

TOWN OF FORT FRANCES

AGENDA - October 28, 2019

COMMITTEE OF THE WHOLE MEETING

Committee Room and Council Chambers, Civic Centre
(Session No. 027) 5:30 PM

Page

1. **Call to Order**
2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**
3. **Disclosure of pecuniary interest and the general nature thereof.**
4. **In-Camera:**
 - 4.1 Personal matters about an identifiable individual, including municipal or local board employees: Personnel Matter
5. **Public Session Resumes in Council Chambers:**
6. **Council Reports on Board & Committee Activity:**
 - 6.1 Mayor June Caul
Councillor Douglas Judson
Councillor John McTaggart
Councillor Rick Wiedenhoeft
7. **Consent Agenda:**
 - 7.1 POA Paytickets Agreement and By-Law Authorization. 5
- approval of this report will agree to the recommendation of the Administration and Finance Executive Committee that Mayor and Clerk be authorized to execute the agreement and authorizing by-law for POA Paytickets service with Royal Bank on behalf of the Corporation.
 - 7.2 Consumer Price Index (CPI) Increase for 2020 User Fees. 6 - 8
- approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to affect a 1.7% user fee increase for 2019, reflective of the Ontario Consumer Price Index inflationary increase, for Executive Committee review.
 - 7.3 2020 Budget Timetable. 9 - 10
- approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to approve the 2020

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Budget Timetable as presented with start time of 2:00 p.m. for all Special Committee of the Whole meetings.	
7.4 Friends of the Museum Annual Fall Fundraising Gala. - approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to purchase 10 tickets in the total amount of \$300.00 for the fall soirée and fundraising gala to be held at the Fort Frances Museum on November 7th, 2019.	11
7.5 Doug Brown, CAO - Legal Proceedings Travel Expense Claim. - approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to approve the Travel Expense claim in the total amount of \$139.92 as submitted by Doug Brown, CAO for his attendance at the Service Ontario Centre in Thunder Bay on October 2-3, 2019.	12 - 15
7.6 Amended Property Assessment Notice re: 241 Church Street (2019); and 237 Church Street (2019). - approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to receive the Amended Property Assessment Notices for properties located at 237 Church Street and 241 Church Street in Fort Frances for the 2019 taxation year as received from MPAC.	16 - 22
7.7 Advisory Notice of Adjustment re: 1112 King's Highway (2017, 2018, 2019). - approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to receive the Advisory Notice of Adjustment for property located at 1112 Kings Highway in Fort Frances for the 2017, 2018 and 2019 taxation year as received from MPAC.	23 - 28
7.8 Special Amended Property Assessment Notice re: 250 Church Street (2019). - approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to receive the Special Amended Property Assessment Notice for property located at 250 Church Street in Fort Frances for the 2019 taxation year as received from MPAC, which has resulted from a change in legislation.	29 - 34
7.9 Procedure By-Law Review. - approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to complete a review/rewrite of the Procedural By-law in steps as outlined in the report.	35 - 57

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7.10 Erin Crescent Subdivision & Sale of Town Lands Policy 6.2. - approval of this report will agree to the recommendation of the Planning and Development Executive Committee to establish conditions of sale as outlined in the report which will be included in the pre-approved Agreement of Purchase and Sale.	58 - 67
7.11 Award of Tender 19-OF-11 - 5 year Garbage and Recycle Collection - approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee to award Tender 19-OF-11 to Asselin Transportation at the revised tender price of \$1,507,739.60 and further that the Mayor and Clerk be authorized to execute the agreement on behalf of the Corporation.	68 - 71
7.12 Site Plan Control Agreement - Gardewine Addition at 1000 McIrvine Road. - approval of this report will agree to the recommendation of the Planning and Development Executive Committee to pass a by-law to designate 1000 McIrvine Road as a Site Plan Control area in the Town of Fort Frances and further that a site plan control agreement be developed and approved as part of same by-law at a future meeting of Council.	72 - 74
8. <u>Operations and Facilities Division:</u>	
8.1 Verbal Update on Capital Projects	
9. <u>General:</u>	
9.1 Execution of a 5 Year Agreement with the Ministry of Solicitor General for OPP Services Commencing January 1st, 2020. - approval of this report will agree to the recommendation of administration and the Police Services Board to enter into a 5 year agreement with the Ministry of Solicitor General for OPP police services commencing January 1, 2020 and further that Mayor and Clerk be authorized to execute the agreement and authorizing by-law on behalf of the Corporation.	75 - 94
10. <u>Information:</u>	
10.1 Fire & Rescue Service - September 2019 Report.	95 - 97
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10.4 Fort Frances Wastewater Treatment Facility September 2019 Monthly Report	100 - 109

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10.7 Tonnage at the Landfill Site - updated October 21, 2019	113
10.8 Complaint Register - September 2019	
11. <u>Non-agenda items:</u>	
12. <u>ADJOURNMENT</u>	



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2019/88**

TO: Mayor Caul & Members of Council
FROM: Aaron Bisson, Deputy Treasurer
DATE: October 23, 2019
SUBJECT: POA Paytickets agreement and By-Law authorization

BACKGROUND

On September 18, 2019 a recommendation was brought to the Administration and Finance committee to approve the purchase of Paytickets.ca solution for Provincial Offences Ticket payments. The matter was approved and referred to Council at the September 23, 2019 where council approved the report.

We need to enter into an agreement with Royal Bank in order to permit access to the Paytickets Service. The *Municipal Act* authorizes the municipality to pass a by-law as required.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council approve this report and further that Mayor and Clerk be authorized to execute the agreement and authorizing by-law on behalf of the Corporation.

Council Approval of This Report Will agree with the Administration & Finance Executive Committee recommendation to approve this report and further that Mayor and Clerk be authorized to execute the agreement and authorizing by-law on behalf of the Corporation.



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2019/85**

TO: Mayor Caul & Members of Council

FROM: Dawn Galusha, Treasurer

DATE: October 23, 2019

SUBJECT: Consumer Price Index (CPI) Increase for 2020 User Fees

BACKGROUND

User Fees are an important part of the operational budget preparation for the coming year. In the past we have endeavored to pass the user fees, for the upcoming year in early December in order for them to be effective in January.

The first step in this process is to provide the Ontario Provincial Consumer Price Index (CPI) and the Canada Consumer Price index as guide for the user fee increases for the coming calendar year. The Ontario CPI indicates inflationary increase of 1.7% for the period of September 2018 to September 2019 and the Federal CPI indicates a 1.9% change for the same period as published by Statistics Canada, of which is attached for your information.

Administration is seeking direction for the inflationary increase for the 2019 user fees. Divisions will bring user fee schedules forward to their respective executive committees in November or December.

RECOMMENDATION

The Administration & Finance Executive committee recommends a 1.7% inflationary increase for the 2019 User Fees reflective of the Ontario Consumer Price Index. Further to direct Division Managers to affect the Ontario CPI inflationary increase to their user fees, where appropriate, for review at Executive Committee meetings.

Council Approval of this Report will direct division managers to affect a 1.7% user fee increase for 2019, reflective of the Ontario Consumer Price Index inflationary increase, for Executive Committee review.

Ontario CPI- September 2018 to September 2019

Geography	Products and product groups ³	September 2018	August 2019	September 2019	August 2019 to September 2019	September 2018 to September 2019
Ontario (map)		2002=100			Percentage change	
	All-items	135.2	138.5	137.5	-0.7	1.7
	Food ⁴	146.7	153.3	151.9	-0.9	3.5
	Shelter ⁵	143.2	147.4	147.3	-0.1	2.9
	Household operations, furnishings and equipment	125.5	125.1	125.3	0.2	-0.2
	Clothing and footwear	91.9	90.6	94.3	4.1	2.6
	Transportation	138.6	144.3	141.1	-2.2	1.8
	Health and personal care	128.0	128.9	129.2	0.2	0.9
	Recreation, education and reading	121.7	123.8	119.7	-3.3	-1.6
	Alcoholic beverages, tobacco products and recreational cannabis	176.9	177.7	177.2	-0.3	0.2
	All-items excluding food	133.1	135.9	135.0	-0.7	1.4
	All-items excluding food and energy ⁶	130.6	133.9	133.0	-0.7	1.8
	All-items excluding alcoholic beverages, tobacco products and smokers' supplies and recreational cannabis	134.1	137.4	136.4	-0.7	1.7
	All-items excluding energy ⁶	133.3	137.1	136.1	-0.7	2.1
	All-items excluding gasoline	133.5	137.3	136.3	-0.7	2.1
	Energy ⁸	164.6	160.7	159.5	-0.7	-3.1
	Goods ⁷	119.3	120.9	120.8	-0.1	1.3
	Durable goods ⁷	87.1	88.7	88.2	-0.6	1.3
	Semi-durable goods ⁷	93.5	92.0	95.2	3.5	1.8
	Non-durable goods ⁷	147.5	150.6	149.3	-0.9	1.2
	Services ⁸	149.6	154.3	152.4	-1.2	1.9

Canada CPI- September 2018 to September 2019

Geography	Products and product groups ³	September 2018	August 2019	September 2019	August 2019 to September 2019	September 2018 to September 2019
Canada (map)		2002=100			Percentage change	
	All-items	133.7	136.8	136.2	-0.4	1.9
	Food ⁴	144.9	151.1	150.2	-0.6	3.7
	Shelter ⁵	141.5	144.6	144.8	0.1	2.3
	Household operations, furnishings and equipment	123.0	123.5	123.6	0.1	0.5
	Clothing and footwear	96.0	94.7	98.5	4.0	2.6
	Transportation	138.4	143.3	140.3	-2.1	1.4
	Health and personal care	126.1	127.8	127.8	0.0	1.3
	Recreation, education and reading	117.0	119.8	118.0	-1.5	0.9
	Alcoholic beverages, tobacco products and recreational cannabis	169.7	171.1	170.9	-0.1	0.7
	All-items excluding food	131.5	134.0	133.5	-0.4	1.5
	All-items excluding food and energy ⁶	128.1	131.3	130.8	-0.4	2.1
	All-items excluding alcoholic beverages, tobacco products and smokers' supplies and recreational cannabis	132.5	135.7	135.1	-0.4	2.0
	All-items excluding energy ⁶	131.1	134.8	134.3	-0.4	2.4
	All-items excluding gasoline	131.7	135.4	134.8	-0.4	2.4
	Energy ⁶	166.3	159.3	158.7	-0.4	-4.6
	Goods ⁷	121.1	122.5	122.7	0.2	1.3
	Durable goods ⁷	89.2	91.2	90.9	-0.3	1.9
	Semi-durable goods ⁷	98.2	97.0	100.2	3.3	2.0
	Non-durable goods ⁷	146.3	148.3	147.6	-0.5	0.9
	Services ⁸	146.3	150.9	149.5	-0.9	2.2



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2019/86**

TO: Mayor Caul & Members of Council

FROM: Dawn Galusha, Treasurer

DATE: October 23, 2019

SUBJECT: 2020 Budget Timetable

BACKGROUND

Early preparation and planning are critical components of an effective budget process. The budget timetable provides a logical process and ensures that all information is available when required. The attached proposed 2020 Budget Timetable has been prepared with Administration's intention to present the most accurate budget possible, up front. This means that the laborious line by line review will be done prior to submitting the budgets to Committees and then to Council as a whole.

Also, in this consideration is the time of the meetings. Please consider a start time of 2:00 pm in order to achieve the greatest amount of focus and deliberation of the vast amount of information presented at Budget meetings.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council approve the 2020 Budget Timetable as presented with start time of 2:00 pm for all Special Committee of the Whole meetings.

Council Approval of This Report Will Agree to Administration & Finance Executive Committee recommendation to approve the 2020 Budget Timetable as presented with start time of 2:00 pm for all Special Committee of the Whole meetings.

Proposed 2020 Budget Schedule

November 25, 2019- Treasurer to Prepare Document for Managers- This will have October YTD column

December 10, 2019- All Managers to have their budgets ready for final line by line review after Managers' Meeting

January- First Committee meetings of year- Divisional Capital and Operating Budgets presented and discussed

After Committee Approval- Treasurer to compile the Draft Budget Document to be out to Council by January 18, 2020

January 20, 2020- Special Committee of the Whole- Capital Budget Meeting- Administration to have everything prioritized and only include what is feasible in the year- Potential approval of the entire Capital Budget so that we are able to move forward with securing contractors and suppliers.

February 3, 2020- Special Committee of the Whole- Operating Budget Meeting

February 18, 2020- Special Committee of the Whole- Operating Budget Meeting

March 2, 2020- Special Committee of the Whole- Operating Budget Meeting- Ratification

March 23, 2020- Council- Anticipated Passage



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2019/87**

TO: Mayor Caul & Members of Council
FROM: Aaron Bisson, Deputy Treasurer
DATE: October 23, 2019
SUBJECT: Friends of the Museum annual Fall Fundraising Gala

BACKGROUND

At the October 15, 2019 Council Meeting, the letter received from Robert Shultz, President of the Friends for the Fort Frances Museum was referred to the Administration & Finance Executive Committee for recommendation.

The Friends of the Fort Frances Museum will be hosting its annual fall fundraiser gala on Thursday, November 7, 2019 from 6:30 – 9:30 p.m. at the Fort Frances Museum & Cultural Centre. Tickets for this fundraising event are \$30.00 per person in advance or \$35.00 at the door. The theme for this year's gala is Prohibition.

The Friends of the Museum is a non-profit group of volunteers who have been working over the past number of years to raise funds for extras at the museum that are beyond the operating budget. All monies raised by the Friends of the Museum goes back into the community.

In the past years, Council has authorized the purchase of 10 tickets.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council approve the purchase of 10 tickets in the total amount of \$300.00 for the fall fundraising gala at the Fort Frances Museum & Cultural Centre on November 7, 2019.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the purchase of 10 tickets in the total amount of \$300.00 for the fall soirée and fundraising gala to be held at the Fort Frances Museum on November 7, 2019.



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2019/89**

To: Mayor Caul & Members of Council
FROM: Dawn Galusha, Treasurer
DATE: October 23, 2019
SUBJECT: Doug Brown, CAO – Legal Proceedings Travel Expense Claim

BACKGROUND

Attached is a copy of the Schedule “B” Travel Expenses of \$139.92 for attendance at the Service Ontario Centre in Thunder Bay for legal proceedings on October 2-3, 2019 as submitted by Doug Brown, CAO.

Conference Expenses

1. Transportation- Gas	\$ 56.92
2. Meals	65.00
3. Per Diem	10.00
4. Parking	<u>8.00</u>
Total Travel Expense Claims	<u><u>\$139.92</u></u>

The travel expense claim is in compliance with Town of Fort Frances Travel Policy Number 3.11.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel Expense claim in the total amount of \$139.92 as submitted by Doug Brown, CAO for his attendance at the Service Ontario Centre in Thunder Bay for legal proceedings on October 2-3, 2019 as submitted by Doug Brown, CAO.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Expense claim in the total amount of \$139.92 as submitted by Doug Brown, CAO for his attendance at the Service Ontario Centre in Thunder Bay for legal proceedings on October 2-3, 2019 as submitted by Doug Brown, CAO.

**TOWN OF FORT FRANCES - SCHEDULE "B"
TRAVEL EXPENSE STATEMENT**

1.	Attendee	Doug Brown							
2.	Conference/Seminar Attended	LEGAL PROCEEDINGS							
	Location (Facility and City)	Service Ontario Centre - Thunder Bay							
	Dates	Oct 2 nd / 3 rd / 19							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation					146.90			146.90
	Transportation					56.92			56.92
	Breakfast					13.00			13.00
	Lunch					17.00			17.00
	Dinner				35.00				35.00
	Per Diem				5.00	5.00			10.00
	Other PARKING					8.00			8.00
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
		NA		NA		NA		NA	
5.	Town Used Vehicle	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Reason					Total
	Mileage Claimed	KM x CRA rate =							/
6.	Approved	Total Expenses							286.82
		Advance Received							/
		Balance Claimed							139.92
		Balance Refunded							139.92

kathy/ba
DB
DB
DB
DB
DB
DB

The agenda must be attached to process payment

In claiming the above amounts, I certify that the expenses have been incurred on behalf of the Town, that the means of transportation were the most economical, with due regard to convenience, and that the expenditures were made in the exercise of my duties. NB – a valid and detailed receipt must accompany hotel Visa slips.

Oct 4/19
Date

Doug Brown
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

		10-020-0252-1200-7/1253	
Date	Treasurer	A / P	Cashier

H/R
COSTS

Kathy's Visa



Kathryn Lawson
320 Portage Ave
Fort Frances, ON P9A 3P5
Canada
 Brown, Douglas
 Company Name: Township of Fort Frances

Room No. 417
 Arrival : 10/02/19
 Departure : 10/03/19
 Invoice No. :
 Conf. No. : 490935
 Cashier No. : 53
 Purchase :
 Order :
 A/R No. :

Group Name:

INVOICE

HST No.: 10009 4077 RT 0004

Date	Description	Charges	Credits
10/02/19	Room Charge	125.00	
10/02/19	Municipal Accommodation Tax (4%)	5.00	
10/02/19	HST on MAT (13%)	0.65	
10/02/19	Harmonized Sales Tax (13%)	16.25	
10/03/19	Visa - Front Desk		146.90
Total Charges		146.90	
Total Credits			146.90
Balance			0.00

Page No. 1 of 1

Signature: _____

I agree to the charges and understand that any outstanding charges will be charged to my credit card after departure.

Valhalla Inn

1 Valhalla Inn Road, Thunder Bay, P7E 6J1 || Telephone: 807-577-1121 || Fax: 807-475-4723 || www.valhallainn.com

10-020-0252-1200-71253

PETRO-CANADA
4794 HWY 11-17
KAKABEKA FALLS
Ontario POT 1W0

F-HST: 863700670 (807) 577-8767
P-HST: 863700670
2019-10-03 PC0038896:1056801 14:02
TERMINAL: 051056801 OPER: A
PAYPOINT: 051056801

FUEL	(L)	(\$/L)	(\$)
Pump 1			
Regular	42.820	1.329	56.92*
Total Owed			56.92

TOTAL PAID
CREDIT CARD \$ 56.92

*TAXES INCL. #TAXES EXCL.

F-HST TOTAL \$ 2.52
P-HST TOTAL \$ 4.03

VISA *****3059 C
INV. 002045 AUTH. 067291
Purchase
C 0010010010 00 027

VISA CREDIT
A0000000031010
8080008000
7800

VERIFIED BY PIN

OO APPROVED - THANK YOU

--- IMPORTANT ---
Retain This Copy For Your Records

CUSTOMER COPY

Learn how to
save 3 cents/L
every day at
Petro-Canada.ca/RBC

Don't know ^{Personal} Visa

RECEIPT

Stall # 6

Expiration Date/Time

06:16 PM

OCT 03, 2019

Purchase Date/Time: 10:16am Oct 03, 2019
Total Due: \$8.00 Rate: Daily Rate (8 Hrs)
Total Paid: \$8.00 Payment Type: Card
Ticket #: 50021920
S/N #: 500012210372
Setting: Lot 509 Thunder Bay
Mach Name: Lot 509 Thunder Bay

10-020-0252-1200-71253
#****-3059, Visa

Auth #: 0106

RECEIPT PARKING RECEIPT PARKING RECEIPT PARKING RECEIPT



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2019/90**

TO: Mayor Caul & Members of Council

FROM: Dawn Galusha, Treasurer

DATE: October 23, 2019

SUBJECT: Amended Property Assessment Notice

RE:	241 Church St	(2019)	Roll # 5912-020-007-02900-0000
	237 Church St	(2019)	Roll # 5912-020-007-02800-0000

BACKGROUND

Attached are the Amended Property Assessment Notices for the 2019 taxation year under the *Assessment Act* from MPAC resulting from correction of factual information regarding the properties has resulted in a change to the assessment and/or classification. These changes are effective for taxation beginning January 1, 2019. In addition, the two role numbers have been consolidated into one.

That total financial impact of the Amended Property Assessment Notices is \$3,696.35 consisting of a reduction of municipal revenue of \$3,100.96 and education revenue of \$595.39 as listed in the attached Write-offs/Tax Account Adjustment worksheet.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council receive the Amended Property Assessment Notice for property located at 237 Church St. and 241 Church St. in Fort Frances for the 2019 taxation year as received from MPAC.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to receive the Amended Property Assessment Notices for properties located at 237 Church St. and 241 Church St. in Fort Frances for the 2019 taxation year as received from MPAC.



MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION

Issue Date:
May 29, 2019

POIRIER DAVID WILFRID
RMB 96
908 CHRISITIE AVE N
FORT FRANCES ON P9A 2G5



THIS IS NOT A TAX BILL.

The Municipal Property Assessment Corporation (MPAC) is responsible for assessing and classifying more than five million properties in Ontario in compliance with the *Assessment Act* and regulations set by the Government of Ontario.

Why am I receiving this Notice?

This Amended Property Assessment Notice replaces the Notice we previously sent. We have corrected factual information about your property which has changed the assessment and/or classification. This change is effective for taxation beginning January 1, 2019.

Account Information:

Roll Number	59 12 020 007 02800 0000
AboutMyProperty™ Access Key	F7697 AFC1E 8FEFC
Your property's location and description	237 CHURCH ST PLAN ALB LOT 225 PCL 883
Municipality	FORT FRANCES TOWN

Amended assessment information:

MPAC's assessed value of your property as of January 1, 2016	\$97,000
MPAC's assessed value of your property as of January 1, 2012	\$90,880
Between 2012 and 2016 , your property's assessed value changed by	\$6,120

Under the phase-in provision in the *Assessment Act*, an increase in assessed value is introduced gradually. A decrease in assessed value will be introduced immediately. The January 1, 2016 assessed value and classification of your property will be used as the basis for calculating your 2019 to 2020 property taxes.

Please see Attachment (1) for an itemized list of the assessment changes and the assessment for each property classification related to your property.

Amended Property Assessment Notice

For the 2019 to 2020
property taxation years

**This Amended
Property Assessment
Notice has Important
information for you as
a property owner.**

Please review it and file it
away for your records.

No action is required

unless you disagree
with your assessment.

CONTACT US

1 866 296-MPAC (6722)
TTY 1 877 889-MPAC (6722)
Monday to Friday
8 a.m. to 5 p.m.

If you have accessibility
needs, please call us
for assistance.

www.aboutmyproperty.ca

About My
Property.ca

Property summary

Roll Number:	59 12 020 007 02800 0000
Property type	Six-plex
Property information	Frontage: 66.00 feet Depth: 165.00 feet Lot area: 10,890.00 square feet
Building - exterior square footage	1,500 square feet
Year of construction	1910

Understanding your Amended Property Assessment Notice

MPAC previously sent a Notice on the assessed value and/or classification of your property. Since then, we have made corrections in the factual information about your property.

Why am I receiving this notice?

This may include the property's:

- buildings or other structures
- use
- lot size
- legal description, or
- other factual information that affects its assessed value and/or classification

Have questions about your property assessment?

Register and log in to www.aboutmyproperty.ca to learn more about how your property was assessed, see the information we have on file, as well as to compare it to others in your area. You can register using the **Roll Number** and **Access Key** in the Account Information section on page 1 of this Notice.

About My Property.ca

Have questions?

We're here to help. Contact us at 1 866 296-6722 and one of our property assessment experts will help guide you through your Notice. Have a question about your property taxes? Contact your municipality for assistance.

Still not sure about your property's assessed value?

You can file a Request for Reconsideration at www.aboutmyproperty.ca and MPAC will review your assessment, free of charge. You also have the option to file an appeal with the ARB. Your Request for Reconsideration and appeal deadlines are on page 3 of this Notice.



Attachment (1)

Roll Number: 59 12 020 007 02800 0000

Change(s) to your property assessment

Previous assessment information

Property class/ qualifier	Value as of Jan. 1, 2012	Value as of Jan. 1, 2016	Phase-in value 2019
Commercial Taxable	\$41,000	\$43,700	\$43,025
Residential Taxable	\$49,000	\$52,300	\$51,475
Total	\$90,000	\$96,000	\$94,500

Amended for the 2019-2020 tax years

Property class/ qualifier	Value as of Jan. 1, 2012	Value as of Jan. 1, 2016	2019	Phase-in value for tax years 2020
Residential Taxable	\$90,880	\$97,000	\$95,470	\$97,000

School support:

Property class	2019 Assessment
Residential English-Public	\$95,470

Deadlines for a Request for Reconsideration (RfR) and/or appeal of the assessment change(s)

If you do not agree with the change(s) in the value and/or the classification, you may file an RfR or appeal.

Owners of a property with a residential, farm or managed forests classification:

If you want a review of your property assessment change(s), the first step is to ask MPAC for a free-of-charge RfR. You must do this before you can appeal to the Assessment Review Board (ARB).

Your deadline for requesting an RfR is September 26, 2019. To file an RfR, visit www.aboutmyproperty.ca.

Owners of other property classifications:

You may (but do not have to) ask for a free-of-charge RfR before considering an appeal to the ARB.

Your ARB filing deadline is September 26, 2019. To file an appeal, visit the ARB's website at www.elto.gov.on.ca.

For all properties:

If you submit an RfR, you must wait for MPAC's decision before you may appeal to the ARB.

Occupants directing school taxes

The following information outlines the units on your property directing school taxes. This is not necessarily associated with the classification of your property.

Please see the "Change(s) to your property assessment" section of this Notice for information regarding the property classification for taxation purposes.

Sub. No.	Unit Class	Name & Location of Occupant	School Board Supported	School Board Taxes
0005	RU	VACANT 241 CHURCH ST A	Per Owner	Per Owner



MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION

Attachment (1) continued

Roll Number: 59 12 020 007 02800 0000

Sub. No.	Unit Class	Name & Location of Occupant	School Board Supported	School Board Taxes
0006	RU	VACANT 241 CHURCH ST B	Per Owner	Per Owner
0007	RU	VACANT 241C CHURCH ST	Per Owner	Per Owner

Legend for occupants directing school taxes

RU: Residential unit
 RDU: Recreational dwelling unit
 FRU: Farm residential unit
 MF: Managed forests
 CL: Conservation land
 FL: Farm land



MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION

consolidated @ 2.7.02800

Issue Date:
May 29, 2019

SMITH AUDRA DAWN
MASON ALAN ROY RYAN
RMB 96
RR 1
FORT FRANCES ON P9A 3M2



THIS IS NOT A TAX BILL.

The Municipal Property Assessment Corporation (MPAC) is responsible for assessing and classifying more than five million properties in Ontario in compliance with the *Assessment Act* and regulations set by the Government of Ontario.

Why am I receiving this Notice?

A change in the legal description of your property has resulted in a change to the roll number. This change is effective for taxation beginning January 1, 2019.

Account Information:

Roll Number 59 12 020 007 02900 0000
Your property's location and description 241 CHURCH ST
PLAN ALB PT LOT 225 PT PCL 883
Municipality FORT FRANCES TOWN

Previous assessment information:

Property class/ qualifier	Value as of Jan. 1, 2012	Value as of Jan. 1, 2016	Phase-in value 2019
Residential Taxable	\$145,000	\$146,000	\$145,750

Amended assessment information:

Property class/ qualifier	Value as of Jan. 1, 2012	Value as of Jan. 1, 2016	Phase-in value 2019 to 2020
Residential Taxable	\$0	\$0	\$0

Deadlines for a Request for Reconsideration (RfR) and/or appeal of the assessment change(s)

If you do not agree with the change(s) in the value and/or the classification, you may file an RfR or appeal.

Owners of a property with a residential, farm or managed forests classification:

If you want a review of your property assessment change(s), the first step is to ask MPAC for a free-of-charge RfR. You must do this before you can appeal to the Assessment Review Board (ARB).

Your deadline for requesting an RfR is September 26, 2019.
To file an RfR, visit
www.aboutmyproperty.ca.

Owners of other property classifications:

You may (but do not have to) ask for a free-of-charge RfR before considering an appeal to the ARB.

Your ARB filing deadline is September 26, 2019. To file an appeal, visit the ARB's website at
www.elto.gov.on.ca.

For all properties:

If you submit an RfR, you must wait for MPAC's decision before you may appeal to the ARB.

This Amended Property Assessment Notice has important information for you as a property owner.

Please review it and file it away for your records.

No action is required

unless you disagree with your assessment.

CONTACT US

1 866 296-MPAC (6722)
TTY 1 877 889-MPAC (6722)
Monday to Friday
8 a.m. to 5 p.m.

If you have accessibility needs, please call us for assistance.

www.aboutmyproperty.ca

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# Days	Year Affected	Roll #	Assessment Change	RTC/RTQ	Municipal Rate	School Rate	Municipal Amount	English Public	English Separate	French Public	French Separate	No Sup School	BIA	TOTAL
PRAN														
	2019	2.7.02800	-43,025	CTN	0.03227896	0.01003036	-1,388.80					-431.56		-1,820.36
	2019	2.7.02800	43,995	RTEP	0.01682625	0.00161	740.27	70.83						811.10
							-648.53	70.83				-431.56		-1,009.26
	2019	2.7.02900	-145750	RTEP	0.01682625	0.00161	-2,452.43	-234.66						-2,687.09

041 Church - now consolidated in 037 Church 2.7.02800



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2019/91**

TO: Mayor Caul & Members of Council

FROM: Dawn Galusha, Treasurer

DATE: October 23, 2019

SUBJECT: Advisory Notice of Adjustment
RE: 1112 Kings Highway (2017, 2018, 2019) Roll # 5912-010-006-09000-0000

BACKGROUND

Attached are the Advisory Notices of Adjustment for the 2017, 2018, and 2019 taxation years under the *Assessment Act* from MPAC resulting from the correction of information after the ARB decision of 2016 regarding the property. This has resulted in a change to the assessment phase-in value for each of the years.

That total financial impact of the Notices is \$2,016.72 consisting of a reduction of municipal revenue of \$1,506.82 and education revenue of \$509.90 as listed in the attached Write-offs/Tax Account Adjustment worksheet.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council receive the Advisory Notice of Adjustment for property located at 1112 Kings Highway in Fort Frances for the 2017, 2018, and 2019 taxation year as received from MPAC.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to receive the Advisory Notice of Adjustment for property located at 1112 Kings Highway in Fort Frances for the 2017, 2018, and 2019 taxation year as received from MPAC.



MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION

Issue Date:
June 24, 2019

Advisory Notice of Adjustment

For the 2017 property
taxation year

LOBLAW PROPERTIES WEST INC
C/O LOBLAW PROPERTIES LIMITED MUNICIPAL
ASSESSMENTS
1 PRESIDENT'S CHOICE CIR FLR 4 SOUTH
TORONTO ON L6Y 5S5

THIS IS NOT A TAX BILL.

The Municipal Property Assessment Corporation (MPAC) is responsible for assessing and classifying more than five million properties in Ontario in compliance with the *Assessment Act* and regulations set by the Government of Ontario.

Why am I receiving this Notice?

You are receiving this Advisory Notice of Adjustment as a result of a 2016 Assessment Review Board Decision.

Due to this decision, MPAC has adjusted the property classification(s) and/or value(s) of your property for the 2017 property tax year. Please see below for information on the change(s).

Account Information:

Roll Number	59 12 010 006 09000 0000
AboutMyProperty™ Access Key	6748D 9601B 91703
Your property's location and description	1112 KINGS HIGHWAY PT RGE LOT 42 PCL 15276A
Municipality	FORT FRANCES TOWN

Adjusted assessed value of your property:

Under the phase-in provision in the *Assessment Act*, an increase in assessed value is introduced gradually. A decrease in assessed value will be introduced immediately. The January 1, 2016 assessed value and classification of your property will be used as the basis for calculating your 2017 property taxes.

Property class/ qualifier	Value as of Jan. 1, 2012	Value as of Jan. 1, 2016	Phase-in value 2017
Commercial Taxable: Vacant Land	\$161,000	\$204,000	\$171,750

School support:

Property class	2017 Assessment
Commercial	Not Applicable \$171,750

**This Advisory Notice of
Adjustment has important
information for you as
a property owner.**

Please review it and file it
away for your records.

No action is required.

CONTACT US

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TTY 1 877 889-MPAC (6722)
Monday to Friday
8 a.m. to 5 p.m.

If you have accessibility
needs, please call us
for assistance.

www.aboutmyproperty.ca

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Property.ca



MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION

Issue Date:
June 24, 2019

LOBLAW PROPERTIES WEST INC
C/O LOBLAW PROPERTIES LIMITED MUNICIPAL
ASSESSMENTS
1 PRESIDENT'S CHOICE CIR FLR 4 SOUTH
TORONTO ON L6Y 5S5

Advisory Notice of Adjustment

For the 2018 property
taxation year

THIS IS NOT A TAX BILL.

The Municipal Property Assessment Corporation (MPAC) is responsible for assessing and classifying more than five million properties in Ontario in compliance with the *Assessment Act* and regulations set by the Government of Ontario.

Why am I receiving this Notice?

You are receiving this Advisory Notice of Adjustment as a result of a 2016 Assessment Review Board Decision.

Due to this decision, MPAC has adjusted the property classification(s) and/or value(s) of your property for the 2018 property tax year. Please see below for information on the change(s).

Account Information:

Roll Number	59 12 010 006 09000 0000
AboutMyProperty™ Access Key	6748D 9601B 91703
Your property's location and description	1112 KINGS HIGHWAY PT RGE LOT 42 PCL 15276A
Municipality	FORT FRANCES TOWN

Adjusted assessed value of your property:

Under the phase-in provision in the *Assessment Act*, an increase in assessed value is introduced gradually. A decrease in assessed value will be introduced immediately. The January 1, 2016 assessed value and classification of your property will be used as the basis for calculating your 2018 property taxes.

Property class/ qualifier	Value as of Jan. 1, 2012	Value as of Jan. 1, 2016	Phase-in value 2018
Commercial Taxable: Vacant Land	\$161,000	\$204,000	\$182,500

School support:

Property class	2018 Assessment
Commercial	Not Applicable \$182,500

**This Advisory Notice of
Adjustment has important
information for you as
a property owner.**

Please review it and file it
away for your records.

No action is required.

CONTACT US

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TTY 1 877 889-MPAC (6722)
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Page 25 of 113



MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION

Issue Date:
June 24, 2019

LOBLAW PROPERTIES WEST INC
C/O LOBLAW PROPERTIES LIMITED MUNICIPAL
ASSESSMENTS
1 PRESIDENT'S CHOICE CIR FLR 4 SOUTH
TORONTO ON L6Y 5S5



THIS IS NOT A TAX BILL.

The Municipal Property Assessment Corporation (MPAC) is responsible for assessing and classifying more than five million properties in Ontario in compliance with the *Assessment Act* and regulations set by the Government of Ontario.

Why am I receiving this Notice?

You are receiving this Advisory Notice of Adjustment as a result of a 2016 Assessment Review Board Decision.

Due to this decision, MPAC has adjusted the property classification(s) and/or value(s) of your property for the 2019 property tax year. Please see below for information on the change(s).

Account Information:

Roll Number	59 12 010 006 09000 0000
AboutMyProperty™ Access Key	6748D 9601B 91703
Your property's location and description	1112 KINGS HIGHWAY PT RGE LOT 42 PCL 15276A
Municipality	FORT FRANCES TOWN

Adjusted assessed value of your property:

Under the phase-in provision in the *Assessment Act*, an increase in assessed value is introduced gradually. A decrease in assessed value will be introduced immediately. The January 1, 2016 assessed value and classification of your property will be used as the basis for calculating your 2019 property taxes.

Property class/ qualifier	Value as of Jan. 1, 2012	Value as of Jan. 1, 2016	Phase-in value 2019
Commercial Taxable: Vacant Land	\$161,000	\$204,000	\$193,250

School support:

Property class	2019 Assessment
Commercial	Not Applicable \$193,250

Advisory Notice of Adjustment

For the 2019 property
taxation year

**This Advisory Notice of
Adjustment has important
information for you as
a property owner.**

Please review it and file it
away for your records.

No action is required.

CONTACT US

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Monday to Friday
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Still have questions?

We're here to help. Contact us at 1 866 296-6722 or TTY 1 877 889-6722 and one of our property assessment experts will help guide you through your Notice.

Robb

# Days ANA	Year Affected	Roll #	Assessment Change	RTC/RTQ	Municipal Rate	School Rate	Municipal Amount	English Public	English Separate	French Public	French Separate	No Sup School	BIA	TOTAL
	2017	1.6.09000	-32,250	CX	0.02285733	0.00779220	-737.15					-251.30		-988.45
	2018	1.6.09000	-21,500	CX	0.02208010	0.00738867	-474.72					-158.86		-633.58
	2019	1.6.09000	-10,750	CX	0.02743712	0.00927809	-294.95					-99.74		-394.69
							-1,506.82					-509.90		-2,016.72



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2019/92**

TO: Mayor Caul & Members of Council

FROM: Dawn Galusha, Treasurer

DATE: October 23, 2019

SUBJECT: Special Amended Property Assessment Notice
RE: 250 Church Street (2019) Roll # 5912-020-007-03800-0000

BACKGROUND

Attached is the Special Amended Property Assessment Notice for the 2019 taxation years under the *Assessment Act* from MPAC resulting from a change in legislation. Effective January 1, 2019, the Assessment Act was amended to include a new property tax exemption for land used and occupied as a memorial home, clubhouse or athletic grounds by an Ontario branch of the Royal Canadian Legion.

That total financial impact of the Notices is \$3,576.63 consisting of a reduction of municipal revenue of \$3,264.29 and education revenue of \$312.34 as listed in the attached Write-offs/Tax Account Adjustment worksheet. By-Law 11/15 allows the Royal Canadian Legion to apply for exemption of the municipal portion of taxes for the period 2010-2019. As this By-law has reached the end of its term, the Clerk's office has advised that it is not necessary to rescind.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council receive the Special Amended Property Assessment Notice for property located at 250 Church Street in Fort Frances for the 2019 taxation year as received from MPAC, which has resulted from a change in legislation.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to receive the Special Amended Property Assessment Notice for property located at 250 Church Street in Fort Frances for the 2019 taxation year as received from MPAC, which has resulted from a change in legislation.



MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION

Issue Date:
September 16, 2019

ROYAL CANADIAN LEGION
PO BOX 819 STN MAIN
FORT FRANCES ON P9A 3N1



THIS IS NOT A TAX BILL.

The Municipal Property Assessment Corporation (MPAC) is responsible for assessing and classifying more than five million properties in Ontario in compliance with the *Assessment Act* and regulations set by the Government of Ontario.

Why am I receiving this Notice?

You are receiving this Special Amended Property Assessment Notice because of a change in legislation.

Effective January 1, 2019, the *Assessment Act* was amended to include a new property tax exemption for land used and occupied as a memorial home, clubhouse or athletic grounds by an Ontario branch of the Royal Canadian Legion. The tax liability shown in Attachment (1) reflects the change from the previous assessment notice(s).

Account Information:

Roll Number	59 12 020 007 03800 0000
AboutMyProperty™ Access Key	D76F0 AB260 5F079
Your property's location and description	250 CHURCH ST PLAN ALB LOT 337 PCL 7173
Municipality	FORT FRANCES TOWN
School support - see Attachment (1)	

Assessment overview:

MPAC's assessed value of your property as of January 1, 2016	\$194,000
MPAC's assessed value of your property as of January 1, 2012	\$193,251
Between 2012 and 2016 , your property's assessed value changed by	\$749

Under the phase-in provision in the *Assessment Act*, an increase in assessed value is introduced gradually. A decrease in assessed value will be introduced immediately. The January 1, 2016 assessed value and classification of your property will be used as the basis for calculating your 2019 to 2020 property taxes.

Please see Attachment (1) for an Itemized list of the assessment changes and the assessment for each property classification related to your property.

Special Amended Property Assessment Notice

For the 2019 property
taxation year

**This Special Amended
Property Assessment
Notice has important
information for you as
a property owner.**

Please review it and file it
away for your records.

No action is required

unless you disagree
with your assessment.

CONTACT US

1 866 296-MPAC (6722)
TTY 1 877 889-MPAC (6722)
Monday to Friday
8 a.m. to 5 p.m.

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needs, please call us
for assistance.

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Attachment (1)

Roll Number: 59 12 020 007 03800 0000

Change(s) to your property assessment

Please see below for the change(s) to your property's assessment and the effective date.

Effective Date: January 1, 2019

Property class/ qualifier	Value as of Jan. 1, 2012	Value as of Jan. 1, 2016	Phase-in value 2019
Exempt	\$193,251	\$194,000	\$193,813

School support:

Property class	2019 Assessment
Exempt	Not Applicable \$193,813

Deadlines for a Request for Reconsideration (RfR) and/or appeal of the assessment change(s)

If you do not agree with the change(s) in the effective date, the value or the classification, you may file an RfR or appeal.

Owners of a property with a residential, farm or managed forests classification:

If you want a review of your property assessment change(s), the first step is to ask MPAC for a free-of-charge RfR. You must do this before you can appeal to the Assessment Review Board (ARB).

Your deadline for requesting an RfR is January 14, 2020. To file an RfR, visit www.aboutmyproperty.ca.

Owners of other property classifications:

You may (but do not have to) ask for a free-of-charge RfR before considering an appeal to the ARB.

Your ARB filing deadline is January 14, 2020. To file an appeal, visit the ARB's website at www.elto.gov.on.ca.

For all properties:

If you submit an RfR, you must wait for MPAC's decision before you may appeal to the ARB.



MUNICIPAL
PROPERTY
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CORPORATION

COPY

Still have questions?

We're here to help. Contact us at 1 866 296-6722 or TTY 1 877 889-6722 and one of our property assessment experts will help guide you through your Notice.

neg/om

# Days	Year Affected	Roll #	Assessment Change	RTC/RTQ	Municipal Rate	School Rate	Municipal Amount	English Public	English Separate	French Public	French Separate	No Sup School	BIA	TOTAL
SAN														
	2019	2.7.03800	-194,000	RTEP	0.01682625	0.00161	-3,264.29	-312.34						-3,576.63
	2019	2.7.03800	193,000	EN	0	0.00000	0.00					0.00		0.00
							-3,264.29					0.00		-3,576.63

TOWN OF FORT FRANCESBY-LAW NO. 11/15

(Being a by-law to exempt from municipal portion of taxes land that is used and occupied as a memorial home, clubhouse or athletic grounds by persons who served in the armed forces of His or Her Majesty or of an ally of His or Her Majesty in any war (*The Assessment Act* R. S. O., Section 6.1 (1))

WHEREAS such Clubhouse is now established on Lot 337, Town Plot of Alberton in the Town of Fort Frances;

AND WHEREAS the Royal Canadian Legion (Fort Frances) Branch 29 has made application to Council of the Town of Fort Frances for exemption from taxation for a ten year period (2010 to 2019);

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

1. That Lot 337, Town Plot of Alberton, in the said Town of Fort Frances, and the buildings thereon are hereby exempt from the municipal portion of taxes so long as the same are used as a Clubhouse for the officers (men and women) of the Fort Frances Unit of the Royal Canadian Legion, Branch 29 during the years 2010 to 2019.
2. Notwithstanding the provisions of the next preceding clause of this by-law, should the said land or any portion thereof be used at any time for commercial purposes, or for any purpose other than that set forth in this by-law, the said land or such portion thereof as may be used for such other purposes shall forthwith cease to be exempt from taxation under the provision of this by-law.

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

READ THREE TIMES and finally passed in open Council this 23rd day of March 2015.

Original signed by R. Avis

R. Avis, Mayor

Original signed by E. Slomke

E. Slomke, Clerk

October 23, 2019

REPORT TO: Mayor & Council

FROM: Elizabeth (Lisa) Slomke, Clerk

SUBJECT: Procedure By-law Review

BACKGROUND INFORMATION

The *Municipal Act, 2001*, section 238 (copy attached) provides guidance to Ontario municipalities related to the establishment of a Procedure By-law. When you are reviewing this section pay close attention to phrases that contain the words ‘shall’ and ‘may’ as they have very distinct meanings. Simply put, when the legislation indicates that a municipality shall do something, there is no choice. Section 238 (2) indicates that: “Every municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings.”

The legislation does not provide Ontario municipalities with details as to what should or should not be included in their procedure by-laws. Each municipality is unique and the Procedure By-law that governs each municipality is also unique. I have yet to locate two that are identical. Certain components are more important to spell out for some municipalities and may be less critical elsewhere.

The current Town of Fort Frances Procedure By-law 34/95 (attached) was created in 1995 and has had revisions A, B, C, D and E in 1996, 1996, 2007, 2015 and 2017 respectively. A thorough review has not been undertaken in several years. There is no legislated requirement to complete scheduled reviews, but as the provincial legislation is amended, in many instances it becomes necessary to amend the procedure by-law (i.e. 2017 amendment changed the definition of meeting as per Bill 68). Many municipalities have adopted the practice of reviewing these types of by-laws at least once per term of Council.

In addition to the Procedure By-law, Members of Council of the Town of Fort Frances are also governed by several other pieces of legislation, by-laws and policies/procedures which include (but not limited to):

- Municipal Act, 2001
- Municipal Conflict of Interest Act
- Municipal Elections Act
- Occupational Health & Safety Act
- Municipal Freedom of Information and Protection of Privacy Act
- Planning Act

- Accessibility for Ontarians with Disabilities Act
- Human Rights Code
- Municipal Code of Conduct 04/19
- Notice By-law 64/02
- Staff/Council Relations Policy 3.32

NEXT STEPS

Due to the fact that the existing Procedure By-law is over 20 years old, I recommend that a complete review/rewrite take place. Further, I suggest that sections of a new by-law are brought forward for consideration through the Administration & Finance Executive Committee as often as time permits until a new Procedure By-law has been drafted. Once a full draft has been vetted by Administration & Finance Executive Committee, then appropriate advertising will be undertaken for the draft by-law to be considered by Committee of the Whole. Upon receipt of the Committee of the Whole's approval / feedback the new Procedure By-law will be considered at a subsequent Council Meeting.

The Administration & Finance Executive Committee considered this matter at its October 22, 2019 meeting and agreed to recommend the completion of a review/rewrite of the Procedural By-law in steps.

Council approval of this report will agree to the recommendation of Administration & Finance Executive Committee to complete a review/rewrite of the Procedural By-law in steps as further outlined in the report.

****excerpt from the Municipal Act, 2001**

PROCEDURE BY-LAW

Procedure by-law

Definitions

238 (1) In this section and in sections 239 to 239.2,

“committee” means any advisory or other committee, subcommittee or similar entity of which at least 50 per cent of the members are also members of one or more councils or local boards; (“comité”)

“local board” does not include police services boards or public library boards; (“conseil local”)

Note: On a day to be named by proclamation of the Lieutenant Governor, the definition of “local board” in subsection 238 (1) of the Act is amended by striking out “police services boards” and substituting “police service boards”. (See: 2019, c. 1, Sched. 4, s. 33 (8))

“meeting” means any regular, special or other meeting of a council, of a local board or of a committee of either of them, where,

- (a) a quorum of members is present, and
- (b) members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee. (“réunion”) 2001, c. 25, s. 238 (1); 2006, c. 32, Sched. A, s. 102 (1, 2); 2017, c. 10, Sched. 1, s. 25 (1).

Procedure by-laws respecting meetings

(2) Every municipality and local board **shall** pass a procedure by-law for governing the calling, place and proceedings of meetings. 2001, c. 25, s. 238 (2).

Notice

(2.1) The procedure by-law **shall** provide for public notice of meetings. 2006, c. 32, Sched. A, s. 102 (3).

Outside municipality

(3) The procedure by-law **may** provide that meetings be held and public offices be kept at a place outside the municipality within an adjacent municipality. 2001, c. 25, s. 238 (3).

Electronic participation

(3.1) The applicable procedure by-law **may** provide that a member of council, of a local board or of a committee of either of them, can participate electronically in a meeting which is open to the public to the extent and in the manner set out in the by-law provided that any such member **shall not** be counted in determining whether or not a quorum of members is present at any point in time. 2017, c. 10, Sched. 1, s. 25 (2).

Same

(3.2) The applicable procedure by-law **shall not** provide that a member of council, of a local board or of a committee of either of them, can participate electronically in a meeting which is closed to the public. 2017, c. 10, Sched. 1, s. 25 (3).

Presiding officer

(4) The procedure by-law **may**, with the consent of the head of council, designate a member of council, other than the head of council, to preside at meetings of council. 2006, c. 32, Sched. A, s. 102 (4).

Secret ballot

(5) A presiding officer **may** be designated by secret ballot. 2006, c. 32, Sched. A, s. 102 (4).

TOWN OF FORT FRANCESBY-LAW NO. 34/95

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

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

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

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

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

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

Council Meetings

2. The inaugural meeting of Council after a regular election shall be held at 7:30 p.m. on the first Monday in December following the election.
3. After its inaugural meeting, the Council shall meet on the second and fourth Mondays of each month, unless otherwise ordered by special motion, or unless such Monday is a public holiday, in which case the Council shall meet on the next day following which is not a holiday. All meetings shall open at 7:30 p.m.
4. Council may, by resolution, alter the date and/or time of a regular meeting provided that adequate notice of the change is posted in the municipal office. Notice may also be published in a local newspaper and/or broadcast locally over radio and cable television.
5. (a) The Head of Council may at any time summon a special meeting of Council on 48 hours notice to the Members of Council, or upon receipt of the petition of the majority of the Members of the Council, the Clerk shall summon a special meeting for the purpose and at the time mentioned in the petition. Forty-eight hours notice of all special meetings of Council shall be given the Members through the Clerk's office. The only business to be dealt with at a special meeting is that which is listed in the notice of the meeting.
- (b) Notwithstanding the notice requirement set out above, in the event of a bonafide emergency the meeting may be held as soon as practicable following receipt of the summons or petition, as the case may be, and notice may be given by telephone or personal contact as determined by the Clerk.

- (c) Unless otherwise specified in the notice described in Paragraph 5(b) above, a special meeting shall be held in the Council Chambers.

Acting Mayor

- 6. The position of Acting Mayor shall be appointed by the Mayor from among the six Councillors-at-Large and approved by resolution at the Inaugural Meeting of a newly elected Council. The appointment is for a one year term and subsequent appointments shall be made annually and approved by resolution of Council.

The Acting Mayor shall perform all the duties of the Head of the Council and may exercise all the rights, power and authority of the Head of the Council while so acting.

Calling of the Meeting to Order and Quorum

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

Absence of Head of Council

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

Open Meetings

- 9. (a) All Council and Committee of the Whole meetings shall be open to the public;
- (b) Notwithstanding Paragraph 9(a) above, a meeting of Council or a Committee of the Whole of Council may be closed to the public if the subject matter being considered relates to:
 - i) the security of the property of the municipality;
 - ii) personal matters about an identifiable individual, including municipal employees;
 - iii) a proposed or pending acquisition of land for municipal purposes;
 - iv) employee negotiations or labour relations;
 - v) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality;

- vi) a matter in respect of which Council or a Committee of the Whole of Council has authorized a meeting to be closed under an Act of the Legislature or an Act of Parliament;
 - vii) the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
- (c) Notwithstanding Paragraph 9(a) above, a meeting of the Council or a Committee of the Whole of Council shall be closed to the public if the subject matter being considered relates to the consideration of a request under the Municipal Freedom of Information and the Protection of Privacy Act, if the Council is designated as head of the institution for the purposes of that Act.
- (d) Before all or part of a meeting is closed to the public, the Council shall state by Resolution:
- i) the fact of the holding of the closed meeting; and
 - ii) the general nature of the matter to be considered at the closed meeting.
- (e) Subject to subsection (f) a meeting shall not be closed to the public during the taking of a vote.
- (f) Despite subsection (e) a meeting may be closed to the public during a vote if,
- i) Subsection 9(b) permits or requires a meeting to be closed to the public; and
 - ii) the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the municipality or persons retained by or under contract with the municipality.
- (g) Meetings or session which are closed to the public shall be referred to as in-camera meetings or sessions.

Agendas and Supporting Material

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

Regular Meeting of Council

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

Council in Committee of the Whole

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

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

Minutes

11. The Clerk shall record the following information for the purpose of the official Minutes:
- place, date and time of the meeting;
 - name of the Presiding Officer;
 - members present;
 - member declaring an interest and the general nature thereof as disclosed;
 - any public deputation and the name of the person/group;
 - recorded votes of Council;
 - all other proceedings of the meeting without note or comment.

Declaration of Interest

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

Petitions and Communications

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

Curfew

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

Duties of the Mayor

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

- (m) to adjourn the meeting without the question being put in the case of grave disorder arising in the Council Chambers;
- (n) to order any individual or group in attendance at the meeting to cease and desist any behaviour which disrupts the order and decorum of the meeting and to order the individuals or group to vacate the Council Chambers where such behaviour persists.

Conduct of Members of Council and Guests

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

Motions

20. Subject to Paragraph 21 and insofar as is practicable, notice of motions, except those listed in Paragraphs 24 and 25, shall be given in writing to the Clerk not later than noon on the Thursday preceding the next regular meeting so that the matter may be included in the Council agenda package.
21. Any motion may be introduced without notice if Council, without debate, agrees on a majority vote to dispense with notice.

22. A motion must be formally seconded before the question can be put or a motion recorded in the minutes.
23. When a motion is presented in Council in writing it shall be read, or, if it is an oral motion, it shall be stated by the Head of Council or presiding officer before debate.
24. The following matters and motions may be introduced orally without written notice and without leave except as otherwise provided by these rules:
 - (a) a point of order or personal privilege;
 - (b) presentation of petitions;
 - (c) to lay on the table (to defer indefinitely)
 - (d) to postpone indefinitely or to a specific day;
 - (e) to move the previous question (immediate vote on the main motion).
25. The following motions may be introduced without notice and without leave but such motions shall be in writing and signed:
 - (a) to refer;
 - (b) to adjourn;
 - (c) to amend;
 - (d) to suspend the rules of procedure.
26. Except as provided in Paragraph 24 all motions shall be in writing and signed by the mover and seconder.
27. The Clerk and other officers may introduce matters to be dealt with by motion subject to the notice provisions set out in Paragraph 20.
28. A motion to amend shall:
 - (a) be presented in writing;
 - (b) be dealt with by Council before a previous amendment or the main motion;
 - (c) not be further amended more than once provided that further amendment may be made to the main motion;
 - (d) be relevant to the main motion;
 - (e) not propose a direct negative to the main motion.
29. Once read or stated by the Head of Council or presiding officer a motion may not be withdrawn without the consent of the majority of the members.

Voting on Motions

30. Immediately prior to voting on a motion, the Head of Council or presiding officer shall state the question in the precise form it is to be recorded in the minutes, including any amendments to the question.
31. After a motion as amended is finally put, no member shall speak to the question nor shall any other motion be made until after the vote is taken and the result is declared.

32. On an unrecorded vote, the manner of determining the decision on a motion shall be at the discretion of the Head of Council or presiding officer and may be by voice, show of hands, standing or otherwise and any failure to vote by a qualified member except a member disqualified from voting by any Act shall be deemed assent.
33. Where a vote is taken for any purpose and a member requests, before or after the vote, that the vote be recorded, each member present, except a member disqualified from voting by any Act, shall, in an order determined by the head of Council or presiding officer, announce their vote openly, and any failure to vote by a qualified member shall be deemed to be a negative vote and the Clerk shall record each vote.
34. The Head of Council or presiding officer, except where disqualified to vote, may vote on all questions and when so doing, shall vote last.
35. Except where expressly provided in Statute, any question on which there is an equality of votes shall be deemed to be defeated.
36. Subject to Subsection 9(f) no vote shall be taken by ballot or any other method of secret voting and every vote so taken is of no effect.

Rules of Debate

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

Points of Order and Privilege

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

By-Laws

43. No By-law shall be presented to Council unless the subject matter has been considered and approved by Council.
44. Every By-law shall be introduced upon motion by a member specifying the title of the By-law.
45. Every By-law when introduced shall be in typewritten form and shall contain no blanks except as may be required to conform to accepted procedure or to comply with provisions of any Act.
46. On a single motion of Council, one or more by-laws may be introduced, as in Section 44 above, and be given the first, second and third readings. At the

discretion of Council, on condition that said by-law(s) is/are not being amended, oral reading of the by-law(s) by the Clerk may be dispensed with and the by-law(s) be "taken as read".

47. Every By-law shall be given three readings prior to passage.
48. The first reading of a By-law shall be decided without amendment or debate.
49. By-laws may be given three readings on the same day except when requested otherwise by motion of the majority of the members present or as otherwise provided in law.
50. Council may, prior to the second and third reading of any by-law introduce any change or amendment to the by-law.
51. Upon passage, By-laws shall be numbered, signed by the presiding officer and embossed with the seal of the Corporation.
52. Any proposed By-law may be referred to a Committee, Department Head or other officer for review and comment, including the solicitor for the Corporation.

Reconsideration of Council Decision

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

Proceedings in Committee of the Whole

54. **General**

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

55. **Dates and Times**

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

56. Chairperson and Vice-Chairperson

The positions of Chairperson and Vice-Chairperson of Committee of the Whole of Council shall be on a rotation basis throughout the duration of the term of Council among the six Councillors whereby each Councillor shall be appointed to a term of six months as Vice-Chairperson followed by a term of six months as Chairperson. The order of selection shall be as determined by the Mayor and approved by resolution of Council at the Inaugural Meeting of a newly elected Council.

57. Rules in Committee of the Whole

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

Other Committees

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

59. Executive Committees shall be as follows:

Administration and Finance
Community Services
Planning and Development
Operations and Facilities

60. Members of the Executive Committees shall be appointed annually by the Mayor and approved by resolution of Council.

61. Members of the Advisory Committees shall be appointed annually by the Mayor and approved by resolution of Council.

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

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

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

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

General

64. In all matters and under all circumstances the members shall be guided by and shall have regard to the Municipal Conflict of Interest Act or its successor act upon proclamation.

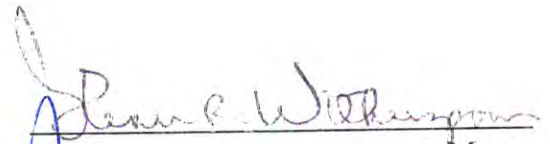
By-Law No. 34/95

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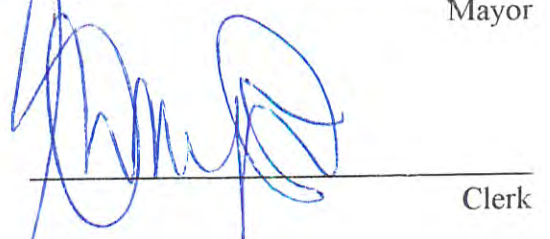
65. Individuals or groups which are listed on an agenda or are otherwise approved to appear before Council pursuant to Paragraph 10(d) shall be limited to not more than fifteen (15) minutes except that a delegation consisting of more than five (5) persons shall be limited to two (2) speakers, each limited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

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

READ A FIRST AND SECOND TIME ONLY in open Council this 23rd day of May, 1995.

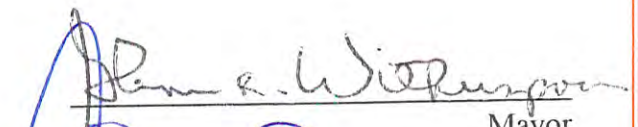


Mayor

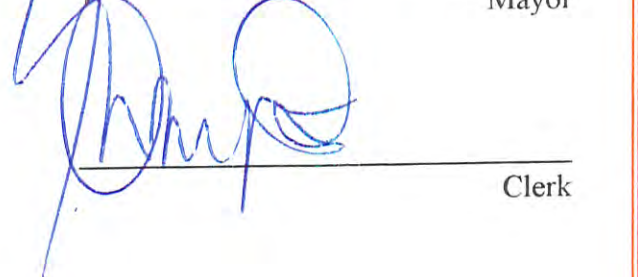


Clerk

READ A THIRD TIME AND FINALLY PASSED in open Council this 28th day of August, 1995.



Mayor



Clerk

TOWN OF FORT FRANCESBY-LAW NO. 34/95-A

(Being a by-law to amend By-Law No. 34/95, the Procedure By-Law.)

WHEREAS by resolution passed February 12, 1996, Council approved a recommendation with respect to the starting time of regular meetings of Council;

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

1. That Town of Fort Frances By-Law No. 34/95 (Procedure By-Law) be amended as follows:

1) by deleting from the last line of section 3 the following:

“All meetings shall open at 7:30 p.m.”

and substituting therefor the following:

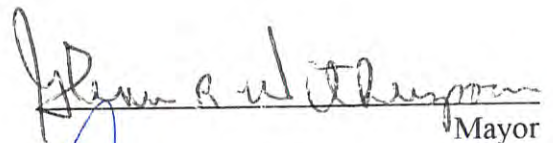
“Each meeting may, at Council’s discretion, be opened within ten (10) minutes of the close of the meeting of the Committee of the Whole which immediately precedes it. All meetings shall open by 7:30 p.m. If deemed necessary in order to complete business being considered in the preceding meeting of Committee of the Whole, the 7:30 p.m. start time for the regular meeting of Council may be delayed for up to one-half hour by unanimous consent of the members of Council present.”

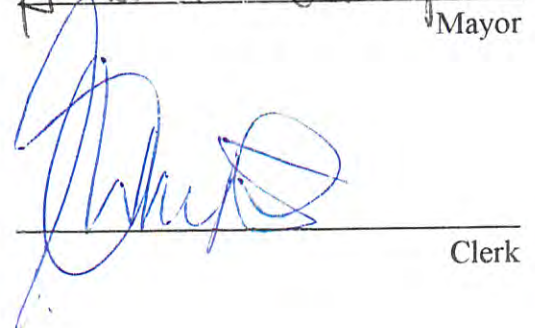
2) by rescinding section 4 in its entirety and substituting therefor the following:

“Council may by resolution alter the date and/or time of a regular meeting to a date or time different from that provided for in section 3 above. Adequate notice of such change is to be posted in the municipal office.”

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

READ THREE TIMES and finally passed in open Council this 26th day of February, 1996.


Mayor


Clerk

TOWN OF FORT FRANCES

BY-LAW NO. 34/95-B

(Being a by-law to amend By-Law No. 34/95, the Procedure By-Law.)

WHEREAS pursuant to the Municipal Act, R.S.O. 1990, c.M.45, as amended, every Council and local board shall adopt a procedure by-law to govern the calling, place and proceedings of meetings;

AND WHEREAS it is deemed expedient to extend the provisions of Council's Procedure By-Law to apply, with necessary modifications to the various local boards and committees to satisfy the requirements of the Act;

AND WHEREAS by resolution passed September 9, 1996, Council supported the content of this by-law;

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

1. That Town of Fort Frances By-Law No. 34/95 (Procedure By-Law) be amended as follows:
 - 1) That the numbering of the various sections of the By-Law be now changed such that each section number is increased by one and that all references throughout the By-Law to the numbers of its various sections be changed accordingly.
 - 2) That a new section 1. be added as follows:
 - "1. Definitions
 - (1) "Clerk" means the Clerk of the Corporation of the Town of Fort Frances.
 - (2) "Committee" means any advisory or other committee, subcommittee or similar entity composed of members of one or more councils or local boards.
 - (3) "Council" means the Council of the Corporation of the Town of Fort Frances.
 - (4) "Delegation/Deputation" includes presentation by Council, presentation to Council, or a Public Hearing.
 - (5) "Local Board" means a local board as defined in the *Municipal Affairs Act*, except municipal police services boards, library boards and school boards.
 - (6) "Meeting" means any regular, special, committee or other meeting of a Council or local board that has the authority to and furthers the business of Council or a local board.
 - (7) "Member" means a member of Council, including the Mayor, or a member of a committee or local board.
 - (8) "Town" means the Town of Fort Frances.

Town of Fort Frances

By-Law No. 34/95-B
Page 2

- (3) That subsection a) of Section 2 be struck out and subsequently re-enacted as follows:

“The rules and regulations contained in this by-law shall be observed in all proceedings of the Council and, with necessary modifications, its committees, and shall be the rules and regulations for the order and dispatch of business by Council and its committees.”

- (4) That the following new subsection c) be added to Section 2.

“This By-Law does not apply to the following committees or local boards:

- 1) Town of Fort Frances Business Improvement Area Board of Management;
- 2) Town of Fort Frances Committee of Adjustment;
- 3) Town of Fort Frances Municipal Control Group;
- 4) Town of Fort Frances Municipal Non-Profit Housing Corporation Board of Directors;
- 5) Town of Fort Frances Public Library Board;
- 6) Town of Fort Frances Salary Structure and Administration Practices Committee;
- 7) Town of Fort Frances Citizen of the Year Committee.

- (5) That subsection a) of Section 10. be struck out and subsequently re-enacted as follows:

“All meetings of Council, Committee of the Whole of Council and local boards including committees shall be open to the public.”

- (6) That subsection b) of Section 10. be amended by deletion of:

“Notwithstanding Paragraph 10(a) above, a meeting of Council or a Committee of the Whole of Council may be closed to the public if the subject matter being considered relates to:”

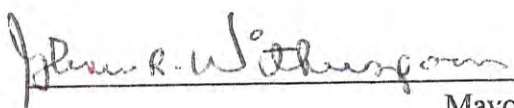
and the subsequent replacement with:

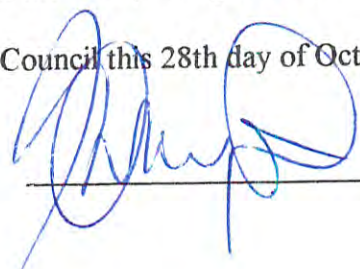
“Notwithstanding Paragraph 10(a) above, a meeting may be closed to the public if the subject matter being considered relates to:”

- (7) That Section 13. be amended in the fourth line by adding after “Clerk”, the following: “or Secretary”.

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

READ THREE TIMES and finally passed in open Council this 28th day of October, 1996.


Mayor


Clerk

TOWN OF FORT FRANCESBY-LAW NO. 34/95-C

(Being a by-law to amend By-Law No. 34/95, the Procedure By-Law.)

WHEREAS on August 28th, 1995, Council enacted By-Law No. 34/95, the Procedure By-Law to govern the calling, place and proceedings of meetings,

AND WHEREAS by resolution passed July 23rd, 2007, Council directed the Clerk to prepare a by-law to amend provisions of Council's Procedure By-Law with respect to the appointment of an Acting/Deputy Mayor, term for appointment of Councillors to Executive Committees and Committee of the Whole and term of appointment of members of the public to Advisory Committees;

AND WHEREAS at the regular meeting of Council on July 23rd, it was announced that a by-law to amend the Procedure By-Law would be presented at the August 13th, 2007 regular meeting of Council, thus satisfying the requirement for giving of notice.

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

1. That Town of Fort Frances By-Law No. 34/95 (the Procedure By-Law), as amended be now further amended as follows:

- 1) That the term "Acting Mayor" be struck from wherever in the By-Law it appears and replaced with the term "Deputy Mayor".

- 2) That section 7. be struck out and subsequently re-enacted as follows:

"Deputy Mayor

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

- 3) That section 57. be struck out and subsequently re-enacted as follows:

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

- 4) That section 61. be struck out and subsequently re-enacted as follows:

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


- 5) That section 61. be struck out and subsequently re-enacted as follows:

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

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

READ THREE TIMES and finally passed in open Council this 13th day of August, 2007.



Mayor

Clerk

TOWN OF FORT FRANCES

BY-LAW NO. 34/95-D

(Being a by-law to amend By-Law No. 34/95, the Procedure By-Law.)

WHEREAS pursuant to the Municipal Act, R.S.O. 1990, c.M.45, as amended, every Council and local board shall adopt a procedure by-law to govern the calling, place and proceedings of meetings;

AND WHEREAS it is deemed expedient to extend the provisions of Council’s Procedure By-Law to apply, with necessary modifications to the various local boards and committees to satisfy the requirements of the Act;

AND WHEREAS on April 9, 2015 Council approved a report from the Clerk which approved amendments to the Procedural By-law to accommodate a procedure for Members of Council to report on their activities as Council representatives on a regular and transparent process;

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

1. That Town of Fort Frances By-Law No. 34/95 (Procedure By-Law) be amended as follows:
 - 1) That Agendas and Supporting Material Section 10 (e) the Committee of the Whole agenda be modified to include a new section titled “Reporting by Members of Council” which will appear prior to the Consent Agenda item.

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

READ THREE TIMES and finally passed in open Council this 11th day of May 2015.

Original signed by R. Avis

R. Avis, Mayor

Original signed by E. Slomke

E. Slomke, Clerk

TOWN OF FORT FRANCES

BY-LAW NO. 34/95-E

(Being a by-law to amend By-Law No. 34/95, the Procedure By-Law.)

WHEREAS on November 27, 2017, Council approved a report from the Clerk which recommends amendments to the Procedural By-law in order for compliance with the newly enacted Bill 68 Legislation – Modernizing Ontario’s Municipal Legislation Act;

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

- 1. That Town of Fort Frances By-Law No. 34/95 (Procedure By-Law), and its amendments, be further amended as follows:
 - 1) THAT section 1. (6) related to the definition of meeting, be struck out and replaced as follows:

“Meeting” – means any regular, special or other meetings of council, or of certain local boards or committees, where a quorum is present and where members discuss or otherwise deal with matters in a way that materially advances the business or decision making of the relevant body.
 - 2) THAT section 10. (b) related to Open Meetings, be struck out and replaced with the following:

“Notwithstanding Paragraph 10(a) above, a meeting may be closed to the public if the subject matter being considered meets the criteria outlined in the specific exceptions permitted under the *Municipal Act, 2001*.
 - 3) THAT the listing of items found on Committee of the Whole and Council agendas found in section 11. (e) be amended as follows:

Regular Meeting of Council

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

Council in Committee of the Whole

- 1) Call to Order
- 2) Identification of Non-Agenda Items
- 3) Disclosure of Pecuniary Interest
- 4) In-Camera
- 5) Reporting by Members of Council

- 6) Consent Agenda
 - 7) Administration and Finance Division
 - 8) Community Services Division
 - 9) Planning and Development Division
 - 10) Operations and Facilities Division
 - 11) General
 - 12) Information Items
 - 13) Non-agenda Items
 - 14) Adjournment
- 4) THAT Section 14. Related to the Petitions and Communications, be struck out and replaced with the following:
- “Every communication to be presented to the Council, shall be legibly written or printed and shall not contain any obscene or improper matter or language and shall be signed by at least one person and filed with the Clerk. Additionally, all petitions must meet Provincial guidelines in order to be accepted and considered by Council.”
- 5) That Section 63. as it relates to structure of Committees, be struck out and replaced with the following:
- “The structure and mandate of the Executive Committees and various Advisory Committees are as set out in the Town of Fort Frances Boards & Committees By-law, as it may be amended from time to time.”

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

Original signed by R. Avis

R. Avis, Mayor

Original signed by E. Slomke

E. Slomke, Clerk

21 October 2019

REPORT TO: Mayor & Council

FROM: Elizabeth (Lisa) Slomke, Town Clerk

SUBJECT: Erin Crescent Subdivision & Sale of Town Lands Policy 6.2

BACKGROUND

As the Huffman Subdivision lot sales were winding down, I had maintained an ongoing list of interested parties. Many of those asked to be moved across to my Erin Crescent list as they were still looking for residential building lots within the boundaries of the Town of Fort Frances. Since that time, several others have also indicated their interest. These people receive periodic e-mails from me when there is something to advise them of respecting the development of residential building lots.

As part of the 2019 budget process, Council approved Phase 1 of the development of Erin Crescent. This will include the installation of water and sewer services to the property line of the 27 lots.

Phase 2 is scheduled to take place in 2020 and will include installation of various utilities (i.e. hydro, natural gas, cable, telephone, etc.). Subsequently, Phase 3 will be undertaken in 2021 and will finish the project with curbing and paving.

NEXT STEPS

In order to keep this project moving along, one of the outstanding tasks is the development of a pre-approved 'Agreement of Purchase and Sale'. This item, once approved by Council will enable the Mayor and Clerk to execute APS's for individual lots as long as the purchasers have agreed to the predetermined conditions. The Planning & Development Executive Committee reviewed options and have recommended the following be included on APS:

- Five building seasons to obtain a building permit (same as Huffman)
- Establish a minimum deposit of \$1500.00 with ½ of that amount be non-refundable
- Square footage minimum for the dwelling will be the same as the Zoning By-law for the Town
- Easements must be obtained in order to service utilities and appropriate wording would be included in the Agreement of Purchase and Sale

Once all costs have been collected respecting the development of Erin Crescent, a separate report will follow which will require direction from Council in order to establish lot prices. Costs outstanding to date include utility installation costs (i.e. Fort Frances Power Corporation, Bell Canada, TbayTel, etc.) and surveying costs. To date, lot costs presented have included estimated costs for these services based on Huffman court development. In the past lot prices have been established using a combination of true costs and market consideration.

The ultimate goal in moving the project forward is to increase the residential tax base.

RECOMMENDATION

That Council establish conditions on the sale of lots in Erin Crescent as follows:

- Five building seasons to obtain a building permit
- Establish a minimum deposit of \$1500.00 with ½ of that amount to be non-refundable
- Square footage minimum for the single family dwellings will be the same as the current Zoning By-law
- Easements must be obtained in order to service utilities and appropriate wording would be included in the Agreement of Purchase and Sale

An amendment to the Sale of Town Lands Policy 6.2 will be brought forward reflecting the conditions once the lot prices have been established.

Council approval of this report will agree to the recommendation of the Planning & Development Executive Committee to establish conditions of sale as outlined in this report which will be included in the pre-approved Agreement of Purchase and Sale.

THE TOWN OF FORT FRANCES	SECTION PLANNING AND DEVELOPMENT
<u>SALE OF TOWN LANDS</u>	REVISED January 2018 September 2017 September 2015
Resolution No. 976	
Policy Number 6.2	PAGE 1 of 8

1.0 POLICY STATEMENT

The Town will dispose of surplus *Land* in an open and transparent process to ensure that the consideration for such disposal is fair, reasonable and in the best interest of the Town.

2.0 AUTHORITY

Section 270(1) of The Municipal Act, 2001, requires that a municipality adopt and maintain policies with respect to the sale and other *disposition* of *Land*.

Section 5(3) of The Municipal Act, 2001, requires the municipality to adopt policies by by-law.

By-Law #23/95 was enacted by Council for the Town of Fort Frances on March 13, 1995 to establish procedures and provides options for the giving of notice governing the sale of real property.

3.0 APPLICATION

This policy applies to the sale or other disposal of *Land* by The Corporation of the Town of Fort Frances and is intended to augment and be read in consultation with By-Law #23/95, as may be amended from time to time.

It is the intent of this policy to focus on the management and dispersal of industrial, commercial and residential *Land* in order to make real property readily available for long term economic development, *Land* revitalization and residential development.

This policy and the sale of real property shall be administered through the office of the Municipal Clerk.

4.0 DEFINITIONS

In this policy, the following terms shall have the meaning ascribed to them:

- 4.1 **Abutting** means *Land* adjoining another parcel having one (1) or more lot lines in common;
- 4.2 **As is** means without regard for state of repair, location of any and all structures, walls, retaining walls or fences (freestanding or otherwise) or encroachments by buildings or fences or otherwise, on the *Land* or *Abutting* properties or streets, and without warranty or representation as to use, environmental contamination, hazards or risks;

- 4.3 **Disposition** shall mean the sale, transfer, conveyance or exchange of the fee simple interest in *Land* or the granting of a lease for a term of twenty-one (21) years or longer, and does not

Page 1 of 8

include the granting of an easement or right of way, and “disposal” shall have a similar meaning;

- 4.4 **Executive Committee** means the Planning and Development Executive Committee of the Town of Fort Frances.
- 4.5 **Industrial Park** means *Land* located in the municipality bounded on the south by the CNR Railway line, on the west by McIrvine Road, on the north by Eighth Street West and on the east by Webster Avenue and zoned Industrial in the Town of Fort Frances Zoning By-Law.
- 4.6 **Land** means real property and any improvements thereon owned by the Town, including highways which have been or may be stopped up and closed, but does not include any *Land* which Council has otherwise determined by resolution or by-law is not available for sale. Property has the same meaning as *Land*.
- 4.7 **Major Extensions of Services** means extension of services deemed by council to be significant either in terms of distance or cost.
- 4.8 **Person** means a legal entity, whether a corporation or individual, capable of purchasing property or otherwise entering into an agreement.
- 4.9 **Sale** and **Sell** shall not include:
- 4.9.1 a lease of less than twenty-one (21) years;
 - 4.9.2 transfers of easement or rights-of-way by the Town;
 - 4.9.3 releases of restrictive covenants by the Town; or
 - 4.9.4 releases of rights of first refusal by the Town.
- 4.10 **Services** means municipally piped water and sanitary sewer infrastructure.
- 4.11 **Serviced Land** means *Land* with services installed to the property line.
- 4.12 **Services Pending** means *Land* identified for future development but requiring *Major Extensions of Services* to accommodate it.
- 4.13 **Serviceable Land** means *Land* with immediate development potential because services are either located within the adjacent road allowance or *Major Extension of Services* are not required.
- 4.14 **Surplus** means property that the Town no longer requires to meet its current or future needs;

- 4.15 **Zoning By-Law** means a by-law enacted by the Corporation of the Town of Fort Frances in accordance with section 34 of *The Planning Act*.

5.0 PROCEDURES

The following procedures have been developed to ensure all departments have the opportunity to conduct an evaluation to identify and/or address any issues relative to the property prior to it being disposed of, and to ensure efficient and consistent administration is maintained throughout the process.

5.1 Expression of Interest/Offer to Purchase (Form A) received for *Land*

5.1.1 developed for and/or declared surplus for *disposition* with **no** deviations from approved conditions, sale price, etc., a covering report will be forwarded to Council for approval with an authorizing By-Law for enactment. This will enable the sale to be expedited directly to the municipal solicitors for the legal process.

5.1.2 developed for and/or declared surplus for *disposition* where there are deviations from approved conditions, sale price, etc., will be referred to the *Executive Committee* for support in principle with deviations and potential issues for consideration identified.

5.1.3 not developed for or declared surplus will be referred to the *Executive Committee* for support in principle.

5.2 Support in Principle – If the *Executive Committee* supports the proposal in principle, the process will continue. If not, a report with reasons is generated for council consideration with recommending no further action.

5.3 Circulation – A Property Disposition Checklist (Form B) is circulated to all departments through Division Managers/Supervisors including Fort Frances Power Corporation for evaluation as to whether *Land* is eligible for *disposition* (ie. required by municipality, conditions, etc.). The *Executive Committee* will consider all comments, conditions, etc. and a report with reasons generated to Council with recommendation as appropriate.

5.4 Council decision to declare surplus and dispose of Town owned land pursuant to By-Law #23/95 shall be referred to the Clerk for processing.

6.0 PROPERTY CLASSIFICATIONS

Land will be classified as

Schedule “A” – Industrial Property

Schedule “B” – Commercial Property

Schedule “C” – Residential Property

Within each Property Classification, *Land* will be further categorized as

Class 1 – *Serviced*

Class 2 – *Serviceable*

Class 3 – *Services Pending*

7.0 MARKETING

Specific policies will be developed for each property class/category to govern marketing and other components of a property as follows:

- Appendix “A-1” – Industrial Property located in the *Industrial Park* that is *Serviced*
- Appendix “A-2” – Industrial Property located in the *Industrial Park* that is *Serviceable*
- Appendix “A-3” – Industrial Property located in the *Industrial Park* with *Services Pending*
- Appendix “A-4” – Industrial Property outside the *Industrial Park* that is *Serviced*
- Appendix “A-5” – Industrial Property outside the *Industrial Park* that is *Serviceable*
- Appendix “A-6” – Industrial Property outside the *Industrial Park* with *Services Pending*
- Appendix “B-1” – Commercial Property that is *Serviced*
- Appendix “B-2” – Commercial Property that is *Serviceable*
- Appendix “B-3” – Commercial Property with *Services Pending*
- Appendix “C-1” – Commercial Property that is *Serviced*
- Appendix “C-2” – Residential Property that is *Major*
- Appendix “C-3” – Residential Property with *Services Pending*

SCHEDULE “A”

Industrial

Application

The policies contained in this Schedule pertain to *Land* within the municipality that has been declared surplus to the needs of the municipality and is zoned Industrial.

Disposition

All Industrial *Land* being disposed of will be governed by the following Disposition Guidelines:

The basis of *Land* sales is to generate economic development whereby Rainy River Future Development Corporation (RRFDC) is responsible for marketing of those properties. RRFDC may be the first point of contact and will provide a report outlining all available economic benefits as a result of the proposed property development.

- 1) *Land* will be priced by the acre.
- 2) Prices established are for the *Land* only. The cost of services connections to the property from the main and culverts, etc. will be priced separately.
- 3) *Land* is sold “as is”.
- 4) Prices for municipal services, culverts, etc. will be reviewed and/or established annually based on a recommendation from the Rainy River Future Development Corporation (RRFDC) in consultation with the Economic Advisory Committee (EDAC) and based on information provided by the Operations & Facilities Division.

- 5) Notwithstanding costing established in #5 above, servicing costs will be calculated at the time services are requisitioned by the purchaser and/or installed.
- 6) The purchaser will be responsible for payment of the Town's legal fees and disbursements associated with the transaction. The purchaser will be responsible for survey or other costs associated with the transaction. Every effort will be made to mitigate the costs incurred on behalf of the Town.
- 7) Conditions may be imposed to ensure development of the property. Conditions, if any are identified in the Marketing Strategy.

Schedule "A" "Appendix "A-2" Industrial Property in the Industrial Park Class 2 – Serviceable

A. PROPERTIES:

The following are considered Class 2 properties:

- Sixth Street – Plan 48M-353 lots 26, 27, 28, 29
- Webster Avenue/Wright Avenue – Plan 48M-353 Lots 41, 42, 43 and 44
- Fifth Street lots – Plan 48R-3880, Parts 1, 2, 3, 4, 5 and 10
- Plan 48M-357 Lots 15, 16, 17, 18 (part) and 7th Street West – stopped up and closed

B. PRICING

1. The price of *Land* is established at \$3,500 per acre.

C. MARKETING STRATEGY

1. A Development Guarantee in the sum of \$10,000 per acre or lot (*if lot is less than 1 acre) shall be added to the purchase price as a mechanism to ensure the *Land* being sold is developed.
2. With exception of *Land* purchased for non-taxable purposes, the Development Guarantee will be refunded to the purchaser provided the following conditions have been satisfied within two years of the date of sale:
 - a. The construction, and completion, of a building having a minimum value of \$40,000, based on value calculated building permit purposes; and
 - b. Installation of services to the property.

Schedule “A” Appendix “A-3” Industrial Property in the Industrial Park Class 3 – Services Pending

A. PROPERTIES

The following are considered Class 3 properties:

- Webster Avenue/Wright Avenue – Plan 48M-353 Lots 38, 39, 40, 45, 46, 47, 48 and 49

B. PRICING

2. The price of *Land* is established at \$3,500 per acre.

C. MARKETING STRATEGY –

Based on development proposed

NOT YET DEVELOPED

Schedule "A" - Industrial Property

- Appendix "A-1" – Industrial *Land* located in the *Industrial Park* that is Serviced
- Appendix "A-4" – Industrial *Land* outside the *Industrial Park* that is Serviced
- Appendix "A-5" – Industrial *Land* outside the *Industrial Park* that is Serviceable
- Appendix "A-6" – Industrial *Land* outside the *Industrial Park* with Services Pending

Schedule "B" – Commercial Property

- Appendix "B-1" – Commercial *Land* that is Serviced
- Appendix "B-2" – Commercial *Land* that is Serviceable
- Appendix "B-3" – Commercial *Land* with Services Pending

Schedule "C" – Residential Property

- Appendix "C-1" – Residential *Land* that is Serviced
- Appendix "C-2" – Residential *Land* that is Serviceable
- Appendix "C-3" – Residential *Land* with Services Pending

SCHEDULE "C" **Residential**

Application

The policies contained in this Schedule pertain to *Land* within the municipality that has been developed and/or declared surplus to the needs of the municipality and is zoned Residential.

Disposition

Land being disposed of will be governed by specific pricing strategies as set out in Appendix to this Schedule attached hereto.

Schedule "C" Appendix "C-1" Residential Property Class 1 – Serviced

A. PROPERTIES

The following are considered Class 1 properties:

- 822 to 844 Williams Avenue (Lots 1 to 5 Plan 48M-382)

- 820 to 844 Huffman Court (Lots 7 to 16 Plan 48M-382)

B. PRICING

1. The price of *Land* is established as follows: - Lots
1 to 5 - \$39,900
 - Lots 7 to 9 and 14 to 16 - \$41,500 -
Lots 10 and 13 - \$49,500
 - Lots 11 and 12 - \$65,000

C. MARKETING STRATEGY –

Not Yet Developed (Strat Plan Initiative #28)

October 23, 2019

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Award of Tender 19-OF-11 – 5 year Garbage and Recycle Collection

The Town of Fort Frances existing garbage Collection contract is set to expire at the end of October 2019 so a new 5-year garbage collection contract tender was advertised in September of 2019. Tenders were opened publicly in the Committee Room of the Civic Centre on September 24, 2019 with one firm submitting a tender bid.

Attached is a report from Craig Miller, Environmental Superintendent outlining the tender bid received and comparing it to the previous years contract.

The costs going forward have increased sharply, however with changes to the Recycle program coming forward provision has been included in this tender to allow the town to transition out of that service depending on how the transition rolls forward. In post tender discussions with Asselin's, the reason for the increase in costs is related, primarily, to the market increase in wages, particularly with truck drivers brought about by the New Gold Mine to the west of Fort Frances. Asselin's is willing to reduce the total 5-year tender price for garbage and recycle collection by \$20,000.00 (or \$4000.00 per year) to ease the impact to the Town of Fort Frances. This would result in an annual garbage collection cost of \$192,380.05 and annual recycle collection of \$99,388.67 for a revised total tender price of \$1,507,793.60. Attached to this report you will find a breakdown in costs, based on Town of Fort Frances operating costs, estimated inflationary increases and profit for a comparison against the tender prices.

It is the recommendation of the Operations and Facilities Executive Committee to award Tender 19-OF-11 – 5 year garbage and recycle collection to Asselin Transportation at the revised tender price of \$1,507,739.60 and further that Mayor and Clerk be authorized to execute the agreement on behalf of the Corporation.

Respectfully Submitted



Travis Rob, P.Eng
Manager of Operations and Facilities

Council approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee to award Tender 19-OF-11 – 5 year garbage and recycle collection to Asselin Transportation at the revised tender price of \$1,507,739.60 and further that Mayor and Clerk be authorized to execute the agreement on behalf of the Corporation.

Garbage Collection Costs

17-Oct-19

				Contract Years				
				2020	2021	2022	2023	2024
Expenditures	Per Hour	Indirect labour cost per hour (35%)	Hours Per Year	Costs	Assume 5% Increase	Assume 5% Increase	Assume 5% Increase	Assume 5% Increase

Truck driver	\$26.09	\$9.13	2080	\$73,260.72				
Labourer	\$25.47	\$8.91	2080	\$71,519.76				
Truck Operating Cost (based on 2018 Tandem truck actual cost)	\$21.91		1960	\$42,943.60				
Annual Amortization of Primary Truck (12 years useful life)				\$20,833.33				
Annual Amortization of Spare Truck (12 years useful life)				\$20,833.33				
Total Cost Per Year				\$229,390.75				
Profit - 15%				\$34,408.61				

Grand Total Cost	\$263,799.36	\$276,989.33	\$290,838.79	\$305,380.73	\$320,649.77	\$1,457,657.98
Asselin Bid Price	\$295,768.72	\$295,768.72	\$295,768.72	\$295,768.72	\$295,768.72	\$1,478,843.60
Difference	\$31,969.36	\$18,779.39	\$4,929.93	-\$9,612.01	-\$24,881.05	\$21,185.62

*2019Oct Garbage Collection Cost Evaluation

October 2, 2019

Report To: Travis Rob, P.Eng., Manager of Operations & Facilities

From: Craig Miller, P.Eng., Environmental Superintendent

SUBJECT: Five (5) Year Garbage Collection and Recycle Collection Services
TENDER NO. 19-OF-11

On Tuesday, September 24, 2019 in the Committee Room, Civic Centre at 2:00 pm local time, one tender package, submitted by Asselin Transportation & Storage Ltd., was opened.

The tender package was reviewed and checked for mathematical errors; none were found. The tender was submitted with their package in duplicate and provided the require 10% bid bond (based on first year of tender price only).

The tender was prepared in four (4) parts with the Town reserving the right to award the tender for any, some, or all collection years and/or part thereof. It should also be noted, that given that the Children's Complex is now without a tenant, Schedule 1, Sections 3a and 3b allows for the Town to eliminate part or parts of the tender. The four (4) parts of the tender are:


- Part 1: Five Day Cycle of Curb Collection of Residential Waste
- Part 2: Bi-weekly Collection of Recycle Material (Co-mingled)
- Part 3: Supply and Pick-up of Dumpsters
- Part 4: Weekly Collection of Recycle Material in the BIA Area

Attached is a copy of the bid and a spreadsheet outlining the Town's current five (5) year and annual costs compared with the bid submitted by the tenderer.

Asselin's Transportation & Storage Ltd. are the present service provider for Parts 1, 2 and 3. They did not bid on the Part 4. Total price bid for the five (5) year term for Parts 1,2 and 3 is \$1,527,793.60 (excluding HST). This represents a total five (5) year contract price increase of 35.47% or \$400,000.

It is my recommendation that the Town retain the services of Asselin Transportation and Storage Ltd. for Parts 1, 2 and 3.

Respectfully submitted,



Craig Miller, P.Eng.
Environmental Superintendent

	Details	2014-2019	2020-2024	2014-2019 Annual	2020-2024 Annual	5 Yr Increase	1 Yr Increase	Increase
Part 1	Garbage Collection	708898.80	971900.25	141779.76	194380.05	263001.45	52600.29	37.10%
Part 2	Recycle Collection	369944.80	506943.35	73988.96	101388.67	136998.55	27399.71	37.03%
Part 3-1	Bin - East End Hall	4500.00	4500.00	900.00	900.00	0.00	0.00	0.00%
Part 3-2	Bin - Children's Complex	4500.00	4500.00	900.00	900.00	0.00	0.00	0.00%
Part 3-3	Bin - Marina	1650.00	1650.00	330.00	330.00	0.00	0.00	0.00%
Part 3-4	Bin - Airport	4500.00	4500.00	900.00	900.00	0.00	0.00	0.00%
Part 3-5	Bin - Town Hall	4500.00	4500.00	900.00	900.00	0.00	0.00	0.00%
Part 3-6	Bin - Public Works	4500.00	4500.00	900.00	900.00	0.00	0.00	0.00%
Part 3-7	Bin - Arena	4750.00	4750.00	950.00	950.00	0.00	0.00	0.00%
Part 3-8	Bin - Point Park (6 yd)	1700.00	1700.00	340.00	340.00	0.00	0.00	0.00%
Part 3-9	Bin - Point Park (6 yd)	825.00	825.00	165.00	165.00	0.00	0.00	0.00%
Part 3-10	Bin - Point Park (4 yd)	775.00	775.00	155.00	155.00	0.00	0.00	0.00%
Part 3-11	Bin - Sunny Cove	6000.00	6000.00	1200.00	1200.00	0.00	0.00	0.00%
Part 3-12	Bin - Sunny Cove (Recycle)	6000.00	6000.00	1200.00	1200.00	0.00	0.00	0.00%
Part 3-13	Bin - Fort Frances Cemetery	4750.00	4750.00	950.00	950.00	0.00	0.00	0.00%
Part 4	BIA Recycle Collection	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Total		1127793.60	1527793.60	225558.72	305558.72	400000.00	80000.00	35.47%



Date: October 21, 2019

Report To: Mayor & Council

From: Cody Vangel, CBO Trainee/Municipal Planner

Re: Site Plan Control Agreement – Gardewine Addition at 1000 McIrvine Road

Gardewine is preparing to construct a 45' by 50' single storey steel frame addition to their existing facility at 1000 McIrvine Road within the Industrial district. As per the Town of Fort Frances Official Plan, this location may be subject to Site Plan Control. In the past, Council has decided whether certain developments require a Site Plan Control Agreement as determined on a case by case basis.

The Planning & Development Executive Committee considered this matter at its October 21, 2019 meeting. PDEC recommends that a by-law be passed to designate 1000 McIrvine Road as a Site Plan Control area in the Town of Fort Frances and further that a site plan control agreement be developed and approved as part of same by-law at a future meeting of Council.

Council approval of this report will agree to the recommendation of the Planning & Development Executive Committee to pass a by-law to designate 1000 McIrvine Road as a Site Plan Control area in the Town of Fort Frances and further that a site plan control agreement be developed and approved as part of same by-law at a future meeting of Council.

Respectfully submitted

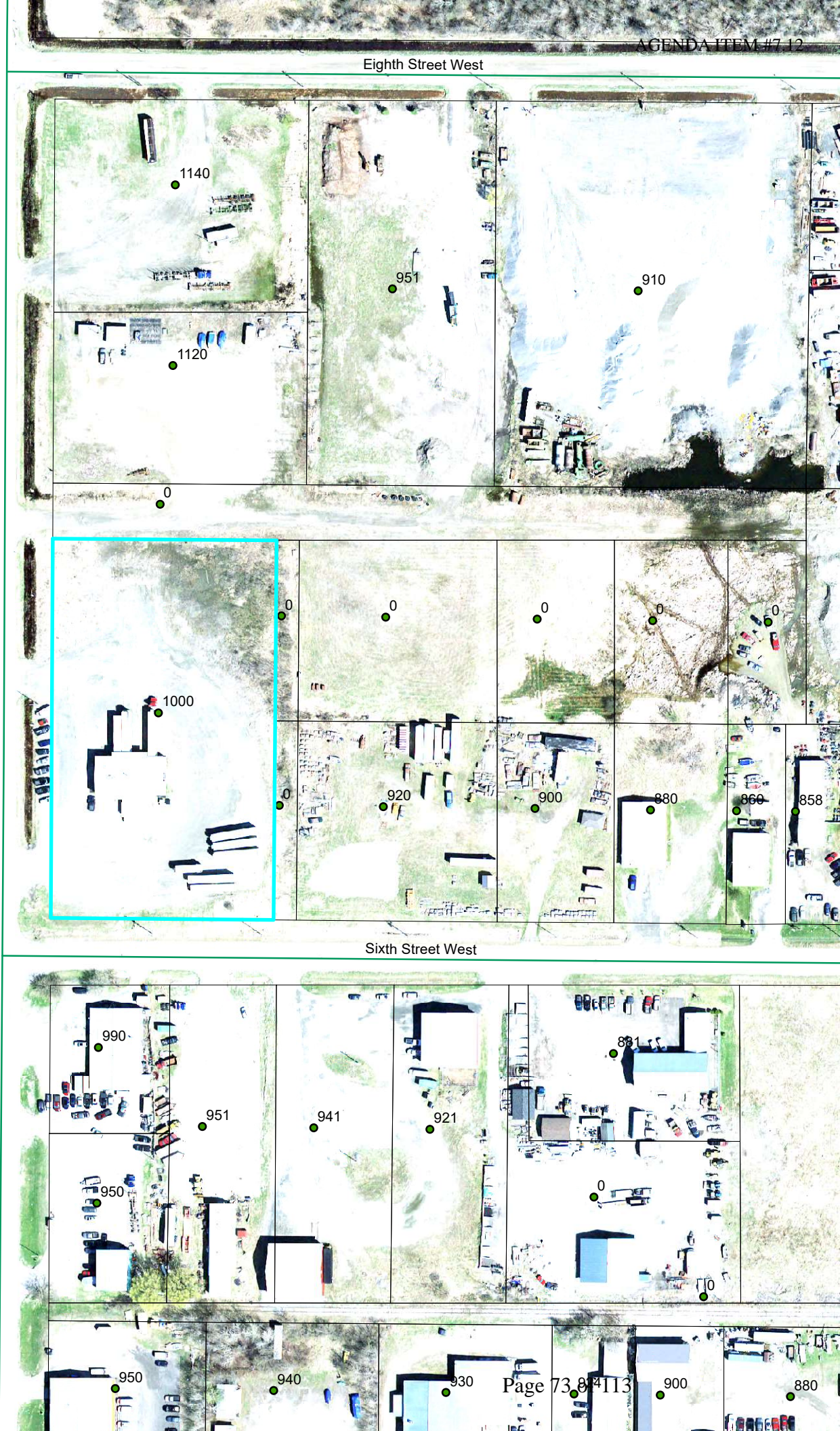
Original Signed By

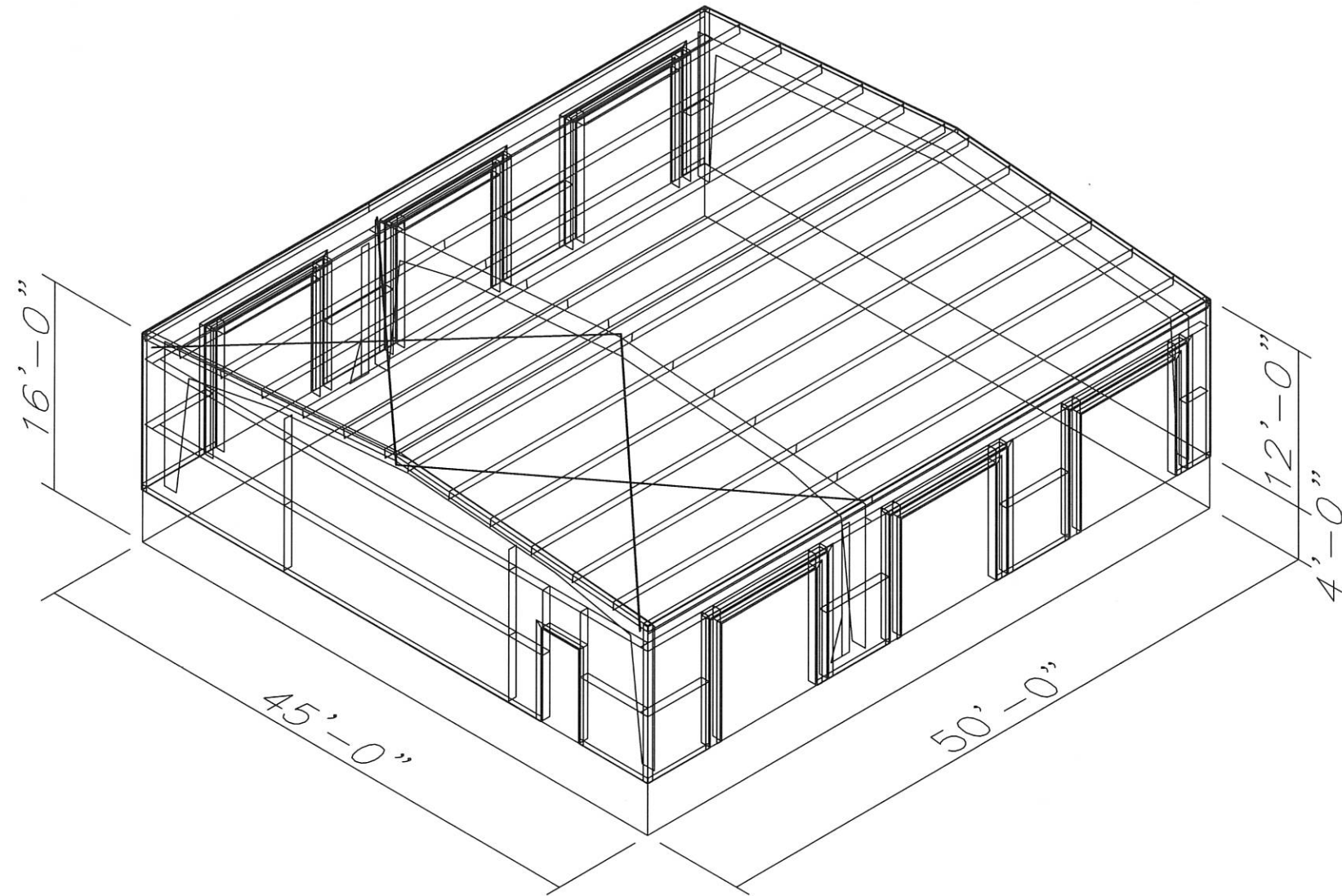
Cody Vangel, EIT
CBO Trainee/Municipal Planner

Eighth Street West

McIrvine Road

Sixth Street West





NOTE:
THIS DRAWING IS A REPRESENTATION OF THE GENERAL BUILDING LAYOUT AT THE TIME OF ORDER AND FINAL CONFIGURATION (OPENINGS, BRACING, GIRT LOCATIONS, ETC.) MAY NOT BE EXACTLY AS SHOWN. SEE THE ELEVATION AND PLAN DRAWINGS FOR THE FINAL CONSTRUCTION CONFIGURATION.

CUSTOMER: PRE-CON BUILDERS LTD

PROJECT: GARDEWINE WAREHOUSE ADDITION

LOCATION: FORT FRANCES, ONTARIO

GENERAL
3D VIEW



SCALE:
N.T.S.

S.O. #
900180

120 EASTVIEW DRIVE, WINKLER, MANITOBA, R6W 0K3, 204-325-4368

October 17, 2019

Report To: Mayor & Council

From: John McTaggart, PSB Chairperson & Doug Brown, CAO

SUBJECT: Execution of a 5 Year Term Agreement with Ministry of Solicitor General for OPP Police Services Commencing on January 1st, 2020

This report is in furtherance of the administration report dated June 17, 2019 with respect to the hiring of two OPP Special Constable (contract enhancement) to provide Court Security Services starting January 1st, 2020 and the requirement by the Town to enter into a new agreement for OPP police services starting on October 1st, 2019.

Please find attached the current agreement which expires on December 31, 2019; and proposed new agreement including the contracting policing proposal (schedule B) for your reference and review. As outlined above the commencement date was to be October 1st, 2019, however that date has been revised to January 1st, 2020 to coincide with the start date of the two new special constables for court security services plus the fact that from purely a financial point-of-view it was more advantageous to the Town not to terminate the existing agreement. Additionally, the Town can select the length of the term of the agreement from a minimum of 3 years to maximum of 6 years. Back in 2015, the Town entered into a 5-year agreement and it is recommended that a 5-year term option be once again selected.

The following is recommended:

- 1) THAT the Town enters into a 5-year agreement with the Ministry of Solicitor General for OPP police services commencing on January 1st, 2020.
- 2) THAT Mayor and Clerk be authorized to execute the agreement with the Ministry of Solicitor General and an authorizing by-law on behalf of the Corporation.

Respectfully Submitted
Town of Fort Frances

Doug Brown, P. Eng.
CAO

Councillor John McTaggart, Chairperson
Fort Frances Police Services Board

COUNCIL approval of this report will ensure the following:

- 1) **THAT** the Town enters into a 5-year agreement with the Ministry of Solicitor General for OPP police services commencing January 1st, 2020;
- 2) **THAT** Mayor and Clerk be authorized to execute the new agreement with the Ministry of Solicitor General and an authorizing by-law on behalf of the Corporation.

2019OctobernewcontractforOPPolicing



The Town of Fort Frances

Contract Policing Proposal

Prepared by: Sergeant Katherine Ross
Ontario Provincial Police
Municipal Policing Bureau

Date: September 23, 2019

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Executive Summary

The Ontario Provincial Police (OPP) has over 100 years of experience in providing effective community-based policing and protection throughout Ontario. The OPP has provided municipal police services under contract for over 70 years and currently maintains contracts with over 140 communities across Ontario.

The Town of Fort Frances requested a contract proposal for OPP municipal policing. This proposal is based on the OPP Billing Model, with the Town paying an amount equal to the sum of its allocated portion of the OPP's total municipal policing Base and Calls for Service costs, as well as the costs for Overtime, Prisoner Transportation, Court Security, and Accommodation/Cleaning Services as applicable. Where a municipality chooses to receive police services from the OPP pursuant to a contract, the OPP will provide the level of police services required to provide adequate and effective policing, including providing the services set out in Regulation 3/99, Adequacy and Effectiveness of Police Services under the *Police Services Act*.

This proposal reflects the integrated policing concept, incorporating a police services contract for the Town of Fort Frances with OPP highway patrol services and provincial responsibilities under one administration. The Rainy River District OPP Detachment will remain as the Administration/Operations Centre. The resources will be deployed to the municipality from this facility.

The Rainy River District OPP Detachment Commander will be responsible to oversee all aspects of service delivery. The detachment management including Staff Sergeant(s) and Sergeant / Platoon Leaders as applicable will provide assistance and supervision to members of the Rainy River District Detachment.

It is the intent to maintain all existing community service programs and community policing committees, in consultation with the Police Services Board.

Any new community service program considered may be implemented after consultation with the Town of Fort Frances Council, the Town's Police Services Board and the Rainy River District OPP Detachment Commander.

When a municipality chooses to receive police services from the OPP under contract, the OPP will ensure that the municipality receives adequate and effective police services in accordance with the *Police Services Act* and Regulations. The shared infrastructure of the OPP broadens local access to resources, expertise, solutions, training and management without duplicating services. The Town of Fort Frances will continue to benefit as additional staff are readily available from within the Rainy River District OPP Detachment as well as neighboring detachments and regions, should the need arise.

The Town of Fort Frances will be required to maintain a Police Services Board, as mandated by Section 10 of the *Police Services Act* that will generally determine objectives and priorities for police services within the community, after consultation with the Detachment Commander. The Commissioner is committed to ensuring that the Detachment Commander of the Rainy River District OPP Detachment responds appropriately to the Board's advice and priorities in a manner consistent with the Board's identified concerns, expectations and needs.

It is long-standing OPP policy and practice to be accountable to the communities we serve. The Commander of the Rainy River District OPP Detachment, or designee, will report to the Police Services Board on a regular basis, as per the direction of the Board. The OPP is experienced in being accountable to the municipalities we serve. With over 100 contracts currently in place and future

contracts pending, there is great emphasis placed on OPP accountability to Police Services Boards.

The OPP is required to provide provincial level emergency response that can be mobilized in times of emergency, disaster or a specialized investigative need. The OPP meets such emergent needs, on an on-call, as-needed basis, by deploying small numbers of officers from multiple locations and assignments, both provincial and municipal. During such times, the OPP is responsible to ensure that appropriate resources remain in place to make certain the municipality receives adequate and effective police services in accordance with the *Police Services Act* and Regulations. The use of OPP officers in cases where there is a provincial obligation to respond will be accounted for as part of the billing model.

If the Town of Fort Frances chooses to accept an OPP contract for its policing service, the Rainy River District OPP Detachment Commander will assign resources, focusing on meeting the Town's unique policing needs.

Value for the Town of Fort Frances:

- Assurance of adequacy and effectiveness of police services;
- Dedication to resolving community issues through local involvement and community policing committees;
- Availability of additional staffing support from neighbouring detachments, regional headquarters and general headquarters;
- Work with the Detachment Commander in determining the local policing priorities and objectives through the Town's Police Services Board; and
- Access to a comprehensive infrastructure and specialized services

The estimated policing cost for 2020 associated to this proposal as presented in the Annual Billing Statement is **\$2,530,478**. This amount is reflective of the most current cost estimates under the OPP Billing Model, exclusive of the year-end adjustments.

The year-end adjustment for the year 2018 totalling **\$109,285** is listed separately from the 2020 estimated cost, but forms part of the Grand Total Billing as shown near the bottom of the Annual Billing Statement.

Not included in this proposal are:

- The cost of maintaining the Police Services Board
- Any applicable revenues accruing to the municipality as a result of police activity

Dedicated Enhancement Positions

Municipalities entering into a contract under Section 10 of the *Police Services Act* may choose to receive dedicated enhanced positions.

Municipalities will be billed for the cost of dedicated enhanced positions using actual salaries, wages, overtime and benefits and the latest approved municipal cost-recovery formula. Any additional unique costs associated with the dedicated enhanced positions will be detailed on the Annual Billing Statement and the municipality will be billed accordingly.

The service delivered by these positions will be tracked and reconciled on an annual basis.

Your contract enhancements are listed below:

FTE Enhancements	Classification	Position Description
2.00	Civilian - Court Officer	Court Security

Note:

- Dedicated Enhancement Reconciliation - Civilian Positions:
 - Dedicated civilian enhancement positions will be reconciled annually based on the actual staffing of the position. For example, municipalities will receive a credit for periods when the position is vacant, excluding short-term vacancies such as sick time, vacation, statutory holiday, bereavement leave, etc.

OPP 2020 Annual Billing Statement**CONTRACT PROPOSAL****Fort Frances T**

Estimated costs for the period January 1 to December 31, 2020

Please refer to www.opp.ca for 2020 Municipal Policing Billing General Information summary for further details.

			Cost per Property \$	Total Cost \$
Base Service	Property Counts			
	Household	3,814		
	Commercial and Industrial	242		
	Total Properties	<u>4,056</u>	183.23	743,186
Calls for Service				
	Total all municipalities	162,805,510		
	Municipal portion	0.9210%	369.69	1,499,479
Overtime			15.37	62,324
Contract Enhancements (Court Security)	(Note 1)		44.72	181,387
Court Security - Other			8.88	36,031
Prisoner Transportation	(per property cost)		1.99	8,071
Total 2020 Estimated Cost			<u>623.89</u>	<u>2,530,478</u>
2018 Year-End Adjustment				109,285
Grand Total Billing for 2020				<u>2,639,763</u>
2020 Monthly Billing Amount	(Note 1)			219,427

Note 1- The 2020 Monthly Billing Amount does not include the initial costs of \$6,634 relating to the Court Officers. The initial costs of \$6,634 will be invoiced separately based on the effective start date of the Court Officers.

OPP 2020 Contract Enhancement - Court Security Cost Summary

Estimated cost for the period January 1 to December 31, 2020

		2019 Cost-Recovery Formula		
Salaries and Benefits				
		\$/FTE	Positions	\$
Detachment Civilian Members	(Note 1)			
Court Officer - Court Security.	Full-time	66,104	2.00	132,208
Overtime	(Note 2)			6,743
Civilian Benefits - Full-Time Salaries		27.08%		35,802
Total Salaries & Benefits				174,753
Other Direct Operating Expenses				
Uniform & Equipment - Court Officer		924		1,848
Total Other Direct Operating Expenses				1,848
Total Annual Estimated Enhancement Cost				176,601
Uniform and Equipment Adjustment - Yr 1				(1,848)
Total Costs excluding Initial Costs				174,753
Initial Costs Court Officer Uniform and Equipment		3,317		6,634
2020 Estimated Enhancement Cost (including Initial Costs)				181,387

Notes:

- 1) Salary rates are based on weighted average rates for municipal detachment staffing by rank, level and classification. The 2020 salaries incorporate the January 1, 2020 general salary rate increases set in the 2019 to 2022 OPPA Uniform and Civilian Collective Agreements, (2.15% for uniform staff and 1.25% for civilian staff). The benefit rates are based on the most recent rates set by the Treasury Board Secretariat, (2019-20). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation.
- 2) Overtime has been estimated at 5%. The total overtime cost includes the cost of benefits on overtime, a 2% premium.

OPP 2020 Court Security - Other Cost Summary

Estimated costs for the period January 1 to December 31, 2020

		2019 Cost-Recovery Formula		
Salaries and Benefits				
		\$/FTE	Positions	\$
Detachment Civilian Members	(Note 1)			
Detachment Guard		59,942	0.50	29,971
Civilian Benefits - Part-Time Salaries		20.22%		6,060
Total Salaries & Benefits				36,031
Total Estimated Court Security Cost - Other				\$ 36,031

Notes:

- 1) Salary rates are based on weighted average rates for municipal detachment staffing by rank, level and classification. The 2020 salaries incorporate the January 1, 2020 general salary rate increases set in the 2019 to 2022 OPPA Uniform and Civilian Collective Agreements, (2.15% for uniform staff and 1.25% for civilian staff). The benefit rates are based on the most recent rates set by the Treasury Board Secretariat, (2019-20). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation.

OPP Contacts

Please forward any questions or concerns to Inspector Nathan Schmidt, Detachment Commander, Rainy River District Detachment, or Sergeant Katherine Ross, Municipal Policing Specialist, Municipal Policing Bureau, OPP General Headquarters.

Inspector Nathan Schmidt (807) 274-3322

Sergeant Katherine Ross (705) 329-6238

The term of this Agreement is effective as of the 01st day of January 2020.

**AGREEMENT FOR THE PROVISION OF POLICE SERVICES
UNDER SECTION 10 OF THE *POLICE SERVICES ACT*, R.S.O. 1990, c. P.15, as am.**

BETWEEN:

**HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AS REPRESENTED BY THE
SOLICITOR GENERAL**

("Ontario")

OF THE FIRST PART

AND:

**THE CORPORATION OF THE TOWN OF FORT FRANCES
(the "Municipality")**

OF THE SECOND PART

RECITALS:

- (a) Under s. 4(1) of the *Police Services Act*, R.S.O. 1990, c. P.15, as am., the Municipality is required to provide adequate and effective police services in accordance with its needs;
- (b) Under s. 5 of the *Police Services Act*, the Municipality's responsibility for providing police services may be discharged by entering into an Agreement with the Solicitor General under s. 10 of the Act;
- (c) The Municipality has expressed its intent to provide police services, in pursuance of its responsibilities under s. 5 of the *Police Services Act*, by means of this Agreement, as evidenced by by-law number , dated (attached as Schedule "A");
- (d) This Agreement reflects the intent of the parties to provide an adequate and effective level of police services for the Municipality as set out in the "Contract Policing Proposal," dated October 11, 2019 (attached as Schedule "B");

NOW THEREFORE, in consideration of the premises and covenants herein, the parties agree as follows:

1. The parties warrant that the recitals are true.

Definitions

2. In this Agreement:

- (a)** “Annual Billing Statement” means a statement prepared by Ontario and submitted to the Municipality for review and approval which contains:
 - (i) the Municipality's policing costs for the year following the year in which the statement is prepared, based on an estimate of salary, benefits, overtime, shift premium, statutory holiday payouts, prisoner transportation, court security (if applicable), and accommodation/cleaning (if applicable); and
 - (ii) a year-end adjustment reconciling salary, benefits, overtime, shift premium, statutory holiday payouts, prisoner transportation, court security (if applicable), and accommodation/cleaning (if applicable) costs to those billed for the preceding year.
- (b)** “Board” means Town of Fort Frances Police Services Board.
- (c)** “Commissioner” means the Commissioner of the O.P.P.
- (d)** “Detachment Commander” means the O.P.P. officer in charge of Rainy River District Detachment.

General Provisions

- 3.** Ontario shall provide adequate and effective police services in accordance with the needs of the Municipality in compliance with the terms and conditions of the Agreement. The Municipality shall pay Ontario for the police services provided under this Agreement in accordance with this Agreement.
- 4.** The Commissioner shall ensure that the Detachment Commander responds appropriately to the Board's objectives and priorities for police services, developed after consultation with the Detachment Commander, pursuant to s. 10(9)(b) of the *Police Services Act*.
- 5.** The Commissioner shall cause the Detachment Commander or his or her designate to report to the Board at mutually agreed upon intervals in accordance with the *Police Services Act* regarding the provision of police services in and for the Municipality. The O.P.P. will determine the information to be contained in the reports and the format in which they will be provided.
- 6. (a)** For the purposes of s. 10(6) of the *Police Services Act*, the O.P.P. shall provide police services to the Municipality, including the enforcement of mutually agreed upon by-laws. The parties shall review this part of the agreement annually, with a view to revising or updating the list of by-laws requiring O.P.P. enforcement.

- (b) Municipal Building Code violations overseen by the Municipality's Building Code inspector and those by-laws related to animal control will not form part of this Agreement.
7. The parties agree that sections 132 and 133 of the *Police Services Act* will be applied as if the Rainy River District Detachment of the O.P.P. was a municipal police force, and as if the Detachment Commander was a Chief of Police.

Service Levels

8. (a) Ontario shall cause the Commissioner to assign police officers and other persons to duties relating to the police services in and for the Municipality so as to provide the municipality adequate and effective policing services.
- (b) Where the Municipality receives dedicated enhancement positions, it shall be responsible for all costs associated with those dedicated resources. In the event that the Municipality decides to reduce the number of enhancement positions, it shall provide Ontario with at least one year's prior written notice and shall be responsible for all costs associated with such reduction.

Liability of Ontario

9. The O.P.P. shall be liable for any damages that may arise as a result of any negligent acts or omissions of its members in the performance of this Agreement.

Provincial Services Usage

10. The O.P.P. as legislated by the *Police Services Act*, must be capable of providing provincial level response that can be mobilized for emergencies, disaster or specialized needs. The O.P.P. may meet this requirement by deploying resources that normally would be assigned to the Detachment that serves the Municipality. The O.P.P. shall ensure that in the event resources are deployed to a situation requiring provincial level response, appropriate resources remain available to the Detachment to provide adequate and effective policing to the Municipality. The use of O.P.P. officers in cases where there is a provincial obligation to respond will be accounted for as part of the billing model.

Equipment and Facilities

11. Ontario shall supply or cause to be supplied all vehicles and equipment reasonably necessary and appropriate for the use of the O.P.P. in providing police services under this Agreement.
12. The parties will enter into negotiations concerning the provision and payment of appropriate buildings and rental agreements, including, but not limited to, location, leasehold improvements, and capital costs, where applicable.

Adequacy Standards Regulation

13. The O.P.P. shall undertake and be responsible for ensuring that all mandatory standards of adequate and effective police services as required by *Ontario Regulation 3/99* under the *Police Services Act* are met and maintained.
14. The Detachment Commander shall provide the Board with reasonable documentation, as agreed upon between the Board and the O.P.P., to allow the Board to evaluate the services and satisfy itself that adequate and effective standards and policies are in place.
15. It shall be the responsibility of the Board to monitor the delivery of police services to ensure that the provisions of the *Ontario Regulation 3/99* under the *Police Services Act* are satisfied on an ongoing basis.

Cost of Police Services

16. (a) On or before October 01st in each year, Ontario shall prepare and deliver to the Municipality for review and approval, the Annual Billing Statement for the following year, together with sufficient documentation and information reasonably necessary to explain and support the billing.
- (b) The Municipality shall review the Annual Billing Statement upon receipt and, within 90 days of such receipt, shall approve the Annual Billing Statement or deliver to Ontario a request to review the Annual Billing Statement.
17. (a) In the event that the Municipality fails to approve or request a review of the Annual Billing Statement within 90 days of receipt, the Municipality shall be deemed to have approved the Annual Billing Statement.
- (b) In the event that the Municipality requests a review of the Annual Billing Statement as provided in this paragraph, the Annual Billing Statement shall be approved, or amended and approved in accordance with Section 18.
18. Where the Municipality has delivered to Ontario a request to review the Annual Billing Statement, Ontario shall carry it out expeditiously, and Ontario shall cooperate to permit such a review to be carried out. If the parties are unable to agree on the Annual Billing Statement, either party may submit the matter to the dispute resolution mechanisms set out in paragraphs 22 and 23. In the event that the Municipality delivers a request to review to Ontario, the Annual Billing Statement shall be deemed to apply during the period of review.
19. The Municipality shall make monthly installment payments to Ontario due no later than 30 days following receipt by the Municipality of each monthly invoice, each one being one twelfth of the Annual Billing Statement for that year. Any amounts which have become due and owing shall bear interest at the rate set by the Minister of Finance from time to time.

20. Ontario shall keep all records, statements of account, invoices and any other such documents necessary to support the Annual Billing Statement, and all such records shall be kept for a period of seven years. Ontario shall permit the Municipality, upon notice to Ontario, to examine all such records and books of account and conduct a review of the Annual Billing Statement.
21. Upon the approval or deemed approval of the Annual Billing Statement, as provided in this Agreement, adjustments shall be made in the amounts paid by the Municipality by installment so that (i) the total amount paid in respect of the preceding year is equal to the amount shown on the approved Annual Billing Statement and (ii) the installments for the year following the year in which the statement is prepared are each equal to one twelfth of the approved Annual Billing Statement. Any amounts payable by one party to the other shall be paid to the appropriate party in the remaining monthly billings for the year following the year in which the statement is prepared.

Dispute Resolution Mechanisms

22. (a) The provisions of this paragraph apply in the event of a dispute between the Municipality and Ontario concerning financial and related issues arising out of the interpretation, application, administration, or alleged violation of this Agreement (“Financial Disputes”) or between the Board and the O.P.P. concerning policing issues arising out of the interpretation, application, administration, or alleged violation of this Agreement (“Policing Disputes”).
- (b) In the event that a dispute arises, the Detachment Commander, or representative, and the Municipality or the Board, as the case may be, or their representative, shall meet within 30 days of such dispute arising, and use all best good faith efforts to resolve the dispute.
- (c) If the dispute remains unresolved, the Regional Commander, or representative, and the Municipality or the Board, as the case may be, or representative, shall meet and use all best good faith efforts to resolve the dispute.
- (d) If the dispute remains unresolved, the Commissioner, or Deputy Commissioner, and the Municipality or the Board, as the case may be, or representative, shall meet and use all best good faith efforts to resolve the dispute.
- (e) If a Financial Dispute remains unresolved, the issue may be referred to mediation by either party, and each party shall use all good faith efforts to resolve the dispute.
23. (a) Financial Disputes that cannot be resolved through any of the methods described within paragraph 22, may be referred to and settled by binding arbitration. The provisions of the *Arbitration Act, 1991* shall apply to any such arbitration, unless otherwise indicated below:
 - (i) The language of the arbitration shall be English.

- (ii) The place of the arbitration shall be the Town of Fort Frances.
 - (iii) Each party agrees that the arbitration shall be conducted in a summary manner to ensure a full hearing in a cost effective and efficient manner.
 - (iv) Each party shall make prompt full disclosure to the other and, subject to the availability of an arbitrator the arbitration shall be commenced within 30 days of the conclusion of the meeting with the Commissioner, or the mediator, if applicable.
 - (v) Each party shall be responsible for its own legal expenses and for an equal share of the fees and expenses of the arbitration and any other related expenses. Section 54 of the *Arbitration Act* shall not apply; the arbitrator shall have no right to make an award relating to costs.
 - (vi) The parties shall have no right of appeal to a final decision of an arbitrator.
- (b)** Policing Disputes shall not be subject to mediation or arbitration.
- (c)** Neither party shall be entitled to proceed to mediation or arbitration until all of the meetings referred to in paragraphs 22 have been held, and each party undertakes to exert all best good faith efforts to resolve the dispute in those meetings.
- (d)** Mediations or arbitrations of disputes conducted under this Agreement shall remain closed to the public. All parties to any dispute shall keep all details, admissions or communications made in the course of the dispute resolution process strictly confidential, nor shall such information be admissible in any legal proceeding, except as follows:
- (i) on consent of all parties;
 - (ii) as may be ordered by a court of competent jurisdiction;
 - (iii) the final decision of the arbitrator may be released.
- (e)** Each of the meetings outlined in paragraph 22 shall be commenced no earlier than 15 days, and concluded no more than 30 days, from the conclusion of the prior stage unless the parties otherwise agree.
- (f)** Notwithstanding any of the above provisions, nothing in this Agreement shall be construed so as to give the Municipality or the Board the right to alter any policy of the O.P.P. or the Ministry. Nothing in this Agreement shall be construed so as to give the Municipality or the Board, the right to supercede or vary the duties and obligations of the Solicitor General pursuant to s. 3(2) of the *Police Services Act*, or of the Commissioner pursuant to s. 17 and s. 41 of the *Police Services Act*, and further, the rights of the Municipality and the Board pursuant to the Agreement are subject to the Municipality's obligations under s. 4 of the *Police Services Act*.

Detachment Commander Selection

24. The Detachment Commander shall be selected from a short-listed pool of candidates as determined by the OPP in accordance with its relevant provincial policies. Following the formulation of the short-list, a joint committee consisting of Board members and persons nominated by the Commissioner, shall select the successful candidate in accordance with the process set out in the OPP's provincial policies.

Notice

25. Any notice, statement, invoice or account to be delivered or given by any of the below listed groups to any other of them shall be delivered to such groups using the delivery methods as listed below. Any notice, statement, invoice or account sent by mail shall be deemed to be received on the third day following the date of mailing unless shown to the contrary, and if sent by fax or by email, it shall be deemed to be received on the date it was sent. Any group may change its contact information by giving notice provided herein:
- (a) by mail to Ontario addressed to: The Solicitor General, 25 Grosvenor Street, 11th Floor, Toronto, Ontario, M7A 1Y6, or by fax to (416) 325-6067
 - (b) by mail to the Commissioner addressed to: The Commissioner, Ontario Provincial Police, 777 Memorial Avenue, Orillia, Ontario, L3V 7V3, to the attention of the Manager, Municipal Policing Bureau, by fax to (705) 330-4191, or by email to opp.municipalpolicing@opp.ca
 - (c) by mail to the Municipality addressed to: The Mayor, Town of Fort Frances, 320 Portage Avenue, Fort Frances, Ontario, P9A 3P9, or by fax to (807) 274-8479
 - (d) by mail to the Board addressed to: The Town of Fort Frances Police Services Board, 320 Portage Avenue, Fort Frances, Ontario, P9A 3P9, or by fax to (807) 274-8479

Commencement and Termination of Agreement

26. Notwithstanding the date upon which this Agreement is signed, the term of this Agreement shall commence on the 01st day of January 2020, and shall conclude on the earlier of (i) December 31, 2024 or (ii) the date that the *Community Safety and Policing Act*, 2019 comes into force.
27. Either party to this Agreement may terminate this Agreement upon one year written notice of termination to the other party, in which case this Agreement shall terminate one year following the delivery of such notice. Should a notice to terminate be given, the Municipality shall continue to be obligated to pay for the cost of providing police services under this contract to, and including the date of such termination and Ontario shall continue to be responsible to provide the services outlined in this Agreement.
28. Should the Municipality's designated responsibility to provide policing under the *Police Services Act* be changed, either by statute or government interpretation, the Municipality maintains its right upon being so informed to give written notice of its intention to terminate this Agreement forthwith.

Entire Agreement

29. This Agreement and the schedules attached constitute the entire Agreement between the parties, and there are no representations, warranties, collateral agreements or conditions affecting this Agreement or the relationship of the parties or supported hereby other than as expressed herein in writing. Any amendment to this Agreement must be in writing, duly executed by the parties.

IN WITNESS WHEREOF, the Municipality has affixed its Corporate Seal attested by the signature of its duly authorized signing officers, and the Deputy Solicitor General, Community Safety has personally signed this Agreement to be effective as of the date set out herein.

FOR ONTARIO

Deputy Solicitor General, Community Safety

FOR THE MUNICIPALITY

Town of Fort Frances

Mayor

Chief Administrative Officer

Date signed by the Municipality _____

SCHEDULE “A”

BY-LAW OF THE MUNICIPAL COUNCIL

SCHEDULE “B”
PROPOSAL FOR POLICE SERVICES



FIRE & RESCUE SERVICE

"PRIDE & HONOUR"

Leadership - Commitment - Empower - Engage - Succeed - Continual Improvement



SEPTEMBER 2019 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

Total Hours: Incidents; Training; Public Education; and Public Service	Training Sessions:	Public Ed & Prevention; Public Events; Public Service:	Fire Safety Standards Enforcement Inspections / Re-inspections for 2019:	Fire Drills	EMS Calls:	Fire Calls:	Fire Loss estimated values in Dollars:
63	6	0	143	0	6	4	N/A
Alarm Calls:	MVC Calls:	Ice / Water Calls:	(CO) Carbon Monoxide / Gas Leak Calls:	Hazmat Calls:	Mutual Aid Calls:	Other Calls:	Tickets Issued:
10	1	0	2	0	0	1	0

TEAM MEMBERS RESPONDED TO 24 EMERGENCY RESPONSE CALLS DURING SEPTEMBER 2019.

Total Hours:

- 15 Hours was spent on responding to emergency incidents.
- 48 Hours was spent on training.

Time of Day:

During this month, **75%** of our calls for service occurred on the Day Shift between 07:00 & 19:00 and **25%** of our calls for service occurred during the Night Shift between 19:00 & 07:00.

Fire Prevention Inspections / Re-inspections:

20 inspections / re-inspections were completed in September, which brings our total to **143** inspections / re-inspections completed since January 1st, of this year.

Fire Response Calls:

There were **4** Fire Response Calls:

- 1 was a cooking related fire at a restaurant, which was extinguished by the over-head fire suppression system.
- 1 was an engine fire on an airplane, which ended up landing only on one engine at the Fort Frances Municipal Airport.
- 1 was a vehicle fire.
- 1 was an electrical motor fire in a furnace.



FIRE & RESCUE SERVICE

"PRIDE & HONOUR"

Leadership - Commitment - Empower - Engage - Succeed - Continual Improvement



SEPTEMBER 2019 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

Emergency Medical Services (EMS) Response Calls:

There were 6 EMS Calls. One of the calls was an EMS/Rescue Call to respond to an Island. In fact, this is the third time this year we had to utilize our small 14-foot boat. As well, we have had to acquire a larger boat on responses due to the fact of the size of our boat.

Fire Alarms: 10 False Fire Alarm Call.

MVC (Motor Vehicle Crashes): 1

(CO) Carbon Monoxide / Gas Leak Calls: 1 Actual CO (Carbon Monoxide) Call and 1 Actual Natural Gas Leak Call.

Other Calls: 1 was a power failure at the Water Tower, which involved our paging system. We received an alarm from the monitoring agency and quickly corrected the issue.

Training:

Training consisted of three separate 2-hour training sessions.

As well, three team members and I attended three full days of training at Fire Con in Thunder Bay. In fact, Fire Con was an opportunity for me to actively engage with the Deputy Fire Marshal of Ontario and the Assistant Deputy Fire Marshal of Ontario.

As well, I sat down with the Principal of the Ontario Fire College and received his endorsement and approval to host a specific Fire Inspector course in Thunder Bay; I will be travelling to Thunder Bay along with two other team members on November 11th so we can attend a Fire Inspector course on November 12th to 15th.

NFPA 1033 Fire Investigator Course: August 2018

Last August 2018, Wayne Riches and Doug Wright attended the Grimsby Regional Training Centre in Grimsby, Ontario for a NFPA 1033 Fire Investigator course.

It was a lengthy process as we needed actual structure fires to investigate, which in 2018 we did not have any.

In 2019, we have had some structure fires to investigate. Wayne Riches and Doug Wright submitted their final assignments to the Ontario Fire College and were both successful in attaining their **NFPA 1033 - Fire Investigator Certification**. Congratulations Wayne and Doug ... well done!

Public Fire Safety Education / Public Events / Public Service / Community Spirit / Highlights:

Weekly Fire & Life Safety Tips continue to be published in the Thursday edition of the Fort Frances Bulletin, as well as on our towns official Facebook Page.



FIRE & RESCUE SERVICE

"PRIDE & HONOUR"

Leadership - Commitment - Empower - Engage - Succeed - Continual Improvement

SEPTEMBER 2019 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC



Meanwhile, our team is preparing to kick off this year's Fire Prevention Week with a Fire Safety Day at Canadian Tire.

We will also be visiting J.W. Walker, Robert Moore and St. Michaels Schools to deliver fire safety presentations and show the fire truck. Typically, we engage with between 550 to 600 students, as well as over 70 teaching staff with our annual school visits during Fire Prevention Week.

As well, our team members will utilize our fire practice on the October 8th to hand-out fire prevention materials at the Memorial Sports Centre.

We will also be attending the Fort Frances Public Library Technology Centre on October 15th to speak with children of the "Tween Club Program" about fire safety and prevention, as well as home escape planning.

2019 RESERVE FUNDS

Account Name	G/L Account #	Balance as at Dec 31/18	Interest Earned 1st Quarter	Contributions to (from) Reserve Funds	Interest Earned 2nd Quarter	Contributions to (from) Reserve Funds	Interest Earned 3rd Quarter (*See Note)	Subtotal Q3
Museum Projects	30-002-0000-0810-20805	34,767.20	152.66		153.73		360.90	35,434.49
Handi-Transit MTO Gas Tax	30-002-0000-0810-20809	45,008.59	197.63		199.01		467.21	45,872.44
Children's Complex Projects	30-002-0000-0810-20811	66,154.15	290.47		292.50		686.71	67,423.83
Daycare/Toy Library Donations	30-002-0000-0810-20812	2,752.11	12.08		12.17		28.57	2,804.93
Parks & Cemeteries Projects	30-002-0000-0810-20823	47,327.39	207.81		209.26		491.28	48,235.74
Public Library & Technology Centre	30-002-0000-0810-20827	203,400.59	893.10		899.35		2,111.39	207,304.43
Sister Kennedy Centre Projects	30-002-0000-0810-20832	21,895.36	96.14		96.81		227.28	22,315.59
Post Landfill Closure	30-002-0000-0810-20851	746,146.84	3,276.21		3,299.13		7,745.35	760,467.53
Waterworks & Sanitary Sewer	30-002-0000-0810-20860	5,554,164.26	24,387.42		24,558.07		57,654.84	5,660,764.59
Watermeter Replacement	30-002-0000-0810-20870	113,259.54	497.30		500.78		1,175.69	115,433.31
Townshend Theatre	30-002-0000-0810-20871	115,134.94	505.54		509.08		1,195.15	117,344.71
Municipal Accom. Tax Reserve Fund	30-002-0000-0810-20872	-	-		-	41,818.63	430.30	42,248.93
Corporate Vehicles/Equipment	30-002-0000-0810-20874	1,207,735.25	5,302.97		5,340.07		12,536.85	1,230,915.14
Corporate Building	30-002-0000-0810-20875	1,804,881.06	7,924.94		7,980.39		18,735.50	1,839,521.89
Corp. Projects Reserve	30-002-0000-0810-20876	1,803,223.14	7,917.66		7,973.06		18,718.29	1,837,832.15
Corporate Contingency	30-002-0000-0810-20877	1,288,461.44	5,657.42		5,697.01		13,374.83	1,313,190.70
Federal Gas Tax Reserve	30-002-0000-0810-20878	-	-		-	741,329.71	7,628.12	748,957.83
Modernization Reserve Fund	30-002-0000-0810-20879		-	689,030.00	3,033.27		7,121.18	699,184.45
Tax Rate Stabilization Reserve	30-002-0000-0810-20880	-	-		-		-	-
		13,054,311.86	57,319.35	689,030.00	60,753.69	783,148.34	150,689.44	14,795,252.68
* Note: Q3 includes GIC interest for Q1, Q2 and Q3 in the amount of \$89,062.50								
Library Building	30-002-0000-0811-20828	402,289.70				311.94		402,601.64
		13,456,601.56	57,319.35	689,030.00	60,753.69	783,460.28	150,689.44	15,197,854.32

Permit #	Municipal Address	Legal Description	Permit Value	Sq. Ft	Work Description	Building Co	Work Code	Issued Date
2019-0081	1353 IDYLWILD DR	PLAN SM88 W PT LOT 26 PCL 26;-2, E 33' LOT 26 PCL 26-4	\$90,000.00	343.05 Sq. Ft	Proposed 1-storey addition (21" by 16.3') to an existing 1-storey single family dwelling	110	3	9/9/2019
2019-0082	924 SIXTH ST E	PLAN SM298 LOT 150 PCL 150-1;SEC SM 298	\$25,000.00	336.00 Sq. Ft	Construct new 14' by 24' garage - slab on grade	110	01,02,03	9/9/2019
2019-0083	1110 SCOTT ST	PLAN SM44 LOT 36 PCL 36-1	\$3,500.00	287.00 Sq. Ft	Remove front deck and replace with detached 7' by 9' uncovered deck,	110	01,02,03	9/24/2019
2019-0086	1228 EMO RD	PART RIVER RGE LOT 43 RP;48R3294 PART 2 PCL 9967	\$600.00	1,660.00 Sq. Ft	Remove rear deck and replace with detached 16' by 14' uncovered deck Add 1" XPS board insulation to exterior surface of dwelling	110	01,02,03	9/24/2019



Fort Frances WPCP
200 McIrvine Rd
Fort Frances, Ontario
P9A 3S3
Tel: 807-274-3121
Fax: 807-274-8381

October 17, 2019

Town of Fort Frances
320 Portage Avenue
Fort Frances Ontario
P9A 3M5

Attention: Mr. Craig Miller
Environmental Superintendent

Dear Craig:

**Re: Fort Frances Wastewater Treatment Facility
September 2019 Monthly Report**

As per the operating agreement, the attached document is the September 2019 monthly report for the Fort Frances Wastewater Treatment Facility.

The report highlights the influent and effluent quality and the process parameters. Additionally, the routine operation and maintenance activities conducted by the operators are summarized.

If you have any questions regarding this report do not hesitate to contact Mr. Jeff St. Pierre- Regional Hub Manager.

Yours truly,

A handwritten signature in black ink, appearing to read 'Kelly C', is positioned above the typed name.

Kelly Cunningham
Team Lead

For Jeff St. Pierre
Regional Hub Manager

**The Corporation of the Town of Fort Frances
Wastewater Treatment Plant
(Sewage Plant)
September 2019 Monthly Operations Report**

INTRODUCTION

In accordance with the Agreement between the Ontario Clean Water Agency (Operating Authority) and the Town of Fort Frances, the Fort Frances Sewage Treatment Plant is required to prepare a monthly report. This document covers the reporting month of September 2019; the facility performance report summarizes important information regarding the quality of the effluent, wastewater, analytical test results, maintenance operations, and relevant activities of the WWTP.

DESCRIPTION OF WORKS

Capacity of Works	9000 m ³ /day (average flow)
Service Area	Town of Fort Frances and Couchiching Reserve
Service Population	9000
Effluent Receiver	Rainy River
Major Process	Secondary treatment facility complete with a phosphorus removal system; ultra violet disinfection; aerobic sludge stabilization and dewatering

The Fort Frances Sewage Treatment Plant operates under *Environmental Compliance Approval Number 6786-A44PWG*. The ECA outlines the terms and conditions, and the report captures these terms and conditions in the following sections.

LABORATORY

ALS Laboratory Group – Thunder Bay is contracted to conduct the required analytical tests of the influent (raw) and effluent samples; weekly requirement.

SEPTEMBER 2019 EFFLUENT QUALITY

<i>Parameters</i>	<i>Monthly Actual Concentration mg/L</i>	<i>Compliance Criteria Concentration mg/L</i>	<i>Performance Objective Concentration mg/L</i>	<i>Monthly Actual Loading, kg/d</i>	<i>Compliance Criteria Loading kg/d</i>	<i>Performance Objective Loading kg/d</i>
CBOD ₅	2.0 mg/L	25 mg/L	15 mg/L	19.9 kg/d	225 kg/d	135 kg/d
Total Suspended Solids	3.1 mg/L	25 mg/L	15 mg/L	34.7 kg/d	225 kg/d	135 kg/d
Total Phosphorus	0.13 mg/L	1.0 mg/L	0.9 mg/L	1.35 kg/d	9 kg/d	8.1 kg/d
Total Nitrogen Nitrate Nitrogen	6.11 mg/L 5.03 mg/L					
Total Cl ₂ Residual		<0.01 mg/L (when in use)				
E-Coli		39 count/100 ml (geometric mean)		200 count/100ml (geometric mean)		E-coli not to exceed 150 organisms/100ml (monthly geometric mean density)
pH				pH range 6.6 to 6.9; average pH was 6.7		
Temperature degrees C				Temperatures ranged from 15.0 to 16.5 C; average temperature of effluent was 15.6 C		

Compliance criteria are mandatory requirements of the ECA and performance objectives are a goal to be achieved using best reasonable efforts.

WASTEWATER LIQUID PROCESS

The average daily flow for September was 10530.6 m³/day. This represents 117% of the design average flow. Total treated flow for the month was 315918 m³.

The Fort Frances WWTP met all effluent compliance criteria for the parameters listed above and additionally was well within the recommended more stringent monthly performance objective levels as outlined in the Environmental Compliance Approval.

**The Town of Fort Frances accepted an additional 177 m³ of sewage from the New Gold mine site into the collection system in September. Lab analyses have not been provided.

MAINTENANCE

The operators performed the routine operations and maintenance at the treatment plant and pumping stations. The activities are highlighted as follows and a summary will be included:

Treatment Plant:

- Alternated lead/lag pumps
- Adjusted fluidizing water to head cell and grit snail as needed
- Greased all blowers
- Regular cleaning of head works EW basket strainer
- Greased Grit Snail and lubricated drive chain
- Monthly inspection of spiral screen access hatch, removed wrapped debris
- Weekly manifold wash on the Fournier press
- Drained and inspected teacup, hosed snail
- Cleaned polymer injection check valve
- Wiped DO probes
- Replaced emergency light in the lower basement
- Replaced shear pin longitudinal clarifier drive 1
- Greased flocculator seal bearing
- Replaced belts and filters all air handlers and greased bearings

Pump Stations:

- Ran gensets
- Changed seal water strainers
- Replaced level sensor head at Church St. lift station
- Pulled and cleaned pumps 1 and 3 at Central Ave. lift station
- Lakeside was in to asses a communications fault at Central Ave. lift station. A faulty communications card was identified and replaced with an onsite spare

PROCESS AND OPTIMIZATION ISSUES

SLUDGE SUMMARY

Dennis Robinson Limited hauled a calculated total of 83.1 m³ (9 bins) of thickened digested sludge to the Town of Fort Frances landfill site. The hauled sludge averaged 17.7 % TS for the month but slump test results from the landfill site have not been provided. The Fournier press ran for 85 hours in September, 1064 hours in 2019.

COMPLAINTS

There were no complaints during the report period.

BYPASS/OVERFLOW REPORT(S)

There were no bypass events in the reporting period.

COMMENTS

Plant power consumption for the month was 439 (x 180 multiplier) kWh.
The Fournier press has been operated 1064 hours in 2019.
The annual digested sludge sample was sent to the lab.

REPORTS

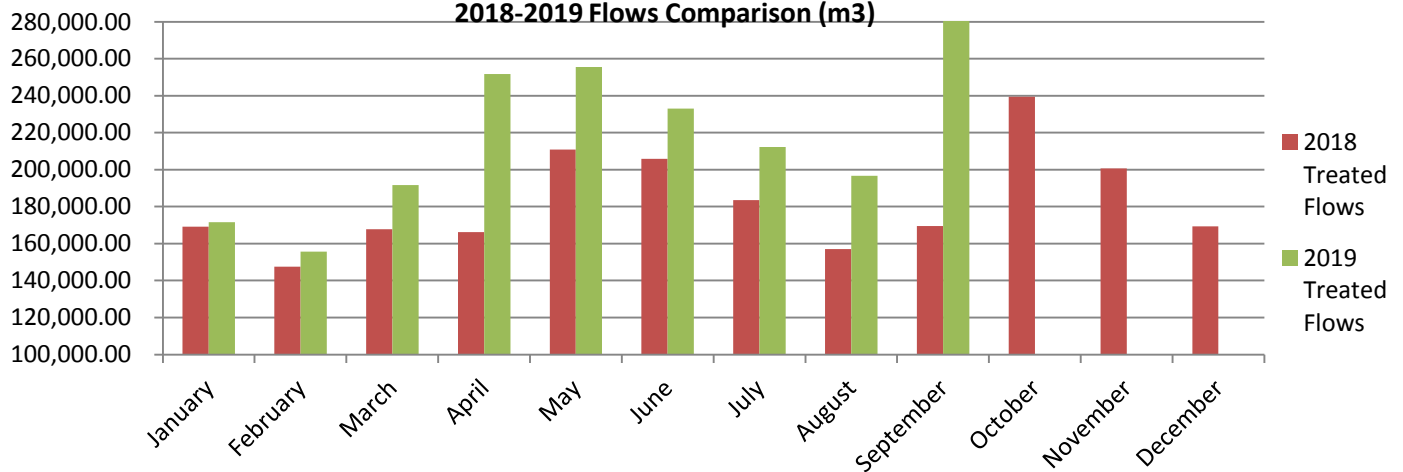
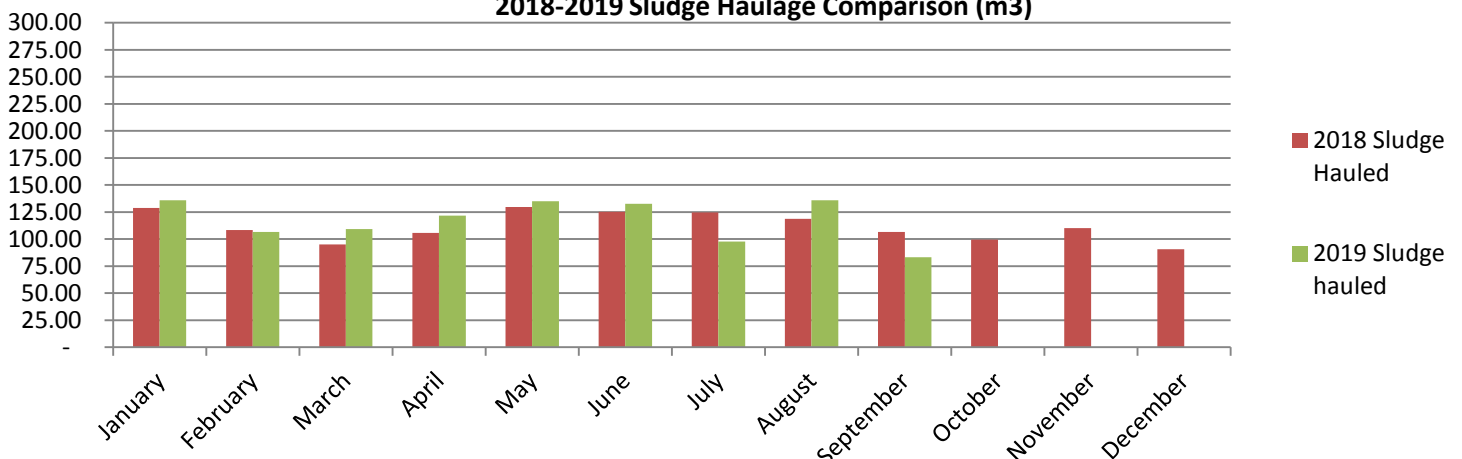
ALS – Environmental Analytical Reports (on-file at plant)
Fort Frances WPCP Equipment Run Time Report (on-file at plant)
Bypass Report (on-file at plant as per occurrence)
Incident Report (on-file at plant as per occurrence)

Month	Sewage Flows Year 2019					Usage	Calculated	Sludge	Removal Efficiency	
	Avg. Day	Max Day	Total	Total	Total	% Plant	Volume	Bins	CBOD5 0.969931151	
	Flow	Flow	Treated	ByPass	Volume	Capacity	Hauled	Hauled	Suspended Solids 0.968739981	
	m3	m3	Volume ML	Volume ML	ML		M3		Total Phosphorus 0.943028486	
January	5536.2	5933	171621		171621	62%	136.0	14		
February	5561.0	6023	155707		155707	62%	106.7	12		
March	6180.7	8247	191603		191603	69%	109.2	10		
April	8390.4	9966	251711		251711	93%	121.6	13		
May	8244.3	10890	255574		255574	92%	135.0	14		
June	7766.7	11807	233001		233001	86%	132.6	13		
July	6850.0	12069	212351	178.9	212529.9	76%	97.7	9		
August	6347.5	8974	196772		196772	71%	136.0	14		
September	10530.6	17630	315918		315918	117%	83.1	9		
October						0%				
November						0%				
December						0%				
Sum				178.9	1984436.9		1057.9	108		
Average	7267		220473		220493	81%	117.5	12.0		
Max		17630	315918		315918			14		
ECA	9000	18000								

	BOD5/CBOD5			Suspended Solids			Total Phosphorus			Nitrogen		E. Coli
	Avg. Raw	Avg. Eff.	Avg. Load	Avg. Raw	Avg. Eff.	Avg. Load	Avg. Raw	Avg. Eff.	Avg. Load	Avg. Raw	Avg. Eff.	Geo Mean
Month	BOD	CBOD	CBOD	S.S	S.S	S.S	T.P	T.P	T.P	TKN	Total N	Counts
	(mg/L)	(mg/L)	(kg/day)	(mg/L)	(mg/L)	(kg/day)	(mg/L)	(mg/L)	(kg/day)	(mg/L)	(mg/L)	/100ml
January	110.2	2.1	11.5	160.1	3.9	21.4	2.52	0.12	0.69	20.9	8.8	11.5
February	103.8	2.1	11.7	152.9	3.3	18.2	3.61	0.12	0.67	19.3	9.9	16.8
March	84.0	2.5	15.0	142.8	5.5	36.0	2.30	0.12	0.82	18.2	11.1	16.8
April	67.6	3.4	29.4	117.6	6.0	50.1	1.72	0.12	1.02	12.9	9.9	34.4
May	61.5	2.6	20.8	120.7	5.0	41.8	1.60	0.11	0.91	12.6	9.5	40.5
June	62.0	2.6	20.3	129.9	4.3	33.6	1.77	0.11	0.88	12.6	9.7	58.0
July	82.2	2.1	13.8	145.6	4.3	29.9	2.48	0.15	1.06	16.8	7.7	10.0
August	86.5	2.0	12.0	160.0	3.6	22.8	2.31	0.16	0.99	17.3	7.9	13.2
September	53.9	2.0	19.9	118.0	3.1	34.7	1.70	0.13	1.35	13.5	6.1	39.0
October												
November												
December												
ECA												
Average	79.1	2.4	17.2	138.6	4.3	32.1	2.2	0.13	0.93	16.0	9.0	26.7
Max	110.2	3.4	29.4	160.1	6	50.1	3.6	0.16	1.35	20.9	11.1	58
ECA		25	225		25	225		1.0	9.0			200

2018-2019 Comparison Chart

Month	2018 Treated Sewage	2019 Treated Sewage	% Variance 2018 to 2019	2018 Hauled Sludge	2019 Hauled Sludge	% Variance 2018 to 2019
	m3	m3	m3	m3 (calculated)	m3 (calculated)	m3
January	169,201.00	171,621.00	1%	128.90	136.00	6%
February	147,497.00	155,707.00	5%	108.30	106.70	-1%
March	167,707.00	191,603.00	12%	95.00	109.20	15%
April	166,292.00	251,711.00	34%	105.70	121.60	15%
May	210,932.00	255,574.00	17%	129.70	135.00	4%
June	205,818.00	233,001.00	12%	125.30	132.60	6%
July	183,465.00	212,351.00	14%	124.70	97.70	-22%
August	157,126.00	196,772.00	20%	118.60	136.00	15%
September	169,565.00	315,918.00	46%	106.50	83.10	-22%
October	239,494.00		#DIV/0!	99.60		-100%
November	200,745.00		#DIV/0!	110.10		-100%
December	169,263.00		#DIV/0!	90.70		-100%
Totals	2,187,105.00		#DIV/0!	1,343.10	1,057.90	-21%

2018-2019 Flows Comparison (m3)**2018-2019 Sludge Haulage Comparison (m3)**

Workorder Summary Report

Report Start Date: Sep 1, 2019 12:00 AM
Report End Date: Sep 30, 2019 11:59 PM
Location: 1103*
Work Order Type: ADMIN,CALL,CAP,CORR,EMER,OPER,PM
Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
1415710	0000227376	PANEL ALARM/ DIALER	1103, Fort Frances WPCP, Process, Process Control & Monitoring	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 1103	COMP	9/1/19 12:00 AM	10/1/19 08:01 AM	10/1/19 08:01 AM	Dialer Test -We test dialer daily.
1415714			1103, Fort Frances WPCP	PM	Refurbish/ Replace/Repair	1	MONTHS	Diesel Gensets Inspection/ Functional Tests (1m) 1103	COMP	9/1/19 12:00 AM	9/29/19 09:00 AM	9/29/19 10:00 AM	Genset Test -I Ran all gensets for 1 hour under load.
1415740			1103, Fort Frances WPCP	PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 1103	COMP	9/1/19 12:00 AM	9/30/19 07:00 AM	9/30/19 08:00 AM	Monthly H & S -Garage floor still a concern.
1415751			1103, Fort Frances WPCP	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 1103	COMP	9/1/19 12:00 AM	10/5/19 07:02 AM	10/5/19 07:02 AM	
1415756			1103, Fort Frances WPCP	OPER	Health and Safety	1	YEARS	WHMIS/MSDS/NSF Review And Update (1y) 1103	COMP	9/1/19 12:00 AM	9/23/19 01:44 PM	9/23/19 01:44 PM	WHMIS/MSDS/NSF Review And Update (1y) 1103 -Reviewed and updated SDS
1416083			1103, Fort Frances WPCP	PM	Inspection	1	MONTHS	Blowers/Motors Inspection/Service (1m/3m) 1103	COMP	9/1/19 12:00 AM	10/1/19 08:03 AM	10/1/19 08:03 AM	Monthly Blowers -I checked oil in blowers 3 & 4 and greased all blowers.
1416093	0000246402	CENTRIFUGE GS2-2-1 TEACUP/ GRIT SNAIL	1103, Fort Frances WPCP, Process, Primary Treatment, Primary Sludge Degritting	PM	Inspection	1	MONTHS	Teacup Centrifuge Inspection/ Service (1m/3m/1y) 1103	COMP	9/1/19 12:00 AM	9/28/19 01:00 PM	9/28/19 02:00 PM	Teacup Insp. -I removed the lid to find minimal debris.
1416113			1103, Fort Frances WPCP	PM	Refurbish/ Replace/Repair	3	MONTHS	Clarifiers Inspection/Service (3m) 1103	COMP	9/1/19 12:00 AM	10/7/19 08:14 AM	10/7/19 08:14 AM	Clarifiers Inspection/Service (3m) 1103 -Greased clarifier drives. Running smoothly
1416611			1103, Fort Frances WPCP	PM	Refurbish/ Replace/Repair	1	YEARS	Air Handling Units Inspection/ Service (1y) 1103	COMP	9/1/19 12:00 AM	9/23/19 01:40 PM	9/23/19 01:40 PM	Air Handling Units Inspection/ Service (1y) 1103 -Replaced belts and air filters, also greased bearings ASU-101, ASU-01 and ASU-02

Workorder Summary Report

Report Start Date: Sep 1, 2019 12:00 AM

Report End Date: Sep 30, 2019 11:59 PM

Location: 1103*

Work Order Type: ADMIN,CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
1420808	0000129812	METER LEVEL MILLTRONIC EFFLUENT FLOW	1103, Fort Frances WPCP, Process, Process Control & Monitoring	CALL	Compliance	0		Call back UV capacity met and Screen inlet high level	BUSCOMP		9/12/19 09:45 PM	9/13/19 02:15 AM	Call back UV capacity met and Screen inlet high level -I was called by the auto dialer for a UV capacity met and a screen inlet high level alarm at 2150 hours. While driving to the plant I received another call for a manhole 8 high level alarm. Once at the plant I acknowledged alarms and prepared for a plant bypass as there had been heavy rain for hours and manhole 8 was at the high level warning stage. Rainfall slowed and the bypass level was not reached so I took samples from the UV channel to send out for the UV over capacity. I closed my ticket at 0200 hours.
1421713	0000227447	PUMP CENT #1 VERTICAL NON CLOG SEWAGE P1 WHITEPINE	1103, White Pine Pumping Station, Process	CALL	Refurbish/ Replace/Repair	0		White Pine Pump Fail 1103	COMP		9/20/19 01:48 PM	9/20/19 01:54 PM	White Pine Pump Fail -I arrived at the lift station and reset the fault . I then listened to the pump and found nothing wrong . I then greased both pumps and returned to service.

Workorder Summary Report

Report Start Date: Sep 1, 2019 12:00 AM

Report End Date: Sep 30, 2019 11:59 PM

Location: 1103*

Work Order Type: ADMIN,CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
1422257			Fort Frances Water Pollution Control Plant	CALL	Refurbish/ Replace/Repair	0		Plant Power Failure Call Back 1103	COMP		9/24/19 06:55 PM	9/25/19 05:30 AM	Plant Power Failure Call Back 1103 Sept 24 -At 1855 hours I was called for a plant power failure. I called Communique action and drove to the wastewater plant where I reset the phase loss protection and line power. Then I acknowledged all alarms but a Central lift station communication fault would not clear. I drove to the lift station and all was found to be in order except for the communication. A reset of the radio and PLC did not cure the issue so I went to get a spare radio to try. The communication did not return with the spare radio in place so I called Jeff St. Pierre to inform him that I should remain at work to monitor Central lift station and we would need to arrange for troubleshooting assistance in the morning

Sewer & Water Data for 2019

up-dated October 19, 2019

Month	Days per month	2019	2019	2019	2019	2019		2019	2019	2019	2019	2019	2019-2018	2019-2018	2019	2019	Monthly
		Total	daily	Couch.	Couch.	Couch.		Total	daily	Couch.	Couch.	Couch.	Diff	Diff	Difference	Infiltration	Infiltration
		Sewage	Sewage	Sewage	Sewage	Sewage		Treated	Treated	2 Water	2 Water	Water	Treated	Wastewater	STP-WTP	daily average	US Gallons
		STP	STP	Meters	Meters	%		WTP	WTP	Meters	Meters	%	WTP	STP			
		cu. meters	cu. meters	cu. meters	cu. meters			cu. meters	cu. meters	cu. meters	cu. meters						
		monthly	daily	monthly	daily			monthly	daily	monthly	daily						
January	31	171621	5536.16	10692	344.90	6.23%		115440	3723.9	8570	276.5	7.42%	-3740.0	2420.0	56181.0	1812.3	14,841,447
February	28	155707	5560.96	9024	322.29	5.80%		112420	4015.0	8570	306.1	7.62%	5010.0	8210.0	43287.0	1546.0	11,435,213
March	31	191603	6180.74	10980	354.19	5.73%		121380	3915.5	7475	241.1	6.16%	-3420.0	23896.0	70223.0	2265.3	18,550,950
April	30	251711	8390.37	13350	445.00	5.30%		106270	3542.3	7475	249.2	7.03%	-9580.0	85419.0	145441.0	4848.0	38,421,440
May	31	255574	8244.32	10939	352.87	4.28%		101260	3266.5	7800	251.6	7.70%	-11710.0	44642.0	154314.0	4977.9	40,765,438
June	30	233001	7766.70	10376	345.87	4.45%		110860	3695.3	7800	260.0	7.04%	-8900.0	27183.0	122141.0	4071.4	32,266,232
July	31	212351	6850.03	10545	340.16	4.97%		122360	3947.1	9445	304.7	7.72%	-3450.0	28886.0	89991.0	2902.9	23,773,102
August	31	196772	6347.48	12454	401.74	6.33%		118250	3814.5	9445	304.7	7.99%	-14480.0	39646.0	78522.0	2533.0	20,743,314
September	30	315918	10530.60	20455	681.83	6.47%		100160	3338.7		0.0	0.00%	-3970.0	146353.0	215758.0	7191.9	56,997,222
October	31		0.00		0.00	#DIV/0!			0.0		0.0	#DIV/0!	-103780.0	-239494.0	0.0	0.0	-
November	30		0.00		0.00	#DIV/0!			0.0		0.0	#DIV/0!	-101430.0	-200745.0	0.0	0.0	-
December	31		0.00		0.00	#DIV/0!			0.0		0.0	#DIV/0!	-104790.0	-218710.0	0.0	0.0	-
Total	365	1984258		108815				1008400.0		66580.0			-364240.0	-252294.0	975858.0	2673.6	257,794,360
Monthly Average		220473.1	5450.61	12090.56	299.07			112044.4	2771.6	8322.5	182.8		-30353.3	-21024.5	81321.5	2679.1	21,482,863

Fort Frances Airport - Page 2/2 - Fuel Sales - September 30, 2019																			
Fuel Sales Recap - 2019									2019	2018	2017	2016	2015	2014	2013	2012	2011	9 year	Variance
Month	100LL		Jet Trk		Jet Cab		Month	Year	per	per	per	per	per	per	per	per	per	Average	per month
	Liters	Total	Liters	Total	Liters	Total	Total	Total	month	month	month	month	month	month	month	month	month	2019 to 2011	month
January	132	132	7,918	7,918		0	8,050	8,050	8,050	16,597	25,675	7,528	8,692	11,543	7,216	10,252	7,308	11,885	-8,547
February	27	159	7,964	15,882		0	7,991	16,041	7,991	16,286	12,503	11,904	11,231	12,304	6,197	6,918	3,687	10,216	-8,295
March	840	999	12,876	28,758		0	13,716	29,757	13,716	9,798	21,928	13,255	17,795	10,508	12,077	9,329	10,390	12,841	3,918
April	1,379	2,378	11,631	40,389		0	13,010	42,767	13,010	10,398	13,102	8,592	13,219	8,377	4,453	8,251	5,294	9,537	2,612
May	2,615	4,993	16,052	56,441		0	18,667	61,434	18,667	24,839	21,362	24,681	16,161	29,753	18,350	21,891	19,790	21,953	-6,172
June	5,860	10,853	25,203	81,644		0	31,063	92,497	31,063	27,380	27,380	26,015	45,698	30,789	22,786	23,537	25,723	28,277	3,683
July	3,957	14,810	13,189	94,833		0	17,146	109,643	17,146	23,461	24,642	29,002	28,150	14,441	19,232	32,650	19,124	23,277	-6,315
August	5,449	20,259	11,575	106,408		0	17,024	126,667	17,024	30,430	23,029	21,119	36,638	20,450	20,075	30,783	21,467	24,927	-13,406
September	5,303	25,562	11,240	117,648		0	16,543	143,210	16,543	25,191	13,489	21,325	24,238	21,837	18,005	19,431	22,511	20,151	-8,648
October						0	0	143,210		10,769	16,604	30,655	8,216	15,472	13,109	11,325	13,677	15,681	-10,769
November						0	0	143,210		10,748	9,924	22,349	11,616	7,238	6,398	8,170	6,785	10,442	-10,748
December						0	0	143,210		13,243	6,560	13,797	7,592	6,849	2,028	8,179	2,446	7,588	-13,243
Total	25,562		117,648		0		143,210		143,210	219,140	216,198	230,222	229,246	189,561	149,926	190,716	158,202	196,774	-75,930

Lowest month in last 9 years

Highest month in last 9 years

Highest month

lowest month

Aircraft Landings 2019
As of September 30, 2019

Month	Bearskin Flights			Bearskin- Passengers			Air Bravo Passengers		Government			Private			Med-I-vacs			International			Commercial			Totals			Variance
	2019	2018	2017	2019	2018	2017	2019	2018	2019	2018	2017	2019	2018	2017	2019	2018	2017	2019	2018	2017	2019	2018	2017	2019	2018	2017	2019-2018
January	54	68	76	160	198	308	8	0	0	0	0	4	3	2	60	55	42	0	2	4	42	73	48	160	143	177	17
February	56	66	80	197	187	334	15	0	13	0	1	1	2	1	43	57	32	0	3	0	38	56	39	151	156	155	-5
March	61	73	90	160	249	336	11	0	13	0	10	10	5	4	52	43	50	2	6	14	42	57	51	180	178	192	2
1/4 Total	171	207	246	517	634	978	34	0	26	0	11	15	10	7	155	155	124	2	11	18	122	186	138	491	477	524	14
April	59	77	67	197	270	289	7	0	5	0	0	9	7	18	57	42	40	3	6	4	40	42	41	173	186	201	-13
May	67	77	87	196	276	389	5	2	14	4	8	19	19	8	63	35	50	25	28	0	43	54	56	231	229	259	2
June	61	68	82	208	219	324	9	4	13	4	10	48	24	16	57	36	38	81	70	14	39	49	63	299	273	328	26
1/2 Total	358	429	482	1118	1399	1980	55	6	58	8	29	91	60	49	332	268	252	111	115	36		331	298	950	1165	1312	-215
July	61	74	70	173	228	224	10	7	4	10	3	28	40	26	54	38	51	69	79	76	42	41	54	258	286	324	-28
August	69	69	82	236	219	292	5	5	10	6	4	33	41	27	57	41	66	64	65	80	40	44	50	273	322	313	-49
September	62	66	79	180	197	267	12	2	8	29	7	14	33	14	52	44	40	46	45	42	34	37	39	216	230	249	-14
3/4 Total	550	638	713	1707	2043	2763	82	20	80	53	43	166	174	116	495	391	409	290	304	234	116	453	441	1697	2003	2198	-306
October		68	72		254	255		8		5	6		18	16		37	44		8	18		43	42	0	203	214	-203
November		71	71		209	281		1		2	0		5	2		41	28		1	0		40	40	0	168	146	-168
December		55	62		197	199		7		0	0		7	2		41	36		0	0		34	40	0	122	139	-122
Total	550	832	918	1707	2703	3498	82	36	80	60	49	166	204	136	495	510	517	290	313	252	116	570	563	1697	2496	2697	-799

MONTH	Residential Waste tonnes	Res %	ICI Waste tonnes	ICI %	Non Community Waste tonnes	Non Com %	Covering Material tonnes	2018	Average last 10 years	2019	2018	Average last 10 years	2019	2019-2018 Tonnes	2019-2018 Fees
								Total Tonne	Total Tonne	Total Tonne	Total Fees	Total Fees 2009 to 2018	Total Fees		
JAN	149.54	27.28	387.83	70.75	10.82	1.97	16.76	495.69	370.24	548.19	\$30,177.28	\$20,128.17	\$27,590.90	52.50	-\$2,586.38
FEB	124.49	34.52	227.79	63.15	8.41	2.33	0.00	406.46	310.55	360.69	\$23,347.65	\$16,847.30	\$21,887.90	-45.77	-\$1,459.75
MAR	166.77	34.34	311.35	64.10	7.59	1.56	4137.48	463.54	408.18	485.71	\$27,716.10	\$22,813.66	\$76,269.12	22.17	\$48,553.02
APRIL	333.91	45.09	398.17	53.76	8.54	1.15	0.00	570.00	561.20	740.62	\$35,930.07	\$32,008.80	\$49,329.50	170.62	\$13,399.43
MAY	339.83	39.77	502.51	58.82	12.05	1.41	0.00	704.26	712.14	854.39	\$42,835.55	\$38,717.06	\$50,989.10	150.13	\$8,153.55
JUNE	277.93	36.67	413.75	54.59	66.30	8.75	0.00	636.08	818.82	757.98	\$45,718.15	\$39,435.12	\$46,821.00	121.90	\$1,102.85
JULY	332.52	43.22	392.23	50.98	44.70	5.81	173.03	317.41	593.33	769.45	\$37,855.70	\$36,663.59	\$47,024.80	452.04	\$9,169.10
AUG	286.74	39.16	434.43	59.33	11.11	1.52	981.51	687.72	650.90	732.28	\$43,983.95	\$36,983.59	\$49,303.70	44.56	\$5,319.75
SEPT	239.87	36.23	411.94	62.21	10.35	1.56	119.21	647.03	651.00	662.16	\$42,404.90	\$37,190.53	\$42,611.05	15.13	\$206.15
OCT		#DIV/0!		#DIV/0!		#DIV/0!		843.41	817.13	0.00	\$43,140.48	\$42,161.43		-843.41	-\$43,140.48
NOV		#DIV/0!		#DIV/0!		#DIV/0!		555.90	551.11	0.00	\$33,490.70	\$29,847.06		-555.90	-\$33,490.70
DEC		#DIV/0!		#DIV/0!		#DIV/0!		398.55	403.14	0.00	\$27,798.40	\$21,267.10		-398.55	-\$27,798.40

Average per monthly	250.18	30.90	386.67	66.95	19.99	2.15	603.11	560.50	570.65	492.62	\$36,199.91	\$31,171.95	\$45,758.56	199.51	67,162.72
Total	2251.60		3480.00		179.87		5427.99	6726.05	6847.74	5911.47	\$434,398.93	\$374,063.40	\$411,827.07	-814.58	-\$22,571.86
Town of Fort Frances Tonnage	5731.60										\$434,398.93 Actual		\$411,827.07		
											\$396,950.00 Budget		\$407,271.00		
Total Tonnage	5911.47										\$434,398.93 Forecasted		\$549,102.76		
Residential Tonnage	2251.60	38.09%													
ICI Tonnage	3480.00	58.87%													
Coverage material	5427.99														