electronic and walk-in tourism enquiries from the U.S., Canada and from all over the world. This is due to the fact that in many cities and countries the Chambers of Commerce and Tourism Offices are often co-located and work in partnership with each other. This is evident when we assist with tourism enquiries from the United States. Many travellers from the U.S. who wish to make advance plans throughout the year, and who are in search of local information prior to coming to the area assume that the Fort Frances Chamber of Commerce offers the same service. Their first call is therefore often to the Fort Frances Chamber. During these year round personal communications the Chamber provides invaluable information regarding local businesses, resorts and services and imparts a great deal of local knowledge. Chamber employees give tourists a reason to stay and discover Fort Frances. The number of tourism enquiries the Chamber has received over the last couple of years has been high and with the price of our dollar being lower we can expect a growth in tourism contacts again.

As one of the front line tourist & visitor contact for the Fort Frances area, we are urging Council to consider providing us with the \$5,000 fee-for-service. With this the Chamber will be able to continue to market Fort Frances as well as to run great community events that help bring in well needed funds to the community.

Yours respectfully,

Mark Caron
President
Fort Frances Chamber of Commerce

TO: Administration and Finance Executive Committee

FROM: Dawn Galusha, Deputy Treasurer

DATE: November 16, 2017

SUBJECT: OFSAA Curling Championships Committee Request

BACKGROUND

At the September 25, 2017 Council Meeting, the attached request was referred to the 2018 budget process for review and recommendation. Further, Council requested a presentation from the OFSAA Curling Championship Committee. At the November 14, 2017 Council Meeting, Rick Wiedenhoeft, Committee Member, made a presentation where Council realized the sense of urgency in a decision and thus referred the request back to the Administration and Finance Committee. Mr. Wiedenhoeft explained that although the event is taking place in March, the committee is meeting regularly in order to successfully plan the event. This preparation includes creating the sponsorship booklets and having them printed early in the new year. The OFSAA Curling Championship Committee is requesting a decision as soon as Council can reasonably provide one.

Attached is the original letter and sponsorship opportunities for this OFSAA Curling Championship, which is projected to have 40 teams attend. Administration is seeking direction for the sponsorship of the event.



TOWN OF FORT FRANCES 2018 BUDGET

As you can see by the enclosed cover letter, the OFSAA organizing committee has been hard at work already preparing for the Provincial Curling Championships coming to Fort Frances in March of 2018.

Fort Frances has a history of doing a top notch job whenever we host an OFSAA event. The support we get from the community, the Town, the businesses and volunteers is always overwhelming. Teams, parents, coaches and supporters rave about the town and the quality of the tournaments we put on.

This OFSAA event will be no different. The economic spinoff to the town will be significant. The committee is optimistic that the Town will support this Provincial Championship through the 2018 budget and help to continue the long and impressive record of the best tournaments in the Province.

THANK YOU IN ADVANCE OF YOUR CONSIDERATION

Rick Wiedenhoeft, Committee Member



This past winter Fort Frances was chosen to host the 2018 Ontario Federation of School Athletic Associations (OFSAA) Provincial High School Curling Championships. This event will include 20 boys teams and 20 girls teams. Each team can have five players, one coach and one school representative. We expect countless other parents, grandparents and family members to accompany these 40 teams as they descend upon Fort Frances in March 2018.

Fort Frances and the Rainy River District has produced a number of high caliber curling teams and players who have gone on to higher levels (Regional, Provincial, National, etc.) and have represented our area with great success.

A small committee of volunteers began meeting this spring to start making necessary arrangements to host this high caliber event in Fort Frances, including accommodations, banquet facilities, programs, guest speakers, registration, website, etc.

This past March the Town of Fort Frances (and surrounding district) hosted a very successful OFSAA Hockey championship and the community support and spirit was overwhelming. Our committee is hopeful that the same support and spirit will be displayed for the 2018 OFSAA Provincial High School Curling Championships.

The OFSAA Curling Committee is seeking sponsors who will help to offset the cost of bringing the 2018 OFSAA Provincial High School Curling Championships to Fort Frances. An OFSAA brochure is attached, and within it you will find sponsorship opportunities. We would appreciate if you would review the enclosed options, and let us know how we can collaborate to support the 40 teams / 200 athletes who will gather in Fort Frances to compete for Provincial Curling Championship titles. The earlier you sign up, the earlier your commitment will be included on our website and all other advertising mediums, which provides your company with maximum exposure.

Please contact one of us listed below at your earliest convenience.

Tyson Dennis, John Payne, Ron Silver and Rick Wiedenhoeft
Sponsorship Committee



SPONSORSHIP OPPORTUNITIES

OFSAA CURLING CHAMPIONSHIPS

March 21-24, 2018 in Fort Frances, ON

| | |
|--|---|
| Platinum Sponsor (\$2000.00 and up) 4 event passes 4 banquet tickets Full page ad in programme Logo displayed at event/banquet Recognition in media/website/banquet 4 souvenir programmes | Gold Sponsor (\$1000.00 to \$1999.99) 2 event passes 2 banquet tickets ½ page ad in programme Logo displayed at event/banquet Recognition in media/website/banquet 2 souvenir programmes |
| Silver Sponsor (\$500.00 to \$999.99) 1 event pass 1 banquet ticket ¼ page ad in programme Company Name/logo listed in programme Logo displayed at event/banquet Recognition in media/website/banquet souvenir programme | Bronze Sponsor (\$200.00 to \$499.99) Company name listed in programme Logo displayed at event/banquet Recognition in media/website/banquet souvenir programme |
| Hog Line Contributor (\$100.00 to \$199.99) Recognition in social media/website souvenir programme | Friend (under \$100.00) Recognition in social media/website |
| In-Kind Contributions **Please speak with one of our representatives to make necessary arrangements. | |

TO: Administration & Finance Executive Committee

FROM: Dawn Galusha, Deputy Treasurer

DATE: November 16, 2017

SUBJECT: Honeywell Energy Project Financing

BACKGROUND

The loans for both Honeywell Energy Projects are coming due at the end of 2017. Attached is documentation on the Loan Renewal options and rates. The interest rates provided are the current rate quoted from CIBC, but cannot be guaranteed although are unlikely to fluctuate drastically before renewal. We are suggesting combining the two loans in the amount of \$1,577,050.66 and proceeding with a five-year amortization and term. This would be an estimated Annual payment of \$349,354.56.

Honeywell Project Loans - Combined for Loan Renewal

Loan Amount : \$1,577,050.66

| Amortization | Term | Current Interest Rate % | Principal & Interest Monthly Payment | Estimated Annual Payment | Total Payments | Total Interest |
|--------------|---------|----------------------------|---|-----------------------------|----------------|----------------|
| 10 Years | 5 Years | 4.243 | \$16,149.64 | \$193,795.68 | \$1,951,222.04 | \$374,171.04 |
| 8 Years | 5 Years | 4.216 | \$19,381.97 | \$232,583.64 | \$1,864,806.23 | \$287,755.23 |
| 5 Years | 5 Years | 4.097 | \$29,112.88 | \$349,354.56 | \$1,746,772.70 | \$169,721.70 |

November 16, 2017

REPORT TO: Administration & Finance Executive Committee

FROM: Elizabeth (Lisa) Slomke, Clerk

SUBJECT: Part 3 of Modernizing Ontario's Municipal Legislation Act (Bill 68)

BACKGROUND INFORMATION

In November 2016, the Province of Ontario tabled Bill 68, the Modernizing Ontario's Municipal Legislation Act, which introduced a series of reforms to the Municipal Act, Municipal Conflict of Interest Act, as well as several other pieces of municipally-relevant legislation.

In August 2017, I provided Council with a report which highlighted many changes to be implemented with the passage of Bill 68 including Code of Conduct, Integrity Commissioner and the definition of meeting. Council's approval of my report gave Administration the direction to further analyze Bill 68 with particular attention paid to the effective dates once they were provided by the Province.

On November 14, 2017, Council approved my Part 2 report which recommended that work on Code of Conduct and Integrity Commissioner be pushed back into 2018 and higher priority be placed on the amendments needed to our Procedural By-law in order to reflect the updated meeting definition, provide for additional open meeting exceptions and to permit electronic meetings.

NEXT STEPS

Attached to this report is the consolidated version of our Procedural By-law 34/95, which includes amendments A (1996), B (1996), C (2007) and D (2015). Over the next year there will be amendments to this by-law in order for us to meet legislative changes which will come into effect in part on January 1, 2018 and March 1, 2019.

The first section that needs amending is the definition of meeting, which is found in Section 1. (6) of or Procedural By-law 34/95. The by-law should be amended to match the new legislated wording which reads as follows:

“meeting” means any regular, special or other meetings of council, or of certain local boards or committees, where a quorum is present and where members discuss or otherwise deal with matters in a way that materially advances the business or decision making of the relevant body.

The second section that needs amending is regarding Open Meetings, which is found in Section 10. (b). In this instance, I suggest that the by-law doesn't actually list each of the statutory requirements for a Closed Meeting, instead referring to the Municipal Act. This way if there are further changes or amendments to this section of the Act, it will simply become practice and additional amendments to this section will not be required. Council does not have the option to add or change any of this restrictive legislated wording.

Section 11 (e) outlines the format for our Agendas, which needs to be revised as we do not follow the format of having the In-camera portion near the end of the meeting, instead our practice is to have it at the beginning and the Procedural By-law should reflect that practice. Also, removal of the headings in both Agendas labelled Items Previously Considered, this is not a heading that is used, if a matter is going to be considered again it will be placed back under the heading it was originally found or under the division it belongs (i.e. Administration & Finance Division). Some other minor housekeeping should take place to match the list in this By-law to the agendas we use each and every meeting.

Section 14 of the Procedural By-law 34/95 speaks to Petitions and Communications. I think that this section should further be updated to include instructions that petitions will follow the established Provincial Guidelines, this provides consistency and clarity for what will and won't be accepted. This is not as a result of Bill 68, just a housekeeping item.

The sections related to Conduct of Members of Council and Guests (17, 18, 19 and 20) will become redundant once Council establishes a Code of Conduct which is expected to be in place by March 1, 2019 and will be worked on in 2018.

Finally, section 63 of the Procedural By-law should be amended to reflect the revised 'Boards & Committees By-law' that was passed and enacted in 2016. Again, this is not as a result of Bill 68, just a housekeeping item.

RECOMMENDATION

At this time, I suggest that an amendment be brought forward prior to December 31, 2017 that will reflect the above listed recommendations which will bring our Procedural By-law in line with Bill 68 – Modernizing Ontario's Municipal Legislation Act.

Further discussion and direction should be had related to the ability for Council to permit member participation electronically in meetings open to the public. Important points to consider include the fact that any member(s) participating electronically are not counted in quorum but are permitted to vote. This could pose a problem if multiple members decide they want to participate electronically, and not enough members physically attended the meeting site. Quorum would not be reached and therefore the meeting would not proceed. I think that in some instances the ability to permit electronic participation in emergency or exceptional circumstances would be beneficial to the democratic process. Some communities in Ontario are spread over a large geographic area and in these instances, electronic participation might be something they will consider. Please keep in mind that this new portion of the legislation is

a 'may' item, and as such Council can also decide not to take any action at this time and instead observe how other municipalities handle this option over the next several months and bring an additional amendment forward in the future.

Once all the required legislated amendments have come into effect (2019), I suggest that a new Procedural By-law be considered which will replace by-law 34/95 and all its amendments. Completing this step will permit Council, staff and the public with a simple version to view and refer to. This by-law is 20+ years old and some of the wording is dated and redundant.

TOWN OF FORT FRANCES

CONSOLIDATED
BY-LAW NO. 34/95 (A-B-C-D)

(Being a by-law to govern the proceedings of Council, the conduct of its members and calling of meetings.)

WHEREAS pursuant to Section 55 of the Municipal Act, R.S.O. 1990 Chapter M.45, as amended by the Planning and Municipal Statute Law Amendment Act, 1994 every Council and local board shall adopt a procedure by-law to govern the calling, place and proceedings of meetings; and

WHEREAS pursuant to Section 102 of the Municipal Act, R.S.O. 1990 Chapter M.45, every Council may pass by-laws to govern the conduct of its members; and

WHEREAS by resolution passed May 8, 1995 Council approved a recommendation from the Administration and Finance Executive Committee to implement a new by-law to establish and adopt rules of procedure for meetings of Council and the conduct of its members.

NOW THEREFORE the Council of the Corporation of the Town of Fort Frances **HEREBY ENACTS** as follows:

1. Definitions

- (1) "Clerk" means the Clerk of the Corporation of the Town of Fort Frances.
- (2) "Committee" means any advisory or other committee, subcommittee or similar entry composed of members of one or more councils or local boards.
- (3) "Council" means the Council of the Corporation of the Town of Fort Frances.
- (4) "Delegation/Deputation" includes presentation by Council, presentation to Council, or a Public Hearing.
- (5) "Local Board" means a local board as defined in the Municipal Affairs Act, except municipal police services boards, library boards and school boards.
- (6) "Meeting" means any regular, special, committee or other meeting of a Council or local board that has the authority to and furthers the business of Council or a local board.
- (7) "Members" means a member of Council, including the Mayor, or a member of a committee or local board.
- (8) "Town" means the Town of Fort Frances.

2. (a) The rules and regulations contained in this by-law shall be observed in all proceedings of the Council and, with necessary modifications, its committees, and shall be the rules and regulations for the order and dispatch of business by Council and its committees.
- (b) Robert's Rules of Order shall prevail where applicable in all circumstances not covered by this by-law.

(c) This By-law does not apply to the following committees or local boards:

(1) Town of Fort Frances Business Improvement Area Board of Management;

(2) Town of Fort Frances Committee of Adjustment;

(3) Town of Fort Frances Municipal Control Group;

(4) Town of Fort Frances Municipal Non-Profit Housing Corporation Board of Directors;

(5) Town of Fort Frances Public Library Board;

(6) Town of Fort Frances Salary Structure and Administration Practices Committee;

(7) Town of Fort Frances Citizen of the Year Committee.

Council Meetings

3. The inaugural meeting of Council after a regular election shall be held at 7:30 p.m. on the first Monday in December following the election.
4. After its inaugural meeting, the Council shall meet on the second and fourth Mondays of each month, unless otherwise ordered by special motion, or unless such Monday is a public holiday, in which case the Council shall meet on the next day following which is not a holiday. Each meeting may, at Council's discretion, be opened within ten (10) minutes of the close of the meeting of the Committee of the Whole which immediately precedes it. All meetings shall open by 7:30 p.m. If deemed necessary in order to complete business being considered in the preceding meeting of Committee of the Whole, the 7:30 p.m. start time for the regular meeting of Council may be delayed for up to one-half hour by unanimous consent of the members of Council present."
5. Council may by resolution alter the date and/or time of a regular meeting to a date or time different from that provided for in section 3 above. Adequate notice of such change is to be posted in the municipal office.
6.
 - (a) The Head of Council may at any time summon a special meeting of Council on 48 hours notice to the Members of Council, or upon receipt of the petition of the majority of the Members of the Council, the Clerk shall summon a special meeting for the purpose and at the time mentioned in the petition. Forty-eight hours notice of all special meetings of Council shall be given the Members through the Clerk's office. The only business to be dealt with at a special meeting is that which is listed in the notice of the meeting.
 - (b) Notwithstanding the notice requirement set out above, in the event of a bonafide emergency the meeting may be held as soon as practicable following receipt of the summons or petition, as the case may be, and notice may be given by telephone or personal contact as determined by the Clerk.
 - (c) Unless otherwise specified in the notice described in Paragraph 5(b) above, a special meeting shall be held in the Council Chambers.

Deputy Mayor

7. The position of Deputy Mayor shall be appointed at the discretion of the Mayor from among the six Councillors-at-Large and approved by resolution at the Inaugural Meeting of a newly elected Council. Appointments are for two-year terms ending on November 30th in the second and fourth years of Council's four-year term. Alternatively, at the discretion of the Mayor, appointments shall be made by the Mayor and approved by resolution of Council such that the appointment will coincide with the appointment of the Chairperson of the Committee of the Whole and will rotate every four months on the same basis from Chairperson to Chairperson. Nothing in this section shall prevent the Mayor, with reason, from changing the appointment currently in effect at anytime during the term to another member of Council, or from using the alternative method of appointment

Calling of the Meeting to Order and Quorum

8. (a) As soon after the hour fixed for the holding of the meeting of the Council as a quorum is present, the Head of Council shall take the Chair and call the meeting to order.
- (b) For the purpose of meetings of the Council, a quorum shall be a majority of the total Members.
- (c) If no quorum is present one-half hour after the time appointed for a meeting of the Council, the Clerk shall record the names of the Members present and the meeting shall stand adjourned until the date of the next regular meeting.

Absence of Head of Council

9. Should the Mayor or Deputy Mayor not attend within fifteen (15) minutes after the time appointed for a meeting of the Council, the Clerk shall call the Members to order and if a quorum is present, a Councillor shall be chosen who shall preside until the arrival of the Mayor or Deputy Mayor and in the continued absence of the Mayor or Deputy Mayor, the Member so appointed shall continue as the Presiding Officer.

Open Meetings

10. (a) All meetings of Council, Committee of the Whole of Council and local boards including committees shall be open to the public;
- (b) Notwithstanding Paragraph 10(a) above, a meeting may be closed to the public if the subject matter being considered relates to:
- i) the security of the property of the municipality;
 - ii) personal matters about an identifiable individual, including municipal employees;
 - iii) a proposed or pending acquisition of land for municipal purposes;
 - iv) employee negotiations or labour relations;
 - v) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality;
 - vi) a matter in respect of which Council or a Committee of the Whole of Council has authorized a meeting to be closed under an Act of

the Legislature or an Act of Parliament;

vii) the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

- (c) Notwithstanding Paragraph 10(a) above, a meeting of the Council or a Committee of the Whole of Council shall be closed to the public if the subject matter being considered relates to the consideration of a request under the Municipal Freedom of Information and the Protection of Privacy Act, if the Council is designated as head of the institution for the purposes of that Act.
- (d) Before all or part of a meeting is closed to the public, the Council shall state by Resolution:
 - i) the fact of the holding of the closed meeting; and
 - ii) the general nature of the matter to be considered at the closed meeting.
- (e) Subject to subsection (f) a meeting shall not be closed to the public during the taking of a vote.
- (f) Despite subsection (e) a meeting may be closed to the public during a vote if,
 - i) Subsection 10(b) permits or requires a meeting to be closed to the public; and
 - ii) the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the municipality or persons retained by or under contract with the municipality.
- (g) Meetings or session which are closed to the public shall be referred to as in-camera meetings or sessions.

Agendas and Supporting Material

- 11. (a) The Clerk shall prepare agendas of Council and Committee of the Whole of Council meetings as assigned.
- (b) Insofar as is practicable, Council agendas, along with supporting material, shall be prepared and made available to members on the Thursday prior to the week in which the meetings are scheduled.
- (c) Written reports of officers shall, insofar as is practicable, be distributed to Council with the agenda except as otherwise provided by Council.
- (d) Individuals or groups wishing to appear before Council at a regular meeting shall advise the Clerk, in writing, not later than noon on the Thursday prior to the meeting and the Clerk may make a determination as to deferral of delegations to a subsequent meeting.
- (e) Agendas shall be formatted generally as follows but modifications to the matters to be included or the order of business may be effected without requiring amendment to this by-law.

Regular Meeting of Council

- 1) Call to Order
- 2) Prayer
- 3) Identification of Non-agenda Items
- 4) Disclosure of Pecuniary Interest
- 5) Delegations/Deputations
- 6) Consent Agenda
- 7) Approval of Council Minutes
- 8) Approval of Committee of the Whole of Council Minutes
- 9) Resolutions from Tonight's Committee Meeting
- 10) By-Laws
- 11) New Items
- 12) Items Previously Considered
- 13) Information Correspondence
- 14) Minutes of Local Boards and Committees
- 15) Non-agenda Items
- 16) Adjournment

Council in Committee of the Whole

- 1) Call to Order
- 2) Identification of Non-agenda Items
- 3) Disclosure of Pecuniary Interest
- 4) Delegations/Deputations
- 5) Reporting by Members of Council
- 6) Consent Agenda
- 7) Administration and Finance Matters
- 8) Community Services Matters
- 9) Planning and Development Matters
- 10) Operations and Facilities Matters
- 11) General Matters
- 12) Items Previously Considered
- 13) In-camera
- 14) Information Items
- 15) Non-agenda Items
- 16) Adjournment

- (f) The business of the Council shall be taken up in the order as listed on the agenda unless otherwise decided by Council.
- (g) There shall be included in the agenda, for meetings of Council and Committee of the Whole of Council, a consent agenda. Items or issues appearing on the agenda which have been identified as being eligible to be dealt with under the consent agenda ie. not requiring any discussion during the meeting, shall be dealt with by a single resolution formatted appropriately in the affirmative.

Minutes

12. The Clerk shall record the following information for the purpose of the official Minutes:
- place, date and time of the meeting;
 - name of the Presiding Officer;
 - members present;
 - member declaring an interest and the general nature thereof as disclosed;
 - any public deputation and the name of the person/group;
 - recorded votes of Council;

- all other proceedings of the meeting without note or comment.

Declaration of Interest

13. In accordance with the Municipal Conflict of Interest Act, R.S.O. 1990, c.M.50, any Member required to do so by the provisions of that Act, shall disclose any direct or indirect pecuniary interest and state the general nature of such interest; and it shall be recorded by the Clerk or Secretary accordingly.

Petitions and Communications

14. Every communication, including a petition designed to be presented to the Council, shall be legibly written or printed and shall not contain any obscene or improper matter or language and shall be signed by at least one person and filed with the Clerk. ****Should follow Provincial guidelines.**

Curfew

15. Council and Committee of the Whole of Council meetings shall stand adjourned no later than the hour of ten (10) o'clock in the evening, unless otherwise ordered by a unanimous vote of members present.

Duties of the Mayor

16. It shall be the duty of the Head of Council or other Presiding Officer:
 - (a) to open the meeting by taking the chair and calling the members to order;
 - (b) to announce the business before Council in the order in which it is to be acted upon;
 - (c) to receive and submit, in the proper manner, all motions presented by the members;
 - (d) to put to a vote all questions which are moved and seconded, or necessarily arise in the course of the proceedings, and to announce the result;
 - (e) to decline to put to vote motions which infringe upon the rules of procedure;
 - (f) to enforce on all occasions the observance of order and decorum among the members;
 - (g) to call by name any member persisting in breach of the rules of order of the Council, thereby ordering the member to vacate the Council Chambers.
 - (h) to authenticate by signature all By-Laws, Resolutions and Minutes of the Council;
 - (i) to inform the Council, when necessary or when referred to for the purpose, on a point of order or usage;
 - (j) to select the members of Council who are to serve on Committees;
 - (k) to represent and support the Council, declaring its will and implicitly obeying its decisions in all things;

- (l) to ensure that the decisions of Council are in conformity with the laws and by-laws governing the activities of the municipal Corporation;
- (m) to adjourn the meeting without the question being put in the case of grave disorder arising in the Council Chambers;
- (n) to order any individual or group in attendance at the meeting to cease and desist any behaviour which disrupts the order and decorum of the meeting and to order the individuals or group to vacate the Council Chambers where such behaviour persists.

Conduct of Members of Council and Guests

17. No Member shall speak disrespectfully of the Reigning Sovereign, or of any of the royal family, or of the Governor-General, the Lieutenant-Governor of any province, or any member of the Senate, the House of Commons of Canada or the Legislative Assembly of the Province of Ontario.
18. No member shall:
 - (a) use offensive words or unparliamentary language in or against the Council or against any member, staff or guest;
 - (b) disturb another, or the Council, staff, or guest, by any disorderly conduct disconcerting to the speaker or the assembly;
 - (c) speak on any subject other than the subject in debate;
 - (d) walk across or out of the Council Chambers when the Mayor is putting the question on a resolution;
 - (e) speak beside the question in debate;
 - (f) disobey the rules of Council or the decisions of the Head of Council, other presiding officer or of Council on questions or order or practice or upon the interpretation of the rules of Council;
 - (g) leave a meeting without first obtaining permission from the Head of Council or presiding officer;
 - (h) be permitted to retake their seat after being ordered to vacate, having committed a breach of any rule of the Council, until the next meeting and without making an apology to Council;
 - (i) interrupt the member who has the floor except to raise a point of order.
19. No person except members and officers of the Council shall be allowed to come within the bar during the sittings of the Council without permission of the Mayor or presiding officer.
20. No person shall be allowed to address Council or speak in debate without permission of the Head of Council or other presiding officer.

Motions

21. Subject to Paragraph 22 and insofar as is practicable, notice of motions, except those listed in Paragraphs 25 and 26, shall be given in writing to the Clerk not

later than noon on the Thursday preceding the next regular meeting so that the matter may be included in the Council agenda package.

22. Any motion may be introduced without notice if Council, without debate, agrees on a majority vote to dispense with notice.
23. A motion must be formally seconded before the question can be put or a motion recorded in the minutes.
24. When a motion is presented in Council in writing it shall be read, or, if it is an oral motion, it shall be stated by the Head of Council or presiding officer before debate.
25. The following matters and motions may be introduced orally without written notice and without leave except as otherwise provided by these rules:
 - (a) a point of order or personal privilege;
 - (b) presentation of petitions;
 - (c) to lay on the table (to defer indefinitely)
 - (d) to postpone indefinitely or to a specific day;
 - (e) to move the previous question (immediate vote on the main motion).
26. The following motions may be introduced without notice and without leave but such motions shall be in writing and signed:
 - (a) to refer;
 - (b) to adjourn;
 - (c) to amend;
 - (d) to suspend the rules of procedure.
27. Except as provided in Paragraph 25 all motions shall be in writing and signed by the mover and seconder.
28. The Clerk and other officers may introduce matters to be dealt with by motion subject to the notice provisions set out in Paragraph 21.
29. A motion to amend shall:
 - (a) be presented in writing;
 - (b) be dealt with by Council before a previous amendment or the main motion;
 - (c) not be further amended more than once provided that further amendment may be made to the main motion;
 - (d) be relevant to the main motion;
 - (e) not propose a direct negative to the main motion.
30. Once read or stated by the Head of Council or presiding officer a motion may not be withdrawn without the consent of the majority of the members.

Voting on Motions

31. Immediately prior to voting on a motion, the Head of Council or presiding officer shall state the question in the precise form it is to be recorded in the minutes, including any amendments to the question.

32. After a motion as amended is finally put, no member shall speak to the question nor shall any other motion be made until after the vote is taken and the result is declared.
33. On an unrecorded vote, the manner of determining the decision on a motion shall be at the discretion of the Head of Council or presiding officer and may be by voice, show of hands, standing or otherwise and any failure to vote by a qualified member except a member disqualified from voting by any Act shall be deemed assent.
34. Where a vote is taken for any purpose and a member requests, before or after the vote, that the vote be recorded, each member present, except a member disqualified from voting by any Act, shall, in an order determined by the head of Council or presiding officer, announce their vote openly, and any failure to vote by a qualified member shall be deemed to be a negative vote and the Clerk shall record each vote.
35. The Head of Council or presiding officer, except where disqualified to vote, may vote on all questions and when so doing, shall vote last.
36. Except where expressly provided in Statute, any question on which there is an equality of votes shall be deemed to be defeated.
37. Subject to Subsection 10(f) no vote shall be taken by ballot or any other method of secret voting and every vote so taken is of no effect.

Rules of Debate

38. Unless otherwise authorized by the Head of Council or presiding officer, all members, staff and guests shall address Council through the chair and only when recognized to do so.
39. When two or more members seek to address Council, the Head of Council or presiding officer shall designate the member who may speak first.
40. Members shall not speak more than once to the same question without the consent of the Head of Council or presiding officer.
41. Any member may require the question or motion under discussion to be read at any time during the debate but not so as to interrupt a member while speaking.

Points of Order and Privilege

42. The Head of Council or presiding officer shall preserve order and decide questions of order.
43. The Council, if appealed to, shall decide the question without debate and its decision shall be final.

By-Laws

44. No By-law shall be presented to Council unless the subject matter has been considered and approved by Council.
45. Every By-law shall be introduced upon motion by a member specifying the title of the By-law.
46. Every By-law when introduced shall be in typewritten form and shall contain no blanks except as may be required to conform to accepted procedure or to comply

with provisions of any Act.

47. On a single motion of Council, one or more by-laws may be introduced, as in Section 45 above, and be given the first, second and third readings. At the discretion of Council, on condition that said by-law(s) is/are not being amended, oral reading of the by-law(s) by the Clerk may be dispensed with and the by-law(s) be "taken as read".
48. Every By-law shall be given three readings prior to passage.
49. The first reading of a By-law shall be decided without amendment or debate.
50. By-laws may be given three readings on the same day except when requested otherwise by motion of the majority of the members present or as otherwise provided in law.
51. Council may, prior to the second and third reading of any by-law introduce any change or amendment to the by-law.
52. Upon passage, By-laws shall be numbered, signed by the presiding officer and embossed with the seal of the Corporation.
53. Any proposed By-law may be referred to a Committee, Department Head or other officer for review and comment, including the solicitor for the Corporation.

Reconsideration of Council Decision

54. After any question has been decided, the following shall prevail:
 - (a) Any member of Council may give notice after the question was decided for a reconsideration of the question at any regular meeting of the Council.
 - (b) A vote to reconsider must be carried by no fewer than four members of Council.
 - (c) Subsections a) and b) of this section apply to all questions decided during the term of the current Council and all questions decided within the previous twelve (12) months.

Proceedings in Committee of the Whole

55. General

Members of the Committee of the Whole of Council shall consist of a quorum or more of Mayor and Council. Such members of Council may meet from time to time in addition to the times specified in this by-law, as a Committee of the Whole, for the purpose of considering any matter or thing referred to or brought before the Committee for consideration and/or report. The Mayor may call a Committee of the Whole meeting at any time and, when so requested by a majority of the members of the Council, shall call a meeting of the Committee of the Whole. Twenty-four (24) hours notice of all special meetings shall be given to the Members by the Clerk's office, stating the purpose of the meeting and matters to be considered.

56. Dates and Times

Committee of the Whole of Council meetings shall be held at 5:30 p.m., on the second and fourth Mondays of every month, preceding the Regular Meetings of Council.

57. Chairperson and Vice-Chairperson

The position of Chairperson and Vice-Chairperson of Committee of the Whole of Council shall be on a rotation basis throughout the duration of the four-year term of Council among the six Councillors-at-Large whereby each Councillor shall be appointed to a term of four months as Vice-Chairperson followed by a term of four months as Chairperson. The rotation shall repeat once during the four-year term of Council such that each member, following the completion of the terms of all the members as Vice-Chairperson and Chairperson, shall repeat a four-month term as Vice-Chairperson followed by a four-month term as Chairperson. The order of selection shall be as determined by the Mayor and approved by resolution of Council at the Inaugural Meeting of a newly elected Council. Nothing in this section shall prevent the Mayor, with reason, from changing an appointment currently in effect at anytime during the term to another member of Council and such change approved by resolution of Council.

58. Rules in Committee of the Whole

All rules as described above for regular Council meetings shall apply where and when applicable, in Committee of the Whole.

Other Committees

59. The Mayor shall be ex-officio, a member of all Committees, the members of which are appointed by the Mayor and Council.

60. Executive Committees shall be as follows:

Administration and Finance
Community Services
Planning and Development
Operations and Facilities

61. Members of the Executive Committees shall be appointed at the discretion of the Mayor from among the six Councillors-at-Large and approved by resolution of Council. Appointments are for two-year terms ending on November 30th in the second and fourth years of Council's four-year term. Nothing in this section shall prevent the Mayor, with reason, from changing an appointment currently in effect at anytime during the term to another member of Council and such change approved by resolution of Council.

62. Members of the public to be appointed to the various Advisory Committees shall be appointed by the Mayor, having regard for a recommendation from the applicable Executive Committee on applications received, for terms that coincide with the four-year term of Council and approved by resolution of Council. Nothing in this section shall prevent the Mayor, with reason, from changing an appointment currently in effect at anytime during the term to another member of the public and such change approved by resolution of Council.

63. The structure and mandates of the Executive Committees and various Advisory Committees are as set out in **Town of Fort Frances By-Law No. 21/94**, as it may be amended from time to time.

Procedures for Public Meetings to Consider an Official Plan and/or Zoning Amendment

64. The Clerk is to record date, time, place, reason for meeting, and persons in attendance, together with the following:

- Mayor to advise why public meeting is being held;
- Clerk to read the Notice giving dates that it appeared in the newspaper;
- Mayor to ask if anyone wishes to receive written notice of the adoption of the By-law(s) to leave name with Clerk;
- Mayor to ask if there are any questions;
- Mayor to ask if anyone wishes to speak in favour of or in opposition to the amendment(s);
- Mayor to ask if there are any questions;
- Mayor to advise that the by-law(s) will be considered later during the regular meeting of Council, or otherwise as circumstances dictate;
- Mayor to declare public meeting closed.

General

65. In all matters and under all circumstances the members shall be guided by and shall have regard to the Municipal Conflict of Interest Act or its successor act upon proclamation.
66. Individuals or groups which are listed on an agenda or are otherwise approved to appear before Council pursuant to Paragraph 10(d) shall be limited to not more than fifteen (15) minutes except that a delegation consisting of more than five (5) persons shall be limited to two (2) speakers, each limited to speaking not more than ten (10) minutes.
67. Following a regular or new election, the Clerk shall provide each member of Council with a copy of this By-law, including any amendments thereto.
68. Any procedure under this By-law which is discretionary and not mandatory under statute may be suspended with the consent of a majority of the members present.
69. No amendment or repeal of this By-law or any part thereof shall be considered at any meetings of the Council unless notice of the proposed amendment or repeal is given at a previous regular meeting of the council and the waiving of notice is prohibited.
70. That By-Law No. 899, By-Law No. 3/70, By-Law No. 26/90, By-Law No. 30/95 and all other by-laws of the Town of Fort Frances herebefore enacted to establish and adopt rules of procedures for meetings of Council and the conduct of its members be hereby rescinded.

That this by-law shall come into force and take effect on the final passing thereof.

TO: Administration & Finance Executive Committee

FROM: Dawn Galusha, Deputy Treasurer

DATE: November 17, 2017

SUBJECT: 2018 Administration and Finance Budget Considerations

BACKGROUND

Attached you will find draft budget documents for the 2018 Budget for the following areas:

- Corporate
- Administration and Finance
- Police Services
- Administration Capital

Corporate Budget

In the draft Corporate budget, the 2017 tax levy is the starting point for the 2018 tax levy until such time as the assessment role is available. Also when there are firm figures for the entire Town Budget we can determine rates. Further, the school board payments are consistent with the 2017 amounts as education taxes are levied and remitted to the school boards. We do not have information on the 2018 Ontario Municipal Partnership Funding. In 2017, the guaranteed amount for Northern Ontario was 90% of the 2016 funding, so for 2018 90% of 2017 funding is included. This causes a budget variance decrease to revenue of \$310,650.

As 2018 is an election year, the overall election budget variance is an increase of \$31,750 in order to accommodate the costs of the Municipal Election. The Total Council budget has an increase of \$16,450, of which \$10,500 is a budgeted increase in the distributed time for public works to set up for community events, including events at the new Rainy Lake Square. Also included is an increase of \$2,000 for the Canada Day festivities and fireworks display.

The contributions to the various reserve funds have been left constant, but may be adjusted later based on the remaining amounts in each fund and the outcomes from the Asset Management Plan. Clinic financing interest has been reduced as the principal is lower each year and the interest rates are also currently at low rates. The Travel Information Centre is presenting a reduction of \$16,130 as a result of RRFDC requesting Provincial funding in the amount of \$19,000 as well as \$2,870 in increases to the expenses. The solar panels have not been as profitable so a slight reduction of \$3,006 is being budgeted.

The long-term debt section of the budget has a decrease of \$155,513 at this time, assuming no additional debt is incurred for capital projects in 2018. This also assumes that Council proceeds with a 5 year amortization on the remaining Honeywell Capital Loans as presented in another report.

The overall Corporate budget variance from 2017 to 2018 is a decrease of \$18,345.

Administration and Finance Budget

In the draft Administration budget the most significant increase is a result of decreasing the interest and penalties on taxes by \$30,000. This is because of the most recent changes in tax legislation where the property can be placed for tax sale after 2 years, whereas it was 3 years previously. This means the taxes receivable should be lower than in previous years, thus the revenue from interest on the receivables will be lower.

Administration expenses have a projected increase of \$30,259 from 2017 to 2018, resulting from staffing costs where there is progression on the salary grids, as well as coverage and IT support, and increases to IT conferences and training.

Town real estate has a slight increase of \$203 due to Hydro charges. The Clerk's department is also showing a slight increase of \$692 which is fluctuations in various lines for the 2018 budget as compared to 2017. In 2017, there was an estimate of coverage for the Deputy Clerk's vacation, but since it was not used, it is now removed from the Clerk's department for 2018. This increases the overall Treasury staff salaries and benefits, but due to more realistic allocations of FFPC Administration contract work, the expenses are shown in the FFPC Administration section and the Treasury budget has an overall decrease.

The overall Administration and Finance budget variance from 2017 to 2018 is an increase of \$104,672.

Police Services Budget

In the draft Police Services Board budget, there is an increase of \$2,784, including an increase of \$2,500 so that two members may attend the annual conference and Zone 1 meeting. Police Services administration presents as an increase to the Court Security grant of \$36,759 and an increase to the OPP Contracted costs of \$35,490, prisoner meals of \$1,000, and general insurance of \$62.

The overall Police Services budget variance from 2017 to 2018 is an increase of \$2,577.

Capital Budget

The capital requirements mostly relate to Information Technology as this has been a major weakness in the Corporation. Shane Freamo, IT Manager, is addressing these weaknesses to ensure that the Town's infrastructure is adequate, and operations are secure. The draft budget for Administration and Finance capital is \$277,000.

2018 DRAFT CORPORATE BUDGET

| | | | | | 2017 | | | | |
|--|------------------------|-----------------|-----------------|--------------------|--------------|---------------------|----------------|-----------------|--|
| NEW G/L ACCOUNT | | Actual | Actual to | Actual to December | OPERATING | Actual to September | 2018 OPERATING | 2017 & 2018 | |
| | | December 31/14 | December 31/15 | 31/16 | FORECAST | 31/17 | FORECAST | Budget Variance | Notes |
| REVENUE: | | | | | | | | | |
| MUNICIPAL LEVY: | | | | | | | | | |
| Levy Increase | | | | | | | | | |
| Farmland Tax | 10-010-0150-0111-40014 | (627.96) | (521.29) | (648.05) | (700) | (699.53) | -700 | | 0 2017 Tax levy is the starting point for 2018 Taxes |
| Residential - EP | 10-010-0150-0111-40018 | (5,286,000.60) | (5,419,070.51) | (5,597,935.55) | (5,699,422) | (5,699,421.68) | -5,699,422 | | 0 |
| Residential - ES | 10-010-0150-0111-40019 | (1,194,642.92) | (1,224,860.66) | (1,195,583.70) | (1,145,929) | (1,145,929.05) | -1,145,929 | | 0 |
| Residential - FP | 10-010-0150-0111-40020 | (11,924.42) | (11,117.94) | (11,232.53) | (11,509) | (11,508.78) | -11,509 | | 0 |
| Residential- FS | 10-010-0150-0111-40021 | (30,120.21) | (31,193.60) | (30,121.04) | (26,826) | (26,825.99) | -26,826 | | 0 |
| Commercial Tax Full - T (Including DT) | 10-010-0150-0112-40014 | (2,097,670.44) | (2,122,723.47) | (2,124,412.33) | (1,989,434) | (1,989,433.83) | -1,989,434 | | 0 |
| Commercial General - M | 10-010-0150-0112-40017 | (2,606.66) | (2,603.48) | (2,587.62) | (2,604) | (2,604.10) | -2,604 | | 0 |
| Commercial Shared - H | 10-010-0150-0112-40023 | (18,601.04) | (18,392.30) | (18,200.57) | (18,286) | (18,285.72) | -18,286 | | 0 |
| Commercial New Construction - XT | 10-010-0150-0112-40034 | (8,956.23) | (8,888.31) | (8,778.24) | (28,818) | (28,818.19) | -28,818 | | 0 |
| Commercial Vacant Unit - U | 10-010-0150-0112-40015 | (20,168.25) | (20,797.39) | (21,312.18) | (23,190) | (23,189.66) | -23,190 | | 0 |
| Commercial Vacant Land - X | 10-010-0150-0112-40016 | (46,607.26) | (47,568.48) | (47,486.68) | (43,412) | (43,411.75) | -43,412 | | 0 |
| Industrial Tax Full - T | 10-010-0150-0113-40014 | (104,011.34) | (73,933.75) | (75,975.89) | (76,486) | (76,486.36) | -76,486 | | 0 |
| Industrial Full, Not PIL - H | 10-010-0150-0113-40022 | (20,234.20) | (22,623.49) | (25,018.04) | (24,113) | (24,112.97) | -24,113 | | 0 |
| Industrial Vacant Unit - U | 10-010-0150-0113-40015 | (4,828.99) | (5,093.85) | (5,338.96) | (5,607) | (5,606.88) | -5,607 | | 0 |
| Industrial Vacant Land - X | 10-010-0150-0113-40016 | (17,265.53) | (19,601.82) | (24,664.79) | (23,702) | (23,702.32) | -23,702 | | 0 |
| Industrial Excess Land, Shared PIL - K | 10-010-0150-0113-40033 | (2,348.96) | (2,681.91) | (3,015.67) | (2,765) | (2,765.34) | -2,765 | | 0 |
| Large Industrial Tax Full - T | 10-010-0150-0114-40014 | (1,583,785.17) | (1,006,712.03) | (727,929.24) | (753,791) | (753,790.78) | -753,791 | | 0 |
| Multi-Residential Tax - EP | 10-010-0150-0115-40018 | (510,956.17) | (535,462.52) | (543,390.19) | (557,873) | (557,872.67) | -557,873 | | 0 |
| Multi-Residential Tax - ES | 10-010-0150-0115-40019 | (28,387.42) | (30,307.14) | (30,883.28) | (31,239) | (31,238.66) | -31,239 | | 0 |
| Multi-Residential Tax - FP | 10-010-0150-0115-40020 | (3,488.77) | (2,430.41) | (2,468.84) | (2,517) | (2,516.69) | -2,517 | | 0 |
| Pipeline Tax - T | 10-010-0150-0116-40014 | (115,637.04) | (118,655.73) | (120,901.49) | (127,110) | (127,110.10) | -127,110 | | 0 |
| Local Improvements | | (12,775.23) | 000.00 | | | | | | 0 |
| Supp/Omits - Municipal | 10-010-0150-0___-4____ | (23,293.37) | (38,052.27) | (63,771.52) | | (13,938.73) | | | 0 |
| W/O Municipal Tax Levy (Including vacancy) | 10-010-0150-0124-50024 | 918,556.07 | 404,742.67 | 485,731.18 | 226,140 | | 226,140 | | 0 |
| Total Municipal Levy | | (10,226,382.11) | (10,358,549.68) | (10,195,925.22) | (10,369,193) | (10,609,269.78) | -10,369,193 | | 0 |
| | | | | | | | | | |
| SCHOOL BOARD LEVY: | | | | | | | | | |
| Farm - FT | 10-010-0151-0111-40014 | (75.53) | (60.69) | (73.65) | (74) | (74.23) | -74 | | 0 2017 Tax levy is the starting point for 2018 Taxes |
| Residential & Farm - EP | 10-010-0151-0111-40018 | (635,772.74) | (630,872.86) | (636,177.07) | (604,781) | (604,783.12) | -604,781 | | 0 |
| Residential & Farm - ES | 10-010-0151-0111-40019 | (143,685.37) | (142,594.77) | (135,872.05) | (121,598) | (121,597.98) | -121,598 | | 0 |
| Residential & Farm - FP | 10-010-0151-0111-40020 | (1,434.21) | (1,294.31) | (1,276.52) | (1,221) | (1,221.23) | -1,221 | | 0 |
| Residential & Farm - FS | 10-010-0151-0111-40021 | (3,622.68) | (3,631.47) | (3,423.10) | (2,847) | (2,846.57) | -2,847 | | 0 |
| PIL RPEP | 10-010-0151-0111-40027 | (11.25) | (10.98) | (10.65) | (10) | (10.32) | -10 | | 0 |
| PIL RPES | 10-010-0151-0111-40029 | (2.45) | (2.23) | (2.13) | (2) | (2.16) | -2 | | 0 |
| Commercial - T - NS (Including DT) | 10-010-0151-0112-40014 | (765,785.30) | (761,650.92) | (765,328.89) | (678,211) | (678,210.43) | -678,211 | | 0 |
| Commercial - U - NS | 10-010-0151-0112-40015 | (7,362.73) | (7,462.29) | (7,677.79) | (7,905) | (7,905.49) | -7,905 | | 0 |
| Commercial - X - NS | 10-010-0151-0112-40016 | (17,014.68) | (17,068.01) | (17,107.29) | (14,799) | (14,799.32) | -14,799 | | 0 |
| Commercial - P - NS | 10-010-0151-0112-40031 | (5,494.59) | (5,361.40) | (5,093.86) | (5,112) | (4,330.89) | -5,112 | | 0 |
| Commercial - XT | 10-010-0151-0112-40034 | (3,269.60) | (3,189.20) | (3,162.40) | (9,824) | (9,824.29) | -9,824 | | 0 |

2018 DRAFT CORPORATE BUDGET

| | | 2017 | | | | | | | |
|---------------------------------------|-------------------------|------------------------|------------------------|------------------------|---------------------|------------------------|--------------------|-----------------|-------|
| | | Actual | Actual to | Actual to December | OPERATING | Actual to September | 2018 OPERATING | 2017 & 2018 | |
| | NEW G/L ACCOUNT | December 31/14 | December 31/15 | 31/16 | FORECAST | 31/17 | FORECAST | Budget Variance | Notes |
| Industrial - T - NS | 10-010-0151-0113-40014 | (27,393.46) | (18,827.95) | (19,104.15) | (18,221) | (18,221.37) | -18,221 | 0 | |
| Industrial - U - NS | 10-010-0151-0113-40015 | (1,271.83) | (1,297.19) | (1,342.48) | (1,336) | (1,335.73) | -1,336 | 0 | |
| Industrial - X - NS | 10-010-0151-0113-40016 | (4,547.23) | (4,991.80) | (6,202.01) | (5,647) | (5,646.61) | -5,647 | 0 | |
| Large Industrial - T - NS | 10-010-0151-0114-40014 | (162,651.22) | (99,967.78) | (71,373.24) | (70,023) | (70,023.19) | -70,023 | 0 | |
| Multi-Residential - EP | 10-010-0151-0115-40018 | (23,663.72) | (23,328.43) | (22,537.80) | (22,342) | (22,341.50) | -22,342 | 0 | |
| Multi-Residential - ES | 10-010-0151-0115-40019 | (1,314.71) | (1,320.39) | (1,280.93) | (1,251) | (1,251.05) | -1,251 | 0 | |
| Multi-Residential - FP | 10-010-0151-0115-40020 | (161.58) | (105.88) | (102.40) | (101) | (100.79) | -101 | 0 | |
| Pipeline - T - NS | 10-010-0151-0116-40014 | (32,717.18) | (32,656.67) | (33,087.20) | (32,957) | (32,957.40) | -32,957 | 0 | |
| Railroad - WT - NS | 10-010-0151-0117-40026 | (1,585.43) | (1,585.43) | (1,585.43) | (1,585) | (1,585.43) | -1,585 | 0 | |
| Supplementary/Omits | 10-010-0151-0____-4____ | (2,366.39) | (5,357.85) | (15,454.75) | | 74,081.83 | | 0 | |
| Write off - School Tax Levy | 10-010-0151-0124-50024 | 127,284.28 | 54,059.64 | 46,027.60 | 21,007 | | 21,007 | 0 | |
| Total School Board Levy | | (1,713,919.60) | (1,708,578.86) | (1,701,248.19) | (1,578,840) | (1,524,987.27) | -1,578,840 | 0 | |
| | | | | | | | | | |
| Total Revenue | | (12,986,142.06) | (12,525,930.85) | (12,428,932.19) | (12,195,180) | (12,134,257.05) | -12,195,180 | 0 | |
| Total Expenses | | 1,045,840.35 | 458,802.31 | 531,758.78 | 247,147 | 0.00 | 247,147 | 0 | |
| TOTAL TAXATION LEVY | | (11,940,301.71) | (12,067,128.54) | (11,897,173.41) | (11,948,033) | (12,134,257.05) | -11,948,033 | 0 | |
| | | | | | | | | | |
| PAYMENTS-IN-LIEU: | | | | | | | | | |
| Municipal Tax Assistance: | | | | | | | | | |
| Court House | 10-010-0152-0131-40150 | (28,689.99) | (29,044.56) | (29,249.88) | (31,119) | (7,312.47) | -31,119 | 0 | |
| Land Registry Office | 10-010-0152-0131-40151 | (4,912.55) | (4,991.40) | (5,044.21) | (5,110) | (1,261.05) | -5,110 | 0 | |
| Eighth St North Side | 10-010-0152-0131-40152 | (2,707.93) | (2,689.50) | | | | | | |
| Tourist Information Bureau | 10-010-0152-0131-40153 | (10,560.33) | (10,480.25) | (10,350.46) | (9,437) | (9,436.81) | -9,437 | 0 | |
| Min. Citizenship & Culture | 10-010-0152-0131-40154 | (7,151.61) | (7,097.38) | (7,009.49) | (6,825) | (1,752.37) | -6,825 | 0 | |
| Ont. Realty Corp Parking Lot | 10-010-0152-0131-40155 | (2,105.38) | (2,089.42) | (2,063.74) | (2,318) | (701.74) | -2,318 | 0 | |
| Natural Resources | 10-010-0152-0131-40175 | (26,261.31) | (25,559.64) | (25,384.84) | (26,506) | (6,346.22) | -26,506 | 0 | |
| 820 Eighth St E./Youth Centre | 10-010-0152-0131-40159 | | | | | | | | |
| | | (82,389.10) | (81,952.15) | (79,102.62) | (81,315) | (26,810.66) | -81,315 | 0 | |
| Municipal Act: | | | | | | | | | |
| Confederation College | 10-010-0152-0132-40156 | (6,975.00) | (6,225.00) | (6,600.00) | (6,600) | (5,500.00) | -5,500 | 1,100 | |
| Rainy River Valley Health | 10-010-0152-0132-40157 | (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 | (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 | | | (672.38) | | | | 0 | |
| | | (20,250.00) | (19,500.00) | (20,547.38) | (19,875) | (18,775.00) | -18,775 | 1,100 | |
| Municipal Enterprises: | | | | | | | | | |
| General Municipal PIL | 10-010-0152-0133-40160 | (24,735.70) | (24,501.67) | (24,208.85) | (25,975) | (25,974.83) | -25,975 | 0 | |
| Sewage Facilities PIL | 10-010-0152-0133-40161 | (40,582.43) | (41,153.68) | (41,738.78) | (41,050) | (41,047.57) | -41,050 | 0 | |
| Waterworks Facilities PIL | 10-010-0152-0133-40162 | (136,771.83) | (137,096.68) | (137,504.49) | (131,593) | (131,592.65) | -131,593 | 0 | |
| FFPC | 10-010-0152-0133-40163 | (10,766.02) | (10,838.22) | (10,915.88) | (9,720) | (9,720.28) | -9,720 | 0 | |
| | | (212,855.98) | (213,590.25) | (214,368.00) | (208,338) | (208,335.33) | -208,338 | 0 | |
| Ontario Enterprises: | | | | | | | | | |
| Water Lots & Marina | 10-010-0152-0134-40164 | (12,046.09) | (11,959.31) | (11,815.72) | (12,108) | (12,107.96) | -12,108 | 0 | |
| L.C.B.O. | 10-010-0152-0134-40167 | (7,719.73) | (8,293.05) | (8,450.69) | (8,163) | (8,163.33) | -8,163 | 0 | |
| Power Dam Compensation | 10-010-0152-0136-40172 | (350,807.05) | (350,807.05) | (350,807.05) | (350,800) | (350,807.05) | -350,800 | 0 | |
| | | (370,572.87) | (371,059.41) | (371,073.46) | (371,071) | (371,078.34) | -371,071 | 0 | |
| Bridges: | | | | | | | | | |
| International Bridge (per Regulation) | 10-010-0152-0136-40169 | (20,936.98) | (23,259.17) | (33,462.25) | (30,000) | (33,547.00) | -30,000 | 0 | |

2018 DRAFT CORPORATE BUDGET

| | | Actual | Actual to | Actual to December | 2017 OPERATING | Actual to September | 2018 OPERATING | 2017 & 2018 | |
|---|------------------------|-----------------|-----------------|--------------------|-------------------|---------------------|----------------|-----------------|---|
| | NEW G/L ACCOUNT | December 31/14 | December 31/15 | 31/16 | FORECAST | 31/17 | FORECAST | Budget Variance | Notes |
| Canada Enterprises: | | | | | | | | | |
| Canada Post Corp | 10-010-0152-0137-40173 | (35,970.38) | (36,243.81) | (36,534.80) | (37,699) | (37,698.92) | -37,699 | 0 | |
| Natural Resources-Butler Ave | 10-010-0152-0137-40175 | (3,216.12) | (3,188.37) | (3,163.38) | (2,188) | (2,187.77) | -2,188 | 0 | |
| Indian Affairs | 10-010-0152-0137-40176 | | | (373.40) | (687) | (678.36) | -687 | 0 | |
| | | (39,186.50) | (39,432.18) | (40,071.58) | (40,574) | (40,565.05) | -40,574 | 0 | |
| Per Acreage Charges: | | | | | | | | | |
| Ontario Hydro Acreage | 10-010-0152-0135-40165 | (35,107.73) | (35,107.73) | (35,107.73) | (35,108) | (35,107.73) | -35,108 | 0 | |
| Railroad Acreage | 10-010-0152-0135-40168 | (3,622.97) | (3,622.97) | (3,622.97) | (3,623) | (8,220.00) | -3,623 | 0 | |
| Total Per Acreage | | (38,730.70) | (38,730.70) | (38,730.70) | (38,731) | (43,327.73) | -38,731 | 0 | |
| Total P.I.L. | | (784,922.13) | (787,523.86) | (797,355.99) | (789,904) | (742,439.11) | -788,804 | 1,100 | |
| Contributions to Reserve Fund | | | | | | | | | |
| Sale of Land | 10-020-0266-0410-40315 | (45,500.00) | (93,705.34) | (584,791.50) | 0 | (161,850.00) | 0 | | 0 1 Lot left in Huffman Court |
| Other Grant (In-Lieu of Taxation W/O) | | (933,425.78) | | | | | | | |
| Prov Assist /Tax Rate Stabilization | | | | | | | | | |
| Tax Rate Stabilization Reserve Fund | 10-020-0266-1620-45390 | | (448,804.00) | (436,738.88) | 0 | | | | |
| Surplus/Deficit from Prior Years | | | | | | | | | |
| OMPF (Ontario Municipal Partnership Fund) | 10-020-0240-0129-40199 | (3,069,500.00) | (2,983,600.00) | (2,934,100.00) | (3,106,500) | (2,329,875.00) | -2,795,850 | 310,650 | Estimating 90% of Prior Year- Waiting on Info |
| TOTAL REVENUE | | (16,773,649.62) | (16,380,761.74) | (16,650,159.78) | (15,844,437) | (15,368,421.16) | -15,532,687 | 311,750 | |
| EXPENDITURES: | | | | | | | | | |
| Election Revenue: | | | | | | | | | |
| Nomination Filing Fee | 10-020-0261-0430-40310 | (2,866.80) | | | | | -3,000 | -3,000 | |
| Election Expenses | | | | | | | | | |
| Hourly Part-Time Wages | 10-020-0261-1101-60020 | 3,260.00 | | | | | 3,300 | 3,300 | Part Time assistance |
| Employer CPP | 10-020-0261-1101-60025 | | | | | | | | |
| Employer EI | 10-020-0261-1101-60030 | | | | | | | | |
| Employer OMERS | 10-020-0261-1101-60035 | | | | | | | | |
| Employer EHT | 10-020-0261-1101-60040 | | | | | | | | |
| Employer Benefits | 10-020-0261-1101-60050 | | | | | | | | |
| Employer WSIB | 10-020-0261-1101-60055 | | | | | | | | |
| Postage, Freight, Courier | 10-020-0261-1200-71252 | 5,805.66 | | | | | 2,000 | 2,000 | |
| Office Supplies | 10-020-0261-1400-71410 | 283.13 | | | | | 750 | 750 | |
| Contracted Services | 10-020-0261-1500-71527 | 5,547.84 | 213.70 | | | | 22,000 | 22,000 | Intellivote |
| Conference & Courses | 10-020-0261-1500-71531 | | | | | | 1,500 | 1,500 | |
| Equipment Rental - Other | 10-020-0261-1500-71541 | 10,152.22 | | | | | 2,500 | 2,500 | |
| Advertising | 10-020-0261-1500-71591 | 1,618.91 | | | | | 2,700 | 2,700 | |
| Subtotal | | 26,667.76 | 213.70 | 0.00 | 0.00 | 0.00 | 34,750 | 34,750 | |
| Total Revenue | | (2,866.80) | 0.00 | 0.00 | 0.00 | 0.00 | -3,000 | -3,000 | |
| Total Expenses | | 26,667.76 | 213.70 | 0.00 | 0.00 | 0.00 | 34,750 | 34,750 | |
| Total Election | | 23,800.96 | 213.70 | 0.00 | 0 | 0.00 | 31,750 | 31,750 | |

2018 DRAFT CORPORATE BUDGET

| | | Actual | Actual to | Actual to December | 2017 | Actual to September | 2018 OPERATING | 2017 & 2018 | |
|---|------------------------|-------------------|-------------------|--------------------|--------------------|---------------------|----------------|-----------------|--|
| | NEW G/L ACCOUNT | December 31/14 | December 31/15 | 31/16 | OPERATING FORECAST | 31/17 | FORECAST | Budget Variance | Notes |
| Council: | | | | | | | | | |
| REVENUE | | | | | | | | | |
| Expense Recoveries | 10-020-0240-0430-40589 | (95.14) | (5,655.82) | (7.50) | | 0.00 | 0 | | |
| Donation | 10-020-0240-0430-40632 | | (7,000.00) | (2,380.00) | (2,000) | (4,350.00) | -2,000 | 0 | |
| EXPENDITURES | | | | | | | | | |
| Salaries/Wages | 10-020-0240-1101-60010 | 104,606.13 | 108,269.55 | 105,200.36 | 107,750 | 94,950.80 | 107,750 | 0 | |
| Disability - Long & Short | | (1.74) | | | | 0.00 | | | |
| Employer CPP | 10-020-0240-1101-60025 | 1,533.96 | 1,596.23 | 1,644.95 | 1,700 | 1,098.08 | 1,700 | 0 | |
| Employer EI | 10-020-0240-1101-60030 | | | | | 0.00 | | | |
| Extended Health (Dental, Vision) | | (16.82) | | | | 0.00 | | | |
| O.M.E.R.S. | 10-020-0240-1101-60035 | 2,861.51 | 3,539.90 | 2,928.42 | 3,000 | 3,432.54 | 3,000 | 0 | |
| Employer Health Tax | 10-020-0240-1101-60040 | 1,403.03 | 1,463.23 | 1,486.99 | 1,800 | 941.89 | 1,800 | 0 | |
| Employer Benefits | 10-020-0240-1101-60050 | | | | | 0.00 | | | |
| Employer WSIB | 10-020-0240-1101-60055 | | | | | 0.00 | | | |
| Telephone & Communications | 10-020-0240-1200-71251 | 1,438.82 | 1,504.26 | 991.75 | 1,000 | 591.20 | 1,000 | 0 | Mayor Cell Phone |
| Legal | 10-020-0240-1200-71253 | 37,812.13 | 13,119.51 | 3,334.68 | 10,000 | 401.89 | 10,000 | 0 | Legal other than FN Litigation |
| Point Park Litigation | 10-020-0240-1200-71259 | 91,040.61 | 80,649.21 | 86,905.11 | 490,000 | 176,792.10 | 490,000 | 0 | Estimated same as prior year as issue is ongoing |
| Memberships | 10-020-0240-1200-71260 | 11,123.60 | 10,450.51 | 11,779.05 | 9,800 | 11,103.39 | 11,000 | 1,200 | Budget closer to actuals |
| Subscriptions & Publications | 10-020-0240-1200-71261 | 0.00 | | 984.64 | 1,000 | 656.95 | 1,000 | 0 | Carswell- On Mun Legislation |
| Office Supplies | 10-020-0240-1400-71410 | 384.50 | 2,129.49 | 3,972.81 | 2,000 | 839.43 | 2,000 | 0 | Business Cards, Planners, Mayor Letterhead |
| Distributed Salaries/Wages - Community Events | | 7,693.69 | 10,415.13 | 8,065.96 | | | | | |
| Distributed Benefits - Community Events | | 2,422.57 | 2,984.04 | 2,321.49 | | | | | |
| Salaries Full Time | 10-020-0240-1500-60010 | | | | | 14,844.84 | 15,000 | 15,000 | Estimated higher for RL Square |
| Hourly Full Time | 10-020-0240-1500-60015 | | | | 7,000 | 0.00 | | -7,000 | PW Distributed Time for Community Events |
| Hourly Part Time | 10-020-0240-1500-60020 | | | | | 4,048.02 | | 0 | |
| Employer CPP | 10-020-0240-1500-60025 | | | | | 889.89 | | 0 | |
| Employer EI | 10-020-0240-1500-60030 | | | | | 418.26 | | 0 | |
| Employer OMERS | 10-020-0240-1500-60035 | | | | | 1,377.75 | | 0 | |
| Employer EHT | 10-020-0240-1500-60040 | | | | 2,000 | 353.33 | | -2,000 | |
| Employer Benefits | 10-020-0240-1500-60050 | | | | | 554.40 | 4,500 | 4,500 | |
| Employer WSIB | 10-020-0240-1500-60055 | | | | | 587.83 | | 0 | |
| Contracted Serv | 10-020-0240-1500-71527 | 520.78 | 310.45 | 374.52 | 350 | 378.73 | 500 | 150 | Shredding Contract |
| Travel | 10-020-0240-1500-71530 | 5,387.20 | 251.99 | 528.28 | 500 | 570.87 | 600 | 100 | Travel out of Town for Meetings |
| Conferences & Courses | 10-020-0240-1500-71531 | 16,753.06 | 22,924.80 | 21,774.31 | 19,200 | 13,648.45 | 19,200 | 0 | Council Conf Travel Exp |
| Meeting Expense | 10-020-0240-1500-71532 | 2,387.92 | 2,673.74 | 2,804.58 | 2,500 | 758.74 | 1,500 | -1,000 | Reduced- Fewer Meeting Expenses |
| Equipment Rentals - Owned- Community Event | 10-020-0240-1500-71540 | 1,502.40 | 1,887.48 | 1,578.18 | 1,500 | 3,212.42 | 3,500 | 2,000 | Estimated higher for RL Square |
| Advertising & Public Notices | 10-020-0240-1500-71591 | 1,506.77 | 3,417.24 | 4,479.88 | 3,500 | 4,516.16 | 4,500 | 1,000 | Council Meeting Notices |
| Public Relations Expense | 10-020-0240-1500-71592 | 16,936.18 | 24,601.33 | 20,141.37 | 19,500 | 10,706.01 | 20,000 | 500 | Council approved PR donations, flags, etc. |
| Events & Activities | 10-020-0240-1500-71593 | | 3,330.08 | | | | | | |
| Annual Appreciation Dinner | 10-020-0240-1500-71596 | 5,428.16 | 6,019.54 | 6,213.74 | 6,500 | 6,380.28 | 6,500 | 0 | |
| Annual Tug-of-War Event | 10-020-0240-2110-71592 | | .00 | | | | | | |
| Meals on Wheels | 10-020-0240-2110-72112 | 19,000.00 | 19,000.00 | 19,000.00 | 19,000 | 19,000.00 | 19,000 | 0 | Request not received but same for several years |
| Rainy River District Safety Coalition | 10-020-0240-2110-72113 | 3,977.50 | 3,977.50 | 3,977.50 | 4,000 | 3,977.50 | 4,000 | 0 | |
| Fun In The Sun (Fireworks Grant) | 10-020-0240-2110-72116 | 5,000.00 | 7,000.00 | 9,850.00 | 7,500 | 11,850.00 | 9,500 | 2,000 | 7,500 for Fireworks and 2,000 for Canada Day |
| Dragon Boat Festival | 10-020-0240-2110-72117 | 1,000.00 | 1,000.00 | 500.00 | 500 | 500.00 | 500 | 0 | |
| Total Revenue | | (95.14) | (12,655.82) | (2,387.50) | (2,000) | (4,350.00) | -2,000 | 0 | |
| Total Expenses | | 341,701.96 | 332,515.21 | 320,838.57 | 721,600 | 389,381.75 | 738,050 | 16,450 | |
| Total Council | | 341,606.82 | 319,859.39 | 318,451.07 | 719,600 | 385,031.75 | 736,050 | 16,450 | |

2018 DRAFT CORPORATE BUDGET

| NEW G/L ACCOUNT | Actual | Actual to | Actual to December | 2017 | Actual to September | 2018 OPERATING | 2017 & 2018 | Notes |
|-----------------|----------------|----------------|--------------------|-----------------------|---------------------|----------------|-----------------|-------|
| | December 31/14 | December 31/15 | 31/16 | OPERATING FORECAST | 31/17 | FORECAST | Budget Variance | |

2018 DRAFT CORPORATE BUDGET

| NEW G/L ACCOUNT | | Actual December 31/14 | Actual to December 31/15 | Actual to December 31/16 | 2017 OPERATING FORECAST | Actual to September 31/17 | 2018 OPERATING FORECAST | 2017 & 2018 Budget Variance | Notes |
|--|--|--------------------------|-----------------------------|-----------------------------|-------------------------------|------------------------------|----------------------------|--------------------------------|--|
| Contribution to Reserve for Working Capital | | | | 264,094.48 | | | | | |
| Cont to Reserve Funds (Corp Project - Lot Sale) | | 10-020-0272-0000-71020 | 45,500.00 | | | | | | |
| Cont to Reserve Funds (Vehicles/Equip)) | | 10-020-0272-0000-71020 | 100,000.00 | 247,500.00 | 150,000.00 | 150,000 | 0.00 | 150,000 | 0 Kept the same as 2017 for this stage of budget |
| Cont to Reserve Funds (Buildings) | | 10-020-0272-0000-71020 | 450,000.00 | 670,000.00 | 540,135.50 | 450,000 | 0.00 | 450,000 | 0 |
| Cont to Reserve Funds (Corp Projects) | | 10-020-0272-0000-71020 | 1,006,414.02 | 1,183,750.00 | 887,403.00 | 700,000 | 0.00 | 700,000 | 0 |
| Cont to Reserve Funds (Corp Contingency) | | 10-020-0272-0000-71020 | 875,000.00 | 248,750.00 | 200,000.00 | 75,000 | 0.00 | 75,000 | 0 |
| Cont to Reserve Funds (Waterworks & Sewer) | | 10-020-0272-0000-71020 | | | 182,253.00 | | | | |
| Total Contribution to/from Reserve/Reserve Funds | | | 2,476,914.02 | 2,350,000.00 | 2,223,885.98 | 1,375,000 | 0.00 | 1,375,000 | 0 |
| Uncontrollable Costs: | | | | | | | | | |
| Annual Hospital Grant | | | 68,001.00 | 68,001.00 | | | | | |
| Healthcare Donation (CT Scan/Mammography) | | | 5,000.00 | | | | | | |
| Doctor Recruitment | | 10-020-0260-2110-72140 | 0.00 | | 68,000.00 | 68,000 | 68,000.00 | 68,000 | 0 |
| Clinic Financing Interest | | 10-020-0260-2110-72141 | 14,296.17 | 9,212.19 | 2,571.59 | 7,000 | 0.00 | 4,000 | -3,000 Reduced as principal and interest rates are lower |
| | | | | | | | | | |
| Rainy River District Social Services Brd | | 10-020-0260-2110-72149 | 1,913,344.39 | 1,986,092.26 | 2,055,506.02 | 1,935,733 | 1,436,718.38 | 1,935,733 | 0 Unknown until Feb/March |
| Rainy River District Social Services Refund | | 10-020-0260-2110-72149 | | | (234,118.88) | | | | |
| Rainy River DSSAB One-Time Supp Levy | | 10-020-0260-2110-72150 | | | | 55,769 | 0.00 | 55,769 | 0 Unknown until Feb/March |
| | | | | | | | | | |
| Rainycrest Home for the Aged | | 10-020-0260-2110-72160 | 181,883.40 | 121,255.60 | 60,627.80 | 0 | 0.00 | 0 | 0 |
| Northwestern Health Unit | | 10-020-0260-2110-72161 | 329,163.06 | 350,143.83 | 368,813.40 | 368,814 | 276,610.05 | 368,814 | 0 Unknown- Used 2017 rate |
| Total Health & Uncontrollable Costs | | | 2,511,688.02 | 2,534,704.88 | 2,321,399.93 | 2,435,316 | 1,781,328.43 | 2,432,316 | -3,000 |
| | | | | | | | | | |
| Economic Development Expenses: | | | | | | | | | |
| Telecommunications (Web hosting) | | 10-180-1820-1200-71251 | 732.72 | 597.12 | 266.12 | 250 | 109.40 | 250 | 0 |
| EDFIP Distributed Salaries | | | | 1,306.96 | | | | | |
| EDFIP Distributed Benefits | | | | 431.30 | | | | | |
| Residential Revitalization Grant | | 10-180-1820-1500-71514 | 7,647.85 | 8,750.00 | 5,887.66 | 7,500 | 2,000.00 | 7,500 | 0 # of applications fluctuates each year |
| Contracted Works (RRFDC Per Capita) | | 10-180-1820-1500-71523 | 55,727.50 | 55,685.00 | 55,685.00 | 55,685 | 55,685.00 | 55,685 | 0 per capita grant for district Economic Development |
| Development Issues/Enhanced Econ Dev | | 10-180-1820-1500-71526 | 122,079.54 | 116,979.69 | 67,191.15 | 100,000 | 45,900.62 | 100,000 | 0 RRFDC Contract for specific Town initiatives |
| Meeting Expenses | | 10-180-1820-1500-71532 | 1,243.80 | 1,964.56 | 1,867.69 | 1,500 | 752.19 | 1,000 | -500 EDAC Meetings held at noon |
| EDFIP Equipment Rentals-Owned | | 10-180-1820-1500-71532 | | | 155.75 | | | | |
| Fort Frances Chamber of Commerce | | 10-180-1820-2110-72114 | | | | 2,833 | 2,833.00 | 5,000 | 2,167 Requested amount - report included in this package |
| | | | 187,431.41 | 183,976.37 | 132,791.63 | 167,768 | 107,280.21 | 169,435 | 1,667 |
| | | | | | | | | | |
| Total Revenue | | | 0.00 | .00 | .00 | 0 | 0.00 | 0 | 0 |
| Total Expenses | | | 187,431.41 | 183,976.37 | 132,791.63 | 167,768 | 107,280.21 | 169,435 | 1,667 |
| Total Economic Development | | | 187,431.41 | 183,976.37 | 132,791.63 | 167,768 | 107,280.21 | 169,435 | 1,667 |

2018 DRAFT CORPORATE BUDGET

| NEW G/L ACCOUNT | | Actual December 31/14 | Actual to December 31/15 | Actual to December 31/16 | 2017 OPERATING FORECAST | Actual to September 31/17 | 2018 OPERATING FORECAST | 2017 & 2018 Budget Variance | Notes |
|----------------------------------|------------------------|--------------------------|-----------------------------|-----------------------------|-------------------------------|------------------------------|----------------------------|--------------------------------|--|
| Travel Information Centre | | | | | | | | | |
| Revenue: | | | | | | | | | |
| Sunset Country Grant | 10-180-1821-0430-40582 | (8,333.35) | (20,000.00) | (10,000.00) | | | -19,000 | -19,000 | Tannis and Doug reviewed information together |
| Student/Intern Grants | 10-180-1821-0430-40404 | | | | | | | | |
| RRFDC Grants | 10-180-1821-0430-40410 | | | | | | | | |
| | | | (20,000.00) | (10,000.00) | 0 | 0.00 | -19,000 | -19,000 | |
| Expenses: | | | | | | | | | |
| Telephone & Communications | 10-180-1821-1200-71251 | | | | | 43.76 | | | |
| Hydro Charges | 10-180-1821-1240-71420 | 2,206.33 | 3,782.40 | 3,437.87 | 4,620 | 2,282.96 | 4,712 | 92 | |
| Water & Sewer Charges | 10-180-1821-1240-71421 | 276.60 | 725.36 | 335.08 | 515 | 219.07 | 523 | 8 | |
| Janitorial Cleaning Supplies | 10-180-1821-1240-71470 | | | 445.42 | 555 | 0.00 | 555 | 0 | |
| Taxes | 10-180-1821-1400-71425 | | | 7,673.87 | 5,440 | 12,078.89 | 9,580 | 4,140 | |
| Repairs & Maintenance | 10-180-1821-1500-71545 | | 391.05 | 1,912.05 | 500 | 30.52 | 500 | 0 | |
| Lease | 10-180-1821-1530-71564 | 7,360.58 | 11,040.84 | 11,040.84 | 7,370 | 8,934.12 | 6,000 | -1,370 | |
| | | 9,843.51 | 15,939.65 | 24,845.13 | 19,000 | 23,589.32 | 21,870 | 2,870 | |
| | | | | | | | | 0 | |
| Total Revenue | | (8,333.35) | (20,000.00) | (10,000) | 0 | 0.00 | -19,000 | -19,000 | |
| Total Expenses | | 9,843.51 | 15,939.65 | 24,845.13 | 19,000 | 23,589.32 | 21,870 | 2,870 | |
| Total Travel Information Centre | | 1,510.16 | (4,060.35) | 14,845.13 | 19,000 | 23,589.32 | 2,870 | -16,130 | |
| Solar Panels | | | | | | | | | |
| Revenue: | | | | | | | | | |
| Operational Revenue | 10-180-1825-0330-40320 | (24,135.83) | (26,167.16) | (22,960.92) | (28,000) | (11,067.35) | -25,000 | 3,000 | Issues with Solar panels for much of 2017- Fixed now |
| Expenses: | | | | | | | | | |
| Distributed Salaries | | 401.58 | 837.93 | 212.69 | | | | | |
| Distributed Benefits | | 132.53 | 276.52 | 70.19 | | | | | |
| Salaries Full Time | 10-180-1825-1101-60010 | | | | | | | | |
| Hourly Full Time | 10-180-1825-1101-60015 | | | | 750 | | 750 | 0 | |
| Hourly Part Time | 10-180-1825-1101-60020 | | | | | | | | |
| Employer CPP | 10-180-1825-1101-60025 | | | | | | | | |
| Employer EI | 10-180-1825-1101-60030 | | | | | | | | |
| Employer OMERS | 10-180-1825-1101-60035 | | | | | | | | |
| Employer EHT | 10-180-1825-1101-60040 | | | | | | | | |
| Employer Benefits | 10-180-1825-1101-60050 | | | | 225 | | 225 | 0 | |
| Employer WSIB | 10-180-1825-1101-60055 | | | | | | | | |
| Equipment Rental - Owned | 10-180-1825-1101-71540 | 25.00 | 100.00 | 25.00 | 100 | | 100 | 0 | |
| Materials | 10-180-1825-1400-71471 | | 44.77 | | | | | | |
| Contracted Services | 10-180-1825-1500-71527 | | 339.63 | | | | | | |
| Insurance | 10-180-1825-1500-71580 | 301.68 | 475.32 | 1,301.98 | 1,300 | 1,062.00 | 1,306 | 6 | |
| Transfer to Reserve Funds | 10-180-1825-1620-75390 | 7,637.77 | | 5,792.63 | | | | | |
| | | | | | | | | | |
| Total Revenue | | (24,135.83) | (26,167.16) | (22,960.92) | (28,000) | (11,067.35) | -25,000 | 3,000 | |
| Total Expenses | | 8,498.56 | 2,074.17 | 7,402.49 | 2,375 | 1,062.00 | 2,381 | 6 | |
| Total Solar Panels | | (15,637.27) | (24,092.99) | (15,558.43) | (25,625) | (10,005.35) | -22,619 | 3,006 | |

2018 DRAFT CORPORATE BUDGET

| | | 2017 | | | | | | | |
|--|------------------------|--------------------------|-----------------------------|-----------------------------|-----------------------|------------------------------|----------------------------|--------------------------------|--|
| | NEW G/L ACCOUNT | Actual December 31/14 | Actual to December 31/15 | Actual to December 31/16 | OPERATING FORECAST | Actual to September 31/17 | 2018 OPERATING FORECAST | 2017 & 2018 Budget Variance | Notes |
| School Board Requisitions: | | | | | | | | | |
| EP | 10-010-0151-2110-72991 | 1,401,602.85 | 1,407,193.98 | 1,409,330.75 | 1,326,274 | 994,544.41 | 1,326,274 | | 0 Education taxes levied and remitted to school boards |
| EP (Resolute Write-off) | 10-010-0151-2110-72991 | | | | (17,366) | | -17,366 | | 0 Write-offs reduce the amount remitted |
| ES | 10-010-0151-2110-72992 | 307,098.28 | 296,319.79 | 287,115.42 | 269,405 | 202,020.34 | 269,405 | | 0 |
| ES (Resolute Writ-off) | 10-010-0151-2110-72992 | | | | (3,641) | | -3,641 | | 0 |
| FP | 10-010-0151-2110-72993 | 1,595.79 | 1,400.19 | 1,378.92 | 1,322 | 991.51 | 1,322 | | 0 |
| FS | 10-010-0151-2110-72994 | 3,622.68 | 3,664.90 | 3,423.10 | 2,846 | 2,134.93 | 2,846 | | 0 |
| Total School Board Requisitions | | 1,713,919.60 | 1,708,578.86 | 1,701,248.19 | 1,578,840 | 1,199,691.19 | 1,578,840 | 0 | |
| Long Term Debt | | | | | | | | | |
| Loan - I (Roads) | 10-020-0270-1300-71303 | 18,273.92 | 12,308.67 | 8,879.94 | 5,362 | 4,346.65 | 1,486 | -3,876 | Per LTD Schedule |
| Loan - P (Roads) | 10-020-0270-1300-71304 | | | | 83,006 | 55,337.52 | 83,016 | 10 | Per LTD Schedule |
| Loan - I (Solar Panels) | 10-020-0270-1300-71309 | | 6,731.26 | | 4,821 | 3,708.51 | 3,814 | -1,007 | Per LTD Schedule |
| Loan - P (Solar Panels) | 10-020-0270-1300-71310 | | | | 28,379 | 21,191.49 | 29,386 | 1,007 | Per LTD Schedule |
| Loan - I (Heritage Tourism) | 10-020-0270-1300-71315 | 2,790.70 | 1,554.00 | 1,121.11 | 677 | 548.78 | 188 | -489 | Per LTD Schedule |
| Loan - P (Heritage Tourism) | 10-020-0270-1300-71316 | | | | 10,480 | 14,129.42 | 10,470 | -10 | Per LTD Schedule |
| Honeywell Project Interest | 10-020-0270-1300-71317 | 69,454.76 | 64,756.47 | 60,184.10 | 55,191 | 41,808.26 | 59,204 | 4,013 | Per LTD Schedule |
| Honeywell Project Principal | 10-020-0270-1300-71318 | | | | 145,496 | 94,636.95 | 290,151 | 144,655 | 5 year term to complete the loan |
| Debenture - Interest (Townshend) | 10-020-0270-1300-71321 | 16,208.49 | 12,140.94 | 7,813.10 | 3,208 | 1,990.28 | | -3,208 | Debentures are completed in 2017 |
| Debenture - Principal (Townshend) | 10-020-0270-1300-71322 | | | | 76,155 | 37,486.97 | | -76,155 | Debentures are completed in 2017 |
| Debenture - Interest Arena | 10-020-0270-1300-71341 | 45,023.61 | 33,724.85 | 21,703.07 | 8,912 | 5,528.54 | | -8,912 | Debentures are completed in 2017 |
| Debenture - Principal Arena | 10-020-0270-1300-71342 | | | | 211,541 | 104,130.48 | | -211,541 | Debentures are completed in 2017 |
| Total Long Term Debt | | 151,751.48 | 131,216.19 | 99,701.32 | 633,228 | 384,843.85 | 477,715 | -155,513 | |
| TOTAL REVENUE | | (17,854,921.09) | (16,898,387.03) | (17,217,266.98) | (16,121,584) | (15,383,838.51) | -15,828,834 | 292,750 | |
| TOTAL EXPENSES | | 8,474,256.67 | 7,718,021.34 | 7,363,872.02 | 7,180,274 | 3,887,176.75 | 7,077,504 | -102,770 | |
| TOTAL CORPORATE | | (9,380,664.42) | (9,180,365.69) | (9,853,394.96) | (8,941,310) | (11,496,661.76) | -8,751,330 | 189,980 | |

2018 DRAFT ADMINISTRATION AND FINANCE BUDGET

| | NEW G/L ACCOUNT | Actual | Actual to | Actual to | 2017 | Actual to | 2018 | 2017 & 2018 | |
|---|------------------------|---------------------|---------------------|---------------------|--------------------|---------------------|--------------------|-----------------|--|
| | | December 31/14 | December 31/15 | December 31/16 | OPERATING FORECAST | September 31/17 | OPERATING FORECAST | Budget Variance | Notes |
| Administration Department | | | | | | | | | |
| REVENUE: | | | | | | | | | |
| Sundry Revenues | 10-020-0266-0310-40582 | | (113.00) | | | | | | |
| Interest & Penalties on Taxes | 10-020-0266-0320-40911 | (154,145.91) | (152,814.20) | (142,454.89) | (150,000) | (91,605.82) | -120,000 | 30,000 | Decrease due to change in Tax legislation- max 2 years in arrears |
| Accounts Receivable Interest | 10-020-0266-0320-40916 | (5,100.76) | (5,147.63) | (7,323.86) | (4,500) | (6,835.25) | -5,500 | -1,000 | |
| Investment Income - Bank/Short Term GIC | 10-020-0266-0320-40926 | (42,116.58) | (34,798.45) | (18,925.31) | (30,000) | (11,652.42) | -20,000 | 10,000 | Estimating based on 2016 and 2017- interest rates are low |
| Agreement Fee | 10-020-0266-0410-40309 | | | | | | | | |
| Sundry Revenues | 10-020-0266-0410-40582 | (5,305.87) | | | | | | | |
| Tax Certificates | 10-020-0266-0410-40584 | (9,438.35) | (17,812.90) | (13,392.81) | (12,695) | (10,744.50) | -13,000 | -305 | |
| Business Licenses | 10-020-0266-0410-40721 | (35,508.35) | (32,918.16) | (32,592.20) | (35,500) | (35,945.65) | -36,576 | -1,076 | Estimated increase of \$631 from 2017 actuals |
| Lottery Licenses | 10-020-0266-0410-40727 | (6,207.62) | (8,843.26) | (8,322.82) | (8,500) | (10,927.02) | -8,500 | 0 | Kept budget consistent as it is dependant upon Lottery values |
| Town Property Rentals | 10-020-0266-0410-40774 | (3,384.34) | | | | | | | |
| POA Fines | 10-020-0266-0410-40930 | (54,948.45) | (56,109.50) | (122,090.42) | (55,000) | (18,140.96) | -55,000 | 0 | POA Fines are dependant on Collections |
| Natural Gas Rebate | 10-020-0266-0411-40316 | (4,653.33) | (5,335.92) | (4,276.93) | (4,500) | | -4,500 | 0 | |
| Purchase Card Rebate | 10-020-0266-0411-40317 | (20,471.77) | (17,744.93) | (18,779.81) | (18,500) | (18,082.12) | -18,500 | 0 | |
| WSIB Safety Group Rebate | 10-020-0266-0411-40318 | (6,353.47) | (4,766.59) | 0.00 | | | | | |
| Expense Recovery | 10-020-0266-0430-40589 | (183.20) | | (50.20) | | | | | |
| Moffat Family Grant Rec'd | 10-020-0262-0430-40480 | (38,750.00) | (48,978.63) | (51,021.37) | (55,000) | (55,000.00) | -55,000 | 0 | |
| HR Expense Recovery | 10-020-0252-0330-40589 | | (262.50) | | | | | | |
| HR Expense Recovery | 10-020-0252-0430-40589 | (824.22) | | | | | | | |
| Civil Marriage | 10-020-0264-0330-40334 | (4,684.16) | (4,499.65) | (5,497.05) | (4,500) | (3,945.30) | -4,000 | 500 | Kathy will not be performing as many ceremonies |
| Certify True Copies | 10-020-0264-0330-40335 | (16.50) | (78.45) | (151.72) | (100) | (99.46) | -100 | 0 | |
| Commissioning Oaths & Affidavits | 10-020-0264-0330-40336 | (609.10) | (780.24) | (870.55) | (750) | (754.65) | -750 | 0 | |
| Sundry Revenues | 10-020-0264-0330-40582 | (135.00) | (103.60) | | | (32.00) | | 0 | |
| Death/Still Birth Registration | 10-020-0264-0430-40332 | (3,611.30) | (3,468.45) | (4,062.00) | (3,400) | (2,560.00) | -3,200 | 200 | |
| Marriage Licenses | 10-020-0264-0430-40333 | (7,085.00) | (6,990.00) | (8,120.00) | (7,000) | (6,580.00) | -7,000 | 0 | |
| Expense Recoveries | 10-020-0264-0430-40589 | (295.00) | (295.00) | (305.00) | (250) | (470.00) | -250 | 0 | |
| Sundry Revenues | 10-020-0265-0330-40582 | (57.00) | (35.00) | | | | | 0 | |
| Administration Service Charges | 10-020-0265-0430-40581 | (221,418.46) | (206,863.44) | (228,959.99) | (222,000) | (143,521.18) | -222,000 | 0 | FFPC Contracted Services and POA Mgmt Fee (depends on Fines collected) |
| Sundry Revenues | 10-020-0265-0430-40582 | | (3,756.57) | | | (753.67) | | 0 | |
| Expense Recoveries | 10-020-0265-0430-40589 | (95.48) | | (1,486.63) | | (301.16) | | 0 | |
| Total Revenue | | (625,399.22) | (612,516.07) | (668,683.56) | (612,195) | (417,951.16) | -573,876 | 38,319 | |

2018 DRAFT ADMINISTRATION AND FINANCE BUDGET

| | | Actual | Actual to | Actual to | 2017 | Actual to | 2018 | 2017 & 2018 | |
|--------------------------------------|------------------------|-------------------|-------------------|-------------------|--------------------|-------------------|--------------------|-----------------|---|
| NEW G/L ACCOUNT | | December 31/14 | December 31/15 | December 31/16 | OPERATING FORECAST | September 31/17 | OPERATING FORECAST | Budget Variance | Notes |
| Administration Department | | | | | | | | | |
| EXPENDITURES: | | | | | | | | | |
| Distributed Salaries/Wages | | 9,198.12 | 3,148.98 | (15,401.96) | | | | | |
| Distributed Benefits | | 642.98 | 637.43 | (3,822.20) | | | | | |
| Overtime | | | | 532.17 | | | | | |
| Leave (Ber, Sick, Other) | | 5,005.74 | 3,624.66 | 1,322.55 | | | | | |
| Vacation, Stats, Etc | | 37,937.15 | 28,112.42 | 30,666.24 | | | | | |
| Salaries/Wages Full Time | 10-020-0262-1101-60010 | 153,651.20 | 161,089.64 | 119,082.05 | 270,775 | 191,855.77 | 281,250 | 10,475 | YTD Errors in Salaries between Clerks and Admin |
| Disability - Long & Short | | 4,124.52 | 4,968.68 | 3,298.59 | | | | | |
| WSIB | 10-020-0262-1101-60055 | 3,225.26 | 5,867.49 | 4,692.49 | 5,455 | 6,299.68 | 7,430 | 1,975 | |
| CPP | 10-020-0262-1101-60025 | 5,216.56 | 4,959.90 | 3,733.73 | 7,695 | 6,697.03 | 7,780 | 85 | |
| EI | 10-020-0262-1101-60030 | 2,478.54 | 2,278.14 | 1,694.23 | 2,970 | 2,814.53 | 3,070 | 100 | |
| Dental, Vision, Ext Health | | 4,353.00 | 7,916.56 | 2,028.91 | | | | 0 | |
| O.M.E.R.S. | 10-020-0262-1101-60035 | 23,136.20 | 22,280.42 | 15,168.74 | 30,245 | 21,237.46 | 31,480 | 1,235 | |
| Life Insurance | | 602.43 | 675.48 | 481.17 | | | | | |
| EHT | 10-020-0262-1101-60040 | 3,860.18 | 3,879.30 | 2,956.83 | 5,280 | 3,474.19 | 5,485 | 205 | |
| Employer Benefits | 10-020-0262-1101-60050 | | | | 19,800 | 9,016.74 | 24,609 | 4,809 | |
| Communications | 10-020-0262-1200-71251 | 2,611.82 | 2,809.72 | 1,832.15 | 2,700 | 3,159.22 | 4,200 | 1,500 | Fax line & corp cell phones |
| Postage, Freight, Courier | 10-020-0262-1200-71252 | 472.16 | 422.84 | 142.79 | 250 | .90 | 250 | 0 | |
| Legal | 10-020-0262-1200-71253 | 842.93 | 537.04 | 6,088.10 | 2,500 | | 2,500 | 0 | |
| Consultants Fees | 10-020-0262-1200-71255 | 966.72 | | | | | | | |
| Memberships | 10-020-0262-1200-71260 | 586.85 | 376.51 | 604.69 | 1,000 | 86.65 | 1,000 | 0 | |
| Subscriptions & Publications | 10-020-0262-1200-71261 | 664.37 | 537.29 | 622.92 | 625 | 1,154.63 | 1,200 | 575 | |
| Office Supplies | 10-020-0262-1400-71410 | 2,328.85 | 2,667.90 | 1,663.78 | 2,000 | 549.98 | 2,000 | 0 | |
| Moffat Family Fund | 10-020-0262-1500-71511 | 38,750.00 | 48,978.63 | 51,021.37 | 55,000 | 55,000.00 | 55,000 | 0 | Matching revenue for the Moffat Grant |
| Contracted Works | 10-020-0262-1500-71523 | 9,286.47 | 8,637.67 | 7,228.27 | 8,500 | 6,876.67 | 8,500 | 0 | Photocopier |
| Contracted Services | 10-020-0262-1500-71527 | 47,466.74 | 69,308.76 | 138,590.78 | 15,000 | 15,100.22 | 16,700 | 1,700 | IT Support |
| Travel | 10-020-0262-1500-71530 | 648.46 | 121.85 | 241.99 | 500 | 573.12 | 600 | 100 | |
| Conferences & Courses | 10-020-0262-1500-71531 | 4,203.65 | 3,501.00 | 6,462.40 | 6,000 | 4,952.77 | 13,500 | 7,500 | Increase for IT Conferences & Training |
| Meeting Expenses | 10-020-0262-1500-71532 | 457.56 | 144.29 | 1,063.78 | 250 | 81.41 | 250 | 0 | |
| Advertising & Public Notices | 10-020-0262-1500-71591 | 965.37 | 655.75 | 474.41 | 500 | | 500 | 0 | |
| Public Relations/Promotions | 10-020-0262-1500-71592 | 103.37 | | | | | | | |
| Moffat Family Fund - Meeting Expense | 10-020-0262-1500-71599 | | | 278.67 | 250 | | 250 | 0 | |
| HR Legal Fees | 10-020-0252-1200-71253 | 21,570.41 | 65,852.78 | 122,064.07 | 30,000 | 29,407.72 | 30,000 | 0 | Kept HR budget the same as 2017 |
| HR Consultants | 10-020-0252-1200-71255 | 2,951.05 | 4,479.56 | 3,728.61 | 4,500 | 5,409.86 | 4,500 | 0 | |
| HR Subscriptions | 10-020-0252-1200-71261 | 4,881.16 | 4,450.35 | 4,141.22 | 4,500 | 5,128.77 | 4,500 | 0 | |
| HR Office Supplies | 10-020-0252-1400-71410 | 487.98 | 512.58 | 624.00 | 500 | 555.94 | 500 | 0 | |
| HR Travel | 10-020-0252-1500-71530 | | | 127.85 | | | | | |
| HR Manager Conferences & Courses | 10-020-0252-1500-71531 | | | | 1,500 | 1,424.64 | 1,500 | 0 | |
| HR Training & Development | 10-020-0252-1500-71535 | 2,094.52 | 2,147.04 | 3,984.68 | 4,000 | 2,969.74 | 4,000 | 0 | |
| HR Health & Safety | 10-020-0252-1500-71537 | 1,992.10 | 6,103.32 | 5,475.05 | 5,500 | 2,630.93 | 5,500 | 0 | |
| Negotiations Costs | 10-020-0252-1500-71569 | | | 1,130.62 | | | | | |
| HR Recruitment of Staff | 10-020-0252-1500-71597 | 8,028.94 | 5,614.61 | 22,262.74 | 8,000 | 3,005.36 | 8,000 | 0 | |
| | | 405,793.36 | 477,298.59 | 546,288.48 | 495,795 | 379,463.93 | 526,054 | 30,259 | |

2018 DRAFT ADMINISTRATION AND FINANCE BUDGET

| | | Actual | Actual to | Actual to | 2017 | Actual to | 2018 | 2017 & 2018 | |
|--|------------------------|----------------|----------------|----------------|--------------------|-----------------|--------------------|-----------------|--|
| | NEW G/L ACCOUNT | December 31/14 | December 31/15 | December 31/16 | OPERATING FORECAST | September 31/17 | OPERATING FORECAST | Budget Variance | Notes |
| Town Real Estate | | | | | | | | | |
| Distributed Salaries/Wages | | | 149.01 | 769.95 | | | | | |
| Distributed Benefits | | | 49.17 | 254.10 | | | | | |
| Hourly Full Time | 10-020-0251-1101-60010 | | | | 700 | 1,081.14 | 700 | 0 | |
| Hourly Part Time | 10-020-0251-1101-60020 | | | | | | | | |
| Employer CPP | 10-020-0251-1101-60025 | | | | | 51.35 | | | |
| Employer EI | 10-020-0251-1101-60030 | | | | | 22.96 | | | |
| Employer OMERS | 10-020-0251-1101-60035 | | | | | 101.01 | | | |
| Employer EHT | 10-020-0251-1101-60040 | | | | | 20.72 | | | |
| Employer Benefits | 10-020-0251-1101-60050 | | | | 210 | .00 | 210 | 0 | |
| Employer WSIB | 10-020-0251-1101-60055 | | | | | 22.13 | | | |
| Equipment Rentals - Owned | 10-020-0251-1101-71540 | | 25.00 | 383.60 | | | | | |
| Town's Condo Expense | 10-020-0251-1300-71399 | 279.84 | 293.84 | 299.17 | 300 | 302.02 | 300 | | 0 Dissolving Condo Corp- 2017 Final remittances required |
| Hydro Charges | 10-020-0251-1400-71420 | 51.73 | 2,508.42 | 7,443.37 | 8,000 | 4,536.66 | 8,300 | | 300 Old Library- approx. 1200/mo for cold months |
| Water & Sewer Charges | 10-020-0251-1400-71421 | 97.51 | 255.87 | | | | | | |
| Property Taxes | 10-020-0251-1400-71425 | 27,605.54 | 24,177.59 | 24,208.85 | | | | | Civic Centre/OPP/Municipal Parking Lots moved to 020-0253 (Civic Centre) |
| Contracted Works | 10-020-0251-1500-71523 | 670.95 | | | | | | | |
| Contracted Services | 10-020-0251-1500-71527 | | | 2,035.20 | | | | | |
| Repairs & Maintenance | 10-020-0251-1500-71545 | | | | | | | | |
| Lawn & Yard Maintenance. | 10-020-0251-1500-71555 | | | 46.19 | | | | | |
| Insurance | 10-020-0251-1500-71580 | 60.33 | 62.00 | 486.77 | 2,620 | 2,175.50 | 2,523 | -97 | Old Library |
| Advertising & Public Notices | 10-020-0251-1500-71591 | | | | | | | | |
| | | 28,765.90 | 27,520.90 | 35,927.20 | 11,830 | 8,313.49 | 12,033 | 203 | |
| Administration Expenses | | 434,559.26 | 504,819.49 | 582,215.68 | 507,625 | 387,777.42 | 538,087 | 30,462 | |
| Clerk's Department | | | | | | | | | |
| Distributed Salaries & Wages | | | | 1,415.24 | | | | | |
| Distributed Benefits | | | | 408.67 | | | | | |
| Overtime/Shift/Recall | 10-020-0264-1101-60013 | 639.39 | | | | | | | |
| Leave (Ber, Sick, Other) | | 3,860.86 | 2,608.57 | 1,068.89 | | | | | |
| Vacation, Stats, Etc | | 32,525.81 | 15,063.97 | 18,647.91 | | | | | YTD Errors in Salaries between Clerks and Admin |
| Full Time Salaries & Wages | 10-020-0264-1101-60010 | 97,345.87 | 112,309.41 | 120,977.14 | 147,940 | 149,601.30 | 147,500 | -440 | 2017 Budgeted Replacement staff but not used |
| Hourly Part Time | 10-020-0264-1101-60020 | | | | | 39.58 | | | |
| Disability - Long & Short | | 2,601.00 | 4,711.44 | 4,798.08 | | | | | |
| WSIB | 10-020-0264-1101-60055 | 3,124.62 | 3,647.76 | 5,797.54 | 4,510 | 3,361.99 | 4,660 | 150 | |
| CPP | 10-020-0264-1101-60025 | 5,839.53 | 4,959.90 | 5,343.97 | 5,295 | 4,509.31 | 5,128 | -167 | |
| EI | 10-020-0264-1101-60030 | 2,711.65 | 2,278.12 | 2,432.95 | 2,135 | 1,898.50 | 1,979 | -156 | |
| Dental, Vision, Ext Health | | 5,630.80 | 7,506.96 | 7,352.15 | | | | | 0 |
| O.M.E.R.S. | 10-020-0264-1101-60035 | 7,593.96 | 12,186.97 | 14,618.71 | 15,200 | 11,385.76 | 15,341 | 141 | |
| Life Insurance | | 379.71 | 695.88 | 709.74 | | | | | 0 |
| EHT | 10-020-0264-1101-60040 | 2,720.10 | 2,469.89 | 2,829.58 | 2,890 | 1,990.57 | 2,876 | -14 | |
| Employer Benefits | 10-020-0264-1101-60050 | | | | 15,390 | 8,502.40 | 15,543 | 153 | |
| Postage, Freight, Courier | 10-020-0264-1200-71252 | | | 44.88 | 200 | 193.88 | 200 | 0 | |
| Memberships | 10-020-0264-1200-71260 | 376.51 | 376.51 | 382.62 | 400 | 612.59 | 625 | 225 | |
| Subscriptions & Publications | 10-020-0264-1200-71261 | 358.87 | | | | | | | 0 |
| Office Supplies | 10-020-0264-1400-71410 | 4,016.56 | 5,103.07 | 4,671.96 | 4,500 | 2,406.10 | 4,500 | 0 | |
| Contracted Services (Mtg Investigator/shredding) | 10-020-0264-1500-71527 | 6,053.48 | 1,008.30 | 825.63 | 1,600 | 805.28 | 1,600 | 0 | |
| iCompass Services | 10-020-0264-1500-71527 | 8,804.29 | 9,413.12 | 9,962.32 | 10,500 | 9,972.48 | 10,800 | 300 | |
| Travel | 10-020-0264-1500-71530 | 132.39 | 46.83 | 85.87 | 100 | 87.90 | 100 | 0 | |
| Conferences & Courses | 10-020-0264-1500-71531 | 1,425.55 | 1,487.26 | 2,341.74 | 3,000 | 4,473.79 | 3,500 | 500 | |
| Advertising & Public Notices | 10-020-0264-1500-71591 | 3,475.80 | 2,148.61 | 772.94 | 1,000 | 716.58 | 1,000 | 0 | |

2018 DRAFT ADMINISTRATION AND FINANCE BUDGET

| NEW G/L ACCOUNT | Actual | Actual to | Actual to | 2017 | Actual to | 2018 | 2017 & 2018 | |
|--------------------------|----------------|----------------|----------------|--------------------|-----------------|--------------------|-----------------|-------|
| | December 31/14 | December 31/15 | December 31/16 | OPERATING FORECAST | September 31/17 | OPERATING FORECAST | Budget Variance | Notes |
| Total Clerk's Department | 189,616.75 | 188,022.57 | 205,488.53 | 214,660 | 200,558.01 | 215,352 | 692 | |

2018 DRAFT ADMINISTRATION AND FINANCE BUDGET

| | | | | | 2017 | 2018 | | | |
|---|------------------------|--------------------------|-----------------------------|-----------------------------|-----------------------|------------------------------|-----------------------|--------------------------------|--|
| | NEW G/L ACCOUNT | Actual December 31/14 | Actual to December 31/15 | Actual to December 31/16 | OPERATING FORECAST | Actual to September 31/17 | OPERATING FORECAST | 2017 & 2018 Budget Variance | Notes |
| Treasury Department | | | | | | | | | |
| EXPENDITURES: | | | | | | | | | |
| Accounting Allocation (W/S) | 10-020-0265-1000-71090 | (337,500.00) | (344,250.00) | (351,135.00) | (356,400) | (211,312.50) | -361,750 | -5,350 | |
| Accounting Allocation (Daycare/SKC/Handi-van) | 10-020-0265-1000-71096 | (35,700.00) | (35,700.00) | (43,500.00) | (44,150) | | -44,150 | 0 | |
| Distributed Salaries/Wages | | (100,252.22) | (77,010.76) | (67,004.66) | | | | 0 | |
| Distributed Benefits | | (28,431.49) | (15,898.60) | (18,952.04) | | | | 0 | |
| Overtime/Shift/Recall | 10-020-0265-1101-60013 | 322.57 | 5,660.93 | 9,850.57 | 5,000 | 75.49 | 5,000 | 0 | |
| Leave (Ber, Sick, Other) | | 9,207.37 | 6,563.92 | 9,248.33 | | | | 0 | |
| Vacation, Stats, Etc | | 78,061.02 | 78,594.25 | 64,790.04 | | | | 0 | |
| Full Time Salaries & Wages | 10-020-0265-1101-60010 | 422,089.73 | 402,177.46 | 437,030.82 | 461,970 | 361,979.32 | 448,146 | -13,824 | FFPC Admin higher based on 2017 actuals- see below |
| Hourly Part-time Salaries/Wages | 10-020-0265-1101-60020 | 47,191.06 | 100,469.46 | 38,329.55 | 61,047 | 28,338.19 | 66,540 | 5,493 | PT/Casual Treasury being trained for FFPC coverage |
| Disability - Long & Short | | 19,096.91 | 16,898.91 | 18,789.85 | | | | 0 | therefore, FFPC admin is higher |
| WSIB | 10-020-0265-1101-60055 | 12,118.59 | 14,954.53 | 16,053.32 | 15,090 | 10,328.78 | 15,869 | 779 | |
| CPP | 10-020-0265-1101-60025 | 22,537.71 | 23,224.88 | 23,057.97 | 20,075 | 14,152.31 | 20,215 | 140 | |
| EI | 10-020-0265-1101-60030 | 11,276.09 | 11,743.90 | 11,363.13 | 8,540 | 6,256.27 | 8,579 | 39 | |
| Dental, Vision, Ext Health | | 31,968.79 | 35,186.80 | 33,107.38 | | | | 0 | |
| O.M.E.R.S. | 10-020-0265-1101-60035 | 51,245.02 | 44,962.00 | 49,679.02 | 48,330 | 27,990.65 | 46,515 | -1,815 | |
| Life Insurance | | 3,189.63 | 2,731.63 | 3,113.04 | | | | 0 | |
| EHT | 10-020-0265-1101-60040 | 10,859.82 | 11,159.39 | 11,209.81 | 10,065 | 6,031.86 | 10,035 | -30 | |
| Employer Benefits | 10-020-0265-1101-60050 | | | | 51,530 | 23,173.45 | 46,690 | -4,840 | |
| Equipment Rentals & Maintenance | 10-020-0265-1101-71540 | 75.00 | 62.50 | 62.50 | 100 | 50.00 | 100 | 0 | |
| Communications | 10-020-0265-1200-71251 | 66,772.26 | 48,535.67 | 20,679.66 | 19,240 | 17,469.60 | 20,650 | 1,410 | Includes: Vianet, Shaw, Tbay Tel, Bell, Web service and Phone book |
| Postage/Freight/Courier | 10-020-0265-1200-71252 | 8,781.66 | 15,453.83 | 10,236.75 | 12,000 | 30,641.10 | 12,000 | 0 | Year end allocation required |
| Legal Fees | 10-020-0265-1200-71253 | | 30.39 | | | | | 0 | |
| Audit Fees | 10-020-0265-1200-71254 | 59,964.42 | 10,005.88 | 56,865.87 | 63,000 | 49,370.09 | 63,000 | 0 | Interim Audit work to be completed in Dec |
| Memberships | 10-020-0265-1200-71260 | 984.29 | 2,204.68 | 2,579.90 | 2,600 | 2,388.58 | 2,600 | 0 | |
| Subscriptions & Publications | 10-020-0265-1200-71261 | 53.59 | | 132.25 | 1,000 | 132.25 | 500 | -500 | |
| Tax Write-Offs (EDFIP/Tax Sale) | 10-020-0265-1210-54510 | (8,223.20) | | | | .00 | | | |
| Tax Capping & Phase-In | 10-020-0265-1210-54511 | 1,315.27 | 1,560.82 | 1,715.84 | 1,800 | .48 | 1,800 | 0 | |
| Rebates to Charities/ R.C. Legion | 10-020-0265-1210-54512 | 25,718.91 | 24,179.06 | 29,452.36 | 32,250 | 14,348.70 | 30,000 | -2,250 | |
| Sundry A/R Written Off | 10-020-0265-1210-74514 | 4,235.94 | 2,968.41 | 5,862.17 | 3,000 | (4.39) | 3,000 | 0 | |
| Tax Sale Expenses | 10-020-0265-1210-74516 | 102.00 | | | | | | 0 | |
| Collection Costs | 10-020-0265-1210-74550 | 13.02 | 741.00 | 284.32 | | 276.84 | 500 | 500 | |
| Office Supplies | 10-020-0265-1400-71410 | 14,454.10 | 19,611.00 | 19,234.87 | 20,000 | 12,657.51 | 18,000 | -2,000 | Civic Centre General Office Supplies Changes include- Next Generation Anti-virus Protection, New Backup Software, Consolidating Microsoft Office Licensing, Software Deployment and Inventory, and |
| Computer Maintenance (H & S) | 10-020-0265-1500-71502 | 29,526.76 | 37,279.23 | 52,311.59 | 45,000 | 21,637.94 | 70,400 | 25,400 | Network Monitoring |
| Custom Software Changes | 10-020-0265-1500-71503 | 305.28 | | 992.16 | 1,500 | | 3,300 | 1,800 | 3 Days of Custom Changes/Extra assistance |
| Computer Training (Diamond Consultant) | 10-020-0265-1500-71505 | | | | 7,500 | 6,843.48 | 0 | -7,500 | Not likely to have consultant on-site in 2018 |
| MPAC Assessment Fees | 10-020-0265-1500-71522 | 95,005.40 | 94,390.60 | 93,909.56 | 96,400 | 70,223.31 | 96,400 | 0 | Waiting for 2018 Notification |
| Contracted Services | 10-020-0265-1500-71527 | 5,731.98 | 1,414.39 | 1,573.59 | 2,000 | 1,078.33 | 2,000 | 0 | Shredding Contract/Charges |
| Land Title Fees | 10-020-0265-1500-71529 | 16.00 | 29.35 | 236.80 | | | | | |
| Travel | 10-020-0265-1500-71530 | | | 13.01 | | 23.88 | | 0 | |
| Conferences & Courses | 10-020-0265-1500-71531 | 837.60 | 2,492.83 | 2,860.58 | 4,500 | 2,750.44 | 4,500 | 0 | Treasury Staff- Professional Development |
| Meeting Expenses | 10-020-0265-1500-71532 | 37.05 | 98.89 | 28.02 | | | | | |
| Equipment Rentals & Maintenance | 10-020-0265-1500-71541 | 9,905.52 | 7,540.33 | 9,825.76 | 10,000 | 8,768.50 | 10,000 | 0 | Copier and Postage Lease and Maintenance |
| General Insurance | 10-020-0265-1500-71580 | 12,412.12 | 14,365.89 | 13,225.22 | 10,810 | 8,978.82 | 10,836 | 26 | Corporate General Liability |
| Advertising & Public Notices | 10-020-0265-1500-71591 | 15.27 | 153.67 | | | | | 0 | |
| Bank Service Charges | 10-020-0265-1600-71660 | 2,651.94 | 3,082.76 | 2,995.74 | 3,500 | 1,572.67 | 3,000 | -500 | |
| Cash Over/Under | 10-020-0265-1600-71661 | (182.79) | (98.46) | (14.50) | | 150.00 | | | |
| Foreign Exchange | 10-020-0265-1600-71662 | (3.64) | (29.30) | (3.11) | | | | | |

2018 DRAFT ADMINISTRATION AND FINANCE BUDGET

| | | Actual | Actual to | Actual to | 2017 | Actual to | 2018 | 2017 & 2018 | Notes |
|-------------------------------------|------------------------|----------------|----------------|----------------|--------------------|-----------------|--------------------|-----------------|--|
| NEW G/L ACCOUNT | | December 31/14 | December 31/15 | December 31/16 | OPERATING FORECAST | September 31/17 | OPERATING FORECAST | Budget Variance | |
| Credit Card Discount/Penny Rounding | 10-020-0265-1600-71665 | 1,160.74 | 824.92 | 596.21 | 2,000 | 3,105.16 | 2,000 | | 0 POS Machine charges- Year end allocations to be made |
| | | 548,947.09 | 568,367.04 | 570,688.25 | 619,297 | 519,477.11 | 616,275 | -3,022 | |

2018 DRAFT ADMINISTRATION AND FINANCE BUDGET

| | | | | | 2017 | 2018 | | | |
|-------------------------------------|------------------------|--------------------------|-----------------------------|-----------------------------|-----------------------|------------------------------|-----------------------|--------------------------------|-----------------------------------|
| | NEW G/L ACCOUNT | Actual December 31/14 | Actual to December 31/15 | Actual to December 31/16 | OPERATING FORECAST | Actual to September 31/17 | OPERATING FORECAST | 2017 & 2018 Budget Variance | Notes |
| Vehicles - Licensed | | | | | | | | | |
| Distributed Salaries/Wages | | 981.23 | 2,025.48 | 1,024.67 | | | | | Admin Vehicle- Equinox |
| Distributed Benefits | | 323.81 | 668.42 | 338.13 | | | | | |
| Hourly Full Time | 10-020-0263-2910-60010 | | | | 1,000 | 1,736.85 | 1,000 | 0 | PW Mechanic's Time |
| Hourly Part Time | 10-020-0263-2910-60020 | | | | | | | 0 | |
| Employer CPP | 10-020-0263-2910-60025 | | | | | 78.98 | | 0 | |
| Employer EI | 10-020-0263-2910-60030 | | | | | 34.78 | | 0 | |
| Employer OMERS | 10-020-0263-2910-60035 | | | | | 162.69 | | 0 | |
| Employer EHT | 10-020-0263-2910-60040 | | | | | 32.37 | | 0 | |
| Employer Benefits | 10-020-0263-2910-60050 | | | | 300 | 287.50 | 300 | 0 | |
| Employer WSIB | 10-020-0263-2910-60055 | | | | | 51.51 | | 0 | |
| Communications | 10-020-0263-2910-71251 | 177.82 | 302.92 | 481.77 | 500 | 501.63 | 500 | 0 | |
| Vehicle Parts & Maintenance | 10-020-0263-2910-71451 | 980.03 | 2,528.62 | 341.56 | 1,000 | 1,383.28 | 1,500 | 500 | |
| Insurance | 10-020-0263-2910-71580 | 369.00 | 395.50 | 510.00 | 422 | 350.01 | 413 | -9 | |
| Licenses | 10-020-0263-2910-71582 | 90.00 | 98.00 | 108.00 | 108 | 120.00 | 120 | 12 | |
| | | 2,921.89 | 6,018.94 | 2,804.13 | 3,330 | 4,739.60 | 3,833 | 503 | |
| Treasury Expenses | | 551,868.98 | 574,385.98 | 573,492.38 | 622,627 | 524,216.71 | 620,108 | -2,519 | |
| FFPC Administration | | | | | | | | | |
| Distributed Salaries/Wages | | 67,816.37 | 65,006.10 | 60,845.09 | | | | | |
| Distributed Benefits | | 20,935.11 | 14,224.54 | 17,244.35 | | | | | |
| Hourly Full Time | 10-020-0267-1101-60010 | | | | 80,410 | 73,586.19 | 98,071 | 17,661 | 2017 projection = 97,000 |
| Hourly Part Time | 10-020-0267-1101-60020 | | | | | 9,333.80 | 11,742 | 11,742 | 2017 projection = 11,000 |
| Employer CPP | 10-020-0267-1101-60025 | | | | 3,693 | 3,680.90 | 4,960 | 1,267 | |
| Employer EI | 10-020-0267-1101-60030 | | | | 1,598 | 1,666.11 | 2,118 | 520 | |
| Employer OMERS | 10-020-0267-1101-60035 | | | | 7,239 | 6,086.77 | 9,306 | 2,067 | |
| Employer EHT | 10-020-0267-1101-60040 | | | | 1,568 | 1,460.57 | 2,142 | 574 | |
| Employer Benefits | 10-020-0267-1101-60050 | | | | 10,740 | 8,735.12 | 13,580 | 2,840 | |
| Employer WSIB | 10-020-0267-1101-60055 | | | | 2,452 | 2,457.55 | 3,499 | 1,047 | |
| Equipment Rentals Owned | 10-020-0267-1101-71540 | 112.50 | 175.00 | 262.50 | 300 | 175.00 | 300 | 0 | Meter Reader- Vehicle charge back |
| Communications | | | | | | | | 0 | |
| Total FFPC Administration | | 88,863.98 | 79,405.64 | 78,351.94 | 108,000 | 107,182.01 | 145,718 | 37,718 | |
| Total A & F Revenue | | (625,399.22) | (612,516.07) | (668,683.56) | (612,195) | (417,951.16) | -573,876 | 38,319 | |
| Total A & F Expenditures | | 1,264,908.97 | 1,346,633.68 | 1,439,548.53 | 1,452,912 | 1,219,734.15 | 1,519,265 | 66,353 | |
| TOTAL A & F | | 639,509.75 | 734,117.61 | 770,864.97 | 840,717 | 801,782.99 | 945,389 | 104,672 | |

2018 POLICE SERVICES BUDGET

| | | | | | 2017 | | | 2018 OPERATING | 2017 & 2018 | Notes |
|--|------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------|------------------------------|--|------------------|-----------------|--|
| NEW G/L ACCOUNT | | Actual to December 31/14 | Actual to December 31/15 | Actual to December 31/16 | OPERATING FORECAST | Actual to September 31/17 | | FORECAST | Budget Variance | |
| J. McTaggart had input on the PSB Budget | | | | | | | | | | |
| | | | | | | | | | | |
| POLICE SERVICES | | | | | | | | | | |
| REVENUE: | | | | | | | | | | |
| Sundry Revenue - User Fees | 10-040-0420-0330-40582 | (3,045.13) | (1,937.37) | (2,237.14) | (3,000) | (1,389.81) | | -3,000 | 0 | |
| Solicitor General - R.I.D.E. | 10-040-0420-0430-40415 | (8,793.90) | (8,857.68) | (8,857.68) | (9,000) | (8,861.72) | | -9,000 | 0 | |
| Sundry Revenue - User Fees | 10-040-0420-0430-40582 | (10,384.50) | (10,969.60) | (13,202.30) | (12,000) | (9,086.20) | | -12,000 | 0 | |
| Total Revenue | | (22,223.53) | (21,764.65) | (24,297.12) | (24,000) | (19,337.73) | | (24,000) | 0 | |
| Police Services Board | | | | | | | | | | |
| REVENUE: | | | | | | | | | | |
| Other Sources of Revenue | 10-040-0422-0430-40437 | (452.78) | | | | | | | | |
| | | (452.78) | 0.00 | 0.00 | 0 | 0.00 | | 0 | 0 | |
| EXPENDITURES: | | | | | | | | | | |
| Salaries/Wages | 10-040-0422-2910-60010 | | | | | 640.00 | | | | |
| WSIB | 10-040-0422-2910-60055 | | | | | | | | | |
| CPP | 10-040-0422-2910-60025 | 252.37 | 273.34 | 118.11 | 250 | 82.70 | | 260 | 10 | |
| EI | 10-040-0422-2910-60030 | | | | | | | | | |
| EHT | 10-040-0422-2910-60040 | 150.72 | 165.37 | 135.80 | 150 | | | 160 | 10 | |
| Hourly Part-time | 10-040-0422-2910-60020 | 11,274.50 | 12,180.00 | 10,663.36 | 12,100 | 4,715.00 | | 12,300 | 200 | |
| Employer OMERS | 10-040-0422-2910-60035 | | | | | 41.01 | | | | |
| Memberships | 10-040-0422-1200-71260 | 1,120.65 | 1,173.57 | 1,193.92 | 1,200 | 1,241.31 | | 1,264 | 64 | |
| Office Supplies | 10-040-0422-1400-71410 | 463.01 | | | | | | | | |
| Conferences & Courses | 10-040-0422-1500-71531 | 2,266.84 | 2,637.21 | 2,008.97 | 2,500 | 1,807.07 | | 5,000 | 2,500 | 2 Members to attend Annual Conference and Zone 1 meeting |
| Meeting Expense | 10-040-0422-1500-71532 | 313.42 | 104.86 | 150.00 | 350 | 306.22 | | 350 | 0 | |
| Insurance | 10-040-0422-1500-71580 | | 800.00 | 800.00 | 870 | 387.72 | | 870 | 0 | |
| Public Relations/Promotions | 10-040-0422-1500-71592 | 333.14 | | 254.40 | 250 | 0.00 | | 250 | 0 | |
| | | 16,174.65 | 17,334.35 | 15,324.56 | 17,670 | 9,221.03 | | 20,454 | 2,784 | |
| Administration | | | | | | | | | | |
| Revenue | | | | | | | | | | |
| MCSCS Grant (Court Security) | 10-040-0420-0430-40445 | (14,634.21) | (51,138.00) | (73,443.00) | (115,193) | (28,798.00) | | -151,952 | -36,759 | As per OPP Notification |
| Expenses | | | | | | | | | | |
| Dental, Vision, & Extend Health | | | | | | | | | | |
| Paid Duty - R.I.D.E. | 10-040-0420-1100-71155 | 10,160.28 | 7,685.34 | 7,294.56 | 9,000 | 3,390.80 | | 9,000 | 0 | Expense to match Grant Revenue |
| Prisoners Meals | 10-040-0420-1400-71491 | 1,815.20 | 1,869.81 | 2,556.75 | 2,000 | 2,516.28 | | 3,000 | 1,000 | OPP jail prisoner meals |
| Travel | | | | 29.91 | | | | | | |
| OPP Contract | 10-040-0420-1500-71565 | 2,878,236.00 | 2,681,401.00 | 2,391,675.00 | 2,130,798 | 1,598,094.00 | | 2,166,288 | 35,490 | As per OPP Notification |
| Less: Provincial Usage | | (99,107.00) | (27,704.00) | | | | | | | |
| Less: Previous Yrs Surplus | | | | | | | | | | |
| General Insurance | 10-040-0420-1500-71580 | 4,161.88 | 4,170.66 | 3,447.12 | 3,250 | 2,696.30 | | 3,312 | 62 | |
| Advertising & Public Notices | 10-040-0420-1500-71591 | 150.44 | | 159.24 | 150 | | | 150 | 0 | |
| | | 2,795,416.80 | 2,667,422.81 | 2,405,162.58 | 2,145,198 | 1,606,697.38 | | 2,181,750 | 36,552 | |
| | | | | | | | | | | |
| Total Revenue | | (37,310.52) | (72,902.65) | (97,740.12) | (139,193) | (48,135.73) | | (175,952) | -36,759 | |
| Total Expenditures | | 2,811,591.45 | 2,684,757.16 | 2,420,487.14 | 2,162,868 | 1,615,918.41 | | 2,202,204 | 39,336 | |
| Total Police Services | | 2,774,280.93 | 2,611,854.51 | 2,322,747.02 | 2,023,675 | 1,567,782.68 | | 2,026,252 | 2,577 | |

2018 DRAFT ADMINISTRATION 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 |
|--------------------------------------|--|-----------------|--------------|----------------|----------------------|--|----------------------------|---------------|--------------------------------|----------------------------------|---|----------------|
| | Notes | | | | | | | | | | | |
| GENERAL GOVERNMENT | | | | | | | | | | | | |
| Computer Hardware | Desktops, Laptops, Monitors, Tablets | P | 45,000 | | | | | 45,000 | | | | |
| Hard Drives for DAS | Expand existing storage for future needs and proper backup testing | P | 10,000 | | | | | 10,000 | | | | |
| Ethernet Switches | Replace End of Life switching hardware | P | 100,000 | | | | | 100,000 | | | | |
| Firewalls for Site to Site VPN | Unknown currently, meeting with Tbaytel in the near future | P | 15,000 | | | | | 15,000 | | | | |
| Fibre Optic Equipment | Unknown currently, meeting with Tbaytel in the near future | P | 50,000 | | | | | 50,000 | | | | |
| Office Furniture | New desk | P | 3,500 | | | | | 3,500 | | | | |
| Stand Up Desk Tops | 4 Desks for office staff | P | 2,000 | | | | | 2,000 | | | | |
| Windows 10 Upgrades | Upgrade licenses one time purchase | P | 15,000 | | | | | 15,000 | | | | |
| Backup Server Upgrades | RAM and storage | P | 3,500 | | | | | 3,500 | | | | |
| DAS for Backups | Extra storage device for backups | P | 5,000 | | | | | 5,000 | | | | |
| Hard Drive for DAS Backup | Hard drives for backup storage device | P | 12,000 | | | | | 12,000 | | | | |
| Backup Tapes | Yearly purchase of backup tapes | P | 1,000 | | | | | 1,000 | | | | |
| Diamond Perpetual Full User Licenses | 4 Additional full user licences | P | 15,000 | | | | | 15,000 | | | | |
| TOTAL GENERAL GOVERNMENT | | | 277,000 | 0 | 0 | 0 | 0 | 277,000 | 0 | 0 | 0 | 0 |

DATE November 21, 2017

Report To: Administration and Finance Executive Committee

From: Shane Freamo, Information Technology Manager

SUBJECT: Summary of Information Technology work completed to date and Outlining a 3-year plan

Since coming onboard in February 2017 as the Information Technology Manager the following items related to the Town of Fort Frances' IT infrastructure have been undertaken.

Server Failures

There have been 3 server failures since February 2017 which forced a move to upgraded equipment. First was the loss of Server02 which ran USTI, at the time was still a vital system being used by Treasury. The second server to fail was MSDC2 which was the main Domain Controller and file server. This server allowed employees to log into their computers and access shared files. The third server to fail was Server03, this acted as a secondary domain controller. This failure had no impact since all services had already been migrated to the new systems.

New Backup System

A new server and backup tape library were purchased to replace the existing backup system that was not operating properly. Veeam Backup and Replication replaced the existing Symantec Backup Exec software. Backups occur throughout the day, and offsite backups are done weekly, monthly and yearly to tapes. Tape backups are stored securely at Public Works in a fire proof safe.

Reduction of Services provided by MicroAge

Since February 2017 there has been a move away from using services provided by MicroAge out of Thunder Bay. Currently the only services they continue to provide is email spam filtering, renewal of Symantec Endpoint Protection antivirus licenses and renewal of a certificate required for the email server.

Changes to the Civic Centre's Server Room

This is an ongoing effort to clean up and correctly utilize the space that houses the servers and core networking equipment. The server enclosure has been repositioned to allow for better access and correct airflow for cooling. Environmental monitoring has been installed. This measures temperature, airflow, humidity, power and has a sensor to detect water entering the server room. The room has been secured by key fob so only authorized employees may enter, previously the room was unlocked. Cabling for the core networking

equipment has been cleaned up, this is still a work in progress as new switches are being purchased.

Replacement of Computers and Windows 10 Upgrades

Several computers have been replaced as old ones have failed. In these cases, other computers have been repurposed or brand-new ones were brought in. Any replacement computers have been upgraded to Windows 10. 12 computers were upgraded to Windows 10 this year.

Remainder of 2017

Tbaytel Fibre Internet Connection at Civic Centre

The existing Vianet internet connection has been replaced by a much faster and cost-effective connection from Shaw. The download speed was increased from 20mbps to 150mbps. A secondary connection with Tbaytel is also going to be added. This adds another 200mbps connection and removes a single point of failure. The cost of both connections will be less than the single Vianet connection was. Shaw is \$300 per month, Tbaytel is \$80 per month for the 1st year, \$180 per month for the 2nd and 3rd year. The Vianet monthly bill was \$600 per month. The install date for Tbaytel fibre at the Civic Centre is still pending.

New Firewall for Civic Centre

The current WatchGuard firewall is due for replacement. It adds significant overhead to the internet connection coming into the Civic Centre which is shared by all other town facilities, excluding the Library. It is also another single point of failure in the Town's network. Currently if it was to suffer a hardware failure the town would lose its internet connection which is required to connect Thunder Bay Hydro for the hydro system and required to send and receive emails. The proposed solution is purchasing 2 new Fortinet FortiGate 200E firewalls which can operate in High Availability (HA) mode. This way if there was a failure there would be an automatic failover to the secondary device which would limit any outage experienced by employees.

Information Technology 3-year Plan Outline

2018

- Replace remaining outdated network switches
- Increase storage capacity for shared files and backups
- Replace Symantec Antivirus with Carbon Black
- Continue Windows 10 migration

2019

- Implement Interim Disaster Recovery Solution
- Develop Disaster Recovery Plan
- Complete Windows 10 migration

2020

- Implement Disaster Recovery Site
- Install an Enterprise grade Wi-Fi network

From a financial point of view, the 2017 capital budget included two capital items related to computer upgrades for a total approved amount of \$45,000. As of November 15, 2017, the actual expenditure is \$40,669.97. The cost to purchase two Fortigate 200E firewalls is estimated at \$10,867.48 (includes town's portion of HST). There will be a budget shortfall of approximately \$6,550. This shortfall could be financed through the corporate project reserve fund or wait until the year-end audit process where all capital projects will be reconciled.

It is recommended that Council support the purchase of new Fortinet FortiGate 200E firewalls to replace the existing WatchGuard firewall.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Shane Freamo', is positioned above the printed name.

Shane Freamo
Information Technology Manager

November 16, 2017

Report to: Administrative & Finance Executive Committee Members

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

SUBJECT: **First Draft of 2018 Operating & Capital Budget for Fort Frances Fire & Rescue Service.**

Some Major Highlights are as follows:

- 6.3% decrease in costs associated with the Volunteer Firefighters as a result of retirements of higher wage volunteer firefighters, and reduction in call back hours for emergency responses. As well, by increasing our compliment to 20 Volunteer Firefighters, there is a reduction in costs due to the fact that 60% of the Volunteer Firefighters rate per hour will be at \$17.55. As well, we will be actively training two of our Volunteer Firefighters for Fulltime fill in relief.
- 2% increase in costs for Full Time Firefighters total direct wages.
- 6.5% increase in cost for Fire Chief/CEMC wage.
- 3.35% increase in the Net Operating Budget (\$33,140).
- 1.5% increase in user fee and charges are reflective in the document at this time.
- Currently our Fire & Rescue Service has a compliment of:
 - 1 - Full Time Fire Chief/CEMC;
 - 6 - Full Time Career Firefighters;
 - 8 - Volunteer Firefighters;
 - 8 - Volunteer Probationary Firefighters;

This model, along with adding 4 more Volunteer Firefighters to bring us to 20, will help our team continue onward with increasing our fire safety inspections and public education programs, as well as ensure we have enough trained firefighters to respond during an emergency.

Operating Budget

Attached is an operating budget reconciliation spreadsheet No. 1 (1- page) outlining the major variances in the budgeted amount from 2017 to 2018 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 2018 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 2018 Capital Budget

See attached spreadsheet No. 3 (1-page) for prioritized capital listing for 2018.

Summary

The information attached in this document will aid you in understanding the 2018 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 2018 budget was assembled.

Tyler Moffitt
Fire Chief/CEMC

Updated2018NovFire&Rescue2018budgetSummary

Spreadsheet No. 1 - Fire & Rescue Dept.- 2018
Operating Budget Reconciliation

| | | 2014 | 2015 | 2016 | 3 year Average 2014, 2015 & 2016 | 2017 | 2017 | 2018 | 2018-2017 | Draft 1 -2018 as of November , 2017 |
|------------------------------|------------|-------------|--------------------|-------------------|--|--------------------|----------------------|-------------------------|--------------------|--|
| | | Actuals | Actuals | Actuals | | Approved | Actuals 31-Oct-17 | Forecasted 01-Nov-17 | Variance | Remarks |
| Fire Emergency | | | | | | | | | | |
| Administration | G-211-0330 | Revenue | (\$17,754) | (\$13,670) | (\$12,969) | (\$13,958) | (\$13,893) | (\$15,349) | (\$13,193) | \$700 |
| | | | | | | | | | | 2% Increase in wages & associated payroll costs plus one additional f/t firefighter position for the entire year |
| Administration | G-211-1101 | Expenditure | \$864,341 | \$882,558 | \$884,610 | \$877,132 | \$954,275 | \$711,419 | \$988,408 | \$34,133 |
| Vehicles | G-211-2910 | | \$21,012 | \$28,429 | \$39,939 | \$29,793 | \$23,056 | \$18,388 | \$22,599 | (\$457) |
| S/T | | | \$867,600 | \$897,317 | \$911,579 | \$892,968 | \$963,438 | \$714,458 | \$997,814 | \$34,376 |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Emergency Measures | | | | | | | | | | |
| Administration | G-227-0430 | Revenue | (\$209,360) | \$0 | \$0 | (\$69,787) | \$0 | \$0 | \$0 | \$0 |
| | | | | | | | | | | Reduction in on-going GIS operating costs allocated against the emergency measures section. |
| Administration | G-227-1101 | Expenditure | \$221,040 | \$16,156 | \$9,750 | \$82,315 | \$14,107 | \$3,839 | \$12,871 | (\$1,236) |
| S/T | | | \$11,679 | \$16,156 | \$9,750 | \$12,528 | \$14,107 | \$3,839 | \$12,871 | -\$1,236 |
| | | | | | | | | | | |
| | | | | | | | | | | |
| 911 Dispatch Services | | | | | | | | | | |
| Administration | G-228-0330 | Revenue | (\$12,653) | (\$16,030) | (\$14,411) | (\$14,323) | (\$15,800) | \$0 | (\$15,800) | \$0 |
| Administration | G-228-1200 | Expenditure | \$21,742 | \$26,982 | \$23,893 | \$24,695 | \$27,600 | \$19,455 | \$27,600 | \$0 |
| S/T | | | \$9,089 | \$10,952 | \$9,482 | \$10,372 | \$11,800 | \$19,455 | \$11,800 | \$0 |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Total Revenue | | | (\$239,766) | (\$29,700) | (\$27,380) | (\$98,067) | (\$29,693) | (\$15,349) | (\$28,993) | \$700 |
| Total Expenditures | | | \$1,128,135 | \$954,125 | \$958,191 | \$1,013,935 | \$1,019,038 | \$753,101 | \$1,051,478 | \$32,440 |
| | | | | | | | | | | |
| Net Operating Budget | | | \$888,369 | \$924,425 | \$930,811 | \$915,868 | \$989,345 | \$737,752 | \$1,022,485 | \$33,140 |

-2.36%
3.18%
3.35%

| Spreadsheet No. 2 - Fire and Rescue Service Dept 2018 Operating Budget | | NEW G/L ACCOUNT | Account # | Actual to December 31/14 | Actual to December 31/15 | Actual to December 31/16 | 3 Year Average - 2014, 2015 & 2016 | 2017 OPERATING FORECAST | Actual to October 31/17 | 2018 OPERATING FORECAST | Variance 2018-2017 | 2018 Budget - As of November 2017 | Remarks |
|---|------------------------|-----------------|-----------|-----------------------------|-----------------------------|-----------------------------|---------------------------------------|-------------------------------|----------------------------|-------------------------------|--------------------|-----------------------------------|--|
| <i>Fire Emergency Services</i> | | | | | | | | | | | | | |
| REVENUE: | | | | | | | | | | | | | |
| Sundry Revenue | 10-040-0410-0330-40582 | G-211-0330-0582 | | (\$20.00) | | | | | (\$3,500.00) | | | | 2017 Asset Garage Sale |
| Fire Protection Charges | 10-040-0410-0330-40585 | G-211-0330-0585 | | (\$2,893.12) | (\$2,893.12) | (\$2,893.12) | (\$2,893.12) | (\$2,893.12) | (\$2,893.12) | (\$2,893.00) | | \$0.12 | Nanacost & Rusty Myers |
| Expense Recoveries (Training Recoveries) | 10-040-0410-0330-40589 | G-211-0330-0589 | | (\$1,459.20) | | | (\$486.40) | (\$3,000.00) | (\$130.55) | (\$1,000.00) | | \$2,000.00 | Fire Extinguisher Training Hospital / Town Employees etc. |
| User Fees - Inspections Etc. | 10-040-0410-0330-40590 | G-211-0330-0590 | | | (\$1,638.00) | (\$420.00) | (\$686.00) | (\$500.00) | (\$166.50) | (\$150.00) | | \$350.00 | Inspection Requests |
| Private Works - Community Fire Protection Contracts | 10-040-0410-0330-40595 | G-211-0330-0595 | | (\$10,766.75) | (\$5,490.40) | (\$4,270.35) | (\$6,842.50) | (\$4,000.00) | (\$4,699.60) | (\$5,000.00) | | (\$1,000.00) | District Air Cylinders |
| MTO (MVA) | 10-040-0410-0430-40464 | G-211-0430-0464 | | | (\$450.00) | (\$5,175.00) | (\$1,875.00) | (\$3,000.00) | (\$3,436.46) | (\$4,000.00) | | (\$1,000.00) | MTO Motor Vehicle Crashes (MVC) |
| Sundry Revenue | 10-040-0410-0430-40582 | G-211-0430-0582 | | | | | \$0.00 | | | | | \$0.00 | |
| Expense Recoveries - Fire Instructor/Evacuation | 10-040-0410-0430-40589 | G-211-0430-0589 | | | | | \$0.00 | | -510 | | | \$0.00 | \$510 from this account needs to be moved to Training Recoveries |
| User Fees | 10-040-0410-0430-40590 | G-211-0430-0590 | | (\$114.60) | (\$3,198.65) | (\$211.00) | (\$1,174.75) | (\$500.00) | (\$13.15) | (\$150.00) | | \$350.00 | 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 | | | | | | | | | | \$0.00 | |
| Total Revenue | | | | (\$17,753.67) | (\$13,670.17) | (\$12,969.47) | (\$13,957.77) | (\$13,893.12) | (\$15,349.38) | (\$13,193.00) | | \$700.12 | |
| EXPENDITURES: | | | | | | | | | | | | | |
| Administration | | | | | | | | | | | | | |
| Distributed Salaries/Wages | | G-211-1101-1110 | | (\$163,295.30) | (\$152,701.75) | (\$147,006.61) | (\$154,334.55) | | | | | \$0.00 | |
| Distributed Benefits | | G-211-1101-1111 | | (\$44,498.20) | (\$48,776.53) | (\$45,026.74) | (\$46,100.49) | | | | | \$0.00 | |
| Overtime, Call Out, Shift | 10-040-0410-1101-60013 | G-211-1101-1113 | | \$51,584.98 | \$59,024.01 | \$49,357.93 | \$53,322.31 | \$50,000.00 | \$4,913.63 | \$42,187.00 | | (\$7,813.00) | Transferred OT costs from Emergency callback into this account. Letter of Understanding will address sick leave and there should be no 12 Hour Shift OT costs. |
| Leave (Ber, Sick, Other) | | G-211-1101-1114 | | \$16,841.17 | \$18,988.62 | \$15,746.28 | \$17,192.02 | | | | | \$0.00 | Built into FT wages |
| Vacation, Stats, Etc. | | G-211-1101-1115 | | \$76,948.27 | \$43,929.84 | \$88,207.17 | \$69,695.09 | | | | | \$0.00 | |
| Stat Day Payout | | G-211-1101-1118 | | | \$22,801.23 | | \$7,600.41 | | | | | \$0.00 | |
| Salaries/Wages Full Time | 10-040-0410-1101-60010 | G-211-1101-1120 | | \$455,186.74 | \$431,490.68 | \$431,474.30 | \$439,383.91 | \$488,825.00 | \$73,955.79 | \$539,388.91 | | \$50,563.91 | Wages & Stat Pay Local 1012 |
| Salaries/Wages Retirement | | G-211-1101-1120 | | | | | \$0.00 | | | | | \$0.00 | |
| Hourly Full Time | 10-040-0410-1101-60015 | | | | | | \$0.00 | | \$378.26 | | | \$0.00 | |
| Disability (STD/LTD) | | G-211-1101-1121 | | \$22,396.17 | \$20,888.19 | \$18,394.92 | \$20,559.76 | | | | | \$0.00 | |
| WSIB | 10-040-0410-1101-60055 | G-211-1101-1122 | | \$15,127.96 | \$17,073.09 | \$19,378.65 | \$17,193.23 | \$14,149.00 | \$2,461.50 | \$16,056.01 | | \$1,907.01 | FT Indirect payroll costs |
| CPP | 10-040-0410-1101-60025 | G-211-1101-1123 | | \$14,553.00 | \$15,549.43 | \$19,208.94 | \$16,437.12 | \$15,090.00 | \$1,965.94 | \$15,384.60 | | \$294.60 | FT Indirect payroll costs |
| EI | 10-040-0410-1101-60030 | G-211-1101-1124 | | \$6,682.60 | \$7,197.76 | \$8,820.63 | \$7,567.00 | \$5,898.00 | \$716.27 | \$5,935.28 | | \$37.28 | FT Indirect payroll costs |
| Dental Vision & Ext Health | | G-211-1101-1125 | | \$30,555.05 | \$35,009.60 | \$37,485.74 | \$34,350.13 | | | | | \$0.00 | FT Indirect payroll costs |
| OMERS | 10-040-0410-1101-60035 | G-211-1101-1126 | | \$64,971.29 | \$64,615.87 | \$63,291.19 | \$64,292.78 | \$65,670.00 | \$7,768.99 | \$66,329.34 | | \$659.34 | FT Indirect payroll costs |
| Life Insurance | | G-211-1101-1127 | | \$2,522.04 | \$2,314.84 | \$2,406.54 | \$2,414.47 | | | | | \$0.00 | FT Indirect payroll costs |
| EHT | 10-040-0410-1101-60040 | G-211-1101-1129 | | \$12,504.43 | \$12,125.74 | \$12,095.29 | \$12,241.82 | \$10,760.00 | \$1,518.33 | \$11,340.74 | | \$580.74 | FT Indirect payroll costs |
| Employer Benefits | 10-040-0410-1101-60050 | | | | | | \$0.00 | \$84,903.00 | \$15,068.05 | \$75,712.88 | | (\$9,190.12) | One additional retirees in 2017 left and joined the Manulife Post-Retirement Benefits plan @ \$4,097.19/year. |
| Hourly Part-time Salaries/Wages | 10-040-0410-1101-60020 | G-211-1101-1130 | | \$5,983.52 | \$1,805.04 | | \$2,596.19 | | \$213.58 | | | \$0.00 | |
| Hourly Volunteer Call Back Part Time | 10-040-0410-1153-60020 | G-211-1101-1144 | | \$48,278.50 | \$51,439.96 | \$14,569.49 | \$38,095.98 | \$21,174.00 | \$542.78 | \$39,841.79 | | \$18,667.79 | Emergency call back & training combined for 20 PT Firefighters |
| Volunteer Call Back Employer CPP | 10-040-0410-1153-60025 | | | | | | \$0.00 | \$0.00 | | | | \$0.00 | |
| Volunteer Call Back Employer EI | 10-040-0410-1153-60030 | | | | | | \$0.00 | \$408.00 | | | | (\$408.00) | |
| Volunteer Call Back Employer OMERS | 10-040-0410-1153-60035 | | | | | | \$0.00 | \$0.00 | | | | \$0.00 | |
| Volunteer Call Back Employer EHT | 10-040-0410-1153-60040 | | | | | | \$0.00 | \$413.00 | | \$742.03 | | \$329.03 | PT Indirect payroll costs |
| Volunteer Call Back Employer Benefits | 10-040-0410-1153-60050 | | | | | | \$0.00 | \$847.00 | | | | (\$847.00) | NOT APPLICABLE |
| Volunteer Call Back Employer WSIB | 10-040-0410-1153-60055 | | | | | | \$0.00 | \$646.00 | \$4.74 | \$1,225.90 | | \$579.90 | |
| Volunteer Training Hourly Part Time | 10-040-0410-1154-60020 | G-211-1101-1146 | | \$10,712.31 | \$12,076.72 | \$13,747.19 | \$12,178.74 | \$21,174.00 | \$4,577.99 | \$0.00 | | (\$21,174.00) | PT payroll costs to training G/L Account to be deleted |
| Volunteer Training Employer CPP | 10-040-0410-1154-60025 | | | | | | \$0.00 | | | | | \$0.00 | PT Indirect payroll costs |
| Volunteer Training Employer EI | 10-040-0410-1154-60030 | | | | | | \$0.00 | \$408.00 | | | | (\$408.00) | PT Indirect payroll costs |
| Volunteer Training Employer OMERS | 10-040-0410-1154-60035 | | | | | | \$0.00 | | | | | \$0.00 | PT Indirect payroll costs |
| Volunteer Training Employer EHT | 10-040-0410-1154-60040 | | | | | | \$0.00 | \$413.00 | | | | (\$413.00) | PT Indirect payroll costs |
| Volunteer Training Employer Benefits | 10-040-0410-1154-60050 | | | | | | \$0.00 | \$846.00 | | | | (\$846.00) | NOT APPLICABLE |
| Volunteer Training Employer WSIB | 10-040-0410-1154-60055 | | | | | | \$0.00 | \$646.00 | \$111.88 | | | (\$646.00) | PT Indirect payroll costs |
| Post-Retirement Benefits long term liability fund | 10-040-0410-1101-71147 | G-211-1101-1147 | | (\$1,089.00) | (\$3,591.00) | (\$8,987.00) | (\$4,555.67) | (\$12,389.00) | | (\$13,714.00) | | (\$1,325.00) | |
| Volunteer STD/LTD Benefits | 10-040-0410-1101-71148 | G-211-1101-1148 | | \$3,655.80 | \$3,588.09 | \$3,391.97 | \$3,545.29 | \$3,400.00 | \$3,500.28 | \$3,900.00 | | \$500.00 | Volunteer Insurance etc. |
| Administration - Distributed Salary | | G-211-1160-1110 | | \$87,583.97 | \$95,783.87 | \$100,568.37 | \$94,645.40 | \$0.00 | | | | \$0.00 | |
| Administration - Distributed Benefits | | G-211-1160-1111 | | \$26,113.91 | \$28,496.51 | \$29,026.95 | \$27,879.12 | | | | | \$0.00 | |
| Administration Salaries Full Time | 10-040-0410-1160-60010 | | | | | | \$0.00 | | \$430,584.49 | \$97,585.00 | | \$97,585.00 | Fire Chief (8 hours per day) |
| Admin Overtime | 10-040-0410-1160-60013 | | | | | | \$0.00 | | | | | \$0.00 | |
| Admin Hourly Full Time | 10-040-0410-1160-60015 | | | | | | \$0.00 | \$92,063.00 | | \$0.00 | | (\$92,063.00) | G/L Code to be deleted |
| Admin Hourly Part Time | 10-040-0410-1160-60020 | | | | | | \$0.00 | | | | | \$0.00 | |
| Admin Employer CPP | 10-040-0410-1160-60025 | | | | | | \$0.00 | \$2,564.00 | \$13,932.25 | \$2,564.10 | | \$0.10 | Indirect payroll costs for Fire Chief |
| Admin Employer EI | 10-040-0410-1160-60030 | | | | | | \$0.00 | \$988.00 | \$5,889.44 | \$989.00 | | \$1.00 | Indirect payroll costs for Fire Chief |
| Admin Employer OMERS | 10-040-0410-1160-60035 | | | | | | \$0.00 | \$10,897.00 | \$37,959.17 | \$11,151.00 | | \$254.00 | Indirect payroll costs for Fire Chief |
| Admin Employer EHT | 10-040-0410-1160-60040 | | | | | | \$0.00 | \$1,795.00 | \$6,516.50 | \$1,903.00 | | \$108.00 | Indirect payroll costs for Fire Chief |

| Spreadsheet No. 2 - Fire and Rescue Service Dept 2018 Operating Budget | NEW G/L ACCOUNT | Account # | Actual to December 31/14 | Actual to December 31/15 | Actual to December 31/16 | 3 Year Average - 2014, 2015 & 2016 | 2017 OPERATING FORECAST | Actual to October 31/17 | 2018 OPERATING FORECAST | Variance 2018-2017 | 2018 Budget - As of November 2017 Remarks |
|---|------------------------|-----------------|-----------------------------|-----------------------------|-----------------------------|---------------------------------------|-------------------------------|----------------------------|-------------------------------|--------------------|--|
| Trans from Municipalities | 10-040-0421-0330-40370 | G-228-0330-0370 | (\$12,652.54) | (\$16,029.76) | (\$14,410.51) | (\$14,322.92) | (\$15,800.00) | \$0.00 | (\$15,800.00) | \$0.00 | Same as budgeted in 2017 |
| | | | (\$12,652.54) | (\$16,029.76) | (\$14,410.51) | (\$14,322.92) | (\$15,800.00) | \$0.00 | (\$15,800.00) | \$0.00 | \$40 per call, revenue depends on call volume, shared among municipalities in Rainy River District |
| EXPENDITURES: | | | | | | | | | | \$0.00 | |
| Communications | 10-040-0421-1200-71251 | G-228-1200-1251 | \$2,707.97 | \$4,734.88 | \$771.83 | \$3,647.20 | \$4,800.00 | \$205.87 | \$4,800.00 | \$0.00 | Same as budgeted in 2017 |
| Contracted Works -911 | 10-040-0421-1500-71523 | G-228-1500-1523 | \$8,968.71 | \$8,968.71 | \$8,968.71 | \$8,968.71 | \$9,000.00 | \$8,968.71 | \$9,000.00 | \$0.00 | Same as budgeted in 2017 |
| Contracted Works - Fire | 10-040-0421-1500-71523 | G-228-1500-1523 | \$9,760.00 | \$12,400.00 | \$14,080.00 | \$11,466.67 | \$13,000.00 | \$10,280.00 | \$13,000.00 | \$0.00 | Same as budgeted in 2017 |
| Repairs & Maintenance | 10-040-0421-1500-71545 | G-228-1500-1545 | \$305.28 | \$878.20 | \$72.18 | \$612.09 | \$800.00 | | \$800.00 | \$0.00 | Same as budgeted in 2017 |
| | | | \$21,741.96 | \$26,981.79 | \$23,892.72 | \$24,694.67 | \$27,600.00 | \$19,454.58 | \$27,600.00 | \$0.00 | |
| Total Revenue | | | (\$12,652.54) | (\$16,029.76) | (\$14,410.51) | (\$14,322.92) | (\$15,800.00) | \$0.00 | (\$15,800.00) | \$0.00 | |
| Total Expenditures | | | \$21,741.96 | \$26,981.79 | \$23,892.72 | \$24,694.67 | \$27,600.00 | \$19,454.58 | \$27,600.00 | \$0.00 | |
| Total Dispatch Services | | | 9,089.42 | 10,952.03 | 9,482.21 | 10,372 | 11,800 | 19,455 | 11,800 | 0 | |

Fire & Rescue Services Total

REVENUE:

Total Revenue

Total Expenditures

Net Operating Budget

| | | | | | | | |
|----------------|---------------|---------------|----------------|----------------|---------------|----------------|-------------|
| (\$239,766.48) | (\$29,699.93) | (\$27,379.98) | (\$98,067.45) | (\$29,693.12) | (\$15,349.38) | (\$28,993.00) | \$700.12 |
| \$1,128,135.08 | \$954,124.99 | \$958,191.31 | \$1,013,935.29 | \$1,019,038.08 | \$753,101.48 | \$1,051,478.30 | \$32,440.22 |
| | | | | | | | |
| \$888,368.60 | \$924,425.06 | \$930,811.33 | \$915,867.84 | \$989,344.96 | \$737,752.10 | \$1,022,485.30 | \$33,140.34 |

Spreadsheet No. 3
Fort Frances Fire & Rescue Service
Prioritized Capital 2018

| | Item | 2018 |
|--------------|--|-----------------|
| 1 | Seven Sets of Bunker Gear (Life Expectancy is 10-Years) | \$12,000 |
| | | |
| 2 | Tires and Rims (11-3 1988 Ford Aerial Ladder Truck) | \$13,000 |
| | | |
| 3 | Rescue Tool Extrication eDRAULICS Cutters & Spreaders (Replacement of 40-year-old Spreader and 25-year-old plus Cutter) | \$36,000 |
| | | |
| 4 | Self Contained Breathing Apparatus & Air Cylinders | \$5,500 |
| | | |
| 5 | Fire Hose Replacement | \$3,000 |
| | | |
| Total | | \$69,500 |