

**BURKS FALLS, ARMOUR, RYERSON TRI-
COUNCIL MEETING - AGENDA
Monday February 24, 2025– 7:00 p.m.**

THIS WILL BE A COMBINED IN-PERSON/ELECTRONIC MEETING

Armour, Ryerson Burks Falls Memorial Arena
(Upstairs room, elevator available)
220 Centre Street, Burks Falls, Ontario

Contact the Burk's Falls Township if attending electronically, for meeting access information.
Phone: 705 382-3138 email: clerk@burksfalls.ca

1. Host, Village of Burk's falls: Mayor Hope Welcome and Call the meeting to Order
2. Indigenous Land Acknowledgement
3. Declaration of Pecuniary Interest
4. Approve Notes from Tri - Council meeting October 28, 2024 (Resolution)
5. Twp of Armour Shared Services Resolution Clarification
6. Library Agreement impact in One (1) year
7. Shared Services Agreement impact in two (2) years
8. Shared Services Agreement Discussion
9. TRI R Agricultural Society Tent rentals accounting process
10. Armour, Ryerson and Burk's Falls Memorial Arena 2024 budget actuals and 2025 Draft Budget.
11. Burk's Falls, Armour & Ryerson Union Public Library Budget (Armour Twp)
12. Burk's Falls, Armour & Ryerson Union Public Library update (Armour Twp)
13. TRI R Landfill and Recycling report and 2025 Draft Budget (Armour Twp)
14. Joe Readman to Discuss Fireworks Certification update.
15. Firehall 2025 Draft budget (Ryerson Twp)
16. Firehall project update (Ryerson Twp)
17. Firehall ownership (Mayor Ward)
18. Next quarterly meeting date: May 26, 2025 (hosted by the Twp of Ryerson)
19. Adjournment: (Resolution)

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

TRI COUNCIL NOTES

October 28, 2024

The combined in-person/virtual TRI Council meeting of the Councils of the Township of Armour, the Township of Ryerson and the Village of Burk's Falls was held on Monday, October 28, 2024 at 7:00 p.m. at the Katrine Community Centre.

Those in attendance for were:

Township of Armour Council present included Mayor Rod Ward; Councillors Jerry Brandt, Wendy Whitwell, Dorothy Haggart-Davis and Rod Blakelock; Staff: John Theriault, Clerk-Treasurer/Administrator, Charlene Watt, Deputy-Clerk, Alison McGregor, Deputy-Treasurer and Amy Tilley, Waste Management Administrator.

Village of Burk's Falls Council present included Mayor Chris Hope, Councillors John Wilson, Ryan Baptiste, Sean Cotton and Ashley Brandt; Staff: Denis Duguay, CAO-Clerk and Graham Smith, Arena Manager.

Township of Ryerson Council present included Mayor George Sterling, Councillors Glenn Miller, Beverly Abbott, and Dan Robertson; Regrets: Councillor Delynne Patterson; Staff: Brayden Robinson, CAO/Treasurer, Nancy Field, Clerk and Joe Readman Fire Chief.

Guests: Nieves Guijarro, Rocco Frangione, Diane Brandt, Albine Cook, Tiffany Monk, Dorothy Monk and Douglas McLean.

WELCOME

The meeting was called to order by Mayor Rod Ward at 7:00 p.m.

Mayor Rod Ward welcomed all of the participants.

INDIGENOUS LAND ACKNOWLEDGEMENT:

Council acknowledged the traditional lands of the Anishinaabe and recognized the historical and contemporary contributions of the local First Nations and the peoples of Turtle Island.

CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING:

The notes of the regular meeting held on August 26, 2024 were approved as circulated.

DECLARATION OF PECUNIARY INTEREST:

No pecuniary interest and general nature thereof were declared.

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

TRI COUNCIL NOTES

October 28, 2024

DISCUSSION ITEMS:

Budgets and Reports

Waste Management

The Waste Management Administrator presented her October TRI Council report and the 2025 draft waste management budget, landfill operation review and items for discussion. Because of the changes to the recycling collection, the operating budget for waste management is decreasing from \$253,775 to \$235,850 a decrease of \$17,925 or 7.07%. We need to complete some work on the packer which will increase our capital budget from \$31,110 to \$100,490 an increase of \$69,380 or 223.02%. Overall the 2025 waste management budget is increasing from \$284,885 to \$336,340 an increase of \$51,455 or 18.07%. TRI Council discussed the budget, questions were asked and answered.

Arena

The Arena Manager presented the 2025 draft arena budget. The operating budget for the arena is decreasing from \$340,109 to \$331,022 a decrease of \$9,087 or 2.68%. The capital budget is increasing from \$134,250 to \$140,750 an increase of \$6,500 or 4.85%. Overall the 2025 arena budget is decreasing from \$474,359 to \$471,772 a decrease of \$2,587 or 0.55%. TRI Council discussed the budget, questions were asked and answered.

Fire Department

The Fire Chief presented the 2025 draft fire budget. Because we are now sharing the Fire Chief with the Township of McMurrich/Monteith, the operating budget for the fire department is decreasing from \$492,742 to \$458,392 a decrease of \$34,350 or 6.98%. Due to the construction of the new fire hall, the capital budget is increasing from \$740,336 to \$1,529,430 an increase of \$789,094 or 106.67%. Overall the 2025 fire department budget is increasing from \$1,233,078 to \$1,987,822 an increase of \$754,744 or 61.21%. TRI Council discussed the budget, questions were asked and answered.

Library

The Library CEO presented the 2025 draft library budget. The operating budget for the library is increasing from \$183,900 to \$187,714 an increase of \$3,814 or 2.08%. The capital budget is decreasing from \$1,839 to \$0 a decrease of \$1,839 or 100.00%. Overall the 2025 library budget is increasing from \$185,739 to \$187,714 an increase of \$1,975 or 1.07%. TRI Council discussed the budget, questions were asked and answered.

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Burk's Falls & District Historical Society

The President of the Historical Society presented their 2024 annual report and annual donation request to the three municipalities. Questions were asked and answered.

Update New Fire Hall

The Township of Ryerson provided an update on the new fire hall project. The Township of Armour provided an update on the acquisition of the MTO property.

New Library Project

The Township of Armour presented an engineer's geotechnical proposal. Soil Engineers Ltd. quoted \$15,900 + HST to complete clearance of the public and private underground services at borehole locations, to drill six boreholes to a depth of 6.0 metres or to refusal depths, with a maximum drilling of 36.0 metres, laboratory work to prepare the geotechnical report and a digital copy of the geotechnical containing factual soil and groundwater data and recommendations for the design and construction of the project. Costs for borehole extensions to meet the geotechnical design requirement were also provided. The soil cuttings generated from the borehole investigation will be left on the property in drums. If the soil cuttings need to be removed off-site, additional charges will apply. The proposal cost is valid for six months. A resolution approving the proposal from Soil Engineers Ltd. was approved to conduct a geotechnical investigation for a proposed slab-on grade building on Site A at 150 Huston Street.

TRI Council discussed the amounts each municipality is willing to invest into this project. Armour has pledged \$500,000, Ryerson has pledged \$125,000 and the Village of Burk's Falls will send confirmation that they are pledging \$115,000, which is the value of the Site A property at 150 Huston Street.

Santa Claus Parade

Mayor Rod Ward discussed the requirement for insurance coverage for the Santa Claus Parade, and the importance of volunteer engagement and supporting the annual event. He asked for volunteers to help with the parade.

OTHER BUSINESS:

The Village of Burk's Falls presented a proposed ownership and long-term funding model for the Almaguin Highlands Health Centre (AHHC). At this time, the proposal is a basis for discussion and the Village is looking for input on how this funding model could work with all of the partners. The proposal will be presented at the next AHHC meeting for discussion.

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

TRI COUNCIL NOTES

October 28, 2024

NEXT MEETING:

The next meeting is scheduled for February 24, 2025 and will be hosted by the Village of Burk's Falls.

ADJOURNMENT:

The TRI Council meeting adjourned at 8:40 p.m.

RESOLUTIONS:

Moved by Chris Hope, seconded by Dan Robertson; That the TRI Council of the Township of Armour, Township of Ryerson and the Village of Burk's Falls approve the notes of the regular meeting held on August 26, 2024. Carried

Moved by Wendy Whitwell, seconded by Jerry Brandt; That the Council of the Township of Armour approve the proposal from Soil Engineers Ltd. in the amount of \$15,900 plus HST for a geotechnical investigation for a proposed slab-on grade building on Site A at 150 Huston Street, Burk's Falls. Carried

Moved by Ryan Baptiste, seconded by Ashley Brandt; That the Council of the Village of Burk's Falls approve the proposal from Soil Engineers Ltd. in the amount of \$15,900 plus HST for a geotechnical investigation for a proposed slab-on grade building on Site A at 150 Huston Street, Burk's Falls. Carried

Moved by George Sterling, seconded by Glenn Miller; That the Council of the Township of Ryerson approve the proposal from Soil Engineers Ltd. in the amount of \$15,900 plus HST for a geotechnical investigation for a proposed slab-on grade building on Site A at 150 Huston Street, Burk's Falls. Carried

Moved by Jerry Brandt, seconded by Dorothy Haggart-Davis; That the TRI Council of the Township of Armour, Township of Ryerson and the Village of Burk's Falls adjourn this regular TRI Council meeting at 8:40 p.m. until the next regular TRI Council meeting scheduled for February 24, 2025 to be hosted by the Village of Burk's Falls. Carried

Rod Ward, Mayor

John Theriault, Clerk



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ARBFMA Arena Managers 2024 Budget Actuals Review

Rental Revenues

- The arena rental operations in 2024 continued to be busy throughout the entire year
- There were a variety of tournaments, floor rentals, ice rentals, sponsored public skates, birthday parties and banquet hall events.
- Staff adjusted the public skating schedule starting July 01st to shorten the public skating hours from 3 hours per day down to 2 hours per day.
- The adjustment in the public skating hours allowed staff to increase ice rentals on Friday evenings and Sunday afternoon.
- The ice rentals from January to April were up 190 ½ in 2024 at a total of 610 hours utilized.
- The summer ice rentals in July and August were very similar to the 2023 ice rental hours and increased 6 ½ hours.
- The September ice rentals increased from 141 hours in 2023 to 164 hours in September 2024.
- The October to December ice rentals were very positive in 2024. Staff utilized 70 ¾ more ice hours in 2024.
- The entire year of ice rentals in 2024 increased by 291 ¼ hours from 2023.
- **Note:** Since 2022 the ice rental ice usage has increased by 765 hours
- The rentals the Karl Crozier room remained steady from those hours booked in 2023 with a slight increase in use of 26 ½ hours.
- Staff secured a full sponsorship for the Christmas public skating offered.
- Staff also secured a partial sponsorship for the 2024 March Break so free skating could be offered to the community.
- 2024 was a very exciting year as we had inquiries for a few new events like a Roller Derby, Circus, Woman's Hockey Tournament, Puck and Ball tournament, Ball & Roller Ball Hockey, and a Bible Study group.
- The advertising sales increased in 2024 because of added arena board advertising

Sales Revenues

- The snack bar, skate sharpening, and public skating totals exceeded 2024 budget estimates.
- The skate sharpening and public skating totals will now be included with the snack bar revenues. The reasoning for this is because of the great number of debit sales for all 3 revenue categories which can't be identified and separated at the time of each sale.
- Staff removed a pop vending machine from the lobby and replaced it with a snack vending machine which generates a commission for the facility.
- Public skating attendance dropped off in 2024 and is still busy both days but not as overwhelming as it was in 2023.
- The summer public skating in 2024 and 2023 was very slow and will likely not be offered weekly in the summer of 2025.



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Operating Expenditures Highlights:

Wages and Benefits

- The increased facility rentals, longer ice season, shorter down time, staff holidays and short-term disability time have increased the use of the PW/Arena shared staff.
- Staff are looking to address this shortage in the 2025 budget
- The additional need for staff was apparent in the summer of 2024 and continued into the fall and winter.
- The need for more staff is not in question anymore it's a matter of when it becomes official.
- ARBFMA does not close for stat days except for December 25th and January 01st.
- Minimum wage increased again in 2024.

Audit and Accounting

- Audit and Accounting expense for 2024 were under budget by more than the 2024 budget.

Insurance

- The insurance expense for the arena was \$1,300 over the budgeted estimate.

Telephone

- The Telephone and internet expenses were over budget
- The reason for this overage was the price of the new internet service installed in 2024.

Hydro

- The Hydro use for the year has increased
- The increase is expected and varies because weather, humidity, and daily heat load on the ice surface.
- Ice making, busy summer months, September and a very busy December also add to the impact on the hydro usage.

Natural Gas

- The natural gas use for the year has decreased from the budget estimates
- The new mechanical dehumidifier would decrease the gas use for the gas fired desiccant because it didn't have to work as hard in 2024.
- Replacing the gas fired desiccant dehumidifier at the end of 2024 will have an impact on the gas usage but those figures will not be noticeable until 2025.



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- The more the ice is resurfaced, means higher the costs to heat the hot water required for the ice resurfacing
- The number of adult users in the facility also increases the hot water required for showers.

Water and Sewar

- The water and sewage numbers were over budget by \$140.
- The Water and Sewage use for the year increased especially after a very busy summer and fall ice season.
- Increased floods & showers & washroom required has increased water & sewage demand.

Ice Plant

- The ice plant had a few major issues in 2024 that needed to be dealt with in a timely manner
- After the refrigeration plant start up staff experienced some mechanical issues and needed all refrigeration fittings to be repaired.
- There were many issues with the water pipes in the refrigeration room that needed to be addressed including the installation of 2 backflow preventors.
- The glycol pump had a major breakdown, and the glycol pump was replaced.
- The Dehumidifier froze up in August causing an issue with the air flow and humidity in the rink
- As the plant use increases it is natural to see more breakdowns and increased costs for maintenance.
- Staff will need to closely monitor this expenses line in the next few years to be sure an adequate amount of budget dollars are allocated annually.

Building Maintenance

- The building maintenance was over budget by \$1,277.
- The real issue in this line item was 2 major expenses in 2024 that were not expected.
- 1) The generator needed more work than anticipated in the Capital budget. The extra work required to get the generator operating as a warming/cooling and evacuation Centre was estimated to be \$10,000. \$5,200 of those expenses were absorbed in the 2024 building maintenance budget and the remaining expenses/repairs would be allocated in the 2025 Capital needs.
- 2) The heat exchanger for the lobby & dressing room furnace was red tagged in December 2024 and the furnace needed immediately replaced. This job was done for \$3,000.
- The 2 above major breakdowns that were absorbed in the building maintenance budget would normally be addressed in the Capital budget annually.
- The 2 major breakdowns were the reason the building maintenance budget was over in 2024.

Cleaning Supplies

- The cleaning supplies budget was over \$1367 in 2024



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- As facility use increases, the cleaning supplies and toiletries required for the facility will be impacted by the number of patrons that enter the facility.
- Staff will need to monitor this budget line in 2025 especially if the number of patrons continue to increase.

Zamboni

- As expected, there were no major breakdowns with the Zamboni for 2024
- Staff experienced an increase in propane use and blade sharpening because of the almost 300 extra ice hours sold in 2024.
- The New Ice mechanic takes care of the Zamboni with great care. Like the refrigeration mechanic they treat our staff and facility like customers not dollar signs. This attitude goes a long way in building trust in the mechanics we require for the ARBFMA.

Office Supplies and Uniforms

- The office supplies budget was right on budget for 2024.

Fire Safety

- The Fire safety numbers were right on budget for 2024.

Snow Removal

- The Snow Removal numbers are under for 2024.
- The snow removal numbers will differ annually depending on snow fall and sanding needs in the parking lot.

Elevator

- The Elevator numbers for 2024, were under and there were no major issues with the elevator past the quarterly maintenance contract expenses.

Skate Sharpener

- The Skate Sharpening maintenance budget was under for 2024 as staff only required a bronze clamp for the skate holder in 2024.

Booth Supplies

- The booth supplies are over budget already for 2024.
- The increased sales numbers coincide with needed product to generate increased sales.



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- Staff still experience some food spoilage mostly due with keeping the snack bar staffed and only operating 2 to 3 days a week.
- Snack bar product prices have increased, and staff have adjusted prices appropriately.

Training

- The training budget is being used annually by the manager in training.
- There was no other staff training required for 2024

Ag Society Fair Tents

- The fair tents were slightly over budget in 2024
- The fair tents should not be included as a budget expenses in the operating budget of the ARBFMA.

Capital Expenditures:

Generator Repairs and 5 Year inspection

- The Generator Capital repairs were completed and was over budget by \$550
- During the capital project it was found that there would be more than another \$10,000 in work that would need to be completed to have the generator functioning properly.
- Senior staff met, discussed and decided to try to absorb about \$5,200 in repairs to the 2024 building maintenance budget in 2024.
- The remainder of the work required would be put off and then allocated to the 2025 budget for Capital funding
- The generator has worked as required since this major work was completed
- Staff also signed a 5-year maintenance agreement to ensure the facility is prepared for an emergency.

Top End Rebuilds

- The rebuilds were completed was over budget by \$568.

Desiccant or Mechanical Dehumidifier

- The electric desiccant dehumidifier work was completed and was under budget by \$5,725
- There were some issues with the dehumidifier when it arrived. These issues were eventually taken care of
- There was an operational issue in November which delayed unit to be working efficiently until early December 2024
- Staff are looking forward to seeing the impact on the facility utilities in 2025 and having 2 dehumidifiers operational for ice making in June 2025



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LED Score clock

- This work was completed under budget by \$832
- Staff have sold 5 years of advertising for the arena scoreboard

Zamboni and Compressor Room Roof

- This work was completed before the summer ice season started
- The job was completed under budget by \$12,445

Lintel and Overhead Door Jams

- This job was not completed and needs to be added to the Capital budget for 2025.
- Issue for completion was the spec required for this job – staff and the facility contractor are still waiting for these specs to be delivered
- This job is one of the recommendations for the Facility Assessment Report completed in 2023 and is one of the short-term recommendations in the report.

Crack Repairs in Floor Slab and Walls

- This job is one of the recommendations for the Facility Assessment Report completed in 2023 and is one of the short-term recommendations in the report.
- This job was completed and over budget by \$1,000 however that was due to having some of the work completed that was scheduled for 2025.
- The contractor advised it made sense to complete it during the repairs to the cracks

Conclusion

The drastic increase in ice rentals over a small period with no increase in the staff compliment has started causing a negative effect with facility operations. Some of these negative effects are as follows; increased building & equipment maintenance, increased cleaning supplies & expenses, increased utilities, increased staffing limitations for day-to-day operations like cleaning & maintenance and limitations in the number rental hours made available to the public.

The increased revenues for 2025 along with the increased operational expenses were quite a challenge to stay within budget but staff still managed to be under budget for 2024.

Graham Smith RRFA/CIT
ARBFMA Arena Manager



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ARBFMA Arena Managers 2025 Budget Report

RECOMMENDATIONS

It is recommended that the Village of Burk's Falls and the Tri-Council consisting of the Village of Burk's Falls, The Township of Ryerson, and the Township of Armour accept the 2025 ARBFMA Budget for discussion.

It is recommended the Village of Burk's Falls Council, and the Tri-Council also understand that staff are still working on the 2025 budget process that may affect the final 2025 budget proposal in 2025.

BACKGROUND

- Senior management prepare an annual budget for discussion and approval.
- Average operating costs annually rise 5% to 9 %
- The increase in facility rentals/usage increase operational costs including wage requirements, maintenance and utilities.
- Cutting areas of the operations budget will result in a negative change in the service level that staff perform and offer.
- Staff work hard to offer great service at the ARBFMA and believe the level of service and customer service provided results in positive feedback about the ARBFMA that creates new and return customers.
- Revenues rates have been set for the next 4 years.
- The Capital items are discussed in the order of importance including facility equipment needs, health & safety issues and mandated work.
- Capital items are items required to assist staff with running the facility efficiently and effectively. The capital items could be moved in the 10-year capital plan to neighboring years but are items staff will still require.
- Cutting capital costs will have a negative effect when staff are forced to manage equipment that needs replaced that will require the spending of operational budget dollars that could have been avoided.
- It is better to finance some of high-ticket Capital budget items over a longer period, so budget requests are not cut.
- The Health and Safety item(s) are needed to protect staffs health and safety at work.

Revenue Update

- Ice rentals revenues have been adjusted to reflect a 2% increase for the summer and fall/winter ice season.
- Staff now have 3 good solid years of data to get a better understanding of the number of rental requests for the facility.



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- Staff have adjusted the revenue numbers based on trends found in 2022, 2023 and 2024 including current inquiries for 2025 for facility rentals, snack bar revenues, skate sharpening and public skating.
- Staff have prepared a 5-year rates schedule for Council to approve
- Staff prepared an advertising report for the Village of Burk's Falls Council proposing new rates, new advertising opportunities and long-term advertising opportunities. The advertising revenues have been adjusted accordingly based on the approved rates and current advertising requests
- Ice rentals also reflect ice being used in September 2025 with anticipation that September ice users will include extended summer ice users, early regular fall users, Minor Hockey, and new public inquiries.
- If a decision is made to cancel September ice the budget will need to be adjusted appropriately by 37 days of ice rentals. The amount of this 37 days of ice rentals lost is estimated to be \$17,500.
- Concession and Public Skating revenues have been adjusted to reflect the increased facility use by Minor Sports, tournaments, and public skating numbers.
- Skate sharpening is an estimate based on September 2023 and current 2024 numbers.
- The town treasury staff have allocated the skate sharpening and public skating revenues to concessions for 2025, and staff will only be reporting one budget line in the 2025 budget as well as future budgets.
- Hall rentals have been adjusted to include the senior's programs and the exercise and yoga programs. Inquiries for hall use for large functions has declined significantly. Staff are hoping to see birthday party rentals to remain steady and other special event inquiries in 2025.
- Staff have already guaranteed the same contracts for the summer of 2025 and staff anticipate getting close to 600 hours of ice utilized again.
- The September tournament has been booked again as well as the puck and ball tournament in October.
- The special rental rates for slower times have helped increased ice usage as well as the revenues in the facility. Staff anticipate the ice rentals to peak near 2000 hours in 2025.

Expenses Update

Wages

- Wages for 2025 are approved 2025 rates of pay and reflect current levels operations for the facility.
- Wages include a request to add the inter-department shared staff to full-time arena ASAP.
- Currently senior staff and the Village of Burk's personal committee are discussing staff options that will protect staff working alone and meeting the health and safety expectations under the Occupational Health and Safety Act – Ontario.
- The increased facility rentals and increased maintenance & cleaning required for day-to-day operations has forced staff to utilize the shared staff full-time since November 2024.
- Staff do not see a break in facility operations until the end of April that will permit the shared staff being available to Public works for more than 2 to 3 days per month.



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Insurance

- Insurance continues to increase significantly and staff to not see that trend to stop in 2025.
- Staff would recommend that Council look further into the insurance rates and determine how these rates might be lowered

Utilities

- Water, Gas and Hydro reflect 2024 actuals
- Staff anticipate a minimum 5% to 10 % increase in rates for both gas and hydro and those rates are still under the process for approval for 2025
- Natural gas charges should decrease in 2025 as the facility now has an electric desiccant dehumidifier instead of a gas-powered desiccant.
- The new desiccant has only one motor as opposed to the gas-powered desiccant which has 2 motors. Staff expect to see a slight reduction in hydro used by the dehumidifiers
- As the ice usage and facility usage increases the water usage is increasing steadily annually

Ice Plant

- Once compressor #2 compressor has been changed, staff do not anticipate any major issues in the compressor room.
- Although staff spend money for preventative maintenance annually the 9 ½ months of wear and tear on the refrigeration equipment does increase the risk of potential breakdowns and repairs.
- Staff do pay for water treatment for the refrigeration equipment and that service will continue in 2025. The water treatment helps the equipment run cleaner and helps extend the life of the aging condenser

Building Maintenance and Cleaning Supplies

- Staff expect building maintenance and cleaning supplies to increase in 2025 as the building facility usage continues to increase.
- Staff will continue to replace the tempered arena glass and damaged plexi glass with plexi. The plexi is safer to replace when it breaks and its lighter for staff to handle when there is maintenance needed.
- The increased use of the facility has limited staff's free time for some of the big jobs like resurfacing the hall floor and Staff have allocated an \$2,200 in the building maintenance budget to have the floors in the hall refinished professionally
- This is now something that has been budgeted for in the maintenance budget for 2025
- The cleaning supplies continue to rise as the building gets busier and this number has been adjusted to reflect the increased facility use.



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Zamboni

- The Zamboni maintenance will continue to rise as the building as the ice rentals get busier and this number has been adjusted to reflect the increase.
- Staff have found a good mechanic that keep the machine running properly and keeps staff updated when there may be extra service required
- Staff have discovered a leak in the water tank for ice resurfacing and will need to have that tank replaced in 2025 during the spring maintenance.
- The Zamboni expenses that are not often seen are for fuel, blade sharpening and adding a new Zamboni parts like a board brush, impellers, & spreader cloth.

Office Supplies

- The Office supplies have been adjusted to offset costs for Clover and Booking software fees.
- The cost of the BookKing program pays for itself by creating the following staff efficiencies with reports, AR lists, online contract signing, customer requests using the online program, reduction in double bookings, and staff accountability.
- The office supplies reflect the true costs of managing the facility operations and rentals annually
- The office supplies also include staff work boots, work gloves, shirts and other safety equipment as required.

Fire Safety

- The fire safety expense remains constant annually with a slight increase to the facility budget

First Aid Supplies

- This is a new budget line for Council to the ARBFMA budget
- The first aid supplies are monitored by staff for public first aid kits and staff first aid which is monitored under the OHSA.
- Staff will need to add expenses for Defibrillator batteries (every 5 years) and pads (every 2 years) as this is no-longer done by the area paramedics.

Snow Removal

- The snow removal for the year varies depending on snowfall and sanding as it is required.
- This is a services contracted by the Village of Burk's Falls Public Works Superintendent

Elevator

- The elevator expense is mandated by the TSSA, so the facility elevator is up to code.



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Skate Sharpener

- This will be the last year this expense will be a line of its own. In 2026 this expense will be part of the booth supplies figures.

Booth Supplies

- The booth supplies will reflect product required for the snack bar and are determined at approximately 45% of the total anticipated revenues.
- This booth supplies will vary depending on how busy the snack booth is annually

Training

- Most of the training budget will be utilized by the staff chosen for the succession training
- There will be some training required by the other facility staff as well to keep them current with standards associated until the OHSA.

Fall Fair Tents

- This expense is not an expense that should be in the operational budget for the arena
- This expense should be absorbed by the municipalities general government budget if this is a donation to the ARBFAS.

FINANCIAL IMPACT

Typically, the operating expenses rise 5% to 9 % annually but history shows the facility rates still only increase 2% to 3 % annually. This practice makes it appear that the staff are asking for more operating dollars annually when in truth the revenues are not increasing at the same percentages as the operating expenses. Staff have created some initiatives to increase facility usage and rentals which have helped increase revenues that offset the annual budget.

The no-charge and subsidized use, although a value to those receiving the lower charge, the no-charge use costs the facility operating dollars with no incoming revenue to offset those costs.

HUMAN RESOURCE IMPACT

Nothing to Report.

ENVIROMENTAL IMPACT

Nothing to report.



The Municipality of the
VILLAGE OF BURK'S FALLS

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OPTIONS

- 1) It is recommended that the Village of Burk's Falls Council and the Tri-Council accept and pass the 2025 budget as presented.

Signature
Graham Smith RRFA/CIT
ARBFMA Manager



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ARBFMA Arena Managers 2025 Capital Budget Review

RECOMMENDATIONS

It is recommended that Burk's Falls Council accept the 2025 Arena Managers Capital budget for discussion to forward to the Tri-Council meeting for review and discussion on Monday Feb 24th, 2025.

2025 Capital Request Overview

The 2025 Capital items are listed in order of importance including health and safety requirements.

Replacement of Compressor #2 – Oil Separator Replacement and Upgrade of Relief Pipe and Stack Size

- The facility refrigeration mechanic and their team have mentioned that compressor #2 is 23 years old and needs to be replaced.
- The life of the Mycom compressors is 15 to 20 years.
- Number 2 compressor has served the facility well.
- Since the ARBFMA now has a 9 ½ month ice season it would be in Council's best interest to replace the compressor to avoid a possible shutdown during warm summer & fall months.
- As part of the compressor replacement the Oil Separator must also be replaced
- As part of the compressor replacement the TSSA requires the upgrade of the relief pipe stack size
- Council will recall the oil separators and relief pipe stack size was to be completed a few years ago but was put off until the compressors needed replaced
- The estimated budget cost for this job is \$75,000

Battery operated Ice Edger and Lawn Equipment

- Facility Staff have approached the senior staff about a Health and Safety concern about the gasoline powered ice edger.
- Senior staff and investigated the health and safety risk to determine that the gasoline powered edger is a health and safety risk for staff operating the machine as well as patrons attending the facility
- The 2 risks identified are as listed
 - 1) Noxious gasoline fumes while operating the device inside and enclosed space
 - 2) The weight of the machine is quite heavy making it difficult for some staff to manage on the ice surface
- 2-year warranty – 4 years plus lifespan for the batteries
- 3 Batteries \$1,500 total including shipping – should be included in Zamboni maintenance every 4 to 5 years



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- These edgers are ideally meant to be used daily to maintain ice levels
- The rechargeable battery operating equipment will assist current staff to be more diligent in the ice edging, grass cutting and grass trimming
- The battery-operated equipment will also help current and future staff maintain their health while at work as to avoid having to rest or take breaks while performing tasks with the equipment
- The estimate for this equipment for the edger, weed eater, and lawn mower is \$7,000

Generator Repairs

- The final repairs to the generator need to be completed in 2025.
- This work was 50% completed in 2024 and the other work was held off until 2025.
- The generator has been functioning well but needs this work to repair the muffler system.
- The estimated cost for this work is \$12,500 and must be completed by the company responsible for the 5-year service contract with.

Condenser Float Upgrade

- The condenser float has cause staff and the facility budget a great deal of time and money
- Over the past 2 plus years staff and the refrigeration mechanic have tried many times to fix and repair the issues with the float in the water condenser tank
- The least inexpensive way to fix this issue is to upgrade the float system for the tank rather than replace the float.
- This is a job that needs to be completed and should save staff time and maintenance costs annually.
- The total cost of the float upgrade is \$3,750

Walk behind Floor Scrubber

- The arena floor machine has been causing staff maintenance issues and technical internal troubles over the past few years.
- The maintenance of the current floor scrubber has risen as well because of the age of the machine.
- Staff have requested a new machine to do the lobby and hall floors.
- The current machine will still hold a purpose for cleaning the arena floor in the spring,
- Staff do not wish to sink any more tax-dollars into the current scrubber unless it is needed
- The estimated cost of a new floor machine is \$12,500.

Zamboni Garage Door(s) Replacement

- The Zamboni garage door exiting the building has had some damage to the door, door springs and the closer



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- The Zamboni garage door entering the ice surface has had some damage to the door, door springs and the closer and when the springs break the door cannot be opened by staff.
- Staff have asked the facility overhead door contractor for a quote for replacement of the 2 doors
- The budget estimate for this work is \$6,500
- The work would include the following
 - 1) Supply and install
 - 2) 2 – 12 by 12 insulated doors
 - 3) R-Value is 16.0 foam injected
 - 4) Standard track hardware
 - 5) 2 – JR chain style hoists – the chain style hoists will help with the longevity of the door springs and maintenance because staff can control the speed of which the door now goes up and down and avoids the door slamming to the ground when staff pull the door closed
 - 6) The chain hoist also will reduce the possibility of staff injury having to lift the doors up 4 to 8 times daily

Lintel and Overhead Door Jams

- This job is one of the recommendations for the Facility Assessment Report completed in 2023 and is one of the short-term recommendations in the report.
- The contractor that assisted with the concrete work in 2024 was asked to give a price for the Lintel and overhead Door Jams. It was found out by the contractor that the specifics for the lintel replacement were not included in the report.
- ARBFMA staff have since requested further specs to have this job completed.
- This work will need to be completed when the ice surface is out as the lintel is above the overhead door for the Zamboni Room exit.
- Once the new specs have been received staff will have the job quoted and update the cost estimate. Staff have reached out to the company who did the assessment, and they promised updated specs sometime this fall
- Staff ask that the \$7,000 from the 2024 budget be carried over to 2025 and that Council add an additional \$500 to the budget for inflation.

Replace the Damaged Masonry Blocks

- This job is one of the recommendations for the Facility Assessment Report completed in 2023 and is one of the short-term recommendations in the report.
- The estimated cost of this work is \$3,000



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Condenser Cleaning and Water Tank Cleaning

- The condenser tank cleaning was to be completed in 2024 however it was not able to be completed as the company could not schedule a time to be at the ARBFMA during the building's plant shutdown
- This cost is typically something that was a building maintenance or refrigeration room maintenance cost.
- The cost is getting to a point where it exceeds the limits of the procurement policy and needs to be included and the Capital portion of the budget
- The estimated cost of this bi-annual cleaning is \$1,850

Conclusion

The Capital Requests for 2025 are listed in priority as to their importance.

Although it is hard for Council to keep taxes low it is recommended that staff are consulted before Capital budget cuts are made.

Staff have worked diligently to continue ongoing preventative maintenance, identifying building and staff efficiencies, and making them a reality within the budget.

FINACIAL IMPACT

The Capital request impact for the 2025 budget is \$132,100.

HUMAN RESOURCE IMPACT

Employee safety and future employee safety not having to use gasoline powered equipment.

OPTIONS

Approve the Capital budget requests for discussion at the Tri-Council meeting to be held Feb 24th, 2025.

Graham Smith RRFA/CIT
ARBFMA Arena Manager

**BURK'S FALLS, ARMOUR AND RYERSON MEMORIAL
ARENA
2025 DRAFT BUDGET**

Account #	Description	2019 Actuals	2020 Actuals	2019 Budget	2021 Actuals	2022 Actuals	2023 Actuals	2024 Budget	2024 Actuals as of December 31	2025 Draft
x	OPERATING ACTIVITIES									
1	OPERATING REVENUE									
2	15-372									
3	User fees, Sign Rentals	101,626	22,735		58,678	108,925	140,249	130,000	171,573	167,250
4	Concessions, Public Skate, Skate Sharpening	14,229	5,811		2,602	6,920	31,143	25,000	33,732	33,500
5	Donations/Other Revenue	236	285		202	3,700	500	300	500	300
6										
7	TOTAL OPERATING REVENUE	116,092	28,831	117,951	61,482	119,545	171,892	155,300	205,805	201,050
	OPERATING EXPENDITURES									
8	16-721									
9	Arena-Wages & Benefits	177,640	113,806	160,000	111,321	193,052	227,061	255,600	248,241	298,420
10	16-723									
11	Arena Bad Debt Expense	327	3,644	0	3,643	0	0			
12	16-724-1									
13	Audit & Accounting	2,480	2,500	2,200	2,500	2,500	3,345	4,360	4,352	5,500
14	16-724-10									
15	Insurance	21,983	24,894	21,000	24,894	35,445	39,218	43,778	45,096	48,595
16	16-724-2									
17	Telephone	1,594	1,459	1,800	1,459	1,488	1,958	2,200	2,861	3,000
18	16-724-3									
19	Hydro	49,069	23,648	53,000	23,648	51,145	58,278	58,301	65,906	66,000
20	16-724-4									
21	Natural Gas	10,337	9,139	15,000	9,139	13,646	19,148	22,675	16,054	19,000
22	16-724-5									
23	Water & Sewer	4,484	2,375	6,900	2,375	3,130	4,492	7,825	7,965	9,000
24	16-724-6									
25	Ice Plant	14,209	4,524	15,000	4,524	21,878	10,769	19,575	25,328	19,575
26	16-724-7									
27	Building Maintenance	40,006	15,936	26,000	15,936	19,925	20,727	25,000	26,277	22,500
28	16-724-8									
29	Cleaning Supplies	3,443	1,680	3,200	1,680	3,169	6,216	6,400	7,768	8,500
30	16-724-9									
31	Zamboni Maintenance, Fuel and Blade Sharpening	9,872	9,327	11,000	9,327	14,247	8,990	13,900	11,285	14,500
32	16-724-91									
33	Office supplies and uniform	1,845	2,791	4,500	2,791	5,660	5,361	6,500	6,524	7,000
34	16-724-92									
35	Fire Safety	3,547	1,266	3,000	1,266	3,475	3,775	3,500	3,263	3,550
36	16724+99									
37	First Aid Supplies									500
38	16-724-93									
39	Snow Removal	6,895	8,466	5,000	8,466	5,360	1,706	5,750	2,197	6,000
40	16-724-94									
41	Elevator	1,432	1,165	2,200	1,165	2,355	1,657	2,945	1,708	3,000
42	16-724-95									
43	Skate Sharpener	1,422	0	1,500	0	270	410	600	171	600
44	16-724-96									
45	Booth Supplies	7,609	5,046	10,000	5,046	6,269	13,556	7,500	18,327	12,825
46	16-724-97									
47	Training	4,324	270	3,500	270	1,162	2,288	4,500	2,075	4,500
48	16-724-98									
49	Ag-Society - Fall Fair Tents						3,956	4,500	4,856	5,000
50	TOTAL OPERATING EXPENDITURES	362,518	252,727	368,668	250,241	384,176	432,911	495,409	500,254	557,565
51	NET OPERATING EXPENDITURES	246,426	223,896	250,717	188,759	264,631	261,019	340,109	294,449	356,515

NOTES

new rates effective Sept 1st
new rates effective Sept 1st
Cadets annual donation

request for additional staff

Require new water tank

Defib Batteries \$750 - 2029

45% of projected sales

Arena Revenue Budget Break Down

	2023	2024	2025
Ice Rentals	96,600	159,374	149,400
Hall Rentals	6,500	8,745	8,250
Sign Rentals	1,550	3,454	8,850
Floor Rentals			750
Public Skate	2,000	3,650	3,650
Skate Sharpening	900	1,350	1,350
Concessions	12,000	28,732	28,500
Donations	300	500	300
Totals	119,850	205,805	201,050

Account #	Description	2019 Actuals	2020 Actuals	2019 Budget	2021 Actuals	2022 Actuals	2023 Actuals	2024 Budget	2024 Actuals as of December 31	2025 Draft
CAPITAL TRANSACTIONS										
32	15-372	CAPITAL REVENUE								
33					24,500	0	0	0	0	0
34						0	0	0	0	0
35		0	0	0	24,500	0	0	0	0	0
36										
37	16-725	CAPITAL EXPENDITURES								
38		0	1,552		34,334	64,258	109,900	134,250	109,981	
39										
40										60,000
41										7,500
42										10,000
43										7,000
44										12,500
45										3,750
46										12,500
47										7,500
48										3,000
49										6,500
50										1,850
51										
52		0	1,552	0	34,334	64,258	109,900	134,250	109,981	132,100
53										
54		0	1,552	0	34,334	64,258	109,900	134,250	109,981	132,100
55										
56		246,426	225,448	250,717	223,093	328,889	370,919	474,359	404,430	488,615
57										
58		MUNICIPAL CONTRIBUTIONS								
59	15-672	83,572	77,340	83,572	88,867	109,630	123,640	158,120	134,810	162,872
60	15-6721	83,572	77,340	83,572	88,867	109,630	128,559	158,120	134,810	162,872
61		83,572	77,340	83,572	88,867	109,630	128,559	158,120	134,810	162,872
62		250,716	232,020	250,717	266,601	328,890	380,758	474,359	404,430	488,615

BURK'S FALLS, ARMOUR AND RYERSON UNION PUBLIC LIBRARY
2025 DRAFT BUDGET
09-Sep-24

Account #	Description	2022 Actual	2023 Actual	2024 Final Budget	2024 Year to Date at Sep 9/24	2025 Budget	Budget Increase (Decrease) vs. 2024 Budget	Comments
1	OPERATING ACTIVITIES							
2	REVENUE							
3	GRANTS							
4	5-375-003 McMurrich/Monteith	2,589	2,589	2,589	0	2,589	0	
5	5-375-013 Gov't of Ontario annual funding	13,814	13,814	13,814	0	13,814	0	
6	5-375-015 Student Grants	1,800	1,860	3,000	5	2,300	(700)	Canada Summer Jobs grant budgeted re 1 summer student position for July and August 2025, based on approved 2024 grant.
15	5-375-016 Federal YCW Grant	442	0	0	0	0	0	Applied for 2 student grants in 2024 but only received one.
10	5-375-018 Miscellaneous grants:	1,637	3,819	300	0	2,650	2,350	Internet Connectivity, ILL postage and Volunteer Income Tax Program grants in 2023. Status of connectivity grant for 2024 or 2025 is unknown. Budget = ILL (385) and Income Tax Program (2,265).
12	DONATIONS							
13	5-375-023 Donations - in house (Jar donations)	1,970	1,873	1,200	1,045	1,200	0	
14	5-375-025 Donations - Miscellaneous	11,600	462	0	0	0	0	Large in-memorium donation received in 2022.
15	5-375-027 Donations - Adopt-a-book	1,003	1,125	800	422	500	(300)	
16	5-375-029 Donations - Earmarked	1,000	1,000	0	100	0	0	
17	OTHER REVENUE							
19	5-375-043 Faxes sent	267	476	250	384	250	0	
20	5-375-053 Used book sales	1,624	1,426	1,000	412	800	(200)	
21	5-375-063 Photocopies	1,104	1,734	800	1,576	900	100	
22	Donations account interest	0	0	0	0	0	0	Any interest earned on bursary reserve is recorded directly as an increase in the reserve, with no net impact on the budget.
23	5-375-073 Investment interest	875	912	2,265	360	2,800	535	GIC earning 4.9% and is locked in until May 15/25. Assuming 3.0% at time of renewal.
25	5-375-083 Non-resident memberships	425	350	375	288	350	(25)	
26	5-375-093 Miscellaneous revenues	195	273	0	40	0	0	

BURK'S FALLS, ARMOUR AND RYERSON UNION PUBLIC LIBRARY
2025 DRAFT BUDGET
09-Sep-24

Account #	Description	2022 Actual	2023 Actual	2024 Final Budget	2024 Year to Date at Sep 9/24	2025 Budget	Budget Increase (Decrease) vs. 2024 Budget	Comments
27	5-375-103 Transfer from Bursary Reserve	333	300	0	0	300	300	Any bursary-related costs to be transferred from related reserve.
27	TOTAL OPERATING REVENUE	40,676	32,013	26,393	4,632	28,453	2,060	
28								
29	OPERATING EXPENDITURES							
30	WAGES							
31	6-800-000 Salaries & Benefits	140,352	150,782	160,537	104,766	164,008	3,471	2025 budget is based on 3.0% CPI increase (most recently published per Bank of Canada at Sep 9/24). 2 NEW EMPLOYEES IN 2024
38	ACQUISITIONS							
39	6-800-002 Books	9,872	10,389	10,000	4,161	10,000	0	
40	6-800-001 DVDs	1,002	1,451	1,700	733	1,700	0	
40	6-800-003 Magazines	312	404	300	302	300	0	
41	FACILITIES							
42	6-800-012 Telephone	269	269	270	179	270	0	No change in current rate anticipated.
43	6-800-014 Hydro	1,902	1,767	2,080	984	2,140	60	3% inflationary increase budgeted for 2025.
44	6-800-016 Heat	711	755	988	452	1,020	32	3% inflationary increase budgeted for 2025.
45	6-800-018 Water	1,003	1,024	1,071	523	1,078	7	3% inflationary increase over current 2024 charge.
46	6-800-022 Cleaning supplies	159	526	400	94	400	0	
47	6-800-024 Weekly cleaning	2,465	2,650	2,200	1,700	2,650	450	
48	6-800-032 Insurance	2,600	3,443	3,723	3,595	3,700	(23)	3% inflationary increase over 2024 actual.
49	6-800-042 Repairs & maintenance	238	17	500	173	500	0	
50	6-800-052 Rent	6,991	7,201	7,417	5,563	7,640	223	Current lease agreement expires in 2024. Have budgeted a 3% increase for 2025.
51	ADMINISTRATIVE AND PROGRAM EXPENSES							
52	6-800-062 ILLO expenses re damaged books	0	0	50	0	50	0	
53	6-800-072 Computer support	739	203	1,000	105	1,000	0	
54	6-800-082 Program expenses	1,668	2,490	1,800	1,690	2,000	200	
55	6-800-084 Bursary Program	333	300	0	0	300	300	Bursary funded from bursary reserve created in 2016.
56	6-800-092 Training	580	796	1,600	771	500	(1,100)	Little Branches 2025 2-day conference
57	6-800-102 Bank charges	467	165	200	85	200	0	\$12.50 CAFT fees monthly + square deposit/non-recurring bank charges

BURK'S FALLS, ARMOUR AND RYERSON UNION PUBLIC LIBRARY
2025 DRAFT BUDGET
09-Sep-24

Account #	Description	2022 Actual	2023 Actual	2024 Final Budget	2024 Year to Date at Sep 9/24	2025 Budget	Budget Increase (Decrease) vs. 2024 Budget	Comments
58	6-800-112 Office & clerical supplies	2,248	2,571	2,000	2,124	2,000	0	2024 ytd includes 754 re new library cards
59	6-800-114 Postage	396	356	400	351	400	0	
60	6-800-122 Annual dues & licences	3,608	3,552	4,914	3,461	4,000	(914)	
61	6-800-132 Internet connectivity	1,343	1,343	1,343	1,247	2,016	673	Basic internet plus square connection (56/m) added in March 2024. No change in current rates anticipated.
62	6-800-142 Audit & accounting	3,779	6,876	4,300	7,186	7,231	2,931	Estimated Accounting (800) and Audit (6431).
63	6-800-152 Advertising	0	0	500	0	500	0	
64	6-800-162 Miscellaneous expenses	151	595	500	309	500	0	
65	6-800-172 Contingency	0	0	500	0	500	0	
66	TOTAL OPERATING EXPENDITURES	183,190	199,925	210,293	140,554	216,603	6,310	
67								
68	NET OPERATING EXPENDITURES	142,513	167,912	183,900	135,922	188,150	4,250	
69								
70	CAPITAL TRANSACTIONS							
71	FROM OPENING SURPLUS							
72	5-375-001 Previous year surplus (deficit)	9,870	4,839	0	7,949	0		2024 year-end surplus, if any, to be transferred to bursary reserve (10% of prior year surplus up to \$300) and future needs reserve (balance of 2024 surplus)
74	5-375-105 Transfer from Future Needs Reserve	6,869	0	0	0	5,000		Transfer for 2025 budgeted capital expenditures.
75	TOTAL CAPITAL REVENUE	16,739	4,839	0	7,949	5,000		
76								
77	CAPITAL EXPENDITURES							
78	6-800-182 Capital purchases	13,623	0	0	10,939	5,000		New Library Building Project fund allowance omitted from 2025 budget. Budgeted for replacement of 5 public computers from future needs reserve.
	16-800-192 Transfer to Bursary Reserve	300	300	0	0	0		10% of prior-year surplus up to \$300
79	6-800-202 Transfer to Future Needs Reserve	11,110	6,298	1,839	0	0		Balance of prior-year surplus if any (after transfer to bursary reserve) to be transferred to reserve.
80	TOTAL CAPITAL EXPENDITURES	25,033	6,598	1,839	10,939	5,000		
81								
82	NET CAPITAL EXPENDITURES	8,294	1,759	1,839	2,990	0	(1,839)	
83								
84	NET EXPENDITURES	150,807	169,671	185,739	138,912	188,150	2,411	

BURK'S FALLS, ARMOUR AND RYERSON UNION PUBLIC LIBRARY
2025 DRAFT BUDGET
09-Sep-24

Account #	Description	2022 Actual	2023 Actual	2024 Final Budget	2024 Year to Date at Sep 9/24	2025 Budget	Budget Increase (Decrease) vs. 2024 Budget	Comments	
85									
86	MUNICIPAL CONTRIBUTIONS								
87	5-375-009 Armour	59,099	67,780	70,432	70,432	70,763	331		
88	5-375-005 Burk's Falls	61,807	69,929	73,646	73,646	75,881	2,235		
89	5-375-007 Ryerson	34,740	39,911	41,661	41,661	41,506	(155)		
90		155,646	177,620	185,739	185,739	188,150	2,411		
91		January 2025 Patrons by Municipality: <u>Armour 484; Burk's Falls 519; Ryerson 284</u>						2025 budget distribution will be based on January 1st 2025 membership count: BF 40.33%; R 22.06%; A 37.61%	
92	OPERATING SURPLUS (DEFICT)	4,839	7,949	0	46,827	0			



TRI COUNCIL REPORT FEBRUARY 2025

TO: Mayors and Members of Council
FROM: Amy Tilley, Waste Management Administrator
DATE: February 11, 2025

Budget & Financial – Attachment A

- 2024 Actual and Draft 2025 for discussion and review.
 - Adjusted Overall Bag Count for 2024

Landfill Operational Review

- Landfill Utilization for 2024 – 862.4 cubic meters received, leaving 13,061.9 cubic meters of airspace. Annual rate of disposal (1,500 m³) = 9 years life expectancy.

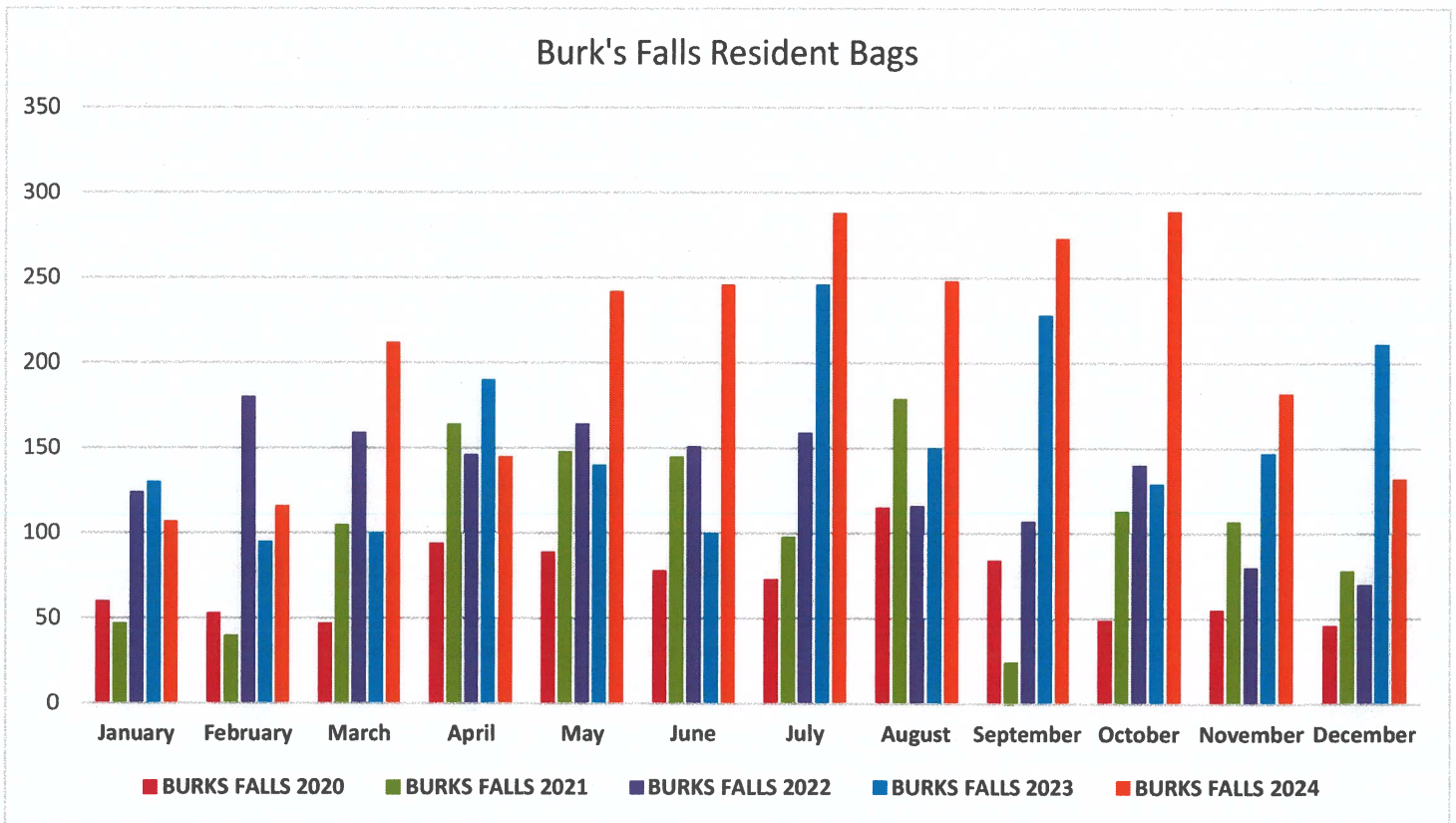
Year	M ³ received	Airspace	Capacity
2024	862.4	13,061.9	9 years
2023	1,251.4	13,924.3	9.5 years
2022	1,022.7	15,175.7	10 years
2021	1,031.8	16,198.4	10.5 years
2020	780.6	17,230.2	11.5 years
2019	1,368.4	18,010.8	12 years

- A total of 6,317.3 cubic meters of waste received in 6 years. Average fill rate = 1,053 m³ using average fill rate 2019 – 2024 would extend capacity to 13 years.
- 816F CAT Compactor went out for review November 2024. Work completed billed to 2024 budget. Recommendations for cab repair reflected in updated 2025 Draft Budget. With full complement of staff back in service, our goal is to complete compaction and cover weekly.
- July thru November the site was overrun with bears. In the last 4 years, bear activity at the site has been minimal, but 2024 was a stellar year with a minimum of 4 large bears meandering around on any given day. Thankfully we had no safety issues.
 - Sampling events were reduced due to bear activity. 16-464-000



TRI COUNCIL REPORT FEBRUARY 2025

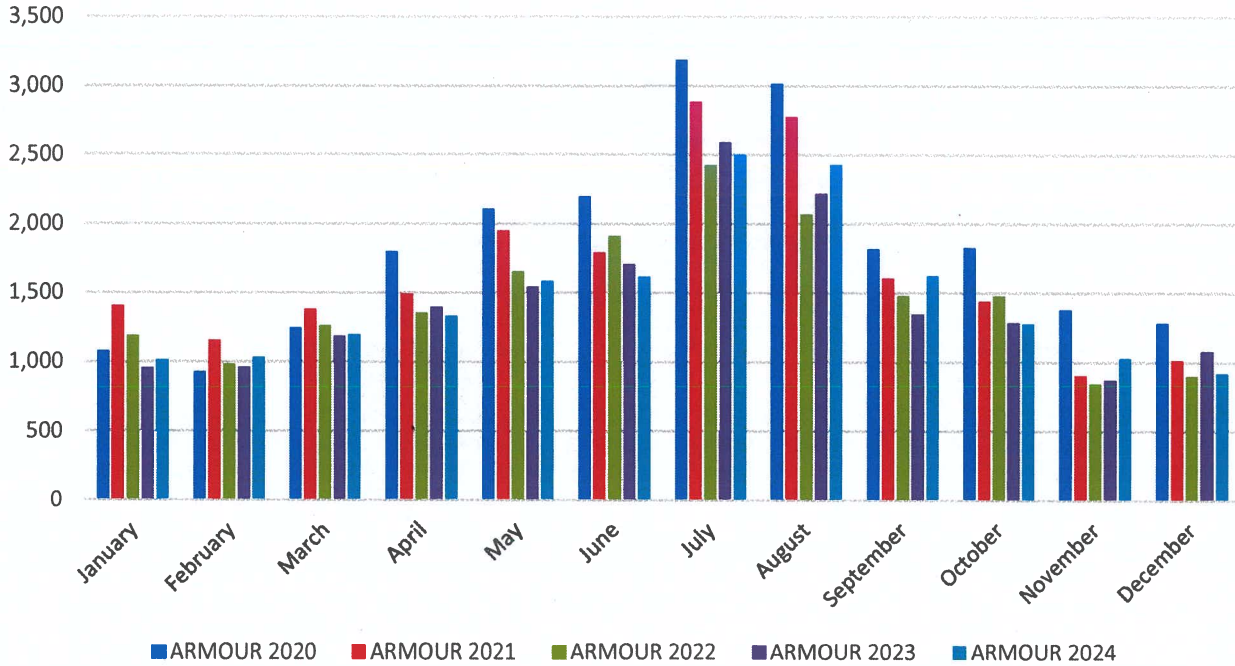
BAG TALLY	ARMOUR	BURKS FALLS	RYERSON	TOTAL OF ALL
TOTAL 2024	22,139	2,480	12,102	36,721
2024 % OF TOTAL	60.290%	6.754%	32.975%	100%
TOTAL 2023	21,193	1,866	11,516	34,575
2023 % OF TOTAL	61.296%	5.379%	33.307%	100%
TOTAL 2022	21,407	1,596	11,060	34,063
2022 % OF TOTAL	62.845%	4.685%	32.469%	100%
TOTAL 2021	23,661	1,248	10,648	35,557
2021 % OF TOTAL	66.544%	3.510%	29.946%	100%
TOTAL 2020	23,558	843	10,566	34,967
2020 % OF TOTAL	67.372%	2.411%	30.217%	100%
TOTAL 2019	18,489	611	8,497	25,804
2019 % OF TOTAL	66.875%	2.391%	30.734%	100%



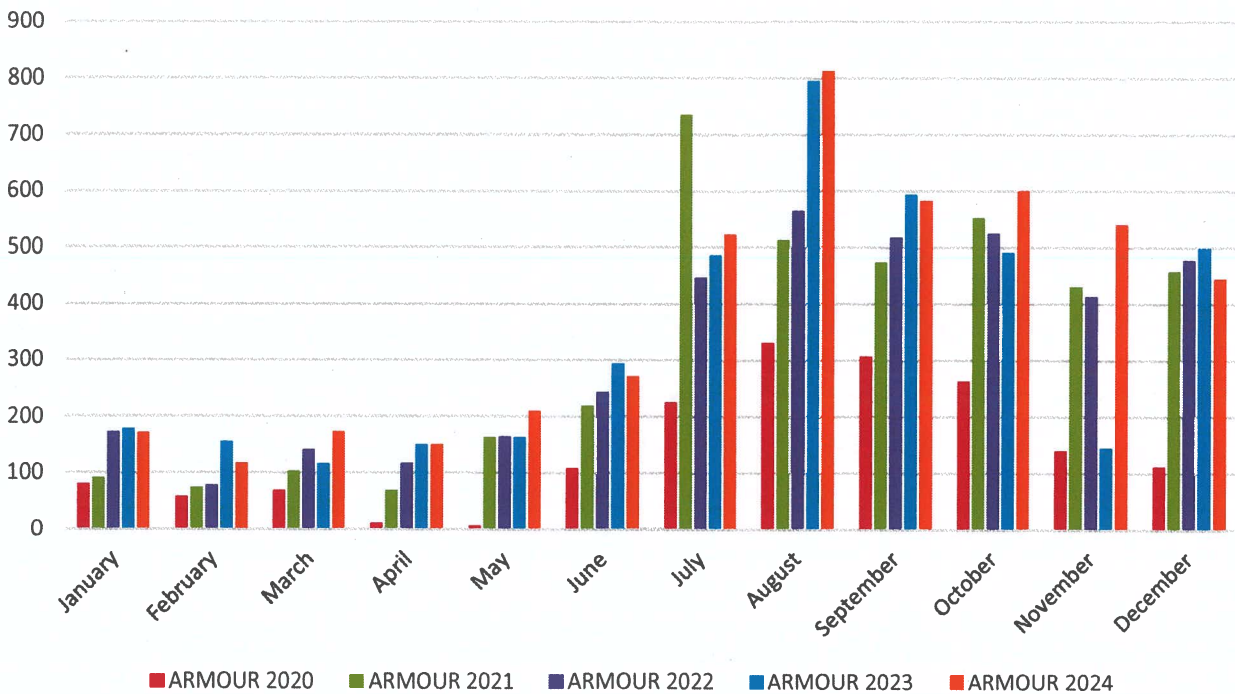


TRI COUNCIL REPORT FEBRUARY 2025

ARMOUR TOWNSHIP BAGS



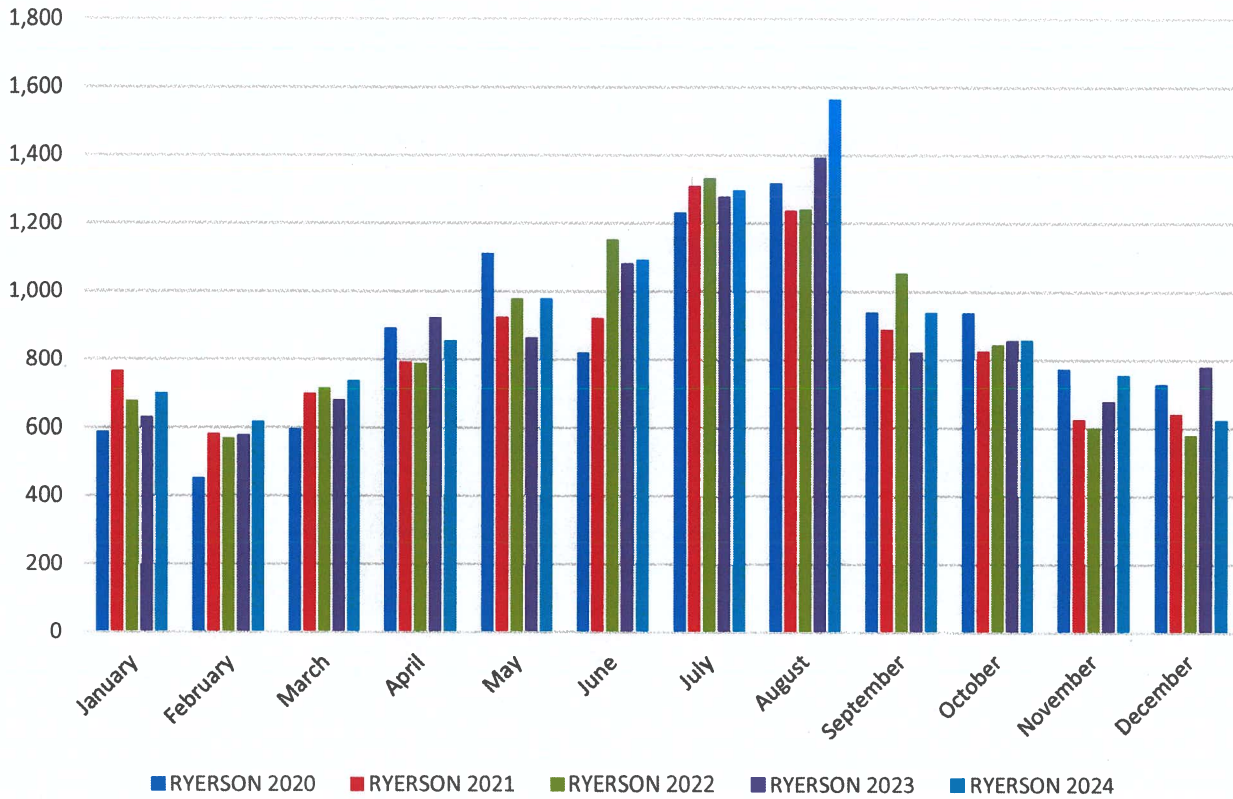
ARMOUR RESIDENT PAID BAGS



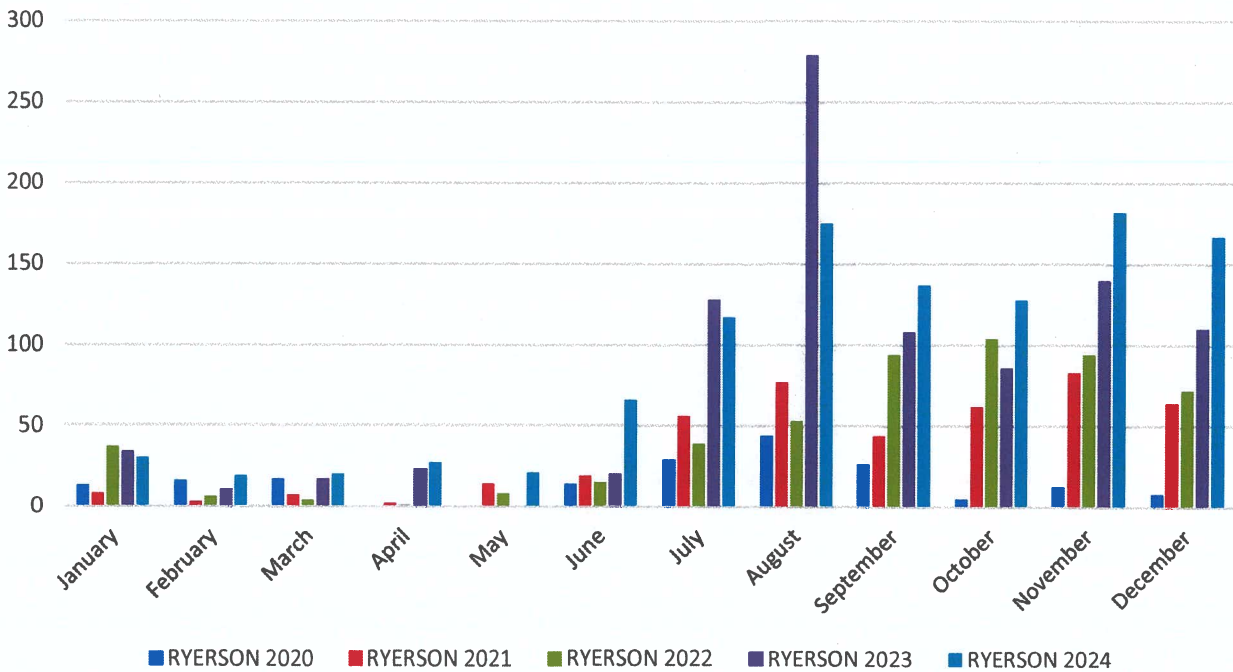


TRI COUNCIL REPORT FEBRUARY 2025

Ryerson TWP Bags



Ryerson Resident Bags





TRI COUNCIL REPORT FEBRUARY 2025

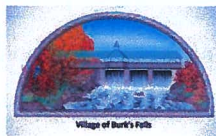
DIVERSION PROGRAMS 2024

DIVERSION PROGRAMS	2024	2023	2022
E-Waste	20.095 mt = \$3,014	20.88 mt = \$3,131	19.12 mt = \$2,917
Batteries	0.87 mt = \$130	0.960 mt = \$145	0.412 mt = \$62
Bulbs & Tubes	0.410 mt = \$61	1,734 units	2,859 units
Scrap Metal	40.68 mt = \$3,426	35.59 mt = \$2,140	28.51 mt = \$1,751
Mattresses	235 units	0	0

DIVERSION PROGRAMS	2021	2020	2019
E-Waste	20.765 mt = \$3,114	19.40 mt = \$3,664	17.56 mt = \$3,512
Batteries	0.839 mt = \$0	0.693 mt = \$0	0.839 mt = \$0
Bulbs & Tubes	2,659 units	2,196 units	2,659 units
Scrap Metal	44.87 mt = \$2446	50.95 mt = \$2,808	11.59 mt = \$1,003
Mattresses	0	0	0

BLUE BOX	2024		2023		2022	
	Metric ton	Amount	Metric ton	Amount	Metric ton	Amount
PRODUCT						
OCC/OBB	48.81	\$8,765	51.09	\$5,321	61.58	\$10,616
Mixed Container	99.63	\$7,768	115.30	\$3,646	122.60	\$27,430
TOTAL	148.44	\$16,533	166.39	\$8,877	184.18	\$38,046

BLUE BOX	2021		2020		2019	
	Metric ton	Amount	Metric ton	Amount	Metric ton	Amount
PRODUCT						
OCC/OBB	61.63	\$10,506	81.14	\$6,368	61.62	\$2,502
Mixed Container	136.15	\$31,679	112.78	\$1,792	107.27	\$4,321
TOTAL	197.78	\$42,185	193.92	\$8,160	168.89	\$7,826



TRI COUNCIL REPORT FEBRUARY 2025

Blue Box Transition – January 1, 2025

- Updates on Blue Box Transition – Reverse Logistics Group (RLG) is a global expert in reverse logistics management, designing and operating Extended Producer Responsibility (EPR) compliance systems.
- Provided Standard Operating Procedures for tracking and reporting, and invoicing for payment of services.
- Requested staff information for access to reporting system, as well as insurance certificates. Main point of contact for contract of services.
- Representative from Emterra Group, made contact and attended the site to review and discuss material management and movement in the new system.
 - Emterra was awarded the haul contracts for catchment 28, replacing our previous hauler Waste Connections Canada.
 - Emterra has provided 8 cubic yard front loading bins for our cardboard and mixed paper as Circular Materials already indicated the material must be shipped loose in a bin. The bins arrived at the recycling center on December 23, 2024.
 - The Representative indicated that the mixed containers will also be switched to 8 cubic yard front loading bins which would leave the mixed container compactor as a stranded asset. The compactor will remain at the site for 2025 as we discuss how to proceed in 2026 when IC&I can no longer be comingled with residential blue box, at the depot and the curb.
 - This is not what we agreed to with Circular Materials (CM). Pursued this issue further with RLG and was informed that this would be the method of collection as Emterra has provided a flat rate, which means the cost is the same no matter how many times the truck comes into the site to empty bins.
- Other concerns to address –
 - effect on traffic flow, if using for both mixed containers and mixed fibres.
 - ability to monitor contamination as an individual municipality when using front loading truck and consolidating with other materials from other municipalities. Other municipalities that transitioned in 2024 have informed our working group that no charges for contamination will stick.
 - hauling contractor access – increased liability if only collecting during public hours. To be further discussed with RLG. Definitely no access during operating hours after April 1, 2025.
 - signage and communication to residents regarding changes – flyer distribution at site.

The following pictogram is from the Circular Materials Working Group meeting on January 22, 2025. The three municipalities will need to decide if we will continue to accept Industrial Commercial & Institutional (IC&I) blue box and how it will be handled.

The depot operation is somewhat simple, back to baling cardboard, aluminum and steel, ship the plastic for processing at another facility. But at what cost to the residential ratepayer.

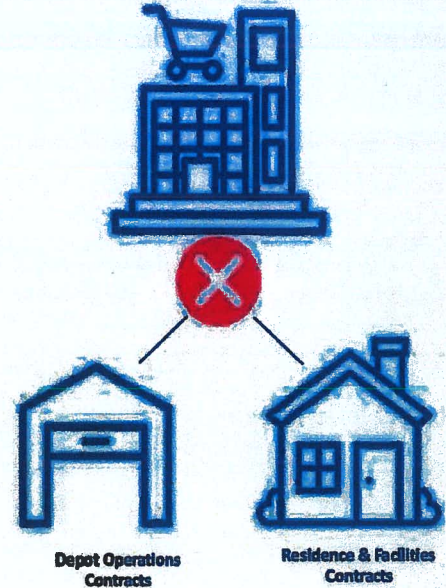
The curb will be a little more complex, IC&I garbage can be comingled with residential but not the blue box. How will that material be collected and by whom? And at what cost?



TRI COUNCIL REPORT FEBRUARY 2025

Non-Eligible Sources

- Effective January 1, 2026, common collection system contracts for residence & facility collection services will not include non-eligible sources.
- Effective January 1, 2026, eligible communities will no longer be permitted to blend blue box material from eligible and non-eligible sources at depots under a depot operations agreement.
- Communities that intend to provide recycling services for non-eligible sources should arrange to:
 - Service non-eligible sources through dedicated curbside routes; and
 - Receive blue box material from non-eligible sources separately at depots.



DEFINITION OF A NON-ELIGIBLE SOURCE

Non-eligible sources are defined as sources that fall outside of the eligible source definition in the Blue Box Regulation and include:

- Industrial or commercial properties
- Downtown core businesses
- Commercial farms
- Places of worship
- Daycares
- Weekend campgrounds & trailer-parks
- Municipal buildings/facilities
- Not-for-profit organizations
- Post-secondary institutions



TRI COUNCIL REPORT FEBRUARY 2025

Property Code	Property Code Description	Burks Falls	Armour	Ryerson
100	Vacant residential land	165	565	389
200	Farm property	2	120	187
300	Single family detached (Multi-Residential also included)	362	1,116	545
400	Commercial	43	23	4
500	Industrial	20	26	13
600	Institutional	2	0	0
700	Special Purpose	9	9	1
800	Government	2	1	0
Total Exempt (100s&200s)		167	685	576
Total Eligible Sources (300s) (ES)		362	1,116	545
Total Non-eligible Sources (400s, 500s, 600, 700s, 800s) (N-ES)		76	59	18
Non-eligible Source Usage Rate (N-ES)/(ES+N-ES)		17.35%	5.02%	3.20%
3 Combined Total Exempt (100s&200s)		1,428	1,261	2 combined
3 Combined Total Eligible Sources (300s)		2,023	1,661	2 combined
3 Combined Total Non-eligible Sources		153	77	2 combined
3 Combined Non-eligible Source Usage Rate (N-ES)/(ES+N-ES)		7.03%	4.43%	2 combined

2025 TRI R WASTE MANAGEMENT BUDGET

	Account #	Description	2023 ACTUAL	2024 BUDGET	2024 BUDGET ACTUAL	2025 DRAFT BUDGET
TRI R WASTE MANAGEMENT OPERATING REVENUE						
1	15-341-000	TRI R Landfill Tipping Fees	\$176,335	\$60,000	\$102,434	\$75,000
2	15-341-001	TRI R - 2023 Filters - Foodcyclcr	\$560	\$560	\$220	\$250
3	15-341-002	TRI R Landfill Tipping Fees - Municipal Payments	\$0	\$85,000	\$86,070	\$85,000
4	15-342-000	TRI R Recycling Sales (scrap, IC&I Cardboard, ewaste)	\$11,108	\$15,000	\$20,391	\$11,000
5	15-344-000	TRI R Recycling Revenue - Sale of Blue Boxes	\$33	\$150	\$121	\$150
6	15-540-000	TRI R Govt. Grants Recycling Operating- ewaste in 15-342-000	\$70,970	\$63,000	\$68,392	\$0
7	15-541-000	TRI R - Circular Materials Contract	\$0	\$0	\$0	\$47,000
8	TRI R WASTE MANAGEMENT TOTAL REVENUE		\$259,005	\$223,710	\$277,627	\$218,400
TRI R WASTE MANAGEMENT OPERATING EXPENDITURES						
9	16-451-000	TRI R - Salaries & Benefits - accommodating FT RTW	\$331,833	\$314,231	\$281,313	\$340,000
10	16-451-001	TRI R - Landfill Training, Health & Safety	\$1,843	\$2,000	\$1,006	\$4,500
11	16-452-000	TRI R - Landfill - Supplies	\$738	\$2,000	\$1,192	\$2,000
12	16-454-000	TRI R - Mobile Equipment Fuel	\$8,391	\$8,000	\$7,368	\$9,000
13	16-455-000	TRI R - Insurance	\$7,266	\$7,900	\$8,373	\$9,200
14	16-455-002	TRI R - Audit & Accountant Fees	\$4,447	\$4,700	\$4,700	\$4,900
15	16-456-000	TRI R - Landfill - Hazardous Waste Disposal	\$2,375	\$2,000	\$1,335	\$2,000
16	16-460-000	TRI R - Landfill - Dozer/Site Maintenance	\$113	\$2,000	\$334	\$2,000
17	16-460-005	TRI R - Landfill - Contracted Services	\$5,363	\$4,000	\$9,601	\$5,000
18	16-461-000	TRI R - Landfill - Office & Advertising	\$1,323	\$2,000	\$3,099	\$2,500
19	16-461-001	TRI R - Landfill Bank Charges	\$3,453	\$3,500	\$4,163	\$4,000
20	16-462-000	TRI R- Payment in Lieu of taxes	\$3,639	\$3,800	\$3,668	\$3,800
21	16-464-000	TRI R - Landfill - Monitoring	\$24,207	\$24,000	\$21,898	\$24,000
22	16-465-000	TRI R - Landfill - Equipment Maintenance	\$8,063	\$30,000	\$32,521	\$35,000
23	16-475-001	TRI R - Recycling Training, H & S - combined with 16-451-001	\$2,768	\$2,500	\$600	\$0
24	16-476-000	TRI R - Recycling - Freight	\$15,636	\$15,000	\$21,689	\$8,000
25	16-476-005	TRI R - Recycling - Processing Fee	\$31,556	\$32,000	\$30,135	\$4,300
26	16-477-000	TRI R - Recycling - Equip Mtc.- combined with 16-465-000	\$9,195	\$15,000	\$19,379	\$0
27	16-478-000	TRI R - Recycling - Building Maint.	\$90	\$1,000	\$183	\$1,000
28	16-479-000	TRI R - Recycling - Promotion - CMO to cover cost 2025	\$0	\$0	\$0	\$0
29	16-480-000	TRI R - Recycling - Natural Gas	\$3,009	\$3,000	\$1,719	\$3,000
30	16-481-000	TRI R - Recycling - Hydro & Telephone	\$3,186	\$3,000	\$2,735	\$3,000
31	16-483-000	TRI R - Recycling - Supplies - combined with 16-454-000	\$1,847	\$2,000	\$1,905	\$0
32	16-484-000	TRI R - Recycling - Office & Ad - combined with 16-461-000	\$3,400	\$2,500	\$0	\$0
33	16-486-000	TRI R - Recycling - Winter Maintenance	\$1,948	\$3,000	\$1,741	\$3,000
34	TRI R WASTE MANAGEMENT TOTAL OPERATING EXPENDITURES		\$475,690	\$489,131	\$460,658	\$470,200
35	TRI R WASTE MANAGEMENT NET OPERATING EXPENDITURES		\$216,685	\$265,421	\$183,032	\$251,800

2025 TRI R WASTE MANAGEMENT BUDGET

	Account #	Description	2023 ACTUAL	2024 BUDGET	2024 BUDGET ACTUAL	2025 DRAFT BUDGET
TRI R WASTE MANAGEMENT CAPITAL REVENUE						
36	15-343-000	TRI R - Sale of Equipment - OLD COMPACTION BIN	\$1,200	\$0	\$0	\$0
37	15-649-001	TRI R - Food Cycler Sales	\$0	\$0	\$0	\$0
38	TRI R WASTE MANAGEMENT TOTAL CAPITAL REVENUE		\$1,200	\$0	\$0	\$0
TRI R WASTE MANAGEMENT CAPITAL EXPENDITURES						
39	16-489-003	TRI R - Landfill - Mattress Shred & Disposal	\$0	\$15,000	\$15,620	\$0
40	16-489-004	TRI R - Recycling - Compaction bins	\$12,000	\$0	\$0	\$0
41	16-489-005	TRI R - Recycling -Site Layout for new recycling system	\$0	\$15,000	\$0	\$15,000
42	16-489-006	TRI R - Landfill - CAT 816F Review and Repair	\$13,941	\$0	\$0	\$50,000
43	16-489-503	TRI R - Food Cycler (2022 Pilot) (2023 Filter inventory)	\$490	\$0	\$700	\$700
44	TRI R WASTE MANAGEMENT TOTAL CAPITAL EXPENDITURES		\$26,431	\$30,000	\$16,320	\$65,700
45	TRI R WASTE MANAGEMENT NET CAPITAL EXPENDITURES		\$25,231	\$30,000	\$16,320	\$65,700
46	TRI R WASTE MANAGEMENT NET EXPENDITURES		\$241,916	\$295,421	\$199,352	\$317,500
47	TRI R WASTE MANAGEMENT CONTRIBUTIONS BY MUNICIPALITY		2023 budgeted 15% Plus % of Bags	2024 budgeted 15% Plus % of Bags	2024 budgeted 15% Plus % of Bags	2025 budgeted 15% Plus % of Bags
48	Armour	15% of Net Expenditures	\$36,287	\$44,313	\$29,903	\$47,625
49	2024 total bags 36,721 - 22,139 = 60.290% OF TOTAL BAGS		\$83,619	\$99,595	\$66,104	\$105,281
50	TOTAL CONTRIBUTION		\$119,906	\$143,908	\$96,007	\$152,906
51	Burks Falls	15% of Net Expenditures	\$36,287	\$44,313	\$29,903	\$47,625
52	2024 total bags 36,721 - 2,480 = 6.754% OF TOTAL BAGS		\$6,234	\$8,769	\$7,405	\$11,794
53	TOTAL CONTRIBUTION		\$42,521	\$53,082	\$37,308	\$59,419
54	Ryerson	15% of Net Expenditures	\$36,287	\$44,313	\$29,903	\$47,625
55	2024 total bags 36,721 - 12,102 = 32.957% OF TOTAL BAGS		\$43,201	\$54,118	\$36,135	\$57,549
56	TOTAL CONTRIBUTION		\$79,489	\$98,431	\$66,038	\$105,174
57	TOTAL OF ALL CONTRIBUTIONS		\$241,916	\$295,421	\$199,353	\$317,500
58	Final 2024 Garbage bag count for total contribution by municipality. 2024 total bags = 36,721 (Armour = 22,139 (60.290%) Burks Falls = 2,480 (6.754%) Ryerson = 12,102 (32.957%) vs.					
59	2023 total bags = 34,575 (Armour = 21,193 (61.296%) Burks Falls = 1,866 (5.397%) Ryerson = 11,516 (33.307%)					

	A	B	U	W	X	Y	Z	AA
1	BURK'S FALLS AND DISTRICT FIRE DEPARTMENT							
2	2025 DRAFT BUDGET							
3	February 19, 2025							
4	Account #	Description	2022 Actual	2023 Actual	2024 Budget	2024 YTD (12/31)	2025 DRAFT BUDGET	Comments
6	OPERATING ACTIVITIES							
7	OPERATING REVENUE							
8	15-321	MVC	3,364	7,950	4,700	9,713	6,100	3-year average
9	15-321-01	Inspections	630	470	500	620	500	
10	15-321-03	Miscellaneous Revenue	41,014	8,516	3,500	2,910	3,500	Fines, burn permits
12	15-321-05	Fire Chief Shared Services	-	-	-	38,761	52,700	
14		TOTAL OPERATING REVENUE	45,008	16,936	8,700	52,004	62,800	
15								
16	OPERATING EXPENDITURES							
17	16-202	Vehicle Expense	29,198	16,275	28,800	27,634	32,000	
18	16-203	Equipment/Comm Repair	11,280	11,358	12,800	15,520	11,600	
21	16-206	Fire Prevention Supplies	3,514	3,319	5,100	4,445	5,600	
23	16-208	Training	35,414	8,902	13,400	8,473	14,600	
25	16-209	WSIB	6,869	6,479	9,400	9,234	10,900	
26	16-210	Response Wages	41,857	82,088	95,000	102,121	97,000	
27	16-211	Wages & Empl Related Costs	183,458	195,353	217,900	229,022	225,600	
28	16-212	Insurance	30,084	33,788	36,400	37,291	37,900	
29	16-213	Building Repair/Maintenance	2,621	2,576	4,000	5,061	4,000	
30	16-214	Office Expense	18,532	17,378	18,600	18,455	17,400	
34	16-215	Air Station Fill and Maintenance	1,350	765	1,000	808	1,000	
35	16-216	PPE	5,237	465	-	217	-	
36	16-217	New Equipment/Gear	42,791	22,178	43,500	36,381	46,200	Portable radios, bunker gear, helmets, boots, station wear
37	16-218	Miscellaneous	3,474	811	1,000	3,210	1,000	
38	16-219	Snow Removal	1,803	1,931	2,100	1,510	2,100	
39	16-222	Recharge Fire Extinguishers	359	379	500	136	500	
40	16-223	Radio License	1,565	1,672	1,750	1,745	2,400	Increase in fees
41	16-224	Answering Service	1,286	1,286	1,350	1,286	1,350	

	A	B	U	W	X	Y	Z	AA
1	BURK'S FALLS AND DISTRICT FIRE DEPARTMENT							
2	2025 DRAFT BUDGET							
3	February 19, 2025							
4	Account #	Description	2022 Actual	2023 Actual	2024 Budget	2024 YTD (12/31)	2025 DRAFT BUDGET	Comments
42	16-225	Legal	-	6,594	1,000	2,089	1,000	
43	16-226	Office Space Rental	3,242	3,242	3,242	3,242	3,242	
44	16-229	Audit/Accounting	3,911	4,818	4,100	4,384	4,200	Audit fees \$3,700 per contract + \$500 for external accounting
46	16-248	Defib/Medical Supplies	403	651	500	1,376	4,000	
47		TOTAL OPERATING EXPENDITURES	428,248	422,308	501,442	513,639	523,592	
48								
49		NET OPERATING EXPENDITURES	383,240	405,373	492,742	461,636	460,792	
50								
52	CAPITAL TRANSACTIONS							
53	CAPITAL REVENUE							
54	15-321-02	Donations	555	500	100	2,000	100	
55	15-323	Transfer to Unfunded Capital	-	-	-	-	1,476,200	Re: construction cost of new fire hall
56	15-328	Proceeds on sale of Capital Assets	-	-	10,000	10,000	-	
59		TOTAL CAPITAL REVENUE	555	500	10,100	12,000	1,476,300	
60								
61	CAPITAL EXPENDITURES							
62	16-221	Capital Purchase	273,286	8,805	719,400	761,517	1,508,700	
67	Debt Repayment							
68	16-212-1	Tanker Loan - interest	5,318	4,537	3,733	3,733	2,905	
69	16-212-2	Tanker Loan - principal	25,740	26,510	27,303	27,303	28,120	
70	16-212-3	Fire Hall Loan - interest	-	-	-	-	18,305	Interest on construction financing
71								
72		TOTAL CAPITAL EXPENDITURES	304,343	39,852	750,436	792,553	1,558,030	
73								
74		NET CAPITAL EXPENDITURES	303,788	39,352	740,336	780,553	81,730	
75								
76	NET EXPENDITURES		687,028	444,724	1,233,078	1,242,188	542,522	
77								

	A	B	U	W	X	Y	Z	AA
1	BURK'S FALLS AND DISTRICT FIRE DEPARTMENT							
2	2025 DRAFT BUDGET							
3	February 19, 2025							
4	Account #	Description	2022 Actual	2023 Actual	2024 Budget	2024 YTD (12/31)	2025 DRAFT BUDGET	Comments
78	MUNICIPAL CONTRIBUTIONS							
79	15-621 A	Armour (47.84%)	328,674	212,756	589,905	594,263	259,543	
80	15-621 B	Burk's Falls (28.6%)	196,490	127,191	352,660	355,266	155,161	
81		Ryerson (23.56%)	161,864	104,777	290,513	292,660	127,818	
82			687,028	444,724	1,233,078	1,242,188	542,522	

BREAKDOWN OF DRAFT 2025 FIRE BUDGET

02/19/2025

Account #	Heading	Item Description	Cost	Total
16-202	Vehicle Expense	Safety Inspection	\$6,000	
		Undercoating	\$1,000	
		Fuel	\$15,000	
		Aerial Test	\$4,500	
		ATV Tracks on & Tires Off	\$1,500	
		Miscellaneous (batteries, tires, lights, etc)	\$4,000	
				\$32,000
16-203	Equip/Comm Repair	Pump and ladder testing	\$3,100	
		Bunker gear cleaning	\$2,500	
		Annual flow testing	\$1,700	
		Annual Fit testing	\$1,000	
		Maintenance on comm tower	\$300	
		Miscellaneous (radio batteries, etc)	\$3,000	
				\$11,600
16-208	Training	Training props	\$2,000	
		Professional memberships (O AFC, FPO)	\$800	
		Fireworks certification	\$1,500	
		NEFEC registration	\$6,300	
		Option for firefighters to attend RTC	\$4,000	
				\$14,600
16-210	Volunteer Fire Wages	COLA adjustment to 2024 firefighter pay grid	\$97,000	
				\$97,000
16-213	Building Maintenance	Cleaning supplies	\$500	
		Contracted cleaning services	\$500	
		Unanticipated building repairs	\$3,000	
				\$4,000
16-214	Office Expenses	Office cleaning	\$2,500	
		Printer	\$1,000	
		Phone and internet	\$7,500	
		Utilities	\$5,000	
		Supplies including FPO	\$1,400	
				\$17,400
16-215	Air Station Fill & Maint	Service contract on air station (1/4 share)	\$1,000	

				\$1,000
16-217	New Equipment/Gear	Bunker gear- 4 sets	\$12,000	
		Structural/auto-x gloves, balaclavas	\$3,000	
		Hats, t-shirts, and station wear	\$3,500	
		Hoses and nozzles	\$4,500	
		Hand tools	\$2,500	
		SCBA cylinders	\$8,000	
		Foam	\$1,700	
		Smoke alarms and CO2 detectors	\$1,000	
		Radios	\$5,000	
		Share of RDC group purchase	\$1,500	
		Other miscellaneous	\$3,500	
				\$46,200
16-221	Capital Purchases	Fire hall build project	\$1,476,200	
		FirePro Software	\$8,500	
		Enclosed Trailer	\$20,000	
		New Printer	\$4,000	
				\$1,508,700