

TRI COUNCIL MEETING
Monday, February 22, 2021 – 7:00 p.m.
Virtual Meeting
Township of Armour, Host

Welcome – Reeve Bob MacPhail

Approval of the notes – October 26, 2020 – Resolution (1)

Declaration of Pecuniary Interest

Delegations – Scott Aitchison, Member of Parliament

Review of draft 2021 budgets:

Waste Management (2)

Fire Department (3)

Arena (4)

Any other business?

Next Meeting – Monday, October 25, 2021, 7 p.m. – Burk's Falls to Host

Adjourn

**TOWNSHIP OF ARMOUR
TOWNSHIP OF RYERSON
VILLAGE OF BURKS FALLS**

TRI COUNCIL NOTES

October 26, 2020

The Tri-Council meeting of the Council of the Township of Armour, Council of the Township of Ryerson and the Council of the Village of Burk's Falls was held on Monday October 26, 2020 at 7:00 p.m. at the Armour, Ryerson, Burks Falls Memorial Arena, 220 Centre Street, Burk's Falls.

Ryerson Council in person attendance: Mayor George Sterling, Councillors Barbara Marlow, Penny Brandt, Delynne Patterson. Electronic attendance: Celia Finley. Staff: Judy Kosowan, CAO/Clerk; Nancy Field, Deputy Clerk; Brayden Robinson, Treasurer; Dave McNay, Fire Chief; Ken Stevenson, Deputy-Fire Chief.

Armour Council in person attendance: Reeve Bob MacPhail, Councillors Rod Ward, Jerry Brandt and Wendy Whitwell. Regrets Rod Blakelock. Staff: John Theriault, Clerk-Treasurer/Administrator, Amy Tilley, Waste Management Administrator.

Burk's Falls Council in person attendance: Mayor Cathy Still, Councillors Jarvis Osborne, John Wilson and Rex Smith. Electronic attendance: Lisa Morrison. Staff: Nicky Kunkel, CAO/Clerk, Tammy Wylie, Treasurer and Graham Smith, Arena Manager.

Presenters attending in person: Nieves Guijarro, CEO Library, Diane Brandt, President, Historical Society.

Public attending in person: Judy Ransome, Lee McConnell.

The Meeting was hosted by Township of Ryerson and Mayor George Sterling called the meeting to order at 7:00 p.m.

The minutes of the Tri-Council meeting held on March 9, 2020 were approved as circulated.

DECLARATION OF PECUNIARY INTEREST: None declared.

2021 DRAFT BUDGETS/REPORTS:

Burks Falls and District Historical Society

Diane Brandt, President of the Burks Falls and District Historical Society presented an up-date on the Historical Society. This year was different due to COVID-19 and the two Heritage Centres were closed which allowed time to catch up on some much-needed projects that were outlined in the report. Many donations were received this year.

For next year Heritage Day and the Firefighters Challenge is set for Saturday July 10, 2021.

The 2021 budget was provided to the three Councils.

It was noted that if the Historical Society needs fill for the backyard that perhaps the three municipalities could provide fill from time to time.

Burks Falls, Armour and Ryerson Union Public Library

Nieves Guijarro, CEO from the Burks Falls, Armour and Ryerson Union Public Library provided the CEO Report and the 2021 Budget. The Library continues to provide services to the public while following directives from the North Bay Parry Sound District Health Unit.

Armour, Ryerson & Burks Falls Memorial Arena and Community Centre

Graham Smith, Arena Manager reviewed 2021 Budget Notes and the 2021 budget. Challenges relating to COVID-19 and the affect on putting ice in and hall rentals were discussed. Burks Falls Council and the Arena Manager will continue to monitor Provincial and Health Unit restrictions and requirements regarding use of arenas.

Tri-R Waste Management

Amy Tilley, Waste Management Administrator, presented the 2021 draft budget and report. The effects of COVID-19 on the volumes of waste such as short-term rentals. It was noted that increased education regarding recycling for the owners and renters may help alleviate this.

Consideration of future expansion options for the landfill site and mining parts of previously used sections to extend the life were discussed. It was noted that transfer stations and shipping garbage are likely realities for the future, which will be costly.

Burks Falls and District Fire Department

Fire Chief Dave McNay presented the draft 2021 fire department budget with a 3.5% increase. The proposal for a burn building for training purposes, to be built in Perry Township and shared by five area fire departments was discussed.

DISCUSSION:

Reeve MacPhail provided an overview of the regional fire department proposal which was initiated six years ago. A meeting has been scheduled for Thursday November 19, 2020 at 7:00 p.m. at the arena in Burks Falls to discuss a workable funding model. Representatives from the five partner fire departments were invited to the meeting and the Municipality of Magnetawan has withdrawn from the discussions.

A second topic for discussion will be funding the Regional Fire Training Officer program. Currently this training is offered to five fire departments and several

funding proposals have been brought forward by Magnetawan, Kearney and McMurrich/Monteith.

The importance of maintaining the excellent fire training program and automatic aid system that are in place was stressed.

RESOLUTIONS:

Moved by Councillor Rex Smith, seconded by Councillor Jerry Brandt, be it resolved that the minutes from the Tri-Council meeting March 9, 2020 be approved as circulated. (Carried)

Moved by Mayor Cathy Still, seconded by Reeve Bob MacPhail, be it resolved that we do now adjourn at 9:27 p.m. (Carried)

Note Taker: Judy Kosowan

2020 TRI R WASTE MANAGEMENT OPERATIONAL REVIEW

UPDATE ON OPERATIONS

Landfill

The *Capacity Report* received from E.J. Williams Surveying, May 5, 2020, identifies 18,000 cubic metres of air space available for landfilling. The current documented annual rate of disposal is 2,000 to 2,400 cubic metres, which sees end of use at approximately 2028. This projection does not take into account that Burks Falls curbside collection is no longer disposed of at the site. Once the survey for 2020 is complete, a review of the annual rate of disposal will demonstrate a lower rate which will extend the end of use.

With an estimated 7 years of landfilling left the Council of the Township of Armour, requested research into the options for future waste disposal. Understanding that another expansion on the existing footprint is not an option, the Administrator was directed to investigate, expropriation of land for expansion, mining existing waste to regain cover material as well as capacity or closing the site and converting to a transfer station. The aforementioned options have been discussed with the Engineering consultant as well as the Senior Environmental Officer with the Ministry of the Environment, Conservation and Parks (MECP).

Detailed investigation and discussions will take place in 2021 to establish cost and benefits or downfalls of each option. Project costs will be presented upon completion of the review.

A review of the conditions in the Environmental Compliance Approval (landfill license), with regard to the requirement for an annual survey and options to reduce cost, are also in the review process with the Senior Environmental Officer.

Blue Box Transition Update

On October 19, 2020, the Government of Ontario released its consultation draft of a proposed regulation under the *Resource Recovery and Circular Economy Act* for a producer responsible Blue Box Program. A draft Blue Box Transition Schedule was also posted for consultation and identified the transition year for eligible communities. The proposed schedule has identified 2025 as the year in which the TRI Communal Landfill & Recycling to transition. Although this does not align with the resolution that was passed by council, the Province is taking a regional approach to balance cost, tonnes, population and geographic catchments to promote a smooth transition process and manageable cost transfers to producers.

On December 23, 2020 the Resource Productivity and Recovery Authority on behalf of the MECP, approved the Blue Box Program Wind up plan and Transition Schedule.

The MECP is aiming for a finalized regulation by February 2021.

The proposed regulation is based on three principles:

2020 TRI R WASTE MANAGEMENT OPERATIONAL REVIEW

1. Improving environmental outcomes:
 - a. Ensuring Blue Box materials are collected and managed at end-of-life;
 - b. Collect a consistent set of materials across the province;
 - c. Recovering resources and reducing the use of raw materials.
2. Reducing costs and burden for business:
 - a. Encouraging a sustainable system for industry and consumers.
 - b. Supporting the principle of reducing taxpayer burden by shifting responsibilities and costs.
3. Supporting economic growth and innovation:
 - a. Creating jobs, encouraging investment and growing the Province of Ontario's infrastructure;
 - b. Creating demand and markets for materials recovered;
 - c. Encouraging more efficient and effective collection networks.

Transitioning municipalities are required to register with the Resource Productivity and Recovery Authority by April 15, 2021 and identify the number of residences, locations and levels of service currently being provided for the collection of Blue Box materials.

2020 BUDGET & FINANCIAL YEAR END REVIEW

Revenue

- 15-341 – over budget – 7,320 more bags in 2020 than in 2019 = seasonal residents retreating to the north due to COVID, also reuse and donation bins closed. Increase 2021 expected and line adjusted to reflect.
- 15-342 – Baled mixed paper shipped as well as 3 loads of cardboard. Scrap metal pays well but container recycling hit and miss as usual.
- 15-540 – RPRA funding = \$47,852 & OES = \$3,171
 - RPRA (WDO) for 2021 = \$42,930

Operating Expenses

- 16-455 -- Increase to annual insurance rate for 2021
- 16-456 – 2020 shipping propane and aerosol – must ship annually.
- 16-464 – carried forward final invoice for 2019 survey into 2020 budget.
 - First invoice received, awaiting drawing and report on capacity for 2020.
 - Investigating capacity for future use 2021
- 16-465 – Packer transmission, brake line, exhaust, AC compressor and windshield
- 16-477 – track issues, rear idler wheel, replaced rusty/damaged panel and forks.
 - Repairs to cages
- 16-476 & 16-476-5 – Adjustments to contract price in early spring and low commodity market for plastic containers see over expenditures in Freight and Processing fees.

Capital Expenditures

- Hydro project complete and under budget. Service is now buried.

2020 TRI R WASTE MANAGEMENT OPERATIONAL REVIEW

- 2021 Capital reduced to commit to cage repair.

TRI R WASTE MANAGEMENT CONTRIBUTIONS BY MUNICIPALITY		2020 Applied 15% Plus % of Bags	2021 budgeted 15% Plus % of Bags
Armour	15% of Net Expenditures	\$24,789	\$33,524
2020 total bags - 23,558 = 67.372% OF TOTAL BAGS		\$61,237	\$82,815
TOTAL CONTRIBUTION		\$86,026	\$116,339
Burks Falls	15% of Net Expenditures	\$24,789	\$33,524
2020 total bags - 843 = 2.411% OF TOTAL BAGS		\$2,191	\$2,964
TOTAL CONTRIBUTION		\$26,981	\$36,488
Ryerson	15% of Net Expenditures	\$24,789	\$33,524
2020 total bags - 10,566 = 30.217% OF TOTAL BAGS		\$27,465	\$37,143
TOTAL CONTRIBUTION		\$52,255	\$70,668
TOTAL OF ALL CONTRIBUTION		\$165,262	\$223,495

BAG TALLY – GATE INFORMATION – January – December 2020 - 2018

BAG TALLY	ARMOUR	BURKS FALLS	RYERSON	TOTAL OF ALL
January to December	23,558	843	10,566	34,967
2020 % OF TOTAL	67.372%	2.411%	30.217%	100%
January to December	18,489	661	8,497	27,647
2019 % OF TOTAL	66.875%	2.391%	30.734%	100%
January to December	21,653	370	9,561	31,584
2018 % OF TOTAL	68.557%	1.171%	30.272%	100%

As of December 2020 there were 1,783 active cards between the two townships. Only 1,398 of those were used at the landfill.

7,320 more bags in 2020 than in 2019 – three factors – COVID brings visitors and seasonal residents to the north, Diabetes Canada shuts down collection service and reuse centre remains closed as COVID precaution.

The Diabetes collection bins diverted 4 metric tonne of clothing and fabric in 2019.

2020 TRI R WASTE MANAGEMENT OPERATIONAL REVIEW

DIVERSION PROGRAMS

Diversion Program	2020	2019	2018
Electronics	19.40 MT = \$3,664	17.56 MT = \$3,512	22.09 MT = \$4,400
Tires	4035	556 = \$350	1,241 = \$1,280
Tubes & Bulbs	2,196	2,659	1,946
Batteries	1,528 lbs	1,851 lbs	1,253 lbs

Product	2020		2019	
	Tonnage MT	Amount	Tonnage MT	Amount
OCC	58.32	\$6,254	44.55	\$2,502
ONP	22.82	\$114	17.07	Stockpiled
CONTAINERS	112.78	\$1,792	107.27	\$5,321
Blue Box	193.92	\$8,160	168.89	\$7,826
Scrap Metal	50.95	\$2,808	11.59	\$1,003
TOTAL	244.87	\$10,968	180.48	\$8,829

Product	2018		2017	
	Tonnage MT	Amount	Tonnage MT	Amount
OCC	62.00	\$5,297	91.29	\$19,760
ONP	25.93	\$259	40.61	\$3,370
COMINGLE	99.70	\$8940	159.53	\$10,359
Blue Box	187.63	\$14,496	291.43	\$33,489
Scrap Metal	35.67	\$5,041	51.08	\$7,951
TOTAL	223.30	\$19,537	342.51	\$41,440

2021 TRI R WASTE MANAGEMENT DRAFT BUDGET

	Account #	Description	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	2021 DRAFT BUDGET
	TRI R WASTE MANAGEMENT OPERATING REVENUE					
1	15-341	TRI R Landfill Sales	\$130,903	\$120,000	\$149,958	\$130,000
2	15-342	TRI R Recycling Sales	\$8,826	\$8,500	\$10,572	\$8,500
3	15-344	TRI R Recycling Revenue - Blue Box Sales	\$230	\$250	\$160	\$250
4	15-540	TRI R Govt. Grants Recycling Operating	\$80,203	\$55,000	\$49,820	\$42,930
5	TRI R WASTE MANAGEMENT TOTAL REVENUE		\$220,162	\$183,750	\$210,510	\$181,680
6	TRI R WASTE MANAGEMENT OPERATING EXPENDITURES					
7	16-451	TRI R - Salaries & Benefits	\$206,049	\$212,400	\$223,129	\$238,000
8	16-451-1	TRI R - Landfill Training, Health & Safety	\$844	\$2,000	\$379	\$4,500
9	16-452	TRI R - Landfill - Supplies	\$3,951	\$2,500	\$1,217	\$2,500
10	16-454	TRI R - Skid & Packer Fuel	\$2,226	\$5,500	\$2,227	\$4,000
11	16-455	TRI R - Insurance	\$4,853	\$5,000	\$5,263	\$6,300
12	16-455-2	TRI R - Audit & Accountant Fees	\$3,562	\$4,000	\$4,182	\$4,080
13	16-456	TRI R - Landfill - Hazardous Waste Disposal	\$1,788	\$1,500	\$3,184	\$3,000
14	16-460	TRI R - Landfill - Dozer/Site Maintenance	\$3,214	\$3,500	\$1,405	\$3,000
15	16-460-5	TRI R - Landfill - Contracted Services	\$909	\$5,000	\$547	\$4,000
16	16-461	TRI R - Landfill - Office & Advertising	\$1,975	\$2,500	\$1,367	\$2,500
17	16-461-1	TRI R - Landfill Bank Charges	\$2,378	\$2,000	\$2,573	\$2,500
18	16-462	TRI R - Payment in Lieu of taxes	\$3,595	\$3,595	\$3,566	\$3,595
19	16-464	TRI R - Landfill - Monitoring	\$12,401	\$17,000	\$24,224	\$20,000
20	16-465	TRI R - Landfill- Equipment Maintenance	\$11,447	\$20,000	\$27,795	\$25,000
21	16-475-1	TRI R - Recycling Training, Health & Safety	\$1,930	\$2,000	\$1,665	\$2,000
22	16-476	TRI R - Recycling - Freight	\$9,500	\$11,000	\$12,991	\$14,000
23	16-476-5	TRI R - Recycling - Processing Fee	\$25,839	\$22,000	\$27,937	\$22,000
24	16-477	TRI R - Recycling- Equipment Maintenance	\$11,042	\$10,000	\$13,630	\$15,000
25	16-478	TRI R - Recycling- Building Maint.	\$1,046	\$2,000	\$756	\$1,500
26	16-479	TRI R - Recycling- Promotion	\$22	\$0	\$0	\$0
27	16-480	TRI R - Recycling - Natural Gas	\$2,654	\$2,000	\$1,925	\$2,500
28	16-481	TRI R - Hydro & Telephone	\$3,102	\$2,500	\$1,932	\$2,000
29	16-483	TRI R - Recycling- Supplies	\$4,542	\$2,000	\$1,980	\$2,200
30	16-484	TRI R - Recycling- Office & Advertising	\$1,482	\$2,000	\$1,000	\$2,000
31	16-486	TRI R - Recycling - Winter Maintenance	\$4,062	\$5,000	\$1,905	\$4,000
32	TRI R WASTE MANAGEMENT TOTAL OPERATING EXPENDITURES		\$324,413	\$346,995	\$366,780	\$390,175
33	TRI R WASTE MANAGEMENT NET OPERATING EXPENDITURES		\$104,250	\$163,245	\$156,270	\$208,495

2021 TRI R WASTE MANAGEMENT DRAFT BUDGET

Account #	Description	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	2021 DRAFT BUDGET
34	TRI R WASTE MANAGEMENT CAPITAL TRANSACTIONS				
35	TRI R WASTE MANAGEMENT CAPITAL EXPENDITURES				
36	16-466-5 TRI R Packer Repairs	\$72,131	\$0	\$0	\$0
37	16-489-500 TRI R - Hydro Service	\$0	\$10,000	\$8,992	\$0
38	16-489-504 TRI R - Landfill - Resurfacing	\$0	\$0	\$0	\$15,000
39	16-489-6 TRI R - Compact Track Loader Snowblade	\$0	\$0	\$0	\$0
40	TRI R WASTE MANAGEMENT TOTAL CAPITAL EXPENDITURES	\$72,131	\$10,000	\$8,992	\$15,000
41	TRI R WASTE MANAGEMENT NET CAPITAL EXPENDITURES	\$72,131	\$10,000	\$8,992	\$15,000
42	TRI R WASTE MANAGEMENT NET EXPENDITURES	\$176,382	\$173,245	\$165,262	\$223,495
43	TRI R WASTE MANAGEMENT CONTRIBUTIONS BY MUNICIPALITY	2019 Applied 15% Plus % of Bags	2020 Applied 15% Plus % of Bags	2020 Applied 15% Plus % of Bags	2021 budgeted 15% Plus % of Bags
44	Armour 15% of Net Expenditures	\$26,457	\$25,987	\$24,789	\$33,524
45	2020 total bags - 23,558 = 67.372% OF TOTAL BAGS	\$64,875	\$63,722	\$61,237	\$82,815
46	TOTAL CONTRIBUTION	\$91,333	\$89,708	\$86,026	\$116,339
47	Burks Falls 15% of Net Expenditures	\$26,457	\$25,987	\$24,789	\$33,524
48	2020 total bags - 843 = 2.411% OF TOTAL BAGS	\$2,320	\$2,278	\$2,191	\$2,964
49	TOTAL CONTRIBUTION	\$28,777	\$28,265	\$26,981	\$36,488
50	Ryerson 15% of Net Expenditures	\$26,457	\$25,987	\$24,789	\$33,524
51	2020 total bags - 10,566 = 30.217% OF TOTAL BAGS	\$29,815	\$29,285	\$27,465	\$37,143
52	TOTAL CONTRIBUTION	\$56,272	\$55,272	\$52,255	\$70,668
53	TOTAL OF ALL CONTRIBUTIONS	\$176,382	\$173,245	\$165,262	\$223,495
54	2020 Garbage bag count used for application of total contribution by municipality. Number of Bags to be adjusted at year end to 2021 totals. 2020 total bags = 34,967 (Armour = 23,558 (67.372%) Burks Falls = 843 (2.411%) Ryerson = 10,566 (30.217%))				

	A	B	N	P	Q	R	S	T
1	BURK'S FALLS AND DISTRICT FIRE DEPARTMENT							
2	2021 DRAFT BUDGET							
3	February 17, 2021							
4	Account #	Description	2018 Actual	2019 Actual	2020 Budget	2020 Actual (Pre-Audit)	2021 Draft Budget	Comments
6	OPERATING ACTIVITIES							
7	OPERATING REVENUE							
8	15-321	MVC	919	11,711	6,500	1,940	4,900	3-year average
9	15-321-01	Inspections	425	555	400	205	400	2020 Harvest Festival cancelled
10	15-321-03	Miscellaneous Revenue	1,450	10,411	100	4,994	100	2020 increase due to burning fines
11	15-321-04	Air Station	1,200	1,200	1,500	1,500	2,250	Maintenance contract split 4 ways (see 16-215)
13	15-621	Fire Transfer from Reserve	300	-	-	-	-	
14		TOTAL OPERATING REVENUE	4,294	23,877	8,500	8,639	7,650	
15								
16	OPERATING EXPENDITURES							
17	16-202	Vehicle Expense	17,938	39,094	25,800	18,384	20,100	2021 includes aerial testing (1,700), safety inspections (2,800), fuel (8,600)
18	16-203	Equipment/Comm Repair	14,897	16,793	16,250	12,690	16,900	
19	16-204	Utilities	5,609	5,453	6,000	4,796	6,000	
20	16-205	Telephone	5,493	6,038	6,200	5,740	5,600	One phone line eliminated
21	16-206	Fire Prevention Supplies	2,194	914	3,000	-	3,000	Supplies, fire rate signs, uniforms
23	16-208	Training	26,182	35,463	45,865	23,238	37,050	
25	16-209	WSIB	5,550	7,036	6,400	4,794	7,900	
26	16-210	Response Wages	46,694	57,545	51,300	54,804	57,600	
27	16-211	Wages & Empl Related Costs	142,547	166,413	175,000	117,910	174,500	FPO replacement hired Jan 2021
28	16-212	Insurance	20,647	20,887	22,100	22,257	24,800	
29	16-213	Building Repair/Maintenance	2,552	2,237	2,500	1,683	4,000	
30	16-214	Office Expense	3,532	3,017	3,700	3,110	3,500	
34	16-215	Air Station Fill and Maintenance	1,434	1,547	2,320	1,936	3,000	
35	16-216	PPE	-	-	-	3,438	1,500	Gloves, masks, gowns, wipes
36	16-217	New Equipment/Gear	4,158	12,616	32,060	34,732	49,660	Portable radios, bunker gear, helmets, boots, station wear
37	16-218	Miscellaneous	268	2,624	1,000	422	1,000	

	A	B	N	P	Q	R	S	T
1	BURK'S FALLS AND DISTRICT FIRE DEPARTMENT							
2	2021 DRAFT BUDGET							
3	February 17, 2021							
4	Account #	Description	2018 Actual	2019 Actual	2020 Budget	2020 Actual (Pre-Audit)	2021 Draft Budget	Comments
38	16-219	Snow Removal	2,079	2,005	2,200	1,650	2,200	
39	16-222	Recharge Fire Extinguishers	268	333	500	178	500	
40	16-223	Radio License	1,455	1,522	1,560	1,420	1,450	Forecasted inflationary increase
41	16-224	Answering Service	1,224	1,261	1,300	1,261	1,300	
42	16-225	Legal	509	-	500	-	500	
43	16-226	Office Space Rental	3,242	3,242	3,242	3,242	3,242	
44	16-229	Audit/Accounting	1,801	2,528	2,600	2,534	2,600	Audit fees \$2,200 per contract + \$400 for external accounting
45	16-247	Smoke/CO Alarms	392	237	500	-	-	Sufficient supply in stock for 2021
46	16-248	Defib/Medical Supplies	168	-	500	-	500	
47		TOTAL OPERATING EXPENDITURES	310,833	388,805	412,397	320,219	428,402	
48								
49		NET OPERATING EXPENDITURES	306,539	364,928	403,897	311,580	420,752	
50								
51								
52	CAPITAL TRANSACTIONS							
53		CAPITAL REVENUE						
54	15-321-02	Donations (typically received for fire capital assets)	500	100	100	40	100	
56	15-328	Proceeds from Tanker Loan	270,000	-	-	-	-	
57	15-324	Air Station System Overhaul	-	-	40,000	-	-	
58	15-621	Transfer from Fire Committee Reserve		24,470	7,500	7,500	-	
59		TOTAL CAPITAL REVENUE	270,500	24,570	47,600	7,540	100	
60								
61		CAPITAL EXPENDITURES						
62	16-221	Capital Purchase	268,636	24,470	50,000	9,830	12,000	Construction of burn building (\$60,000 split between 5 departments)
63	16-227	Back Up Generator	8,629	-	-	-	-	
65	16-228	Fire Committee Reserve Expense	2,500	2,500	-	-	-	
66	16-257	Hall Ventilation System	25,247	-	-	-	-	

	A	B	N	P	Q	R	S	T
1	BURK'S FALLS AND DISTRICT FIRE DEPARTMENT							
2	2021 DRAFT BUDGET							
3	February 17, 2021							
4	Account #	Description	2018 Actual	2019 Actual	2020 Budget	2020 Actual (Pre-Audit)	2021 Draft Budget	Comments
67		Debt Repayment						
68	16-212-1	Tanker Loan - interest	3,661	7,526	6,811	6,811	6,076	
69	16-212-2	Tanker Loan - principal	-	23,561	24,266	24,266	24,992	
70								
71		TOTAL CAPITAL EXPENDITURES	308,673	58,057	81,077	40,907	43,068	
72								
73		NET CAPITAL EXPENDITURES	38,173	33,487	33,477	33,367	42,968	
74								
75		NET EXPENDITURES	344,712	398,415	437,374	344,947	463,720	
76								
77		MUNICIPAL CONTRIBUTIONS						
78	15-621 A	Armour (47.84%)	164,910	190,602	209,240	165,023	221,844	
79	15-621 B	Burk's Falls (28.6%)	98,588	113,947	125,089	98,655	132,624	
80		Ryerson (23.56%)	81,214	93,867	103,045	81,270	109,252	
81			344,712	398,415	437,374	344,947	463,720	

BREAKDOWN OF DRAFT 2021 FIRE BUDGET

2021-02-17

Account #	Heading	Item Description	Cost	Total
16-202	Vehicle Expense	Safety Inspection	\$2,800	
		Undercoating	\$1,500	
		Fuel	\$8,600	
		Aerial Test	\$1,700	
		ATV Tracks on & Tires Off	\$1,500	
		Miscellaneous (batteries, tires, lights, etc)	\$4,000	
				\$20,100
16-203	Equip/Comm Repair	Pump test	\$1,250	
		Bunker gear cleaning	\$5,500	
		Annual flow testing	\$1,550	
		Annual Fit testing	\$1,000	
		Hydrostat testing- 20 bottles	\$2,800	
		Hose Testing	\$1,500	
		Maintenance on comm tower	\$300	
		Miscellaneous (radio batteries, etc)	\$3,000	
				\$16,900
16-208	Training	Live fire training- burn building- see App 1	\$3,750	
		Officer training- WebEx	\$6,350	
		Recruit training	\$2,400	
		Training props	\$1,000	
		O AFC yearly registration	\$800	
		Option for FPO to attend RTC	\$5,000	
		Regular training night wages = 35 nights, 2.5 hours, 12 FFs @ \$16.89/hr	\$17,750	
				\$37,050
16-210	Response Wages	Honorariums (2 Deputy Chiefs @ \$2000; 3 Captains @ \$1500; 1 Chief Radio Operator @ \$1500; 3 acting captains @ \$500)	\$11,500	
		Call Wages (based on 2017-2019 average)	\$46,100	
				\$57,600
16-213	Building Maintenance	Cleaning supplies	\$500	
		Painting and floor replacement	\$2,500	
		Unanticipated building repairs	\$1,000	
				\$4,000
16-214	Office Expense	Office cleaning	\$2,000	
		Copier contract	\$1,000	

		Supplies including FPO	\$500	
				\$3,500
16-215	Air Station Fill & Maint	Service contract on new air station	\$3,000	
				\$3,000
16-217	New Equipment/Gear	Coveralls- 5 sets	\$1,000	
		Boots- 8 pairs	\$2,640	
		Radio console (\$6,600 split btwn 5 dpts)	\$1,320	
		Portable radios- 10	\$12,200	
		Bunker gear- 9 sets	\$18,000	
		Helmets	\$13,000	
		Piercing nozzle	\$1,500	
				\$49,660



The Municipality of the
VILLAGE OF BURK'S FALLS

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ARBFMA Arena Managers 2021 Budget Report Update

RECOMMENDATIONS

Accept this report as information for discussion.

Revenue Update

- Ice rentals, Concession, public skating, and skate sharpening have been adjusted to reflect only 5 months of use.
- Hall rentals have been adjusted to reflect only 9 months of use.

Depending on the province of Ontario and COVID-19 restrictions these revenue estimates may need to be adjusted further if restrictions lengthen past March 2021.

Revenue Update

- Wages for 2021 reflect the new approved rates of pay.
- The arena remains closed and is operating with the Assistant manager working to continue maintenance, repairs and day to day needs of the arena.
- The wages reflect the Arena manager 2nd operator being laid off until May 2021 with the arena manager being paid for periodic part-time managerial hours as needed.
- The 2nd operators wage for the summer needs to be allocated to the parks/public works budget.
- Utilities have been adjusted to show a shorter ice season facility use limitations for 2021 due to COVID-19 restrictions and lockdown orders.
- The Office supplies have been adjusted to offset costs for Clover and Booking software fees.
- Booth supplies have been adjusted for 5 months of concessions.

Capital Update

- The Capital Revenue and Expenditures have been adjusted to allow the purchase of the Booking software program. A report for this program and hardware required to follow.

Conclusion

These updates were needed to reflect how COVID-19 has affected the ARBFMA for 2021.

The Service delivery review has recommended the use of software to increase efficiencies and the Booking software will address this recommendation.

Signature
Graham Smith RRFA/CIT
Burk's Falls Arena Manager

**BURK'S FALLS, ARMOUR AND RYERSON
MEMORIAL ARENA
2021 BUDGET**

Account #	Description	2018 Actual	2019 Actual	2020 Draft Budget	2020 Actuals	2021 Draft Budget	
1	OPERATING ACTIVITIES						
2	15-372 OPERATING REVENUE						
3	User fees	100,665	93,976	100,000	24,769	80,155	based on 75% Jan/Mar
4	Rents/Concessions	19,871	20,799	20,000	6,304	11,385	2% rate increase
5	Donations/Other Revenue	204	236	300	326	300	COVID affected
6	COVID Revenue operations	0	0	0	0	1,500	Prov. Funding
						0	
7	TOTAL OPERATING REVENUE	120,739	115,012	120,300	31,399	93,340	
8							
9	OPERATING EXPENDITURES						
10	16-721 Arena-Wages & Benefits	160,921	175,912	170,000	112,832	134,012	Includes succession training
11	16-723 Arena Bad Debt Expense	0	0	0	3,763	0	
12	16-724-1 Audit & Accounting	1,775	0	2,500	2,500	2,500	
13	16-724-10 Insurance	20,136	21,983	25,000	24,894	26,250	5% increase
14	16-724-2 Telephone	1,461	1,594	1,800	1,459	1,900	Work alone phone
15	16-724-3 Hydro	48,167	49,069	50,000	23,648	34,335	soft starts, no change
16	16-724-4 Natural Gas	12,394	10,337	15,000	9,139	10,250	No rate increase
17	16-724-5 Water & Sewer	6,266	4,484	7,100	2,375	4,550	2.50%
18	16-724-6 Ice Plant	40,147	13,582	15,000	4,535	12,525	2%
19	16-724-7 Building Maintenance	20,932	27,255	21,900	15,936	20,695	railings/ gate bolts
21	16-724-8 Cleaning Supplies	3,503	3,443	3,300	1,680	4,375	2% increase
22	16-724-9 Zamboni	9,523	9,872	11,000	9,327	11,220	2% increase
23	16-724-90 COVID related expenses	0	0	0	7,560	1,500	
23	16-724-91 Office supplies and uniform	5,892	1,845	3,000	2,792	4,425	2% increase
24	16-724-92 Fire Safety	1,849	3,547	3,000	1,266	3,060	2% increase
25	16-724-93 Snow Removal	6,540	4,565	5,000	5,766	5,150	2% increase
26	16-724-94 Elevator	1,027	1,432	2,400	1,165	2,450	2% increase
27	16-724-95 Skate Sharpener	0	1,422	500	0	500	
28	16-724-96 Booth Supplies	11,340	7,911	8,000	3,955	4,320	Based on 40% of projected sales
29	16-724-97 Training	2,180	4,324	6,000	270	4,500	each staff H&S; succession
	80-123 to be recovered (I/S)-Telephone-Arena	1,273	1,306	1,343	1,343	1,375	
1	Capital: Telephone	0	0	0	0	0	
2	16-725-2 Interest on Telephone Capital Lease	95	61	25	25	20	
3							
4	TOTAL OPERATING EXPENDITURES	355,422	364,736	351,868	236,230	289,912	
5							
6	NET OPERATING EXPENDITURES	234,683	249,724	231,568	204,831	196,572	
7							
8	CAPITAL TRANSACTIONS						
9	15-372 CAPITAL REVENUE						
10	COVID - Separate Storage			11,100	0	24,500	Prov. Fund COVID
11	COVID - Booking system					6,360	
12	TOTAL CAPITAL REVENUE	0	0	11,100	0	30,860	
13							
14	16-725 CAPITAL EXPENDITURES						
19	Overhaul Compressor 1	0		10,000	15,552	7,000	
20	Razer - Blade Changer	0		12,000		3,500	
24	Cold Floor, Condenser Water Pump			15,000		7,000	
	Book King hard/soft ware					6,360	
	Storage for Upstairs					24,500	
25	Bleacher removal and Replace					12500	
26	LED in Hall					4,250	
	LED scoreboard					10,200	
27	TOTAL CAPITAL EXPENDITURES	0	0	37,000	15,552	75,310	
28							
29	NET CAPITAL EXPENDITURES	0	0	25,900	15,552	44,450	
30							
31	NET EXPENDITURES	234,683	249,724	257,468	220,383	241,022	
32							
33	MUNICIPAL CONTRIBUTIONS						
34	15-672 Armour	78,228	83,241	85,823	73,461	80,341	
35	15-6721 Ryerson	78,228	83,241	85,823	73,461	80,341	
	Burk's Falls	78,228	83,241	85,823	73,461	80,341	
		234,683	249,724	257,468	220,383	241,022	

ARBF Memorial Arena

5 year capital plan

As of October 2019

Department	Item	2018	2019	2020	2021	2022	2023	2024	2025+
Ice Plant	condenser cleaning	1,800				1,890			
	top end overhaul (6000 hours)	5,200					12,000		
	plate/frame chiller regasket	19,200							25,000
	condenser Fan VFD			12,000					
	compress #1 overhaul				7,000				
	Compressor #2 overhaul					7,000			
	Compressor Replacement								50,000
	Compressor Oil Separators						12,000		
	Dehumidifer replacement						15,000		
	Cold Floor, Condenser Water pump bearings and seals				7,000				
	Evaporator Condenser Replace							75,000	
	Upgrade Relief Pipe/Stack/Sze						5,000		
	Zamboni replacement						95,000		
Install Soft Starts			10,000						
Building	Structure report	3,944					4,000		
	Boards / ice surfacee			30,000					
	Washroom Upgrades	5,755	11,700						
	Bleachers				30,000				
	Storage Area			20,000					
	Dry pipe smell								
	Furnace Inspection								
	Generator								
Total		35,899	11,700	72,000	44,000	8,890	143,000	75,000	75,000