

TRI COUNCIL MEETING
Monday, October 25, 2021 – 7:00 pm
Hybrid meeting; At 220 Centre Street (Arena) and Zoom
Host: Village of Burk's Falls

AGENDA

1. Welcome Mayor Still
2. Declaration of Pecuniary Interest
3. Approval of Minutes from February 22, 2021 – (r)
4. TRI R Waste Management Operational Review and 2022 Budget
5. ARBF Memorial Arena Review of 2021 and 2022 Budget
6. BFAR Union Public Library 2022 Budget (at meeting)
7. Fire Chief Report and 2022 Budget
8. Report from Fire Prevention Officer, update on Services
9. Other Business
 - a. Renewal of Shared Services Agreement – December 31, 2022
 - i. Discussion on renewal with potential of committees (Armour)

COVID – 19 Protocols

Please do not attend if you are presenting symptoms

Please wear a mask while attending/walking about and cannot be 6 feet away from others

**Please note to attend in person the attendee shall be fully vaccinated and will be required to show proof to Arena Attendant prior to entry.

** Attendees are welcome to attend via Zoom upon registration with the Clerk of the Village of Burk's Falls

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

TRI COUNCIL MINUTES

February 22, 2021

The 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, February 22, 2021 at 7:00 p.m. and hosted by the Township of Armour.

Those in attendance for were:

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

Ryerson Council present included Mayor George Sterling, Councillors Barb Marlow, Penny Brandt, Celia Finley, and Delynne Patterson; Staff: Nancy Field, Deputy-Clerk, Brayden Robinson, Treasurer, and Dave McNay, Fire Chief.

Armour Council present included Reeve Bob MacPhail; Councillors Jerry Brandt, Rod Ward and Rod Blakelock; Staff: John Theriault, Clerk-Treasurer/Administrator, Charlene Watt, Deputy-Clerk and Amy Tilley, Waste Management Administrator.

Guests: Judy Ransome, Albine Cook, Paul Van Dam and Lee McConnell.

The meeting was called to order by Reeve Bob MacPhail at 7:00 p.m.

CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING:

The minutes of the regular meeting held on October 26, 2020 were approved as circulated.

DECLARATION OF PECUNIARY INTEREST: None

DELEGATIONS:

Scott Aitchison, Member of Parliament, made a presentation to TRI Council on the work he is doing in our area, including access to broadband internet and affordable housing. Questions were asked and answered.

2021 DRAFT BUDGETS:

Waste Management

The Waste Management Administrator presented the final draft of the 2021 waste management budget. The final draft budget for Waste Management is increasing from \$173,245 in 2020 to \$223,495 in 2021, an increase of \$50,250 or 29.01%. This is a decrease of \$4,177 from the October 2020 draft budget.

The Township of Ryerson is asking to implement the increase over three years to lessen the impact. Staff advised the municipalities that what is being asked for in the 2021 budget is what it is going to cost to administer the landfill. To reduce the budget, we could increase the tipping fees revenues by \$20,000, the only drawback is that if we do not collect as many tipping fees as last year, there will be a deficit which will have to be covered by the municipalities.

The municipalities were also advised that there is only 6 to 7 years left of life in the landfill and if they wish to keep it open or change it to a transfer station we will have to spend a large amount of money.

Fire Department

The Fire Chief presented his final draft 2021 Fire Department budget. The final draft budget is increasing from \$437,374 in 2020 to \$463,720 in 2021, an increase of \$26,346 or 6.02%. This is an increase of \$11,100 from the draft budget proposed in October 2020 which was a total of \$452,620.

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TRI COUNCIL MINUTES

February 22, 2021

The increase is due to an increase in the cost of training (\$1,200), an increase in the purchasing of equipment (\$4,000) and an increase the price of the burn building from \$30,000 to \$60,000, increasing our share by \$6,000.

Arena

The Arena Manager presented the 2021 draft arena budget. The draft budget is decreasing from \$257,468 in 2020 to \$241,022 in 2021, a decrease of 6.39%. This is a decrease of \$25,604 from the draft budget presented in October 2020.

The major differences from the October 2020 draft budget a as follows:

• reduction of the proposed revenues	\$+34,190
• reduction in the proposed salaries	-29,681
• reduction in cost of hydro	-15,665
• reduction in cost of natural gas	-4,750
• reduction is cost of water and sewers	-2,730
• reduction is cost of ice plant	-2,775
• reduction is cost of building maintenance	-2,955
• increase in office supplies and uniforms	+1,365
• decrease in booth supplies	-2,630
	<u>\$-25,631</u>

These adjustments reflect the fact that the arena will not be used as much because of COVID-19.

OTHER BUSINESS: None

ADJOURNMENT:

The TRI Council meeting adjourned at 8:35 p.m.

RESOLUTIONS:

Moved by Rod Ward, Seconded by Cathy Still; That the TRI Council of the Township of Armour, Township of Ryerson and the Village of Burk's Falls approve the minutes of the regular meeting held on October 26, 2020. Carried

Moved by Rod Blakelock, Seconded by George Stirling; 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 8:35 p.m. until the next regular TRI Council meeting scheduled for October 25, 2021 to be hosted by the Village of Burk's Falls. Carried

Robert MacPhail, Reeve

John Theriault, Clerk

2021 TRI R WASTE MANAGEMENT OPERATIONAL REVIEW

UPDATE ON OPERATIONS - SPRING REVIEW TO FALL FINDINGS

SPRING 2021 TRI COUNCIL REVIEWED

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.

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.

FINDINGS

E.J. Williams Surveying provided the *Capacity Report* on **May 10, 2021**, and identified **17,230 cubic metres** of air space available for landfilling. In analyzing the data collected from the last four years of surveying, the annual fill rate (capacity utilization rate) is 1,400 m³ to 1,600 m³. With 17,230 m³ of air space divided by the CUR, life expectancy is 10-12 years versus the estimate of 6 years (15,600 m³ and CUR 2,000 m³) recognized in the 2020 Annual Report.

With the latest results included, a four-year review was sent to Larry McCormack, Senior Environmental Officer of the Ministry of Environment, Conservation and Parks (MECP). In Mr. McCormack's opinion, the survey requirement can be amended to recognize the extended landfill life expectancy and the need for using a certified land surveyor can be removed until 2027. Volumetric measures will still be required for the annual report, but how we determine the volume of fill will be at our discretion.

SPRING 2021 TRI COUNCIL REVIEWED

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).

FINDINGS - POTENTIAL LANDFILL EXPANSION

Expropriation in a Northeasterly direction – Currently the eastern limits of waste terminate near a north-south trending watercourse that extends through the landfill site and eventually discharges into the Magnetawan River. This watercourse manages surface water from ditches adjacent to Chetwynd Road and runoff from adjacent land.

2021 TRI R WASTE MANAGEMENT OPERATIONAL REVIEW

Bedrock was identified at ground surface near Chetwynd Road between the watercourse and the waste footprint. Bedrock was also identified at ground surface for the hill within the southern portion of 211 Chetwynd Road. The depth of overburden below the watercourse is not known.

- Setbacks would be required from the property boundary, with a buffer zone to adjacent properties. Potential expansion 0.6 hectares (1.5 acres) – 5 metre thickness of waste = 30,000 cubic metres available for landfilling (12.5 years at current rate of fill).
- The observance of bedrock may require the placement of a layer of clay to form a liner prior to waste placement.
- Moving to the Northeast would not place waste closer to the Magnetawan River, which would allow for the continued use of the existing contaminant attenuation zone. As a result, leachate collection and treatment should not be required.
- Relocation of the watercourse that currently exists along the eastern landfill site boundary will be required which could be problematic due to the presence of bedrock near the surface.

An Environmental Assessment would be required for an expansion of this size, or the potential expanded volume reduced to remain under 100,000 m³, existing site capacity = 86,500m³ (13,500 m³ or 5.5 years at current fill rate). The following table is a breakdown of expenses to move toward expanding, with the assumption that the 30,000 m³ (12.5 years) would be sought after.

This does not include the site remediation and preparation once approval is obtained or the cost to expropriate the land for expansion.

Description of Expense – Landfill Expansion	Low Range	High Range
Application	4,700	22,500
Terms of Reference and Public Consultation	30,000	50,000
Full Environmental Assessment & EPA – If applying for 30,000 m ³	150,000	200,000
Hydrogeological Study and Hydrologic Study	65,000	85,000
Consultation with MNRF and DFO – watercourse relocation	10,000	20,000
2 new monitoring wells – including upgrading access to location	20,000	30,000
Design and Operation Manual	30,000	40,000
	309,700	447,500
Leachate Collection system	300,000	500,000
Leachate pumping station	100,000	100,000
Constructed Wetland – Stormwater Management Pond	150,000	200,000
Natural Environment Study	50,000	75,000
TOTAL	909,700	1,422,500

IF leachate collection is required, there will be an annual cost for collection transport, and off-site treatment of leachate. This annual cost would extend beyond the operating life of the landfill.

2021 TRI R WASTE MANAGEMENT OPERATIONAL REVIEW

FINDINGS - LANDFILL MINING

Specific conditions were considered in estimating volume for each option, however in order to minimize information in this report, conditions for each option were removed. Both reports, expansion and mining, provided by the consulting engineer can be made available by request through the Waste Management Administrator.

Option 1 – Delineated in Green

Landfill mining within the approved waste footprint within an area east of leachate monitoring wells BHO7-5 and BH15-1 (delineated in green). This area encompasses about 0.5 hectares (ha).

Based on the existing contours within the delineated mining area, the estimated volume of material that could be removed is about 29,000 m³. Assuming that about 30% of the volume to be mined would be waste that would require re-landfilling and a 0.75 m thick final cover of clayey soil and topsoil is required over the 0.5 ha area for closure, it is estimated that about 16,500 m³ of waste capacity may be available through landfill mining within the approved waste footprint. At a utilization rate of 2,400 m³/a, an additional 7 years of site life may be realized.

(At a utilization rate of 1,600 m³/a, an additional 10 years of site life may be realized, based on 2020 survey)

Option 2 – Delineated in Yellow

North of the approved waste footprint within the historic waste area around BH4. This delineated area provides a 30 metre setback from Chetwynd Road (delineated in yellow). The delineated area encompasses about 0.66 hectares (ha).

Based on the existing contours within the delineated mining area, the estimated volume of material that could be removed is about 46,000 m³. Considering that about 10% of the volume to be mined would be waste that would require re-landfilling, about 15,700 m³ would be lost to sideslopes, and a 0.75 m thick final cover of clayey soil and topsoil is required over the 0.66 ha area for closure, it is estimated that about 20,750 m³ of waste capacity may be available through landfill mining north of the approved waste footprint. At a utilization rate of 2,400 m³/a, an additional 9 years of site life may be realized.

(At a utilization rate of 1,600 m³/a, an additional 13 years of site life may be realized based on 2020 survey.)

It should be noted that approval for landfill expansion of the existing approved waste footprint would be required for Option 2.

Option 3 – Delineated in Blue

Landfill mining within the approved footprint within the working area west of monitoring well BH15-1 (delineated in blue). The delineated area encompasses about 0.55 hectares (ha).

Based on the October 2019 survey contours within the delineated mining area, the estimated volume of material that could be removed is about 35,000 m³. Considering that about 60% of the volume to be mined would be waste that would require re-landfilling it is

2021 TRI R WASTE MANAGEMENT OPERATIONAL REVIEW

estimated that about 14,000 m³ of waste capacity may be available through landfill mining north of the working face within the approved waste footprint. No final cover material was subtracted from the volume as no final cover has been added within the delineated working area. At a utilization rate of 2,400 m³/a, an additional 6 years of site life may be realized.

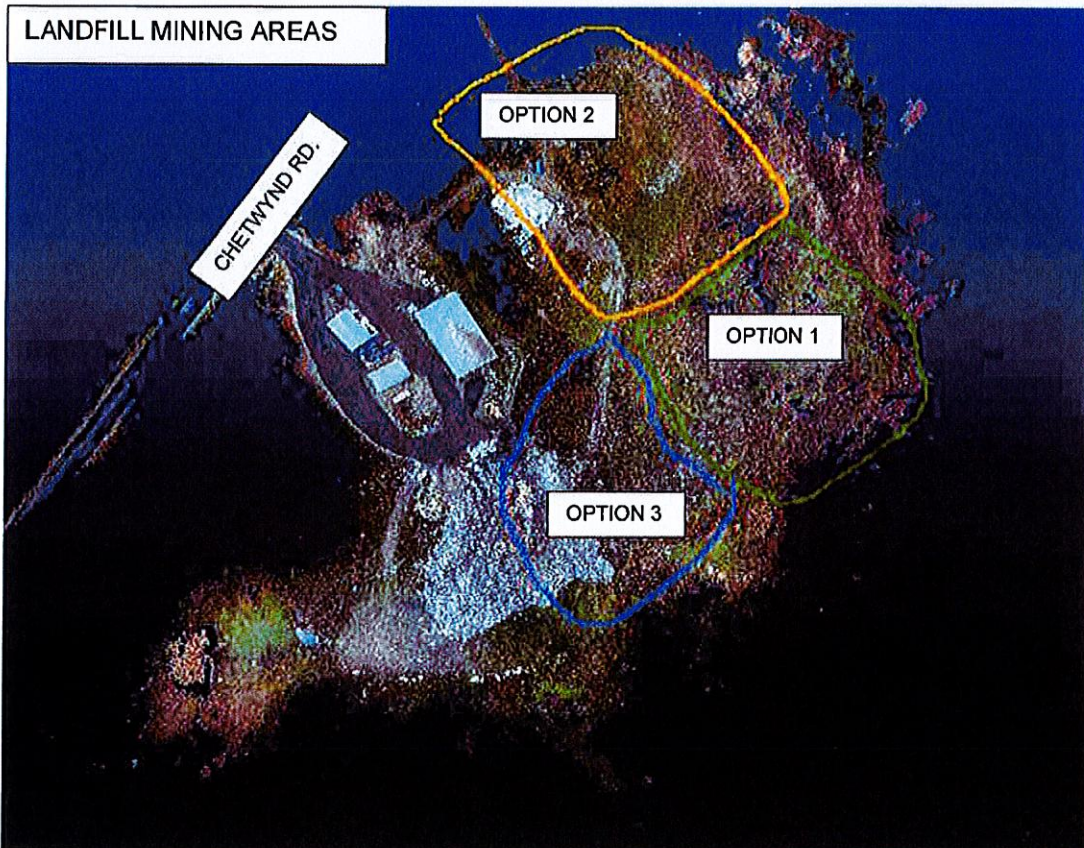
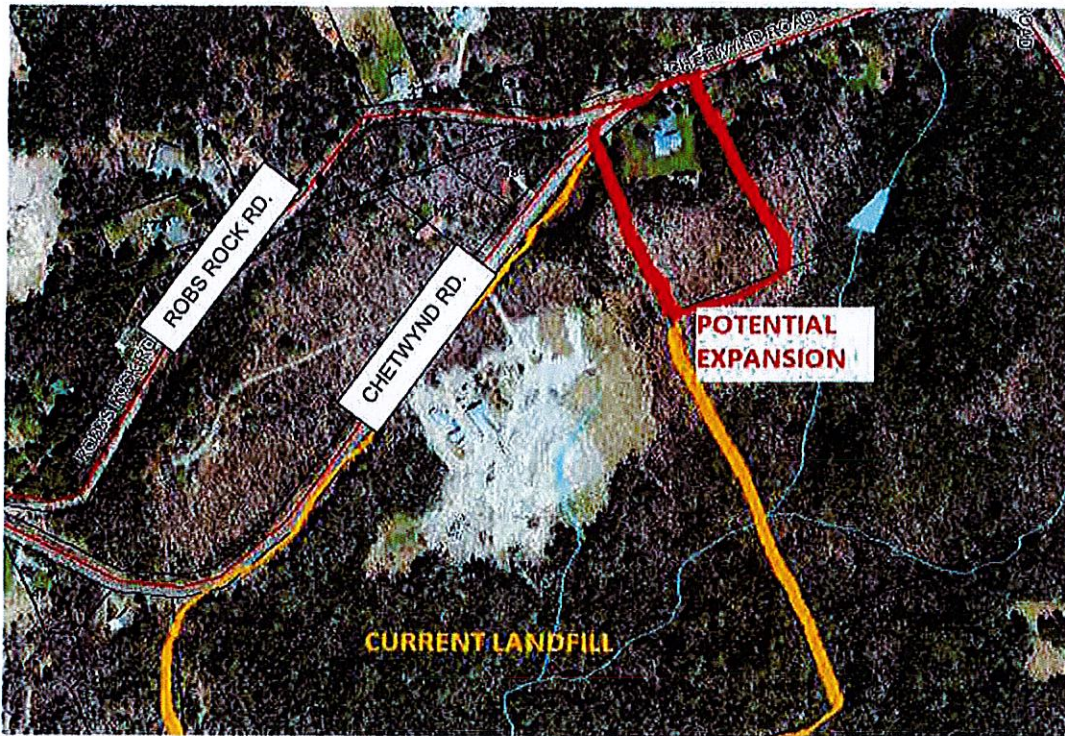
(At a utilization rate of 1,600 m³/a, an additional 9 years of site life may be realized based on the 2020 survey.)

Description of Expense – Option 1 – Green 16,500 m ³	Low Range	High Range
Application	1,200	22,500
Landfill Mining Design and Operations Plan	10,000	20,000
Consultation with MECP	5,000	10,000
Removal of asbestos	5,000	7,500
Disposal at a licensed facility	2,000	5,000
Mining Operations	42,000	54,000
Mining Operations Documentation = As part of Annual Report	3,500	5,000
TOTAL	68,700	124,000

Description of Expense – Option 2 – Yellow 20,750 m ³	Low Range	High Range
Application	4,700	22,500
Landfill Mining Design and Operations Plan	20,000	30,000
Consultation with MECP	15,000	20,000
Mining Operations	40,000	56,000
Mining Operations Documentation = As part of Annual Report	3,500	5,000
TOTAL	83,200	133,500

Description of Expense – Option 3 – Blue 14,000 m ³	Low Range	High Range
Application	1,200	22,500
Landfill Mining Design and Operations Plan	10,000	20,000
Consultation with MECP	5,000	10,000
Mining Operations	40,000	45,000
Mining Operations Documentation = As part of Annual Report	3,500	5,000
TOTAL	59,700	102,500

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2021 TRI R WASTE MANAGEMENT OPERATIONAL REVIEW

SUMMARIZING FUTURE WASTE DISPOSAL

In reviewing the potential for landfill expansion, the cost of \$1 to \$1.5 million, would allow for the studies and applications, as well as anticipated wells, leachate collection and consultations from the MECP comments that were provided. The expropriation of the property would need to happen prior to any applications or consultations and a low estimation based on market value would see the cost increase by \$250,000.

Once the property is obtained and the applications submitted, research and studies required may determine that the watercourse cannot be moved/diverted or there is more bedrock beneath the surface than expected.

At the end of expropriation, applications, studies, consultations and reports, the final approval is in the hands of the Ministry of Environment, Conservation and Parks. They estimate 2-4 years from start to ground breaking, assuming there is limited opposition from public consultation.

Of the three landfill mining options presented, option #3 would be the recommended approach. Options #1 and #2 are areas of capped and closed landfill, and are the furthest distance from the operating face. Although 1 & 2 provide more room for landfilling after mining, both present a logistical issue for refilling the airspace gained. Would we build a road and have residents take waste to this location or would we continue at the current operating face and truck waste to the gained airspace?

With option #3, the waste is only intermediately covered and the mining operation would begin without the removal of the capped soil as it would in 1 & 2. Option 3 also presents the opportunity to gain more airspace if waste were shipped for incineration. A brief investigation into waste incineration presented a disposal rate of \$105 per metric tonne and the opportunity to reduce this cost by accepting the ash from incineration as daily cover material. The disposal rate is the only cost incurred as trucking is included.

At this point, with 12 years of landfill life expectancy, the Administrator would like to continue to investigate the benefits that could be gained through waste incineration and landfill mining. Emerald Energy in Brampton, Ontario has expressed an interest in exploring options and site modifications to accommodate the on-site collection of household waste for incineration. Additionally, with the added landfill life, the landfill compactor and skid steer will need to be assessed to determine the direction for refurbishment, replacement or revision of operations.

2021 TRI R WASTE MANAGEMENT OPERATIONAL REVIEW

BAG TALLY – GATE INFORMATION JANUARY THROUGH SEPTEMBER 30

BAG TALLY	ARMOUR		BURKS FALLS	RYERSON		TOTAL OF ALL
January to September	16,425	2,441	1,155	8,118	230	28,369
2021 % OF TOTAL	66.502%		4.071%	29.426%		100%
January to September	17,361	1,195	693	7,944	159	27,352
2020 % OF TOTAL	67.841%		2.534%	29.625%		100%
January to September	13,599	1,033	496	6,500	63	21,691
2019 % OF TOTAL	67.457%		2.287%	30.257%		100%

2020 BUDGET & FINANCIAL YEAR END REVIEW

Revenue

- 15-341 – estimating over budget – seeing a 4% increase in bags up to the end of August since last year. Using September – December 2020 to estimate projected year end.
- 15-342 – Receiving major rebates from mixed containers, mainly steel and aluminum containers. American tariffs on metals sees need for recycled material.
- 15-540 – RPRA funding = \$42,930 & EPRA (former OES) = \$1,532 rebates for electronics was unsure at the end of 2020, but still receiving \$150/metric tonne.
 - RPRA (WDO) for 2022 = \$42,930 as methodology for funding is still under debate.

Operating Expenses

- 16-451 – Minimal hours outside operating hours. Additional hours for COVID cleaning and disinfecting. Moving forward in 2022 sees a 3% CPI increase.
- 16-451-001 – Update training on landfill packing not completed in 2021 – 1 refresher, 2 new operators.
- 16-464 – carried forward final invoice for 2020 survey into 2021 budget.
 - An exemption request was made to the MECP to survey every 3 years and the MECP approved. Drone will be used in 2021-2023 to estimate fill volume.
- 16-476 – Recognizing increase in volume of mixed containers to be shipped. This account also includes freight charges for scrap metal and hazardous waste.
- 16-476-5 – Processing fee for mixed containers increased to recognize 5% increase in volume.

Capital Expenditures

- Resurfacing held up, just a few touch ups. Reduced repairs even though a lot of torrential rain this year.

2021 TRI R WASTE MANAGEMENT OPERATIONAL REVIEW

2022 TRI R WASTE MANAGEMENT DRAFT BUDGET						
Account #	Description	2020 ACTUAL	2021 BUDGET	2021 ACTUAL	2021 PYE	2022 DRAFT BUDGET
TRI R WASTE MANAGEMENT OPERATING REVENUE						
1	15-341 TRI R Landfill Sales	\$149,958	\$130,000	\$130,559	\$136,699	\$145,000
2	15-342 TRI R Recycling Sales	\$10,680	\$8,500	\$28,214	\$30,000	\$10,000
3	15-344 TRI R Recycling Revenue - Blue Box Sales	\$160	\$250	\$100	\$150	\$150
4	15-540 TRI R Govt. Grants Recycling Operating	\$49,820	\$42,930	\$45,270	\$46,178	\$45,000
5	TRI R WASTE MANAGEMENT TOTAL REVENUE	\$210,618	\$181,680	\$204,143	\$213,027	\$200,150
TRI R WASTE MANAGEMENT OPERATING EXPENDITURES						
7	16-451 TRI R - Salaries & Benefits	\$223,129	\$238,000	\$192,916	\$240,000	\$253,000
8	16-451-1 TRI R - Landfill Training, Health & Safety	\$379	\$4,500	\$2,411	\$3,000	\$4,500
9	16-452 TRI R - Landfill - Supplies	\$1,217	\$2,500	\$560	\$2,500	\$2,500
10	16-454 TRI R - Skid & Packer Fuel	\$2,450	\$4,000	\$1,409	\$4,000	\$4,000
11	16-455 TRI R - Insurance	\$5,263	\$6,300	\$6,298	\$6,300	\$6,500
12	16-455-2 TRI R - Audit & Accountant Fees	\$4,182	\$4,080	\$0	\$4,080	\$4,200
13	16-456 TRI R - Landfill - Hazardous Waste Disposal	\$3,184	\$3,000	\$3,610	\$3,000	\$3,000
14	16-460 TRI R - Landfill - Dozer/Site Maintenance	\$1,405	\$3,000	\$930	\$3,000	\$3,000
15	16-460-5 TRI R - Landfill - Contracted Services	\$547	\$4,000	\$8,461	\$8,461	\$6,000
16	16-461 TRI R - Landfill - Office & Advertising	\$1,367	\$2,500	\$1,508	\$2,500	\$2,500
17	16-461-1 TRI R - Landfill Bank Charges	\$2,573	\$2,500	\$1,444	\$2,200	\$2,500
18	16-462 TRI R - Payment in Lieu of taxes	\$3,566	\$3,595	\$3,564	\$3,564	\$3,800
19	16-464 TRI R - Landfill - Monitoring	\$24,621	\$20,000	\$12,232	\$20,000	\$20,000
20	16-465 TRI R - Landfill - Equipment Maintenance	\$27,795	\$25,000	\$11,161	\$20,000	\$25,000
21	16-475-1 TRI R - Recycling Training, Health & Safety	\$1,665	\$2,000	\$775	\$2,000	\$2,000
22	16-476 TRI R - Recycling - Freight	\$14,041	\$14,000	\$9,024	\$13,500	\$15,000
23	16-476-5 TRI R - Recycling - Processing Fee	\$27,937	\$22,000	\$22,295	\$23,301	\$30,000
24	16-477 TRI R - Recycling - Equipment Maintenance	\$14,740	\$15,000	\$15,410	\$17,000	\$15,000
25	16-478 TRI R - Recycling - Building Maint.	\$756	\$1,500	\$1,621	\$1,621	\$1,500
26	16-479 TRI R - Recycling - Promotion	\$0	\$0	\$0	\$0	\$0
27	16-480 TRI R - Recycling - Natural Gas	\$2,418	\$2,500	\$1,702	\$2,500	\$2,700
28	16-481 TRI R - Hydro & Telephone	\$2,184	\$2,000	\$1,584	\$2,300	\$2,500
29	16-483 TRI R - Recycling - Supplies	\$1,980	\$2,200	\$1,739	\$2,000	\$2,500
30	16-484 TRI R - Recycling - Office & Advertising	\$1,000	\$2,000	\$1,037	\$2,000	\$2,500
31	16-486 TRI R - Recycling - Winter Maintenance	\$1,905	\$4,000	\$2,232	\$3,500	\$4,500
32	TRI R WASTE MANAGEMENT TOTAL OPERATING EXPENDITURES	\$370,305	\$390,175	\$303,924	\$392,327	\$418,700
33	TRI R WASTE MANAGEMENT NET OPERATING EXPENDITURES	\$159,687	\$208,495	\$99,780	\$179,300	\$218,550
TRI R WASTE MANAGEMENT CAPITAL TRANSACTIONS						
TRI R WASTE MANAGEMENT CAPITAL EXPENDITURES						
37	16-489-500 TRI R - Hydro Service	\$8,992	\$0	\$0	\$0	\$0
38	16-489-504 TRI R - Landfill - Resurfacing	\$0	\$15,000	\$10,330	\$11,000	\$0
40	TRI R WASTE MANAGEMENT TOTAL CAPITAL EXPENDITURES	\$8,992	\$15,000	\$10,330	\$11,000	\$0
41	TRI R WASTE MANAGEMENT NET CAPITAL EXPENDITURES	\$8,992	\$15,000	\$10,330	\$11,000	\$0
42	TRI R WASTE MANAGEMENT NET EXPENDITURES	\$168,679	\$223,495	\$110,110	\$190,300	\$218,550

2021 TRI R WASTE MANAGEMENT OPERATIONAL REVIEW

2022 TRI R WASTE MANAGEMENT DRAFT BUDGET							
Account #	Description	2020 ACTUAL	2021 BUDGET	2021 ACTUAL	2021 PYE	2022 DRAFT BUDGET	
43	TRI R WASTE MANAGEMENT CONTRIBUTIONS BY MUNICIPALITY						
44	Armour	15% of Net Expenditures	\$25,302	2020 Applied 15% Plus % of Bags	2021 budgeted 15% Plus % of Bags	2022 budgeted 15% Plus % of Bags	
45		2021 total bags - 23,973 = 66.666% OF TOTAL BAGS	\$62,503	\$16,517	\$28,545	\$32,783	
46		TOTAL CONTRIBUTION	\$87,805	\$40,801	\$70,515	\$80,134	
47	Burks Falls	15% of Net Expenditures	\$25,302	2021 budgeted 15% Plus % of Bags	2021 budgeted 15% Plus % of Bags	2022 budgeted 15% Plus % of Bags	
48		2021 total bags - 1,096 = 3.048% OF TOTAL BAGS	\$2,237	\$16,517	\$28,545	\$32,783	
49		TOTAL CONTRIBUTION	\$27,539	\$1,460	\$2,523	\$3,664	
50	Ryerson	15% of Net Expenditures	\$25,302	2021 budgeted 15% Plus % of Bags	2021 budgeted 15% Plus % of Bags	2022 budgeted 15% Plus % of Bags	
51		2021 total bags - 10,891 = 30.286% OF TOTAL BAGS	\$33,524	\$16,517	\$28,545	\$32,783	
52		TOTAL CONTRIBUTION	\$28,033	\$18,300	\$31,627	\$36,405	
53		TOTAL OF ALL CONTRIBUTIONS	\$53,335	\$34,816	\$60,172	\$69,187	
			\$168,679	\$110,110	\$190,300	\$218,550	
54	Estimating final 2021 Garbage bag count for total contribution by municipality. Number of Bags to be adjusted at year end to 2021 totals. Estimated 2021 total bags = 35,960 (Armour = 23,973 (66.666%) Burks Falls = 1,096 (3.048%) Ryerson = 10,891 (30.286%))						

2021 TRI R WASTE MANAGEMENT OPERATIONAL REVIEW

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, tons, 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 finalized the regulation on June 3, 2021.

The proposed regulation is based on three principles:

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 September 30, 2021 and identify the number of residences, locations and levels of service currently being provided for the collection of Blue Box materials. A second report will be submitted by August 2023 describing the operations and services.

AMO, M3RC and the MECP continue to host webinars to inform waste staff. Information on the new system and funding model is limited at this time as the PRO's (Producer Responsibility Organization) begin to form and align.

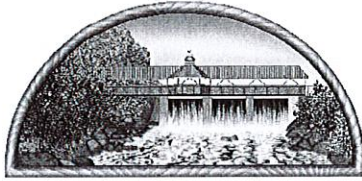
2021 TRI R WASTE MANAGEMENT OPERATIONAL REVIEW

DIVERSION PROGRAMS

Product	2021		2020	
	Tonnage MT	Amount	Tonnage MT	Amount
OCC	43.10	\$5,605	58.32	\$6,254
ONP	0	0	22.82	\$114
CONTAINERS	106.09	\$21,463	112.78	\$1,792
Blue Box	149.19	\$27,068	193.92	\$8,160
Scrap Metal	20.80	\$1,146	50.95	\$2,808
TOTAL	169.99	\$28,214	244.87	\$10,968

Product	2019		2018	
	Tonnage MT	Amount	Tonnage MT	Amount
OCC	44.55	\$2,502	62.00	\$5,297
ONP	17.07	Stockpiled	25.93	\$259
COMINGLE	107.27	\$5,321	99.70	\$8940
Blue Box	168.89	\$7,826	187.63	\$14,496
Scrap Metal	11.59	\$1,003	35.67	\$5,041
TOTAL	180.48	\$8,829	223.30	\$19,537

Diversion Program	2020	2019	2018
Electronics	12.745 MT = \$1,911	19.40 MT = \$3,664	17.56 MT = \$3,512
Tires	2,350	4,035	556 = \$350
 Tubes & Bulbs		2,196	2,659
Batteries	0 lbs	1,528 lbs	1,851 lbs



The Municipality of the
VILLAGE OF BURK'S FALLS

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ARBFMA Arena Managers 2021 Budget Review

RECOMMENDATIONS

Accept this report as information for discussion.

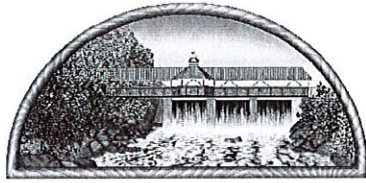
2021 Overview

- The provincial lockdown affected the first 22 weeks of 2021 which decreased facility use and staffing levels
- The Road to Recovery happened very quickly especially through Step 1 and 2. The quick reopening allowed the Village and Arena Staff to make ice for 6 weeks in the summer.
- Ice making did present staff with a few glitches, like hydro interruptions, equipment failure, humid & wet weather, and staff shortages.
- The arena staff want to thank public works and office staff for their support, so the job was completed on time.
- The first week of ice was a trial and was only rented to Winning Techniques, this time frame allowed staff to test the COVID-19 Protocols before the ice would be made available to the public.
- At the beginning of August, the ice was made available for a small amount (6 to 7 hours weekly) of private summer ice rentals.
- What was considered normal ice times in years past could not be accommodated during COVID-19. Winning Techniques also had to rent ice 2 nights a week because of COVID-19.
- Once the ice was installed, it made sense to keep the ice in for the month of September 2021. Any rentals made would help offset the cost for the hydro, water, and gas to keep the ice in. A total of 73 hours were booked for the month of September.
- **FYI** - The cost to make an ice surface is between \$8000 to \$10000 which includes, utilities, staff time, and ice making paint & lines.

It would be hard to try to analyze line by line and report on the approved budget for 2021 because the lockdown from COVID-19 was longer than originally expected. The current COVID-19 restrictions and requirement for Vaccine Passports continue to impact what is considered normal operations.

2021 Highlights

- The ARBFMA had Tacoma Engineers to do an inspection as recommended in the 2018 Structural Assessment Report – there were no issues to report from this inspection
- The Recreation Coordinator and ARBFMA staff have made a Public Skating program that skaters must register for. This helps staff with the contact tracing and COVID-19 Passports.
- The ARBFMA staff and the Recreation Coordinator are also investigating if there is an interest for a Parents and Tots skate and shiny.
- Staff are hoping that birthday party packages and facility rentals will pick up into the winter months



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- Compressor #2 motor burnt out during start up – the motor has been replaced
- The Generator has been repaired and has been working properly during hydro outages
- The issues with the dehumidifier and Zamboni hot water tank have been identified and repaired
- The washrooms in the Karl Crozier Memorial Room have had the accessible bars installed
- The storage units in the Karl Crozier Memorial Room have also been installed
- The floors in the Karl Crozier Community Room are on a schedule for regular refinishing
- The carpet at the front entrance door was removed and replaced with the blue rubber flooring
- The walkway on the bleacher side of the arena has had new black rubber floor installed
- The work order for the elevator order was completed to bring it back up to code.
- The ice was installed for July 25th and remained in over the month of September into October
- Staff have received great support from most facility users during the trying times of COVID-19
- The Zamboni Blade changing assistant was purchased which addressed a health and safety concern and created a staff efficiency
- Staff continued painting walls, floors, garbage cans as well as waxing newly painted floors
- Advanced polls and Elections were held in the arena which gave the facility a needed income boost
- Staff are continuing to investigate efficiencies to assist staff and facility operations.
- The bleachers to replace the unsafe wood bleachers will be purchased in 2021 and installed in the spring of 2022. It's been difficult during COVID-19 to secure pricing from certain companies.
- The LED lights in the Karl Crozier room may be delayed as staff are looking for grants to assist with the project
- The BookKing program is in operation with great success for arena and recreation operations

Conclusion

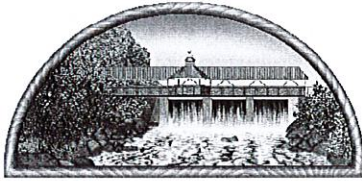
COVID-19 has made 2021 a very challenging year once again. It appears that 2022 will continue to have its struggles with COVID-19 as well.

Many changes in normal operations and work hours were required to manage the provincial mandates and regulations.

2021 had its challenges and the ARBFMA staff have a great team to serve these pandemic challenges.

Signature

Graham Smith RRFA/CIT
ARBFMA Arena Manager



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ARBFMA Arena Managers 2022 Budget Report

Background

Accept this report as information for discussion.

While it is expected that the pandemic will still have an impact in 2022, we are optimistic use will continue to increase and bring us more in line with 2019 numbers. 2022 Capital work has been outlined which does increase the budget as well.

Revenue

- Ice rentals revenues have been adjusted to reflect the reduction in ice rentals lost because of COVID-19 restrictions & Vaccine passports
- Concession and Public Skating revenues have been adjusted to reflect the decreased facility use and numbers allowed to enter the facility during COVID-19 restrictions
- Skate sharpening is an estimate based on September 2021 projected numbers
- Hall rentals have been adjusted to include just the Friends as the inquiries for hall use have declined

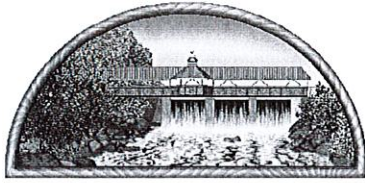
Depending on the Province of Ontario and changing COVID-19 restrictions these revenue estimates may need to be adjusted further as restrictions increase or lengthen into 2022/23.

Expenses Update

- Wages for 2022 reflect the 2022 rates of pay.
- The wages also reflect hiring a replacement Arena Attendant that will help with cleaning, passport checking, skate sharpening, summer ice assistance and in the snack bar as needed.
- The Office supplies have been adjusted to offset costs for Clover and Booking software fees
- The Office supplies also reflect staff shirts and coats
- In addition to normal building maintenance there is an added amount to replace the netting for the goal nets and purchase reusable ice painting templates
- There is an added amount for the Condenser cleaning during shutdown in April and May.
- The Zamboni horizontal auger motor is causing staff concern during heavy floods and ice maintenance and needs to be replaced

Capital Update

- Compressor #2 is burning a lot of oil in 2021 and is due for an overhaul in 2022
- The elevator needs an upgrade to extend it life another 20 years without having any serious operational issues
- A battery-operated compact scrubber is needed to clean and scrub weekly small areas that the floor scrubber can't access



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- An amount for an inspection and repair of the roof exhaust fans is required. This inspection and repair may be too excessive to be managed within the operating budget, therefore a capital amount has been added to reflect these costs.

Conclusion

Council should consider within the next 3 to 5 years some major expenses for the facility as identified in the 10-year Capital Plan.

- 1) Roof Replacement or repair \$212,000+ (From the 2016 Building Report)
Council should consider adding \$20,000 for a complete roof inspection of the entire facility for 2022
- 2) Zamboni Replacement
 - A propane Zamboni is \$95,000
 - An electric Zamboni is \$125,000 to \$135,000. (Grants are available for funding assistance)
 - A Refurbished Zambonis runs \$45,000 to \$60,000
- 3) Dehumidifier \$25,000 to \$35,000
- 4) Condenser \$75,000
- 5) Arena Board Replacement
 - Full replacement of Dasher Boards \$165,000
 - Replacement of existing puck board and kick plate \$65,000

2022 will have its challenges with the ongoing pandemic and the future has many unknowns. Staff continue to look at equipment, strategies, or techniques to improve building, operational and staff efficiencies.

Teamwork continues to grow within the arena staff along with the Village staff, and this has caused positive feedback from our users and partners. Great customer service will continue to grow and helps the ARBFMA facility grow its customer base with increased repeat and new rentals.

Signature
Graham Smith RRFA/CIT
ARBFMA Manager

**BURK'S FALLS, ARMOUR AND RYERSON
MEMORIAL ARENA
2022 BUDGET**

Account #	Description	2019 Actuals	2020 Actuals	2021 Budget	2021 Actuals at Sept 30	2022 Draft Budget
x 1	OPERATING ACTIVITIES					
2	15-372 OPERATING REVENUE					
3	User fees, Public Skating, Sign Rentals	93,976	22,124	80,155	54,846	95,600
4	Concessions, Skate Sharpening	20,799	6,422	11,385	0	13,275
5	Donations/Other Revenue	236	285	300	200	300
6	COVID Revenue operations	0	0	1,500	0	0
7	TOTAL OPERATING REVENUE	115,012	28,831	93,340	55,046	109,175
8						
9	OPERATING EXPENDITURES					
10	16-721 Arena-Wages & Benefits	175,912	113,989	134,012	61,131	173,473
11	16-723 Arena Bad Debt Expense	0	3,643	0	0	0
12	16-724-1 Audit & Accounting	0	2,500	2,500	300	2,500
13	16-724-10 Insurance	21,983	24,894	26,250	26,818	26,250
14	16-724-2 Telephone	1,594	1,459	1,900	156	2,000
15	16-724-3 Hydro	49,069	23,648	34,335	13,038	55,525
16	16-724-4 Natural Gas	10,337	9,139	10,250	3,855	15,650
17	16-724-5 Water & Sewer	4,484	2,375	4,550	1,587	7,535
18	16-724-6 Ice Plant	13,582	4,524	12,525	13,823	17,500
19	16-724-7 Building Maintenance	27,255	15,936	20,695	11,068	22,800
20	16-724-8 Cleaning Supplies	3,443	1,680	4,375	748	4,750
21	16-724-9 Zamboni	9,872	9,327	11,220	2,667	13,500
22	16-724-90 COVID related expenses	0	7,560	1,500	1,257	0
23	16-724-91 Office supplies and uniform	1,845	2,791	4,425	3,679	5,500
24	16-724-92 Fire Safety	3,547	1,266	3,060	2,633	3,160
25	16-724-93 Snow Removal	4,565	8,466	5,150	3,478	5,350
26	16-724-94 Elevator	1,432	1,165	2,450	1,164	2,750
27	16-724-95 Skate Sharpener	1,422	0	500	0	500
28	16-724-96 Booth Supplies	7,911	5,046	4,320	376	5,000
29	16-724-97 Training	4,324	270	4,500	317	4,500
30	80-123 to be recovered (I/S)-Telephone-Arena	1,306	1,343	1,343	1,375	0
31	Capital: Telephone	0	0	0	0	0
32	16-725-2 Interest on Telephone Capital Lease	61	25	25	20	0
33						
34	TOTAL OPERATING EXPENDITURES	364,736	261,837	289,885	149,490	368,243
35						
36	NET OPERATING EXPENDITURES	249,724	233,006	196,545	94,444	259,068

Arena Revenue Break Down

Ice Rentals	84,700	2022	2021
Public Skating	3,000		
Hall Rentals	5,900		
Sign Rentals	2,000		
Skate Sharpening	775		
Concessions	12,500		
COVID / Donation	300		
Totals	109,175		93,340

includes succession training recommended in S.D.R. / AA for COVID-19 sanitizing & passports

staff cell phone - talk & text

based on recommended rates increase & previous years seasonal usage

based on recommended rates increase & previous years seasonal usage

based on recommended rates increase & previous years seasonal usage

2% plus \$1,800 condenser cleaning

2% plus new goal netting & reusable ice painting templates

2% increase due to increase sanitizing chemicals for COVID-19

2% increase plus \$1,500 for horizontal auger motor

2% plus Clover, Booking costs & staff shirts

2% increase

2% increase

2% increase

2% increase

Based on 40% of projected sales

For H&S courses for staff & succession plan training courses

paid off in 2021

paid off in 2021

Account #	Description	2019 Actuals	2020 Actuals	2021 Budget	2021 Actuals at Sept 30	2022 Draft Budget
1	CAPITAL TRANSACTIONS					
2	15-372 CAPITAL REVENUE					
3	COVID - Separate Storage			24,500	0	0
4	COVID - BookKing system			6,360	0	0
5	TOTAL CAPITAL REVENUE	0	0	30,860	0	0
6						
7	CAPITAL EXPENDITURES					
8	Capital Expense	0				
9	Consultant-Pre-Design	8,040				
10	Overhaul Compressor 1	0	15,552	7,000	6,929	
11	Overhaul Compressor 2					7,500
12	Recommended Elevator Upgrade	0				27,000
16	16" Battery Compact Floor Scrubber					3,800
17	Exhaust Fan Repairs					5,000
18	Razer-Blade Changer			3,500		
19	Cold Floor, Condenser Water Pump			7,000	4,270	
20	Book King hard/soft ware			6,360	2,460	
21	Storage for Upstairs			24,500	17,000	
22	Bleacher removal and Replace			12,500		
23	LED in Hall			4,250		
24	LED scoreboard			10,200		
25						
26						
27	TOTAL CAPITAL EXPENDITURES	8,040	0	75,310	30,659	43,300
28						
29	NET CAPITAL EXPENDITURES	8,040	0	44,450	30,659	43,300
30						
31	NET EXPENDITURES	257,764	233,006	240,995	125,103	302,368
32						
33	MUNICIPAL CONTRIBUTIONS					
34	15-672 Armour	85,921	77,669	80,332	60,255	100,789
35	15-6721 Ryerson	85,921	77,669	80,332	60,255	100,789
36	Burk's Falls	85,921	77,669	80,332	60,255	100,789
37		257,764	233,006	240,995	180,765	302,368

in capital plan
Health & Safety issue
in capital plan
BookKing program & hardware for Rec., Arena & Treasury
invoice not yet received

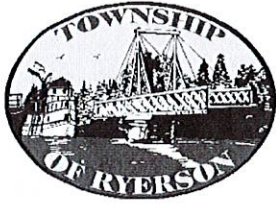
planning to purchase in 2021 & install in 2022
planning to install fall 2021

ARBF Memorial Arena
 5 year Capital Plan
 As of October 2021

Department	Item	2018	2019	2020	2021	2022	2023	2024	2025	2026+
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					7,500				
	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/Size						5,000			
	Install Soft Starts			10,000						

Building	Structure report	3,944					4,000			
	Consultant-Pre-Design		8,040							
	Puck Board Upgrade/Ice Surface							65,000		
	Zamboni Replacement								95,000	
	Arena Roof						212,000			
	HVAC Replacement						15,000	15,000		
	Blade change assistant				3,500					
	Elevator Overhaul					27,000				
	Compact Floor Scrubber					3,800				
	Exhaust Fan Inspection & Repairs - repairs estimated					5,000				
	Boards / ice surfacee									
	Washroom Upgrades	5,755	11,700							
	Bleachers				12,500					
	BookKing Software				6,360					
	Scoreclock				10,200					
	LED Lighting in Karl Crozier				4,250					
	Storage Area				24,500					
	Dry pipe smell									
	Furnace Inspection									
	Generator									

Totals 35,899 19,740 22,000 75,310 43,300 264,890 80,000 182,000 75,000



Fire Chief's Report

To:	Tri-Councils
From:	Dave McNay, Fire Chief
Date of Meeting:	October 25,2021
Report Title:	Budget Explanation
Report Date:	October 18,2021

Good day all, we would like to share with you some various line items on the 2022 Fire Department Budget and how we got there.

To start off with, back in August Mold was discovered in the fire hall, mainly in the south east corner of the building. The mold was evident on our PPE including our helmets. Deputy Stevenson, FPO Haffner and myself then went to see Nicky at the town office. Nicky came over to the firehall and had a look and said she would call a company to come and investigate. Later that morning Darwin Neault from TCR(total cleaning & restoration) came and had a look . He agreed with my plan to have all our gear/ppe sent out for cleaning. He told us that he would have a 3rd party come in and do an air quality steady to see how bad the mold is. That report came back and we have had the mold issue remediated by TCR based on Pinchin's report. The report stated that consideration should be given to installing dehumidifiers to reduce relative humidity. I don't want to go this route yet unless absolutely necessary. We have programmed our existing air filtration system to run automatically on low speed and opened our bay doors on extremely hot days. So far this has worked . Pinchin also suggested we get rid of our current wooden bunker gear racks that are permanently fastened to the wall and replace them with Steel racks with expanded metal on 3 sides with wheels on them for easier access to remove to sweep and clean walls. This is reflected on Line item 62 on the budget as gear rack for \$ 20,000.00. This also leads us to the carport/sea can on the same line item . This is needed because of lack of space as seen in pictures provided. Where the pickup truck (210) is parked in the winter between the 2 pumpers is going to be space needed for the steel gear racks as the current wooden racks are narrower than the steel racks to be purchased. The carport and sea can will provide the needed space for the pick up truck and the sea can will house the ATV/Rescue Sleigh and trailer for \$ 25,000.00

approximately. Haven't factored in drawing/engineering costs. We feel these steps are necessary short term as we have outgrown our current hall. Our current Pierce Squirt (213) is a 1994 model and some parts like the last computer board we replaced is no longer available. That being said when we replace that truck we should be going with a 100' aerial/platform for the type and size of buildings we currently have in our area. To house this vehicle we would need a least a 60' deep bay and 14' high doors. Our current bay is 37'8" deep with 12' high doors. Our current hall is starting to need upkeep such as replacing the water pipes, sandblasting the steel trim around bay doors and repaint. Floors need to be epoxied or painted, bay walls need painting. Front entrance needs a roof over the door because of snow falling off roof.

As always any questions or concerns please stop by for a chat.

Dave

BREAKDOWN OF DRAFT 2022 FIRE BUDGET				
2021-10-20				
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	
		Maintenance on comm tower	\$300	
		Miscellaneous (radio batteries, etc)	\$3,000	
				\$12,600
16-208	Training			
		Officer training	\$3,350	
		Recruit training	\$2,400	
		Training props/smoke machine	\$2,000	
		O AFC yearly registration/NEFEC (Chief, Deputy Chief, FPO, 1 firefighter)	\$4,000	
		Option for firefighters to attend RTC	\$8,000	
		Regular training night wages = 50 nights, 2.5 hours, 12 FFs @ \$17.23/hr	\$25,845	
				\$45,595
16-210	Response Wages	Honorariums (1 Deputy Chief @ \$2000; 3 Captains @ \$1500; 1 Chief Radio Operator @ \$1500; 3 acting captains @ \$500)	\$9,500	
		Call Wages (based on 2017-2019 average)	\$49,300	
				\$58,800
16-213	Building Maintenance	Cleaning supplies	\$500	
		Contracted cleaning services	\$1,550	
		Upstairs flooring replacement	\$6,000	
		Painting of building	\$10,000	
		Unanticipated building repairs	\$2,500	
				\$20,550
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 (1/4 share)	\$750	
				\$750
16-217	New Equipment/Gear	Coveralls	\$2,500	
		Boots- 5 pairs	\$2,500	
		Portable radios- 7	\$9,800	
		Bunker gear- 2 sets	\$4,000	
		Hats, t-shirts, and station wear	\$3,500	
		Altair 4 gas detector/bump station	\$6,800	
		Hose- 4 lengths 45mm, 4 lengths 65mm	\$2,400	
				\$31,500
16-221	Capital Purchases	Seacan/Carport	\$25,000	
		Gear rack	\$20,000	
		Mini-pumper	\$350,000	
		SCBA	\$155,000	
				\$550,000

	A	B	P	R	S	T	U	V
1	BURK'S FALLS AND DISTRICT FIRE DEPARTMENT							
2	2022 DRAFT BUDGET							
3	October 18, 2021							
4	Account #	Description	2019 Actual	2020 Actual	2021 Budget	2021 YTD (09/30)	2022 Draft Budget	Comments
6	OPERATING ACTIVITIES							
7	OPERATING REVENUE							
8	15-321	MVC	11,711	1,940	4,900	-	5,200	3-year average
9	15-321-01	Inspections	555	205	400	609	400	
10	15-321-03	Miscellaneous Revenue	10,411	4,994	100	1,788	1,000	Fines, burn permits
11	15-321-04	Air Station	1,200	1,500	2,250	-	-	Dividing actual invoices 4 ways
13	15-621	Fire Transfer from Reserve	-	-	-	-	-	
14		TOTAL OPERATING REVENUE	23,877	8,639	7,650	2,397	6,600	
15								
16		OPERATING EXPENDITURES						
17	16-202	Vehicle Expense	39,094	18,384	20,100	13,249	20,100	
18	16-203	Equipment/Comm Repair	16,793	12,690	16,900	8,408	12,600	
19	16-204	Utilities	5,453	4,796	6,000	3,108	6,000	
20	16-205	Telephone	6,038	5,740	5,600	4,126	5,600	
21	16-206	Fire Prevention Supplies	914	-	3,000	2,156	3,000	Supplies, fire rate signs, uniforms
23	16-208	Training	35,463	23,238	37,050	4,751	45,595	
25	16-209	WSIB	7,036	4,794	7,900	3,675	8,300	
26	16-210	Response Wages	57,545	54,804	57,600	38,299	58,800	
27	16-211	Wages & Empl Related Costs	166,413	117,910	174,500	124,057	184,200	
28	16-212	Insurance	20,887	22,257	24,800	23,851	26,400	
29	16-213	Building Repair/Maintenance	2,237	1,683	4,000	3,784	20,550	
30	16-214	Office Expense	3,017	3,110	3,500	2,044	3,500	
34	16-215	Air Station Fill and Maintenance	1,547	1,936	3,000	861	750	
35	16-216	PPE	-	3,438	1,500	986	1,500	Gloves, masks, gowns, wipes
36	16-217	New Equipment/Gear	12,616	34,732	49,660	45,785	31,500	Portable radios, bunker gear, helmets, boots, station wear
37	16-218	Miscellaneous	2,624	422	1,000	116	1,000	
38	16-219	Snow Removal	2,005	1,650	2,200	949	2,100	

	A	B	P	R	S	T	U	V
1	BURK'S FALLS AND DISTRICT FIRE DEPARTMENT							
2	2022 DRAFT BUDGET							
3	October 18, 2021							
4	Account #	Description	2019 Actual	2020 Actual	2021 Budget	2021 YTD (09/30)	2022 Draft Budget	Comments
39	16-222	Recharge Fire Extinguishers	333	178	500	614	500	
40	16-223	Radio License	1,522	1,420	1,450	1,514	1,600	Forecasted inflationary increase
41	16-224	Answering Service	1,261	1,261	1,300	-	1,300	
42	16-225	Legal	-	-	500	-	-	
43	16-226	Office Space Rental	3,242	3,242	3,242	2,431	3,242	
44	16-229	Audit/Accounting	2,528	2,534	2,600	(702)	2,600	Audit fees \$2,200 per contract + \$400 for external accounting
45	16-247	Smoke/CO Alarms	237	-	-	26	500	
46	16-248	Defib/Medical Supplies	-	-	500	444	500	
47		TOTAL OPERATING EXPENDITURES	388,805	320,219	428,402	284,531	441,737	
48								
49		NET OPERATING EXPENDITURES	364,928	311,580	420,752	282,133	435,137	Change in operating expenditures: 3.4%
50								
51								
52	CAPITAL TRANSACTIONS							
53	CAPITAL REVENUE							
54	15-321-02	Donations (typically received for fire capital assets)	100	40	100	50	100	
56	15-328	Loan Proceeds	-	-	-	-	-	
58	15-621	Transfer from Fire Committee Reserve	24,470	7,500	-	-	-	
59		TOTAL CAPITAL REVENUE	24,570	7,540	100	50	100	
60								
61	CAPITAL EXPENDITURES							
62	16-221	Capital Purchase	24,470	9,830	12,000	-	550,000	Mini-pumper \$350,000; SCBA \$155,000; gear rack \$20,000; carport \$25,000
65	16-228	Fire Committee Reserve Expense	2,500	-	-	-	-	
67	Debt Repayment							
68	16-212-1	Tanker Loan - interest	7,526	6,811	6,076	2,960	5,318	
69	16-212-2	Tanker Loan - principal	23,561	24,266	24,992	28,107	25,740	
70								
71		TOTAL CAPITAL EXPENDITURES	58,057	40,907	43,068	31,067	581,058	

	A	B	P	R	S	T	U	V
1	BURK'S FALLS AND DISTRICT FIRE DEPARTMENT							
2	2022 DRAFT BUDGET							
3	October 18, 2021							
4	Account #	Description	2019 Actual	2020 Actual	2021 Budget	2021 YTD (09/30)	2022 Draft Budget	Comments
72								
73		NET CAPITAL EXPENDITURES	33,487	33,367	42,968	31,017	580,958	
74								
75	NET EXPENDITURES		398,415	344,947	463,720	313,151	1,016,095	
76								
77	MUNICIPAL CONTRIBUTIONS							
78	15-621 A	Armour (47.84%)	190,602	165,023	221,844	149,811	486,100	
79	15-621 B	Burk's Falls (28.6%)	113,947	98,655	132,624	89,561	290,603	
80		Ryerson (23.56%)	93,867	81,270	109,252	73,778	239,392	
81			398,415	344,947	463,720	313,151	1,016,095	

Draft 5-Year Capital Budget Plan 2022-2026

	2022	2023	2024	2025	2026
Boots	\$2,700				
PPE/ Bunker gear	\$8,000	\$6,000	\$6,000	\$6,000	\$6000
Portable Radios	\$6,000				
Replace FPO vehicle				\$50,000	
Replace 213 (Aerial)			\$350,000		
Replace 211 (Pumper 1)	\$350,000				
SCBA	\$155,000				
Share of Burn Building		\$85,000			
Replace 210 (Pickup); FPO to get 210		\$75,000			
Dry suits					\$8,000.00



Burk's Falls & District Fire Department

Fire Prevention Officer
162 Huston Street
P.O Box 70
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Ontario, P0A 1C0

Cameron Haffner
To Contact Fire Prevention
Call or Email
Phone: 705-788-4676
chaffner.bffd@gmail.com

"Fighting Fires...Through Education!"

October 25th, 2021

Dear Armour, Burk's Falls and Ryerson:

I am providing you with an update on my progress since I started my career with the Burk's Falls and District fire department, as the Fire Prevention Officer on January 4th 2021.

In the past 10 months I have conducted over 70 Fire and life safety inspections on area properties. These buildings consist of commercial, residential and industrial occupancies. Many of these inspections resulted in lengthy processes to get buildings up to Ontario Fire Code compliance. These inspections also include fire drills on buildings that require a Fire Safety Plan for life safety as outlined in the Ontario Fire Code.

The Fire Protection and Prevention Act recognizes the importance of implementing the three lines of defense (Public Education, Fire Safety Standards and Enforcement and Emergency Response) to achieve an acceptable level of fire safety within communities. Distribution of public fire safety education materials fall under the first line of defense. I have been posting weekly fire safety messages on social media platforms. I have developed good relationship with local organizations and news outlets. I have also had several COVID safe events at the fire hall to engage the public.

Part of my daily activities include responding diligently to complaints I receive about fire safety concerns in the community. This includes contraventions of our burning by-law, fire safety concerns in buildings and fire department access concerns.

I also respond to emergencies during working hours. I have led 5 Fire investigations over the past 10 months. These investigations require a lot of detailed evidence processing and documentation which are time consuming.

With the Ontario Fire College closing, it has been difficult to enroll in all necessary courses I require to become fully certified in all areas. Currently I am a certified level 1 and level 2 firefighter, Hazardous material operations, Fire code Part 2&6, Fire code Part 3&5, courtroom procedures, NFPA 1021, NFPA 1041, NFPA 1033, NFPA 1031, NFPA 1521, Community Risk Assessment and Legislation. I have several courses coming up in the next year that will further my knowledge in the fire service and fire prevention duties. To become a fully certified Fire inspector, I only need my Fire Code part 9 course, which has been cancelled twice but is rebooked for February 2022.

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Lastly, I have been involved with a lot of fire department duties, such as building and equipment maintenance and community services. As the fire prevention officer, a lot of administrative work needs to be completed and documented to keep proper records. I feel confident that I have provided a great service to our community, and have received positive feedback to support my thoughts. I am actively taking the necessary steps to make it a safer place to live.

Thank you for your time.

Respectfully,

A handwritten signature in black ink, appearing to read "Cameron Haffner", written over a horizontal line.

Cameron Haffner,
Fire Prevention Officer

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