

TOWN OF FORT FRANCES

AGENDA - November 26, 2012

COMMITTEE OF THE WHOLE MEETING

Committee Room and Council Chambers, Civic Centre

(Session No. 78) 5:30 p.m. to 6:08 p.m.

Page

- 1. Call to Order**
- 2. Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**
- 3. Disclosure of pecuniary interest and the general nature thereof.**
- 4. In-Camera: 5:31 p.m. to 5:45 p.m.**
 - 4.1 Verbal Update from Councillor P. Ryan re: Northwestern Health Unit Staffing.
 - 4.2 Personnel Matters
- 5. Non-agenda in-camera items**
- 6. Public Session Resumes in Council Chambers: 5:50 p.m.**
- 7. Consent Agenda: 5:52 p.m. to 6:00 p.m.**

- | | | |
|-----|---|---------|
| 7.1 | October 2012 Drinking Water Systems Monthly Summary Report. | 3 - 11 |
| 7.2 | 940 Crowe Avenue - Minor Variance A11/2012 Request for Refund of Fee. | 12 |
| 7.3 | Seniors and Law Enforcement Together (SALT) and Assisted Living Action Group (ALAG) re: Potential Building Sites. | 13 - 14 |
| 7.4 | 2013 User Fee Schedules | 15 - 53 |

1) 2013 User Fee Schedule (Administration and Finance);

2) 2013 Community Services User Fees;

3) 2013 Operations and Facilities Division User Fees and Charges;

4) 2013 Planning and Development User Fees.	
7.5 Council Remuneration.	54 - 60
7.6 Tourist Information Building.	61
7.7 Cancellation of Annual Appreciation Dinner.	62
8. Information -	
8.1 Ontario Clean Water Agency - Fort Frances Wastewater Treatment Facility - October 2012 Monthly Report.	63 - 68
8.2 Waste Disposal Site Monthly Inspection Form.	69 - 70
8.3 2012 Sewer and Water Data - Updated November 1, 2012.	71
9. Non-agenda items: 6:02 p.m.	

November 14, 2012

Report To: Mayor & Council

From: Doug Brown, Manager of Operations & Facilities

SUBJECT: October 2012 Drinking Water Systems Monthly Summary Report



Please find attached the October 2012 Summary Report on the drinking water systems, prepared by Randy White, Senior WTP Operator.

Your Administration recommends that Operations & Facilities Executive Committee accept the October 2012 report as presented.

Respectfully submitted,
Operations & Facilities Division

Doug Brown

Doug Brown, P. Eng.
Manager of Operations & Facilities

Council approval of this report will accept the October 2012 Drinking Water Systems Monthly Summary Report and approve the report prior to it being made available to the general public.

c.c. – Doug Herr, Environmental & Facilities Supt.
Randy White, Senior WTP Operator

10 Council Water Report October 2012.doc

RECOMMENDED

NOV 14 2012
DIV. MNG. *Doug Brown*
EXECUTIVE COMM. *R. White*

October, 2012

**Monthly Summary Report
Water Systems**

**Prepared by: Randy White, ORO
Senior Water Treatment Plant Operator**

Dated: November 14, 2012

1) **Introduction -**

This report contains the major maintenance activities and operational events that occurred during the month of October 2012 at the Water Treatment Plant - Water Works # 220000978 and the Airport Groundwater Well Water Works # 26002736. This information report has been prepared for Council to better understand how the water systems they own and operate are maintained on a monthly basis. Also, this report will assist Council as Directors of the Corporation in exercising its obligation to meet a reasonable Standard of Care as outlined in Section 19 of the Safe Drinking Water Act.

2) **Flow Data**

Water Treatment Plant: See attached spreadsheet. No flow data for Airport groundwater well.

3) **Microbiological (Health Related) Water Analysis– Main Water System # 220000978**

Water Treatment Plant (treated): 5 samples taken no adverse results

Water Treatment Plant (raw): 5 samples taken no adverse results

Water Distribution System: 20 samples taken where 25% of samples were tested for heterotrophic plate count HPC no adverse results

We take microbiological samples on a weekly basis, which includes 1 raw sample, 1 treated sample and 4 distribution samples. The 4 distribution samples are taken at different locations throughout the distribution system.

4) **Microbiological (Health Related) Water Analysis– Airport Groundwater Well # 26002736**

No samples taken.

The Airport has signs posted in the men's and women's washroom stating that the water has not been tested or treated for drinking purpose in accordance with the Health Protection and Promotion Act – Section 7 of the Small Drinking Water Systems Regulation, O. Reg. 318/08 (*Amended to Safe Drinking Water Act, 2002 - Section 6 of Ontario Regulation 252/05*). The operators do a visual inspection of the warning notices at a minimum of once per week to ensure that they are legible and comply with Ontario Regulation 318/08, Section 7(5).

5) Free Available Chlorine Residual (FAC) – Main Water System – # 220000978

FAC residuals are taken at a minimum daily at both the Water Treatment Plant and within the Water Distribution System.

6) Free Available Chlorine residual (FAC) – Airport Groundwater Well System # 26002736

Signs posted, exempt from testing.

7) Maintenance Activities at the WTP

Oct. 02nd - unhooked and drained Sunny Cove Camp water system.

Oct. 03rd - cleaned the soda ash line.

Oct. 03rd - worked on draining Sunny Cove Camp water system.

Oct. 04th - worked on draining Sunny Cove Camp water system.

Oct. 05th - cleaned the top and bottom tank on the poly unit.

Oct. 05th - cleaned the four (4) check valves on the poly unit.

Oct. 05th - installed new mixer on soda ash system.

Oct. 05th - blew down clarifier # 1 manually.

Oct. 05th - Doug Brown here for health and safety inspection.

Oct. 09th - Clow Darling here working on boiler.

Oct. 10th - Clow Darling here working on boiler.

Oct. 11th - hauled Sunny Cove tanks and chlorine system back to be stored at Plant.

Oct. 12th - blew down clarifier # 1 manually.

Oct. 15th - Clow Darling and M. L. Caron here working on boiler.

Oct. 16th - Clow Darling and M. L. Caron here working on boiler.

Oct. 17th - Clow Darling and M. L. Caron here working on boiler.

Oct. 19th - blew down clarifier # 1 manually.

Oct. 22nd - lubricated and inspected clarifier # 1.

Oct. 22nd - lubricated and inspected clarifier # 2.

Oct. 22nd - checked both compressors oil levels and drained water.

Oct. 22nd - inspected and lubricated poly booster pump.

Oct. 22nd - inspected fluoride pump.

Oct. 22nd - did maintenance on chlorine analyzers.

Oct. 25th - cleaned the top and bottom tank on the poly unit.

Oct. 25th - cleaned the four (4) check valves on the poly unit.

Oct. 25th - blew down clarifier # 1 manually.

Oct. 30th - took chlorine samples for new water line at Court House.

Oct. 31st - took chlorine samples for new water line at Court House.

8) **Water Complaints –**

- Poor Pressure – 0 complaint.
- Water quality – 1 complaint.

809 Christie Avenue bubbles in water. Removed aerator from tap cured problem.

9) **Other Miscellaneous Information:**

Oct. 01st - routine micro sample collection.

Oct. 09th - routine micro sample collection.

Oct. 10th - customer service repair samples at 1036 Colonization Road West first set.

Oct. 11th - Q.M.S. meeting at Water Treatment Plant.

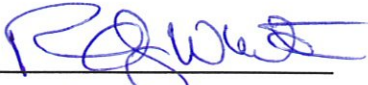

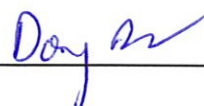

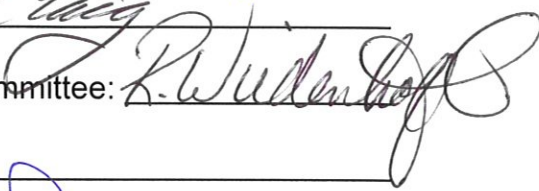
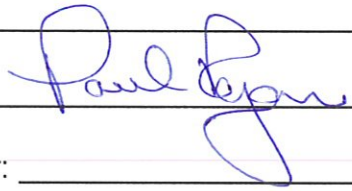

Oct. 11th - customer service repair samples at 1036 Colonization Road West second set.

Oct. 15th - routine micro sample collection.

Oct. 22nd - routine micro sample collection.

Oct. 29th - routine micro sample collection.

10) In order to acknowledge that all levels of responsibility within the Corporation of the Town of Fort Frances have received and reviewed this monthly report, it is necessary to sign-off in the appropriate location below:

- Randy White, ORO, Senior WTP Operator: 
- Doug Herr, Environmental & Facilities Supt.: 
- Doug Brown, Manager of Operations & Facilities: 
- Mark McCaig, CAO: 
- Rick Wiedenhoeft, Chair O & F Exec Committee: 
- Roy Avis, Mayor: _____
- Paul Ryan, Councillor: 
- John Albanese, Councillor: _____
- Andrew Hallikas, Councillor: _____
- Sharon Tibbs, Councillor: _____
- Ken Perry, Councillor: 

Note: Once all signatures have been obtained, the report will be distributed and made available to the public. If you have any questions, please feel free to contact myself or Randy White, Senior WTP Operator at 274-2325.

Monthly Report October, 12

Town of Fort Frances - WTP - 220000978
 October 2010/2011 vs. October 2012
 Flow and Operating Data

Flow Data	October	Units	2010		2011		2012	
			Day of the Month		Day of the Month		Day of the Month	
Total Raw Water	m ³			178830		186500		148030
Raw Maximum Day	m ³		Sunday 3rd	6410	Saturday 08th	6380	Monday 22nd	5590
Raw Minimum Day	m ³		Monday 18th	5380	Monday 31st	5690	Wednesday 24th	4130
Raw Average Daily Consumption	m ³			5770		6020		4775
Total Treated Water	m ³			12690		123010		116100
Treated Water Maximum Day Consumption	m ³		Thursday 7th	4600	Saturday 08th	5000	Sunday 21st	4970
Treated Water Minimum Day Consumption	m ³		Saturday 2nd	3630	Saturday 01st	2880	Wednesday 10th	3160
Treated Water Average Day Consumption	m ³			4090		3970		3745
Daily Average Per Household Consumption Rate	m ³			1.08		1.05		0.99
* Daily Average Per Person Consumption Rate	m ³			0.51		0.50		0.47
Monthly Averages - Operating Parameters WTP:								
FAC Residual - Treated Water	mg/L			1.99		2.05		1.65
Total Chlorine Residual - Treated Water	mg/L			2.36		2.4		1.95
Aluminum Sulphate - Raw Water	mg/L			35.0		34.5		34.5
Aluminum Sulphate - Treated Water Residual	mg/L			0.05		0.06		0.05
Fluoride - Treated Water	mg/L			0.62		0.71		0.58
Soda Ash - Raw Water	mg/L			35		34		34
PH - Adjusted	mg/L			7.19		7.29		7.41
Temperature	C			12.2		12.9		12.9
Quantity of Chemical Used:	kg							
Aluminum Sulphate	kg			6259.1		6434.3		5107.0
Polyelectrolyte	kg			62.5		62.5		87.5
Chlorine Gas	kg			706		729		508
Soda Ash - Used for PH Adjustment	kg			6080.2		6160.6		4881.2
Fluoride	kg			618		710		400

* The Canadian Average is 450 Litres (0.45 m³) per day.
 * Population is 7986
 * Number of Households is 3783

Operating Data		Units	*MAC or Range	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	Average								
Flow rates																																												
10 ³ M ³ /L/s	Raw Water	17	5.07	5.19	5.07	5.23	5.16	4.94	5.55	5.05	5.23	5.11	5.21	5.19	5.23	5.15	5.15	5.17	4.41	4.31	4.33	4.28	4.45	4.46	5.59	4.39	4.13	4.30	4.34	4.33	4.42	4.14	4.31	4.29	148.03	4.78								
	Peak Instantaneous -Raw Water	60.51	60.51	60.50	60.73	60.71	60.60	60.52	60.51	60.66	60.74	60.61	60.57	60.60	60.68	60.41	50.54	50.47	50.47	50.51	50.46	70.73	70.59												50.59	50.68	1666.47	57.46						
	Treated Water	4.08	4.12	4.02	3.78	3.75	3.83	4.11	3.18	4.15	3.16	3.74	3.72	3.61	3.72	3.81	3.60	4.00	3.50	3.54	3.74	4.97	3.73	3.62	3.65	3.55	4.02	3.35	4.04	3.50	3.40	3.40	3.40	3.40	3.40	1054.0	34.0							
	Peak Instantaneous - Treated Water	61.39	63.47	65.83	63.10	64.22	63.79	61.79	63.58	62.28	63.21	62.29	63.03	63.26	61.01	61.59	62.48	62.35	62.30	62.48	84.54	68.46	69.06	70.97											62.59	61.61	1889.38	65.15						
10 ³ M ³	BackWash Water	n/a	0.488	0.537	0.489	0.538	0.490	0.540	0.494	0.337	0.494	0.541	0.492	0.534	0.492	0.533	0.497	0.498	0.529	0.499	0.521	0.496	0.262											0.271	0.239	0.251	0.265	0.495	0.519	0.263	0.484	0.528	13.616	0.454
Fluoride Information																																												
Fluoride Residual - Treated Water		mg/l	0.5 to 0.8	0.55	0.52	0.50	0.52	0.50	0.51	0.50	0.52	0.60	0.65	0.67	0.67	0.60	0.59	0.51	0.50	0.72	0.68	0.74	0.78	0.66	0.59	0.62	0.64	0.51	0.52	0.50	0.51	0.54	0.58	0.55	18.05	0.58								
Turbidity Information																																												
NTU	Raw Water	n/a	1.15	1.21	1.17	1.20	1.16	1.09	1.10	1.14	1.22	1.45	1.32	1.40	1.25	1.32	1.35	1.16	1.19	1.22	1.44	1.29	1.28	1.24	1.31	1.55	1.39	1.52	1.35	1.40	1.32	1.27	1.24	39.68	1.28									
	Settled Water	NTU	n/a	0.07	0.07	0.08	0.07	0.06	0.07	0.06	0.10	0.06	0.08	0.09	0.09	0.10	0.09	0.05	0.05	0.07	0.10	0.10	0.07	0.06	0.07	0.06	0.05	0.06	0.04	0.05	0.04	0.06	0.04	0.04	1.54	0.05								
	Treated Water	NTU	1	0.07	0.04	0.06	0.06	0.04	0.04	0.04	0.06	0.04	0.05	0.04	0.07	0.06	0.07	0.06	0.07	0.04	0.04	0.05	0.07	0.05	0.05	0.06	0.04	0.05	0.04	0.05	0.04	0.06	0.04	0.04	1.54	0.05								
Other Operating Parameters																																												
no units	pH - Treated Water	6.5 to 8.5	7.65	7.46	7.41	7.39	7.21	7.36	7.52	7.45	7.12	7.29	7.25	7.20	7.15	7.20	7.10	7.28	7.71	7.20	7.77	7.70	7.76	7.48	7.67	7.66	7.84	7.76	7.51	7.42	7.01	7.10	7.06	229.69	7.41									
	pH - Settled water	n/a	5.94	5.99	6.01	6.04	5.96	5.97	6.12	6.06	5.54	5.98	6.00	5.97	6.01	6.10	6.00	5.98	5.96	5.92	6.06	5.98	6.37	5.99	6.04	5.97	5.99	6.05	6.00	5.99	5.89	5.92	5.90	185.70	5.99									
	pH - Raw Water	n/a	7.26	7.11	7.33	7.28	7.08	7.06	7.23	7.26	6.80	7.17	7.10	7.12	7.05	7.10	7.12	7.31	7.21	7.20	7.12	7.24	7.20	7.16	7.10	7.17	7.20	7.25	7.15	7.12	7.10	7.08	7.19	221.87	7.16									
	FAC - Treated Water	mg/l	0.2 to 4	1.70	1.74	1.76	1.72	1.70	1.60	1.65	1.78	2.02	2.00	1.65	1.64	1.46	1.60	1.67	1.61	1.63	1.54	1.54	1.61	1.60	1.91	1.59	1.64	1.57	1.65	1.68	1.60	1.49	1.48	1.46	51.29	1.65								
	Total Chlorine Residual Treated	mg/l	0.3 to 7	1.80	1.96	2.12	2.09	1.97	1.83	1.94	2.11	2.21	2.20	1.95	1.89	1.69	1.86	1.93	2.14	2.03	1.98	1.96	1.94	1.96	2.25	2.02	1.94	1.98	1.99	1.89	1.71	1.63	1.71	1.74	60.42	1.97								
	Temperature	C	15	14.0	14.0	13.0	12.0	12.0	11.0	11.0	11.0	11.0	10.0	10.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	7.0	6.0	6.0	6.0	5.0	8.0	8.0	7.0	7.0	287.0	9.7										
	Chlorine used (Total Daily Consumption)	kg	n/a	11.0	10.0	11.0	11.0	12.0	14.0	12.0	12.0	14.0	16.0	16.0	14.0	22.0	16.0	16.0	16.0	15.0	16.0	14.0	10.0	13.0	10.0	12.0	11.0	11.0	11.0	11.0	11.0	10.0	11.0	11.0	400.0	12.9								
	Chlorine used (Total Daily Consumption)	kg	n/a	19.0	19.0	19.0	19.0	18.0	20.0	18.0	20.0	19.0	19.0	20.0	19.0	19.0	19.0	19.0	15.0	13.0	14.0	13.0	14.0	14.0	19.0	14.0	13.0	14.0	14.0	14.0	14.0	14.0	13.0	13.0	11.0	508.0	13.4							
	Soda ash (Total Daily Consumption)	kg	n/a	172.4	176.5	172.4	177.8	175.4	168.0	188.7	171.7	177.8	173.7	177.1	176.5	26.0	175.1	175.8	149.9	146.5	147.2	145.5	151.3	151.6	190.1	149.3	140.4	146.2	147.6	147.2	150.3	140.8	146.5	145.9	4881.2	157.5								
	Soda Ash - Dosage	mg/l	n/a	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	1054.0	34.0							
Alum residual - (Total Daily Consumption)	kg	n/a	174.9	179.1	174.9	180.4	178.0	176.0	170.4	191.5	174.2	180.4	176.3	179.7	179.1	180.4	177.7	178.4	152.1	148.7	149.4	147.7	153.5	153.9	192.9	151.5	142.5	148.4	149.7	149.4	152.5	142.8	148.7	148.0	5107.0	164.7								
Alum residual - Dosage	mg/l	n/a	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	1069.5	34.5							
Alum residual - Treated Water	mg/l	0.1	0.05	0.04	0.03	0.06	0.06	0.06	0.04	0.02	0.06	0.04	0.05	0.06	0.05	0.06	0.04	0.05	0.05	0.07	0.04	0.05	0.04	0.05	0.03	0.04	0.06	0.06	0.06	0.05	0.04	0.04	0.04	0.04	1.49	0.05								
Poly bags added (25 kg bags)	kg																																											

Report

To: Mayor and Council

Date: 20 November 2012

Subject: 940 Crowe Avenue
Minor Variance A11/2012
Request for Refund of Fee

Municipal Planner
Report #2012-15

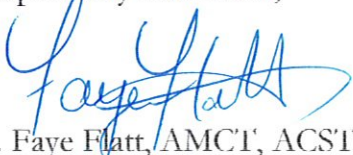
At it's meeting last night the Committee of Adjustment received a request for refund of the application fee for a minor variance on behalf of the current owner. The request is based on a misinterpretation of the property as legal non-complying in 1992 where the property has recently been confirmed as non-complying and the fact that because the property has changed hands a number of times since 1992, the cost of obtaining the variance should not fall to the current owner but rather to the owner at the time.

The Committee supported the request and passed the following motion:

That on the basis of an administrative error in 1992 for the subject property (940 Crowe Avenue), a recommendation be made to Council that the request for refund of application fee of \$283.10 for minor variance (File A11/2012) be approved.

The Planning and Development Executive Committee supported the recommendation of the Committee of Adjustment at the meeting held this morning, and, in turn, makes the same recommendation to Council.

Respectfully submitted,



N. Faye Platt, AMCI, ACSI, CPI
Municipal Planner

RECOMMENDED
PLANNING & DEVELOPMENT

DATE: 2012 Nov 20

DIV. MNG. *R. Hallam*

EXECUTIVE COMM. *John Albanese*

COUNCIL APPROVAL OF THIS REPORT WILL: Authorize the refund/return of the application fee for minor variance file A11/2012 in the amount of \$283.10

Planning & Development Executive Committee



Report

Date: 2012 November 20th
To: Mayor & Council
From: Rick Hallam, CBCO, CRBO, Supt. Planning & Development Div.
Subject: Seniors & Law Enforcement Together (SALT) and Assisted Living Action Group (ALAG) re; potential building sites.

Council will recall that at their meeting held 2012 November 13th Council referred the joint request dated 2012 Nov. 2nd from SALT & ALAG to the Planning & Development Executive Committee for recommendation.

The PDEC met and discussed the request with staff at their meeting held November 20th. PDEC noted that the Town is committed to working with the action groups but at this time have many questions that they would like addressed.

To that end PDEC recommend that Council extend an invitation to SALT & ALAG to have three members representing the two committees attend the next PDEC meeting.

Attached to this report is a letter of invitation that has been prepared. Council approval of this report will direct that the letter be sent to SALT & ALAG inviting them to the next PDEC meeting scheduled for December 3rd at 8:30 a.m.

Respectfully Submitted,
 Planning & Development Executive Committee,

R. Hallam

R. Hallam, CBCO, CRBO
 Superintendent
 Planning & Development Division

RECOMMENDED
 PLANNING & DEVELOPMENT
 DATE: *2012 Nov 20*
 DIV. MNG. *R. Hallam*
 EXECUTIVE COMM. *R. Hallam*

Council approval of this report will: Direct that the letter of invitation to attend the PDEC meeting scheduled for December 3rd be sent to SALT & ALAG.

Administration & Finance Division
Civic Centre

Operations & Facilities Division
Fifth Street & Wright Avenue
Phone: 807-274-9893
Fax: 807-274-7360

Civic Centre
320 Portage Avenue
Phone: 807-274-5323
Fax: 807-274-8479
email: town@fort-frances.com



Planning & Development Division
Civic Centre

Community Services Division
740 Scott Street P9A 1H8
Phone: 807-274-4561

Mailing Address:
320 Portage Avenue
Fort Frances, Ontario
P9A 3P9

www.fort-frances.com

2012 November 20th

Seniors and Law Enforcement Together (SALT)
Attn; Robert Schultz, Chair
629 Second Street East
Fort Frances, Ontario
P9A 1N6

Assisted Living Action Group (ALAG)
Attn; Erma Armit, Chair
302 Williams Avenue
Fort Frances, Ontario
P9A 3V1

Dear Mr. Schultz and Mrs. Armit

Re; Letter of request to identify potential building sites for an Assisted Living Facility

As you are aware your letter of request dated 2012 November 2nd was referred to the Planning & Development Executive Committee for recommendation to Council.

The Planning & Development Executive Committee (PDEC) met on Tuesday, November 20th and discussed the matter with members of the Planning & Development Division staff. At that time many questions were raised that neither staff or PDEC were able to answer.

To that end the PDEC wish to invite three members, representing your two committees, to attend the next regular meeting of the executive committee. The meeting is scheduled for Monday, December 3rd at 8:30 a.m. in the Committee Room at the Civic Centre.

Please direct any questions you may have to myself, Mr. Richard Hallam, Superintendent of Planning and Development, at 274-5323, ext 252. Additionally it would be appreciated if you would confirm your attendance at the meeting.

Yours truly,
Planning & Development Division

R. Hallam, CBCO, CRBO
Supt. Planning & Development



TOWN OF FORT FRANCES ADMINISTRATION & FINANCE DIVISION TREASURER'S REPORT 2012/114

TO: Mayor Avis & Members of Council

FROM: Laurie Witherspoon, Treasurer

DATE: November 20, 2012

SUBJECT: 2013 User Fee Schedule

BACKGROUND

User Fees are an important part of the operational budget preparation for the coming year. In the past few years we have endeavored to pass the user fees, with the exception of water and sewer rates, for the upcoming year in December.

At the October 22, 201 Council Meeting approved a 1% increase for the 2013 User Fees with the exception of water & sewer rates and specific fees that require individual discussion and evaluation. Attached to this report is the proposed 2013 User Fees for the Administration & Finance Division and Schedule "B" Emergency Services.

RECOMMENDATION

The Administration and Finance Executive Committee recommends approval of proposed 2013 Administration & Finance Division and Schedule "B" Emergency Services User Fees and that the fees go forward to the User Fee Schedule and that the authorizing by-law be prepared.

Council Approval of this Report will Approve the Administration & Finance Executive Committee recommendation to forward the Administration & Finance Division and Schedule "B" Emergency Services 2013 User Fees to the Schedule of Fees and that the authorizing by-law be prepared.

**TOWN OF FORT FRANCES
SCHEDULE OF FEES**

		Proposed 2013 Rates @1% increase	
		Resident	Non-Resident
1.0 Administration and Finance Division			
	Effective January 1, 2013 (Plus Applicable Taxes)		
1.1 Licenses - Annual Fees (unless otherwise noted)			
1.1.1 Public Halls			
1.1.1.1	Public Halls - Limited	36.20	36.55
1.1.1.2	Public Halls - Transfer of License - One Time Fee	18.15	18.35
1.1.2 Taxi Driver		30.55	30.85
1.1.3 Taxi/Chauffeur Operator's I.D. Card (New or Replacement)		10.00	14.00 *PDEC Reviewing
1.1.4 Taxi Owner's License			
1.1.4.1	For Each On-Street Taxi-Cab	377.45	381.20
1.1.4.2	For Each Off-Street Taxi-Cab	140.55	141.95
1.1.4.3	For Each Transfer of License - One Time	58.90	59.50
1.1.5 Chauffeur's License (Limousine Driver)		30.55	30.85
1.1.6 Limousine Owner's License			
1.1.6.1	For Each Vehicle	117.75	118.95
1.1.8 Business Licenses			
1.1.8.1	Adult Live Entertainment Parlours	412.00	416.10
1.1.8.2	Auctioneer	41.85	42.25
1.1.8.3	Billiard Hall or Pool Tables (each Table)	41.85	42.25
1.1.8.4	Bowling Alley (each Lane)	41.85	42.25
1.1.8.5	Community Events	176.75	178.50
1.1.8.6	Eating Establishments		
1.1.8.6.1	Restaurants	41.85	42.25
1.1.8.6.2	Food Shops	41.85	42.25
1.1.8.6.3	Groceries	41.85	42.25
1.1.8.6.4	Bakery	41.85	42.25
1.1.8.6.5	Meat Vendor	41.85	42.25
1.1.8.6.6	Deli	41.85	42.25
1.1.8.7	Hairstyling Shops	41.85	42.25
1.1.8.8	Local Retailers (Retail Sales)	41.85	42.25
1.1.8.9	Hawker & Peddler	41.85	42.25
			150.00

		Proposed 2013 Rates @ 1% increase		
		Resident	Non-Resident	
1.1.8.9.1	Hawker & Peddler Class 1 (day sales)	154.10		155.65
1.1.8.9.2	Hawker & Peddler Class 1 - Each Additional Day	70.25		70.95
1.1.8.9.3	Hawker & Peddler Class 2 (seasonal sales)	41.85	148.55	42.25 150.00
1.1.8.9.4	Hawker & Peddler Class 3 (door to door sales)	53.25	148.55	53.75 150.00
1.1.8.9.5	Hawker & Peddler Class 4 (door to door sales person)	53.25	148.55	53.75 150.00
1.1.8.9.6	Hawker & Peddler Class 5 (antique/collectible)	41.85	148.55	42.25 150.00
1.1.8.9.7	Hawker & Peddler Class 6 (craft shows)	41.85	148.55	42.25 150.00
1.1.8.9.8	Hawker & Peddler Class 7 (trade shows)	154.10		155.65
1.1.8.9.9	Hawker & Peddler Class 7 - Each Additional Day	70.25		70.95
1.1.8.9.10	Hawker & Peddler Class 8 (flea markets)	41.85	148.55	42.25 150.00
1.1.8.9.11	Hawker & Peddler Class 9 (general not including above)	41.85	148.55	42.25 150.00
1.1.8.10	Motor Vehicle Towing	41.85	148.55	42.25 150.00
1.1.8.11	Photographer	41.85		42.25
1.1.8.12	Places of Amusement	41.85		42.25
1.1.8.13	Plumbing Contractors & Plumbers	41.85		42.25
1.1.8.14	Public Garage (automotive rental, sales, & service)	41.85	412.65	42.25 416.75
1.1.8.14.1	Motor Vehicle Service Station	41.85		42.25
1.1.8.14.2	Public Garage (see classes 1 - 7)	41.85		42.25
1.1.8.15	Refreshment Vehicles	53.25	148.55	53.75 150.00
1.1.8.16	Mobile Food Vending	176.75		178.50
1.1.8.17	Second Hand Dealers or Salvage Yard Operators	41.85	148.55	42.25 150.00
1.1.8.18	Tattoo Parlour, Body Piercing, Electrolysis	41.85	148.55	42.25 150.00
1.1.8.19	Laundries and Laundromats	41.85		42.25
1.1.8.20	Newspapers and Magazines	154.10		155.65
1.1.8.21	Old Gold and Silver Dealers	41.85		42.25
1.1.8.22	Trades and Occupations	41.85	412.65	42.25 416.75
1.1.8.23	Salvage Yard or Second Hand Shop or Store Premises	41.85		42.25
1.1.8.24	Pawnbroker	41.85		42.25
1.1.8.25	Wholesale Fruit, Vegetables, etc.			
1.1.8.25.1	Ontario Residents	41.85	165.45	42.25 167.10
1.1.8.26	Professions	41.85	148.55	42.25 150.00
1.1.8.27	Transient Traders		589.40	595.30
1.1.8.28	Transportation including bussing but excluding taxis	41.85	148.55	42.25 150.00
1.1.8.29	Hotel/Motel	41.85		42.25

		Proposed 2013 Rates @1% increase	
		Resident	Non-Resident
1.2 Lottery Licenses - For Each License Issued			
1.2.1	Raffle Prize Value to \$50,000	3% of Prize Value	3% of Prize Value
1.2.2	Bingo Prize Value to \$5,500	3% of Prize Value	3% of Prize Value
1.2.3	Break Open Ticket	3% of Prize Value	3% of Prize Value
1.2.4	Bazaars - per license	5.00	5.00
1.2.4.1	Bazaar - up to 3 wheels of fortune	10.00 per wheel	10.00 per wheel
1.2.4.2	Bazaar Bingo Prize Value to \$500	3% of Prize Value	3% of Prize Value
1.2.4.3	Bazaar Raffle Prize Value to \$500	3 % of Prize Value	3 % of Prize Value
1.3 Other Charges			
1.3.1	Tax Certificate - Each One	57.50	58.10
1.3.2	Duplicated Receipts - Each One	6.00	6.05
1.3.3	History of Account Transactions	Actual Costs	Actual Costs
1.3.4	Dishonoured Cheques - Each	29.65	29.95
1.3.5	Photocopies		
1.3.5.1	Letter and Legal Size	0.55	0.55
1.3.5.2	11" x 17"	1.00	1.00
1.3.5.3	Certified as True Copy (per signature)	5.40	5.45
1.3.6	Fax - Send/Receive		
1.3.6.1	First Page	2.20	2.20
1.3.6.2	Each Additional	1.00	1.00
1.3.7	Commissioning Oaths & Affidavits		
1.3.7.1	Completed Documents - One Signature	10.95	11.05
1.3.7.2	Per Signature/Initial where more than one signature is requested	5.45	5.50
1.3.8	Utility Bill Inserts	.05/item	.05/item
1.3.9	Vital Statistics Administration Fee		
1.3.9.1	Birth Registration	29.65	29.95
1.3.9.2	Death Registration	30.45	30.75
1.3.10	Marriage Licence/Ceremony		
1.3.10.1	Marriage Licence	133.55	134.90
1.3.10.2	Civil Marriage Ceremony	309.00	312.10
1.3.10.3	Civil Marriage Ceremony (After Office Hours at Civic Centre)	360.50	364.10
1.3.10.4	Civil Marriage Ceremony (Weekends other than at Civic Centre)	360.50	364.10
1.3.10.5	Marriage Ceremony Outside of Town * See Below	504.70	509.75

		Proposed 2013 Rates @1% increase	
		Resident	Non-Resident
1.3.10.6	Attendance at Wedding Rehearsal * See Below	50.00	62.50
1.3.10.7	Renewal of Wedding Vows * See Below		Same fee as marriage services above less \$50.00
	*Plus, where applicable, travel time and distance charges on a return basis as per Town travel Policy		
1.3.11	Application for Closure of		
1.3.11.1	Road or Lane - Deposit	576.80	
1.3.11.2	On Completion of Closure		Actual Costs less Deposit
1.3.11.3	Sale of Lane or Roadway Closed		1.00/sq. ft. or as directed by council otherwise
1.3.12	Utility Arrears Letter	30.50	
1.3.13	Committee Room Rental (External Groups)	51.50	
1.4	Tax Sale - Administrative Charges		
1.4.1	File Preparation, Searches, to completion tax arrears certificate	230.00	
1.4.2	Preparation & Registration of Tax Arrears Certificate	230.00	
1.4.3	Regulatory Sub-Searches	115.00	
1.4.4	Processing of First Notice	175.00	
1.4.5	Processing of Treasurer's Statutory Declaration re: 1st Notice	115.00	
1.4.6	Registration of Statutory Declaration	115.00	
1.4.7	Processing of Cancellation Certificate	115.00	
1.4.8	Registration of Cancellation Certificate	115.00	
1.4.9	Processing of Extension Agreement	230.00	
1.4.10	Processing Final Notice	175.00	
1.4.11	Processing Treasurer's Statutory Declaration re: Final Notice	115.00	
1.4.12	Sale process	230.00	
1.4.13	Legal Fees as they apply to any process	actual	
1.4.14	Mailing Costs as they apply to any process	actual	
		50.50	63.15
		582.60	
		Actual Costs less Deposit	
		otherwise	
		30.80	
		52.00	
		232.30	
		232.30	
		116.15	
		176.75	
		116.15	
		116.15	
		116.15	
		232.30	
		176.75	
		116.15	
		232.30	
		176.75	
		116.15	
		232.30	
		actual	
		actual	

TOWN OF FORT FRANCES
SCHEDULE OF FEES
SCHEDULE "B"

3.17 Emergency Services - January 1, 2013 (Plus Applicable Taxes)

	2012 Fees	Proposed 2013 Fees
3.17.1 Administration		
3.17.1.1 Copy of Fire Reports	66.00	66.65
3.17.1.2 Letter of Compliance or Approval for Properties	66.00	66.65
3.17.1.3 File Search, Written Report and Records on Properties	66.00	66.65
3.17.1.4 Written Response to written request relating to outstanding orders under the Ontario Fire Code or any Act, Regulation or By-Law with which the Fire Service has Authority or Jurisdiction	66.00	66.65
3.17.2 Property Inspection Request - by Owner or Business Operator		
3.17.2.1 Private Home Day Care Facilities (5 or less)	66.00	66.65
3.17.2.2 Licensed Day Care Centres (more than 5)	86.00	86.85
3.17.2.3 Special Care and Group Homes (3 or less)	66.00	66.65
3.17.2.4 Special Care and Group Homes (more than 3)	86.00	86.85
3.17.2.5 Inspections required by//for LCBO Licensing	118.00	119.20
3.17.2.6 Lodging House	66.00	66.65
3.17.2.7 Occupancy Load Calculation and Posting	86.00	86.85
3.17.2.8 Private Nursing Homes	118.00	119.20
3.17.2.9 Fire Inspections of Educational Institutions	N/C	N/C
3.17.2.9.1 Base Inspection	118.00	119.20
3.17.2.9.2 Each Classroom Additional	5.00	5.00
3.17.2.9.3 Portable Classrooms	66.00	66.65
3.17.2.10 Assembly Occupancies <60 persons	66.00	66.65
3.17.2.11 Assembly Occupancies >61 persons	66.00	66.65
3.17.2.12 Industrial/Commercial Single Tenant or Occupancy	118.00	119.20
3.17.2.13 Residential/Commercial - Multi Occupancy Complex	118.00	119.20
3.17.2.14 Residential/Apartment or Condominium Building	118.00	119.20
3.17.2.15 Office/Commercial Retrofit Inspections	118.00	119.20

		2012 Fees	Proposed 2013 Fees
3.17.2.16	Additional Inspection for incomplection or initial follow-up	118.00	119.20
3.17.2.17	Inspection - All Properties	66.00	66.65
3.17.3	Special Occasions Inspections		
3.17.3.1	Mandated Fire Code inspection (tents/marquee)	66.00	66.65
3.17.3.2	Mandated Fire Code inspection (fireworks permits)	118.00	119.20
3.17.3.3	Public Vendors - Commercial Establishments	66.00	66.65
3.17.3.4	Public Vendors - Vendors from Outside Municipality	229.00	231.30
3.17.3.5	Public Vendors - Service Clubs	N/C	N/C
3.17.3.6	Misc. inspections not otherwise specified - per hour	66.00	66.65
3.17.4	Other Service Fees/Charges		
3.17.4.1	Burning Permits - Residential 7 day	12.50	12.65
3.17.4.2	Burning Permits - Commercial/Industrial - each burn	114.00	115.00
3.17.4.3	Open Air Burning Violations	As per Burning By-Law	As per Burning By-Law
3.17.4.4	Extinguishing Fire were no permit obtained; out of control	410.00 for apparatus per hour plus wages plus 15% resident administration fee	410.00 for apparatus per hour plus wages plus 15% resident administration fee
3.17.4.5.1	Standby requests other than emergency response (per vehicle) For fire protection during shows, exhibitions, etc.)	410.00 for 1st hour then \$205.00 for every 1/2 hour thereafter	
3.17.4.5.2	Standby requests other than emergency response (per vehicle)	410.00 per hour	410.00 per hour
3.17.4.6	Training Services - per hour	66.00 plus costs	66.65 plus costs
3.17.4.7	Air Bottle Refills - other Fire Services	12.50 per bottle	12.65 per bottle
3.17.4.8	Air Bottle Refills - Scuba, Private, Provincial, Industry	17.50 per bottle	17.65 per bottle
3.17.4.9	Fire Service Training Outside Municipal Boundaries	66.00 per hour plus costs	66.65 per hour plus costs
3.17.4.10	Fire Service Fire Prevention Programs Outside Municipal Boundaries	66.00 per hour plus costs	66.65 per hour plus costs
3.17.4.11	Fire Service Administration Outside Municipal Boundaries	66.00 per hour plus costs	66.65 per hour plus costs
3.17.4.12	Fire Protection Outside Municipal Boundaries	As per Contract	As per Contract
3.17.4.13	Controlled Burns e.g. grass	Full cost recovery plus 15% resident administration fee	Full cost recovery plus 15% resident administration fee

		2012 Fees	Proposed 2013 Fees
3.17.4.14	Boarding Up/Barricading Premises after Fire, costs per person, plus cost of public works (if used), plus cost of materials used plus 15% resident administration fee (if owner fails to comply within 24 hours the Fire Chief may authorize with all applicable costs.)	Full cost recovery plus 15% resident administration fee	Full cost recovery plus 15% resident administration fee
3.17.5	Emergency Services Response Calls		
3.17.5.1	Fire Response to Structural Fires	N/C	N/C
3.17.5.2	Emergency response to MVA on MTO Highways as per Province of Ontario rates plus any additional clean-up costs (Recovery through MTO)	410.00 per apparatus for first hour; 205.00 per apparatus for every 1/2 hr thereafter or part thereof; as per MTO Rates	410.00 per apparatus for first hour; 205.00 per apparatus for every 1/2 hr thereafter or part thereof; as per MTO Rates
3.17.5.3	Auto Extrication Services within the Rainy River District	410.00 per hour	410.00 per hour
3.17.5.4	Motorized Vehicle Fires	N/C	N/C
3.17.5.5	False Alarms (1st & 2nd in a three month period)	N/C	N/C
3.17.5.6	Third False Alarm (after 3-call outs in a calendar year)	410.00 per apparatus per hour	410.00 per apparatus per hour
3.17.5.7	For each Proceeding False Alarm (Within the Calendar Yr)	110.00 increase per occurrence	110.00 increase per occurrence

November 5, 2012

Report To: Mayor & Council

From: Doug Brown, Manager Operations & Facilities

SUBJECT: 2013 Operations & Facilities Division User Fees & Charges

Please find attached spreadsheets outlining the proposed 2013 user fees and charges for the Operations & Facilities Division. In general a 1% increase was applied to the 2012 fees. However, a couple of fees were adjusted at a different rate than 1% such as;

1. Bag Tags – increase to \$2.25 per tag or \$ 0.25 over the 2012 rate of \$ 2.00
2. Minimum Tipping Fee at the Landfill Site remained the same as in 2012 at \$ 18.00.
3. The daily overnight camping fees at the Pither's Point Park were rounded up to the nearest dollar including all applicable taxes;
 - a. Full service camp site - \$32.00 (HST included)
 - b. Tenting site - \$ 17.00 (HST included)
 - c. Partial Service camp site \$ 26.00 (HST included)
4. In regards to the Airport, please find attached report prepared by Tom Batiuk, Airport Supervisor, outlining several significant fee changes, which are being charged at other Airports in Northwestern Ontario in 2012. Five (5) Airports in Northwestern Ontario were surveyed where the Kenora and Dryden fees are considered to be a closer fit to Town's airport.

The Cemetery Current Price List, which went into effect on July 1st, 2012, was increased by 1% where applicable. This price list should be reviewed and approved at the same time as reviewing all the other user fees and charges for the Operations & Facilities Division. The 2013 Cemetery Price List doesn't have to be approved by the Ministry of Consumer Services.

The forecasted increase in revenue is as follows for the Operations & Facilities Division;

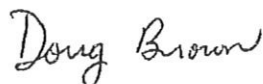
Public Works	\$ 704.83
Waste Management System	\$ 8,392.20
Parks	\$ 646.87
Cemetery Charges	\$ 1,475.18
Airport	\$ 12,309.42
Total	\$ 23,528.50

Water and Sewer fees have not been addressed at this time and will be addressed prior to the first billing cycle in 2013. However in accordance with the Towns approved long range water and wastewater financial plan an additional 5% increase in revenue is required over the next 5 years to achieve financial sustainability. This equates to an additional \$ 228,000 in revenue in 2013.

The Operations & Facilities Executive Committee recommends the following:

- 1) That Council endorses the 2013 proposed user fees and charges for the Operations & Facilities Division as outlined on the attached spreadsheets in principle and that a by-law be prepared prior to January 1st, 2013.
- 2) That Council endorses the proposed Cemetery Price List as outlined on the attached spreadsheet in principle and that it will go into effect on January 1st, 2013.

Respectfully submitted,
Operations & Facilities Division



Doug Brown, P. Eng.
Manager Operations & Facilities

Council approval of this report will ensure the following:

- 1) That the 2013 proposed user fees and charges for the Operations & Facilities Division as outlined on the attached spreadsheets in principle and that a by-law be prepared prior to January 1st, 2013.
- 2) That Council endorses the proposed Cemetery Price List as outlined on the attached spreadsheet in principle and that it will go into effect on January 1st, 2013

2012Nov O & F Divisionuserfees&charges

RECOMMENDED

NOV - 5 2012

DIV. MNG.

Dary M.

EXECUTIVE COMM.

R. Wiedenbacht

P: PW Fees and service Charges

Spreadsheet No. 2 - Operations & Facilities Fees and Service Charges							
PUBLIC WORKS - Updated on November 1st, 2012 - effective January 1st, 2013							
Description	Units	# of Units	2011	2012	2013	Percentage Increase	Increase Revenue
a) Labour			\$38.47	\$39.62	\$40.02	1.00%	
b) Equipment			\$48.00	\$49.44	\$49.93	1.00%	
Total per hour		4	\$86.47	\$89.06	\$89.95	1.00%	\$3.56
E315 - Loader Bobcat							
a) Labour			\$38.47	\$39.62	\$40.02	1.00%	
b) Equipment with attachments			\$43.92	\$45.23	\$45.69	1.00%	
Total per hour			\$82.39	\$84.86	\$85.71	1.00%	
E317 - IT38 Cat Loader							
a) Labour			\$38.47	\$39.62	\$40.02	1.00%	
b) Equipment			\$48.00	\$49.44	\$49.93	1.00%	
Total per hour		4	\$86.47	\$89.06	\$89.95	1.00%	\$3.56
E320 - 428B Loader/Backhoe							
a) Labour			\$38.47	\$39.62	\$40.02	1.00%	
b) Equipment			\$41.00	\$42.23	\$42.65	1.00%	
Total per hour		4	\$79.46	\$81.85	\$82.67	1.00%	\$3.27
E597 - Ingersoll Rand Packer							
a) Labour			\$38.47	\$39.62	\$40.02	1.00%	
b) Equipment			\$66.78	\$68.79	\$69.47	1.00%	
Total per hour			\$105.25	\$108.41	\$109.49	1.00%	
E713 - Low Pressure Steamer							
a) Labour - 2 men			\$76.94	\$79.25	\$80.04	1.00%	
b) Equipment			\$28.67	\$29.53	\$29.83	1.00%	
c) Half Ton Truck			\$20.00	\$20.60	\$20.81	1.00%	
Total per hour		8	\$125.61	\$129.38	\$130.67	1.00%	\$10.35
E726 - Rigid Drain Cleaning Machine							
a) Labour - 2 Men	Plugged Sewer		\$76.94	\$79.25	\$80.04	1.00%	
b) Equipment			\$3.07	\$3.16	\$3.19	1.00%	
c) Half Ton			\$20.00	\$20.60	\$20.81	1.00%	
d) Total per hour	Per Hour	67	\$100.00	\$103.00	\$104.03	1.00%	\$69.01
E816 - Street Sweeper							
a) Labour			\$38.47	\$39.62	\$40.02	1.00%	
b) Equipment			\$80.00	\$82.40	\$83.22	1.00%	
Total per hour		40	\$118.47	\$122.02	\$123.24	1.00%	\$48.81
E830 - DBH Thawing Machine							
a) Labour 2 Men			\$76.94	\$79.25	\$80.04	1.00%	
b) Equipment			\$50.85	\$52.38	\$52.90	1.00%	
c) 3/4 Ton			\$20.00	\$20.60	\$20.81	1.00%	
Total per hour		7	\$147.79	\$152.23	\$153.75	1.00%	\$10.66
E831 - Pulse De-Icer (Thawing) Machine							
a) Labour 2 Men			\$76.94	\$79.25	\$80.04	1.00%	

P: PW Fees and service Charges

Spreadsheet No. 2 - Operations & Facilities Fees and Service Charges							
PUBLIC WORKS - Updated on November 1st, 2012 - effective January 1st, 2013							
Description	Units	# of Units	2011	2012	2013	Percentage Increase	Increase Revenue
b) Equipment			\$13.89	\$14.31	\$14.45	1.00%	
c) 3/4 Ton			\$20.00	\$20.60	\$20.81	1.00%	
Total per hour		1	\$110.83	\$114.15	\$115.29	1.00%	\$1.14
ER38 - Air Compressor							
a) Labour			\$38.47	\$39.62	\$40.02	1.00%	
b) Equipment			\$27.77	\$28.60	\$28.89	1.00%	
c) 3/4 Ton			\$20.00	\$20.60	\$20.81	1.00%	
Total per hour			\$86.24	\$88.83	\$89.72	1.00%	
Private Concrete Crossing or Replacement of Sidewalk for private crossing							
Removal, Supply & installation of concrete driveway	Square Feet	1100	\$16.68	\$17.18	\$17.35	1.00%	\$188.98
Private Crossing - Culvert	Feet	54	\$148.85	\$153.31	\$154.85	1.00%	\$82.79
Removal of concrete driveway crossing			\$5.50	\$5.67	\$5.72	1.00%	
Removal of highback concrete curb & gutter and replace with low back concrete curb & gutter for new driveway crossing installation	Linear Ft	16	\$34.96	\$36.01	\$36.37	1.00%	\$5.76
Removal of highback concrete curb & gutter and replace with low back concrete curb & gutter for new driveway crossing installation	Linear Ft		\$34.96	\$36.01	\$36.37	1.00%	
Engineering Services							
Engineering Services Minimum One Hour							
Televising Customer Sewer at their request on regular hours	Per Hour	8	\$171.75	\$176.90	\$178.67	1.00%	\$14.15
Televising Customer Sewer at their request on overtime hours			\$343.49	\$353.80	\$357.34	1.00%	
Tracing Customer Water & Sewers at their request on regular hours							
Tracing Customer Water & Sewers at their request on overtime hours		7	\$114.50	\$117.93	\$119.11	1.00%	\$8.26
Setting Lot Grades only - regular hours							
Per Lot Grade		23	\$103.27	\$106.37	\$107.43	1.00%	\$24.47
Copying Blue Prints							
Each			\$12.35	\$12.72	\$12.85	1.00%	
GIS Drawings or Maps- Hardcopy							
size- 8.5" by 11"			\$5.19	\$5.34	\$5.40	1.00%	
size- 11" by 17"			\$10.37	\$10.68	\$10.79	1.00%	
size - 24" by 36"			\$25.93	\$26.71	\$26.98	1.00%	
Digital Aerial Photography - .ecw format only							
GIS Shapefiles- per infrastructure layer			\$1,037.34	\$1,068.46	\$1,079.14	1.00%	
GIS Shapefiles- base map -property lines and addresses			\$259.34	\$267.12	\$269.79	1.00%	
Landfill Tipping Fees (NO TAXES)							
0-250 kgs		5700	\$16.00	\$18.00	\$18.00	0.00%	\$0.00

P: PW Fees and service Charges

[illegible]

P: PW Fees and service Charges

[illegible]

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Spreadsheet No. 2 - Airport - Updated November 1, 2012
Fees and Service Charges -
As of January 1st, 2013

Fee	Unit	# Of Units	2011 Proposed 2011 + 17%	2012 Approved 2012 + 3%	2013 2012 + 1% or more	Percentage Increase	2013 Proposed Plus applicable HST (13%) effective January 1st, 2013	Increase Revenue 2013 to 2012
Office/square meter- Plus applicable taxes		31.8	\$307.91	\$317.14	\$324.65	11.83%	\$400.76	\$1192.71
Counter/square meter- Plus applicable taxes								
Aviation Fuels - Plus applicable taxes								
100LL		25,000						
Jet-A		14,000						
Aviation Oils								
Aircraft Landing Fees for Domestic Flights - No applicable taxes								
Piston Aircraft		500	\$11.45	\$11.79	\$12.00	1.75%	\$12.00	\$103.30
Turbine Aircraft		200	\$11.45	\$11.79	\$12.00	1.75%	\$12.00	\$41.35
Minimum Fee		1200	\$2.86	\$2.95	\$3.73	26.51%	\$3.73	\$936.03
<21,000 kgs. - Gross Weight X			\$3.43	\$3.54	\$3.73	5.43%	\$3.73	
21,000 - 45,000 kgs. - Gross Weight X								
Aircraft Landing Fees for International Flights - No applicable taxes								
Piston Aircraft		127		\$11.79	\$12.00	1.75%		\$796.67
Turbine Aircraft		202		\$11.79	\$12.00	1.75%		\$1,027.02
Minimum Fee				\$2.95	\$3.53	17.46%		
<21,000 kgs. - Gross Weight X				\$3.54	\$3.53	56.21%		
21,000 - 45,000 kgs. - Gross Weight X								
Airport Parking Fees								
<4,999 kgs/day	Days	170	\$9.73	\$10.02	\$10.12	1.00%	\$11.44	\$17.04
5 - 9,999 kgs/day			\$70.99	\$73.12	\$92.60	12.97%	\$93.34	
10,000-25,000 kgs/day			\$16.60	\$17.10	\$17.27	1.00%	\$19.52	
25,000-50,000 kgs/day			\$320.59	\$330.21	\$333.51	1.00%	\$378.87	
50,000-100,000 kgs/day			\$459.77	\$470.66	\$479.97	1.00%	\$549.97	
100,000-250,000 kgs/month			\$295.36	\$313.24	\$319.38	1.00%	\$369.90	
Plugs/Heater			\$5.72	\$5.90	\$5.96	1.00%	\$6.73	
Ground Power Starts								
Ground Power Starts Bearskin	Starts	1100	\$41.27	\$42.51	\$42.93	1.00%	\$48.51	\$407.58
Ground Power Starts other Aircraft	Start		\$51.52	\$53.07	\$53.60	1.00%	\$60.57	
Aircraft Deicing								
Bearskin Adlines	Aircraft		\$40.07	\$41.28	\$41.69	1.00%	\$47.11	
Other Aircraft "Plus Cost of Fluid	Aircraft		\$7.25	\$8.97	\$9.56	1.00%	\$10.30	
General Terminal Fees								
0 - 9 seats	Flights	0	\$16.03	\$16.51	\$16.68	1.00%	\$18.84	
10 - 15 seats	Flights	1050	\$18.32	\$18.87	\$19.06	1.00%	\$21.54	\$309.57
16 - 25 seats	Flights		\$28.62	\$29.48	\$29.78	1.00%	\$33.65	
Passenger Facility Charge - Plus applicable taxes								
For Person Embarking	Passengers	1700	\$9.96	\$10.26	\$10.36	1.00%	\$11.71	\$174.40
Airport Improvement Fee - levied to outbound charters per passenger embarking		640			\$10.36			\$6,630.40
Call-outs- plus applicable taxes			\$144.24	\$148.57	\$150.06	1.00%	\$169.56	
Aviation Charits- plus applicable taxes								
Car Parking Fee/day- plus applicable taxes								
Monthly parking stall	Year		\$168.38	\$173.43	\$175.17	1.00%	\$197.94	
Monthly parking stall	Days	335	\$5.53	\$5.75	\$5.81	1.00%	\$6.46	\$19.26
Land Lease Rates - Unserviced- plus applicable taxes								
Private - per square meter- plus applicable taxes			\$1.12	\$1.15	\$1.08	45.59%	\$1.90	
Commercial - per square meter			\$1.72	\$1.77	\$2.52	42.45%	\$2.85	
Advertising Signs- plus applicable taxes								
Small signs per year			\$101.03	\$104.08	\$105.10	1.00%	\$119.76	
Large signs per year			\$112.25	\$115.62	\$116.78	1.00%	\$131.98	
total net increase								\$12,309.42

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Spreadsheet No. 2 - Updated November 1st, 2012 - Parks & Cemeteries 2012 Proposed Fees - January 1st, 2013

Fees and Services Charges - all applicable taxes included unless otherwise expressed

Fees and Services Charges - all applicable taxes included unless otherwise expressed								
4.7 PARKS								
Non-residential labour, equipment, vehicles rate								
	Units	#Units	2011 Approved	2012 Approved	2013 Proposed	Percentage Increase 2013 to 2012	2011 Proposed Plus applicable HST (13%)	Revenue Increase
Labour Cost not included in the following:								
4.7.1.1	Hours	14	\$14.31	\$14.74	\$14.89	1.00%	\$16.62	\$2.06
4.7.1.2	Mower, Hiding		\$6.87	\$7.08	\$7.15	1.00%	\$8.08	
4.7.1.3	Portable Generator		\$1.87	\$1.88	\$1.88	1.00%	\$2.12	
4.7.1.4	Power Saw		\$1.45	\$1.45	\$1.45	1.00%	\$1.65	
4.7.1.5	Chainsaw		\$1.14	\$1.17	\$1.19	1.00%	\$1.36	
Labour Cost are included in the following:								
4.7.2.1	Backhoe	0	\$68.79	\$70.76	\$71.47	1.00%	\$80.76	
4.7.2.2	4200 Tractor & Sweeper		\$48.09	\$49.53	\$50.03	1.00%	\$56.53	
4.7.2.3	Skidder (Chipper)	8	\$75.57	\$77.84	\$78.61	1.00%	\$88.83	\$6.23
4.7.2.4	Snowplow - Cherry		\$43.51	\$44.81	\$45.26	1.00%	\$51.15	
Point Park Camping Rates - Plus Applicable Taxes -								
4.7.3.1	Full Hook-up - Water, Hydro & Sewage Dump Station	670	\$26.55	\$27.43	\$28.32	3.24%	\$32.00	\$506.30
4.7.3.2	7 days per week	16	\$139.50	\$143.09	\$145.12	1.00%	\$163.59	\$22.59
4.7.3.3	4 week	5	\$335.50	\$351.27	\$357.08	1.00%	\$409.50	\$27.58
4.7.3.4	Tenting Sites	52	\$13.27	\$14.16	\$15.04	6.21%	\$17.00	\$45.76
4.7.3.5	7 days per week	0	\$75.22	\$77.48	\$78.25	1.00%	\$88.42	
4.7.3.6	4 week	0	\$237.61	\$246.24	\$250.20	1.00%	\$288.10	
4.7.3.7	Partial Hook-up - Hydro & Sewage Dump Station, but no Water service	321.24	\$21.24	\$22.12	\$23.00	3.98%	\$26.00	
4.7.3.8	7 days per week		\$11.00	\$11.49	\$11.69	1.00%	\$13.18	
4.7.3.9	4 week		\$428.40	\$441.25	\$445.67	1.00%	\$503.60	
4.7.3.10	Cost for Utilities per day- 4 Native Band Members			\$7.00	\$7.07	1.00%		
							Total	\$2,122.05
							Point Park	\$646.87
							Cemeteries	\$1,475.18

November 1st, 2012

Report To: Doug Brown, Manager Operations & Facilities

From: Tom Batiuk, Airport Manager

In an effort to increase the revenue at the Fort Frances Airport it has become necessary to take a closer look at what other airports in Northwestern Ontario are setting their rates. I have completed a survey that details all of the airport fees for 5 other airports in Northwestern Ontario. Based on the feed back from the attached report it is suggested to propose the following rate changes for 2013;

- 1) Increase the landing fees charged to International turbo prop, turbojet aircraft that are **inbound** to Fort Frances.
- 2) Wave the landing fees for all piston aircraft under 2000kg and for International piston aircraft over 2000kg that purchase 100LL fuel.
- 3) Charge an airport improvement fee to all commercial charter aircraft that arrive and depart Fort Frances Airport. The only exemption will be for medivac traffic.
- 4) Publish all associated airport fees on the Town's website so that air travellers to/from Fort Frances Airport to ensure that they have a clear picture of the fees.

I would like to take each point mentioned above and detailed reasons why it is suggested to propose these changes.

- 1) When completing the survey of the surrounding airports it was discovered that most are charging an increased rate for international traffic to and from their associated airports. It proposed that the Town follow suit. Based on 127 international flights per year of turbo prop and turbo jet aircraft our revenue stream in this segment will increase by approximately \$5000. This will ensure that the Town rates are similar to what the other airports are charging their International traffic in terms of landing fees.
- 2) It has been noted by staff that several of the International Piston Aircraft that frequent Fort Frances are not purchasing 100LL here due to the fact that the Town charges them a landing fee on top of the regular fuel sale. When staff completed a verbal survey of this segment of traffic into Fort Frances this summer most are making a second stop along their trip in Cook Minnesota where 100LL is at \$5.40/US gallon. With the Town price being 3\$ more per US gallon. It is necessary to compete on some level to gain those lost fuel sales. Most aircraft that do fuel take a 100 liter minimum so in effect the Town is getting a small landing fee and losing out on the larger revenue that could be obtained by the fuel sales. When surveying the other airports in Northwestern Ontario I noted that all others do not charge a landing fee to any piston aircraft that is under 2000kg and most of them waive the fee for all others that purchase

fuel. In an effort to increase the amount of 100LL fuel and revenue to the airport. It is suggested that the Town follow suit.

- 3) During the survey it was also noted that many airports charge an airport improvement fee that goes into a capital fund for larger projects to ensure that when the infrastructure requires repairs there is funding available to draw from to complete those repairs. This also aids in completing any infrastructure grants as the airport would have an account set up to carry these funds to show a corporate responsibility to keeping up the infrastructure at the Fort Frances Airport. Medivac traffic is considered an essential service to the community and outlying areas in the Rainy River District and shouldn't be charged this fee based on what all of the other airports are doing across Northwestern Ontario.
- 4) It was noted by several of our travelling air customers this summer that its difficult to find the airport fee schedule on the Town's website. I would like to see our fee schedule published under the airport tab to improve customer service levels to the travelling public into and out of Fort Frances.

In summary with these few changes there will over time be an incremental increase in the amount of revenue that is taken in by the airport based on fuel sales and fees. I will complete this survey every year prior to budget time to ensure that the Town is inline with what the other airports are doing in terms of fees for their customers to ensure that there is continuity between all of the communities in this part of the Province. If you have any further questions please don't hesitate to ask.

Kind Regards,



Tom Batiuk

Year	2012	2012	2012	2013	2013
2012	2012	2012	2012	2013	2013

[illegible]

General Terminal Fees

Airline is charged 29.48 per landing for 19 pass. Aircraft	\$16.51 \$18.87 \$29.48
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Vehicle Parking	\$5.75		\$7.50	\$8.00	\$2.00
Call out fee	\$148.57	\$150.00	N/A	N/A	\$110.00 \$120.00

Land lease rates - unserviced	\$1.15	\$1.79	\$1.56	\$1.13	\$1.64
	\$1.77	n/a	N/A	N/A	
Terminal space rates	\$317.14	\$430.00	\$279.30	\$236.90	

A. PRICE LIST PER LOT

A.1 Adult Single Lot

lot Size: 5' x 10' or 50 Square feet

Two (2) Full Burials Allowed - One (1) MUST be at extra depth (10')

And up to six (6) cremations (depending on size of urn)

Markers to be installed in accordance with the cemetery by-law

Lot	\$252.50
Care & Maintenance	\$250.00
Sub-Total	\$502.50
HST	\$65.33
TOTAL	\$567.83

A.2 Adult Double Lot

lot Size: 10' x 10' or 100 Square feet

Four (4) Full Burials Allowed - Two (2) MUST be at extra depth (10')

And up to Twelve (12) cremations (depending on size of urn)

Markers to be installed in accordance with the cemetery by-law

Lot	\$505.00
Care & Maintenance	\$250.00
Sub-Total	\$755.00
HST	\$98.15
TOTAL	\$853.15

A.3 Child (8 years old or under)

lot Size: 3' x 2' or 6 Square feet

One (1) Full Burial Allowed plus two (2) cremations (depending on urn size)

side by side at foot only or One (1) cremation centred at head and up to

two (2) cremations (depending on urn size) side by side at foot only

Markers to be installed in accordance with the cemetery by-law

Lot	\$101.00
Care & Maintenance	\$150.00
Sub-Total	\$251.00
HST	\$32.63
TOTAL	\$283.63

A.4 Cremation lot

lot Size: 2' x 2' or 4 square feet

Up to Two (2) cremations (depending on size of urn)

Flat Markers only allowed on Cremation lots & No Flower Beds allowed due to size

Lot	\$75.75
Care & Maintenance	\$150.00
Sub-Total	\$225.75
HST	\$29.35
TOTAL	\$255.10

A.5 Veteran lot

lot Size: 5' x 10' or 50 square feet

Two (2) Full Burials Allowed - One (1) MUST be at extra depth (10')

or Two (2) cremations (depending on size of urn) MAXIMUM 2 INTERMENTS
 VETERAN AND SPOUSE ONLY

No charge for Veteran - Interment of Spouse will be the responsibility of the family

Contact telephone number: 274-9893 Monday to Friday from 8:00 am to 4:00 pm- 900 Wright Avenue
 Day to Day Operation contact: Doug Brown Operations and Facilities Manager: 274-9893 - 900 Wright Avenue

B. UNIT PRICE PER INTERMENT

B.1 SUMMER - May 1 to October 31

B.1.1 Adult Interment	\$707.00
HST	\$91.91
TOTAL	\$798.91

B.1.2 Adult with Vault	\$787.80
HST	\$102.41
TOTAL	\$890.21

B.1.3 Child (8 years old or under)	\$277.75
HST	\$36.11
TOTAL	\$313.86

B.1.4 Child (8 years old or under) with Vault	\$303.00
HST	\$39.39
TOTAL	\$342.39

B.1.5 Extra Depth 10 ft.	\$787.80
HST	\$102.41
TOTAL	\$890.21

B.1.6 Saturday (above rates +)	\$485.97
HST	\$63.18
TOTAL	\$549.15

B.1.7 Disinterment - above rates plus 150% and all applicable taxes

NOTE: All interments include the use of artificial grass and lowering devices

CEMETERY OPERATOR: TOWN OF FORT FRANCES

CURRENT PRICE LIST OF CEMETERY SUPPLIES & SERVICES - EFFECTIVE DATE January 1st, 2013

AGENDA ITEM #7.4

FOR TWO CEMETERIES: FORT FRANCES CEMETERY - 401 King's Hwy.

RIVERVIEW CEMETERY - 1315 COLONIZATION ROAD WEST

Contact telephone number 274-9893 Monday to Friday from 8:00 am to 4:00 pm - 900 Wright Avenue

Day to Day Operation contact: Doug Brown Operations and Facilities Manager 274-9893 - 900 Wright Avenue

B. UNIT PRICE PER INTERMENT

B.2 WINTER - November 1st - April 30th

B.2.1 Adult Interment	\$858.50
HST	\$111.61
TOTAL	<u>\$970.11</u>

B.2.2 Adult with Vault	\$939.30
HST	\$122.11
TOTAL	<u>\$1,061.41</u>

B.2.3 Child (8 years old or under)	\$404.00
HST	\$52.52
TOTAL	<u>\$456.52</u>

B.2.4 Child (8 years old or under) with Vault	\$484.80
HST	\$63.02
TOTAL	<u>\$547.82</u>

B.2.5 Extra Depth 10 ft.	\$1,024.36
HST	\$133.17
TOTAL	<u>\$1,157.53</u>

B.2.6 Saturday (above rates +)	\$485.97
HST	\$63.18
TOTAL	<u>\$549.15</u>

B.2.7 Disinterment - above rates plus 150% and all applicable taxes

NOTE: All interments include the use of artificial grass and lowering devices

B.3 UNIT PRICE PER INTERMENT FOR CREMATED REMAINS

May 1 to October 31- Only

B.3.1 Cremation < 12" in diameter to Max.	
24 inches	\$252.50
HST	<u>\$32.83</u>
TOTAL	<u><u>\$285.33</u></u>

B.3.2. Saturday Cremains < 12" diameter to Max. 24 " in diameter	
	\$404.00
HST	<u>\$52.52</u>
TOTAL	<u><u>\$456.52</u></u>

B.3.3 Cremains Placed in Private Marker/Monument Base	
	\$71.47
HST	<u>\$9.29</u>
TOTAL	<u><u>\$80.76</u></u>

B.3.4 Cremains placed in the ground at the same time as full burial interment	
	\$40.50
HST	<u>\$5.27</u>
TOTAL	<u><u>\$45.77</u></u>

B.3.5 Cremains placed in Monument Niche	
	\$53.95
HST	<u>\$7.01</u>
TOTAL	<u><u>\$60.96</u></u>

B.3.6 Disinterment - above rates plus 150% and all applicable taxes

NOTE: All interments include the use of artificial grass and lowering equipment

Contact telephone number 274-9893 Monday to Friday from 8:00 am to 4:00 pm - 900 Wright Avenue
 Day to Day Operation contact: Doug Brown Operations and Facilities Manager 274-9893 - 900 Wright Avenue

C. UNIT PRICE FOR A COLUMBARIUM NICHE

C.1 Top Two Rows	\$1,113.70
Care & Maintenance	\$167.06
Sub-Total	\$1,280.76
HST	\$166.50
TOTAL	\$1,447.26

Purchase Price of Columbarium Niche includes
 Purchase of Double Niche
 Bronze Plaque and installation
 One Urn Placement or interment

C.2 Middle Four Rows	\$1,375.74
Care & Maintenance	\$206.36
Sub-Total	\$1,582.10
HST	\$205.67
TOTAL	\$1,787.77

Interior shelf space of a niche is 13" wide
 x 10" deep x 8" high, therefore urns to be
 placed in the columbarium can be no bigger
 than 6.5" wide x 10" deep x 8" high.

C.3 Bottom Two Rows	\$917.16
Care & Maintenance	\$137.57
Sub-Total	\$1,054.73
HST	\$137.11
TOTAL	\$1,191.84

C.4 2nd Urn Placement in Niche	\$131.02
HST	\$17.03
TOTAL	\$148.05

D. UNIT PRICE FOR FLOWER CARE PER LOT

D.1 Special Care Single - Flowers	\$2,525.00
HST	\$328.25
TOTAL	\$2,853.25

Single Special Care: The flower bed is
 centred to the monument 3 rows of 6 flowers
 - 18 flowers

D.2 Special Care Double - Flowers	\$5,050.00
HST	\$656.50
TOTAL	\$5,706.50

Double Special Care: is two (2) singles
 2 single beds are planted 3 rows x 6 = 18
 flowers - 2 x 18 = 36 flowers

D.3 Annual Care - Adult - Flowers	\$202.00
HST	\$26.26
TOTAL	\$228.26

Single Pillow: Exact same size as single but
 turned in such a way that the bed is wider
 across the base 3 rows x 6 = 18 flowers

D.4 Annual Care - Child - Flowers	\$75.75
HST	\$9.85
TOTAL	\$85.60

Double Pillow: Is positioned along the base
 the same as a single pillow but is larger in
 in 4 rows x 6 = 24 flowers

Annual Care paid for and planted each year
 Special Care is paid for once and is planted
 every year

E. UNIT PRICE FOR A FOUNDATION FOR A UPRIGHT MONUMENT (MARKER)

For the Supply, Installation and Inspection of Concrete Foundations for Upright Markers or Monuments	\$ 0.26 per square inch plus HST
--	--

Based on the exact size of the foundation. Where the
 square inches are calculated by adding 6 inches to both
 the width and length of the base of the Marker or
 Monument. The Town will only accepted foundation
 orders from June 15th to September 15th of each year.

F. UNIT PRICE FOR A FOUNDATION FOR A FLAT MARKER

For the Supply, Installation and Inspection of Concrete Foundations for Flat Markers	\$ 0.24 per square inch plus HST
---	--

Based on the exact size of the foundation. Where the
 square inches are calculated by adding 6 inches to both
 the width and length of the base of the flat Marker . The
 Town will only accepted foundation orders from June
 15th to September 15th of each year.

Contact telephone number 274-9893 Monday to Friday from 8:00 am to 4:00 pm - 900 Wright Avenue
 Day to Day Operation contact: Doug Brown Operations and Facilities Manager 274-9893 - 900 Wright Avenue

G. CARE & MAINTENANCE FOR A FLAT MARKER OR UPRIGHT MONUMENT (MARKER)

G.1 Flat Markers that measure less than
 1116.13 square centimetres or 173 sq.
 inches \$0.00

G.2 Flat Markers that measure at Least
 1,116.13 square centimetres or 173 sq.
 inches \$50.00

G.3 Upright Monument that measure less
 than 1.22 meters or 4 feet in height and/or
 length including the base \$100.00

G.4 Upright Monument measuring more
 than 1.22 meters or 4 feet in height and/or
 length including the base \$200.00

H. MISCELLANEOUS CEMETERIES FEES

**H.1 For non-residents customers the
 above list rates plus 40% mark-up and all
 applicable taxes**

Note the only exception to applying the 40% increase for
 non-residents is care and maintenance fees for markers and
 lots, these rates are established under *the Funeral, Burial
 and Cremation Services Act, 2002* and regulations, as
 amended from time to time

**H.2 Funeral Arriving before 9 am and after
 3:00 pm** **\$117.92**
HST **\$15.33**
TOTAL **\$133.25**

**H.3 Full Burial Interment Licensing Fee
 imposed by the province of Ontario** **\$10.00** per full burial interment
HST **\$1.30**
TOTAL **\$11.30**

**H.4 Issue of new Interment Rights
 Certificate as a result of revisions to
 intended occupant(s) or ownership
 change** **\$101.00** per change
HST **\$13.13**
TOTAL **\$114.13**

**H.5 Rental of Artificial Grass for off-site
 interments** **\$10.10** per off-site interment
HST **\$1.31**
TOTAL **\$11.41**

H.6 Hourly labour per cemetery worker **\$40.02**
HST **\$5.20**
TOTAL **\$45.22**

General Notes:

- 1) Payment is due at the time of purchase - no financing
- 2) For any additional information or clarification, please feel
 free to contact the cemetery operator as per the contact
 information outlined at the top of each page of the current
 price list

Planning & Development Executive Committee

Report

Date: 2012 November 20th
To: Mayor & Council
From: Rick Hallam, CBCO, CRBO, Supt. Planning & Development Div.
Subject: Town of Fort Frances By-Law 81/09 Schedule "A", User Fees

At their meeting held 2012 November 20th the Planning & Development Executive Committee reviewed that section of the schedule of User Fees administered by the Planning & Development Division.

The Planning & Development recommend the following changes be made to the schedule of user fees;

- Article 2.12, Bicycle Licenses
 - PDEC recommend that the fee be eliminated.
- Article 2.14 & Sub-Articles 2.14.1 & 2.14.1.1
 - Elimination of the additional monthly rented space incentive.
 - *At this time all parking spaces in excess of one are at 50% of the monthly fee.*
 - All spaces rented monthly shall draw the same fee.
 - Adjustments to the fee charged for an annual parking space to allow for a two month incentive only.
 - *At this time the fee schedule allows for a four month incentive.*

Respectfully Submitted,
 Planning & Development Executive Committee,

R. Hallam

R. Hallam, CBCO, CRBO
 Superintendent
 Planning & Development Division

RECOMMENDED
 PLANNING & DEVELOPMENT
 DATE: *2012 Nov 20*
 DIV. MNG. *R. Hallam*
 EXECUTIVE COMM. *R. Hallam*

Council approval of this report will: direct that the User Fees Schedule "A" of By-Law 81/09 be amended as per the PDEC recommendation noted herein above.

November 8, 2012

REPORT TO: Mayor and Council

FROM: Jason Kabel, Manager of Community Services

RE: 2013 Community Services User Fees

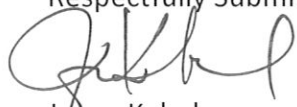
Please find attached the spreadsheets of the proposed 2013 user fees for the Community Services Division. Overall a 1% increase was used as the basis for the proposed fees. There was however one item that required closer assessment and discussion, specifically item 3.13 Sorting Gap Marina. Below are details for slip rentals at the Sorting Gap Marina for the last two boating seasons:

Year	Cost for slip rental	Non-resident cost	Total slips rented
2011	\$473.72	\$592.15	24 of 74
2012	\$402.66 (15% reduction)	\$503.33	24 of 74

There was absolutely no impact on the number of boat slip rentals from 2011 to 2012 with a 15% reduction in the cost. The Community Services Division feels that a further reduction in cost and appropriate marketing in the spring of 2013 that underscores the benefits of the Marina will help address the high number of vacancies currently being experienced at the Sorting Gap. The slip rental cost at the Marina is already the least expensive compared to other marina's located on Rainy Lake by over one hundred dollars.

The Community Services Executive feels that a further reduction in boat slip fees to bring it under the \$400 price point will assist in promoting greater use of the facility and recommends that the price for the 2013 boating season for a Sorting Gap slip rental be set at \$375(resident) and \$468.75(non-resident).

Respectfully Submitted,



Jason Kabel,
Manager of Community Services

Council's approval of this report will authorize the Community Services Division to:

a) increment 2013 user fees at the rate of 1% with appropriate rounding when necessary.

b) reduce the Sorting Gap Marina slip rental cost for the 2013 boating season to \$375(resident) and \$468.75(non-resident)..

TOWN OF FORT FRANCES
SCHEDULE OF FEES
SCHEDULE "A"

3.0 Community Services - Plus Applicable Taxes		2012	2013
3.1 Day Care and Private Home Day Care			
3.1.1	Child Care Rates - Residents (Effective June 1, 2013)	1st Child	2nd Child
3.1.1.1	Full Day (4 or more hours)	39.65	23.75
3.1.1.2	Half Day (no lunch - > 2 hrs < 4 hrs)	23.75	20.70
3.1.1.3	Half Day (with lunch - > 2 hrs < 4 hrs)	26.95	23.50
3.1.1.4	Lunch (lunch and lunch care supervision)	10.25	8.90
3.1.1.5	Hourly (2 hrs or less) Excludes school Age Children	6.40	3.80
3.1.1.6	Before School	7.30	7.30
3.1.1.7	After School	13.10	13.10
3.1.1.8	Before & After School	20.40	20.40
3.1.1.9	Before & After School & Lunch	26.95	23.75
3.1.1.10	Full Day - Holidays - SA Program	36.50	23.75
** The third, fourth and additional child's rate will be the same as the second child rate excluding before school and after school			
** The second, third and additional child's rate will be the same as the first child rate for before school, after school and before & after school.			
** Eligible residents will receive an 8% reduction in the above fees.			
3.2 Fort Frances Memorial Arena		Annual	Annual
3.2.1	Rink Board Advertising Rates	375.95	379.71
3.2.1.1	One Rink	633.45	639.78
3.2.1.2	Both Rinks	1050.60	1061.11
	Zamboni		
3.2.2	Ice Surface Rentals		
Prime Time - Opening to 8:00 A.M. Mon - Fri; 3:30 P.M. to Close. Mon - Fri;			
Opening to Close Sat & Sun		Resident	Non-Resident
3.2.2.1	Youth June 1, 2013	90.82	91.73
3.2.2.2	Adult June 1, 2013	136.35	137.71
*Non-Resident rate for hockey and figure skating programs			
			33.33

3.2.2.3	Youth	June 1, 2013	71.23	89.04	71.94	89.93
3.2.2.4	Adult	June 1, 2013	109.14	136.43	110.23	137.79
3.2.3	Summer Ice					
3.2.3.1	Youth	June 1, 2013	109.14	136.43	110.23	137.79
3.2.3.2	Adult	June 1, 2013	163.32	204.15	164.95	206.19
3.2.4	Tournament					
3.2.4.1	Youth	June 1, 2013	107.92	134.90	109.00	136.25
3.2.4.2	Adult	June 1, 2013	147.81	184.76	149.29	186.61
3.2.5	Open Skates (Public, Shiny, etc.)					
3.2.5.1	Youth	June 1, 2013	3.74	4.68	3.78	4.72
3.2.5.2	Student	June 1, 2013	5.09	6.36	5.14	6.43
3.2.5.3	Adult	June 1, 2013	6.61	8.26	6.68	8.35
3.2.5.4	Senior	June 1, 2013	5.62	7.03	5.68	7.10
* Family Skates - Only the Adult(s) Pay						
3.3	Pool/Fitness Centre - Memberships - Effective June 1, 2013					
3.3.1	Adult		<u>Resident</u>	<u>Non-Resident</u>	<u>Resident</u>	<u>Non-Resident</u>
3.3.1.1	Annual		453.59	566.99	458.13	572.66
3.3.1.2	Six Months		294.85	368.56	297.80	372.25
3.3.1.3	Three Months		159.76	199.70	161.36	201.70
3.3.1.4	One Month		69.20	86.50	69.89	87.37
3.3.1.5	Daily		6.61	8.26	6.68	8.35
3.3.2	Student					
3.3.2.1	Annual		225.39	281.74	227.64	284.55
3.3.2.2	Six Months		152.38	190.48	153.90	192.38
3.3.2.3	Three Months		81.66	102.08	82.48	103.10
3.3.2.4	One Month		47.82	59.78	48.30	60.37
3.3.2.5	Daily		5.09	6.36	5.14	6.43
3.3.3	Child					
3.3.3.1	Annual		71.59	89.49	72.31	90.38
3.3.3.0	Daily		3.74	4.68	3.78	4.72
3.3.4	Family - Annual					
3.3.4.1	Adult		453.59	566.99	458.13	572.66
3.3.4.2	Spouse		378.03	472.54	381.81	477.26
3.3.4.3	Student		194.36	242.95	196.30	245.38
3.3.4.4	Child		60.37	75.46	60.97	76.22
3.3.5	Senior					

3.3.5.1	Annual	385.55	481.94	389.41	486.76
3.3.5.2	Six Month	250.62	313.28	253.13	316.41
3.3.5.3	Three Month	135.80	169.75	137.16	171.45
3.3.5.4	One Month	58.81	73.51	59.40	74.25
3.3.5.5	Daily	5.62	7.03	5.68	7.10
3.3.6	Locker Fees				
3.3.6.1	Locker - 6 Months	40.71	50.89	41.12	51.40
3.3.6.2	Locker - Annual	61.06	76.33	61.67	77.09
3.4	Pool Rental Rates - Effective June 1, 2013				
3.4.1	MEC (Per Hour)	Resident	Non-Resident	Resident	Non-Resident
3.4.2	Swim Club - contracted	91.07		91.98	
3.4.2.2	Additional Hours	66.15		66.81	
3.4.3	One Lane	77.33		78.10	
3.4.4	Lifeguard	24.42		24.66	
3.4.5	One Guard Pool Rental	18.31		18.49	
3.4.5.1	One Guard Pool Rental	91.07	113.84	91.98	114.98
3.4.5.2	Two Guard Pool Rental	109.14	136.43	110.23	137.79
3.4.5.3	Three Guard Pool Rental	127.45	159.31	128.72	160.91
3.4.5.4	Four Guard Pool Rental	145.52	181.90	146.98	183.72
3.4.5.5	Five Guard Pool Rental	165.36	206.70	167.01	208.77
3.4.5.6	One Instructor	92.11		93.03	
3.5	Swimming Lesson Rates - June 1, 2013				
3.5.1	Red Cross Lessons (9)	Resident	Non-Resident	Resident	Non-Resident
3.5.2	Private Lessons per time	66.25	82.81	66.91	83.64
3.5.3	Lifesaving	18.16	22.70	18.34	22.93
3.5.4	Combo Class	72.92	91.15	73.65	92.06
3.5.5	Bronze Star	75.32	94.15	76.07	95.09
3.5.6	Bronze Medallion & Emergency First Aid Book	77.33	96.66	78.10	97.63
3.5.7	Bronze Cross & Standard First Aid	113.46	141.83	114.59	143.24
3.5.8	Leaders	79.63	99.54	80.43	100.53
3.5.9	National Life Services	Market price	plus 25%	Market price	plus 25%
3.5.10	Board of Education - 10 Lessons	Market price	plus 25%	Market price	plus 25%
3.5.11	Aquafit & Aerobics (Per Class)	43.00	53.75	43.43	54.29
3.5.12	Senior Aquafit & Aerobics	5.09	6.36	5.14	6.43
		4.33	5.41	4.37	5.47

3.6 52 Canadians Walking Track (6:00 a.m. - 3:30 p.m.) Effective June 1, 2013				
3.6.1	Seasonal Pass (September - April)	Resident	Non-Resident	
3.6.2	Daily		91.86	92.78
				2.58 (2.60)
3.7 Auditorium - June 1, 2013				
3.7.1	Base Rate/event	181.38	226.73	228.99
3.7.2	Hourly	40.19	50.24	50.74
3.7.3	Social/Wedding (incl. Kitchen)	397.36	496.70	501.67
3.7.4	Tournament Rate	284.16	355.20	358.75
3.8 East End Hall - June 1, 2013				
3.8.1	Base Rate	85.48	106.85	107.92
3.8.2	Socials/Weddings	186.98	233.73	236.06
3.9 MSC Conference Meeting Rooms - June 1, 2013				
3.9.1	Meeting	17.30	21.63	21.84
3.9.2	Daily Rate (Tournament/Special Event)	57.49	71.86	72.58
3.10 Arena Floors (no Ice) - June 1, 2013				
3.10.1	Ice for Kids (600 people)	Resident	Non-Resident	
3.10.2	Ice for Kids (600 people) with Liquor License	566.79	708.49	715.57
3.10.3	Ice for Kids (up to 1200 people)	747.16	933.95	943.29
3.10.4	Ice for Kids (up to 1200 people) with Liquor License	702.89	878.61	887.40
3.10.5	52 Canadians (up to 600 people)	884.28	1,105.35	1116.40
3.10.6	52 Canadians (up to 600 people) with Liquor License	509.81	637.26	643.64
3.10.7	52 Canadians (up to 1200 people)	668.29	835.36	843.72
3.10.8	52 Canadians (up to 1200 people) with Liquor License	631.67	789.59	797.48
3.10.9	Both Floors (up to 1800 people)	790.40	988.00	997.88
3.10.10	Both Floors (up to 1800 people) with Liquor License	920.91	1,151.14	1162.65
3.10.11	Both Floors (Maximum Capacity)	1,227.71	1,534.64	1549.98
3.10.12	Both Floors (Maximum Capacity) with Liquor License	1,043.02	1,303.78	1316.81
		1,349.57	1,686.96	1703.83
3.11 Ball Diamonds / Soccer Fields - April 1, 2013				
3.11.1	Youth Soccer/Baseball - Half field - Per Team	Resident	Non-Resident	
3.11.2	Youth Soccer - Full Field - Per Team	125.41	156.76	158.33
		181.38	226.73	228.99

3.11.3	Adult Soccer - Per Team	294.85	368.56	297.80	372.25
3.11.4	Adult Slow Pitch - Per Team	340.13	425.16	343.53	429.41
3.11.5	Tournament - Youth - Per Team	34.60	43.25	34.95	43.68
3.11.6	Tournament - Adult - Per Team	45.54	56.93	46.00	57.49
3.11.7	Fastball	294.85	16.48	297.80	16.64
Non Resident Fee for Soccer/Baseball					
3.12	Other Courses and Services - June 1, 2013				
3.12.1	Babysitting Course	46.47	58.09	46.93	58.67
3.12.2	First Aid Course - 8 hour	89.55	111.94	90.45	113.06
3.12.3	First Aid Course - 13 hour	99.47	124.34	100.46	125.58
3.12.4	Manual	32.56	40.70	32.89	41.11
3.12.5	SIP - Tape Rental (\$100 deposit)	32.56	40.70	32.89	41.11
3.12.6	Photocopies Letters & Legal size	0.57/each			
3.13	Sorting Gap Marina - May 1, 2013	(2011-473.72)			
3.13.1	Sorting Gap - Slip Rental - Per Season	402.66	503.33	375.00	468.75
3.13.2	River Front - Slip Rental - Per Season	282.57	353.21	285.40	356.74
3.13.3	Daily (overnight)	9.16	11.45	9.25	11.56
3.13.4	Weekly	45.28	56.60	45.73	57.17
3.13.5	Monthly (limited to 2 months)	244.63	305.79	247.08	308.85
3.13.6	Launch Fees: Daily	7.13	8.91	7.20	9.00
3.13.7	Launch Fees: Seasonal	50.88	63.60	51.39	64.24
3.13.8	Launch Fees: Commercial	170.70	213.38	172.41	215.51
3.14	Summer Youth Programs - June 1, 2013				
3.14.1	Explorers & Getaway				
3.14.1.1	Week	65.71	82.14	66.37	82.96
	each additional child	60.10	75.13	60.70	75.88
3.14.1.2	Four Weeks	232.66	290.83	234.99	293.73
	each additional child	226.79	283.49	229.06	286.32
3.14.1.3	Full Summer	465.05	581.31	469.70	587.13
	each additional child	459.17	573.96	463.76	579.70
3.14.1.4	Summer Wilderness/Youth Wilderness	134.89	168.61	148.40	185.50
	each additional child	129.29	161.61	130.58	163.23
3.14.1.5	Junior Wilderness	105.51	131.89	106.57	133.21

each additional child	99.90	124.88	100.90	126.12
Sports Camp	112.19	140.24	113.31	141.64
each additional child	106.84	133.55	107.91	134.89
Happy Campers	78.00	97.50	78.78	98.48
each additional child	72.66	90.83	73.39	91.73
3.15 Townshend Theatre - June 30, 2013				
3.15.1 Town Recreation Program				
3.15.1.1 Set up & Rehearsal	N/C			
3.15.1.2 First show in Run	N/C + \$1.00 Surtax			+ \$1.50 Surtax
3.15.1.3 Second show same Day	N/C + \$1.00 Surtax			+ \$1.50 Surtax
3.15.1.4 Next show same Run	N/C + \$1.00 Surtax			+ \$1.50 Surtax
3.15.1.5 Weekly Rate - Sunday to Sunday 6:00 p.m.	N/C + \$1.00 Surtax			+ \$1.50 Surtax
3.15.1.6 *Cafeteria Rental with Performance	N/C			
3.15.2 Board of Education				
3.15.2.1 Set up & Rehearsal	N/C			
3.15.2.2 First show in Run	N/C + \$1.00 Surtax			+ \$1.50 Surtax
3.15.2.3 Second show same Day	N/C + \$1.00 Surtax			+ \$1.50 Surtax
3.15.2.4 Next show same Run	N/C + \$1.00 Surtax			+ \$1.50 Surtax
3.15.2.5 Weekly Rate - Sunday to Sunday 6:00 p.m.	N/C + \$1.00 Surtax			+ \$1.50 Surtax
3.15.2.6 *Cafeteria Rental with Performance	N/C			
3.15.3 Community Theatre				
3.15.3.1 Set up & Rehearsal - 7 hours	Resident			
3.15.3.2 First show in Run - 7 hours	135.00		136.35	
3.15.3.3 Second show same Day - 12 hours	265.00 + \$1.00 Surtax		267.65 + \$1.50 Surtax	
3.15.3.4 Next show same Run - 7 hours	435.00 + \$1.00 Surtax		439.35 + \$1.50 Surtax	
3.15.3.5 Weekly Rate - Sunday to Sunday 6:00 p.m.	265.00 + \$1.00 Surtax		267.65 + \$1.50 Surtax	
3.15.3.6.1 **Cafeteria Rental with Performance	1,075.00 + \$1.00 Surtax		1085.75 + \$1.50 Surtax	
3.15.3.6.2 **Cafeteria Rental with Performance - Alcohol served	100.00		101.00	
3.15.4 Community Use - Religious Groups, Charitable Non-Profit, Music Festivals				
3.15.4.1 Set up & Rehearsal - 7 hours	200.00		202.00	
3.15.4.2 First show in Run - 7 hours	135.00		136.35	
3.15.4.3 Second show same Day - 12 hours	265.00 + \$1.00 Surtax		267.65 + \$1.50 Surtax	
3.15.4.4 Next show same Run - 7 hours	435.00 + \$1.00 Surtax		439.35 + \$1.50 Surtax	
3.15.4.5 Weekly Rate - Sunday to Sunday 6:00 p.m.	265.00 + \$1.00 Surtax		267.65 + \$1.50 Surtax	
	1,075.00 + \$1.00 Surtax		1085.75 + \$1.50 Surtax	

3.15.4.6	**Cafeteria Rental with Performance	100.00	101.00
3.15.5	Commercial Use - Business, Dance Schools, Corporations, Political Rallies	200.00	202.00
3.15.5.1	Set up & Rehearsal - 7 hours	200.00	202.00
3.15.5.2	First show in Run - 7 hours	400.00 + \$1.00 Surtax	404.00 + \$1.50 Surtax
3.15.5.3	Second show same Day - 12 hours	625.00 + \$1.00 Surtax	631.25 + \$1.50 Surtax
3.15.5.4	Next show same Run - 7 hours	400.00 + \$1.00 Surtax	404.00 + \$1.50 Surtax
3.15.5.5	Weekly Rate - Sunday to Sunday 6:00 p.m.	TBN	
3.15.5.6	**Cafeteria Rental with Performance	TBN	
3.15.6	Non Resident Rate		
3.15.6.1	Set up & Rehearsal - 7 hours	325.00	328.25
3.15.6.2	First show in Run - 7 hours	Min. \$675.00 + \$2.00 Surtax or 20% of Gross Sales	Min. \$681.785 + \$2.50 Surtax or 20% of Gross Sales
3.15.6.3	Second show same Day - 12 hours	Min. \$1,075.00 + \$2.00 Surtax or 20% of Gross Sales	Min. \$1,085.75 + \$2.50 Surtax or 20% of Gross Sales
3.15.6.4	Next show same Run - 7 hours	TBN	TBN
3.15.6.5	Weekly Rate - Sunday to Sunday 6:00 p.m.	TBN	TBN
3.15.6.6	**Cafeteria Rental with Performance	TBN	TBN
** We collect these amounts and remit them to the Board			
3.16	Fort Frances Public Library Effective April 1, 2013 (Plus Applicable Taxes)		
3.16.1	Annual Non-Resident Fee	76.00	77.00
3.16.1.2	6-Month Non-Resident Fee per family	43.00	43.50
3.16.2	Temporary Resident Fee - Deposit		
3.16.2.2	Temporary Resident Fee		
3.16.3	Fines for Late Library Material		25 cents /day
3.16.3.2	Late DVD's		1.00
3.16.3.3	Late Video Games		3.30
3.16.4	Photocopying and Internet/Computer Printing Charges:		
3.16.4.1	First 10 pages	0.25 each	0.25 each
3.16.4.2	11 - 20 pages	0.20 each	0.20 each
3.16.4.3	21 - 49 pages	0.15 each	0.15 each

3.16.4.4	50 + pages	0.10	each	0.10	each
3.16.4.5	Colour Photocopies (8 1/2 x 11)	0.75	each	0.75	each
3.16.4.6	Colour Photocopies (8 1/2 x 14)	1.00	each	1.00	each
3.16.4.7	Colour Photocopies (11 x 17)	1.50	each	1.50	each
3.16.5	Fax Sending Charges:	0.00		0.00	
3.16.5.1	First Page	4.00		4.00	
3.16.5.2	Each additional Page	1.00		1.00	
3.16.6	Fax Receiving Charges:	0.00		0.00	
3.16.6.1	First Page	1.00		1.00	
3.16.6.2	Each additional Page	0.25		0.25	
3.16.7	Shaw Community Hub Rental	0.00		0.00	
3.16.7.1	Non-Profit Groups - Meeting up to 4 hours	40.00		40.40	
3.16.7.2	Non-Profit Groups - Meeting up to 8 hours	80.00		80.80	
3.16.7.3	Non-Profit Groups - Meeting Entire Day (9:00 am to closing)	0.00		0.00	
3.16.7.3	Non-Profit Groups - After Hours Fee	25.00	per hour	25.25	per hour
3.16.7.4	Profit Groups - Meeting up to 4 hours	50.00		50.50	
3.16.7.5	Profit Groups - Meeting up to 8 hours	100.00		101.00	
3.16.7.6	Profit Groups - After Hours Fee	25.00	per hour	25.25	per hour
3.16.7.7	Cancellation Fee	50% of Rental Fee per day (Based on less than 24 hrs. notification)		50% of Rental Fee per day (Based on less than 24 hrs. notification)	
3.16.8	Conferencing Administration	0.00		0.00	
3.16.8.1	Teleconferencing Administration Fee	31.00		31.30	
3.16.8.2	Videoconferencing Administration Fee	77.00		77.75	
3.17	Emergency Services - See Schedule "B"				
3.18	Fort Frances Museum (Plus Applicable Taxes)				
3.18.1	Research				
3.18.1.1	Access	9.00		9.10	
3.18.1.2	Staff - initial inquiry	14.65		14.80	
3.18.1.3	Additional time	36.50	per hour	36.90	
3.18.2	Duplication				
3.18.2.1	Handling	5.00		5.05	
3.18.2.2	Copying	0.60	per sheet	0.60	
3.18.2.3	Digital copy	7.75		7.85	

3.18.2.4	Copy right fee for commercial uses - Photographing Artefacts		
3.18.3	Victoria Day to Thanksgiving (Peak Season)	36.85	37.20
3.18.3.1	Special Events - Adult	3.60	3.65
3.18.3.2	Senior/Under 12 Fee	2.60	2.65
3.18.3.3	Maximum Family Fee	10.85	10.95
3.18.3.4	School/Public Activity Program	3.60 per student	3.65
3.18.3.5	Admission - Off Peak Season	Free Will Donation	Free Will Donation
3.18.4	Rental		
3.18.4.1	Per Day	25.75	26.00
3.18.4.2	Per Evening	15.50	15.65
3.18.4.3	Court Yard	15.50	15.65
3.19	Sunny Cove Camp - May 1, 2013	Resident	Resident
3.19.1	Daytime	535.00	540.00
3.19.1.2	Overnight	965.00	975.00



MEMORANDUM

TO: Mayor and Council

FROM: Christine Ruppenstein, Human Resources Manager

DATE: November 20, 2012

SUBJECT: Council Remuneration

Direction was received through resolution of Council to review the current application of the per diem allowance for members of council as provided in Schedule 'A' to By-Law No. 02/10 and the current travel policy and make recommendation thereon to Council.

The committee consisted of Councillor Paul Ryan, Councillor Rick Wiedenhoeft, Councillor Ken Perry, Christine Ruppenstein, Debbie Scofield, and Glenn Treftlin.

The committee met and reviewed the documents and made the following recommendations.

1. Increase the mileage rate from \$0.45 to \$0.47 per kilometre (Administration did recommend staying at the same rate)
2. Change the wording throughout Schedule A to By-Law as per attached
3. Update the current 'Application of Per Diems for Attendance at Meetings' list (bolded in the attached)

The committee also clarified that any member of Council sitting on a Board or Committee must stay within that specific Board or Committee's remuneration policy.

In addition, the following are housekeeping items within the Travel Policy as recommended by the Treasury Department:

4. Update the Travel Expense Statement Form to indicate that the agenda must be attached to process payment
5. Update the Travel Advance Request Form to ensure that the travel expense statement is attached so as to properly account for the HST.

COUNCIL APPROVAL OF THIS REPORT will authorize the update to schedule 'A' to By-Law pertaining to Council Remuneration (clarifying the application of the Per Diem); Update the Travel policy to reflect a mileage increase to \$0.47 per kilometre and; wording changes to the Travel Policy as recommended by the Treasury Department.

**TOWN OF FORT FRANCES BY-LAW No. 02/10-B
SCHEDULE 'A'**

It is recognized that **serving as** a member of council requires dedication and a significant time commitment in order to fulfill the role. It is this time commitment that may be a deterrent to attracting members of the community who are employed and who may have to take **unpaid** time off of work in order to fulfill their commitment as an elected official. **For this reason, the Town of Fort Frances has established a policy as set out** below regarding **Council** Remuneration.

1. REMUNERATION

Starting December 1, 2010 members of Council shall receive the following annual remuneration:

Mayor:	\$23,000
Councilor:	\$12,000
Deputy Mayor	\$13,500

Council remuneration shall be reviewed in the last year of the term of Council to be in effect upon the following term of council.

The higher salary of the Mayor and Deputy Mayor is intended as compensation for the additional time one must commit to his or her office for meetings / attendance at functions / ceremonies / speaking functions / answering email or correspondence / etc.

Pursuant to Section 255(2) of the Municipal Act as amended, one-third (1/3) of the monthly remuneration of Council members as authorized during each term of Council shall be deemed as expenses incident to the discharge of their duties as members of Council.

2. BENEFITS

The current package of group benefit coverage as provided to the Management / Non-Union group of employees shall be made available to the elected officials at 100% cost recovery from the respective participating member. This includes Extended Health Care, Dental, Vision, Travel and Semi-Private Hospital Coverage or equivalent.

In addition, the following Life Insurance coverage shall be made available at a 100% cost recovery from the respective participating member: Life Insurance \$60,000; Spouse \$5,000; each child \$2,500 - 14 days to age 21(25 if in University or College); optional additional coverage is also available.

By-Law No. 53/86 authorizes participation in the Ontario Municipal Employees Retirement System by Members of Council.

3. TRAVEL ALLOWANCE

Members of Council **are to** follow the Corporate Travel Policy and the meal allowance rates as outlined **therein**. Under the policy, the meal allowance is payable without receipts. However, there may be circumstances where costs exceed the **allowable** daily rate. **In those circumstances**, members of Council (and Administration if traveling with members of Council) may claim additional reimbursement **for the excess**. If more than the **allowable daily rate** is claimed by members of Council attending a full day of Municipal business, then receipts for the entire day must be submitted.

4. PER DIEM ALLOWANCE

TOWN OF FORT FRANCES BY-LAW No. 02/10-B
SCHEDULE 'A'

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Time spent as an appointed member of a Board / Committee / or for Council meetings is within the scope of duties of a member of Council and therefore the per diem is not applicable. In order to clarify and ensure consistency, the per diem will be allocated as stipulated below:

1. Attendance at meetings, conferences, conventions, training courses, school or seminars, including travel time to / from destination (if applicable) for which attendance has been duly authorized ***by resolution of Council***, or;
2. Additional time spent ***in the performance of Council business outside the regular duties of a member of Council (regular duties also include those duties as an appointed member of a Board / Committee / and Council meetings) and that attendance and per diem has been*** duly authorized by resolution of Council ***or Board***;
3. The per diem payment is to be made in the amount of \$150 for a full day (5 hours or greater) or \$75 for a half day (***1 hour or more but less than 5 hours***).

Individuals appointed, elected, or otherwise, who are serving on District Boards or similar organizations and whom the Town has sanctioned, shall utilize the policy of such organizations.

For clarification, below is a list of boards and committees ***and whether or not the Town's per diem allowance would apply to members of Council attending such meetings:***

APPLICATION OF PER DIEMS FOR ATTENDANCE AT MEETINGS		
	YES	NO
REGULAR COUNCIL AND SPECIAL COUNCIL		X
SPECIAL COUNCIL – BY RESOLUTION	X	
REGULAR COMMITTEE OF THE WHOLE & SPECIAL COMMITTEE OF THE WHOLE		X
SPECIAL COMMITTEE OF THE WHOLE – BY RESOLUTION	X	
EXECUTIVE COMMITTEES		X
BIA BOARD OF MANAGEMENT		X
CITIZEN OF THE YEAR		X
COMMUNITIES IN BLOOM		X
COURT OF REVISION		X
CUPE NEGOTIATING COMMITTEE		X
ECONOMIC DEVELOPMENT ADVISORY		X
DOWNTOWN CORE COMMITTEE		X
REGIONAL VALUE ADDED FORESTRY		X
CHAMBER OF COMMERCE BOARD OF DIRECTORS		X
PUBLIC LIBRARY BOARD		X
FORT FRANCES MUNICIPAL NON PROFIT HOUSING		X
FORT FRANCES POLICE SERVICES BOARD		X

FIRE FIGHTERS ASSOCIATION NEGOTIATION COMMITTEE		X
FORT FRANCES VOLUNTEER BUREAU		X
HIRING COMMITTEE		X
MOFFAT FAMILY TRUST STEERING		X
MUNICIPAL CONTROL GROUP		X
MUSEUM & CULTURAL CENTRE ADVISORY		X
NOMA CROWN LAND DEVELOPMENT		X
NORTHWESTERN HEALTH UNIT		X
RAINY RIVER DISTRICT SOCIAL SERVICES ADMINISTRATION BD.		X
SALARY STRUCTURE & ADMINISTRATION PRACTICES CMT.		X
SISTER KENNEDY CENTRE BOARD OF MANAGEMENT		X
ST FRANCIS SPORTS FIELD MANAGEMENT		X
SUGGESTIONS AWARDS		X
THEATRE MANAGEMENT ADVISORY		X
FIRST NATIONS RELATIONS ADVISORY		X
FORT FRANCES POWER CORPORATION		X
<i>RAINY RIVER DISTRICT MUNICIPAL ASSOCIATION (AGM & EXECUTIVE MEETINGS ONLY)</i>	X	
<i>KIWANIS SUNNY COVE CAMP ADVISORY</i>		X
REGIONAL ECONOMIC DEVELOPMENT COMMITTEE		X
DOCTOR RECRUITMENT		X
FORT FRANCES COMMUNITY CLINIC INC.		X
<i>NOMA (ANNUAL MEETING, EXECUTIVE MEETING, REGIONAL FALL CONFERENCE)</i>	X	
OTHER SPECIAL FUNCTIONS AS APPROVED BY RESOLUTION	X	

TOWN OF FORT FRANCES BY-LAW No. 02/10-B
SCHEDULE 'A'

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<i>The Town of Fort Frances</i>	SECTION
<u>TRAVEL</u> <u>POLICY</u>	HUMAN RESOURCES NEW: December 2003 REVISED: April 2004, December 2004, May 2006, May 2007, February 2008, January 2010, May 2010, July 2011, November 2012
Resolution No.	Supercedes Resolution No. 248 (consent) 07/11
Policy Number 3.11	PAGE 1 of 9

Expense Accounts:

1. a) Members of Council, Boards and Commissions, and staff shall be reimbursed by the Town for such limited expenses as are actually incurred (as detailed in schedule A) as a result of attending outside the Town any meeting, conference, convention, training course, school or seminar, including reasonable expenses incurred during travel time to / from destination for which attendance has been duly authorized.
- b) For Individuals appointed, elected, or otherwise, who are serving on District Boards or related organizations and whom the Town has sanctioned, these individuals shall utilize the travel policy of such organization. If no travel policy exists, the individual shall utilize the Town's policy. However, the per diem may be claimed provided said Boards do not also pay it or related organizations. The individual may obtain expense advances that are 100% later recoverable from the outside organization.
- c) Attendance at conferences, seminars and training courses outside the Rainy River District shall generally be restricted to not more than two (2) employees representing the Town. Additional attendance will be at the discretion of the CAO based on value and organizational need. The CAO will coordinate such attendance.
- d) As 'in house' training sessions and sessions located within the Rainy River District are very cost effective, attendance at these shall not be limited. The maximum number of employees shall not be defined. Rather, attendance shall be such that the value, coverage of positions within the division, and total budget cost are the major criteria in determining attendance.
- e) Where budgets provide amounts for travel and training but without specific details, attendance may be approved by the Division Manager. In the situation where an event arises and the approved travel budget for the division has been exceeded, attendance will be considered by the CAO based on value and organizational need.

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

AGENDA ITEM #7.5

1.	Attendee								
2.	Conference/Seminar Attended								
	Location (Facility and City)								
	Dates								
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	Yes	No	Reason					Total
	Mileage Claimed	KM x \$0.47 =							
6.	Approved				Total Expenses				
					Advance Received				
					Balance Claimed				
					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

Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier

TOWN OF FORT FRANCES - SCHEDULE "C"
TRAVEL ADVANCE REQUEST

Name	Purpose of Travel
Location of Event	Dates
Signature of Division Manager	
Amount of Travel Advance	
Treasurer Signature	G.L. Code

Agenda Must be Attached to Process Payment of Advance
Please include completed Travel expense statement (schedule B) so as to properly account for the HST

TOWN OF FORT FRANCES - SCHEDULE "D"
ENTERTAINMENT EXPENSE REIMBURSEMENT FORM

Name	Date
Names, Position, and Organization of Individuals Being Entertained	
1.	
2.	
3.	
4.	
Purpose of Entertainment	
Amount Claimed	
Treasurer Signature	Date

An itemized receipt must be attached to process payment

Report To: Mayor and Council
From: Mark McCaig, CAO
Subject: Tourist Information Building
Date: November 22, 2012

At the Administration and Finance Executive Committee meeting of November 20th, 2012, the committee discussed the resolution passed by EDAC regarding the investigation of a potential acquisition of the former Ontario Tourism Information Centre (OTIC).

The Administration and Finance Executive Committee is recommending that the RRFDC be tasked with investigating a potential purchase that includes a listing of associated timelines and a business plan for tourist information.

Regards,



Mark McCaig
CAO

Council approval of this report will endorse RRFDC to investigate a potential purchase that includes a listing of associated timelines and a business plan for tourist information.



Report To: Mayor and Council
From: Mark McCaig, CAO
Subject: Cancellation of Annual Appreciation Dinner
Date: November 22, 2012

Due to the recent postponement of the Town's Annual Appreciation Dinner I am requesting that consideration be given to a rescheduling of the event to formally recognize our citizen of the year, our current slate of 25 year employees, recent retirees and the volunteers. This discussion should take place at the next meeting of the Administration and Finance Executive Committee.

Regards,



Mark McCaig
CAO

Council approval of this report will refer this matter to the next Administration and Finance Executive Committee for discussion.





Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Fort Frances WPCP
200 McIrvine Rd
PO Box 712
Fort Frances, Ontario
P9A 3N1
Tel: 807-274-3121
Fax: 807-274-8381



November 15, 2012

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

Attention: Mr. Doug Herr
Environmental and Facilities Superintendent

Dear Doug:

**Re: Fort Frances Wastewater Treatment Facility
October 2012 Monthly Report**

As per the operating agreement, the attached document is the October 2012 monthly report for the Fort Frances Wastewater Treatment Facility.

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

If you have any questions regarding this report do not hesitate to contact Mr. Larry Wachter – Operations Manager.

Yours truly,

A handwritten signature in blue ink, appearing to read "Kelly Cunningham".

Kelly Cunningham
Senior Operator

For Larry Wachter
Operations Manager

**The Corporation of the Town of Fort Frances
Wastewater Treatment Plant
(Sewage Plant)
October 2012 Monthly Operations Report**

INTRODUCTION

In accordance with the Agreement between the Ontario Clean Water Agency (Operating Authority) and the Town of Fort Frances, the Fort Frances Sewage Treatment Plant is required to prepare a monthly report. This document covers the reporting month of October 2012; the facility performance report summarizes important information regarding the quality of the effluent, wastewater, analytical test results, maintenance operations, and relevant activities of the WWTP.

DESCRIPTION OF WORKS

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

The Fort Frances Sewage Treatment Plant received and operates its operation under *Certificate of Approval Number 3-0049-96-006*, in accordance with Section 53 of the Ontario Water Resources Act. The Certificate of Approval outlines the terms and conditions and the report captures these terms and conditions in the following sections.

LABORATORY

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

OCTOBER 2012 EFFLUENT QUALITY

<i>Parameters</i>	<i>Monthly Actual Concentration mg/L</i>	<i>Compliance Criteria Concentration mg/L</i>	<i>Performance Objective Concentration mg/L</i>	<i>Monthly Actual Loading, kg/d</i>	<i>Compliance Criteria Loading kg/d</i>	<i>Performance Objective Loading kg/d</i>
CBOD ₅	2.1 mg/L	25 mg/L	15 mg/L	10.5 kg/d	225 kg/d	135 kg/d
Suspended Solids	4.3 mg/L	25 mg/L	15 mg/L	22.2 kg/d	225 kg/d	135 kg/d
Total Phosphorus	0.43 mg/L	1.0 mg/L	1.0 mg/L	2.18 kg/d	9 kg/d	9 kg/d
Ammonia as N	0.12 mg/L					
Nitrite as N	0.08 mg/L					
Nitrate as N	7.77 mg/L					
Total Cl ₂ Residual		<0.01 mg/L (when in use)				
E-Coli		29.6 count/100 ml (geometric mean)		200 cnt/100ml (geometric mean)		E-coli not to exceed 150 organisms/100ml (monthly geometric mean density)
pH			pH range 7.5 to 7.6; average pH was 7.6			
Temperature degrees C			Temperatures ranged from 15.0-18.0 average temperature of effluent at 16.5			

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

WASTEWATER LIQUID PROCESS

The average daily flow for October was 5,111.5 m³/day; representing 57% of the design average flow. Total treated flow for the month was 158,456 m³. The Fort Frances WWTP met all effluent compliance criteria for the parameters listed above and additionally was well within the recommended more stringent monthly performance objective levels as outlined in the Certificate of Approval.

INVENTORY

Chemical	End of Month Status	Units
Hypochlorite	410 +/- @ 8.0% + 600 @ 10%	Litres
Alum	9.0 +/- @ 65 %	Cubic meters
Polymer	12 Bags (700 kg)	Bags (25 kg/bag)

MAINTENANCE

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

Treatment Plant:

- Alternated lead/lag pumps
- Adjusted fluidizing water to headcell and grit snail as needed
- Greased GBT, mechanical bar screen and grit snail. Lubricated drive chain on grit snail and bar screen
- Hot water flushed alum lines
- Regular cleaning of head works EW basket strainer
- Exercised portable generators
- Replaced polymer dilution water flow meter
- Greased all blowers
- Regular cleaning of seal water strainer TFP 9-5
- Replaced o ring head works EW basket strainer
- Dismantled piping to remove debris from both grit pumps
- Removed grit from head works inlet channel
- FFPC replaced 3 bulbs in driveway lights
- Put roof section back on digester
- Tensioned belt, replaced filter and greased bearings ASU-01
- Clarifier drives were greased
- The teacup and grit snail were drained for cleaning and inspection
- The UPS unit for the auto dialer and lift station modem cabinet was replaced
- Hosed aeration tanks and grating

Pump Stations:

- Ran gen sets
- Regular cleaning of bar screens
- Changed seal water strainers
- Replaced radiator, temperature sensors and batteries on Central lift station genset
- Isolation valves for pumps 1 and 3 at Central lift station were exercised
- Back flushed pump 1 at White Pine lift station and replaced both check valve springs
- Removed grease and debris from Boundary Road lift station wet well
- Pulled and cleaned pump 1 at Central lift station
- Replaced the fan motor on a space heater at Fifth Street lift station

OPERATIONAL ISSUES

The facility met all operational requirements for the month.

SLUDGE SUMMARY

The volume directed to the gravity belt thickener totaled 686.0 m³ for the month. Hammond Landscaping (Certificate of Approval Hauler # 11000025801) hauled/transported 164.4 m³ (average 11.0 m³/load) to the agricultural drying bed. The Organic Soil Conditioning site has a valid Certificate of Approval - number S-71048-31.

COMPLAINTS

There were no complaints during the report period.

BY-PASS REPORT(S)

There were no by-pass events during the report period.

COMMENTS

Plant power consumption for the month was 710 (x 180 multiplier) kWh.
John Deere snow blower was repaired by Parks staff.
Quarterly sludge samples were sent out.

REPORTS

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

Month	Sewage Flows Year 2012					Usage % Plant Capacity	Sludge Volume Hauled M3	Removal Efficiency		
	Avg. Day Flow m3	Max Day Flow m3	Total Treated Volume ML	Total ByPass Volume ML	Total Volume ML			CBOD5	Suspended Solids	Total Phosphorus
January	5023.5	5582	155729		155729	56%	186.2			
February	4854.2	5248	140772		140772	54%	210.5			
March	5612.9	8655	173999		173999	62%	244.0			
April	6692.4	7984	200771		200771	74%	177.7			
May	6174.0	7911	191394		191394	69%	233.1			
June	6127.2	6684	183815		183815	68%	196.6			
July	6079.0	7897	188449		188449	68%	175.2			
August	5912.8	7507	183297		183297	66%	153.1			
September	5199.7	6053	155992		155992	58%	121.1			
October	5111.5	6204	158456		158456	57%	164.4			
November						0%				
December						0%				
Sum				0	1732674		1861.9			
Average	5679		173267		173267	63%	186.2			
Max		8655	200771		200771					
C of A	9000	18000								

Month	CBOD5				Suspended Solids				Total Phosphorus				E. Coli		pH	
	Avg Raw CBOD (mg/L)	Avg. Eff. CBOD (mg/L)	Avg. Load CBOD (kg/day)	Avg Raw S.S. (mg/L)	Avg. Eff. S.S. (mg/L)	Avg. Load S.S. (kg/day)	Avg Raw T.P. (mg/L)	Avg. Eff. T.P. (mg/L)	Avg. Load T.P. (kg/day)	Avg. Eff. T.P. (mg/L)	Avg. Load T.P. (kg/day)	Geo Mean Counts /100ml	Monthly Minimum	Monthly Maximum		
January	67.4	2.3	11.3	144.5	7.5	37.7	2.5	0.19	0.93	10.1	10.1	10.1	6.6	7.9		
February	70.6	2.6	12.5	147.7	8.1	39.3	2.3	0.22	1.09	8.8	8.8	8.8	7.1	7.8		
March	75.3	3.4	18.5	139.1	7.9	44.8	2.1	0.26	1.44	12.3	12.3	12.3	7.1	7.6		
April	51.9	2.5	16.7	123.8	10.7	74.6	1.8	0.27	1.85	16.6	16.6	16.6	6.9	7.6		
May	51.1	2.0	12.9	124.0	8.4	52.4	1.9	0.31	1.95	19.0	19.0	19.0	6.9	7.4		
June	68.6	2.9	17.8	124.1	7.1	43.8	2.0	0.35	2.15	12.4	12.4	12.4	7.0	7.2		
July	67.0	2.1	13.1	141.5	5.2	31.6	2.10	0.28	1.66	9.4	9.4	9.4	6.9	7.7		
August	65.2	3.0	17.3	155.0	5.3	31.4	1.99	0.25	1.49	4.4	4.4	4.4	7.6	7.8		
September	75.0	2.1	11.0	140.2	4.0	20.5	2.28	0.29	1.51	24.2	24.2	24.2	7.5	7.7		
October	78.9	2.1	10.5	139.6	4.3	22.2	2.69	0.43	2.18	29.6	29.6	29.6	7.5	7.6		
November																
December																
Average	67.1	2.5	14.2	138.0	6.9	39.8	2.2	0.3	1.6	14.7	14.7	14.7	7.1	7.6		
Max	78.9	3.4	18.5	155	10.7	74.6	2.69	0.43	2.18	29.6	29.6	29.6	7.6	7.9		
C of A		25	225		25	225		1	9	150	150	150	6	9.5		

WASTE DISPOSAL SITE MONTHLY INSPECTION FORM

MONTH: Sept./Oct. 2012INSPECTION DATE/TIME: November 12, 2012 @ 1:20 p.m.OPERATOR: Tom VeertTOWN OF FORT FRANCES REPRESENTATIVE: Douglas Herr

	YES	NO
1) Adequate signs posted	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2) Scavaging	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3) Operating According to Conditions on Certificate of Approval	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	SATISFACTORY	UNSATISFACTORY
4) Compaction of Refuse	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5) Cover of Refuse	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6) Housekeeping of Site	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7) Working Face	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8) Number of Dumping Areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9) Segregation of Refuse	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10) Controlling Litter	<input checked="" type="checkbox"/>	<input type="checkbox"/>

GENERAL COMMENTS:

1. Garbage Disposal Area – Keep garbage covered on a regular basis. Garbage turn around area is in satisfactory condition.

2. Steel Refuge Area: Turn around area in satisfactory condition.

3. Propane tank disposal area: satisfactory condition.

4. Wood Refuge: Wood refuge turn around area in satisfactory condition.

5. Weigh scale operating well since the last inspection.

6. Trillum, contractor for Lakewood Tire removed some tires from the landfill site. They are removing tires each week when they are in Town picking up tires from Lakewood Tire.

7. Weigh-Tronix from Winnipeg has been contacted to complete calibrations of the weigh scales. They are expected to arrive November 13, 2012.
8. Tetra Tech Inc. on site October 1 – 3, 2012 to complete a capacity assessment land survey.

Sewer & Water data for 2012
up-dated November 1st, 2012

Month	Days per month	2012 Total Sewage STP cu. meters monthly	2012 daily Sewage STP cu. meters daily	2012 Couch. Wastewater Meters monthly	2012 Couch. Wastewater Meters daily	2012 Couch. 2 Water Meters monthly	2012 Couch. 2 Water Meters daily	2012 Couch. WW-W cu. meters monthly	2012 Total Treated WTP cu. meters monthly	2012 daily Treated WTP cu. meters daily	2012 Difference STP-WTP monthly	2012 Infiltration daily average
2012												
January	31	155729	5023.5	7469	240.9	7677.50	247.66	-208.50	144850	4672.58	10879	350.94
February	29	140772	4854.2	7650	263.8	7677.50	264.74	-27.50	132070	4554.14	8702	300.07
March	31	173999	5612.9	9543.97	307.9	7452.50	240.40	2091.47	140800	4541.94	33199	1070.94
April	30	200771	6692.4	9565	318.8	7452.50	248.42	2112.50	125040	4168.00	75731	2524.37
May	31	193394	6238.5	9940	320.6	9894.00	319.16	46.00	121110	3906.77	72284	2331.74
June	30	183815	6127.2	8943	298.1	9894.00	329.80	-951.00	141540	4718.00	42275	1409.17
July	31	188449	6079.0	9599	309.6	10882.00	351.03	-1283.00	176020	5678.06	12429	400.94
August	31	183297	5912.8	9758	314.8	10882.00	351.03	-1124.00	147770	4766.77	35527	1146.03
September	30	155992	5199.7	9234	307.8	10436.00	347.87	-1202.00	129620	4320.67	26372	879.07
October	31	158456	5111.5	9039	291.6	10436.00	336.65	-1397.00	116100	3745.16	42356	1366.32
November	30		0.0		0.0		0.00	0.00		0.00	0	0.00
December	31		0.0		0.0		0.00	0.00		0.00	0	0.00
Total	366	1734674	5684	90740.97	518.8	92684	256.20		1374920	4369	359754	1315.61
Monthly Average												
daily Average												
Estimated total												1316

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JanCFN&town2011waterdata