

TOWN OF FORT FRANCES

AGENDA - December 14, 2020

Microsoft Teams meeting

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COMMITTEE OF THE WHOLE MEETING

held virtually

(Session No. 054) 5:30 PM

Page

1. **Call to Order**
2. **Disclosure of pecuniary interest and the general nature thereof.**
3. **Delegations/Deputations:**
 - 3.1 Public Meeting re: 357/358 Applications for Tax Adjustment re: 1232 Colonization Road West (2020) 5 - 9
- approval of this report will agree to the recommendation from the Administration and Finance Executive Committee to process the adjustment for 2020 taxes under **Section 357/358** of the Municipal Act for property located at 1232 Colonization Road West resulting from the removal of a garage from the property.
 - 3.2 Public Meeting re: 357/358 Applications for Tax Adjustment re: 615 First Street West (2020) 10 - 15
- approval of this report will agree to the recommendation from the Administration and Finance Executive Committee to process the adjustment for 2020 taxes under **Section 357/358** of the Municipal Act for property located at 615 First Street West resulting from the removal of a house from the property.
 - 3.3 Presentation from T. Drysdale, Economic Development Consultant, RRFDC re: RRFDC Activity Report December 2020 16 - 26
(Invoice 001-06-2020 April 1-June 30 \$29,810.93) and (Invoice 002-09-2020 July 1-Sept 30 \$23,890.27)
4. **Council Reports on Board & Committee Activity:**

- 4.1 Mayor June Caul - Verbal Update
- Councillor Michael Behan - Verbal Update
- Councillor Wendy Brunetta - Verbal Update
- Councillor Andrew Hallikas - Verbal Update

5. Consent Agenda:

- 5.1 Approved 2020 Capital Budget - Purchase of Server Equipment. 27 - 29
 - approval of this report will agree to the recommendation from the Administration and Finance Executive Committee to authorize the purchase of server equipment from Dell for a total cost of \$125,761.00.
- 5.2 Procedure By-Law - Clarification. 30 - 31
 - approval of this report will agree to the recommendation from the Administration and Finance Executive Committee to amend the Procedural By-law as outlined in this report, and further that an amending by-law be brought forward to a future meeting.
- 5.3 Colonization Road Matter 32 - 63
 - approval of this report will agree with the recommendations of the Planning & Development Executive Committee to develop a road naming/renaming policy, develop consultation and educational information for distribution with the first 2021 tax bill, research and estimate operational costs association and further to research process involved with local service providers in the event of road name changes.
- 5.4 Application to the Investing in Canada Infrastructure Program COVID Fund 64
 - approval of this report will agree with the recommendation of the Operations & Facilities Executive Committee that the Town apply for the construction of a sidewalk from Riverview Cemetery to Biddeson Avenue under the Investing in Canada Infrastructure Program COVID Stream.

6. Administration and Finance Division:

- 6.1 Councillor John McTaggart - OPP Governance and Legislative Changes Travel Expense Claim. 65 - 70
 - approval of this report will agree to the recommendation from the Administration and Finance Executive Committee to approve the Travel Expense and Per Diem Claim in the total amount of \$212.85 as submitted by Councillor John McTaggart for his attendance at the Ministry of the Solicitor General Regional Roundtable re: OPP Governance and related legislative changes held in Kenora on February

12, 2020.

7. Planning and Development Division:

- | | | |
|-----|--|----|
| 7.1 | Woodyard/Gateway Study - FEDNOR/NOHFC Project Completion Extension | 71 |
| | - approval of this report will agree to amend the project completion date from December 31, 2020 to March 31, 2021 for both agreements, and further that the Mayor and Clerk be authorized to execute the amending agreement on behalf of the Corporation. | |

8. General:

- | | | |
|-----|---|---------|
| 8.1 | Citizen of the Year Committee - Terms of Reference | 72 - 74 |
| | - approval of this report will agree with the recommendation of the Citizen of the Year Committee to set the Terms of Reference for The Citizen of the Year as presented, and further that an appropriate by-law be prepared. | |

9. Information:

- | | | |
|------|--|--------------|
| 9.1 | 2020 October Statement of Operations - General Fund. | 75 - 77 |
| 9.2 | 2020 November Statement of Operations - General Fund. | 78 - 80 |
| 9.3 | 2020 October Statement of Operations - Sewer Fund. | 81 - 84 |
| 9.4 | 3030 November Statement of Operations - Sewer Fund. | 85 - 88 |
| 9.5 | 2020 October Statement of Operations - Water Fund. | 89 - 93 |
| 9.6 | 2020 November Statement of Operations - Water Fund. | 94 - 98 |
| 9.7 | Building Statistics - November 2020 | 99 |
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| 9.9 | Single Use Plastics Advertising | 105 -
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| 9.10 | By-law Enforcement Activities Report (November) | 112 -
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| 9.11 | Updated Blue Box Recycle Regulation | 114 -
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| 9.12 | Operations & Facilities Division - Public Works Area - Operations Statistics (September, October and November 2020) | 116 -
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| 9.13 | Operations and Facilities Division - Environmental Area - Operations Statistics (July, August, September, October and November 2020) | 128 -
132 |

9.14 Water and Sewer Works 2020

133 -
135

10. ADJOURNMENT

**Treasury Report 2020/72**

To: Mayor Caul & Members of Council
FROM: Dawn Galusha, Treasurer
DATE: December 8, 2020
SUBJECT: 357/358 Applications for Tax Adjustment
Re: 1232 Colonization Rd W (2020) Roll# 5912-010-006-01100-0000

BACKGROUND

Attached is the 357/358 Application for reconsideration of assessment and adjustment of taxes for January 1, 2020 to December 31, 2020 for 1232 Colonization Road West. This results from the removal of a garage from the property.

The Municipality may object to the application for the above referenced properties filed under Section 39.1 of the *Assessment Act*. In accordance with Section 357 (5) of the *Municipal Act* on or before September 30 of the year following the year in respect of which the application was made, Council shall hold a meeting at which the applicants may make presentation to council.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council approve the adjustment of taxes for January 1, 2020 to December 31, 2020 under Section 357/358 of the *Municipal Act* for property located at 1232 Colonization Road West resulting from the removal of a garage from the property.

Council Approval of this Report will agree to the recommendation of the Administration & Finance Executive Committee to process the adjustment for 2020 taxes under Section 357/358 of the Municipal Act for property located at 1232 Colonization Road West resulting from the removal of a garage from the property.

Application made under Sec 357/358/359 of the Municipal Act, 2001

MPAC's RESPONSE

Owner name(s)	THOMPSON, JEREMY ANDREW GEORGE
Roll number	5912-010-006-01100-0000
Property location	1232 COLONIZATION RD W
Property description	PLAN SM51 PT LOT 11 PT LOT 13 PCL 11-2
Municipality/Local taxing authority	FORT FRANCES TOWN
Application number	
Application reason	Demolition/Razed by Fire
Received date	October 30, 2020
Claim relief period	From: January 01, 2020 - To: December 31, 2020
Taxation year	2020

Current Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020
OWNR RU R T	100,000	110,000	102,500	105,000	107,500	110,000
Total	100,000	110,000	102,500	105,000	107,500	110,000

Change to the Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020
OWNR RU R T	88,182	97,000	90,387	92,591	94,796	97,000
Total	88,182	97,000	90,387	92,591	94,796	97,000

MPAC Remarks

MPAC has confirmed garage is removed from property and removed the value from assessment.

MPAC Representative:

Mark Cawston

Date:

November 02, 2020

SECTION 357/358 APPLICATION

TO THE COUNCIL OR THE ASSESSMENT REVIEW BOARD

Applicant's/Appl's #

Taxation Year:

Municipality:

TOWN OF FORT FRANKS

Roll Number:

59-18-010-006-011-00

Property Address:

1232 COLONIZATION RD

Applicant Name:

JEREMY THOMPSON

Owner Name:

JEREMY THOMPSON

Contact Number:

807-871-3427

Mailing Address:

1232 COLONIZATION RD

Alternative Num:

P.O. Box 194 DTS

Reason for Application: (Check one box only)

- ☐ Changes to be liable for tax at rate it was taxed - 357(1)(a) ☐ Sickness or extreme poverty - 357(1)(d.1)
☐ Became exempt - 357(1)(c) ☐ Mobile unit removed - 357(1)(e)
☒ Razed by fire, demolition or otherwise - 357(1)(d.2) ☐ Gross or manifest clerical/math error - 357(1)(f)
☐ Damaged and substantially unstable - 357(1)(d.3) ☐ Repairs/Repave preventing normal use (min. 3 months) - 357(1)(g)

Details of Reason: GARAGE REMOVED. NO PLANS TO REBUILD.

Effective from (MM/DD/YY): 01-01-20 to 12-31-20

Applicant Signature:

[Signature]

Date: 01-30-22 (MM/DD/YY)

ASSESSMENT REPORT: MUNICIPALITY				ASSESSOR				
Assessment Roll As Returned		Revised Since Roll Return Enter Revisions Below		Assessment Report: School Bd: <input type="checkbox"/> Eng <input type="checkbox"/> Fr <input type="checkbox"/> Other				
				<input type="checkbox"/> No Change in Assessment <input type="checkbox"/> B357 Required for Next Year				
RT/CTO	2005 Base-year CVA	2008 Base-year CVA	Current Phased Assessment	Revised RT/CTO	Revised 2005 Base-year CVA	Revised 2008 Base-year CVA	Revised Current Phased Assessment	Change to Current Phased Assessment
RT/CTO			110,000					
Revised:				Reason for Change (Assessor Comments):				
Reason Original Assessment Revised:								

Assessor Name: _____ Signature: _____ Date: _____

TREASURER'S REPORT ON TAX LIABILITY					
RT/CTO	Variable Assessment Reduction	Tax Rate	Days / Months	Tax Adjustment	Original Levy

Recommended: ☐ No Adjustment ☐ Adjustment ☐ Cancellation ☐ Refund Total Amount: _____

Comments: _____

Treasury Position: _____ Signature: _____ Date: _____

COUNCIL OR ASSESSMENT REVIEW BOARD DECISION: _____ Hearing Date (MM/DD/YY): _____

☐ Approved ☐ Amended & Approved ☐ Not Approved ☐ Applicant Did Not Appear ☐ Application Abandoned

Reason: _____

Appeared for Applicant: _____ Appeared for Municipality: _____

Signature of Council/ARB Member: _____ Name/Title: _____

357 Applications													
# Days	Year Affected	Roll #	Assessment Change	RTC/RTQ	Municipal Rate	School Rate	Municipal Amount	English Public Separate	French Public Separate	French Separate	No Sup School	BIA	TOTAL
	2020	16.01100	-13,000	RTEP	0.01750367	0.00153000	-227.55	-19.89					-247.44

Date: 2020-11-02 12:22:23 PM
User: hhatch

Town of Fort Frances
Distribution Summary
Property Taxes

Page: 1
AGENDA ITEM #3.1

Batch: HH11022020THOM

Account Number	Account Description	Amount
10-01-0000-0040-10241	Taxes Receivable- Current	-\$247.44
10-010-0150-0121-50018	Residential - EP	\$227.55
10-010-0151-0121-50018	Residential - EP	\$19.89
	Report Total:	\$0.00

*** E N D O F R E P O R T ***

**Treasury Report 2020/73**

To: Mayor Caul & Members of Council
FROM: Dawn Galusha, Treasurer
DATE: December 8, 2020
SUBJECT: 357/358 Applications for Tax Adjustment
Re: 615 First St W (2020) Roll# 5912-010-004-02100-0000

BACKGROUND

Attached is the 357/358 Application for reconsideration of assessment and adjustment of taxes for November 20, 2020 to December 31, 2020 for 615 First Street West. This results from the removal of a house from the property.

The Municipality may object to the application for the above referenced properties filed under Section 39.1 of the *Assessment Act*. In accordance with Section 357 (5) of the *Municipal Act* on or before September 30 of the year following the year in respect of which the application was made, Council shall hold a meeting at which the applicants may make presentation to council.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council approve the adjustment of taxes for November 20, 2020 to December 31, 2020 under Section 357/358 of the *Municipal Act* for property located at 615 First Street West resulting from the removal of a house from the property.

Council Approval of this Report will agree to the recommendation of the Administration & Finance Executive Committee to process the adjustment for 2020 taxes under Section 357/358 of the Municipal Act for property located at 615 First Street West resulting from the removal of a house from the property.

Application made under Sec 357/358/359 of the Municipal Act, 2001

MPAC's RESPONSE

Owner name(s)	1058876 ONTARIO INCORPORATED
Roll number	5912-010-004-02100-0000
Property location	615 FIRST ST W
Property description	PSM160 LOT 3 PCL 14016
Municipality/Local taxing authority	FORT FRANCES TOWN
Application number	
Application reason	Demolition/Razed by Fire
Received date	November 23, 2020
Claim relief period	From: November 20, 2020 - To: December 31, 2020
Taxation year	2020

Current Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020
OWNR RU R T	133,000	135,000	133,500	134,000	134,500	135,000
Total	133,000	135,000	133,500	134,000	134,500	135,000

Change to the Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020
OWNR COM C T	33,031	33,500	33,148	33,266	33,383	33,500
Total	33,031	33,500	33,148	33,266	33,383	33,500

MPAC Remarks

MPAC has removed the residence and updated the property to vacant commercial (with 2 existing outbuildings) as per zoning. A 2021 PRAN will be issued as tax application received after roll close in 2020.

MPAC Representative:

Mark Cawston

Date:

November 24, 2020

SECTION ☒ 357 / ☐ 358 / ☐ 359 APPLICATION
TO THE COUNCIL OR THE ASSESSMENT REVIEW BOARD

Application/Appeal #: _____
Taxation Year: 2020

Municipality: TOWN OF FORT FRANCES Roll Number: 59.12.010.004.081.00
Property Address: 615 FIRST ST W Applicant Name: 1038876 ONTARIO INC
Owner Name: 1038876 ONTARIO INC Contact Number: CHAD AVIS
Mailing Address: 600 KINGS HWY Alternative Number: 574-7731
FF ON PIA COUN Email Address: _____

Reason for s357 application: (Check one box - applicable to s357 only)

☐ Ceases to be liable for tax at rate it was taxed - 357(1)(a) ☐ Became vacant or excess land - 357(1)(b)
☐ Became exempt - 357(1)(c) ☐ Sickness or extreme poverty - 357(1)(d.1)
☒ Razed by fire, demolition or otherwise - 357(1)(d)(i) ☐ Mobile unit removed - 357(1)(e)
☐ Damaged and substantially unusable - 357(1)(d)(ii) ☐ Gross or manifest clerical/factual error - 357(1)(f)
☐ Repairs/Reno's preventing normal use (min. 3 months) - 357(1)(g)

Details of Reason for s357, s358 or s359 application: HOUSE DEMOLISHED

Effective from: 11.30.20 to 12.31.20 Applicant Signature: [Signature] Date: 11.23.20
(MM/DD/YY) (MM/DD/YY)

ASSESSMENT REPORT: MUNICIPALITY				TREASURER'S RECOMMENDATION TO COUNCIL				
Assessment Roll As Returned	Revised Since Roll Return	Enter Revisions Below	Assessment Report	School Bd:	Eng	Fr	Other	
			<input type="checkbox"/> No Change in Assessment	<input type="checkbox"/> s357 Required for Next Year				
RTC/RTQ	2005 Base-year CVA	2008 Base-year CVA	Current Phased Assessment	Revised RTC/RTQ	Revised 2005 Base-year CVA	Revised 2008 Base-year CVA	Revised Current Phased Assessment	Change to Current Phased Assessment
<u>RTQ</u>			<u>135,000</u>					
Revised:				Reason for Change:				
Reason Original Assessment Revised:								

TREASURER'S REPORT ON TAX LIABILITY					
RTC/RTQ	Taxable Assessment Reduction	Tax Rate	Days / Months	Tax Adjustment	Original Levy

Recommended: ☐ No Adjustment ☐ Adjustment ☐ Cancellation ☐ Refund Total Amount: _____

Comments: _____

Treasury Position: _____ Signature: _____ Date: ____/____/____

COUNCIL OR ASSESSMENT REVIEW BOARD DECISION: Hearing Date (MM/DD/YY): ____/____/____

☐ Approved ☐ Amended & Approved ☐ Not Approved ☐ Applicant Did Not Appear ☐ Application Abandoned

Reason: _____

Appeared for Applicant: _____ Appeared for Municipality: _____

Signature of Council/ARB Member: _____ Name/Title: _____

# 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
MOS														
42	2020	1.4.02100	-101,500	RTEP	0.01750367	0.00153000	-203.87	-17.82						-221.69

Date: 2020-11-24 1:51:23 PM
User: hhatch

Town of Fort Frances
Distribution Summary
Property Taxes

Page: 1
AGENDA ITEM #3.2

Batch: HH11242020WEST

Account Number	Account Description	Amount
10-01-0000-0040-10241	Taxes Receivable- Current	-\$221.69
10-01-0150-0121-50018	Residential - EP	\$203.87
10-01-0151-0121-50018	Residential - EP	\$17.82
	Report Total:	\$0.00

*** E N D O F R E P O R T ***

Batch: HH11242020WEST

Tax	Rate	Code	Description	Levy Amount
			-----	-----
RT			Ed - English Public Res/Farm	-\$17.82
EP			Mun-English Public Res/Farm	-\$203.87

			Levy Total	-\$221.69
				=====

*** E N D O F R E P O R T ***

Economic Development Activities:

RRFDC ACTIVITY REPORT

December 2020

The RRFDC continued to move forward with the enhanced economic development project and “The Path Forward” action plan.

- Supported the Fort Frances Economic Development Office (FFEDO) with Economic Development Advisory Committee (EDAC) meetings and numerous projects.

General

The RRFDC is leverages funds to support economic development working with NOHFC, FedNor and other government agencies.

Forestry

As discussed at last Council meeting the Boundary Waters Forest Management Corp. (BWPMC) now has the license to manage the local forest.

This will provide the Town and other stakeholders with greater transparency in determining available wood fibre supply. As Mike Willick described the first identified availability is tips and tops.

The RRFDC will execute an RFP in early 2021 to work with BWPMC to identify possible other unused supplies and create a plan to utilize that asset to grow jobs.

Boundary Waters Forest Management Corp.:

The Forest:

Crossroute and Sapawe Forests were amalgamated into the Boundary Waters Forest on April 1, 2020. The Ministry of Natural Resources and Forestry has transferred the Sustainable Forest Licence to BWPMC. The SFL is currently being amended and updated to reflect the BWPMC business plan.

The Company:

- BWPMC was incorporated in December of 2019 with 17 shareholders.
- A Board of Directors of 12 has been created:
 - 2 representing independent loggers: Don McCool, Blaine Degagne.
 - 1 representing Rainy Lake Tribal Resource Management Inc.: Gary Both.
 - 3 First Nation Representatives: Chief Brian Perrault (Couchiching), Glen Smith (Northwest Bay), Chief Will Windego (Red Gut).
 - 1 representing the Metis Nation: Brian Gouliquer.
 - 1 representing the white pine mills: Dale Kaemingh (Manitou Forest Products).
 - 2 representing the large consuming mills: Martin Kaiser (Resolute), Rick Ksiezopolski (Norbord).
 - 2 representing regional economic development agencies: Garry Mckinnon (AEDC), Mike Willick (RRFDC).
- M. Willick is the President and Chair
- All Board members have equal voting rights, except if there is a disagreement regarding financial matters, then the consuming mills (i.e. those who pay the bills) decide.
- Scot Rubin was hired in May as General Manager.
- BWPMC is now fully responsible for the management of the Boundary Waters Forest.

Boundary Waters Forest Management Corp. Cont...

Report to Fort Frances Council

December 2020

Service Contracts:

- It is envisioned that BWPMC will eventually have a small staff of about 3 people, largely to provide oversight and management. Most work will be done through a series of contracts. 2020 is a transition year.
- BWPMC has entered into a service contract with Resolute whereby Resolute will provide forest management and road administrative services to BWPMC.
- BWPMC has entered into a service contract with RLTRMI whereby RLTRMI will provide basic field monitoring work on the Forest.
- BDO Canada in Fort Frances has been hired as the accounting firm.
- Clare Brunetta has been retained as legal counsel.
- The Fort Frances Royal Bank has been selected as the bank.
- Boundary Waters Financial Services has been contracted to provide bookkeeping services.

New Manufacturing/Wood Supply Inquiries

We have three inquiries in 2020 regarding small manufacturing opportunities tied to forest product development. We continue to work with any interested party as we endeavour to grow and diversify our economy.

Mining – Supply and Services

We continue to work closely with New Gold's material procurement manager in order to identify potential companies for locating in the District.

Planning**Fort Frances Shevlin Yard and Entry Planning Study**

The RRFDC will work with the Town to find a tenant on the attraction designated lands and the appropriate commercial entity.

Mill Property Planning Project

In June 2020, Aazhogan Renewal and the Town of Fort Frances have agreed to work together to address anticipated planning and development requirements associated with the mill properties, most notably with amendments that may be required with the Town of Fort Frances Official Plan and the ambitions of Aazhogan Renewal.

The Town of Fort Frances and Aazhogan Renewal agreed to work together through a newly formed Fort Frances/ Aazhogan Renewal Planning Committee.

The Committee has applied via the RRFDC for funds to undertake a planning study that will help both the Aazhogan Renewal group and the Town agree on best usage of the properties.

Report to Fort Frances Council

December 2020

Tourism

MAT

www.FishingRainyLake.ca Promotion Summer 2020



Campaign AD Results:

Impressions: 754,930

Clicks: 4,113

Clickthrough rate: .54%

We hired BigClic a digital engagement agency with specific expertise in Northern Ontario and the fishing marketplace. The ads targeted “near Northwest” – Thunder Bay to Dryden and Kenora as well as the City of Winnipeg and near by rural markets. Specific targeting was used connect with visitors to larger fishing and hunting retailers.

Big Clic tracked mobile device IDs of our video/ AD audiences if they visit the attached conversion zones – all hotels, motels, marinas, boat launches in Fort Frances. The project concluded in October to good results and no in community transmission.



Report to Fort Frances Council

December 2020

Winter 2020/21

A similar program excluding Manitoba will roll out in January 2021 to encourage a snowmobile “staycation” and building a stronger alliance between the accommodation and hospitality industry and the snowmobile club. The MAT committee will carefully work with the Province and local health authorities.

Signage

Replacement signage will be erected in this winter at the border, and to replace distressed signs to the east and west of our community.

Destination Fort Frances Website

A new website will launch in 2021 that will promote tourism activities.

Rainy Lake Market

The Rainy Lake Market in 2020 was certainly unlike any other in previous years. The RRFDC worked with the Northwestern Health Unit to create a “safe opening” for the market.

We gated the market to manage traffic within the square, set up a hand sanitizing station, and encouraged vendors and visitors to wear masks and remain 6 ft apart. Although the pandemic originally proved as a deterrent for many locals to visit the market, eventually, trust in our regulation succeeded to ease concerns and introduce more shoppers. Many shoppers commended the establishment of the market as it provided a sense of return to normalcy and a safe occasion to shop, interact with vendors, and enjoy live outdoor music.

Our diverse selection of vendors ranged from established farmers and growers, artisans, musicians, charity fundraisers, and children's stands. One positive result of the ongoing pandemic was being able to draw businesses and vendors from places such as Kenora and Thunder Bay. The Rainy Lake Market provided a safe locale for these vendors to sell when they were unable to do so in other areas.

Initially, our market opened modestly with three vendors and concluded with 16. However, during our peak we were hosting up to 20 vendors and occasionally needing to turn people away due to overcapacity and lack of tables. It is conceivable that we will be able to retain the partnerships we have developed with our newer vendors for future markets. The growth in popularity among vendors and customers is evident and the potential for further development is foreseeable.

Thankfully, due to our eager vendors and the support from locals it has been a phenomenally successful summer regardless.



Our 2020 vendors range from children's lemonade stands to seasoned growers and talented artists. Conceivably, the relationships we have established with them will continue on into future years, increasing the scale and diversity of our market. . Annie Van Rozen of AG's Produce, a vendor who has been involved since the inception of the Rainy Lake Market boasted that 2020 has been her most successful year thus far.

The potential for future markets once restrictions have lifted appears even greater as vendors noted their volume of customers and product turnover has drastically increased this year. One fortunate vendor even managed to sell his entire seasons inventory in a single day.

Shared Space

The Rainy Lake Square also became a shared space for local restaurants to use during a mid stage of COVID recovery.

Go Local

In 2020 Go Local continued to expand and promote our membership program to residents of the Rainy River District.

This year we utilized our Facebook platform to broadcast live videos centered on safe shopping at Go Local affiliated businesses during COVID-19. Go Local merchants described the steps and measures they have taken to ensure customer safety as well as new requirements needed in order to shop at their locations. Our ad insights show that our reach for our posts and live videos exceed 2,300 viewers.

To encourage citizens to follow COVID-19 guidelines while shopping and thank loyal Go Local customers we created a \$5 gift card. These gift cards were handed to customers who followed all COVID-19 guidelines at Go Local locations.

This initiative was conducted in August, October and December.

The total Go Local points issued by merchants to date is 3,947,387. Go Local currently has 8,976 active card holders members and 1,396 Facebook followers.



Project Petunia

Thank you for those that have sponsored Project Petunia in 2020. New baskets were purchased to replace the 15-year-old ones originally bought by the Chamber of Commerce. An AD thanking all donors was put in the Fort Frances Times this Spring.

Reminder to anyone who wishes to purchase a basket for 2021 can contact us at the office and we will process that donation.

Report to Fort Frances Council

December 2020

Small and Medium Enterprise (SME) Support COVID

The RRFDC continues to support small and medium sized businesses in the District and report of those activities is outlined in our annual report which can be found at www.rrfdc.on.ca. This support includes one on one counselling and a loans fund to help existing and start-up ventures.

Loans

The last quarter of 2019/2020 saw the Covid-19 pandemic arrive. The RRFDC responded immediately once it was known that the government would be locking down area businesses. initiated Covid-19 loans of up to \$20,000 with repayments and interest suspended.

In May FedNor supported the region with \$882,373 in Regional Relief and Recovery Funding (RRRF) for loans up to \$40,000 interest free until December 31, 2022 with 25% forgiveness if repaid by that date.

The RRFDC has approved 49 loans related to the Covid-19 crisis, 23 at \$20,000 from our Investment Fund and 26 at \$40,000 from the RRRF.

In total 88 loans are in progress. 53 of these loans were to Fort Frances business owners. 38 businesses are tourism related, 62 are women led, 5 indigenous and 19 youth.

Programs

During this period the RRFDC also maintained (and maintains) a list of programs and services available to small and medium sized businesses to assist with COVID recovery.

Branding/Digital Marketing

The RRFDC continued the social media work to present the Town of Fort Frances on Twitter, Facebook and Instagram. This was particularly important this Spring as we assisted in pushing out messages related to public safety measures.

Social and Digital Media Training

As we work internally to improve the digital and social footprint of our community, we have provided a number of training sessions for local small businesses to gain skills and develop their marketing on various social platforms. During COVID the RRFDC has worked with numerous small businesses assisting them in finding resources to move online.

Industrial Lot Sales

The RRFDC continues to work with administration assisting with lot sales. We had little activity on lots in the last two quarters and remind those interested in growing a business in Fort Frances that we have a limited amount of properties available to develop.

We did have a surprising number of inquiries for other industrial and commercial properties a number of which transferred for future development.

Report to Fort Frances Council

December 2020

Agriculture**Land Clearing and Tile Drainage Projects**

The RRFDC has facilitated the following tile drainage and land clearing projects with area producers and the NOHFC. These projects represent significant financial investments by the producers and the NOHFC.

- Land Clearing #1 - \$1,800,000 (100% Complete)
- Land Clearing #2 - \$1,700,000 (Ongoing)
- Tile Drainage #1 - \$1,971,300 (Completed)
- Tile Drainage #2 - \$1,971,310 (Completed)
- Tile Drainage #3 - \$1,971,880 (Completed)
- Tile Drainage #4 - \$1,962,000 (Complete)
- Tile Drainage #5 - \$1,962,000 (Approved)
- Tile Drainage #6 - \$1,962,000 (Approved)
- Tile Drainage #7 – In the application process

Land Clearing

The land clearing projects are a direct benefit to the District as all producer and NOHFC investment dollars will go to local contractors who undertake the land clearing. These contractors hire employees, maintain and purchase much of their equipment locally.

Tile Drainage

Once all the tile projects have been completed the District will have approximately 11,618 acres of tiled cropland. The projects have significantly diversified the area's agricultural economy through the growing of canola, soybeans, wheat, and oats which has dramatically increased the economic benefits of the sector to Fort Frances and the District.

- Total investment in tiling:
- $11,618 \times \$1,300/\text{acre cost Average} = \$15,103,400$
- NOHFC Investment $11,618 \times \$500/\text{acre} = \$5,908,000$
- **Producer** investment = \$9,195,400
- Plus additional **producer** investments in buildings, storage bins, machinery and employees. (Estimated Investment of \$5,000,000)



**RAINY RIVER FUTURE
DEVELOPMENT CORPORATION**
A Community Futures Development Corporation



AGENDA ITEM #3.3

30-Jun-20

Invoice # 001-06-2020

INVOICE

To: Town of Fort Frances
Attn: Doug Brown

From: Rainy River Future Development Corporation

For: Fort Frances Economic Development
For the period of April 1, 2020 to June 30, 2020

Amount: \$29,810.93

Description:

Forest Industry Re-Positioning	\$13,107.14
Tourism Product Development	\$5,066.35
Existing SME Support	\$84.77
Agriculture Innovation	\$2,232.23
Enhanced Services Economic Development	\$10,233.21
Economic Development Intern	\$9,514.16

Total Expenses \$40,237.86

Less Grants and Contributions Apr/20-Jun/20 -\$10,426.93

AMOUNT DUE \$29,810.93

Any questions, please give us a call.
Thank you!

Due Upon Receipt





**RAINY RIVER FUTURE
DEVELOPMENT CORPORATION**
A Community Futures Development Corporation



30-Sep-20

Invoice # 002-09-2020

INVOICE

To: Town of Fort Frances
Attn: Doug Brown

From: Rainy River Future Development Corporation

For: **Fort Frances Economic Development**
For the period of July 1, 2020 to September 30, 2020

Amount: **\$23,890.27**

Description:

Forest Industry Re-Positioning	\$4,536.49
Tourism Product Development	\$3,403.74
Existing SME Support	\$2,149.58
Agriculture Innovation	\$1,186.75
Enhanced Services Economic Development	\$10,578.88
Summer Students-Tourism	\$8,726.77

Total Expenses \$30,582.21

Less Grants and Contributions Jul/20-Sept/20 -\$6,691.94

AMOUNT DUE \$23,890.27

Any questions, please give us a call.
Thank you!

Due Upon Receipt



Date: December 14th, 2020

To: Committee of the Whole

From: Jeremy Hughes, Information Technology Manager

Subject: Approved 2020 Capital Budget - Purchase of Server Equipment

BACKGROUND

Servers centralize access to digital files, operate critical network services, and control everyday software applications used throughout facilities managed by the Town of Fort Frances (the “Town”).

As per a report to the Administration & Finance Executive Committee presented on February 12th, 2020 detailing a *2020 Technology Plan Timeline*, existing core server infrastructure lacks the processing and memory capacity to fulfill the Town’s current needs and planned requirements for the near future.

Additionally, an isolated disaster recovery site populated with server hardware is required to fulfill the Town’s continuity of operations obligations.

ACTION PLAN

Core server infrastructure will be upgraded with new units and existing server infrastructure will be re-deployed in a disaster recovery role.

Purchases will be funded from the approved 2020 Capital Budget of the Information Technology, Public Works, and Water Works Departments, with a 40% contribution from the Fort Frances Power Corporation.

New network switches will be purchased in January of 2021 to enable the upgraded infrastructure. Additional required Windows Server licenses will be prepaid as part of the 2021 Operating Budget.

SOURCING PROCESS

Technical specifications have been designated by:

- Evaluating current capacity, utilization, and future requirements
- Leveraging advances in technology platforms
- Discussing upgrade paths with specialized data center teams from each vendor and affected staff in various departments, including the Fort Frances Power Corporation

As per a report to Council approved on November 23rd, 2020 detailing *Collaborative Sourcing*, quotes have been obtained, without the need for a formal Tender or Request for Proposal, from the following qualified vendors:

- CDW Canada Corp. for a Lenovo solution
- Dell Technologies for a Dell solution
- Compugen Inc. for an HP solution

EVALUATION

Each vendor has proposed a Hyperconverged Infrastructure (“HCI”) solution that combines storage, compute, networking, and management. Hardware warranties and software support are included for a period of 3 years.

	CDW	Dell	Compugen
OEM Platform	Lenovo	Dell	HP
Model	ThinkAgile VX	VxRail E665N	DL325 Gen10 8SFF

We currently employ VMware’s platform to manage our virtualized server infrastructure.

Dell’s 4-node VxRail offering is better integrated with VMware through vSAN than the 4-node ThinkAgile solution from Lenovo. Compugen has proposed a 3-node Nutanix solution running on HP hardware that makes use of Acropolis software instead of vSAN for HCI.

Utilizing a vSAN HCI solution will allow us to continue to operate a familiar single platform for both proposed hardware clusters.

	Weight	CDW	Dell	Compugen
Technical Specifications	25%	80%	96%	61%
Product Quality	5%	95%	100%	100%
Supplier Quality	5%	95%	100%	100%
Logistics	5%	100%	100%	100%
Cost for 4 Nodes	60%	67%	100%	77%
Weighted Score	100%	75%	99%	76%

Due to its relationship with VMware, Dell can leverage significant discounts on VMware licensing. Dell has also proposed the only offering that fully leverages newer NVMe hardware across 4 nodes, rather than relying on older SAS or SATA protocols present in other proposals with less nodes.

Ultimately, the proposal from Dell features easily adoptable software, impressive hardware, and aggressive pricing.

PROPOSED BUDGET ALLOCATIONS

Approved 2020 Capital Allocation	Price	HST (Less Rebate)	Subtotal
Information Technology	\$60,219	\$1,060	\$61,279
Public Works (GIS)	\$7,748	\$136	\$7,884
Water (GIS)	\$4,123	\$73	\$4,196
Sewer (GIS)	\$2,062	\$36	\$2,098
Fort Frances Power Corporation	\$49,434	\$870	\$50,304
Total	\$123,586	\$2,175	\$125,761

RECOMMENDATION

It is the recommendation of the Administration & Finance Executive Committee that:

- 1) Council authorize the purchase of server equipment from Dell for a total cost of \$125,761, in compliance with the recommendation of a report to Council approved on November 23rd, 2020 detailing *Collaborative Sourcing*.

Council approval of this report will agree with the recommendation of the Administration & Finance Executive Committee to:

- 1) Authorize the purchase of server equipment from Dell for a total cost of \$125,761.

December 9, 2020

REPORT TO: Mayor & Council
 FROM: Elizabeth (Lisa) Slomke, Clerk
 SUBJECT: Procedure By-law - Clarification

In November, Council passed and enacted By-law 46/20, being a by-law to govern the proceedings of the Council of the Corporation of the Town of Fort Frances. This by-law is a critical tool used by both Council and Administration. This by-law is a document that is expected to change as municipal needs and provincial legislation changes.

Some procedural questions have arisen since the by-law was passed and after significant discussion, review and research it appears that some additional wording should be added to the by-law to provide necessary clarification for all.

Item 5.1.3 **Council – liaison with CAO** should be amended as follows:

Originally reads:

Council Members will liaise with the Chief Administrative Officer on any given matter concerning the municipality.

Suggested amendment:

Council Members will liaise with the Chief Administrative Officer on any given matter concerning the municipality and further, it is encouraged that the Mayor be copied on said correspondence as part of the leadership role outlined in the *Municipal Act, 2001*.

Item 15.1 **Items – considered for inclusion** should be amended as follows:

Originally reads:

All items to be considered for the Consent portion of the Agenda shall be determined by the Clerk.

Suggested amendment:

All items received from the General Public in writing, will be included on the Consent portion of the Council agenda as determined by the Clerk.

Item 21.1 **New Business – filing time – inclusion to Agenda** should be amended as follows:

Originally reads:

New Business items that are filed with the Clerk prior to 12 noon on the Thursday prior to the next regular meeting, shall be included on the printed agenda for general release.

Suggested amendment:

New Business items that are filed with the Clerk prior to 12 noon on the Thursday prior to the next regular meeting, shall be included on the printed agenda for general release. New Business items are items that are not related to an existing matter on the agenda and may come from a member of Council or outside organizations (i.e. Rainy River District Municipal Association AGM invitation).

Add to New Business section:

New Business items should be presented in a written format, succinctly and in summarized fashion without additional supporting documentation and information, which will be forwarded directly to the appropriate Executive Committee(s).

Add to New Business section:

New Business items where appropriate will be referred to a suitable Executive Committee(s) for review and recommendation as suggested by Administration. Council will pass a resolution supporting the referral or may suggest alternate referral / solution / disposition.

Add Item 23.13 **Succeeding Council – not reconsideration** as follows:

When a question or matter is brought before a succeeding Council, it shall be deemed to be new business and not a matter of reconsideration.

Council approval of this report will agree with the recommendation of the Administration & Finance Executive Committee to amend the Procedural By-law as outlined in this report, and further that an amending by-law be brought forward to a future meeting.

Date: December 14, 2020

Report To: Mayor & Council

From: Cody Vangel, Chief Building Official & Municipal Planner

Re: Amending Road Names – Fort Frances

Mayor and Council will recall at the November 23, 2020 regular Council session the discussion of amending road names within the Town of Fort Frances, more specifically around amending the name of Colonization Road at this time. Mayor and Council may also recall similar discussions that took place back in the fall of 2017 where the item was previously discussed without any formal amendments taking place.

Attached with this report are supporting administration reports that were tabled in 2017. These reports are for information only as the data and information collected is subject to change from 2017 to 2020.

Through very preliminary research regarding changing roadway names, it was found that many municipalities across the province have adopted specific policies for these matters. A variety of these policies have been attached for reference. These policies set out a list of criteria and considerations that are to be considered when naming and renaming roadways within their respective municipalities.

The following table will provide insight to preliminary discussions or research conducted into various stakeholders that may experience an impact on this name change. It should be reiterated that these were only preliminary discussions and that it is recommended to further engage these groups as this process carries on.

Stakeholder	Initial Comments
Rainy River District Paramedic Services	<ul style="list-style-type: none"> - Ensure appropriate dispatch entities are informed - Ensure clear means of communications to RRDPS on any change - Provide details on any amendments - Mapping to be updated
Fort Frances Fire Rescue	<ul style="list-style-type: none"> - Ensure appropriate dispatch entities are informed - Ensure clear means of communications to RRDPS on any change - Provide details on any amendments - Mapping to be updated
OPP	<ul style="list-style-type: none"> - Costs associated hard to predict - New facility on Colonization Road will require changing of all information associated, including business cards, letter heads, etc.

	<ul style="list-style-type: none"> - Internal computer system to be adjusted - GIS system to be updated. Updated approximately twice a year - Provincial and federal registries and databases to be updated - Court rulings may be required to amend conditional address decisions - OPP dispatching system to be updated - Requested further engagement - Will need time to change over systems
Bell 911	<ul style="list-style-type: none"> - Change notification application to be submitted - Detailed information on change to be provided
Kenora Central Ambulance Communications Centre	<ul style="list-style-type: none"> - Ensure appropriate dispatch entities are informed - Ensure clear means of communications to RRDPS on any change - Provide details on any amendments - Ensure OPP dispatch and GIS updated - Mapping to be updated
Service Ontario	<ul style="list-style-type: none"> - See attached link for information on address change https://www.ontario.ca/page/change-address-drivers-licence-vehicle-permit-and-health-card
Passport Canada	<ul style="list-style-type: none"> - See attached link for information on address change https://www.canada.ca/en/immigration-refugees-citizenship/services/canadian-passports/help-centre/general.html
Canada Post	<ul style="list-style-type: none"> - No cost to Town - Will provide free mail redirection for 1 year to impacted customers - Impacted customers to inform senders of new address - Town to send impacted customers and Canada post a letter detailing the change - Town to confirm impacted addresses - 6-8 week update period in system

Attached with this report is also a list of considerations that property owners may require to contact to notify a change of address. This is simply for information only. At this time it cannot be confirmed if any or all of these may have associated costs to change said addresses.

Administration brought this matter to the Planning and Development Executive Committee at their December 7, 2020 session to seek direction on how to proceed with this proceed. The following recommendations were made:

- That Administration develop a street naming/renaming policy, concurrently with the renaming of the Colonization Road discussions and have a draft of the policy presented to the Committee at their January 4th, 2021 meeting.
- That Administration develop education/consultation materials to assist in educating residents of Fort Frances on reconciliation and what it means. A copy of the materials be placed as a bill insert for the first tax billing in 2021. This will provide all residents an opportunity to provide practical feedback to the Committee at a meeting in March 2021.
- That Administration research and provide updated operational costs associated with changes to addressing and updating systems with regards to naming/renaming streets.
- That Administration investigate with local service providers/other agencies about processes involved with address changes and assistance that could be offered to residents.
- That Administration provide Council with a report outlining the above directions and provide final approval.

At this time, the primary internal costs to the Town appear to include, but not be limited to:

- Changing of street signage
- Divisional clerical works to re-label property files, associated drawings, billings, insurances, GIS updates, etc.
- Staff time included in facilitation
- Materials and programs in facilitation

With the information provided above, attached and based on the recommendation of the Planning and development Executive Committee administration seeks approval to move ahead on the matter as outlined above.

Respectfully submitted



Cody Vangel
Chief Building Official & Municipal Planner

Council approval of this report will agree to the recommendations of the Planning and Development Executive Committee to authorize administration to:

- Develop a road naming/renaming policy
- Develop consultation and educational information for distribution with the first 2021 tax bill
- Research and estimate operational costs associated
- Research process involved with local service providers in the event of road name changes



Date: October 12, 2017

Report To: Planning and Development Executive Committee

From: Tyson Dennis, Chief Building Official/Municipal Planner

Re: **Request to Rename Colonization Road**

The Planning and Development Executive Committee will recall at the June 19, 2017 Council meeting, a request to rename Colonization Road within the Town of Fort Frances came forward. The request was forwarded to Planning and Development Executive Committee with additional input to be provided by the Operations and Facilities Executive Committee.

The Operations and Facilities division have attached a report describing the estimated costs for the Town's signage and labour to change such road signs if the changes occur. These are strictly estimates.

The Planning and Development department has researched to identify the number of properties, including business and residential, that a road name change would affect. The total number of property Roll Numbers that would be affected by a road name change is 222. Of the 222 Roll Numbers, there are 137 individual properties. Out of the 137 properties, 132 residential properties and five are primary business addresses. Home based businesses are not included in the business calculation.

When contacting representatives at Service Canada and Service Ontario, there are no fees for changing personal government identification such as drivers license, health cards or passports. The identification address changes are covered by Provincial and Federal Governments.

Regional Emergency Command Centre does not anticipate any fees for the municipality when a road name is changed. This was investigated by the Fort Frances Fire Department. Bell 911 and Emergency Response would not have fees for map and system data updates.

The Town solicitor was contacted to determine an estimated cost as to what the public would be responsible for cost, if the road is renamed. On a residential property, there is no foreseeable fees or costs when considering property registration fees. These are completed during a sale of a property and would not necessarily be done until the property is sold or transferred to different owners. Legal descriptions are used to determine property information, not mailing addresses. Personal time for completing new applications for address changes would be the only costs. On a commercial or business property there could be fees associated with business name registration and address, which could only be determined on a case by case scenario.

Local residents would have personal identification, memberships and mailing address information that would require to be changed if Colonization Road is renamed. This would be completed by every individual living at a current address at a "Colonization Road" property. To determine a cost for

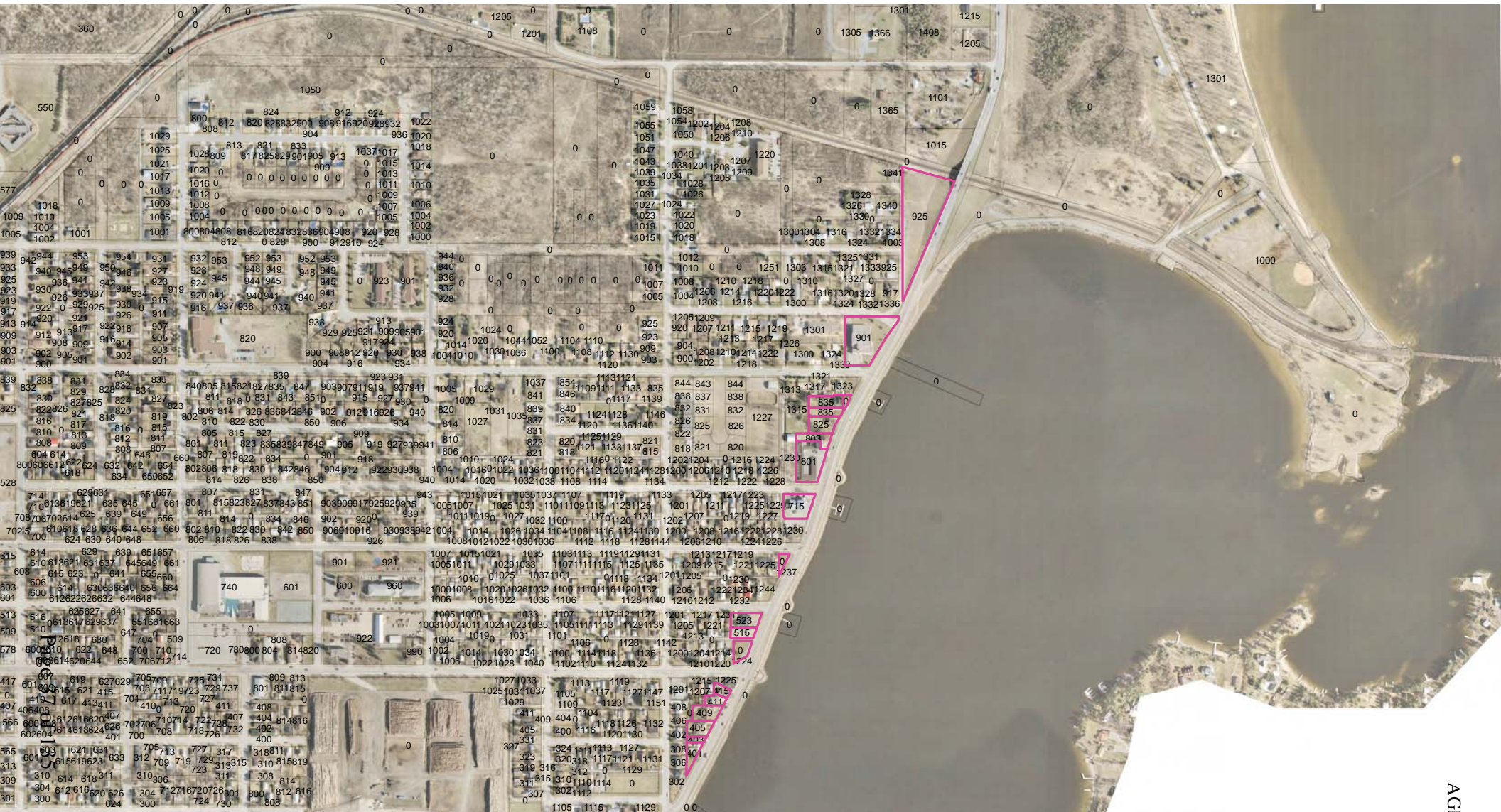
individuals to change personal information is very difficult as it is more of a time loss, than a fee being paid for changes. What is an individual's time worth?

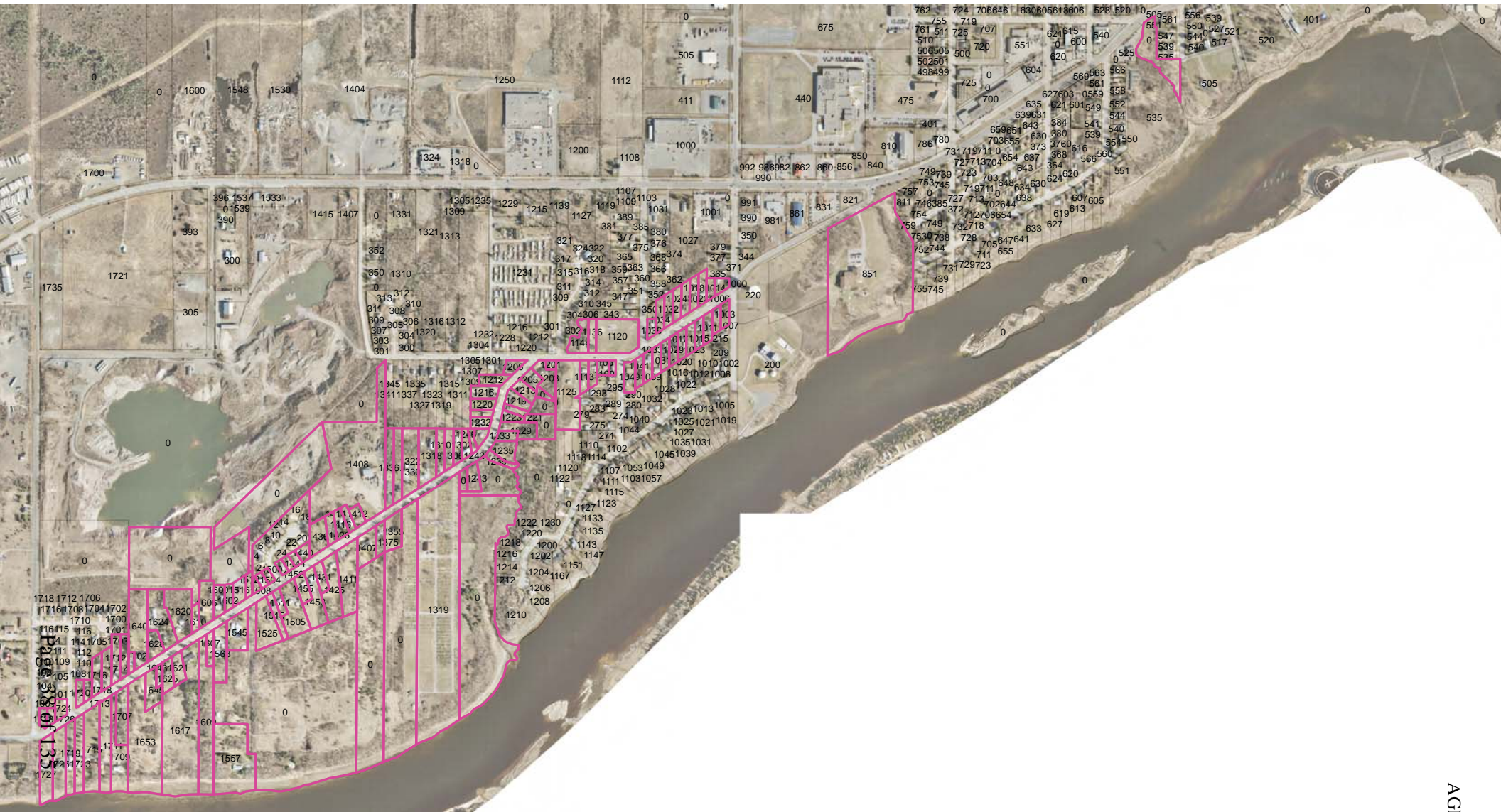
Administration of the Town would need to make address changes for all utility and service invoicing, as well as all property information files in all Town facilities.

I have attached maps of the properties which would be affected by the potential name changing of Colonization Road. The information presented is for Council to consider and further direct Administration.

Originally Signed

Tyson Dennis
Chief Building Official and Municipal Planner





September 6, 2017

Report To: Planning and Development Executive Committee

From: Operations and Facilities Executive Committee

RE: Request Dated June 19, 2017 to rename Colonization Road within the Town of Fort Frances

On June 19, 2017 Mayor and Council received a request to rename Colonization Road within the Town of Fort Frances. This request was referred to the Planning and Development Executive Committee with input from the Operations and Facilities Executive Committee. Since Council received the request additional correspondence has been received both for and against the renaming, which you can find attached. The Operations and Facilities Division has undertaken an inventory of the existing signage on these road segments as well as the signage at the Town facilities currently on Colonization Roads.

From this it was determined that there were 6 standard green street name signs and 7 blue LaVerendrye style signs. A quote was provided by Airmaster Signs and Pryus Direct for replacement signs with the lowest cost taken for each sign type. The following table outlines a cost estimate for the replacement of the street signs within the Town.

6 Green Signs at \$30.40 Each = \$182.40

7 Blue Signs at \$135.00 Each = \$945.00

Subtotal: \$1127.40

HST: \$146.56

TOTAL SIGN COST: \$1273.96

For Labour and equipment, 2 labourers with a 1/2ton truck would be required to complete this work, and it is assumed that it would take 1 hr per sign. This would account for stuck bolts, damaged brackets, etc.

Total Time Required: 13 hrs

2 Labourers at \$42.60/hr = \$85.20/hr * 13 hr = \$1107.60

1 Truck at \$22.15/hr = \$22.15/hr * 13 hr = \$287.95

TOTAL LABOUR COST = \$1395.55

TOTAL SIGN REPLACEMENT COST: \$2669.51

In addition to the cost for the changing of the road signage there is a cost of staff time required to re-label all of the property files, road construction plans currently in the Operations and Facilities Office as well as the GIS Asset Database. This work is not something that can be estimated but there will be staff time dedicated to this task. Further the Operations and Facilities Division operates two facilities addressed Colonization Road and, there is no signage requiring changing on these facilities, however there would be additional staff time to change this information on any billings, insurance, etc.

Administration presents this information for council's consideration at this time.

Respectfully Submitted

Mr. Paul Ryan

Chair, Operations and Facilities Executive Committee

2017SeptRenameColRd

**City of Toronto
Street Naming Policy
(Adopted October 4, 2017)**

1. Policy Statement

Street names are critical for municipal addressing and emergency response purposes. This policy establishes criteria to name or rename a street or assign a ceremonial name to a Street.

2. Definitions

- 2.1 *Ceremonial Naming* refers to assigning a ceremonial name to a Street in honour of an individual, event or an organization that has made a significant and exceptional positive contribution to the City of Toronto, the Province of Ontario or Canada. A ceremonial name is a secondary name and does not replace the official name.
- 2.2 *City* refers to the City of Toronto.
- 2.3 *Draft Plan of Subdivision* is a document that shows the surveyed boundaries, location, size, and streets of a proposed subdivision.
- 2.4 *Duplicate* refers to street names that are identical, not including the street suffix.
- 2.5 *Division Head of Engineering & Construction Services* means the Executive Director of Engineering & Construction Services or his or her designate.
- 2.6 *Economic Development & Culture* refers to the City of Toronto's Economic Development and Culture Division or its successor.
- 2.7 *Engineering & Construction Services* refers to the City of Toronto's Engineering & Construction Services Division or its successor.
- 2.8 *First Responders* refers to Toronto Fire Services, Toronto Police Service, and Toronto Paramedic Services.
- 2.9 *Reference Plan* refers to a plan deposited in the local Land Registry Office and is a graphic representation of descriptions of land, as well as representations of divisions of land under the *Planning Act*.
- 2.10 *Similar Sounding* refers to street names that sound similar in their entirety, not including the street suffix.
- 2.11 *Street* is any existing or proposed public or private street, lane, or walkway within the boundaries of the City of Toronto.
- 2.12 *Street Suffix* refers to words that follow a street name and usually indicate the type of street configuration and or street direction.
- 2.13 *Unnamed Street* refers to any Street or a proposed street on a Reference Plan without an official name and not on a draft plan of a subdivision.

3. Criteria for Naming or Renaming a Street or Assigning a Ceremonial Name to a Street

- 3.1 The City will consider proposals for street naming but is under no obligation to accept a proposal to name, or rename a street, or assign a ceremonial name to a Street.
- 3.2 Street names, including ceremonial Street names should portray a strong positive image and have historical, cultural, aboriginal or social significance or contributions to the community, the City, the Province of Ontario or Canada.
- 3.3 Street names shall not impair the ability of First Responders to respond to emergencies or impair the City's ability to deliver services.
- 3.4 Streets that have been named, renamed, or assigned a ceremonial name within the previous ten years will not be renamed.
- 3.5 Assigning a ceremonial name to a Street will be considered before renaming a Street.
- 3.6 Suffixes for Street names are assigned by Engineering & Construction Services to ensure the appropriate suffix is used to describe the type, function, length and configuration of the Street.
- 3.7 All City costs involved in renaming a Street shall be the responsibility of the applicant.
- 3.8 Street names, including ceremonial names, shall not:
 - 3.8.1 Result in, or be perceived to confer, any competitive advantage, benefit or preferential treatment or advertisement to the named party, or a product, service or a particular business;
 - 3.8.2 Be or be perceived to be discriminatory or derogatory of race, colour, ethnic origin, gender identity or expression, sex, sexual orientation, creed, political affiliation, disability or other social factors;
 - 3.8.3 Result in inappropriate abbreviations or acronyms;
 - 3.8.4 Duplicate or be similar sounding to an existing Street name;
 - 3.8.5 Place the City in conflict with any agreements established in the acquisition or management of the street; and
 - 3.8.6 Make a direct or indirect reference to recent events or recently deceased individuals, except where the event or the individual had a legacy or significant contributions to the City of Toronto. Names of recent events or recently deceased individual may be considered after two years.
- 3.9 Street signs must comply with the Corporate Identity Program and the physical location of the sign shall be determined by the City.

- 3.10 Naming or renaming a Street, or assigning a ceremonial name to a Street, on behalf of an individual, event, or an organization requires the written consent of the named party or the named party's representative.

- 3.10.1 In circumstances where consent has not been received, despite reasonable efforts, the City, in absence of any refusal to provide consent or legal concerns, may approve the name if the applicant is able to demonstrate efforts to obtain consent to the satisfaction of the City.

4. Naming Streets on Draft Plans of Subdivisions

- 4.1 A proposal to name Streets on a draft plan of subdivision is to be made using the Street Naming Application through Engineering & Construction Services and at minimum is to include:
 - 4.1.1 The proposed Street names, including any background information on the names;
 - 4.1.2 A copy of the draft plan of a subdivision; and
 - 4.1.3 Proposed Street names that portray aboriginal significance or are after an aboriginal individual, organization or event will require consultation with aboriginal communities and adherence to appropriate aboriginal practices or protocols.
- 4.2 The Division Head of Engineering & Construction Services will assess proposed Street names for draft plans of subdivisions in accordance with this Policy and consult with the Ward Councillor prior to granting approval.
- 4.3 In the event that the Ward Councillor does not support the proposed name(s), the relevant Community Council, (or City Council if it affects more than one Community Council or has City wide significance), will consider the proposed name(s) in accordance with Section 152 of Toronto Municipal Code Chapter 27, Council Procedures.

5. Naming an Unnamed Street

- 5.1 A proposal to name an unnamed Street is to be made using the Street Naming Application through Engineering & Construction Services and at minimum is to include:
 - 5.1.1 The proposed name;
 - 5.1.2 Rationale for naming the Street;

- 5.1.3 Documented support from property owners/ residents who directly about the unnamed street or local community members and/or organizations, unless the street is on a Reference Plan;
 - 5.1.4 A map or an illustration, including major intersections of the unnamed street; and
 - 5.1.5 Proposed Street names that portray aboriginal significance or are after an aboriginal individual, organization or event will require consultation with aboriginal communities and adherence to appropriate aboriginal practices or protocols.
- 5.2 If the proposed name complies with this Policy, the City shall give public notice on its intention to name the street including the proposed name in compliance with Toronto Municipal Code Chapter 162, Notice, Public.
 - 5.3 Community Council, (or City Council if it affects more than one Community Council or has Citywide significance), shall consider the proposed name in accordance with Section 152 of Toronto Municipal Code Chapter 27, Council Procedures.
 - 5.4 If the proposed name does not comply with the Policy, the Division Head of Engineering & Construction Services will report to Community Council.

6. Renaming City Streets

- 6.1 A proposal to rename a Street is to be made using the Street Naming Application through Engineering & Construction Services and at minimum is to include:
 - 6.1.1 Rationale for changing the name and significance of the proposed name;
 - 6.1.2 Relevance of the proposed name to the Street;
 - 6.1.3 Documented support, including but not limited to petitions and support letters, from at least 75 percent of property owners that about the street;
 - 6.1.4 A map or an illustration, including major intersections of the street to be renamed; and
 - 6.1.5 Proposed Street names that portray aboriginal significance or are after an aboriginal individual, organization or event will require consultation with aboriginal communities and adherence to appropriate aboriginal practices or protocols.
- 6.2 If the proposed name complies with this Policy, the City will provide public notice on its intention to rename an existing street and the proposed name in compliance with Toronto Municipal Code, Chapter 162, Notice, Public

- 6.3 The relevant Community Council, (or City Council if it affects more than one Community Council or has Citywide significance), shall consider the proposed name in accordance with Section 152 of Toronto Municipal Code Chapter 27, Council Procedures.
- 6.4 If the proposed name does not comply with the Policy, the Division Head of Engineering & Construction Services will report to Community Council.

7. Assigning a Ceremonial Name to a City Street

- 7.1 A proposal to assign a ceremonial name to a Street is to be made using the Ceremonial Street Naming Application through Economic Development & Culture and at minimum is to include:
 - 7.1.1 The Street proposed for the ceremonial name;
 - 7.1.2 Rationale and significance of the proposed name;
 - 7.1.3 Relevance of the proposed name to the Street, community and City;
 - 7.1.4 Documented support from the local community, including but not limited to petitions and support letters;
 - 7.1.5 A map or an illustration, including major intersections of the Street; and
 - 7.1.6 Proposed Ceremonial Street names that portray aboriginal significance or are after an aboriginal individual, organization or event will require consultation with aboriginal communities and adherence to appropriate aboriginal practices or protocols.
- 7.2 The proposed name will be considered by the relevant Community Council, (or City Council if it affects more than one Community Council or has Citywide significance), in accordance with Section 152 of Toronto Municipal Code Chapter 27, Council Procedures.
- 7.3 In circumstances, where a specific Street or location is not identified, Economic Development & Culture will provide Street location options in a report to Community Council (or City Council if it affects more than one Community Council or has Citywide significance), in accordance with Section 152 of Toronto Municipal Code Chapter 27, Council Procedures.

8. Related City By-laws and Policies

- 8.1 [City of Toronto Street Naming Policy](#)
- 8.2 [Toronto Municipal Code, Chapter 162, Notice, Public](#)
- 8.3 [Toronto Municipal Code, Chapter 27, Council Procedures](#)
- 8.4 [City of Toronto Individual and Corporate Naming Rights Policy](#)
- 8.5 Street Naming Policy, 2000
- 8.6 [Corporate Identity Program](#)



CITY POLICY

SECTION: MUNICIPAL GOVERNMENT

NO: MU-AN-01

REFERENCE: COUNCIL

Date: Sept. 30, 2020

**Next Review Date:
Sept. 2024**

TITLE: Municipal Asset Naming Policy

1.0 Purpose

Street names are critical for municipal addressing and emergency response purposes.

City properties are an important fabric of the community and their names contribute to creating a culture and identity within the City of Dryden.

The name of a City property or street can reflect the unique location or geography of where the asset is located, recognize the exceptional contributions of individuals or organizations to the City of Dryden, the Province of Ontario or Canada, recognize significant historical events or recognize the region's Indigenous people and culture.

This policy establishes the criteria and process to name or rename a street or City property or to assign a ceremonial name to a Street or City property.

2.0 Definitions

2.1 *Ceremonial Naming* refers to assigning a ceremonial name to a Street in honour of an individual, event or an organization that has made a significant and exceptional positive contribution to the City of Dryden, the Province of Ontario or Canada. A ceremonial name is a secondary name and does not replace the official name.

2.2 *City* refers to the City of Dryden.

2.3 *City Property* refers to any City owned real property or related assets, including, but not limited to, community centres, recreational facilities,

Title: MU–AN-01 Asset Naming Policy**Page 2**

water/wastewater treatment plants and parks. Additionally, unless otherwise stated in the Policy, any reference to City Property in this Policy includes Property Features.

2.4 *Draft Plan of Subdivision* is a legal document that shows the surveyed boundaries, location, size, and streets of a proposed subdivision.

2.5 *Duplicate* refers to names that are identical or similar sounding in their entirety.

2.6 *First Responders* refers to Dryden Fire, Police and Paramedic Services.

2.7 *Honourific Naming* is officially naming or renaming a City property on behalf of an individual, event or organization to recognize the significant positive contributions made by an individual or an organization to the City of Dryden, the Province of Ontario or Canada.

2.8 *Naming* is officially assigning a name to, or renaming, a City street, property or a property feature.

2.9 Property Features refers to significant amenities or assets within or on a City Property, including but not limited to, playgrounds, sports fields, gazebos and ice pads.

2.10 *Reference Plan* refers to a plan deposited in the local Land Registry Office and is a graphic representation of descriptions of land, as well as representations of divisions of land under the *Planning Act*.

2.11 *Similar Sounding* refers to street names that sound similar in their entirety, not including the street suffix.

2.12 *Street* is any existing or proposed public or private street, lane, or walkway within the boundaries of the City of Dryden.

2.13 *Street Suffix* refers to words that follow a street name and usually indicate the type of street configuration and or street direction.

2.14 *Unnamed Street* refers to any Street or a proposed street on a Reference Plan without an official name and not on a draft plan of a subdivision.

3.0 Criteria for Naming or Renaming a Street or Assigning a Ceremonial Name to a Street

- 3.1 The City will consider proposals for street naming but is under no obligation to accept a proposal to name, rename or assign a ceremonial name to a Street.
- 3.2 Street names, including ceremonial Street names should portray a strong positive image and have historical, cultural, Indigenous or social significance or contribution to the community, the City, the Province of Ontario or Canada.
- 3.3 Street names shall not impair the ability of First Responders to respond to emergencies or impair the City's ability to deliver services.
- 3.4 Streets that have been named, renamed, or assigned a ceremonial name within the previous ten years will not be renamed unless Council takes this on under extreme situations.
- 3.5 Assigning a ceremonial name to a Street will be considered before renaming a Street.
- 3.6 Suffixes for Street names are assigned by the City to ensure the appropriate suffix is used to describe the type, function, length and configuration of the Street.
- 3.7 All City costs involved in renaming a Street shall be the responsibility of the applicant. Where the City initiates the renaming of a Street, the City shall bear the associated costs.
- 3.8 Street names, including ceremonial names, shall not:
 - 3.8.1 Result in, or be perceived to confer, any competitive advantage, benefit or preferential treatment or advertisement to the named party, or a product, service or a particular business;
 - 3.8.2 Be or be perceived to be discriminatory or derogatory of race, colour, ethnic origin, gender identity or expression, sex, sexual orientation, creed, political affiliation, disability or other social factors;
 - 3.8.3 Result in inappropriate abbreviations or acronyms;
 - 3.8.4 Duplicate or be similar sounding to an existing Street name;

Title: MU–AN-01 Asset Naming Policy**Page 4**

- 3.8.5 Place the City in conflict with any agreements established in the acquisition or management of the street; nor,
- 3.8.6 Make a direct or indirect reference to recent events or recently deceased individuals, except where the event or the individual had legacy or significant contributions to the City of Dryden. Names of recent events or recently deceased individuals may be considered after two years of the date of the event.
- 3.9 The physical location of Street signs shall be determined by the City.
- 3.10 Naming or renaming a Street, or assigning a ceremonial name to a Street, on behalf of an individual, event, or an organization requires the written consent of the named party or the named party's representative.
 - 3.10.1 In circumstances where consent has not been received, despite reasonable efforts, the City, in absence of any refusal to provide consent or legal concerns, may approve the name if the applicant is able to demonstrate efforts to obtain consent to the satisfaction of the City.

4. 0 Naming Streets on Draft Plans of Subdivision

- 4.1 A proposal to name Streets on a draft plan of subdivision is to be made using the Street Naming Application through the City's Building and Planning Department and at minimum is to include:
 - 4.1.1 The proposed Street names, including any background information on the names;
 - 4.1.2 A copy of the draft plan of a subdivision; and,
 - 4.1.3 Proposed Street names that portray Indigenous significance or are after an Indigenous individual, organization or event will require consultation with the City's Working Circle, or in the absence of the Working Circle, Indigenous communities and adherence to appropriate Indigenous practices or protocols.

Title: MU–AN-01 Asset Naming Policy**Page 5**

- 4.2 The Chief Building Official will assess proposed Street names for draft plans of subdivisions in accordance with this Policy and consult with various City departments prior to granting approval.
- 4.3 In the event the various City departments don't support the proposed names, City Council will consider them.

5.0 Naming an Unnamed Street

- 5.1 A proposal to name an unnamed Street is to be made using the Street Naming Application through Building and Planning Department and at minimum is to include:
 - 5.1.1 The proposed name;
 - 5.1.2 Rationale for naming the Street;
 - 5.1.3 A map or an illustration, including major intersections of the unnamed street; and,
 - 5.1.4 Proposed Street names that portray Indigenous significance or are after an Indigenous individual, organization or event will require consultation with the City's Working Circle, or in the absence of the Working Circle, Indigenous communities and adherence to appropriate Indigenous practices or protocols.
- 5.2 The Chief Building Official will consult with various City Departments regarding the proposed Street name.
- 5.3 If the proposed name complies with this Policy, the City will provide Public Notice of its intention to name the street including the proposed name.
- 5.4 Following sixty (60) days Public Notice, City Council shall consider the proposed name.
- 5.5 If the proposed name does not comply with this Policy, the Chief Building Official will advise the person (people) proposing it.

6.0 Renaming City Streets

- 6.1 A proposal to rename a Street is to be made using the Street Naming Application through the Building and Planning Department and at minimum is to include:
- 6.1.1 Rationale for changing the name and significance of the proposed name;
 - 6.1.2 Relevance of the proposed name to the Street;
 - 6.1.3 Documented support, including but not limited to petitions and support letters, from at least 75 percent (75%) of property owners that abut the street. At the discretion of municipal staff, this requirement may be waived and the application presented directly to Council;
 - 6.1.4 A map or an illustration, including major intersections of the street to be renamed; and,
 - 6.1.5 Proposed Street names that portray Indigenous significance or are after an Indigenous individual, organization or event will require consultation with the City's Working Circle, or in the absence of the Working Circle, Indigenous communities and adherence to appropriate Indigenous practices or protocols.
- 6.2 The Chief Building Official will consult with various City Departments regarding the proposed Renaming, including the City CAO Office.
- 6.3 If the proposed name complies with this Policy, the City will provide Public Notice of its intention to rename an existing street including the proposed name.
- 6.4 Following sixty (60) days Public Notice, City Council shall consider the proposed name.
- 6.5 If the proposed name does not comply with this Policy, the Chief Building Official will advise the person (people) recommending it.

7.0 Assigning a Ceremonial Name to a City Street

- 7.1 A proposal to assign a ceremonial name to a Street is to be made using the Street Naming Application through the Building and Planning Department and at minimum is to include:
 - 7.1.1 The Street proposed for the ceremonial name;
 - 7.1.2 Rationale and significance of the proposed name;
 - 7.1.3 Relevance of the proposed name to the Street, community and City;
 - 7.1.4 Documented support from the local community, including but not limited to petitions and support letters;
 - 7.1.5 A map or an illustration, including major intersections of the Street; and,
 - 7.1.6 Proposed Ceremonial Street names that portray Indigenous significance or are after an Indigenous individual, organization or event will require consultation with the City's Working Circle, or in the absence of the Working Circle, Indigenous communities and adherence to appropriate Indigenous practices or protocols.
- 7.2 The Chief Building Official will consult with various City Departments regarding the proposed Ceremonial Name.
- 7.3 If the proposed Ceremonial Name complies with this Policy, it will be considered by City Council.
- 7.4 In circumstances where a specific Street or location is not identified, the Chief Building Official will provide Street location options in a report to City Council.

8.0 Criteria for Naming or Renaming a City Property

- 8.1 The City will consider proposals to name or rename a City property but is under no obligation to accept a proposed name.
- 8.2 The duration of the property name is at the sole discretion of the City and may be revoked or the property may be renamed.
- 8.3 Names of City properties will portray a strong positive image of the City of Dryden, have geographic, historical, cultural, Indigenous or social significance to the location of the property, and may recognize significant contributions made by individuals or organizations to the City of Dryden, the Province of Ontario or Canada.
- 8.4 Property names shall not impair the ability of First Responders to respond to emergencies or impair the City's ability to deliver services.
- 8.5 City properties that have been named or renamed in the previous ten years will not be renamed.
- 8.6 All costs involved in renaming a City property shall be the responsibility of the requestor(s).
- 8.7 Names of City properties shall not:
 - 8.7.1 Result in, or be perceived to confer, any competitive advantage, benefit or preferential treatment or advertisement to the named party, or a development, product, service or a particular business;
 - 8.7.2 Be or be perceived to be discriminatory or derogatory of race, colour, ethnic origin, gender identity or expression, sex, sexual orientation, creed, political affiliation, disability or other social factors;
 - 8.7.3 Result in inappropriate abbreviations or acronyms;
 - 8.7.4 Duplicate another named City Property;
 - 8.7.5 Unduly detract from the character, integrity of the community or aesthetic quality of the property or unreasonable interference with its enjoyment or use; and,

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- 8.7.6 Make direct or indirect reference to recent events or recently deceased individuals, except where the event or the individual had a legacy or made significant contributions to the City of Dryden. Names of recent events or recently deceased individuals may be considered after two years.
- 8.8 Naming or renaming a City property, on behalf on an individual event or organization requires the written consent of the named party or the named party's representative.
 - 8.8.1 In circumstances where consent has not been received, despite reasonable efforts, the City, in absence of any refusal to provide consent or legal concerns, may approve the name if the applicant is able to demonstrate efforts to obtain consent to the satisfaction of the City.
- 8.9 The design and content of the signage for City properties must comply with the other City signage and the physical location of the sign(s) shall be determined by the City.


9.0 Naming New City Properties

- 9.1 The City of Dryden shall propose up to five names to name a new City property, including for a City property on a draft plan of a subdivision or a property acquired or developed by the City.
- 9.2 The Chief Building Official will consult with the public on the proposed names, except where the proposed property name is based on a location or a name of a street.
- 9.3 Proposed property names that portray Indigenous significance or are after an Indigenous individual, organization or event will require consultation with the City's Working Circle, on in the absence of the Working Circle, Indigenous communities and adherence to appropriate Indigenous practices or protocols.
- 9.4 The Chief Building Official will submit the top three names along with a recommended name for consideration by City Council.

10.0 Renaming a City Property including Honourific Naming

- 10.1 All proposals for renaming a City property must be made using the City Property Naming Application (forms attached) process through the Chief Building Official's office and at minimum is to include:
- 10.1.1 The proposed name and relevance to the City property;
 - 10.1.2 Rationale for changing the name and significance of the proposed name including significant contributions to the City of Dryden, Province of Ontario or Canada for proposals to name a City property on behalf of an individual or organization;
 - 10.1.3 Documented support for the local community, including but not limited to, petitions and letters of support;
 - 10.1.4 A map or illustration, including the address of the City property; and,
 - 10.1.5 Proposals to rename a City property that portrays Indigenous significance or contributions or proposals to rename a City property after an Indigenous individual, organization or event will require consultation with the City's Working Circle, or in the absence of the Working Circle, Indigenous communities and adherence to appropriate Indigenous practices or protocols.
- 10.2 The Chief Building Official will consult with City staff and may conduct additional public consultations to determine public support for the proposed renaming.
- 10.3 The Chief Building Official will bring forward the proposed name(s) for consideration by City Council.

History			
Approval Date:	Sept. 30, 2020	Approved by:	By-law 4774-2020
Amendment Date:		Approved by:	
Amendment Date:		Approved by:	

	Policy:	STREET NAME CHANGE POLICY		
	Department:	Chief Administrative Office		
	Division:	Clerks	By-Law No.:	2017-90
	Administered By:	Municipal Clerk	Approval Date:	Sept. 25, 2017
	Replaces:	N/A		
	Attachment(s):	APPENDIX A – Application For Street Name Change		

1. POLICY STATEMENT

The Corporation of the Town of Amherstburg is committed to ensuring the safety and comfort of its residents and therefore, the purpose of this Street Name Change Policy is to provide guidelines and a consistent process for the renaming of streets. This policy further protects the reputation and integrity of the Town of Amherstburg and its assets, and ensures a format for uniform development

2. PURPOSE

- 2.1. This policy is established to provide the process by which requests can be made for street name changes.
- 2.2. This policy provides the process for public input into street name changes for the streets and roadways in the Town of Amherstburg.
- 2.3. This policies intent is to promote the selection of street names that will avoid duplications and promote emergency safety considerations.

3. SCOPE

- 3.1. This policy applies to the renaming of existing streets within the Corporation of the Town of Amherstburg, in consultation with the adjacent municipalities of the Town of LaSalle and the Town of Essex.
- 3.2. The policy does not apply to County Roads and Highways. The Town of Amherstburg will work with the County of Essex and neighbouring municipalities on the naming of streets.
- 3.3. This policy shall be reviewed every five (5) years from the date it becomes effective, and/or sooner at the discretion of the CAO.

4. DEFINITIONS

- 4.1. **Chief Administrative Officer (CAO)** is the Chief Administrative Officer for the Corporation of the Town of Amherstburg, which includes the roles and responsibilities as laid out in Section 229 of the Municipal Act, 2001.
- 4.2. **Clerk** is the Municipal Clerk for the Corporation of the Town of Amherstburg, which includes the roles and responsibilities as laid out in Section 228 of the Municipal Act, 2001.
- 4.3. **Council** refers to the current elected Council for the Corporation of the Town of Amherstburg. This includes, in its entirety, the Mayor, Deputy Mayor and five (5) Councillors.

- 4.4. **Developer** in this policy refers to any person or corporation initiating a project where the implementation of new streets is included.
- 4.5. **Essential Services** include, but is not limited to, 911 Emergency Service (Police, Fire, and Ambulance) and Canada Post/federal mail delivery.
- 4.6. **Highway** means a designated or declared provincial highway, and/or street allowances and streets dedicated to the public use of highways under the Municipal Act, 2001.
- 4.7. **Senior Management Team (SMT)** is comprised of the Chief Administrative Officer and the Directors. If a Director is unavailable, a delegate may be assigned.
- 4.8. **Street** means all public and private right-of-ways within the boundaries of the Town, and when referenced in this policy refers to all vehicular paths of travel that may be noted as the following:

a.	Abby	r.	Laneway
b.	Access	s.	Line
c.	Alley	t.	Link
d.	Avenue	u.	Loop
e.	Bend	v.	Mall
f.	Block	w.	Park
g.	Boulevard	x.	Parkway
h.	Centre	y.	Place
i.	Circle	z.	Plaza
j.	Circus	aa.	Road
k.	Court	bb.	Route
l.	Crescent	cc.	Row
m.	Cul-de-sac	dd.	Square
n.	Drive	ee.	Street
o.	Extension	ff.	Terrace
p.	Highway	gg.	Thoroughfare
q.	Lane	hh.	Any other street type as noted by Statistics Canada.

- 4.9. **Subdivision** means a division of a single parcel of land into smaller parcels or lots by submitting a plan describing the division and obtaining the final approval from Planning Services department and subsequent approval from the Town of Amherstburg Council and the County of Essex.
- 4.10. **Town** is the Corporation of the Town of Amherstburg.

5. **INTERPRETATIONS**

Any reference in this policy to any statute or any section of a statute shall, unless expressly stated, be deemed to be reference to the statute as amended, restated or re-enacted from time to time. Any references to a by-law or Town policy shall be deemed to be a reference to the most recent passed policy or by-law and any replacements thereto.

6. **GENERAL CONDITIONS**

- 6.1. In accordance with Sec. 24-68 of the Municipal Act, 2001, Town Council may pass by-laws for assigning street names to municipal streets within the jurisdiction of the Town.
- 6.2. The Town reserves the right to rename any street, including duplicate street names, in the interest of public safety.
- 6.3. The Town shall not be held responsible or liable for any personal, legal or household costs associated as a result of a street name change.
- 6.4. All requests for street name changes must be made in writing and have a completed Application for Street Name Change attached. The requests shall include background information concerning the rationale for the request, geographical association (if applicable), biographical information and documentation providing support for the request. The applicant must assume responsibility for obtaining the support for the request where applicable.

6.5. **Change Initiated by Members of the Public**

- 6.5.1. Changes to street names may be initiated by the public.
- 6.5.2. All street name changes require the submission of an “Application for Street Name Change”, to the Clerks Department, for acceptance of the submitted replacement street names and subsequent approval and adoption of a by-law by Council.
- 6.5.3. The application must include a proposed replacement street name and location, a sketch of the street and extent/segment of the road to be re-named, a petition with the name, address and signatures of 80 per cent of the assessed property owners/residents who reside or own property which fronts onto or is abutting the subject street. The proposed replacement street name must be in conformity with the Town’s Municipal Street Naming Policy.
- 6.5.4. Costs incurred by residents (changing postal addresses, etc.) are the responsibility of each resident.

6.6. **Change Initiated by the Town**

- 6.6.1. The Town reserves the right to rename any street, including duplicate street names, in the interest of public safety.
- 6.6.2. When a street name change is requested by the Clerks Department, the Clerks Department shall choose a solution that addresses public safety concerns and shall also have regard for the following:
 - 6.6.2.1. The potential confusion created for emergency and other municipal services, commercial delivery services, and the traveling public by renaming the street;
 - 6.6.2.2. The number of residential units affected and potential costs to residents/owners;

- 6.6.2.3. The number and type of businesses affected and potential costs to owners/operators;
- 6.6.2.4. The cost of replacing street signs;
- 6.6.2.5. The historical significance, if any, of the existing street name.
- 6.6.3. If two streets bear the same name, or are pronounced in the same manner, one of the streets is renamed:
 - 6.6.3.1. The road with the fewer number of properties affected is renamed, or;
 - 6.6.3.2. If both streets have approximately the same number of properties affected, the street which was most recently named is renamed.
- 6.6.4. At the discretion of the Clerks Department, a public meeting may also be held to obtain feedback on the proposed name, prior to Council approval.
- 6.6.5. The Town compensates businesses and residents required to change their addresses as a result of a street name and/or numbering change deemed necessary by the Town. Each residential property owner/tenant or business will receive reasonable compensation, on presentation of proof of costs incurred.

6.7. **Street Type Designations**

- 6.7.1. Only accepted street type designations may be used (see **Street** definition, Section 4.8).
- 6.7.2. Wherever possible the following street type designations are to be followed:
 - 6.7.2.1. Streets running in an East/West direction are to be designated as **Streets**.
 - 6.7.2.2. Streets running in a North/South direction are to be designated as **Avenues** or **Roads**.
 - 6.7.2.3. Narrow secondary streets having less than a 15.2 metre / 50 foot right of way, are to be designated as **Lanes**.
 - 6.7.2.4. Wider collector streets, when separated by a planted median, may be designated as **Boulevards** or **Drives**.
 - 6.7.2.5. Dead-end streets less than 305 meters / 1000 feet in length are to be designated as **Courts**.
 - 6.7.2.6. Streets having two (2) entrances in the form of a loop or an 'L' are to be designated as **Crescent**, **Circle**, or **Way**.
- 6.7.3. While exceptions to the street type designations guidelines have occurred as a result of the 1999 amalgamation, these guidelines are intended to reduce or eliminate exceptions especially where they may cause difficulty in navigation within the Town.

- 6.7.4. All designations are to be approved by the Planning Services department in consultation with the Fire Department.

6.8. **Street Name Signs**

- 6.8.1. Street name signs shall be of such size and shape and constructed of such materials as required by the Engineering and Public Works Department, in compliance the Manual of Uniform Traffic Control Devices and the Ontario Traffic manuals.
- 6.8.2. When the name of a street has been changed, the sign shall, unless deemed inappropriate or unnecessary by Administration, include a reference to the former name for a period of at least one year.
- 6.8.3. A street name sign may also include an address range to the street address numbers that are located within a street or any portion of a street.

6.9. **Notification**

- 6.9.1. The Town shall notify all internal departments, emergency services, agencies/bodies (i.e. Canada Post) and adjacent municipalities of the change of an existing street name.
- 6.9.2. The Town will give Public Notice, according to the Provision of Notice to the Public Policy (By-law 2015-51), of its intention to change the name of any existing street and for all Applications for Street Names Changes within the Town.

7. **RESPONSIBILITIES**

- 7.1. **Council** has the authority and responsibility to:

- 7.1.1. Approve street names for new and existing streets.
- 7.1.2. Adopt by-laws that are required for the naming of streets

- 7.2. The **Clerks Department** has the authority and responsibility to:

- 7.2.1. Provide Council with recommendations regarding the renaming of any existing street in the Town.
- 7.2.2. Ensure that all proposed street name changes are conducted in accordance with this policy.
- 7.2.3. Duly examine and process "Applications for Street Name Change" as submitted to the Clerks Department and present to Council for approval.
- 7.2.4. Present Council with recommendations regarding the renaming of existing streets through Council reports and supporting by-laws.
- 7.2.5. Provide Public Notice of the intention and decision to change the name of any existing street within the Town in accordance to the Provision of Notice to the Public Policy.

APPENDIX A – Application for Street Name Change



STREET NAME CHANGE REQUEST FORM

TOWN OF AMHERSTBURG
 Clerks Department
 271 Sandwich Street S.
 Amherstburg, Ontario, N9V 2A5
 519-736-0012

Contact Information

Full Name(s): _____

Daytime Telephone: _____

Alternative Telephone: _____

Email: _____

Mailing Address: _____

Date Submitted: _____

Current Street Name and Segment Between Intersections: _____

Reason for the Requested Change of Street Name: _____

Further documentation required includes:

- A sketch of the street and lands to be named
- A petition with the name, address and signatures of 80% of the assessed property owners or residents who reside or own property which fronts on or is abutting the subject land

Address Change – List of Considerations

Service Ontario
Ontario photo card
Home internet, TV & phone provider
Financial Institutions
Hydro One or any other electricity or gas providers
Your Insurance policies
Ontario Works (Financial and Unemployment Assistance)
Canadian Pension Plan (CPP)
Old Age Security (OAS)
Employment Insurance (EI)
OSAP Loans and Bursaries
Mobile phone provider
Rewards Programs
Magazines and Newspapers
Charities you support
Canada Savings Bond
Ontario Savings Bond
Ontario Disability Support Program (ODSP)
Canada Revenue Agency
Elections Canada
Elections Ontario
Outdoor card
Streaming and online services
Canadian Firearms Program (CFP) of the Royal Canadian Mounted Police
Pharmacist
Employer
Dentist
Library
Municipality
Graduates/Alumni associations
University/College
Car manufacturer
Car dealership
Medical clinic
Union
Professional association
Nexus Card

December 9, 2020

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Application to the Investing in Canada Infrastructure Program COVID Fund

On November 17, 2020 the Town was notified that there would be a funding stream related to COVID response under the Investing in Canada Infrastructure Program. The Town is eligible to receive \$184,736.00 in funding to put towards COVID response capital items in their facilities, new facilities, or active transportation initiatives.

In 2020 the Town, during the reconstruction of Colonization Road West under the Investing in Canada Infrastructure Program, Rural and Northern Stream installed a new sidewalk along Colonization Road West from Armstrong Place to Riverview Cemetery, the extent of the construction zone. Administration has discussed potential options for use of these funds for any possible facility capital upgrades relating to COVID , and given the tight timeline for completion under this program, can not be sure to complete the works in that time. As a result, it is the recommendation of administration that the corporation apply for funding to construct a new sidewalk from Riverview Cemetery to Biddeson Avenue completing this important active transportation link.

The estimated cost for the construction of the 532m of sidewalk is \$297,000.00 including a portion of mobilization/demob, insurance, bonds and engineering, the Town's portion of HST and \$25,000.00 of contingency. The Town's contribution to this project would be \$112,264.00 or 37.76%. This work, if successful in receiving funding, would be completed in the summer of 2021. There is no requirement for a Council resolution supporting this application.

It is the recommendation of the Operations and Facilities Executive Committee that the Town apply for the construction of a sidewalk from Riverview Cemetery to Biddeson Avenue under the Investing In Canada Infrastructure Program COVID Stream.

Respectfully Submitted



Travis Rob, P.Eng

Council approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee that the Town apply for the construction of a sidewalk from Riverview Cemetery to Biddeson Avenue under the Investing In Canada Infrastructure Program COVID Stream.

Manager of Operations and Facilities



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2020/71**

To: Mayor Caul & Members of Council
FROM: Dawn Galusha, Treasurer
DATE: December 8, 2020
SUBJECT: Councillor John McTaggart –OPP Governance and Legislative Changes Travel Expense Claim

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule “B” Travel Expenses of \$52.85 Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$160.00 for attendance at the Ministry of the Solicitor General Regional Roundtable re: OPP Governance and related legislative changes held in Kenora, ON on February 12, 2020, as submitted by Councillor John McTaggart.

Conference Expenses

Gas	\$ 52.85
Per Diem	<u>160.00</u>
Total	<u>\$212.85</u>

The Police Services Board authorized Councillor McTaggart’s attendance.

The per diem claim complies with the Town of Fort Frances Travel Policy Number 3.11 and By-Law 02/10-E Schedule ‘A’.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel Expense and per diem claim in the total amount of \$212.85 as submitted by Councillor John McTaggart for his attendance at the Ministry of the Solicitor General Regional Roundtable re: OPP Governance and related legislative changes held in Kenora, ON on February 12, 2020.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Expense and per diem claim in the total amount of \$212.85 as submitted by Councillor John McTaggart for his attendance at the Ministry of the Solicitor General Regional Roundtable re: OPP Governance and related legislative changes held in Kenora, ON on February 12, 2020.

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

1.	Attendee	JOHN McTAVAN							
2.	Conference/Seminar Attended	MINISTRY OF SOLICITOR GENERAL REGIONAL ROUND TABLE RE - OPP GOVERNANCE AND RELATED LEGISLATIVE CHANGES							
	Location (Facility and City)	KENORA KENORA REC CENTRE							
	Dates	FEB 12, 2020							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation								
	Breakfast								
	Lunch								
	Dinner								
	Per Diem								
	Other								
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
5.	Town Used Vehicle	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Reason					Total
	Mileage Claimed	KM x CRA rate =							
6.	Approved	Total Expenses							52.85
		Advance Received							
		Balance Claimed							52.85
		Balance Refunded							

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.

Date Nov 30, 2020


Employee Signature

Date _____

Supervisor Signature

Date _____

Division Manager Signature

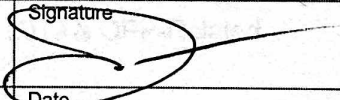
Date	Treasurer	A / P	Cashier

TOWN OF FORT FRANCES - SCHEDULE "F"
TRAVEL STATEMENT – MAYOR / COUNCIL HONORARIUM

Attendee	JOHN McTAGGART
Conference / Seminar Attended	MINISTRY OF THE SOLICITOR GENERAL
Location	REGIONAL ROUND TABLE RE-DPP GOVERNANCE AND RELATED LEGISLATIVE CHANGES
Dates	KENORA FEB 12/20

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			FEB 12/20					
Amount			160 ⁰⁰					

Name (Please Print)	Signature
JOHN McTAGGART	
Approved	Date

To be submitted to Payroll for processing when approved by Council

Ministry of the Solicitor General

FEB 12/10

AGENDA

Regional Roundtable

9:00 a.m. to 3:00 p.m.

Item #	Topic	Start Time
1.	Sign-in & Breakfast	9:00 am
2.	Welcome & Introductions	10:00 am
3.	Overview of the Community Safety and Policing Act, 2019 (CSPA, 2019) & Sequencing Regulatory Development Placemat	10:10 am
4.	OPP-Related Legislative Changes and Matters for Regulation	11:00 am
Lunch & Refreshments provided (12:00 pm – 1:00 pm)		
5.	OPP Governance Under the CSPA, 2019 & OPP-Related Engagement	1:00 pm
6.	OPP-Related Regulatory Engagement to Date: OAPSB Conference	2:15 pm
7.	Wrap Up	2:45 pm

SAFeway

AGENT ITEM #6.1

Safeway Fort Frances
417 Scott Street Fort Frances ON
Phone: 807.274.4521
GST# 895588788RT001

Served by: Jacob Gl

UEL

as Unleaded

\$52.85

SUBTOTAL

\$52.85

TOTAL TAX

\$0.00

TOTAL

\$52.85

MasterCard

TENDER

\$52.85

Cash

CHANGE

\$0.00

NUMBER OF ITEMS

1

MERCHANT

22260091

RF

TERMINAL ID

SB2226009186

** Purchase

** \$ 52.85

CARD MasterCard

RCPT 9373000

NO. *****4852

RESP 001

DATE 02/12/2020

TIME 17:15:09

AUTH # 052725

REF# 001911063

APPL. MASTERCARD

ID A0000000041010

APPROVED - THANK YOU

AGREE TO PAY THE ABOVE TOTAL AMOUNT
ACCORDING TO THE CARD ISSUER AGREEMENT
MERCHANT AGREEMENT IF CREDIT VOUCHER)

Term

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Store

Oper

02/12/20

6

9373

4809

198

16:15:02

Thank you for shopping at Our Store

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**TOWN OF FORT FRANCES****POLICE SERVICES BOARD**Session No. 002Resolution No. 09/20Moved by Linda HamiltonDated: February 26, 2020Seconded by Gary Rogozinski

THAT the Fort Frances Police Services Board receive the invitation to the OPP Regional Roundtable North West – Kenora held on February 12th, 2020 and further that the following members attendances be approved:

Mayor June Caul, PSB Board Member
Councillor John McTaggart, PSB Board Chair

	Yea	Nay	Disclosure of Interest
J. Caul			
L. Hamilton			
J. McTaggart			
G. Rogozinski			

<input checked="" type="checkbox"/>	CARRIED
<input type="checkbox"/>	DEFEATED
<u>June Caul</u> CHAIR OR VICE CHAIR	

Date: December 14, 2020

Report To: Mayor & Council

Report From: Cody Vangel, CBO/Planner

Re: Woodyard/Gateway Study – FEDNOR/NOHFC Project Completion Extension

Mayor and Council of the Town of Fort Frances may recall the passage of by-law 24/19 and 25/20, as amended, authorizing a funding agreement with Her Majesty the Queen in Right of Canada as represented by the Ministry of Industry and the Northern Ontario Heritage Fund Corporation for funding of a feasibility study respecting the Shevlin Woodyard and the Nursing Station (former Resolute property).

Upon confirmation of the appropriate funding for the project, a completion date was set to be September 30, 2020. The project completion date was amended to December 31, 2020 due to impacts around the ongoing pandemic.

At this time administration has received a draft final report for the project and a review is underway. Comments, questions, and notes will be gathered and sent back to the consultants for revisions. In order to conduct a thorough review and mitigate oversights or rushing items, the project completion date is requested to be amended to March 31, 2021 to ensure ample time for administration review and council acceptance.

Respectfully submitted



Cody Vangel
Chief Building Official & Municipal Planner

Council approval of this report will agree to the recommendation of administration to:

- Amend the project completion date from December 31, 2020 to March 31, 2021 for both agreements; and
- Subsequent to passing the appropriate amending by-law, authorize the mayor and clerk to execute the amendment to the agreements on behalf of the Corporation of the Town of Fort Frances.

November 26, 2020

Report To: Mayor & Council

From: Citizen of the Year Committee

SUBJECT: Approval of "Terms of Reference" for the Citizen of the Year Committee

At the November 25th, 2020 Citizen of the Year Committee meeting, a discussion was held for the purpose of having Council consider reviving a previously established policy from 1995 that addressed the recognition of youth in the Town of Fort Frances as follows:

***WHEREAS** by resolution passed November 14, 1995, Council approved a policy governing public recognition by Council; and*

***WHEREAS** included in said policy is a provision that recognition of youth achievement is to be done on recommendation by the Citizen of the Year Committee; and*

***WHEREAS** the present mandate of the Citizen of the Year Committee must be broadened to include recognition of youth achievement.*

This policy and covering by-law appear to have fallen from the table, and with the change to the current Boards and Committees By-Law, the Committee felt it prudent to re-establish the policy. On the advice of the Clerk, the Committee has drafted a new Terms of Reference to cover the Citizen of the Year recognition with the inclusion of a youth achievement recognition. Please find the Terms of Reference attached as recommended.

TERM OF REFERENCE

CITIZEN OF THE YEAR COMMITTEE

PURPOSE AND CRITERIA

To provide recommendation to Council on all matters pertaining to a yearly recognition and award of a Citizen of the Year and an Outstanding Youth Citizen in the Town of Fort Frances.

Nominees must be a citizen of the Town of Fort Frances.

Nominations should be based but not limited to excellence as follows:

Nominees have contributed to their community. Nominees may have performed acts of heroism or bravery. They may be nominated for making life better for others and excellence in personal achievements.

Nominations for eligible nominees will recognize:

- 1) Citizen of the Year – Nominees will be 19 years and over; or
- 2) Outstanding Youth Citizen – Nominees will be 18 years and younger.

Nominees may not self-nominate.

Nominators will be encouraged to provide a meaningful description of the nominees, and the impact of the contribution to assist with the recommendation process.

COMMITTEE STRUCTURE

The composition of the Committee will consist of the following:

- Three (3) Members of Council and (3) Citizens as selected by Mayor and approved by Council.
- Additional members of Administration as requested by Committee.
- The Deputy Clerk will collect and prepare all nominations for consideration by the Committee and shall serve as the recording secretary.

The term for the Committee appointees is for four (4) years commencing December 1st in the first year of the appointed Council's four-year term. Incumbent Members shall continue as participating members of the committee until their successors are appointed.

PROCEDURE

- Advertising for nominations will commence January 1st of each year and run intermittently during the year. This may be reviewed annually as directed by the Committee. Advertising should include newspaper, radio, and social media.
- A fillable application will be made available to nominators, and copies may also be picked up at the front desk of the Civic Centre, emailed and faxed upon request. A covering letter including criteria will be included with applications.
- The Committee will meet at minimum twice yearly to review nominations or any matters that arise. Any decisions arrived at shall be by majority consensus.
- Every attempt will be made to schedule meetings so that all members can attend, whether virtually or in person. The meeting to consider nominations by the Committee should be scheduled as close to the end of October/beginning of November as possible.
- A report to Council recommending approval of nominations in both categories as established, shall be prepared, and be placed on Council's agenda as an "In-Camera" matter, at a November meeting for Council's approval. The "In-Camera" resolution shall approve the ***"report as presented"***.
- Mayor will contact nominees to confirm their acceptance. Invitations for attendance of the approved recipients in both categories (once approved by Council) will be extended for the first Council meeting in December.
- A formal resolution recognizing the recipients by name, presentation of awards and verbal statement acknowledging their contributions shall be prepared and presented at the public portion of Council's meeting, during the first meeting in December.

RECOMMENDATION

That the Citizen of the Year Committee now hereby recommends that Council approve the new Terms of Reference for The Citizen of the Year as presented, and further that an appropriate by-law be prepared

2020 Statement of Operations- General Fund

	2019 OPERATING FORECAST	Actual to October 30, 2019	2020 OPERATING FORECAST	Actual to October 31, 2020
CORPORATE:				
REVENUE				
Municipal Levy	(10,902,495)	(10,952,694.75)	(11,378,238)	(11,628,680.57)
School Board Levy	(1,506,290)	(1,479,725.99)	(1,492,647)	(1,469,569.71)
Payments-In-Lieu	(816,367)	(662,229.70)	(830,794)	(731,612.52)
Contribution From Contingency Reserve Fund	-	-	-	-
Sale of Land/Gain on Sale of Land	-	-	-	(707.11)
Other Grant (In-Lieu of taxation)	-	-	-	-
One Time Assistance Funding	-	-	-	-
Tax Rate Stabilization Reserve Fund Contribution	-	-	-	-
Surplus from Prior Years	-	-	-	-
Ontario Cannabis Legalization Implementation Fund	(14,693)	(26,553.00)	-	-
Modernization Grant Fund	-	-	-	-
OMPF Funding	(3,363,500)	(3,363,500.00)	(3,294,600)	(3,294,600.00)
	(16,603,345)	(16,484,703.44)	(16,996,279)	(17,125,170)
EXPENDITURES				
Election	-	(100.00)	-	-
Council	552,621	264,212.22	369,358	158,459.76
Contributions from Capital Fund	-	-	-	-
Contribution to Reserve/Reserve Funds	1,550,917	-	1,802,977	-
Uncontrollable Costs	2,408,136	2,059,158.83	2,406,172	1,977,281.25
Economic Development	168,068	158,641.11	31,808	302,727.28
Travel Information Centre	4,006	11,841.55	19,141	6,512.03
Solar Panels	(21,499)	(16,369.93)	(18,329)	(14,198.60)
School Board Requisition	1,506,290	1,145,474.19	1,492,647	1,119,309.67
Long Term Debt	397,821	325,750.59	384,028	289,194.78
	6,566,360	3,948,608.56	6,487,802	3,839,286
Total Corporate	(10,036,985)	(12,536,094.88)	(10,508,477)	(13,285,883.74)

2020 Statement of Operations- General Fund

	2019 OPERATING FORECAST	Actual to October 30, 2019	2020 OPERATING FORECAST	Actual to October 31, 2020
ADMINISTRATION & FINANCE:				
Admin. Revenue	(655,525)	(465,558.49)	(465,325)	(383,250.83)
Administration Department	495,207	419,562.46	511,597	384,468.92
Clerk's Department	226,779	165,680.79	232,195	168,081.06
Treasury Department	575,921	443,498.34	534,938	430,043.67
FFPC Administration	147,892	100,315.50	-	4,069.68
Information Technology	256,071	138,543.38	316,698	218,164.84
Total A & F	1,046,345	802,041.98	1,130,103	821,577
EMERGENCY SERVICES				
Fire Emergency Services	1,053,327	786,902.71	1,100,143	382,911.97
911 Dispatch Services	8,120	11,077.10	11,332	13,275.44
Police Services	2,304,957	1,856,254.95	2,437,386	2,035,298.67
Total Emergency Services	3,366,404	2,654,234.76	3,548,861	2,431,486
COMMUNITY SERVICES:				
Sister Betty Kennedy Centre	54,132	12,386.15	36,018	25,356.49
Children's Day Care	18,070	15,784.48	7,569	6,051.08
Best Start Hub	-	(47,133.50)	-	(740.08)
Day Care Special Needs Resource	-	(17,135.86)	-	(3,008.26)
Handi Transit Services	105,049	139,229.38	107,150	11,605.50
Townshend Theatre	-	(9,645.23)	-	2,389.73
Recreation Facilities	822,077	550,628.95	970,938	516,454.69
Recreation Programs	154,502	37,494.75	117,187	85,439.73
Community Services	141,996	96,441.66	114,000	100,435.93
Sunny Cove Camp	29,765	29,310.12	38,583	23,844.83
Public Library	497,448	423,268.45	521,546	367,277.80
Library Co-op	-	(9,521.87)	-	(2,611.54)
Museum	172,825	164,321.13	210,407	86,316.94
Waterfront (Sorting Gap)	38,703	53,917.62	29,490	22,173.46
Total Community Services	2,034,567	1,439,346.23	2,152,888	1,240,986

2020 Statement of Operations- General Fund

	2019 OPERATING FORECAST	Actual to October 30, 2019	2020 OPERATING FORECAST	Actual to October 31, 2020
OPERATIONS & FACILITIES				
Public Works	449,193	344,507.29	513,209	386,093.20
Roads	1,523,882	1,119,093.88	1,498,393	1,131,170.03
Sidewalks	143,123	125,993.35	143,962	126,274.12
Stores Operations	96,805	76,448.01	106,200	76,112.85
Traffic Signal Maint	11,135	7,339.02	10,867	6,806.67
Streetlighting Maint	109,710	48,617.13	116,672	45,476.35
Waste Management Services	-	(223,466.15)	-	(114,637.62)
Airport	101,822	72,853.14	95,547	115,215.52
Parks & Cemeteries Admin	179,668	157,197.19	183,760	106,736.46
Cemeteries	331,851	240,963.00	347,246	153,117.08
Parks	320,341	313,217.68	304,266	257,351.70
Total Operations and Facilities	3,267,530	2,282,763.54	3,320,122	2,289,716
PLANNING & DEVELOPMENT				
By-Law Enforcement	156,594	105,857.52	157,801	108,083.28
Fight The Blight	-	-	-	-
Building Official Department	(1,481)	(69,203.30)	22,345	8,997.66
Planning Department	55,223	14,490.13	61,197	34,437.39
Civic Centre	111,804	75,273.48	115,160	54,553.58
Total Planning and Development	322,140	126,417.83	356,503	206,072
SUBTOTAL	0	(5,231,290.54)	-	(6,296,046)

2020 Statement of Operations- General Fund

	2019 OPERATING FORECAST	Actual to November 30, 2019	2020 OPERATING FORECAST	Actual to November 30, 2020
CORPORATE:				
REVENUE				
Municipal Levy	(10,902,495)	(10,961,095.71)	(11,378,238)	(11,637,617.86)
School Board Levy	(1,506,290)	(1,481,500.35)	(1,492,647)	(1,471,771.73)
Payments-In-Lieu	(816,367)	(705,592.53)	(830,794)	(735,454.27)
Contribution From Contingency Reserve Fund	-	-	-	-
Sale of Land/Gain on Sale of Land	-	-	-	(271,708.23)
Other Grant (In-Lieu of taxation)	-	-	-	-
One Time Assistance Funding	-	-	-	-
Tax Rate Stabilization Reserve Fund Contribution	-	-	-	-
Surplus from Prior Years	-	-	-	-
Ontario Cannabis Legalization Implementation Fund	(14,693)	(26,553.00)	-	-
Modernization Grant Fund	-	-	-	-
OMPF Funding	(3,363,500)	(3,363,500.00)	(3,294,600)	(3,294,600.00)
	(16,603,345)	(16,538,241.59)	(16,996,279)	(17,411,152)
EXPENDITURES				
Election	-	(100.00)	-	-
Council	552,621	274,616.48	369,358	164,961.82
Contributions from Capital Fund	-	-	-	-
Contribution to Reserve/Reserve Funds	1,550,917	-	1,802,977	-
Uncontrollable Costs	2,408,136	2,289,770.90	2,406,172	2,171,628.87
Economic Development	168,068	152,718.52	31,808	287,092.68
Travel Information Centre	4,006	12,154.59	19,141	6,512.03
Solar Panels	(21,499)	(18,111.25)	(18,329)	(20,477.06)
School Board Requisition	1,506,290	1,145,474.19	1,492,647	1,119,309.67
Long Term Debt	397,821	329,575.53	384,028	344,413.37
	6,566,360	4,186,098.96	6,487,802	4,073,441
Total Corporate	(10,036,985)	(12,352,142.63)	(10,508,477)	(13,337,710.71)

2020 Statement of Operations- General Fund

	2019 OPERATING FORECAST	Actual to November 30, 2019	2020 OPERATING FORECAST	Actual to November 30, 2020
ADMINISTRATION & FINANCE:				
Admin. Revenue	(655,525)	(499,745.82)	(465,325)	(417,623.47)
Administration Department	495,207	462,226.66	511,597	404,455.13
Clerk's Department	226,779	180,950.55	232,195	175,141.93
Treasury Department	575,921	494,157.74	534,938	449,710.49
FFPC Administration	147,892	103,692.00	-	4,231.02
Information Technology	256,071	153,544.83	316,698	226,011.53
Total A & F	1,046,345	894,825.96	1,130,103	841,927
EMERGENCY SERVICES				
Fire Emergency Services	1,053,327	870,448.88	1,100,143	425,952.76
911 Dispatch Services	8,120	12,397.10	11,332	13,275.44
Police Services	2,304,957	1,854,737.95	2,437,386	2,256,341.67
Total Emergency Services	3,366,404	2,737,583.93	3,548,861	2,695,570
COMMUNITY SERVICES:				
Sister Betty Kennedy Centre	54,132	16,459.19	36,018	25,621.17
Children's Day Care	18,070	(26,219.53)	7,569	9,798.87
Best Start Hub	-	(59,302.44)	-	(740.08)
Day Care Special Needs Resource	-	(26,331.14)	-	(3,008.26)
Handi Transit Services	105,049	148,986.38	107,150	24,969.62
Townshend Theatre	-	(10,968.48)	-	2,389.73
Recreation Facilities	822,077	598,201.32	970,938	530,835.27
Recreation Programs	154,502	34,826.81	117,187	86,494.99
Community Services	141,996	106,968.07	114,000	102,055.12
Sunny Cove Camp	29,765	32,529.12	38,583	24,353.56
Public Library	497,448	454,561.46	521,546	384,888.28
Library Co-op	-	(9,521.87)	-	(2,611.54)
Museum	172,825	176,961.08	210,407	90,536.00
Waterfront (Sorting Gap)	38,703	56,440.55	29,490	23,896.25
Total Community Services	2,034,567	1,493,590.52	2,152,888	1,299,479

2020 Statement of Operations- General Fund

	2019 OPERATING FORECAST	Actual to November 30, 2019	2020 OPERATING FORECAST	Actual to November 30, 2020
OPERATIONS & FACILITIES				
Public Works	449,193	360,017.11	513,209	393,815.18
Roads	1,523,882	1,216,474.12	1,498,393	1,169,093.45
Sidewalks	143,123	133,696.96	143,962	135,149.33
Stores Operations	96,805	83,782.52	106,200	79,272.40
Traffic Signal Maint	11,135	7,663.64	10,867	9,569.58
Streetlighting Maint	109,710	49,084.46	116,672	58,524.15
Waste Management Services	-	(157,417.39)	-	(113,002.56)
Airport	101,822	61,964.19	95,547	123,905.77
Parks & Cemeteries Admin	179,668	170,912.60	183,760	102,207.09
Cemeteries	331,851	246,055.07	347,246	154,114.05
Parks	320,341	324,043.44	304,266	275,747.38
Total Operations and Facilities	3,267,530	2,496,276.72	3,320,122	2,388,396
PLANNING & DEVELOPMENT				
By-Law Enforcement	156,594	117,278.30	157,801	109,212.09
Fight The Blight	-	-	-	-
Building Official Department	(1,481)	(62,505.61)	22,345	6,563.18
Planning Department	55,223	17,527.16	61,197	42,966.89
Civic Centre	111,804	71,204.56	115,160	87,656.35
Total Planning and Development	322,140	143,504.41	356,503	246,399
SUBTOTAL	0	(4,586,361.09)	-	(5,865,941)
YE Auditor's (Capital Fund Adj & Prior Yr Surplus diff.)				
Less: Amortization				

2020 Statement of Operations- Sewer Fund

NEW G/L ACCOUNT		2019 OPERATING FORECAST	Actual to October 30, 2019	2020 OPERATING FORECAST	Actual to October 31, 2020
REVENUES					
Private Work Charges	40-080-0811-0330-40595		(8,826.86)		(2,693.90)
Expense Recoveries	40-080-0811-0330-40589		-		-
ODRAP - Provincial Flood Exp Recovery	40-080-0811-0430-40409		-		-
Private Work Charges	40-080-0811-0430-40595	(19,000)	(7,856.64)	(19,000)	(1,887.85)
New Connection Charges	40-080-0811-0430-40619	(8,500)	(28,767.12)	(8,500)	-
Penalty on Late Payments	40-080-0811-0430-40682	(7,000)	(7,399.64)	(7,000)	(5,965.54)
Sewer Service/Disposal	40-080-0811-0430-40760	(2,569,445)	(2,129,999.53)	(2,693,701)	(1,682,546.64)
Expense Recoveries	40-080-0812-0430-40589		-		-
Total Revenues		(2,603,945)	(2,182,849.79)	(2,728,201)	(1,693,093.93)
EXPENDITURES					
Administration					
Hourly Full Time	40-080-0811-1101-60010	79,323	46,513.43	78,345	47,292.45
Overtime	40-080-0811-1101-60013		222.37		310.36
Hourly Part Time	40-080-0811-1101-60020	2,272	-	2,308	-
Employer CPP	40-080-0811-1101-60025	2,776	1,884.41	2,865	2,005.27
Employer EI	40-080-0811-1101-60030	1,061	768.88	1,057	764.85
Employer OMERS	40-080-0811-1101-60035	8,518	5,446.75	8,613	5,664.54
Employer EHT	40-080-0811-1101-60040	1,600	1,000.89	1,620	1,045.22
Employer Benefits	40-080-0811-1101-60050	7,723	5,082.57	7,901	4,679.85
Employer WSIB	40-080-0811-1101-60055	2,433	1,075.65	2,474	1,237.73
Allocated Admin	40-080-0811-1200-71221	163,116	122,340.00	166,378	124,784.82
Postage, Freight, Courier	40-080-0811-1200-71252	11,673	-	11,673	-
Legal	40-080-0811-1200-71253	10,000	-	10,000	9,328.76
Memberships	40-080-0811-1200-71260		-		-
Write Offs	40-080-0811-1210-74515		45.00		-
Debt - Interest	40-080-0811-1300-71301		-		-
Debt - Principal	40-080-0811-1300-71311		-		-
Office Supplies	40-080-0811-1400-71410	750	987.59	750	-
Taxes	40-080-0811-1400-71425	4,400	35,621.57	4,400	35,987.76
Stores Charge	40-080-0811-1400-71433	8,700	-	8,700	-

2020 Statement of Operations- Sewer Fund

	NEW G/L ACCOUNT	2019 OPERATING FORECAST	Actual to October 30, 2019	2020 OPERATING FORECAST	Actual to October 31, 2020
Annual Software Support	40-080-0811-1500-71501	1,500	-	1,500	-
Computer Maintenance (H & S)	40-080-0811-1500-71502	3,800	3,874.84	3,800	4,311.52
GIS Material	40-080-0811-1500-71507	6,716	4,182.10	6,716	3,774.19
Contracted Works	40-080-0811-1500-71523	500	-	500	518.19
Conferences & Courses	40-080-0811-1500-71531	5,000	3,689.30	5,000	1,017.60
Insurance	40-080-0811-1500-71580	28,293	28,420.46	28,285	23,405.20
Insurance Deductible	40-080-0811-1500-71581	10,000	1,162.50	10,000	-
Advertising & Public Notices	40-080-0811-1500-71591	500	-	500	-
Contributions to Capital	40-080-0811-1510-75350	1,183,780	-	1,359,475	-
Contribution to Reserve Funds	40-080-0811-1620-75390		-		-
Contribution to Reserve Funds (Yr End)	40-080-0811-1620-75390		-		-
Inventory Adjustments	40-080-0811-1700-72505		-		-
		1,544,434	262,318.31	1,722,860	266,128.31
Sewer Mains					
Hourly Full Time	40-080-0811-1711-60010	48,220	12,530.09	49,136	10,205.38
Overtime	40-080-0811-1711-60013	1,500	471.84	1,500	924.94
Hourly Part Time	40-080-0811-1711-60020	2,108	212.31	2,148	-
Employer CPP	40-080-0811-1711-60025	2,198	719.37	2,334	570.77
Employer EI	40-080-0811-1711-60030	834	303.15	835	220.30
Employer OMERS	40-080-0811-1711-60035	4,904	1,349.77	4,860	1,061.12
Employer EHT	40-080-0811-1711-60040	1,032	292.84	1,033	232.96
Employer Benefits	40-080-0811-1711-60050	5,718	2,412.27	5,809	1,492.55
Employer WSIB	40-080-0811-1711-60055	577	385.25	578	277.10
Materials	40-080-0811-1711-71471	10,000	7,792.92	10,000	11,063.36
Contracted Service	40-080-0811-1711-71523	125,000	61,494.76	125,000	58,861.91
Equipment Rentals - Own	40-080-0811-1711-71540	36,000	7,395.40	36,000	5,974.61
		238,091	95,359.97	239,233	90,885.00

2020 Statement of Operations- Sewer Fund

	NEW G/L ACCOUNT	2019 OPERATING FORECAST	Actual to October 30, 2019	2020 OPERATING FORECAST	Actual to October 31, 2020
Service Connections					
Hourly Full Time	40-080-0811-1712-60010	40,000	29,275.45	40,760	17,581.01
Overtime	40-080-0811-1712-60013	5,000	4,143.20	5,000	1,397.97
Hourly Part Time	40-080-0811-1712-60020	2,710	1,758.04	2,761	-
Employer CPP	40-080-0811-1712-60025	1,866	1,762.06	1,981	1,003.46
Employer EI	40-080-0811-1712-60030	708	745.79	709	386.04
Employer OMERS	40-080-0811-1712-60035	4,068	3,222.96	4,031	1,866.30
Employer EHT	40-080-0811-1712-60040	875	716.87	877	397.32
Employer Benefits	40-080-0811-1712-60050	4,744	3,241.97	4,819	2,077.14
Employer WSIB	40-080-0811-1712-60055	489	923.19	490	472.66
Materials	40-080-0811-1712-71471	6,500	8,856.11	6,500	1,950.21
Contracted Services	40-080-0811-1712-71523	12,000	26,068.84	12,000	4,017.24
Equipment Rentals - Own	40-080-0811-1712-71540	15,000	11,261.99	15,000	5,257.48
		93,960	91,976.47	94,928	36,406.83
Emergency Measures					
Salaries Full Time	40-080-0811-1720-60010		-		-
Overtime	40-080-0811-1720-60013		-		-
Hourly Full Time	40-080-0811-1720-60015		-		-
Hourly Part Time	40-080-0811-1720-60020		-		-
Employer CPP	40-080-0811-1720-60025		-		-
Employer EI	40-080-0811-1720-60030		-		-
Employer OMERS	40-080-0811-1720-60035		-		-
Employer EHT	40-080-0811-1720-60040		-		-
Employer Benefits	40-080-0811-1720-60050		-		-
Employer WSIB	40-080-0811-1720-60055		-		-
Materials	40-080-0811-1720-71471		-		-
Contracted Services	40-080-0811-1720-71523		-		-
Equipment Rentals - Own	40-080-0811-1720-71540		-		-
		-	-	-	-

2020 Statement of Operations- Sewer Fund

NEW G/L ACCOUNT		2019 OPERATING FORECAST	Actual to October 30, 2019	2020 OPERATING FORECAST	Actual to October 31, 2020
Sewage Treatment Plant					
Hourly Full Time	40-080-0812-1101-60010	2,500	185.78	2,500	55.22
Overtime	40-080-0812-1101-60013		-		-
Hourly Part Time	40-080-0812-1101-60020		-		-
Employer CPP	40-080-0812-1101-60025	109	9.07	114	4.43
Employer EI	40-080-0812-1101-60030	41	3.89	41	1.77
Employer OMERS	40-080-0812-1101-60035	254	18.13	247	7.56
Employer EHT	40-080-0812-1101-60040	51	3.67	50	1.74
Employer Benefits	40-080-0812-1101-60050	296	-	296	21.97
Employer WSIB	40-080-0812-1101-60055	29	5.88	28	2.07
Equipment Rentals - Own	40-080-0812-1101-71540	500	-	500	415.15
Natural Gas	40-080-0812-1240-71416	21,922	9,697.40	21,484	11,422.97
Electrical Power	40-080-0812-1240-71420	161,745	90,018.28	95,000	61,589.03
Grit Landfill Tipping Fees	40-080-0812-1400-71424	501	-	501	-
Taxes	40-080-0812-1240-71425	36,300	4,290.17	37,026	4,305.47
Materials	40-080-0812-1400-71471	2,000	1,566.32	2,000	37.25
Contracted Works - AWA/OCWA	40-080-0812-1500-71523	501,212	417,383.53	511,393	430,585.15
		727,460	523,182.12	671,180	508,449.78
Total Expenditures		2,603,945	972,836.87	2,728,201	901,869.92
TOTAL SEWER FUND (Surplus)/Deficit		-	(1,210,012.92)	-	(791,224.01)

2020 Statement of Operations- Sewer Fund

NEW G/L ACCOUNT		2019 OPERATING FORECAST	Actual to November 30, 2019	2020 OPERATING FORECAST	Actual to November 30, 2020
REVENUES					
Private Work Charges	40-080-0811-0330-40595		(8,826.86)		(2,693.90)
Expense Recoveries	40-080-0811-0330-40589		-		-
ODRAP - Provincial Flood Exp Recovery	40-080-0811-0430-40409		-		-
Private Work Charges	40-080-0811-0430-40595	(19,000)	(7,856.64)	(19,000)	(2,804.55)
New Connection Charges	40-080-0811-0430-40619	(8,500)	(28,767.12)	(8,500)	-
Penalty on Late Payments	40-080-0811-0430-40682	(7,000)	(7,651.49)	(7,000)	(6,190.49)
Sewer Service/Disposal	40-080-0811-0430-40760	(2,569,445)	(2,124,055.18)	(2,693,701)	(2,109,452.82)
Expense Recoveries	40-080-0812-0430-40589		-		-
Total Revenues		(2,603,945)	(2,177,157.29)	(2,728,201)	(2,121,141.76)
EXPENDITURES					
Administration					
Distributed Salaries/Wages			-		-
Distributed Benefits			-		-
Hourly Full Time	40-080-0811-1101-60010	79,323	51,007.27	78,345	49,450.65
Overtime	40-080-0811-1101-60013		222.37		310.36
Hourly Part Time	40-080-0811-1101-60020	2,272	-	2,308	-
Employer CPP	40-080-0811-1101-60025	2,776	1,934.05	2,865	2,031.51
Employer EI	40-080-0811-1101-60030	1,061	790.38	1,057	775.63
Employer OMERS	40-080-0811-1101-60035	8,518	5,984.50	8,613	5,940.22
Employer EHT	40-080-0811-1101-60040	1,600	1,105.65	1,620	1,098.41
Employer Benefits	40-080-0811-1101-60050	7,723	5,587.23	7,901	4,679.85
Employer WSIB	40-080-0811-1101-60055	2,433	1,161.35	2,474	1,287.91
Allocated Admin	40-080-0811-1200-71221	163,116	122,340.00	166,378	124,784.82
Postage, Freight, Courier	40-080-0811-1200-71252	11,673	-	11,673	-
Legal	40-080-0811-1200-71253	10,000	-	10,000	9,328.76
Memberships	40-080-0811-1200-71260		-		-
Write Offs	40-080-0811-1210-74515		45.00		-
Debenture - Interest	40-080-0811-1300-71301		-		-
Debenture - Principal	40-080-0811-1300-71311		-		-
Office Supplies	40-080-0811-1400-71410	750	987.59	750	-

2020 Statement of Operations- Sewer Fund

		2019 OPERATING FORECAST	Actual to November 30, 2019	2020 OPERATING FORECAST	Actual to November 30, 2020
	NEW G/L ACCOUNT				
Taxes	40-080-0811-1400-71425	4,400	35,621.57	4,400	35,987.76
Stores Charge	40-080-0811-1400-71433	8,700	-	8,700	-
Annual Software Support	40-080-0811-1500-71501	1,500	-	1,500	-
Computer Maintenance (H & S)	40-080-0811-1500-71502	3,800	3,874.84	3,800	4,311.52
GIS Material	40-080-0811-1500-71507	6,716	4,182.10	6,716	3,774.19
Contracted Works	40-080-0811-1500-71523	500	-	500	518.19
Conferences & Courses	40-080-0811-1500-71531	5,000	5,116.58	5,000	1,017.60
Insurance	40-080-0811-1500-71580	28,293	28,420.46	28,285	23,405.20
Insurance Deductible	40-080-0811-1500-71581	10,000	1,162.50	10,000	-
Advertising & Public Notices	40-080-0811-1500-71591	500	-	500	-
Contributions to Capital	40-080-0811-1510-75350	1,183,780	-	1,359,475	-
Contribution to Reserve Funds	40-080-0811-1620-75390		-		-
Contribution to Reserve Funds (Yr End)	40-080-0811-1620-75390		-		-
Inventory Adjustments	40-080-0811-1700-72505		-		-
		1,544,434	269,543.44	1,722,860	268,702.58
Sewer Mains					
Distributed Salaries/Wages					
Distributed Benefits					
Hourly Full Time	40-080-0811-1711-60010	48,220	13,366.60	49,136	11,504.75
Overtime	40-080-0811-1711-60013	1,500	471.84	1,500	931.60
Hourly Part Time	40-080-0811-1711-60020	2,108	212.31	2,148	-
Employer CPP	40-080-0811-1711-60025	2,198	748.79	2,334	636.81
Employer EI	40-080-0811-1711-60030	834	313.68	835	246.51
Employer OMERS	40-080-0811-1711-60035	4,904	1,425.35	4,860	1,177.11
Employer EHT	40-080-0811-1711-60040	1,032	308.87	1,033	259.64
Employer Benefits	40-080-0811-1711-60050	5,718	2,477.00	5,809	1,495.77
Employer WSIB	40-080-0811-1711-60055	577	409.15	578	308.85
Materials	40-080-0811-1711-71471	10,000	8,900.08	10,000	16,048.41
Contracted Service	40-080-0811-1711-71523	125,000	61,557.07	125,000	59,055.25
Equipment Rentals - Own	40-080-0811-1711-71540	36,000	8,211.14	36,000	6,564.71
		238,091	98,401.88	239,233	98,229.41

2020 Statement of Operations- Sewer Fund

NEW G/L ACCOUNT		2019 OPERATING FORECAST	Actual to November 30, 2019	2020 OPERATING FORECAST	Actual to November 30, 2020
Service Connections					
Distributed Salaries/Wages			-		
Distributed Benefits			-		
Hourly Full Time	40-080-0811-1712-60010	40,000	31,271.72	40,760	21,867.27
Overtime	40-080-0811-1712-60013	5,000	4,776.91	5,000	2,081.25
Hourly Part Time	40-080-0811-1712-60020	2,710	1,758.04	2,761	-
Employer CPP	40-080-0811-1712-60025	1,866	1,815.06	1,981	1,187.48
Employer EI	40-080-0811-1712-60030	708	757.08	709	450.44
Employer OMERS	40-080-0811-1712-60035	4,068	3,480.28	4,031	2,347.86
Employer EHT	40-080-0811-1712-60040	875	770.33	877	501.39
Employer Benefits	40-080-0811-1712-60050	4,744	3,542.60	4,819	2,087.55
Employer WSIB	40-080-0811-1712-60055	489	978.37	490	596.47
Materials	40-080-0811-1712-71471	6,500	9,993.11	6,500	2,140.16
Contracted Services	40-080-0811-1712-71523	12,000	26,313.93	12,000	6,252.91
Equipment Rentals - Own	40-080-0811-1712-71540	15,000	11,624.49	15,000	6,857.02
		93,960	97,081.92	94,928	46,369.80
Emergency Measures					
Salaries Full Time	40-080-0811-1720-60010		-		-
Overtime	40-080-0811-1720-60013		-		-
Hourly Full Time	40-080-0811-1720-60015		-		-
Hourly Part Time	40-080-0811-1720-60020		-		-
Employer CPP	40-080-0811-1720-60025		-		-
Employer EI	40-080-0811-1720-60030		-		-
Employer OMERS	40-080-0811-1720-60035		-		-
Employer EHT	40-080-0811-1720-60040		-		-
Employer Benefits	40-080-0811-1720-60050		-		-
Employer WSIB	40-080-0811-1720-60055		-		-
Materials	40-080-0811-1720-71471		-		-
Contracted Services	40-080-0811-1720-71523		-		-
Equipment Rentals - Own	40-080-0811-1720-71540		-		-
		-	-	-	-

2020 Statement of Operations- Sewer Fund

NEW G/L ACCOUNT		2019 OPERATING FORECAST	Actual to November 30, 2019	2020 OPERATING FORECAST	Actual to November 30, 2020
Sewage Treatment Plant					
Hourly Full Time	40-080-0812-1101-60010	2,500	239.96	2,500	55.22
Overtime	40-080-0812-1101-60013		-		-
Hourly Part Time	40-080-0812-1101-60020		-		-
Employer CPP	40-080-0812-1101-60025	109	12.00	114	4.43
Employer EI	40-080-0812-1101-60030	41	5.12	41	1.77
Employer OMERS	40-080-0812-1101-60035	254	23.63	247	7.56
Employer EHT	40-080-0812-1101-60040	51	4.85	50	1.74
Employer Benefits	40-080-0812-1101-60050	296	15.54	296	21.97
Employer WSIB	40-080-0812-1101-60055	29	7.81	28	2.07
Equipment Rentals - Own	40-080-0812-1101-71540	500	62.00	500	415.15
Natural Gas	40-080-0812-1240-71416	21,922	11,003.30	21,484	13,049.16
Electrical Power	40-080-0812-1240-71420	161,745	90,018.28	95,000	69,720.45
Grit Landfill Tipping Fees	40-080-0812-1400-71424	501	-	501	-
Taxes	40-080-0812-1240-71425	36,300	4,290.17	37,026	4,305.47
Materials	40-080-0812-1400-71471	2,000	2,290.13	2,000	37.25
Contracted Works - AWA/OCWA	40-080-0812-1500-71523	501,212	457,303.86	511,393	475,992.24
		727,460	565,276.65	671,180	563,614.48
Total Expenditures		2,603,945	1,030,303.89	2,728,201	976,916.27
TOTAL SEWER FUND (Surplus)/Deficit		-	(1,146,853.40)	-	(1,144,225.49)

2020 Statement of Operations- Water Fund

NEW G/L ACCOUNT		2019 OPERATING FORECAST	Actual to October 30, 2019	2020 OPERATING FORECAST	Actual to October 31, 2020
REVENUE					
Expense Recovery	50-080-0832-0330-40589		-		(4,967.14)
Rents & Leases	50-080-0832-0330-40592	(9,277)	(9,631.00)	(9,277)	(9,815.40)
Private Work Charges	50-080-0832-0330-40595		-		18.10
Sale of Rain Barrels	50-080-0832-0330-40782	(65)	(287.60)	(65)	(115.04)
Expense Recovery	50-080-0832-0430-40589		-		(764.62)
Private Work Charges	50-080-0832-0430-40595	(8,000)	(8,117.38)	(8,000)	(1,924.10)
Reconnect Charges	50-080-0832-0430-40618	(1,200)	(1,703.90)	(1,200)	(3,477.35)
New Connection Charges	50-080-0832-0430-40619	(15,000)	(28,267.12)	(15,000)	921.56
Late Payment Charges	50-080-0832-0430-40682	(8,000)	(7,379.19)	(8,000)	(6,492.75)
Sale of Water	50-080-0832-0430-40685	(2,771,985)	(2,297,132.49)	(2,854,247)	(1,814,476.75)
Special Water Rates	50-080-0832-0430-40687		(82.65)		(7.50)
Sale of Water Meters/Backflow Prevention	50-080-0832-0430-40943	(5,500)	(563.18)	(5,500)	(11,933.21)
Water Meter Replacement	50-080-0832-0430-40946	(17,982)	(15,391.54)	(17,982)	(11,562.62)
Private Works Charges - HST Exempt at POS	50-080-0832-0530-40595		-		-
		(2,837,009)	(2,368,556.05)	(2,919,271)	(1,864,596.82)
Water Works General					
EXPENDITURES					
Administration					
Overtime & Lieu Time	50-080-0832-1101-60013		281.03		319.90
Hourly Full Time	50-080-0832-1101-60010	107,266	70,529.93	106,908	74,635.30
WSIB	50-080-0832-1101-60055	3,369	1,440.30	3,370	1,855.66
Canada Pension Plan	50-080-0832-1101-60025	3,684	2,733.06	3,291	3,046.95
Employment Insurance	50-080-0832-1101-60030	1,403	1,089.22	1,212	1,155.79
Dental, Vision, Extended Health			-		-
OMERS	50-080-0832-1101-60035	11,654	7,772.01	10,344	8,479.72
Life Insurance			-		-
Employer Health Tax	50-080-0832-1101-60040	2,174	1,442.14	1,974	1,568.46
Employer Benefits	50-080-0832-1101-60050	10,044	7,167.90	8,505	6,543.01
Summer Staff & Part-time Staff	50-080-0832-1101-60020	3,407	-	1,838	-
Accounting/Allocated Admin	50-080-0832-1200-71221	206,878	155,160.00	211,016	158,260.68
Communications	50-080-0832-1200-71251	3,200	1,589.14	3,200	2,085.27

2020 Statement of Operations- Water Fund

	NEW G/L ACCOUNT	2019 OPERATING FORECAST	Actual to October 30, 2019	2020 OPERATING FORECAST	Actual to October 31, 2020
Postage, Freight, Courier	50-080-0832-1200-71252	11,673	-	11,673	-
Legal	50-080-0832-1200-71253	5,000	-	5,000	9,328.77
Memberships	50-080-0832-1200-71260	1,000	269.66	1,000	-
Write-Offs	50-080-0832-1210-74515	2,000	63.23	2,000	2.99
Office Supplies	50-080-0832-1400-71410	1,000	1,021.95	1,000	321.45
Stores Charge	50-080-0832-1400-71433	10,300	-	10,300	-
Rain Barrel Expenses	50-080-0832-1400-71443		269.85		431.76
Annual Software Support	50-080-0832-1500-71501	1,404	-	1,404	440.64
Computer Maintenance (H&S)	50-080-0832-1500-71502	3,800	3,874.84	3,800	8,854.43
Custom Software Charges	50-080-0832-1500-71503	1,000	-	1,000	-
GIS Material	50-080-0832-1500-71507	13,432	8,713.68	13,432	7,548.36
Contracted Works	50-080-0832-1500-71523	1,000	1,190.59	1,000	609.76
Conference & Courses	50-080-0832-1500-71531	25,000	28,318.45	25,000	10,539.72
Insurance	50-080-0832-1500-71580	37,172	37,428.22	38,162	31,577.76
Insurance Deductible	50-080-0832-1500-71581	10,000	-	10,000	-
Advertising & Public Notices	50-080-0832-1500-71591	500	-	500	-
Contribution to Capital Fund	50-080-0832-1510-75350	1,206,590	-	1,266,144	-
Transfer to Reserve Fund (Water Meter Replac	50-080-0832-1620-75390	17,982	18,976.14	17,982	
Contribution to Reserve Fund	50-080-0832-1620-75390		(18,976.14)		-
Contribution to Reserve Fund (Year End)	50-080-0832-1620-75390				
Inventory Adjustments	50-080-0832-1700-72505		-		-
		1,701,932	330,355.20	1,761,055	327,606.38
Water Service Connections					
Hourly Full Time	50-080-0832-1962-60010	50,000	52,941.76	50,950	21,833.30
Overtime	50-080-0832-1962-60013	5,000	4,757.62	5,000	493.21
Hourly Part Time	50-080-0832-1962-60020	3,614	4,063.43	3,683	-
Employer CPP	50-080-0832-1962-60025	2,342	3,091.55	2,487	1,242.61
Employer EI	50-080-0832-1962-60030	889	1,311.46	890	484.92
Employer OMERS	50-080-0832-1962-60035	5,085	5,495.78	5,039	2,330.45
Employer EHT	50-080-0832-1962-60040	1,099	1,260.15	1,101	493.58
Employer Benefits	50-080-0832-1962-60050	5,929	6,659.71	6,023	2,228.95
Employer WSIB	50-080-0832-1962-60055	614	1,527.01	615	587.25
Materials	50-080-0832-1962-71471	12,000	14,935.55	12,000	2,474.07

2020 Statement of Operations- Water Fund

		2019 OPERATING FORECAST	Actual to October 30, 2019	2020 OPERATING FORECAST	Actual to October 31, 2020
	NEW G/L ACCOUNT				
Contracted Works	50-080-0832-1962-71523	14,000	28,918.12	14,000	896.75
Equipment Rentals - Owned	50-080-0832-1962-71540	22,000	26,454.06	22,000	5,440.88
		122,572	151,416.20	123,788	38,505.97
			-		
Water Meter Maintenance					
Hourly Full Time	50-080-0832-1963-60010	4,500	3,755.44	4,500	3,664.24
Overtime	50-080-0832-1963-60013		39.20		124.56
Employer CPP	50-080-0832-1963-60025	197	191.70	205	205.73
Employer EI	50-080-0832-1963-60030	75	81.13	73	80.27
Employer OMERS	50-080-0832-1963-60035	458	370.25	445	371.39
Employer EHT	50-080-0832-1963-60040	92	77.88	91	81.06
Employer Benefits	50-080-0832-1963-60050	534	265.83	532	811.23
Employer WSIB	50-080-0832-1963-60055	52	52.64	51	96.43
Materials	50-080-0832-1963-71471	7,500	6,692.72	7,500	16,167.14
Contracted Works	50-080-0832-1963-71523	11,874	7,791.36	11,874	10,167.96
Equipment Rentals - Owned	50-080-0832-1963-71540	1,725	950.00	1,725	406.25
		27,007	20,268.15	26,996	32,176.26
Water Distribution System Maintenance					
Hourly Full Time	50-080-0832-1964-60010	91,000	96,325.99	92,729	128,537.12
Overtime	50-080-0832-1964-60013	8,000	3,718.55	8,000	8,405.05
Hourly Part Time	50-080-0832-1964-60020	9,637	7,007.84	9,820	-
Employer CPP	50-080-0832-1964-60025	4,396	5,439.17	4,668	7,305.01
Employer EI	50-080-0832-1964-60030	1,668	2,288.54	1,670	2,829.19
Employer OMERS	50-080-0832-1964-60035	9,254	9,610.74	9,172	13,257.55
Employer EHT	50-080-0832-1964-60040	2,063	2,219.07	2,066	2,899.04
Employer Benefits	50-080-0832-1964-60050	10,792	11,541.57	10,962	16,249.25
Employer WSIB	50-080-0832-1964-60055	1,153	2,200.43	1,155	3,440.77
Materials	50-080-0832-1964-71471	35,000	17,298.10	35,000	40,166.77
Contracted Works	50-080-0832-1964-71523	35,000	7,390.28	35,000	20,758.96
Equipment Rentals - Owned	50-080-0832-1964-71540	35,000	39,799.94	35,000	24,655.72
		242,963	204,840.22	245,242	268,504.43
Total Waterworks General		2,094,474	706,879.77	2,157,081	666,793.04

2020 Statement of Operations- Water Fund

	NEW G/L ACCOUNT	2019 OPERATING FORECAST	Actual to October 30, 2019	2020 OPERATING FORECAST	Actual to October 31, 2020
Water Treatment Plant					
Microfit Generation Revenue	50-080-0831-0330-40320	(11,000)	(4,037.49)	(11,000)	(8,225.26)
Hourly Full Time	50-080-0831-1101-60010	202,603	172,751.37	206,452	167,519.27
Overtime	50-080-0831-1101-60013	4,000	4,937.04	4,000	5,622.66
Hourly Part Time	50-080-0831-1101-60020		466.84		54.66
Employer CPP	50-080-0831-1101-60025	8,851	9,547.77	9,397	9,180.94
Employer EI	50-080-0831-1101-60030	3,359	3,867.34	3,362	3,482.01
Employer OMERS	50-080-0831-1101-60035	20,604	14,484.54	20,420	17,334.01
Employer EHT	50-080-0831-1101-60040	4,153	3,623.70	4,160	3,680.44
Employer Benefits	50-080-0831-1101-60050	24,026	20,864.27	24,406	18,075.78
Employer WSIB	50-080-0831-1101-60055	2,321	2,184.80	2,325	4,378.82
Equipment Rentals - Owned	50-080-0831-1101-71540	2,200	1,700.00	2,000	1,812.50
Communications	50-080-0831-1200-71251	7,740	4,898.72	7,740	3,230.76
Lab Fees - Water Testing	50-080-0831-1200-71270	16,000	17,173.18	16,000	7,467.75
Office Supplies	50-080-0831-1400-71410	500	-	500	-
Natural Gas	50-080-0831-1240-71416	29,469	15,353.35	28,880	13,769.91
Diesel Fuel	50-080-0831-1240-71417	1,000	-	1,000	-
Electrical Power	50-080-0831-1240-71420	78,940	50,087.34	78,940	40,886.66
Water & Sewer	50-080-0831-1240-71421	1,257	937.20	1,297	966.00
Taxes	50-080-0831-1240-71425	45,100	44,594.02	38,162	83,971.44
Chlorine	50-080-0831-1400-71434	17,700	17,312.80	19,500	16,762.92
Soda Ash	50-080-0831-1400-71435	42,000	16,262.66	48,300	19,887.76
Aluminium Sulphate	50-080-0831-1400-71436	40,000	30,323.17	49,500	35,605.67
Fluorides	50-080-0831-1400-71437	15,000	14,462.77	10,000	8,735.63
Miscellaneous Chemicals	50-080-0831-1400-71438	12,000	3,052.20	13,000	1,993.17
Materials	50-080-0831-1400-71471	20,000	9,914.97	20,000	7,803.56
Contracted Services	50-080-0831-1500-71523	36,355	20,940.89	36,355	26,931.05
		635,178	479,740.94	645,696	499,153.37
Total Water Treatment Plant		624,178	475,703.45	634,696	490,928.11

2020 Statement of Operations- Water Fund

NEW G/L ACCOUNT		2019 OPERATING FORECAST	Actual to October 30, 2019	2020 OPERATING FORECAST	Actual to October 31, 2020
Water Storage Facility			-		-
Hourly Full Time	50-080-0831-1965-60010	7,500	5,381.30	7,500	5,733.89
Overtime	50-080-0831-1965-60013	1,000	-	1,000	-
Employer CPP	50-080-0831-1965-60025	328	264.10	341	305.21
Employer EI	50-080-0831-1965-60030	124	109.87	122	119.16
Employer OMERS	50-080-0831-1965-60035	763	222.61	742	567.81
Employer EHT	50-080-0831-1965-60040	154	108.83	151	119.85
Employer Benefits	50-080-0831-1965-60050	889	562.60	887	587.86
Employer WSIB	50-080-0831-1965-60055	86	60.86	84	142.56
Equipment Rentals - Own	50-080-0831-1965-71540	2,000	275.00	1,700	1,162.50
Communications	50-080-0831-1965-71251	2,180	1,307.32	2,180	433.58
Natural Gas	50-080-0831-1965-71416	12,000	7,827.72	11,760	6,704.37
Electrical Power	50-080-0831-1965-71420	3,633	2,200.32	3,633	2,222.67
Taxes	50-080-0831-1965-71425	84,700	83,117.04	86,394	44,708.98
Materials	50-080-0831-1965-71471	500	341.04	500	34.24
Contracted Works	50-080-0831-1965-71523	2,500	1,133.64	10,500	4,327.09
Equipment Rentals Other			-		-
Total Water Storage Facility		118,357	102,912.25	127,494	67,169.77
Total Expenditures		2,848,009	1,289,532.96	2,930,271	1,233,116.18
TOTAL WATER FUND (Surplus)/Deficit		-	(1,083,060.58)	-	(639,705.90)

2020 Statement of Operations- Water Fund

NEW G/L ACCOUNT		2019 OPERATING FORECAST	Actual to November 30, 2019	2020 OPERATING FORECAST	Actual to November 30, 2020
REVENUE					
Expense Recovery	50-080-0832-0330-40589		-		(4,967.14)
Rents & Leases	50-080-0832-0330-40592	(9,277)	(9,904.10)	(9,277)	(10,106.94)
Private Work Charges	50-080-0832-0330-40595		-		18.10
Sale of Rain Barrels	50-080-0832-0330-40782	(65)	(287.60)	(65)	(115.04)
Expense Recovery	50-080-0832-0430-40589		-		(764.62)
Private Work Charges	50-080-0832-0430-40595	(8,000)	(8,585.38)	(8,000)	(2,780.90)
Reconnect Charges	50-080-0832-0430-40618	(1,200)	(1,703.90)	(1,200)	(3,477.35)
New Connection Charges	50-080-0832-0430-40619	(15,000)	(28,267.12)	(15,000)	921.56
Late Payment Charges	50-080-0832-0430-40682	(8,000)	(7,641.81)	(8,000)	(6,732.37)
Sale of Water	50-080-0832-0430-40685	(2,771,985)	(2,290,980.13)	(2,854,247)	(2,276,432.04)
Special Water Rates	50-080-0832-0430-40687		(82.65)		(178.20)
Sale of Water Meters/Backflow Prevention	50-080-0832-0430-40943	(5,500)	(563.18)	(5,500)	(11,933.21)
Water Meter Replacement	50-080-0832-0430-40946	(17,982)	(15,253.95)	(17,982)	(14,734.72)
Private Works Charges - HST Exempt at POS	50-080-0832-0530-40595		-		-
		(2,837,009)	(2,363,269.82)	(2,919,271)	(2,331,282.87)
Water Works General					
EXPENDITURES					
Administration					
Overtime & Lieu Time	50-080-0832-1101-60013		281.03		319.90
Hourly Full Time	50-080-0832-1101-60010	107,266	77,285.82	106,908	78,724.66
WSIB	50-080-0832-1101-60055	3,369	1,545.00	3,370	1,931.38
Canada Pension Plan	50-080-0832-1101-60025	3,684	2,791.47	3,291	3,104.69
Employment Insurance	50-080-0832-1101-60030	1,403	1,114.19	1,212	1,178.33
Dental, Vision, Extended Health			-		-
OMERS	50-080-0832-1101-60035	11,654	8,485.59	10,344	8,906.11
Life Insurance			-		-
Employer Health Tax	50-080-0832-1101-60040	2,174	1,580.92	1,974	1,651.68
Employer Benefits	50-080-0832-1101-60050	10,044	7,805.45	8,505	6,546.45
Summer Staff & Part-time Staff	50-080-0832-1101-60020	3,407	-	1,838	-
Accounting/Allocated Admin	50-080-0832-1200-71221	206,878	155,160.00	211,016	158,260.68
Communications	50-080-0832-1200-71251	3,200	1,891.04	3,200	2,584.62

2020 Statement of Operations- Water Fund

	NEW G/L ACCOUNT	2019 OPERATING FORECAST	Actual to November 30, 2019	2020 OPERATING FORECAST	Actual to November 30, 2020
Postage, Freight, Courier	50-080-0832-1200-71252	11,673	-	11,673	-
Legal	50-080-0832-1200-71253	5,000	-	5,000	9,328.77
Memberships	50-080-0832-1200-71260	1,000	269.66	1,000	269.66
Write-Offs	50-080-0832-1210-74515	2,000	(32.15)	2,000	(5.01)
Office Supplies	50-080-0832-1400-71410	1,000	1,021.95	1,000	469.31
Stores Charge	50-080-0832-1400-71433	10,300	-	10,300	-
Rain Barrel Expenses	50-080-0832-1400-71443		269.85		431.76
Annual Software Support	50-080-0832-1500-71501	1,404	-	1,404	440.64
Computer Maintenance (H&S)	50-080-0832-1500-71502	3,800	3,874.84	3,800	8,854.43
Custom Software Charges	50-080-0832-1500-71503	1,000	-	1,000	-
GIS Material	50-080-0832-1500-71507	13,432	8,713.68	13,432	7,548.36
Contracted Works	50-080-0832-1500-71523	1,000	1,190.59	1,000	609.76
Conference & Courses	50-080-0832-1500-71531	25,000	31,267.20	25,000	10,437.96
Insurance	50-080-0832-1500-71580	37,172	37,428.22	38,162	31,577.76
Insurance Deductible	50-080-0832-1500-71581	10,000	-	10,000	-
Advertising & Public Notices	50-080-0832-1500-71591	500	-	500	905.21
Contribution to Capital Fund	50-080-0832-1510-75350	1,206,590	-	1,266,144	-
Transfer to Reserve Fund (Water Meter Replac	50-080-0832-1620-75390	17,982	18,976.14	17,982	
Contribution to Reserve Fund	50-080-0832-1620-75390		(18,976.14)		-
Contribution to Reserve Fund (Year End)	50-080-0832-1620-75390				
Inventory Adjustments	50-080-0832-1700-72505		-		-
		1,701,932	341,944.35	1,761,055	334,077.11
Water Service Connections					
Hourly Full Time	50-080-0832-1962-60010	50,000	55,540.31	50,950	22,647.67
Overtime	50-080-0832-1962-60013	5,000	5,185.89	5,000	594.02
Hourly Part Time	50-080-0832-1962-60020	3,614	4,063.43	3,683	-
Employer CPP	50-080-0832-1962-60025	2,342	3,149.65	2,487	1,252.54
Employer EI	50-080-0832-1962-60030	889	1,320.89	890	488.94
Employer OMERS	50-080-0832-1962-60035	5,085	5,777.07	5,039	2,433.19
Employer EHT	50-080-0832-1962-60040	1,099	1,318.38	1,101	514.32
Employer Benefits	50-080-0832-1962-60050	5,929	6,873.78	6,023	2,229.45
Employer WSIB	50-080-0832-1962-60055	614	1,587.10	615	611.91
Materials	50-080-0832-1962-71471	12,000	15,066.25	12,000	2,648.55

2020 Statement of Operations- Water Fund

	NEW G/L ACCOUNT	2019 OPERATING FORECAST	Actual to November 30, 2019	2020 OPERATING FORECAST	Actual to November 30, 2020
Contracted Works	50-080-0832-1962-71523	14,000	58,682.92	14,000	962.91
Equipment Rentals - Owned	50-080-0832-1962-71540	22,000	26,979.06	22,000	5,614.57
		122,572	185,544.73	123,788	39,998.07
			-		
Water Meter Maintenance					
Hourly Full Time	50-080-0832-1963-60010	4,500	4,139.33	4,500	3,664.24
Overtime	50-080-0832-1963-60013		39.20		124.56
Employer CPP	50-080-0832-1963-60025	197	209.22	205	205.73
Employer EI	50-080-0832-1963-60030	75	87.41	73	80.27
Employer OMERS	50-080-0832-1963-60035	458	405.51	445	371.39
Employer EHT	50-080-0832-1963-60040	92	85.48	91	81.06
Employer Benefits	50-080-0832-1963-60050	534	322.67	532	811.23
Employer WSIB	50-080-0832-1963-60055	52	62.50	51	96.43
Materials	50-080-0832-1963-71471	7,500	6,953.03	7,500	17,418.14
Contracted Works	50-080-0832-1963-71523	11,874	7,852.18	11,874	11,640.40
Equipment Rentals - Owned	50-080-0832-1963-71540	1,725	975.00	1,725	406.25
		27,007	21,131.53	26,996	34,899.70
Water Distribution System Maintenance					
Hourly Full Time	50-080-0832-1964-60010	91,000	107,415.48	92,729	132,644.96
Overtime	50-080-0832-1964-60013	8,000	4,137.50	8,000	8,987.24
Hourly Part Time	50-080-0832-1964-60020	9,637	7,007.84	9,820	-
Employer CPP	50-080-0832-1964-60025	4,396	5,846.80	4,668	7,432.20
Employer EI	50-080-0832-1964-60030	1,668	2,415.80	1,670	2,876.49
Employer OMERS	50-080-0832-1964-60035	9,254	10,738.08	9,172	13,713.55
Employer EHT	50-080-0832-1964-60040	2,063	2,457.13	2,066	2,997.52
Employer Benefits	50-080-0832-1964-60050	10,792	13,183.33	10,962	16,258.35
Employer WSIB	50-080-0832-1964-60055	1,153	2,382.82	1,155	3,558.00
Materials	50-080-0832-1964-71471	35,000	17,791.06	35,000	41,005.65
Contracted Works	50-080-0832-1964-71523	35,000	7,452.60	35,000	21,360.12
Equipment Rentals - Owned	50-080-0832-1964-71540	35,000	42,188.52	35,000	25,038.75
		242,963	223,016.96	245,242	275,872.83
Total Waterworks General		2,094,474	771,637.57	2,157,081	684,847.71

2020 Statement of Operations- Water Fund

	NEW G/L ACCOUNT	2019 OPERATING FORECAST	Actual to November 30, 2019	2020 OPERATING FORECAST	Actual to November 30, 2020
Water Treatment Plant					
Microfit Generation Revenue	50-080-0831-0330-40320	(11,000)	(4,398.18)	(11,000)	(8,225.26)
Hourly Full Time	50-080-0831-1101-60010	202,603	187,927.09	206,452	175,104.53
Overtime	50-080-0831-1101-60013	4,000	5,871.02	4,000	5,871.78
Hourly Part Time	50-080-0831-1101-60020		466.84		54.66
Employer CPP	50-080-0831-1101-60025	8,851	9,786.02	9,397	9,285.88
Employer EI	50-080-0831-1101-60030	3,359	3,933.75	3,362	3,495.18
Employer OMERS	50-080-0831-1101-60035	20,604	16,061.21	20,420	18,041.86
Employer EHT	50-080-0831-1101-60040	4,153	3,953.10	4,160	3,824.99
Employer Benefits	50-080-0831-1101-60050	24,026	22,487.66	24,406	18,078.06
Employer WSIB	50-080-0831-1101-60055	2,321	2,387.09	2,325	4,550.76
Equipment Rentals - Owned	50-080-0831-1101-71540	2,200	2,126.08	2,000	2,062.50
Communications	50-080-0831-1200-71251	7,740	5,373.10	7,740	4,168.92
Lab Fees - Water Testing	50-080-0831-1200-71270	16,000	17,322.70	16,000	8,750.74
Office Supplies	50-080-0831-1400-71410	500	-	500	-
Natural Gas	50-080-0831-1240-71416	29,469	15,353.35	28,880	13,769.91
Diesel Fuel	50-080-0831-1240-71417	1,000	-	1,000	-
Electrical Power	50-080-0831-1240-71420	78,940	50,087.34	78,940	48,603.04
Water & Sewer	50-080-0831-1240-71421	1,257	1,171.50	1,297	1,207.50
Taxes	50-080-0831-1240-71425	45,100	44,594.02	38,162	83,971.44
Chlorine	50-080-0831-1400-71434	17,700	17,312.80	19,500	16,762.92
Soda Ash	50-080-0831-1400-71435	42,000	16,262.66	48,300	39,356.01
Aluminium Sulphate	50-080-0831-1400-71436	40,000	35,139.76	49,500	41,480.76
Fluorides	50-080-0831-1400-71437	15,000	14,462.77	10,000	13,629.50
Miscellaneous Chemicals	50-080-0831-1400-71438	12,000	3,052.20	13,000	1,993.17
Materials	50-080-0831-1400-71471	20,000	10,193.00	20,000	8,055.84
Contracted Services	50-080-0831-1500-71523	36,355	25,034.77	36,355	30,380.20
		635,178	510,359.83	645,696	552,500.15
Total Water Treatment Plant		624,178	505,961.65	634,696	544,274.89

2020 Statement of Operations- Water Fund

NEW G/L ACCOUNT		2019 OPERATING FORECAST	Actual to November 30, 2019	2020 OPERATING FORECAST	Actual to November 30, 2020
Water Storage Facility			-		-
Hourly Full Time	50-080-0831-1965-60010	7,500	5,381.30	7,500	6,128.46
Overtime	50-080-0831-1965-60013	1,000	-	1,000	-
Employer CPP	50-080-0831-1965-60025	328	264.10	341	314.43
Employer EI	50-080-0831-1965-60030	124	109.87	122	119.16
Employer OMERS	50-080-0831-1965-60035	763	222.61	742	603.94
Employer EHT	50-080-0831-1965-60040	154	108.83	151	127.21
Employer Benefits	50-080-0831-1965-60050	889	562.60	887	587.86
Employer WSIB	50-080-0831-1965-60055	86	60.86	84	151.31
Equipment Rentals - Own	50-080-0831-1965-71540	2,000	287.50	1,700	1,212.50
Communications	50-080-0831-1965-71251	2,180	1,369.26	2,180	557.46
Natural Gas	50-080-0831-1965-71416	12,000	8,668.47	11,760	6,704.37
Electrical Power	50-080-0831-1965-71420	3,633	2,200.32	3,633	2,222.67
Taxes	50-080-0831-1965-71425	84,700	83,117.04	86,394	44,708.98
Materials	50-080-0831-1965-71471	500	341.04	500	34.24
Contracted Works	50-080-0831-1965-71523	2,500	1,133.64	10,500	4,327.09
Equipment Rentals Other			-		-
Total Water Storage Facility		118,357	103,827.44	127,494	67,799.68
Total Expenditures		2,848,009	1,385,824.84	2,930,271	1,305,147.54
TOTAL WATER FUND (Surplus)/Deficit		-	(981,843.16)	-	(1,034,360.59)

Citywide Export - 2020-12-07

Permit #	Property Address	Legal Description	Work Description	Building Code	Work Code	Units/Area	Value
PRM-2020-0088	615 FIRST ST W	PSM160 LOT 3 PCL 14016 ALB TOWN PLOT PT LOTS 1 53;93 112 218 J K L PT FRONT ST;PT MOWAT AVE PT NELSON ST PT;PORTAGE AVE RP 48R3453 PARTS;1 TO	Demolish existing single family dwelling	110		1,182 Sq. Ft	\$5,000.00
PRM-2020-0089	0 N MILL COMPLEX PC	3 RP 48R3320 PART 1 * RIVER RANGE PT LOT 41 PCL;5768 MCIRVINE TWP	Mill Demolition Phase 2: Screen Building	410, 622		86,111.283 Sq. Ft	\$300,000.00
PRM-2020-0090	821 MCIRVINE ROAD		Construct permanent sign	490	1		\$1,000.00
PRM-2020-0091	540 KINGS HW	PLAN SM 119 LOT 1,2,3,4,5,6;;7 AND LAND PCL 1-2,2-1,4-1;;5-2, STREET 3 SM 119	Install fire rated door between two units			2 32.292 Sq. Ft	\$3,500.00
PRM-2020-0092	937 BAEKER BY	PSM298 LOT 116 PCL 116-1 PT;WALKWAY	Construct 12.5' by 30' second storey addit	110		3 375 Sq. Ft	\$130,000.00
PRM-2020-0093	324 VICTORIA AV	TOWN PLOT ALB LOT 244 PCL;862	Install new trusses over existing flat roof Structural repairs to attached garage due to fire damage Interior repairs due to water and smoke damage			3 1,194.794 Sq. Ft	\$67,009.00
PRM-2020-0095	1011 WILLIAMS AV	RP 48R889 PART 1 TO 2 PCL;20975		110		3 336 Sq. Ft 89231.369	\$190,431.27 696940.27

Date: December 14, 2020

Report To: Mayor & Council

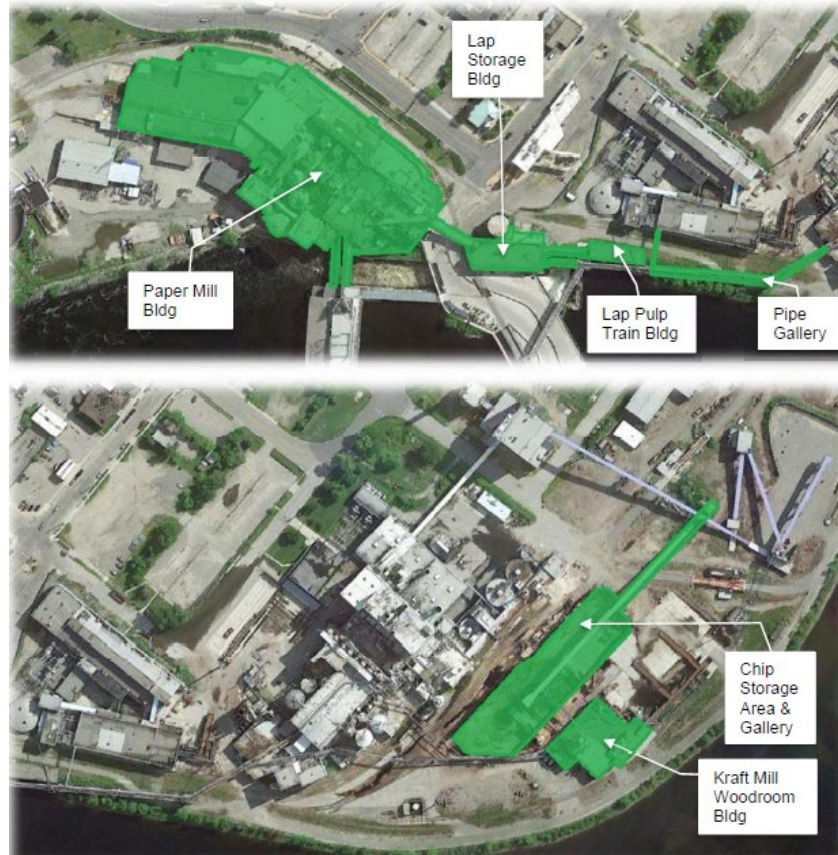
From: Cody Vangel, Chief Building Official & Municipal Planner

Re: Mill Demolition Project Update

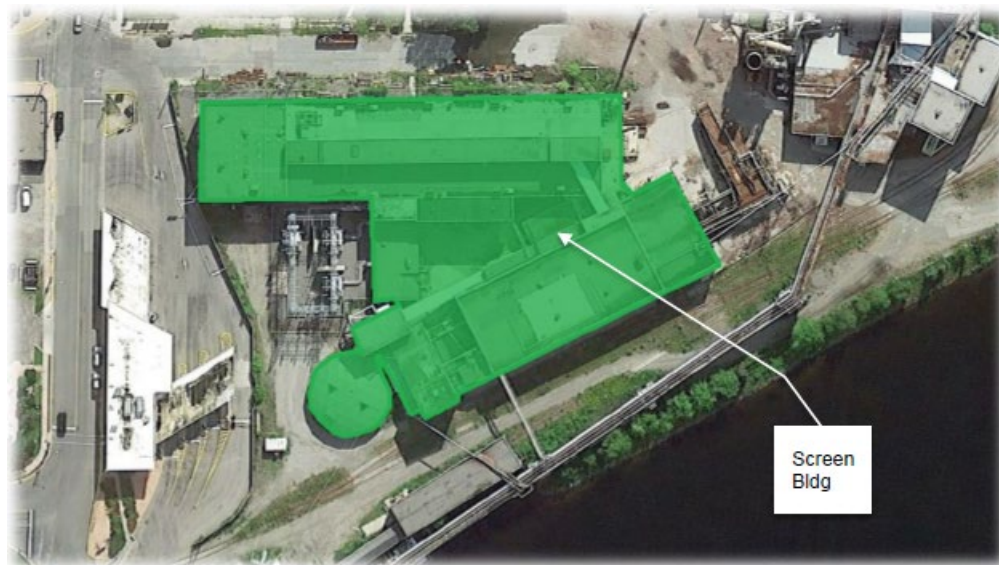
Summary

Application has been made by an authorized agent on behalf of 2670568 Ontario Limited (locally referred to as Riversedge Developments) for the demolition of multiple structures across the locally known Fort Frances mill property. The primary demolition project is anticipated to be conducted in four stages spanning approximately 18 months. In addition to the primary large-scale demolition scope there is expected to be multiple smaller scale demolition projects which will primarily consist of removing pre-manufactured steel structures from site, some of which may be relocated within the Town of Fort Frances. The four main phases of the demolition can be visually identified on the attached site plans and consist of the following:

Phase 1 – Papermill, LAP storage building, LAP pulp train building, associated pipe galleries and conveyors and the kraft woodroom building



Phase 2 – Screen building



Screen
Bldg

Phase 3 – Kraft mill building



Kraft Mill
Bldg

Phase 4 – Biomass (expected, though no plans submitted to date)

Project Update

To date of writing this report Phase 1 and 2 demolition permits have been issued to the authorized agent (demolition contractor).

- Phase 1
 - The northwesterly portion of phase 1 is relatively untouched by the demolition contractor currently. Contractor is awaiting project staging prior to commencing in this area.
 - The contractor has taken down 90% of the kraft mill woodroom building and chip storage area and gallery as shown above.
- Phase 2
 - Through discussions with the contractor they believe they are approximately 80% complete in terms of taking the associated structure(s) down.
- Phase 3
 - No demolition activities to report. Awaiting final requirements prior to issuing Phase 3 demolition permit.
- Phase 4
 - No application or information submitted to date.

Miscellaneous

Two smaller scale demolition permits have been issued for the removal of two pre-manufactured steel buildings. One of which has been relocated and reconstructed within the Town.

This information was provided to the Planning and Development Executive Committee at their December 7, 2020 session for informational purposes. This is the same information PDEC was provided and has not been updated throughout the week.

Respectfully submitted



Cody Vangel
Chief Building Official & Municipal Planner

Council approval of this report is not required as it is for informational purposes only.





December 9, 2020

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Ban on Single Use Plastics – Advertising Campaign

Attached to this report is a report prepared by Mr. Craig Miller, P.Eng Environmental Superintendent and Mr. Patrick Briere, By-Law Enforcement Officer outlining their plan on advertising the upcoming effective date for the Town's single use plastic By-Law.

The Operations and Facilities Executive Committee supports the proposed advertisement plan as presented for the January 1, 2021 commencement of the ban on single use plastics in the Town of Fort Frances.

Respectfully Submitted

A handwritten signature in black ink, appearing to read 'Travis Rob', with a stylized flourish at the end.

Travis Rob, P.Eng
Manager of Operations and Facilities

2020Dec9 Single Use Plastic Ban Communication Plan.docx

December 2, 2020

Report To: Travis Rob, P.Eng., Manager of Operations & Facilities
Planning and Development Executive Committee

From: Craig Miller, P.Eng., Environmental Superintendent
Patrick Briere, MLEO/Alternate CEMC/Public Information Officer

SUBJECT: Bylaw 11/20 – Ban on Single Use Plastics

On January 27, 2020, Mayor and Council passed Bylaw 11/20, a ban on single use plastics with exceptions as noted in the bylaw.

The bylaw is set to take effect on January 1, 2021 with enforcement set to take effect on January 1, 2022.

Patrick Briere and I have been working with local media to develop a public awareness campaign for this bylaw. It is a multi-faceted approach utilizing various forms of media, including:

- Advertising in the Fort Frances Times Bulletin, Thursday edition. This edition is circulated to all residents in town, free of charge. A sample of the ad that will run is attached.
- Advertising on 93.1 The Border. Daily ads will run 3-4 times per day until January and then continue with educational ads in the summer and fall 2021. A new campaign will commence in December 2021 and January 2022 focusing on the start of enforcement. The script for the radio ad is attached along with the schedule.
- Advertising on social media (the Town's Facebook page and Twitter account). These will be awareness campaigns utilizing the ads that the Fort Frances Times has created.
- Both the Fort Frances Times and 93.1 The Border will run news stories this month to highlight the bylaw coming into effect.
- An information insert will be included with the January water bills from the Town that would be mailed out in January 2021 and would be very similar to the ad published in the Fort Frances Times.
- The Town of Fort Frances website will have the relevant pages updated to raise awareness with respect to bylaw 11/20.

These communications are set to start the week of December 7th, 2020 and will continue through until January 2021. A reminder campaign will be launched in the summer and fall of 2021 and a campaign highlighting enforcement will commence in the 4th quarter of 2021.

We believe that this will be an effective approach and will reach a wide range of the population driving local education and awareness of bylaw 11/20.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Craig Miller', with a stylized, flowing script.

Craig Miller, P.Eng.
Environmental Superintendent

Patrick Briere
MLEO/Alternate CEMC/Public Information
Officer

Attached:

- Sample ads for the Fort Frances Times Bulletin
- Script for ad on 93.1 The Border
- Ad schedule for 93.1 The Border

It is estimated that a town the size of Fort Frances could send nearly 2 million plastic bags to the landfill each year.

Single-use plastics, it's time for change.



On January 27th, 2020, Mayor and council of the Town of Fort Frances passed By-Law No. 11/20, a ban on plastic bags, and single use food packaging. This By-Law comes into effect on Friday January 1st, 2021.

The new regulations are clearly set out and do include a number of specific exemptions. Here are the details;

PART 2: REGULATIONS

- 2.1 **Ban of Plastic Bags.** Except as provided in this by-law, no Business shall sell or provide a Checkout Bag to a Customer that is a Plastic Bag.
- 2.2 **Reusable Bags Allowed.** No Business shall deny or discourage the use by a Customer of the Customer's own reusable bag for the purpose of transporting items purchased or received by the Customer from the Business.
- 2.3 **Ban of Single-Use Food Packaging.** No Business shall sell or provide Single-Use Food Packaging to a Customer for the purpose of transporting, containing or facilitating the consumption of Prepared Food or Beverages received by the Customer from the Business.
- 2.4 **Exceptions.**
 - (1) Section 2.1 does not apply to a bag used to:
 - (a) package loose bulk items such as fruit, vegetables, nuts, grains, or candy;
 - (b) package loose small hardware items, such as nails, nuts, and bolts;
 - (c) contain or wrap frozen foods, meat, poultry, or fish, whether pre-packaged or not;
 - (d) wrap flowers or potted plants;
 - (e) protect prepared foods or bakery goods that are not pre-packaged;
 - (f) contain prescription drugs received from a pharmacy;
 - (g) transport live fish;
 - (h) protect clothing or other linens after professional laundering or dry-cleaning;
 - (i) package medical supplies and items used in the provision of health services;
 - (j) protect tires that cannot easily fit in a reusable bag; or
 - (k) collect and dispose of pet waste.
 - (2) Sections 2.1 and 2.3 do not limit or restrict the sale of bags (including Plastic Bags) or Single-Use Food Packaging intended for use at the Customer's home or business, provided the items are sold in packages of multiple quantities and are not utilized or distributed in the manner restricted by Sections 2.1 and 2.3.
 - (3) Section 2.3 does not prohibit a Business from providing a Customer with a plastic drinking straw upon individual request, provided that plastic drinking straws are not made available by the Business by default or made accessible for Customer self-service. When requesting a plastic drinking straw, the Customer does not need to specify a reason for needing a plastic drinking straw in order to receive one. Nothing in this by-law obligates a business to carry plastic drinking straws for use by Customers.

If you have questions please contact
the Town of Fort Frances By-Law Department
at 274-5323, ext. 1218.



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Client: Town of Fort Frances

Slug: Single Use Plastics

Writer:


Cart #:

Starts:

Ends:

Instructions:


It is estimated that a town the size of Fort Frances could send nearly *two million* plastic bags to the landfill *each* year. It's time for a change!! Earlier this year the Mayor and Council of the Town of Fort Frances passed a By-Law banning plastic bags and single use food packaging. This ban comes into effect Friday, January 1st, 20-21. The new regulations encourage you to start using alternatives to plastic before enforcement begins in 2022. For more info, contact the Town of Fort Frances By-Law Department at 274 53 23, extension 12-18.

	Proposed: 2020-12-02 Ph: Fax:	<h1>CFOB</h1>		Revised: 2020-12-02 12:45:25 PM Ref: 5295 Page: 1
	Client: TOWN OF FORT FRANCES - FF Product: Single Use Plastics ByLaw	Agency: Direct Contact: Craig Miller	AE: TRIMBLE, KATY Assistant:	

Campaign Summary	
Demo: A25-64 Market: Fort Frances Total Occ: 168 Aud Source: (1) FL11	P.O. #: Contract Total: \$1,680.00
Number of Weeks: 8 Campaign Dates: 2020-12-07 to 2021-01-03 [4 wk(s)]; 2021-01-04 to 2021-01-31 [4 wk(s)]; Comments: Prime(Rtgs): Mo-Su 6:00 pm-11:30 pm 0%.	

Proposed Schedule										
Days	MTWTFSS	Hours	Program	Rate(\$)	Rtg	Aud (000)	Len (m:ss)	Dec.	Jan.	Ttl Occ.
Mo-Su	06:00 - 19:00	RP 6A - 7P		\$20.00	0.00	0.0(1)	0:30	7 14 14 14 14	4 11 18 25	56
[DSA: M=2, T=2, W=2, Th=2, F=2, Sa=2, Su=2]										
Mo-Su	06:00 - 19:00	RP 6A - 7P		\$0.00	0.00	0.0(1)	0:30	14 14 14 14 14		56
[DSA: M=2, T=2, W=2, Th=2, F=2, Sa=2, Su=2]Non-Profit Matching ads										
Mo-Su	06:00 - 19:00	RP 6A - 7P		\$20.00	0.00	0.0(1)	0:30		7 7 7 7	28
[DSA: M=1, T=1, W=1, Th=1, F=1, Sa=1, Su=1]										
Mo-Su	06:00 - 19:00	RP 6A - 7P		\$0.00	0.00	0.0(1)	0:30		7 7 7 7	28
[DSA: M=1, T=1, W=1, Th=1, F=1, Sa=1, Su=1]non-profit match										

Source: Estimates. Based on Numeris-NMIR Meter Data. Audience in thousands. CPR's based on exact ratings while Display Ratings have been rounded off.

	Proposed: 2020-12-02 Ph: Fax:	CFOB	Revised: 2020-12-02 12:45:25 PM Ref: 5295 Page: 2
Client: TOWN OF FORT FRANCES - FF Product: Single Use Plastics ByLaw		Agency: Direct Contact: Craig Miller	AE: TRIMBLE, KATY Assistant:
Campaign Summary			
Demo: A25-64 Market: Fort Frances Total Occ: 168 Aud Source: (1) FL11		P.O. #: Contract Total: \$1,680.00	
Number of Weeks: 8 Campaign Dates: 2020-12-07 to 2021-01-03 [4 wk(s)]; 2021-01-04 to 2021-01-31 [4 wk(s)]; Comments: Prime(Rtgs): Mo-Su 6:00 pm-11:30 pm 0%.			
Month (Calendar)	# of Occ	Ttl Imp (000)	Total Gross
Dec, 2020	100	0.0	\$1,000.00
Jan, 2021	68	0.0	\$680.00
Total	168	0.0	Total Net \$1,680.00
In way of acceptance, the parties affix their signature to this booking, thereby affording it the same legal terms and qualities as a sales contract. Taxes, if applicable, are extra.			
Signature of Client _____ Date _____		Signature of Sales Rep _____ Date _____	
Signature of Sales Manager _____ Date _____		Signature of Sales Manager _____ Date _____	

Date: December 4th, 2020

Report To: Planning & Development Executive Committee.

From: Patrick Briere, By-Law Enforcement Officer

RE: November Activities for By-Law Enforcement Department.

Please see the below information for the month of November activities for this department.

Operational Constraints

- 1 officer in department March 2020 – January 2021.

November 2020

Animal Pound Statistics

Impounded Dogs	2
Impounded Cats	0
After Hours Visits	9
Total Shelter Visits for Month	27

Monthly Parking Statistics

Tickets for Month	4
Police Issued	0
Final Total	4

Daily Activities completed by By-Law Officers

- Animal Pound Activities.
- Pawn Shop Visits.
- Checking Parking Equipment.
- Garbage Collection Issues.
- Parking Enforcement (Fire Lanes, Handicap Zones, Calendar Parking, Parking Lots).
- Fine Box Collections.
- Treasury Staff Escort to Bank & Post Office (1st 1/2 of month).

Other Duties Completed by By-Law Officers

- Month End Office Reports.
- OPP Monthly Parking Stats.
- Weekly Mileage for Civic Centre Vehicles.
- Emergency Management COVID-19 Response.
- Emergency Management Annual Compliance Submission Review with OFMEM.
- JHSC Activities & Monthly Inspection.
- Maintaining Cleaning Solution in Civic Centre Vehicles.
- PDEC Secretary Duties.
- Deliver Cheques for Treasury.

- Flag Raisings & Replacements.
- Water Leak at Shelter (daily monitoring & emptying bucket).
- Performance Review & Daily Activities reporting to CAO.
- Monthly Activities Reporting to PDEC.
- Emergency Management Operation Walleye Meeting (Cross Border Exercise).
- OFMEM Sector Leads Meeting & PEMCC Meeting Attended.
- Quarantine Fence Installed at Shelter.
- Sidewalk & Bike Path Discussion with Councillor Wiedenhoeft & P.W.
- Alberton Request Services Review.
- OAPSO Chapter Meeting Attended.
- 2021 User Fee Budget Review.
- Honey Bee Proclamation Request.
- Verified Demolition permit for property with CBO/Planner.

Occurrence Type (Complaints & Information)	Calls for Service/Complaints
Single Use Plastics	4
Parking	11
Animals	14
Business Licensing	11
Property Standards (Includes Landlord/Tenant)	13
Taxi	4
Cannabis	1
Sign Permits	2
Snow Vehicles	1
Flag Pole Request	1
Zoning	2
Waste Management	4
Basketball Nets	1
Heavy Trucks	3

Respectfully submitted,

Original Signed By

Patrick Briere, CMM III, Property Standards Professional
 MLEO/Public Information Officer, Planning & Development Division
 PH: 1-807-274-5323 ext. 1218
pbriere@fort-frances.com

December 9, 2020

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Draft Updated Blue Box Recycle Regulation

Administration has been providing reports to Council periodically over the past year updating the process being undertaken for the update to the Ontario Blue Box Program Transition. On October 19, 2020 a draft regulation was posted on the Provinces Environmental Registry site for comment, with comments due by December 3.

The draft regulation contains many good things, particularly that all communities that currently have Blue Box programs will continue to have programs post transition as well as the inclusion of collection from Public Spaces, schools and health facilities, items advocated by AMO with support of Ontario Municipalities. In addition, the draft regulation has included transition dates for all of the current programs between 2023 and 2025 with public spaces and communities without current service due to transition in 2026 and beyond. The Town of Fort Frances transition date in the draft regulation is December 31, 2025 where our preferred transition date was October 31, 2024.

Since the release of the draft regulation, there have been many webinars from various stakeholders with an aim to clarify the regulation and develop comments to send back to the Ministry on shortcomings in the regulation or to obtain clarified wording for areas of ambiguity. In addition to that, the Town's Operations and Facilities Division staff have partnered with the neighboring communities of Dryden, Kenora, Red Lake and Sioux Lookout to form a collaborative working group aimed at helping our respective communities, with small individual quantities and intertwined programs, work to better negotiate with the future service providers through the transition to ensure the best value for our citizens.

Some concerns with the current draft program plan which have been brought forward as comments to the Ministry, as they relate to the Fort Frances program are:

1. Lack of requirement to continue to operate depot collection.

The current draft regulation stipulates that if all properties are currently serviced by curbside collection they MAY also be serviced by depot, however the regulation is specific that preference is to curbside collection. Under this requirement, there would be no requirement to service our population with a depot as we currently pickup all residential materials curbside. However due to the large population in the neighbouring unorganized communities as well as neighboring smaller municipalities we service a larger population catchment than just the Town through our depot. The unorganized territories are not considered in the regulation and may, as currently written, totally lose access to service if we no longer offer a depot.

2. Transition date consistency

As noted above, our transition date is different than what we had requested, which will require future negotiations with current suppliers to ensure uninterrupted service through transition, however of larger concern is that the municipalities in the south (Fort Frances, Emo, Rainy River, Atikokan, Sioux Lookout) are set to transition two years later than our partners in the North (Kenora, Dryden, Red Lake) which weakens our negotiation position as the, relatively small, total tonnage in the northwest is split between two transition dates. Further Sioux Lookout's recycle


program is totally serviced by the City of Dryden. Across the North there are two primary service providers with different levels of service and this needs to be all accounted for in transition.

3. Concern with contamination

There is a concern with contamination of materials and how Municipalities will be responsible for contaminated materials and who will be responsible to educate the population on these types of issues. Due to the small volumes of materials collected from the Town and our neighboring municipalities there is not a clear understanding of the contamination rate from our communities. We may, without some clarity, be fined to an unknown level for contamination in the materials collected. The draft regulation does not specify anything about contamination or how it will be handled, therefore it will likely be a negotiation point between the Town and the future service provider.

As we continue to work towards transition, Council will continue to be informed through reports to the Operations and Facilities Executive Committee outlining activities relating to Blue Box transition. At this time there is no action required and this report shall be received as information.

Respectfully Submitted



Travis Rob, P.Eng

Council approval of this report is not required as this report is for Information purposes only.

Manager of Operations and Facilities

2020Dec9 Recycle BB Transition Draft Regulation Update.docx

OPERATIONS AND FACILITIES DIVISION - PUBLIC WORKS AREA
OPERATIONS STATISTICS
September 2020

STAFFING

The following table is a breakdown of lost man shifts during the month:

	2019	2020
WSIB	0.00	0.00
WI/LTD	20.00	0.00
SICK DAYS	6.59	8.75
COMPASSIONATE LEAVE	3.00	0.00
FLOATERS	2.00	1.00
VACATION	14.00	60.00
BANKED TIME USED	6.38	14.75
OFF	0.00	0.00
STATUTORY HOLIDAYS	23.00	26.00
TOTAL	74.97	110.50

OVERTIME HOURS

Equivalent Straight Time Hours:

	2019	2020	2019	2020
	Sept	Sept	Year To	Year To
			Date	Date
ADMINISTRATION	0.00	0.00	0.00	0.00
TRAVEL	5.00	0.00	27.50	2.50
ENGINEERING	0.00	0.00	0.00	4.00
INTERDEPARTMENTAL	18.00	0.00	84.25	10.75
PRIVATE WORK	12.00	6.75	25.00	18.00
RECYCLE/GARBAGE	8.00	10.13	35.50	24.63
ROADS	36.50	4.75	731.00	389.00
SEWER COLLECTION	6.00	27.50	193.88	99.50
SIDEWALKS	0.00	0.00	144.00	63.00
STORES	0.00	0.00	5.50	50.50
VEHICLE & EQUIPMENT	0.00	0.00	38.00	33.00
WATER TREATMENT PLANT	49.25	58.25	222.75	263.00
WATER DISTRIBUTION	3.00	53.75	422.50	446.25
WATER TOWER	0.00	0.00	0.00	0.00
TOTAL	137.75	161.13	1929.88	1404.13

TRANSPORTATION REPORT

September 2020

ROADS:

Storm Water Management – Urban:

- Repaired a catchbasin at Keating Avenue and Third Street West.

Storm Water Management - Rural:

- Removed beaver dams as required.
- Cut grass along ditches with Trackless.

Hard Top Maintenance:

- Levelled utility cuts – twice weekly
- Pothole patching as required
- Street sweeping daily – Downtown Area and Front Street done once weekly

Loose Top Maintenance:

- Graded all loose top roads twice
- Graded lanes as required.

Roadside Maintenance:

- Cut grass at dead ends and CN crossings.
- Trimmed trees along sidewalks and boulevards.
- Removed trees and shrubs in parking area behind the Fort Frances Dental Centre.
- Trimmed trees along downtown lanes.

Winter Control:

Traffic Operations:

- Repaired and replaced signs as required
- Installed a new dead end sign at the 800 block of Nelson Street.

Regular Maintenance:

- Garbage pickup - Tuesday and Friday - Downtown and Public Works Shop
- Assisted Engineering with locates and CCTV inspections.
- Assisted with tasks at Civic Centre as required.
- Maintenance checks at the Civic Centre as required
- Repaired deficiencies found in Routine Road Patrols

Buildings and Grounds:

- Cleaned Shop as required
- Cleaned vehicles and equipment as required
- Cut grass at Public Works buildings and yards
- Repaired some fencing around the Public Works yard.
- Hauled the good granular material from the snow dump to the Public Works stock pile in yard.

Private Work:

- Installed a retaining wall for driveway entrance at the new Day Care Facility on McIrvine Road.
- Installed a private crossing at 560 Riverview Drive and 566 Riverview Drive.
- Installed a temporary culvert at 1007 Cornwall Avenue North so the owner could start construction on a new house.

Sidewalks – Winter:**Sidewalks – Summer:**

- Replaced sidewalk in areas identified for repairs
- Swept sidewalk and bike path along waterfront once weekly.

Vehicles and Equipment:

- Preventative Maintenance – pre-trip inspections 5:30 – 7:30 am Monday to Friday
- Regular scheduled maintenance of all vehicles and equipment
- Maintenance and repairs, Fire Department, Water Treatment Plant, Memorial Sports Centre, Day Care, Handi-Van, Airport and Civic Centre Vehicles as required

Public Relations:

Sewer and Water:

- Provided labour and equipment for Water Distribution and Sewer Collection repairs and maintenance.
- Handed out “Water Turn Off Advisories”, “Drinking Water Advisories” and “Lifting of Drinking Water Advisories” when required
- Issued “Delinquent Account Notices” and turned off water for non-compliance as required.
- Replaced curb and gutter and sidewalk that sunk and broke from an old water service repair at 533 Nelson Street.
- Vacuum excavated to bare the gas main on Colonization Road West for Veert.

Interdepartmental:

- Delivered a load of Granular A to Riverview Cemetery on September 1, 2020.
- Cleaned shop and prepared for Household Hazardous Waste Day.
- Removed some curb and sidewalk to be replaced along the Handi-capped parking area at the Memorial Sports Centre on Gillon Street.
- Landscaped at the Memorial Sports Centre where the new sidewalk and curb was installed.
- Installed handicapped parking signs at the Memorial Sports Centre.
- Blew out the sprinkler system to prepare for winter at the Civic Centre on September 30, 2020.

Recycling:

- Emptied glass recycling bin as required
- Pushed up piles in recycling building as required
- Loaded Commercial Recycling Bin as required
- Cleaned up recycling yard

Training:**Health & Safety:**

- A Workplace Inspection was done at the Public Works building on September 23, 2020.

Milt Strachan,
Superintendent of Transportation

OPERATIONS AND FACILITIES DIVISION - PUBLIC WORKS AREA
OPERATIONS STATISTICS
October 2020

STAFFING

The following table is a breakdown of lost man shifts during the month:

	2019	2020
WSIB	0.00	0.00
WI/LTD	0.00	0.00
SICK DAYS	16.88	12.13
COMPASSIONATE LEAVE	0.00	3.00
FLOATERS	0.25	7.00
VACATION	23.75	40.75
BANKED TIME USED	15.25	14.79
OFF	8.97	2.81
STATUTORY HOLIDAYS	24.00	26.00
TOTAL	89.10	106.48

OVERTIME HOURS

Equivalent Straight Time Hours:

	2019	2020	2019	2020
	Oct	Oct	Year To	Year To
			Date	Date
ADMINISTRATION	0.00	0.00	0.00	0.00
TRAVEL	0.00	0.00	27.50	2.50
ENGINEERING	0.00	0.00	0.00	4.00
INTERDEPARTMENTAL	0.75	0.00	85.00	10.75
PRIVATE WORK	0.75	7.75	31.00	25.75
RECYCLE/GARBAGE	0.00	34.25	35.50	58.88
ROADS	17.25	12.00	736.25	401.00
SEWER COLLECTION	24.38	24.75	213.38	124.25
SIDEWALKS	0.00	3.00	144.00	66.00
STORES	0.00	0.00	5.50	50.50
VEHICLE & EQUIPMENT	0.00	0.00	38.00	33.00
WATER TREATMENT PLANT	16.00	13.25	241.00	276.25
WATER DISTRIBUTION	15.25	9.50	433.00	455.75
WATER TOWER	0.00	0.00	0.00	0.00
TOTAL	74.38	104.50	1990.13	1508.63

TRANSPORTATION REPORT

October 2020

ROADS:

Storm Water Management – Urban:

- Cleaned leaves and debris from catch basins.

Storm Water Management - Rural:

- Removed beaver dams as required

Hard Top Maintenance:

- Levelled utility cuts – twice weekly
- Pothole patching as required
- Street sweeping daily – Downtown Area and Front Street done once weekly
- Cleaned curb and gutter forms and stored for winter.

Loose Top Maintenance:

- Graded all loose top roads twice
- Graded lanes before winter.

Roadside Maintenance:

- Tree trimming along sidewalks, boulevards and lanes.

Winter Control:

- No events that required plowing.
- Sanded/salted roads as required.
- Mixed sand/salt.

Traffic Operations:

- Repaired and replaced signs as required
- Installed new signs for new OPP location on October 7, 2020.

Regular Maintenance:

- Garbage pickup - Tuesday and Friday - Downtown and Public Works Shop
- Assisted Engineering with locates and CCTV inspections.
- Assisted with tasks at Civic Centre as required.
- Maintenance checks at the Civic Centre as required
- Repaired deficiencies found in Routine Road Patrols

Buildings and Grounds:

- Cleaned Shop as required
- Cleaned vehicles and equipment as required
- Stockpiled winter sand.
- Stockpiled clear stone (crushed rock)

Private Work:

- Installed private crossings at 844 and 838 Williams Avenue.
- Broke out some high back curb for an entrance at the new Ambulance garage on Butler Avenue.

Sidewalks – Winter:

- Cleaned snow and ice from Civic Centre sidewalks and applied ice melt as required.
- Cleaned snow from Underpass sidewalks and Downtown corners and applied ice melt as required.

Sidewalks – Summer:

- Swept sidewalk and bike path along waterfront once weekly.
- Replaced some sidewalk on the 800 block of Williams Avenue.
- Cleaned sidewalk forms and stored for winter.

Vehicles and Equipment:

- Preventative Maintenance – pre-trip inspections 5:30 – 7:30 am Monday to Friday
- Regular scheduled maintenance of all vehicles and equipment
- Maintenance and repairs, Fire Department, Water Treatment Plant, Memorial Sports Centre, Day Care, Handi-Van, Airport and Civic Centre Vehicles as required

Public Relations:

- Moved trailer from Market Square to the Public Works yard for winter storage.

Sewer and Water:

- Provided labour and equipment for Water Distribution and Sewer Collection repairs and maintenance.
- Handed out “Water Turn Off Advisories”, “Drinking Water Advisories” and “Lifting of Drinking Water Advisories” when required
- Issued “Delinquent Account Notices” and turned off water for non-compliance as required.

Interdepartmental:

- Installed a new fence and gate inside the Animal Shelter yard.
- Moved toys out of Day Care Centre to the Point Park office for temporary storage.

Recycling:

- Emptied glass recycling bin as required
- Pushed up piles in recycling building as required
- Loaded Commercial Recycling Bin as required
- Cleaned up recycling yard
- Constructed a small building to put controller and motor for the General Public bin inside and out of the elements.

Training:**Health & Safety:**

- A Workplace Inspection was done at the Public Works building on October 21st, 2020.

Milt Strachan,
Superintendent of Transportation

OPERATIONS AND FACILITIES DIVISION - PUBLIC WORKS AREA
OPERATIONS STATISTICS
November 2020

STAFFING

The following table is a breakdown of lost man shifts during the month:

	2019	2020
WSIB	0.00	0.00
WI/LTD	0.00	0.00
SICK DAYS	13.50	11.00
COMPASSIONATE LEAVE	5.00	3.00
FLOATERS	6.29	2.00
VACATION	49.00	26.00
BANKED TIME USED	11.50	6.75
OFF	4.00	18.00
STATUTORY HOLIDAYS	28.00	29.00
TOTAL	117.29	95.75

OVERTIME HOURS

Equivalent Straight Time Hours:

	2019	2020	2019	2020
	Nov	Nov	Year To	Year To
			Date	Date
ADMINISTRATION	0.00	0.00	0.00	0.00
TRAVEL	2.50	0.00	30.00	2.50
ENGINEERING	0.00	0.00	0.00	4.00
INTERDEPARTMENTAL	6.75	0.00	91.75	10.75
PRIVATE WORK	0.00	0.00	31.00	25.75
RECYCLE/GARBAGE	0.00	8.00	35.50	66.88
ROADS	135.75	5.25	872.00	406.25
SEWER COLLECTION	5.50	0.00	218.88	124.25
SIDEWALKS	0.00	0.00	144.00	66.00
STORES	0.00	0.00	5.50	50.50
VEHICLE & EQUIPMENT	16.00	0.00	54.00	33.00
WATER TREATMENT PLANT	28.00	30.00	269.00	306.25
WATER DISTRIBUTION	1.50	56.25	434.50	512.00
WATER TOWER	0.00	0.00	0.00	0.00
TOTAL	196.00	99.50	2186.13	1608.13

TRANSPORTATION REPORT

November 2020

ROADS:

Storm Water Management – Urban:

- Cleaned leaves and debris from catch basins.

Storm Water Management - Rural:

- Cleaned up some tires and debris along ditches.

Hard Top Maintenance:

- Levelled utility cuts – twice weekly
- Pothole patching as required
- Street sweeping daily – Downtown Area and Front Street done once weekly
- Street sweeping done for the year on November 23, 2020.
- Cleaned curb and gutter forms and stored for winter.
- Cleaned up pile of sweepings from Public Works yard and hauled them to the snow dump.

Loose Top Maintenance:

- Graded all loose top roads.
- Cut shoulders with grader on Eighth Street West from York Avenue to McIrvine Road.
- Applied granular “A” and spread with grader on Eighth Street West from York Avenue to McIrvine Road.
- Cut shoulders on Balsam Street with Grader.

Roadside Maintenance:

- Continued tree trimming along sidewalks, boulevards and lanes.
- Removed several dead trees with the help of FFPC on November 25, 26 and 27th

Winter Control:

- No events that required plowing.
- Sanded/salted roads as required.
- Mixed additional sand/salt.

Traffic Operations:

- Repaired and replaced signs as required

Regular Maintenance:

- Garbage pickup - Tuesday and Friday - Downtown and Public Works Shop
- Assisted Engineering with locates and CCTV inspections.
- Assisted with tasks at Civic Centre as required.
- Maintenance checks at the Civic Centre as required
- Repaired deficiencies found in Routine Road Patrols

Buildings and Grounds:

- Cleaned Shop as required
- Cleaned vehicles and equipment as required

Private Work:

- Installed a culvert for a private crossing at 407 Sixth Street West on November 9th and 10th.

Sidewalks – Winter:

- Cleaned snow and ice from Civic Centre sidewalks and applied ice melt as required.
- Cleaned snow from Underpass sidewalks and Downtown corners and applied ice melt as required.

Sidewalks – Summer:

- Swept sidewalk along Waterfront once weekly.
- Cleaned sidewalk forms and stored for winter.

Vehicles and Equipment:

- Preventative Maintenance – pre-trip inspections 5:30 – 7:30 am Monday to Friday
- Regular scheduled maintenance of all vehicles and equipment
- Maintenance and repairs, Fire Department, Water Treatment Plant, Memorial Sports Centre, Day Care, Handi-Van, Airport and Civic Centre Vehicles as required

Public Relations:

Sewer and Water:

- Provided labour and equipment for Water Distribution and Sewer Collection repairs and maintenance.
- Handed out “Water Turn Off Advisories”, “Drinking Water Advisories” and “Lifting of Drinking Water Advisories” when required
- Issued “Delinquent Account Notices” and turned off water for non-compliance as required.

Interdepartmental:

- Moved some desks and furniture at the Civic Centre on November 3rd and 4th, 2020.
- Moved some furniture from the old OPP office on November 10th, 2020.
- Moved conduit from Erin Crescent to be stored in the Public Works yard for the winter.

Recycling:

- Emptied glass recycling bin as required
- Pushed up piles in recycling building as required
- Loaded Commercial Recycling Bin as required
- Cleaned up recycling yard

Training:**Health & Safety:**

- A workplace inspection was done on November 25th, 2020 at the Public Works building.

Milt Strachan,
Superintendent of Transportation

TOWN OF FORT FRANCES
Operations and Facilities Division - Environmental Area - Operations Statistics
July-20

STAFFING:

See Operations Statistics prepared by M. Strachan, Superintendent of Transportation

OVERTIME HOURS - Equivalent Straight Time Hours

See Operations Statistics prepared by M. Strachan, Superintendent of Transportation

WATER DISTRIBUTION & WASTE WATER COLLECTION:

See Monthly Summary (Attached)
 Installed and commissioned water service to community garden
 Construction support for Scott St and Colonization Road W. projects
 Erin Crescent construction support
 Repaired water main break at 4th St. W and Wright Ave
 Repaired water main break at 414 5th St W
 Repaired water main break at 900 Wright Ave / 5th St. W
 Repaired sewer main sink hole @ 1030 York Ave
 Flushing and valve turning program continues
 Adjusted multiple curb stops and valve boxes
 All training cancelled due to Covid-19

WATER TREATMENT PLANT:

In receipt of the Water Treatment Plant Monthly Report
 All training cancelled due to Covid-19

WASTE-WATER TREATMENT FACILITY:

In receipt of the Wastewater Treatment Facility Monthly Report.

WASTE MANAGEMENT:Garbage Collection:

Garbage not picked up - 13 houses

Sanitary Landfill (Waste Disposal Site):

Landfill Scales functioning during this period.

Amount of residential waste (kg) delivered to the landfill:
 274,380

Amount of ICI waste (kg) delivered to the landfill:
 385,420

Recycling:

Recycle not picked up - 25 houses

Amount of recycled waste (Metric Tonnes) diverted from the landfill:
 29.75 (Emterra)

Prepared By: Craig Miller, P.Eng. Environmental Superintendent

Date: 7-Dec-20

TOWN OF FORT FRANCES
Operations and Facilities Division - Environmental Area - Operations Statistics
August-20

STAFFING:

See Operations Statistics prepared by M. Strachan, Superintendent of Transportation

OVERTIME HOURS - Equivalent Straight Time Hours

See Operations Statistics prepared by M. Strachan, Superintendent of Transportation

WATER DISTRIBUTION & WASTE WATER COLLECTION:

See Monthly Summary (Attached)
 Construction support for Scott St and Colonization Road W. projects
 Repaired sewer main sinkhole at 907 Victoria Ave
 Installed new curbstop @ 1324 Kings Hwy
 CCTV sewer service @ Riverside Health Care (Covid Testing Building)
 Flushing and valve turning program continues
 Adjusted multiple curb stops and valve boxes
 All training cancelled due to Covid-19

WATER TREATMENT PLANT:

In receipt of the Water Treatment Facility Monthly Report.
 DWQMS Management Review Completed
 Wifi installed at WTP
 All training cancelled due to Covid-19

WASTE-WATER TREATMENT FACILITY:

In receipt of the Wastewater Treatment Facility Monthly Report.
 Received quote from Trojan / EVA to upgrade UV capacity to match plant capacity for 2021 budget

WASTE MANAGEMENT:

Recycle processing renewal negotiations with Emterra

Garbage Collection:

Garbage not picked up - 17 houses

Sanitary Landfill (Waste Disposal Site):

Landfill Scales functioning during this period.

Amount of residential waste (kg) delivered to the landfill:
 283,680

Amount of ICI waste (kg) delivered to the landfill:
 477,170

Recycling:

Recycle not picked up - 14 houses

Amount of recycled waste (Metric Tonnes) diverted from the landfill:
 34.31 (Emterra)

Prepared By: Craig Miller, P.Eng. Environmental Superintendent

Date: 7-Dec-20

TOWN OF FORT FRANCES
Operations and Facilities Division - Environmental Area - Operations Statistics
September-20

STAFFING:

See Operations Statistics prepared by M. Strachan, Superintendent of Transportation

OVERTIME HOURS - Equivalent Straight Time Hours

See Operations Statistics prepared by M. Strachan, Superintendent of Transportation

WATER DISTRIBUTION & WASTE WATER COLLECTION:

See Monthly Summary (Attached)
 New services installed for new build @ 1007 Cornwall
 Resumed plugged service service rodding with screening protocols
 Construction support for Scott St and Colonization Road W. projects
 Repaired sewer service @ 614 2nd St. E
 Flushing and valve turning program continues
 Adjusted multiple curb stops and valve boxes
 All training cancelled due to Covid-19

WATER TREATMENT PLANT:

In receipt of the Water Treatment Facility Monthly Report.
 Planning UPS upgrades with Jeremy
 All training cancelled due to Covid-19

WASTE-WATER TREATMENT FACILITY:

In receipt of the Wastewater Treatment Facility Monthly Report.
 Planning UPS upgrades with Jeremy

WASTE MANAGEMENT:

Emterra extension finalized.

Garbage Collection:

Garbage not picked up - 7 houses

Sanitary Landfill (Waste Disposal Site):

Landfill Scales functioning during this period.

Amount of residential waste (kg) delivered to the landfill:
 319,670

Amount of ICI waste (kg) delivered to the landfill:
 533,810

Recycling:

Recycle not picked up - 6 houses

Amount of recycled waste (Metric Tonnes) diverted from the landfill:
 45.42 (Emterra)

Prepared By: Craig Miller, P.Eng. Environmental Superintendent

Date: 7-Dec-20

TOWN OF FORT FRANCES
Operations and Facilities Division - Environmental Area - Operations Statistics
October-20

STAFFING:

See Operations Statistics prepared by M. Strachan, Superintendent of Transportation

OVERTIME HOURS - Equivalent Straight Time Hours

See Operations Statistics prepared by M. Strachan, Superintendent of Transportation

WATER DISTRIBUTION & WASTE WATER COLLECTION:

See Monthly Summary (Attached)
 Construction support for Scott St and Colonization Road W. projects
 Hydrant hit and run - 900 block of 2nd St. E - repaired.
 Hydrant hit and run - 1200 block of Elizabeth St. E - OOS until repairs
 Top Shot restored sanitary manholes
 Winterized marina
 Winterized various town parks, the point, rainy lake square, etc.
 Winterized fire hydrants
 All training cancelled due to Covid-19
 Lowered 2 sanitary manholes
 Repaired sanitary sewer service @ 200 Mowat Ave (TD Bank)

WATER TREATMENT PLANT:

In receipt of the Water Treatment Facility Monthly Report.
 Planning UPS upgrades with Jeremy
 Dust control engineering tender issued
 All training cancelled due to Covid-19
 Granted reduced lead sampling program by MECP due to covid. No residences sampled.

WASTE-WATER TREATMENT FACILITY:

In receipt of the Wastewater Treatment Facility Monthly Report.
 Planning UPS upgrades with Jeremy
 Standby Generator Engineering Tender issued

WASTE MANAGEMENT:

New Landfill Tender awarded to Veert
 Landfill well water samples taken from monitoring wells

Garbage Collection:

Garbage not picked up - 4 houses

Sanitary Landfill (Waste Disposal Site):

Landfill Scales functioning during this period.

Amount of residential waste (kg) delivered to the landfill:
 293,440

Amount of ICI waste (kg) delivered to the landfill:
 420,510

Recycling:

Recycle not picked up - 12 houses

Amount of recycled waste (Metric Tonnes) diverted from the landfill:
 No Data Yet (Emterra)

Prepared By: Craig Miller, P.Eng. Environmental Superintendent

Date: 7-Dec-20

TOWN OF FORT FRANCES
Operations and Facilities Division - Environmental Area - Operations Statistics
November-20

STAFFING:

See Operations Statistics prepared by M. Strachan, Superintendent of Transportation

OVERTIME HOURS - Equivalent Straight Time Hours

See Operations Statistics prepared by M. Strachan, Superintendent of Transportation

WATER DISTRIBUTION & WASTE WATER COLLECTION:

See Monthly Summary (Attached)
 New water meter reader being procured to replace non-functioning reader
 Quote for new sewer service @ 860 Kings Hwy (old A&W) for potential purchase
 Finished winterizing hydrants (including private hydrants)
 Installed new air relief valve on force main on 5th St. E @ Victoria
 3 business running water for winter to prevent frozen water lines
 Lowered 5 sanitary manholes
 Repaired sewer main at 919 Victoria Avenue North
 Repaired water main break at 826 2nd St. E
 Repaired water main break at 802 2nd St. E
 All training cancelled due to Covid-19

WATER TREATMENT PLANT:

ORO Brad Webb submitted retirement notice Nov 25 for Dec 31
 In receipt of the Water Treatment Facility Monthly Report
 Completed and passed external DWQMS audit with no non-conformances
 Municipal drinking water license renewal submitted to MECP (every 5 years)
 BMA Consulting engaged to update water and waste water financial plan to 2027
 (part of drinking water license renewal)
 All training cancelled due to Covid-19

WASTE-WATER TREATMENT FACILITY:

In receipt of the Wastewater Treatment Facility Monthly Report

WASTE MANAGEMENT:

Work on media campaign for single use plastics bag bylaw

Garbage Collection:

Garbage not picked up - 7 houses

Sanitary Landfill (Waste Disposal Site):

Landfill Scales functioning during this period.

Amount of residential waste (kg) delivered to the landfill:
 No Data Yet

Amount of ICI waste (kg) delivered to the landfill:
 No Data Yet

Recycling:

Recycle not picked up - 7 houses

Amount of recycled waste (Metric Tonnes) diverted from the landfill
 No Data Yet (Emterra)

Prepared By: Craig Miller, P.Eng. Environmental Superintendent

Date: 7-Dec-20

Water Works		Years		
DATE	WORK	2018	2019	2020
Jan	THAW FROZEN WL	1	6	1
	TURN WATER OFF	1	6	
	TURN WATER OFF/ON	4	5	
	TURN WATER ON	5		
Jan Total		11	17	1
Feb	THAW FROZEN WL	27	11	
	TURN WATER OFF	3	3	1
	TURN WATER OFF/ON		5	1
	TURN WATER ON	3		5
Feb Total		33	19	7
Mar	THAW FROZEN WL	3	27	
	TURN WATER OFF		2	
	TURN WATER OFF/ON	3	3	1
	TURN WATER ON	12	7	2
Mar Total		18	39	3
Apr	SET UP HYDRANT		1	
	THAW FROZEN WL		5	
	TURN WATER OFF	3	2	2
	TURN WATER OFF/ON	1	1	1
	TURN WATER ON	16	24	4
Apr Total		20	33	7
May	CHECK WATER SERVICE		1	
	CONNECTION INSPECTION	1	1	
	TRACE SERVICES		1	
	TURN WATER OFF	3	3	
	TURN WATER OFF/ON	1	3	1
	TURN WATER ON	15	14	4
	TURN WATER ON	1		
May Total		21	23	5
Jun	RAISE CS TO GRADE	1		
	TRACE SERVICES		1	1
	TURN WATER OFF	4	3	
	TURN WATER OFF/ON	3	3	
	TURN WATER ON	4	6	1
Jun Total		12	13	2
Jul	CONNECTION INSPECTION	3	1	
	LIVE TAP SERVICE	1		
	REPAIR CURBSTOP		3	
	TERMINATE WATER	1		
	TRACE SERVICES	2	2	
	TURN WATER OFF		1	
	TURN WATER OFF/ON	4	4	
	TURN WATER ON	2	4	
Jul Total		13	15	
Aug	TRACE SERVICES	1	1	
	TURN WATER OFF	2	1	
	TURN WATER OFF/ON	3		1
	TURN WATER ON	2	1	
Aug Total		8	3	1
Sep	CONNECTION INSPECTION	4		
	TEST BACKFLOW	1		
	TRACE SERVICES	1		
	TURN WATER OFF	4	4	4
	TURN WATER OFF/ON	2	2	2
	TURN WATER ON	4		1
Sep Total		16	6	7
Oct	CONNECTION INSPECTION	1		
	TURN WATER OFF	13	15	6
	TURN WATER OFF/ON	3	4	
	TURN WATER ON	3	7	3
Oct Total		20	26	9
Nov	CONNECTION INSPECTION	1		2
	TURN WATER OFF	14	11	4
	TURN WATER OFF/ON	1	3	
	TURN WATER ON	4	2	1
	WINTERIZE			1
	WINTERIZE HYDRANT			1
Nov Total		20	16	9
Grand Total		192	210	51

Sewer Works		Years		
DATE	WORK	2018	2019	2020
Jan	CCTV SEWER SERVICE	1	1	3
	UNPLUG SANITARY SEWER	20	21	7
Jan Total		21	22	10
Feb	CCTV SEWER SERVICE	2	2	1
	THAW FROZEN SEWER	1		
	UNPLUG SANITARY SEWER	20	10	6
Feb Total		23	12	7
Mar	CCTV SEWER SERVICE	1	1	
	CONNECTION INSPECTION		1	
	UNPLUG SANITARY SEWER	12	9	3
Mar Total		13	11	3
Apr	CCTV SEWER SERVICE	3	6	
	UNPLUG SANITARY SEWER	15	7	1
Apr Total		18	13	1
May	CCTV SEWER SERVICE	1		
	CONNECTION INSPECTION	1	1	1
	THAW FROZEN SEWER	1		
	UNPLUG SANITARY SEWER	15	10	2
May Total		18	11	3
Jun	CCTV SEWER SERVICE		4	1
	CONNECTION INSPECTION		1	1
	TRACE SERVICES		2	
	UNPLUG SANITARY SEWER	14	3	1
	INSTALL SEWER PUMP			1
Jun Total		14	10	4
Jul	CCTV SEWER SERVICE		1	2
	CONNECTION INSPECTION	3	2	
	TRACE SERVICES		4	
	UNPLUG SANITARY SEWER	6	9	
	VAC OUT SEWER MAIN		1	
	VAC TRUCK POWER CABLES			1
Jul Total		9	17	3
Aug	CCTV SEWER SERVICE	5	2	1
	TRACE SERVICES	2	2	
	UNPLUG SANITARY SEWER	11	8	1
Aug Total		18	12	2
Sep	CCTV SEWER SERVICE	2	4	
	CONNECTION INSPECTION	4		
	TRACE SERVICES		1	
	UNPLUG SANITARY SEWER	5	11	7
	VAC OUT SEWER MAIN		1	
	CLEAN SEWER SERVICE			1
Sep Total		11	17	8
Oct	CCTV SEWER SERVICE	2	2	1
	CONNECTION INSPECTION	2	1	
	TRACE SERVICES		1	
	UNPLUG SANITARY SEWER	11	12	8
	CCTV SANITARY SERVICE			1
Oct Total		15	16	10
Nov	CCTV SEWER SERVICE	2		2
	CONNECTION INSPECTION			1
	PREVENTATIVE ROOTING	1		
	UNPLUG SANITARY SEWER	17	12	3
	WINTERIZE			1
Nov Total		20	12	7
Grand Total		180	153	58

System Repairs		Years		
DATE	TYPE	2018	2019	2020
Jan	CURBSTOP		1	
	HYDRANT			2
	SEWER SERVICE			2
	WATERMAIN	1	1	1
Jan Total		1	2	5
Feb	CLEANOUT		2	
	CURBSTOP		8	
	SEWER SERVICE		1	
	WATER SERVICE		2	
Feb Total			13	
Mar	CLEANOUT		2	
	CURBSTOP		2	
	HYDRANT			2
	WATER SERVICE	2		1
	WATERMAIN			2
	SAN MANHOLE			1
Mar Total		2	4	6
Apr	CLEANOUT		1	
	CLEANOUT/CURBSTOP	1		
	CURBSTOP	1	9	15
	HYDRANT			3
	MANHOLE		2	
	SEWER MAIN		1	
	WATER MAIN	1		1
	WATER SERVICE	1		
Apr Total		4	13	19
May	CLEANOUT	3	4	
	CLEANOUT/CURBSTOP	1		
	CURBSTOP	4	8	
	MANHOLE		1	
	SEWER SERVICE		2	
	WATER SERVICE		1	
	WATERMAIN	4	1	
May Total		12	17	
Jun	CURBSTOP		5	
	MANHOLE	1		
	WATER MAIN			1
	WATER SERVICE		2	
	WATERMAIN	1	1	
Jun Total		2	8	1
Jul	CURBSTOP	3	10	
	SEWER MAIN			1
	WATER MAIN			3
	WATER SERVICE		1	
Jul Total		3	11	4
Aug	CLEANOUT	1	2	
	CURBSTOP	3	18	1
	SEWER MAIN			1
	WATER/SEWER	1		
Aug Total		5	20	2
Sep	CLEANOUT	2		
	CURBSTOP	26		
	SEWER SERVICE			2
	WATER SERVICE	1		1
	WATERMAIN	1		
Sep Total		30		3
Oct	CURBSTOP	7	1	
	MANHOLE	1		
	SEWER SERVICE	1		1
	WATER SERVICE	1		
	LOWER SAN MH			2
Oct Total		10	1	3
Nov	CLEANOUT	1		
	CURBSTOP	1	2	
	SEWER MAIN			1
	WATER MAIN			2
	WATER SERVICE	1		
	LOWER SAN MH			5
Nov Total		3	2	8
Grand Total		72	91	51