

# TOWN OF FORT FRANCES

AGENDA - July 14, 2014

## COMMITTEE OF THE WHOLE MEETING

Committee Room and Council Chambers, Civic Centre  
(Session No. 141) 5:00 p.m. to 6:45 p.m.

## **PLEASE NOTE 5:00 P.M. START TIME.**

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- 1. Call to Order 5:00 p.m.**
- 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: 5:01 p.m. to 5:50 p.m.**

- 4.1 Copperlight LP (formerly SkyPower Limited) - Option Agreement - 1003 Frog Creek Rd.
- 4.2 Sale of Town Land - 818 Williams Avenue.
- 4.3 Application for Appointment to the BIA Board of Management.
- 4.4 Appointment of Municipal Clerk.
- 4.5 Potential Legal Agreement.
- 4.6 Non agenda items.

### **5. Public Session Resumes in Council Chambers: 6:00 p.m.**

### **6. Consent Agenda: 6:05 p.m. to 6:15 p.m.**

- |     |  |         |
|-----|--|---------|
| 6.1 | Rainy Lake Triathlon Club Request - Jeff Tillbury.   | 4 - 8   |
| 6.2 | Outdoor Fitness Equipment.   | 9 - 11  |
| 6.3 | Funding Agreement with Transport Canada - Electronic Runway Condition Equipment and Runway Friction Tester.                      | 12 - 33 |
| 6.4 | Request from Roberta Parker (Mr. Sub - 215 Scott Street) - Downward Adjust to March/April 2014 Water and Sanitary Sewer Invoice. | 34 - 40 |
| 6.5 | Minutes of Settlement - Request for Reconsideration re: 1005 Third Street East (2014).   | 41 - 44 |

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6.6 M. McCaig, CAO - Purchase Card Entertainment Expense Claim.	45 - 47
<b>7. Administration and Finance Division - 6:15 p.m. to 6:25 p.m.</b>	
7.1 Councillor John Albanese - Cross Border Medical NAFTA Meeting Per Diem.	48 - 49
7.2 Councillor Andrew Hallikas - NOMA Board Meeting Per Diem Claim.	50 - 51
7.3 Councillor Ken Perry - Local Governance Networking Meeting Per Diem Claim.	52 - 53
7.4 Councillor Ken Perry - Cross Border Medical NAFTA Meeting Per Diem.	54 - 55
7.5 Councillor Paul Ryan - Cross Border Medical NAFTA Meeting Per Diem.	56 - 57
7.6 Councillor Rick Wiedenhoeft - Cross Border Medical NAFTA Meeting Per Diem.	58 - 59
7.7 Change Management/Non-Union Salary Administration (Policy 3.6) to reflect rescinding of 2% salary increase as per Resolution #824.	60 - 76
<b>8. Operations and Facilities Division: 6:25 p.m. to 6:30 p.m.</b>	
8.1 Update on Capital Projects	
<b>9. Information: 6:30 p.m.</b>	
9.1 Ontario Clean Water Agency - Fort Frances Wastewater Treatment Facility - June 2014 Monthly Report*.	77 - 82
9.2 Operations and Facilities Division - Public Works Area - Operations Statistics dated April and May 2014*.	83 - 91
9.3 2014 Tonnage at Landfill Site updated July 1st, 2014*.	92
9.4 Fort Frances Municipal Airport - Airport Landings and Fuel Sales as of June 30, 2014*.	93 - 94
9.5 By-Law Enforcement - Activities for the months of April, May and June 2014.	95 - 96
9.6 Town of Fort Frances General Fund (Operating) Actuals as at June 30, 2014*.	97 - 99
9.7 Water and Sewer Fund (Operating)*.	100
9.8 Town of Fort Frances Capital Fund (Budget vs Actual) as at June 30, 2014*.	101 - 104
9.9 Administration and Finance Department Stats for the period	105 - 106

ending June 30, 2014\*.

9.10	Building Department Statistics Canada Report for the period June 1, 2014 to June 30th, 2014.	107 - 110
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**10. Non-agenda items: 6:40 p.m.**



## REPORT

**TO:** Mayor Avis and Council

**FROM:** Jason Kabel, Manager of Community Services

**DATE:** July 3, 2014

**RE:** **Rainy Lake Triathlon Club Request – Jeff Tilbury**



At the regular meeting of Council on June 23, 2014, Council referred a request dated June 10, 2014 from Jeff Tilbury, Race Organizer, Rainy Lake Triathlon Club re: 2<sup>nd</sup> Annual Splash and Dash Event – August 17, 2014 to the Community Services Executive Committee for recommendation with input from the Operations and Facilities Executive Committee(attached).

In Jeff Tilbury's letter this year (attached) he addresses the concerns of last year that were brought forward for their proposed Splash & Dash event to be held August 17, 2014. He also puts forth a similar list of requests as last year that the Town assisted with:

- 3 to 4 No Parking signs
- 40 Pylons
- 10 to 12 Road Barricades
- 6 Folding tables and 6 chairs
- 2-3 Lifeguards

The proposed Splash & Dash event is an athletic endeavour that includes two components to the event, a swimming portion and a running portion. The swimming portion is planned to be 700 to 750 meters starting and finishing from the sand shore at The Point Park. After the swim participants will have a transition zone to change into running shoes for the final leg of the event, a 5km run. The run will be along the waterfront to the Marina and back with non-permanent course markings along the way (please see other details attached).

The Community Services Executive Committee recommends to Council to authorize the Rainy Lake Triathlon Club to host their proposed Splash & Dash event on August 17, 2014 at The Point Park as outlined by organizer Jeff Tilbury with the considerations outlined below.

Respectfully Submitted,

Jason Kabel



**Council approval of this report will** authorize the Rainy Lake Triathlon Club to host their proposed Splash & Dash event on August 17, 2014 at The Point Park as outlined by organizer Jeff Tilbury with the following considerations:

- 1) Due to the high water conditions this year that the organizing committee does an assessment of the water conditions and debris near shore and makes every effort to ensure participant safety.
- 2) Marshals be in place to direct traffic and for participant safety at specified locations (Idylwyld Dr., Overpass, run Turn-around).
- 3) Barricades be used to identify event space and no parking areas.
- 4) Town of Fort Frances certified employees act in their capacity as lifeguards on the event day to be included under the Town's insurance policy.
- 5) The Town of Fort Frances must be named on the event waiver and signed copies of every participant's waiver must be supplied to the Town as soon as possible by event organizers after the event registration is complete.
- 6) Prior and after the event, all areas should be carefully inspected by Event Organizers and Town staff to ensure there are no obvious hazards (i.e. tripping hazards, sharp objects – especially protruding in beach area where the swimmers will be entering or leaving from, potholes, etc.). A record of the inspection should be kept for as long as possible. If there are any hazards that cannot be fixed by staff prior to the event they should be well marked. The inspection reports should include any temporary measures put into place and when the situation was rectified.
- 7) The Rainy Lake Triathlon Club provide proof of 3rd party liability insurance to the Community Services Division at least 1 week prior to the event.
- 8) If the beaches at the Point Park are still closed by the Northwestern Health Unit due to high water conditions on the event date, August 17, then the Town suggests that an alternate date be established.

July 2nd, 2014

Report To: Community Services Executive Committee

From: Operations & Facilities Executive Committee

**SUBJECT: 2nd Splash & Dash Event – Set For Sunday August 17, 2014**

The Operations & Facilities Executive committee was to provide input to the lead executive committee, the Community Services Executive committee in regards to the proposed 2nd Splash and Dash event.

The Operations & Facilities Division staff has reviewed the information outlined in Mr. Jeff Tilbury's letter dated June 10, 2014 in regards to the road and sidewalk infrastructure. See attached copy of the letter. There are a couple of issues;

- 1) **There is no sidewalk on Lake Road between the intersection of Highway 11 and intersection of Idylwild Drive and a section of Highway 11 from the overpass structure to intersection of Lake Road.** There are no concerns as Marshals will be utilized along these sections of roadways to ensure participants safety.
- 2) **Provide temporary no parking signs & poles-** it is suggested that barricades be utilized instead of temporary no parking signs. The O & F division staff do not work on the weekends and will deliver the barricades to the transition zone on Friday August 15, 2014. The race organizers will be responsible to set-up and take down the barricades for the event. The barricades will be transported back to the public works yard by town staff on Monday August 18, 2014.
- 3) **Supply of 12 Barriers and 40 Pylons** - due to the state of emergency as a result of high water levels of the Upper River and Rainy Lake, it might be difficult to supply the requested quantity of barriers and pylons. However, will try to supply the requested quantities.
- 4) **Beaches Closed at Point Park** - Presently the Northwest Health Unit have the beaches closed down at the Point Park until further notice. Depending on the decrease in water elevation of Rainy Lake over the next month or so the beaches might still be closed for the event day. If the beaches are still closed the Town suggests that an alternative date be established after the August 17 scheduled event day.

Respectfully submitted,



Rick Wiedenhoef, Chairman  
Operations & Facilities Executive Committee

June 10, 2014

Jason Kabel  
 Manager of Community Programs  
 Town of Fort Frances  
 320 Portage Avenue  
 Fort Frances, Ont. P9A 3P9



Dear Mr Kabel:

I look forward to working with you again this year in order to host the Second Splash and Dash event on August 17, 2014 at the Point Park. As you know the event consists of a swimming and running portion to it. This year we will again be having a swim of 750 meters for adults and introducing a 300 m swim for youth (ages 12 to 15), and we would like to set up the swim course to start and finish near the public dock by the Rendez-Vous. After completing the swim, participants will make their way to a transition zone to change into running shoes and then do a 3km run youth and 5 km run adults (out and back) along the water front turning around at the Sorting Gap Marina. Course markings will not be permanent, marking will consist of flags or arrows which can be removed after the event. Any marking on the road will be done in marking chalk that will disappear after a few days of weather.

As we are seeking different options for insurance or sanctioning through Ontario triathlon I would like to request that the Town donate as sponsors of the event the use of their lifeguards. Under Ontario Triathlon Guidelines, 2 guards are required for every 50 participants, and 1 guard for each additional 50 athletes in the water. It is likely that we would not need more than 3-4 guards. Lifeguards will be on duty to watch the swimmers and marshals will be set up to watch and assist runners on the run course. As mentioned we are looking at options for sanctioning and will provide the necessary insurance certificates as required once they are in place. All participants will be required to sign a legal waiver indicating that they are aware of the risks involved in participating and agree not to take any legal action against or hold anyone liable should anything negative happen to them during the event. We will have persons trained in First Aide on site and will notify the Ambulance, police and fire services of the details and date of the event.

I would ask is if the town would allow me or put up no parking signs in the evening before the event along Lake Road, where it ends at the Public dock to where it meets with Idylwild Drive. This would be to ensure that we can utilize this area for the transition zone run course and finish area on event day.

The last request is to seek your approval and permission to utilize the Point Park, use the sidewalk to traverse over the Hwy 11 over pass and to utilize the paths along the water front for the run section, for this event. As required from last years event we will ensure the following stipulations are followed

1. Marshalls are in place to direct traffic and for participants safety at specified locations (namely Idylwyld Dr, Overpass, run and Turn arounds).
2. Barricades will be used to identify event space and no parking areas.

3. Town of Fort Frances be named on event waiver copies provided to the town post event.
4. Certificate of insurance will be provided to the Town pre event.

Please review the information attached which outlines all courses and routes that are being proposed for this event. Should we get Ontario Tri sanctioning all courses will meet the requirements set out under this sanctioning.

I have also sent letters to the Chiefs and councils of the Treaty 1 Bands to seek their acknowledgement of this event at Point Park.

It would also be appreciated if we could borrow from the town the following items:

- 3 to 4 No Parking signs
- 40 Pylons
- 10 to 12 Road Barricades
- 6 Folding tables and 6 chairs.

As this is year 2 of a 3 year plan to build the event into a Sprint distance triathlon for 2015, I also look forward to working with you and the Town of Fort Frances into the future to make this plan a reality.

Should you have any questions or concerns, or require any further information please contact me at 274-6848 or email [jwtilson@shaw.ca](mailto:jwtilson@shaw.ca)

Sincerely

Jeff Tilbury

Race Organizer.

Rainy Lake Triathlon Club.



## REPORT



**TO:** Mayor Avis and Council

**FROM:** Jason Kabel, Manager of Community Services

**DATE:** July 10, 2014

**RE:** **Outdoor Fitness Equipment**

At the regular meeting of Council on November 25, 2013, Council approved the following in-kind contributions requested by the Northwestern Health Unit for outdoor fitness equipment in Fort Frances:

- 1) To be located on the Waterfront walkway along Front Street in selected locations through consultation with the Community Services Division.
- 2) To install concrete pads at the selected locations and install equipment once pads are ready.
- 3) Have the Community Services Division responsible for the minimal on-going maintenance of the equipment.

After consultations with Elaine Fischer, Northwestern Health Unit, Doug Brown, Manager – Operations & Facilities, and the manufacturer (Urbanix – Outdoor Gym), the Community Services Executive Committee reviewed options for placement of the outdoor fitness equipment on Front Street at the meeting on Monday, July 7, 2014. The preference is to situate 2, of the proposed 5 pieces of equipment in the grassed area North-East of the children's play structure near the Tower. The committee felt that starting with 2 pieces would yield opportunity to evaluate the success of the initiative and provide the occasion to determine the ideal position of the remaining 3 pieces of equipment, in the same location or elsewhere in the Spring of 2015.

### Recommendation

The Community Services Executive Committee recommends to Mayor and Council to endorse the placement of 2 Urbanix Outdoor Fitness Equipment pieces on the grassed area North-East of the children's play structure near the Tower on Front Street by means of the in-kind contributions previously approved.

Respectfully Submitted,

Jason Kabel

**Council approval of this report will** endorse the placement of 2 Urbanix Outdoor Fitness Equipment pieces on the grassed area North-East of the children's play structure near the Tower on Front Street by means of the in-kind contributions previously approved.



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

November 28, 2013

Northwestern Health Unit  
Attn: Elaine Fischer  
396 Scott Street  
Fort Frances, Ontario  
P9A 1G9

Dear Ms. Fischer:

At their meeting November 25, 2013, Council approved the report dated November 21, 2013 from J. Kabel, Manager of Community Services re: Northwestern Health Unit Request – Elaine Fischer.

A copy of Mr. Kabel's report is attached for your reference.

Please forward for approval by Council any formal document that sets out the responsibilities of the parties to this.

On behalf of Mayor Avis and Council and the residents of Fort Frances, thank you very much for taking up this initiative.

Yours very truly,

ADMINISTRATION & FINANCE DIVISION

G.W. Treftlin, AMCT, Clerk

GWT/kl  
(att'd)

c.c. J. Kabel, Manager Community Services

July 3<sup>rd</sup>, 2014

Report To: Mayor & Council

From: Doug Brown, Manager of Operations & Facilities

**SUBJECT: Execution of Funding Agreement with Transport Canada for Electronic Runway Condition Equipment and Runway Friction Tester**



Please find attached a report prepared by Tom Batiuk, Airport Supervisor outlining all the background information on the funding agreement with Transport Canada for up-dated electronic Runway condition equipment and Runway Friction tester. This new equipment will replace the existing runway friction testing equipment set up in the airport ½ ton truck. Transport Canada has agreed to contribute 100% of the cost to have the equipment installed and provide staff training on how to utilize the new equipment.

The O & F executive committee recommends the following;

- 1) The Town execute the contribution agreements with Transport Canada for the new electronic Runway condition equipment and Runway Friction tester.
- 2) That the Mayor and Clerk be authorized to bind the Corporation of the Town of Fort Frances.

Respectfully Submitted  
Operations & Facilities Division

*Doug Brown*

Doug Brown, P. Eng.  
Operations and Facilities Manager

**RECOMMENDED**  
JUL 09 2014  
DIV. MNG. *Doug Brown*  
EXECUTIVE COMM. *R. Widenberg*

**Council approval of this report will ensure the following:**

- 1) The Town execute the contribution agreements with Transport Canada for the new electronic Runway condition equipment and Runway Friction Tester.
- 2) That the Mayor and Clerk be authorized to bind the Corporation of the Town of Fort Frances.



2014-06-17

To: Doug Brown

From: Tom Batiuk

Re: ACAP Agreement for Runway Condition Reporting Equipment

Please find attached the agreement for Runway Condition reporting equipment through the ACAP Program.

Changes have been made to the ways that we report runway conditions in the winter months. It has become necessary to apply for funding for new equipment to sustain these changes as well as streamline the process. Our current friction meter is now 7 years old. This unit is not capable of the automation required with the new runway condition reporting equipment.

With the purchase of this equipment it will allow full automation as well as real time data transfer to Nav Canada electronically. This will also allow for easier record keeping within our current SMS program. We are currently faxing this data in on a form that Nav Canada doesn't allow any longer to disseminate data on runway condition reporting.

This equipment will be installed in our ½ ton truck and will be a permanent installation. Our existing unit can therefore be declared as surplus or kept as a spare unit or traded in at the time of purchase and install of the new unit.

The funding will allow the airport to purchase the necessary equipment with training provided to ensure that we continue to comply with the new requirements for runway condition reporting as set out by Nav Canada and Transport Canada. Once the funding has been received the equipment will be purchased and installed into our vehicle before the coming winter season 2014/2015.

Please forward the attached agreement to Town Council for execution so that we may start the process to receive the funding.

Kind Regards,

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

Tom Batiuk  
Airport Supervisor



Ontario Region  
Programs  
4900 Yonge Street, 4th Floor  
Toronto ON M2N 6A5

Région de l'Ontario  
Programmes  
4900, rue Yonge., 4<sup>ème</sup> étage  
Toronto ON M2N6A5

Our file Notre référence  
7161-0297-01  
RDIMS# 9492992

May 27, 2014

Mr. Tom Batiuk  
Chief Executive Officer  
Fort Frances Municipal Airport  
320 Portage Avenue  
Fort Frances ON P9A 3P9

Dear Mr. Batiuk:

**RE: AIRPORTS CAPITAL ASSISTANCE PROGRAM (ACAP)  
ELECTRONIC RUNWAY CONDITION REPORTING EQUIPMENT AND FRICTION  
TESTER AT FORT FRANCES AIRPORT  
CONTRIBUTION AGREEMENT T-3194**

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Reference is made to my letter of April 9, 2014 confirming ACAP funding for the above-noted project.

Three original copies of the Financial Assistance Agreement are provided for the appropriate signatures. Once the documents have been executed by Transport Canada and registered by our legal department, one copy will be returned to you.

A teleconference will be set up with you in the next week or so to discuss any questions you may have in regard to the contribution agreement. We will also discuss the next steps in the project's implementation.

Should you have any questions, please feel free to contact me at 416-952-0484.

Yours truly,

  
Mary Louise Canning  
Regional Manager,  
Funded Programs



ORIGINAL –ORIGINALE

**NO. - N° T-3194**

**FINANCIAL ASSISTANCE AGREEMENT**

**BETWEEN**

**HER MAJESTY THE QUEEN IN RIGHT OF CANADA REPRESENTED  
HEREIN BY THE MINISTER OF TRANSPORT**

**AND**

**THE CORPORATION OF THE TOWN OF FORT FRANCES**

DATE OF AGREEMENT: , 2014

CONCERNING: FORT FRANCES MUNICIPAL  
AIRPORT

MAXIMUM CONTRIBUTION: \$36,172.50

DESCRIPTION: ELECTRONIC RUNWAY  
CONDITION REPORTING  
EQUIPMENT AND FRICTION  
TESTER

Departmental Reference – Référence Du Ministère
File No. - N. Du Dossier 7161-0297-01

**MEMORANDA-NOTES**

AIRPORTS CAPITAL ASSISTANCE PROGRAM (ACAP)

04-0005 (12-00)

**CANADA – THE CORPORATION OF THE TOWN OF FORT FRANCES  
AIRPORTS CAPITAL ASSISTANCE PROGRAM  
AGREEMENT FOR ELECTRONIC RUNWAY CONDITION REPORTING EQUIPMENT  
2014–2015**

This Agreement is made as of the date of last signature

**BETWEEN:** HER MAJESTY THE QUEEN IN RIGHT OF CANADA, as represented by the Minister of Transport ("Canada")

**AND** THE CORPORATION OF THE TOWN OF FORT FRANCES, continued or incorporated pursuant to An Act to provide for the Incorporation of Towns in Territorial Districts, as represented by the Mayor and Clerk (the "Recipient"),

individually referred to as a "Party" and collectively referred to as the "Parties".

**WHEREAS** the Minister of Transport is responsible for the Program entitled the Airports Capital Assistance Program (hereinafter "ACAP" or "Program");

**WHEREAS** the Recipient is the owner and operator of the Fort Frances Municipal Airport ("Airport");

**WHEREAS** the Recipient has submitted to Canada a proposal for the funding of the Project which qualifies for support under ACAP;

**WHEREAS** the Recipient is responsible to carry out the Project and Canada wishes to provide financial support for the Project and its objectives;

**AND WHEREAS** the Recipient is duly authorized to execute this Agreement by Treasury Report 2013/72 dated July 12, 2013;

**NOW THEREFORE**, in accordance with the mutual covenants and agreements herein, the Parties hereby agree as follows:

## **1. INTERPRETATION**

### **1.1 DEFINITIONS**

In addition to the terms and conditions defined in the recitals and elsewhere in this Agreement, a capitalized term has the meaning given to it in this Section.

"**Aerodrome**" has the meaning ascribed thereto in the federal *Aeronautics Act*.

"**Agreement**" means this contribution agreement and all schedules, as may be amended from time to time.

"**Agreement End Date**" means six (6) months after the Project Completion Date.

"**Asset**" means any real or personal property or immovable or movable asset, purchased, constructed, rehabilitated or improved, in whole or in part, with funds contributed by Canada under the terms and conditions of this Agreement.

"**Certified Airport**" means an Aerodrome which has been certified in accordance with Subpart 302 of the *Canadian Aviation Regulations*.

"**Contract**" means an agreement between the Recipient and a Third Party whereby the latter agrees to supply a product or service to the Project in return for financial consideration.

"**Effective Date**" means the date of last signature of this Agreement.

"**Eligible Airport**" means either a:

- a) Certified Airport which is not owned or operated by the federal Crown;
- OR
- b) Remote Airport, which is not owned or operated by the federal Crown

- Canada;
- OR
- c) Registered Aerodrome that is not owned or operated by the federal Crown.

**"Eligible Expenditures"** means those costs directly related to the Project which are considered eligible for reimbursement by Canada as set out in Schedule A (Eligible and Ineligible Expenditures).

**"Final Claim Date"** means three (3) months after the Project Completion Date.

**"Fiscal Year"** means the period beginning April 1 of a year and ending March 31 of the following year.

**"Operating Period"** means the period commencing from the Effective Date and ending two (2) years after the Projection Completion Date.

**"Project"** means the project as described in Schedule B (The Project).

**"Project Completion"** occurs when the Project can be used for the purpose for which it was intended.

**"Project Completion Date"** means the date of Project Completion and must be no later than two (2) years from the Effective Date.

**"Qualified Bid"** means a bid that meets the minimum technical requirements of the Project as outlined in the bid specification.

**"Registered Aerodrome"** means an Aerodrome which has been registered in accordance with Subpart 301 of the *Canadian Aviation Regulations*.

**"Remote Airport"** means an airport that is a remote airport under the terms of the National Airports Policy issued July 13, 1994.

**"Third Party"** means any person or legal entity, other than a Party, who participates in the implementation of the Project by means of a Contract.

**"Total Financial Assistance"** means funding from all sources towards Eligible Expenditures of the Project, including funding from federal, provincial, territorial, and municipal governments as well as funding from all other sources.

## 1.2 ENTIRE AGREEMENT

This Agreement comprises the entire agreement between the Parties. No prior document, negotiation, provision, undertaking or agreement in relation to the subject of the Agreement has legal effect, unless incorporated by reference into this Agreement. No representation or warranty express, implied, or otherwise, is made by Canada to the Recipient except as expressly set out in this Agreement.

## 1.3 DURATION OF AGREEMENT

This Agreement will be effective as of the Effective Date and will terminate on the Agreement End Date, subject to early termination in accordance with this Agreement.

## 1.4 SCHEDULES

The following schedules are attached to, and form part of this Agreement:

Schedule A – Eligible and Ineligible Expenditures

Schedule B – The Project

Schedule B.1 – Project Summary

Schedule B.2 – Project Budget

Schedule C – Certificate of Compliance

Schedule C.1 – Final Claim

Schedule D – Communications Protocol

## 2. PURPOSE OF AGREEMENT

The purpose of this Agreement is to establish the terms and conditions whereby Canada will provide funding to the Recipient for the Project.

### 3. OBLIGATION OF THE PARTIES

#### 3.1 CONTRIBUTION BY CANADA

- a) Canada agrees to pay a contribution to the Recipient of not more than one hundred percent (100%) of the total Eligible Expenditures of the Project but only up to a maximum of thirty-six thousand one hundred seventy-two dollars and fifty cents (\$36,172.50).
- b) Contributions by Canada will be payable in accordance with the terms and conditions of this Agreement and the Fiscal Year breakdown in Schedule B.2 (Project Budget).
- c) If the federal Crown's total contribution towards the Project exceeds one hundred percent (100%) of the Project's total Eligible Expenditures or if the Total Financial Assistance received or due in respect of the total Project expenditures exceeds one hundred percent (100%) thereof, Canada may recover the excess from the Recipient or reduce its contribution by an amount equal to the excess.
- d) The Parties acknowledge that Canada's role in the Project is limited to making a financial contribution to the Recipient for the Project. Canada is neither a decision-maker nor an administrator to the Project.

#### 3.2 COMMITMENTS BY THE RECIPIENT

- a) The Recipient will be responsible for the complete, diligent and timely implementation of the Project, within the costs and deadlines specified in this Agreement and in accordance with the terms and conditions of this Agreement. The Recipient will be responsible for all costs of the Project including cost overruns, if any.
- b) The Recipient will repay to Canada any and all disallowed costs, surpluses, unexpended contributions, and overpayments made under and according to the terms and conditions of this Agreement.
- c) Canada may request that the Recipient declare to Canada any amounts owing to the federal Crown, under legislation or contribution agreements that constitute an overdue debt. The Recipient recognizes that any such amount owing is a debt due to the federal Crown and may be set-off by Canada in accordance with Section 20.6 (Set-off by Canada).
- d) The Recipient is responsible for and will continue to be responsible for ensuring the ongoing operation, maintenance, and repair of any Asset in relation to the Project, as per appropriate standards, for its full lifecycle of (5) years for the friction tester and ten (10) years for the electronic runway condition reporting equipment.
- e) Upon request, the Recipient will provide Canada with updates to Project status and budget expenditures and forecasts throughout the Agreement.
- f) The Recipient will only use the Asset on Airport property. Canada may reduce its contribution proportionally for any use of an Asset not on Airport property (e.g., if an Asset is used off of Airport property 50% of the time and Canada's contribution is 100% of Eligible Expenditures, Canada's contribution would then be reduced to 50% of Eligible Expenditures).

#### 3.3 APPROPRIATIONS AND FUNDING LEVELS

Notwithstanding Canada's obligation to make any payment under this Agreement, this obligation does not arise if, at the time when a payment under this Agreement becomes due, the Parliament of Canada has not passed an appropriation that is sufficient and constitutes lawful authority for making the payment. Canada may reduce or terminate any payment under this Agreement in response to the reduction of appropriations or departmental funding levels in respect of transfer payments, the Program under which this Agreement was made or otherwise, as evidenced by any appropriation act or the federal Crown main or supplementary estimates expenditures. Canada will not be liable for any direct, indirect, consequential, exemplary or punitive damages, regardless of the form of action, whether in Contract, tort or otherwise, arising from any such reduction or termination of funding.

**3.4 FISCAL YEAR BUDGETING**

- a) The amount of the contribution payable by Canada for each Fiscal Year of the Project is set out in Schedule B.2 (Project Budget).
- b) If the actual amount payable by Canada in respect of any Fiscal Year of the Project is less than the estimated amount in Schedule B.2 (Project Budget), the Recipient may request that Canada re-allocate the difference between the two amounts to a subsequent Fiscal Year. Subject to Section 3.3 (Appropriations and Funding Levels), Canada agrees to make reasonable efforts to accommodate the Recipient's request. The Recipient acknowledges that requests for re-allocation of Project funding will require appropriation adjustments and/or federal Crown approvals.
- c) In the event that any requested re-allocation of Project funding is not approved, the amount of Canada's contribution payable pursuant to Section 3.1 (Contribution by Canada) may be reduced by the amount of the requested re-allocation. If the contribution payable by Canada pursuant to Section 3.1 (Contribution by Canada) is so reduced, the Parties agree to review the effects of such reduction on the overall implementation of the Project and to adjust the terms and conditions of this Agreement as appropriate.

**3.5 CHANGES IN PROJECT COSTS AND FUNDING**

- a) If, at any time during the term of this Agreement, one or all of the Parties determines that it will not be possible to complete the Project unless the Recipient expends amounts in excess of the funding available to it, the Party will immediately notify the other Party of that determination and Canada may suspend its funding obligations. The Recipient will, within thirty (30) days of a request from Canada, provide a summary of the measures that it proposes to remedy the shortfall. If Canada is not satisfied that the measures proposed will be adequate to remedy the shortfall, then Canada may exercise one of the remedies listed at Section 15.3 (Remedies on Default).
- b) Notwithstanding the foregoing, the Recipient may request additional funding from Canada. It is solely up to Canada's discretion and approval to provide any additional funding to the Project.

**3.6 [INTENTIONALLY OMITTED]****4. RECIPIENT REPRESENTATIONS AND WARRANTIES**

The Recipient represents and warrants to Canada that:

- a) the Recipient has the capacity and authority to enter into this Agreement and to carry out the Project;
- b) the Recipient has the requisite power to own the Assets;
- c) this Agreement constitutes a legally binding obligation of the Recipient, enforceable against it in accordance with its terms and conditions;
- d) all information submitted to Canada as set out in this Agreement is true, accurate, and was prepared in good faith to the best of its ability, skill, and judgment. The Recipient will inform Canada immediately of any fact or event that could compromise wholly or in part the Project;
- e) any person or legal entity that the Recipient has hired, for payment, to speak to or correspond with any employee or other person representing Canada on the Recipient's behalf, concerning any matter relating to the contribution under this Agreement or any benefit hereunder and who is required to be registered pursuant to the federal *Lobbying Act*, is registered pursuant to that Act, and that the Recipient has not and will not make a payment or other compensation to any person or legal entity that is contingent upon or is calculated upon the contribution hereunder or negotiating the whole or any part of the terms and conditions of this Agreement;
- f) there are no actions, suits, investigations or other proceedings pending or, to the knowledge of the Recipient, threatened and there is no order, judgment or decree of any court or governmental agency which could materially and adversely affect the Recipient's ability to carry out the activities contemplated by this Agreement. The Recipient will inform Canada immediately if any such



action or proceedings are threatened or brought during the term of this Agreement;

- g) the Airport meets the requirements of the *Canadian Aviation Regulations*, Part III, Subpart 2 (TP312 "Aerodrome Standards and Recommended Practices") and amendments thereto;
- h) the Airport will continue to meet, during the Operating Period, the requirements of the *Canadian Aviation Regulations*, Part III, Subpart 2 (TP312 "Aerodrome Standards and Recommended Practices") and amendments thereto;
- i) except in the case of a Remote Airport, provides year round regularly scheduled commercial passenger service; and
- j) except in the case of a Remote Airport, handled a minimum of one thousand (1,000) regularly scheduled commercial passengers annually for each of the last three (3) calendar years.
- k) the Recipient is in good standing under the laws of the jurisdiction in which it is required to be registered.

## 5. [INTENTIONALLY OMITTED]

## 6. CONTRACT PROCEDURES

### 6.1 AWARDING OF CONTRACTS

- a) The Recipient will ensure that all Contracts are awarded and managed in accordance with its policies and procedures. Notwithstanding the foregoing, the Recipient will ensure that Contracts will be awarded in a way that is transparent, competitive, consistent with value-for-money principles, or in a manner otherwise acceptable to Canada, and if applicable, in accordance with the Agreement on Internal Trade and international trade agreements. Situations where Canada may accept the use of non-competitive tendering are as follows:
  - i. the nature of such Project is such that it could be executed more expeditiously or economically by the officers and servants of the Recipient;
  - ii. only one person or firm is capable of executing such Project;
  - iii. the nature of such Project or its total estimated cost is such that it would not be in the public interest to issue a call for tenders;
  - iv. in case of pressing emergency, when delays incurred in the execution of such Project would be injurious to the public interest.
- b) The Recipient will select the lowest-priced Qualified Bid.
- c) Notwithstanding subsection 6.1 b), should the Recipient select a bid other than the lowest-priced Qualified Bid, Canada may agree to reimburse the Recipient for the cost of the lowest-priced Qualified Bid, in which case the Recipient will pay the difference in cost between the selected bid and the lowest-priced Qualified Bid.
- d) If Canada determines that the Recipient has awarded a Contract in a manner that is not in compliance with the foregoing, upon notification to the Recipient, Canada may consider the expenditures associated with the Contract to be ineligible or require that the Contract be re-tendered.

### 6.2 CONTRACT PROVISIONS

The Recipient will ensure that all Contracts are consistent with, and incorporate, the relevant provisions of this Agreement. More specifically but without limiting the generality of the foregoing, the Recipient agrees to include terms and conditions in all Contracts to ensure that:

- a) the Third Party will keep proper and accurate financial accounts and records, including but not limited to its contracts, invoices, statements, receipts, and vouchers, in respect of the Project for at least six (6) years after the Agreement End Date and that the Recipient has the contractual right to audit them;



- b) all applicable labour, environmental, and human rights legislation are respected; and
- c) Canada and its designated representatives, to the extent permitted by law, will at all times be permitted to inspect the terms and conditions of the Contract and any records and accounts respecting the Project and will have free access to the Project sites and to any documentation relevant for the purpose of audit.

## **7. [INTENTIONALLY OMITTED]**

## **8. ABORIGINAL CONSULTATION**

The Parties agree that the legal duty to consult does not arise for the Project.

## **9. CLAIMS AND PAYMENTS**

### **9.1 PAYMENT CONDITIONS**

- a) Canada will not pay interest for failing to make a payment under this Agreement;
- b) Canada will not pay any claims submitted after the Final Claim Date, unless otherwise accepted by Canada;
- c) Canada will not pay any claims until the requirements under Section 8 (Aboriginal Consultation), if applicable, are, in Canada's opinion, satisfied to the extent possible at the date the claim is submitted to Canada.

### **9.2 FINAL CLAIM AND FINAL ADJUSTMENTS**

- a) The Recipient will submit one (1) claim to Canada by the Final Claim Date covering the Recipient's Eligible Expenditures incurred and in a form acceptable to Canada. The final claim must include the following:
  - i. certification as to the accuracy of the information submitted in support of the claim, in the form set out in Schedule C.1 (Final Claim) and signed by the senior official designated in writing by the Recipient;
  - ii. breakdown of Eligible Expenditures claimed in accordance with Schedule B.2 (Project Budget);
  - iii. a copy of the bill of sale or invoice for the Asset, a picture of the Asset at the Airport, and the model and serial number of the Asset; and
  - iv. upon request by Canada, any documentation or Third Party invoices or receipts of expenditures claimed.
- b) Upon receipt of the final claim, but before issuing the final payment, the Parties will jointly carry out a final reconciliation of all claims and payments in respect of the Project and make any adjustments required in the circumstances.

### **9.3 RETENTION OF CONTRIBUTION**

Canada may retain up to ten percent (10%) of its contribution under this Agreement. Any amount retained by Canada will be released when the final adjustments have been completed under Section 9.2 (Final Claim and Final Adjustments) and the Recipient fulfills all its obligations under this Agreement.

## **10. [INTENTIONALLY OMITTED]**

## **11. AUDIT AND EVALUATION**

### **11.1 RECIPIENT AUDIT**

Canada may, at its discretion, conduct a Recipient audit during the term of this Agreement and up to six years after the Agreement End Date, in accordance with the Canadian Auditing Standards and Section 20.3 (Accounting Principles). Any costs associated with the conduct of such audits will be the responsibility of Canada.

**11.2 [INTENTIONALLY OMITTED]****11.3 EVALUATION**

The Recipient agrees to cooperate with Canada in the conduct of any evaluation of the Project or Program during or after the term of this Agreement. Any costs associated with the conduct of such evaluations will be the responsibility of Canada.

**11.4 CORRECTIVE ACTION**

The Recipient agrees to ensure that prompt and timely corrective action is taken in response of any audit findings and recommendations conducted in accordance with this Agreement.

**11.5 RECORD KEEPING**

The Recipient will keep proper and accurate financial accounts and records, including but not limited to its Contracts, Asset maintenance records, invoices, statements, receipts, and vouchers, in respect of the Project, for at least six (6) years after the Agreement End Date.

**11.6 ACCESS**

The Recipient will provide Canada and its designated representatives with reasonable and timely access to the Project sites, facilities, and any documentation for the purposes of audit, inspection, monitoring, evaluation, and ensuring compliance with this Agreement.

**12. COMMUNICATIONS****12.1 PUBLIC COMMUNICATIONS**

- a) Any press release, public announcement or official ceremony regarding the Project, when planned by the Recipient, will be arranged in agreement with Canada.
- b) Canada reserves the right to publish and translate in both official languages any public communications produced by the Recipient and related to this Agreement.

**12.2 RECOGNITION OF CANADA'S CONTRIBUTION**

The Recipient will acknowledge Canada's contribution in all signage and public communication produced as part of the Project or Agreement, in a manner acceptable to Canada.

**12.3 PUBLIC INFORMATION**

The Recipient acknowledges that the following may be made publicly available by Canada:

- a) its name, the amount awarded by Canada, and the general nature of the Project; and
- b) any evaluation or audit report, and other reviews related to this Agreement.

**12.4 OFFICIAL LANGUAGES**

The Recipient is responsible, in consultation with Canada, for taking the necessary measures to respect the spirit and intent of the federal *Official Languages Act*.

**12.5 COMMUNICATIONS PROTOCOL**

The Parties will comply with Schedule D (Communications Protocol).

**13. INTELLECTUAL PROPERTY**

- a) All intellectual property that arises in the course of the Project will vest in the Recipient.
- b) The Recipient will obtain the necessary authorizations, as needed, for the implementation of the Project, from Third Parties who may own the

intellectual property rights or other rights in respect of the Project. Canada will assume no liability in respect of claims from any Third Party in relation to such rights and to the Agreement.

## 14. DISPUTE RESOLUTION

- a) The Parties will keep each other informed of any issue that could be contentious by exchanging information and will, in good faith and reasonably, attempt to resolve potential disputes.
- b) Where the Parties cannot agree on a resolution, the Parties may explore any alternative dispute resolution mechanisms available to them to resolve the issue.
- c) Any payments related to the issue in dispute will be suspended, together with the obligations related to such issue, pending resolution.
- d) The Parties agree that nothing in this Section will affect, alter, or modify the rights of Canada to terminate this Agreement.

## 15. DEFAULT

### 15.1 EVENTS OF DEFAULT

Any of the following constitute Events of Default under this Agreement:

- a) the Recipient has not complied with any of the terms and conditions of this Agreement;
- b) the Recipient has not completed the Project in accordance with the terms and conditions of this Agreement;
- c) the Recipient has submitted false or misleading information to Canada or made a false or misleading representation in respect of the Project, except for an error in good faith, demonstration of which is incumbent on the Recipient, to Canada's satisfaction;
- d) the Recipient has not complied with, if applicable, Section 8 (Aboriginal Consultation);
- e) the Recipient has neglected or failed to pay Canada any amount due in accordance with this Agreement.

### 15.2 DEFAULT

Canada will not declare that a default has occurred unless Canada has given notice to the Recipient of the event which in Canada's opinion constitutes an Event of Default and the Recipient has failed, within thirty (30) days of receipt of the notice, either to remedy the Event of Default or to demonstrate, to the satisfaction of Canada, that it has taken such steps as are necessary to remedy the Event of Default, and has notified Canada of the rectification.

### 15.3 REMEDIES ON DEFAULT

In the event of default under this Agreement, Canada may exercise one or more of the following remedies, without limiting any remedy available to it at law:

- a) suspend any obligation by Canada to contribute or continue to contribute funding to the Project, including any obligation to pay an amount owing prior to the date of such suspension;
- b) terminate any obligation of Canada to contribute or continue to contribute funding to the Project, including any obligation to pay any amount owing prior to the date of such termination;
- c) require the Recipient to reimburse Canada all or part of the contribution paid by Canada to the Recipient.

## 16. LIMITATION OF LIABILITY

Subject to the federal *Crown Liability and Proceedings Act*, Canada, its officers, servants, employees, sub-contractors or agents will not be held liable for any injury, including death to any person, or for any loss or damage to property of the Recipient or any obligation of the Recipient or anyone else, incurred or suffered

by the Recipient, its officers, servants, employees, or agents arising directly or indirectly from one or more of the following:

- a) the Project;
- b) the performance of this Agreement or the breach of any of the terms and conditions of this Agreement by the Recipient or Third Party and their respective officers, servants, employees, sub-contractors, or agents;
- c) the design, construction, operation, maintenance, and repair of any part of the Project;
- d) any omission or other wilful or negligent act of the Recipient or Third Party and their respective officers, servants, employees, sub-contractors or agents;
- e) the entering into by the Recipient or Third Party and their respective officers, servants, employees, sub-contractors or agents, of a loan, capital lease or other long term obligation in relation to the Project;
- f) any decision of a court that prevents Canada from performing any obligation under this Agreement.

## 17. INDEMNIFICATION

The Recipient will at all times indemnify and save harmless Canada, its officers, servants, employees, sub-contractors or agents, from and against all actions, whether in contract, tort, or otherwise, claims and demands, losses, costs, damages, suits or other proceedings by whomsoever brought or prosecuted in any manner based upon, or occasioned by any injury to persons, damage to or loss or destruction of property, economic loss or infringement of rights caused by, in connection with, or arising directly or indirectly from one or more of the following:

- a) the Project;
- b) the performance of this Agreement or the breach of any of the terms and conditions of this Agreement by the Recipient or Third Party and their respective officers, servants, employees, sub-contractors or agents;
- c) the design, construction, operation, maintenance, and repair of any part of the Project;
- d) any omission or other wilful or negligent act of the Recipient or Third Party and their respective officers, servants, employees, sub-contractors or agents;
- e) the entering into by the Recipient or Third Party and their respective officers, servants, employees, sub-contractors or agents, of a loan, capital lease or other long term obligation in relation to the Project;
- f) any decision of a court that prevents Canada from performing any obligation under this Agreement;

except to the extent to which such actions, claims, demands, losses, costs, damages, suits, or other proceedings relate to the negligence or breach of the Agreement by an officer, servant, employee, or agent of Canada in the performance of his or her duties.

## 18. ASSETS

### 18.1 DISPOSAL OF ASSETS

- a) Assets acquired through the course of the Project will be the responsibility and remain the property of the Recipient.
- b) Notwithstanding any other provision of this Agreement, the Recipient will preserve, maintain, and use any Assets for the purposes of the Project, and will not dispose of any Asset during the Operating Period, unless Canada consents to their disposition or unless the replacement of worn or outdated Assets is necessary.
- c) The Recipient undertakes to notify Canada in writing, one hundred eighty (180) days in advance if, at any time during the Operating Period, the Recipient proposes to sell, lease, encumber, use in a manner other than as described in their request for funding under ACAP or otherwise dispose of, directly or indirectly, any Asset, purchased, constructed, rehabilitated or improved, in whole or in part, with funds contributed by

Canada under the terms and conditions of this Agreement, other than to Canada or the Recipient and, upon disposition, the Recipient undertakes to reimburse Canada, on demand, a proportionate amount of the funds so contributed by Canada, in the following proportion:

Where Asset disposed of:	Return of Contribution (in current dollars)
Prior to and up to 1 year after Project Completion Date	100%
1-2 years after Project Completion Date	90%
2-3 years after Project Completion Date	80%
3-4 years after Project Completion Date	70%
4-5 years after Project Completion Date	60%
5-6 years after Project Completion Date	50%
6-7 years after Project Completion Date	40%
7-8 years after Project Completion Date	30%
8-9 years after Project Completion Date	20%
9-10 years after Project Completion Date	10%
10 years or more after Project Completion Date	0%

- d) Subject to Section 20.11 (Assignment), if the Recipient takes any action described in Section 18.1(c) (Disposal of Assets) during the Operating Period, Canada may require the Recipient to assign its rights and obligations under this Agreement to the third party involved.

## 19. [INTENTIONALLY OMITTED]

## 20. GENERAL

### 20.1 PUBLIC BENEFIT

The Parties acknowledge that their contributions to the Project are meant to accrue to the public benefit.

### 20.2 SURVIVAL

The Parties' rights and obligations, which by their nature extend beyond the termination of this Agreement, will survive any termination of this Agreement.

### 20.3 ACCOUNTING PRINCIPLES

All accounting terms will have the meanings assigned to them, all calculations will be made and all financial data to be submitted will be prepared, in accordance with the Generally Accepted Accounting Principles (GAAP) in effect in Canada as defined in the Canadian Institute of Chartered Accountants (CICA) Handbook - Accounting or, where applicable, the Public Sector Accounting Handbook.

### 20.4 DEBTS DUE TO THE FEDERAL CROWN

Any amount owed to Canada under this Agreement by the Recipient will constitute a debt due to the federal Crown, which the Recipient will reimburse Canada forthwith on demand.

### 20.5 INTEREST ON DEBTS DUE TO THE FEDERAL CROWN

Debts due to the federal Crown by the Recipient will accrue interest in accordance with the federal *Interest and Administrative Charges Regulations*.

### 20.6 SET-OFF BY CANADA

Any debt due to the federal Crown by the Recipient may be set-off against any amounts payable by Canada to the Recipient under this Agreement.

### 20.7 MEMBERS OF THE HOUSE OF COMMONS AND SENATE

No member of the House of Commons or the Senate of Canada will be admitted to any share of this Agreement, or to any benefit arising from it that is not otherwise available to the public. The Recipient will promptly inform Canada should it become aware of the existence of any such situation.

**20.8 CONFLICT OF INTEREST**

No current or former public servant or public office holder to whom any post-employment, ethics and conflict of interest legislation, guidelines, codes or policies of Canada applies will derive direct benefit from this Agreement unless the provision or receipt of such benefits is in compliance with such legislation, guidelines, policies or codes. The Recipient will promptly inform Canada should it become aware of the existence of any such situation.

**20.9 NO AGENCY, PARTNERSHIP, JOINT VENTURE, ETC.**

- a) No provision of this Agreement and no action by the Parties will establish or be deemed to establish a partnership, joint venture, principal-agent relationship, or employer-employee relationship in any way or for any purpose whatsoever between Canada and the Recipient or between Canada and a Third Party.
- b) The Recipient will not represent itself, including in any agreement with a Third Party, as a partner, employee or agent of Canada.

**20.10 NO AUTHORITY TO REPRESENT**

Nothing in this Agreement is to be construed as authorizing any person, including a Third Party, to contract for, or to incur any obligation on behalf of Canada or to act as agent for Canada. The Recipient will take the necessary action to ensure that any Contract between the Recipient and any Third Party contains a provision to that effect.

**20.11 ASSIGNMENT**

The Recipient will not transfer or assign its rights or obligations under this Agreement without the prior written consent of Canada. Any attempt by the Recipient to assign any of the rights, duties or obligations of this Agreement without Canada's express written consent is void.

**20.12 COUNTERPART SIGNATURE**

This Agreement may be signed in counterpart, and the signed copies will, when attached, constitute an original agreement.

**20.13 SEVERABILITY**

If for any reason a provision of this Agreement that is not a fundamental term of this Agreement between the Parties is found to be or becomes invalid or unenforceable, in whole or in part, and if both Parties agree, it will be deemed to be severable and will be deleted from this Agreement, but all the other terms and conditions of this Agreement will continue to be valid and enforceable.

**20.14 AMENDMENTS**

This Agreement can only be amended in writing by the Parties.

**20.15 WAIVER**

A Party may waive any of its rights under this Agreement only in writing. Any tolerance or indulgence demonstrated by the Party will not constitute a waiver.

**20.16 NOTICE**

- a) Any notice provided for under this Agreement may be delivered in person, sent by mail, or sent by facsimile addressed to:

Canada:

Manager, Funded Programs  
Programs Branch  
4900 Yonge Street  
Suite 300  
North York ON M2N 6A5  
Facsimile number: N/A

or to such other address or facsimile number or addressed to such other person as Canada may, from time to time, designate in writing to the Recipient; and

the Recipient:

Town Clerk  
Town of Fort Frances  
Civic Centre  
320 Portage Avenue  
Fort Frances ON P9A 3P9  
Facsimile number: N/A

or such other address or facsimile number or addressed to such other person as the Recipient may, from time to time, designate in writing to Canada.

b) Such notice will be deemed to have been received:

- i. in person, when delivered;
- ii. if sent by mail, when receipt is acknowledged by the other Party; and
- iii. by facsimile, when transmitted and receipt is confirmed.

#### **20.17 COMPLIANCE WITH LAWS**

The Recipient will comply with all applicable laws and regulations and all requirements of all regulatory bodies having jurisdiction over the subject matter of the Project.

#### **20.18 GOVERNING LAW**

This Agreement is governed by the laws applicable in the Province of Ontario.

#### **20.19 SUCCESSORS AND ASSIGNS**

This Agreement is binding upon the Parties and their respective successors and assigns.

## 21. SIGNATURES

This Agreement has been executed on behalf of Her Majesty the Queen in right of Canada by the Minister of Transport and on behalf of the Corporation of the Town of Fort Frances by the Mayor.

HER MAJESTY THE QUEEN IN RIGHT  
OF CANADA

CORPORATION OF THE TOWN OF  
FORT FRANCES

\_\_\_\_\_  
Per: John Higham  
Regional Director

\_\_\_\_\_  
Per: Roy Avis  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

CORPORATION OF THE TOWN OF  
FORT FRANCES

\_\_\_\_\_  
Per: Glenn Treftlin  
Clerk

\_\_\_\_\_  
Date



## SCHEDULE A – ELIGIBLE AND INELIGIBLE EXPENDITURES

### ***SCHEDULE A.1: ELIGIBLE EXPENDITURES***

All Eligible Expenditures must be considered directly related to the Project by Canada as set out in Schedule B (The Project). Expenditures are considered eligible between the Effective Date of the Agreement and the Project Completion Date.

Eligible Expenditures must consist of the following categories of expenditures:

- Expenditures related to the construction, rehabilitation or improvement of Airport Assets and any other infrastructure related to the Project;
- All planning (including designs, plans and specifications) and evaluation for the Project;
- Expenditures related to environmental reviews, including environmental assessments and follow-up programs as defined in the *Canadian Environmental Assessment Act, 2012* and the costs of remedial activities, mitigation measures and follow-up activities;
- Professional services;
- Expenditures for materials required for the Project;
- Expenditures related to communication activities (press releases, press conferences, translation, etc.) and signage recognition set out in Schedule D (Communications Protocol);
- Provincial sales tax and the Goods and Services Tax or the Harmonized Service Tax for which the Recipient or a Third Party is not eligible for a tax; and
- Other expenditures that, in the opinion of Canada, are considered to be direct and necessary for the successful implementation of the Project.

### ***SCHEDULE A.2: INELIGIBLE EXPENDITURES***

Certain expenditures are not eligible for funding and therefore will not be considered in the calculation of the total Eligible Expenditures for the Projects, including:

- Expenditures incurred prior to the Effective Date, with the exception of work covering investigation, design plans, environmental assessment and documentation directly relating to the undertaking of the Project;
- Expenditures related to the purchase or lease of land, or any compensation paid to owners of land required for the Project;
- Registered airport zoning;
- Administrative costs, including overhead expenses;
- Expenditures related to the operation or maintenance of the Airport;
- Cost of purchasing operating or construction equipment;
- Unless specifically authorized by Canada, reimbursement of travel expenses;
- Employee wages and benefits, overhead costs as well as other direct or indirect operating, maintenance and administrative expenditures incurred by the Recipient, and more specifically expenditures relating to survey, engineering, design, architecture, supervision, management and other services delivered directly by permanent employees of the Recipient, except in the case where the Recipient can demonstrate value for money.

## SCHEDULE B – THE PROJECT

### ***SCHEDULE B.1: PROJECT SUMMARY***

#### **Project Description:**

Purchase electronic runway condition reporting equipment and friction tester.

#### **Objective(s):**

The objective of this Project is to ensure safety levels are maintained at the Airport by purchasing equipment that is required for Airport operations.

#### **Activities:**

The equipment will include:

- In-truck mounted hardware and software system including computer with touch screen, graphical Airport display with in-vehicle docking equipment and unlimited Airport staff sign-in feature.
- Complete on-site installation, training and 1-year warranty and support.
- Computer interface with winter friction testing device.
- Airport office host computer and airfield-wide, license-free no airtime point-to-point data transceiver for communication from friction tester vehicle to airfield office computer.
- Interface to communicate with NAV CANADA, SNOWWIZ software.

The Recipient will solicit quotations for the purchase of the equipment.

The Recipient will manage all aspects of the Project.

**SCHEDULE B.2: PROJECT BUDGET**

A. ELIGIBLE EXPENDITURES	TOTAL	FISCAL YEAR BREAKDOWN
		2014-2015
TOTAL ELIGIBLE EXPENDITURES		
Electronic runway condition reporting equipment and friction tester	\$34,450.00	\$34,450.00
Contingencies (5%)	\$1,722.50	\$1,722.50
Applicable HST (0%)	\$0	\$0
TOTAL A: TOTAL ELIGIBLE EXPENDITURES	\$36,172.50	\$36,172.50

B. SOURCES OF FUNDING	TOTAL	2014-2015
B.1: RECIPIENT FUNDING		
Cash	\$0	\$0
SUBTOTAL B.1: RECIPIENT FUNDING (0%)	\$0	\$0
SUBTOTAL B.2: MAXIMUM CANADA CONTRIBUTION (100%)	\$36,172.50	\$36,172.50
TOTAL B: TOTAL FUNDING FOR PROJECT	\$36,172.50	\$36,172.50

## SCHEDULE C – CERTIFICATE OF COMPLIANCE

### **SCHEDULE C.1: FINAL CLAIM**

In the matter of the Agreement entered into between Her Majesty the Queen in right of Canada, as represented by the Minister of Transport, and the Corporation of the Town of Fort Frances (the "Recipient"), represented by \_\_\_\_\_ (Name), concerning the Electronic Runway Condition Reporting Equipment Project (the "Agreement").

I, \_\_\_\_\_ (Name), of the City of \_\_\_\_\_, Province/Territory of \_\_\_\_\_, declare as follows:

1. That I hold the position of \_\_\_\_\_ with the Recipient and as such have knowledge of the matters set forth in this declaration and believe this declaration to be true.
2. I am duly authorized by the Recipient to give this Certificate under [RECIPIENT INSERTS THE COMPLETE REFERENCE TO THE BY LAW OR INTERNAL POLICY AUTHORITY THAT ALLOWS THEM TO PROVIDE THIS CERTIFICATION] dated [INSERT DATE].
3. I have read and understood the Agreement and the final claim submitted by the Recipient thereunder dated the same date as this Certificate and have knowledge of the business and affairs of the Recipient and have made such examinations or investigations as are necessary to give this Certificate and to ensure that the information contained herein is true and accurate.
4. The Recipient, at the date of this Certificate, has performed all covenants under the Agreement that are required to be performed by it on or prior to that date.
5. The expenditures incurred for the reporting period are eligible in accordance with the Agreement.
6. All representations and warranties of the Recipient contained in the Agreement are true and accurate in all respects at the date of this Certificate as though such representations and warranties had been made at the date of this Certificate.
7. The Project as defined in the Agreement has been completed.
8. This Certificate of Compliance does not preclude any rights of Canada to verify, audit or inspect as per the terms and conditions of the Agreement.
9. The Recipient is not entitled to payment of any amount under the Agreement, other than any amount requested by the Recipient in accordance with the Agreement on or prior to the date of this Certificate.

Dated, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Signature

## SCHEDULE D – COMMUNICATIONS PROTOCOL

### GENERAL

1. Canada and the Recipient agree to undertake joint communications activities and products that will enhance opportunities for open, transparent, effective and proactive communications with citizens through appropriate, continuous, and consistent public information activities that recognize the contribution of the Parties and, where applicable, any other contributor.
2. The mechanisms for such communications and public information activities and products will be determined by Canada.
3. All public information material in relation to this Agreement will be prepared jointly and in both official languages and will equitably reflect the contributions of the Parties and, where applicable, any Third Party. This requirement is not needed for tendering documents; the Recipient will carry out any tendering processes in accordance with its own policies, guidelines and governing laws.

### COMMUNICATING WITH THE PUBLIC

#### *Public Information Products*

The Parties may jointly develop information kits, brochures, public reports, and website material for the public about the Project.

#### *News Releases*

A joint news release may be issued when the Agreement is signed. A news release may include quotations from a federally, provincially, or municipally elected official or, where applicable, any other contributor. Canada must agree on these quotations.

#### *Press Conferences, Public Announcements and Other Joint Events*

The Parties will co-operate in organizing press conferences, announcements or official ceremonies. Canada should also agree on the messages and public statements at such events. No public announcement for the Project under this Agreement will be made by the Recipient or, where applicable, any other contributor, unless Canada has been informed of it at least thirty days in advance.

Either Party may organize a joint press conference. The requestor will give the other Party reasonable notice of at least thirty (30) days of such a press conference, public announcement or joint event.

The signing of this Agreement may be the subject of an official ceremony.

### COST SHARING

Expenditures associated with any temporary or permanent signage will be considered as Eligible Expenditures.

July 2<sup>nd</sup>, 2014

Report To: Mayor & Council

From: Doug Brown, Manager of Operations & Facilities

**SUBJECT: Roberta Parker owner of 215 Scott Street (Mr. Sub) -  
Requesting to Downward Adjust her March/ April 2014 Water &  
Sanitary Sewer Invoice**



Please find attached a letter from Roberta Parker requesting to have her March & April 2014 Water/Sanitary Sewer Invoice adjusted downward.

215 Scott Street is considered a Commercial and Industrial (CI) metered water customer and there is no record indicating that there was any history of a frozen water service line. Under the Town's water system by-law No. 16/06 section 5.7 (see attached) no permission was granted ahead of time to Roberta Parker, owner of 215 Scott Street to bleed their water service line to prevent it from freezing. The bleeding occurred on the downstream side of the water meter, as a result the amount of water consumed in March & April of 2014 registered on the meter. Please find attached a spreadsheet outlining the usage pattern over the past 5 years for this water account No. 021262A. Most metered customers are aware of the fact in order to bleed their service line for prevention of freezing prior approval is required by the Town.

The Operations & Facilities Executive committee recommends the following;

1. That the March/April water/sanitary sewer invoice for 215 Scott Street be adjusted downward from a total of 259 cubic meters to an adjusted total of 102.24 cubic meters based on averaging the 2010, 2011, 2012, 2013 & 2014 actual consumption pattern.

Respectfully Submitted  
Operations & Facilities Division

Doug Brown, P. Eng.  
Operations and Facilities Manager

**Council approval of this report will ensure the following;**

AGENDA ITEM #6.4

1. That the March/April water/sanitary sewer invoice for 215 Scott Street be adjusted downward from a total of 259 cubic meters to an adjusted total of 102.24 cubic meters based on averaging the last 5 years (2010, 2011, 2012, 2013 & 2014) actual consumption pattern.

RECOMMENDED  
JUL 09 2014  
DEPUTY MGR. Dery Brown  
EXECUTIVE COMM. R. Wiedenhoef



MR. SUB  
215 SCOTT STREET

FORT FRANCES, ON

P9A 1G9

MAY 31, 2014

TO THE MAYOR AND COUNCIL MEMBERS OF FORT FRANCES

RE: WATER AND SEWER CHARGES DURING THE WINTER OF 2014

DUE TO THE LONG COLD SPELL DURING THIS PAST WINTER I WAS CONCERNED ABOUT MY WATER LINE FREEZING. I TOOK THE ADVICE BEING BROADCAST ON THE RADIO AND SET ONE OF THE TOILETS TO RUN TO PREVENT THE PROBLEM OF FROZEN PIPES. AS A RESULT MY WATER AND SEWER BILLS HAVE INCREASED SIGNIFICANTLY. I WAS NOT AWARE I NEEDED TO CALL THE TOWN AND LET THEM KNOW I WAS DOING THIS OR THAT I SHOULD HAVE TAKEN A PICTURE OF MY WATER METER WHEN I STARTED THE WATER RUNNING. I AM NOW REQUESTED SOME ASSISTANCE WITH MY ELEVATED WATER AND SEWER BILLS FOR THIS TIME PERIOD.

I HAVE ATTACHED COPIES OF MY INVOICES FOR THIS PERIOD FOR 2013 AND 2014 FOR COMPARISON.

YOUR CONSIDERATION AND ASSISTANCE WOULD BE GREATLY APPRECIATED.

THANK YOU.

A handwritten signature in cursive script that reads 'Roberta Parker'.

ROBERTA PARKER

OWNER/MANAGER



**TOWN OF FORT FRANCES**

320 PORTAGE AVE  
 FORT FRANCES, ONTARIO  
 P9A 3P9  
 (807) 274-5323

AGENDA ITEM #6.4

**WATER BILL**

FEB. 28, 2014 TO APR. 30, 2014

BRUCE PARKER ENTERPRISES LTD  
 215 SCOTT ST  
 FORT FRANCES ON  
 P9A 1G8

ACCOUNT NO.	NET INCLUDING ARREARS	DUE DATE	AFTER DUE DATE
021262 A	832.75	MAY 30, 2014	843.16

ACCOUNT NUMBER  
 021262 A

SERVICE ADDRESS  
 215 SCOTT ST

PREVIOUS READING	PRESENT READING	CONSUMPTION
1870	2129	259.00 CU.MTRS

WATER CHARGES	435.63
SEWER CHARGES	386.39
SPRINKLER CHARGES	0.00
HYDRANT CHARGES	0.00
METER REPLACEMENT FEE	6.00
ENVIRONMENTAL FEE	8.00
ARREARS	3.27-
MISC. CHARGES	0.00

NET OWING	832.75
IF PAID BEFORE	MAY 30, 2014
PENALTY	10.41
GROSS OWING	843.16
AFTER DUE DATE	MAY 30, 2014

Keep this portion for your records.

**TOWN OF FORT FRANCES**

320 PORTAGE AVE  
FORT FRANCES, ONTARIO  
P9A 3P9  
(807) 274-5323

AGENDA ITEM #6.4

V.....

FEB. 28, 2013 TO APR. 30, 2013

BRUCE PARKER ENTERPRISES LTD  
215 SCOTT ST  
FORT FRANCES ON  
P9A 1G8

ACCOUNT NO.	NET INCLUDING ARREARS	DUE DATE	AFTER DUE DATE
021262 A	340.50	MAY 31, 2013	344.76

ACCOUNT NUMBER 021262 A
----------------------------

SERVICE ADDRESS  
215 SCOTT ST

WATER CHARGES	178.22
SEWER CHARGES	156.28
MISC. CHARGES	6.00
TOTAL CURRENT BILL	340.50
ARREARS	0.00

PREVIOUS READING	PRESENT READING	CONSUMPTION
1556	1646	90.00 CU.MTRS

NET OWING	340.50
IF PAID BEFORE	MAY 31, 2013
PENALTY	4.26
GROSS OWING	344.76
AFTER DUE DATE	MAY 31, 2013

*Keep this portion for your records.*

Water Account - 021262A - 215 Scott Street - Bruce Parker Enterprises Ltd. - Mr. Sub  
usage in cubic meters

Billing Year	6 Nov/Dec	5 Oct/Sept	4 Aug/July	3 June/May	2 April/March	1 Feb/Jan	Total
2014					259	46	305.00
2013	45.00	46.00	44.00	43.00	90.00	65.00	333.00
2012	87.00	229.00	823.00	205.00	44.00	41.00	1429.00
2011	53.00	181.80	440.96	77.28	40.91	31.82	825.78
2010	50.00	104.56	240.94	68.19	77.28	36.37	577.33
5-year					102.24	44.04	694.02
4-Year	Average	58.75	140.34	387.23	98.37	63.05	771.83
3-Year	Average	63.33	171.79	501.63	116.82	54.06	944.04

**TOWN OF FORT FRANCES**  
**By-Law No. 16/06**

Section 3.12 of Part 3 of this by-law. The terms and conditions required for granting the permit shall be at the discretion of the Town and may be changed from time to time, as the Town deems necessary.

**5.4 Sale – disposal – approval – non-metered**

No person shall sell or dispose of non-metered water, give it away or permit the same to be taken, carried away or obtained without written approval of the Engineer.

**5.5 Waste – prohibited**

No person, owner, occupier or otherwise shall wrongfully, neglectfully or improperly use water.

**5.6 Pipes – fixtures maintained – prevention of leaks**

All persons supplied with water by the Town shall keep private service pipes, valves, fixtures, taps and other appurtenances on their property of premises in good repair and free from leaks.

**5.7 Freezing – prevention – prohibited**

No person, without the express written authorization of the Engineer, shall allow water to run to waste to prevent freezing of private water services or piping inside premises, but shall make necessary adjustments to prevent such freezing.

**5.8 Operation or interference – unauthorized – offence**

No person except the Engineer or person authorized by the engineer for that purpose shall open or close a valve in the water works distribution system, remove, tamper with or in any way interfere with any valve, water meter, structure, water main or water service in the water works distribution system.

**5.9 Operation of shut-off valve**

No person, other than persons authorized by the Engineer for that purpose shall be permitted to operate the shut-off valve to any premises.

**5.10 Fire service – improper use**

Any water supplied or made available for any land or building for purposes of protection of property or persons from fire or for preventing fires or the spreading of fires shall not be used for any other purpose unless otherwise authorized, in writing from the Engineer.

**Part 6**  
**WATER SERVICES – CONSTRUCTION**

**6.1 Installation – by Town – by Contractor**

All water services between the water main and the property line shall be installed by the Town or by contractors engaged by the Town for the purposes of such installation or as specified in new land development projects where agreements with the Town and the developer or subdivider to complete such work.

**6.2 Installation – to Town specifications – Ont. Build. Code requirements**

All water service pipes and private mains located within Town property shall be constructed according to Town specifications as approved by the Engineer from time to time. All water service pipes and private mains located on private property shall be constructed in accordance with the Ontario Building Code as revised from time to time and in accordance with good engineering practices and shall be approved by the Chief Building Official. Where the Ontario Building Code is silent the Town's specifications shall be applied and shall prevail.

**6.3 Connection to main – prior application**

The installation of the water service pipe connection will not be scheduled or commenced in any way until the customer has met the requirements of this by-law.

**6.4 Installation – alteration – approval by Town**

For any new water service pipe or private main installation, or alteration of existing water service pipes or private mains, the owner must apply for approval from the Town.

**6.5 Installation Inspection by Town**

The Town must inspect all water service pipes and appurtenances installed, including those required under a Subdivision or Development Agreement. The charge for inspection is to be at an hourly wage charge plus a vehicle or as specified in the Subdivision or Development Agreement.

**6.6 Installation – access for inspection**

The Town or persons authorized by the Town for inspection shall be, at all times, entitled to enter any premises for the purposes of examining pipes, connections and fixtures which are used in connection with the water service pipe and/or service main.

**6.7 Termination of service – building demolition – permanent/temporary**

In the event of the demolition of any building or buildings on a premise serviced with water and the appropriate application made with the Town, the existing water service is to be terminated as follows:



ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2014/66

**TO:** Mayor Avis & Members of Council  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** July 8, 2014  
**SUBJECT:** Request for Reconsideration M.O.S.  
 RE: 1005 Third Street E. (2014) Roll # 5916-030-005-08000-0000

---

**BACKGROUND**

Attached are the Minutes of Settlement for the 2014 taxation years under Section 39.1 of the *Assessment Act* from MPAC with regard to the following properties:

1. **1005 Third Street E. – Residential (RT) CVA reduction from 174,000 to 170,000 resulting from adjustment based on similar properties.**

The Municipality may object to the *Request for Consideration Minutes of Settlement* applications within 90 days after receiving the notice for the above referenced properties filed under Section 39.1 of the *Assessment Act* as listed on the M.O.S. applications.

That total financial impact of the Minutes of Settlement is \$75.63 consisting of a reduction of municipal revenue of \$67.51 and education revenue of \$8.12 as listed in the attached Write-offs/Tax Account Adjustment worksheet.

**RECOMMENDATION**

The Administration & Finance Executive Committee recommends that Council receive the Minutes of Settlement for properties located at 1005 Third Street E. for the 2014 taxation year.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to receive the Minutes of Settlement for properties located at 1005 Third Street E. in Fort Frances for the 2014 taxation year.

2014 WRITE-OFFS/TAX ACCOUNT ADJUSTMENTS

Batch #	Year Affected	Roll #	Assessment Change	RTC/RTQ	Municipal Rate	School Rate	Municipal Amount	English Public	English Separate	French Public	French Separate	No Sup School	Capping Adjust	Penalty/ Interest	BIA	TOTAL
	2014	3.5.0800	-4,000	RTEP	0.01687815	0.00203	-67.51	-8.12								-75.63
Minutes of Settlement							-67.51	-8.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-75.63



MUNICIPAL PROPERTY  
ASSESSMENT CORPORATION  
SOCIÉTÉ D'ÉVALUATION  
FONCIÈRE DES MUNICIPALITÉS

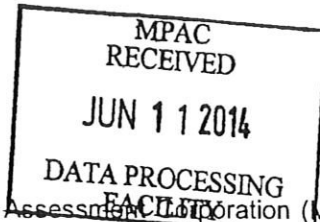
## Request for Reconsideration Minutes of Settlement 2014 Tax Year

### Questions?

Call 1 866 296-MPAC (6722)  
1 877 889-MPAC (6722) TTY  
Monday to Friday - 8 a.m. to 5 p.m.  
Web [www.mpac.ca](http://www.mpac.ca)  
Fax 1 866 297-6703  
Write P.O. Box 9808 Toronto, ON M1S 5T9

If you have any accessibility needs,  
please contact MPAC for assistance.

MORRIS CASSANDRA LYNN  
MORRIS LEVI MATTHEW  
1005 THIRD ST E  
FORT FRANCES ON P9A 1S3



The Municipal Property Assessment Corporation (MPAC) received a Request for Reconsideration (RfR) for the property identified below. As a result of MPAC's review, we recommend your property assessment be revised according to the settlement shown below.

<b>Roll number</b>	59-12-030-005-08000-0000	
<b>Property location and description</b>	1005 THIRD ST E PLAN SM50 LOT 141 PCL 141-1 & PLAN SM 5 LOT 19 PCL 18-2	
<b>Municipality</b>	FORT FRANCES TOWN	
<b>Property Assessment</b>	<b>Current</b>	<b>Revised</b>
2012 Current Value	\$183,000	\$175,000
2008 Current Value	\$165,000	\$165,000
<b>Property Classification</b>	Residential (RT)	Residential (RT)
<b>Tax Year</b>	<b>Phased-in Assessment</b>	<b>Phased-in Assessment</b>
2014	\$174,000	\$170,000
2015	\$178,500	\$172,500
2016	\$183,000	\$175,000

### Reason(s) why your property assessment changed

- Adjustment based on similar properties

Please see reverse



Please check the appropriate box and sign below

I ☒ accept my revised assessment

or

I ☐ reject my revised assessment.

By signing, I agree the Request for Reconsideration (RfR) process is completed.

- I understand that if I accept the recommendation;
  - the revised phased-in assessments will be used by my municipality to adjust my property taxes; and
  - if I have already filed an Appeal to the Assessment Review Board (ARB), my Appeal is withdrawn.
- I understand that if I reject the recommendation;
  - my property assessment will remain unchanged for the current year; and
  - I have the option of appealing to the Assessment Review Board by September 03, 2014.
- I understand that a supplementary or omitted assessment may be made for any changes to the property not yet assessed.

You must sign and return this form for the change to take effect this year.

Signature of property owner/representative X <i>Cassandra Morris Levi Morris</i>	Print Name X Cassandra Morris Levi Morris	Date (yyyy/mm/dd) 2014/06/03
---	--	---------------------------------

Signature of MPAC representative X <i>Walter Veneruzzo</i>	Walter Veneruzzo, Director, Valuation and Customer Relations	Date (yyyy/mm/dd) 2014/05/26
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Objection by Municipality

Municipal Signature X	Print Name X	Date (yyyy/mm/dd)
--------------------------	-----------------	-------------------

To finalize your RfR, your signed Minutes can be mailed in the prepaid envelope provided or faxed to 1 866 297-6703.

Last date for a Municipal Appeal: September 19, 2014

**PLEASE NOTE:** If there is any change in the law that affects the determination of the adjusted 2008 CVA used as the starting point to determine the phased-in assessments in these Minutes of Settlement, MPAC reserves the right to re-state the phase-in amounts included in the Settlement to comply with the statutory or regulatory change.

Tax Year: 2014 Roll Number: 59-12-030-005-08000-0000



ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2014/65

**TO:** Mayor Avis & Members of Council  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** July 8, 2014  
**SUBJECT:** M. McCaig, CAO – Purchase Card Entertainment Expense Claim

---

**BACKGROUND**

Attached is a copy of Schedule “D” Entertainment Reimbursement Expense Form for a purchase card expense in the amount of \$64.27 in regard to retirement luncheon for the Municipal Clerk on June 30, 2014 as submitted by M. McCaig, CAO.

**RECOMMENDATION**

The Administration & Finance Executive Committee recommends approval of the Schedule “D” Entertainment Reimbursement Expense Form for a purchase card expense in the amount of \$64.27 as submitted by M. McCaig, CAO.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve purchase card expense as detailed on Schedule “D” Entertainment Expense Reimbursement Form in the amount of \$64.27 for Municipal Clerk retirement luncheon on June 30, 2014 as submitted by Mark McCaig, CAO.

**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

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

Name <i>Mark McCaig</i>	Date <i>June 30/14</i>
Names, Position, and Organization of Individuals Being Entertained	
1. <i>Glenn Treftlin</i>	
2. <i>Kathryn Lawson</i>	
3. <i>Mark McCaig</i>	
4.	
Purpose of Entertainment <i>Retirement of Municipal Clerk - Last Day Worked luncheon.</i>	
Amount Claimed <i>\$64.27</i>	
Treasurer Signature <i>L.A. Witherspoon</i>	Date <i>July 3, 2014</i>

An itemized receipt must be attached to process payment

**Bistro North**

Copper River Inn  
700 Stewart St.  
Fort Frances, ON P9A 2Y2  
807-274-1611

2008 BRENDA G

Tbl T19/1 Chk 5508 Gst 3  
Jun30'14 01:01PM

1 COFFEE	2.15
1 POP	2.99
1 GRILL CHKN CAES	13.99
1 REUBEN	13.99
1 CLUBHOUSE	12.99
SIDE GRAVY	
1 OPEN FOOD	1.29
Subtotal	47.40
Tax	6.16
Amount Due	53.56

Thanks for Dining With Us!

Tip: \_\_\_\_\_ Total: \_\_\_\_\_

Room: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Sign: \_\_\_\_\_

COPPER RIVER INN AND

700 STEWART ST  
FORT FRANCES, ON P9A 2Y2

Merchant ID: 000000003652685  
Term ID: 05665627

**Purchase**

VISA CREDIT

XXXXXXXXXXXX6269

AID: A0000000031010

Entry Method: Chip

Batch#: 000037

06/30/14

13:29:47

Invoice #: 000010

Appr Code: 065238

Apriva Transaction #: 2000

Ref #: 000030289714

Host Response: Success

Amount: \$ 53.56

Tip: \$ 10.71

Total: \$ 64.27

Customer Copy



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2014/70**

**TO:** Mayor Avis & Members of Council  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** July 8, 2014  
**SUBJECT:** Councillor John Albanese - Cross Border Medical NAFTA Meeting Per Diem

---

**BACKGROUND**

Attached is a copy of the Travel Statement – Mayor/Council Honorarium per diem in the amount of \$75.00 for attendance at the Cross Border Medical NAFTA Meeting held in Fort Frances on July 3, 2014 as submitted by Councillor John Albanese.

The per diem claim is in compliance with the Town of Fort Frances By-Law 02/10-B Schedule 'A'.

**RECOMMENDATION**

The Administration & Finance Executive Committee recommends approval of the Per Diem claim in the total amount of \$75.00 for attendance of the Cross Border Medical NAFTA Meeting held in Fort Frances on July 3, 2014 as submitted by Councillor John Albanese.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the per diem claim for Councillor John Albanese in the amount of \$75.00 for his attendance at the Cross Border Medical NAFTA Meeting held in Fort Frances on July 3, 2014.

**Town of Fort Frances  
Travel Statement - Mayor/Council Honorarium**

Attendee JOHN ALBANESE

Conference/Seminar Attended Medical N.A.F.T.A. Meeting

Location FORT FRANCES, "Removous"

Dates JULY 3<sup>RD</sup> 2014

**Details of Per Diem**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date				July 3				
Amount				\$75 <sup>00</sup>				\$75 <sup>00</sup>

Submitted by: John Albanese

Date: July 7, 2014

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

*To be submitted to Payroll for processing when approved by Council*

For Payroll

Pay period \_\_\_\_\_





**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2014/64**

**TO:** Mayor Avis & Members of Council  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** July 8, 2014  
**SUBJECT:** Councillor Andrew Hallikas – NOMA Board Meeting Per Diem Claim

---

**BACKGROUND**

Attached is a copy of the Travel Statement – Mayor/Council Honorarium per diem in the amount of \$150.00 for attendance at the Northern Ontario Municipal Association (NOMA) Board Meeting held June 18, 2014 in Thunder Bay as submitted by Councillor Andrew Hallikas.

The per diem claim is in compliance with the Town of Fort Frances By-Law 02/10-B Schedule 'A'.

**RECOMMENDATION**

The Administration & Finance Executive Committee recommends approval of the per diem claim in the total amount of \$150.00 for attending the NOMA Board Meeting held in Thunder Bay on June 18, 2014 as submitted by Councillor Andrew Hallikas.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the per diem claim for Councillor Andrew Hallikas in the amount of \$150.00 for attending the NOMA Board Meeting held in Thunder Bay on June 18, 2014 as outlined in this report.



Town of Fort Frances  
Travel Statement - Mayor/Council Honorarium

Attendee Andrew Hallikas  
 Conference/Seminar Attended Noma Board Meeting  
 Location Thunder Bay  
 Dates Wed, June 18, 2014

## Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			June 18/14					
Amount			\$150. <sup>00</sup>					\$150. <sup>00</sup>

Submitted by: Andrew Hallikas

Date: June 19/14

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

*To be submitted to Payroll for processing when approved by Council*

For Payroll

Pay period \_\_\_\_\_



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2014/68**

**TO:** Mayor Avis & Members of Council  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** July 8, 2014  
**SUBJECT:** Councillor Ken Perry – Local Governance Networking Meeting Per Diem Claim

---

**BACKGROUND**

Attached is a copy of the Travel Statement – Mayor/Council Honorarium per diem in the amount of \$75.00 for attendance at the Local Governance Networking Meeting held in Emo on June 26, 2014 as submitted by Councillor Ken Perry.

The per diem claim is in compliance with the Town of Fort Frances By-Law 02/10-B Schedule 'A'.

**RECOMMENDATION**

The Administration & Finance Executive Committee recommends approval of the Per Diem claim in the total amount of \$75.00 for attending the Local Governance Networking Meeting held in Emo on June 26, 2014 as submitted by Councillor Ken Perry.

<p>Council Approval of this Report Will Agree to the Administration &amp; Finance Executive Committee recommendation to approve the per diem claim for Councillor Ken Perry in the amount of \$75.00 for attending the Local Governance Networking Meeting held in Emo on June 26, 2014.</p>
--

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

Attendee <i>Ken Perry</i>	
Conference / Seminar Attended <i>Local Governance Networking</i>	
Location <i>BMO BMO ARBNA</i>	
Dates <i>June 26/14</i>	

**Details of Per Diem**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			<del>X</del>					
Amount			75.00					

Name (Please Print) <i>Ken Perry</i>	Signature <i>Ken Perry</i>
Approved	Date

To be submitted to Payroll for processing when approved by Council



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2014/72**

**TO:** Mayor Avis & Members of Council  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** July 8, 2014  
**SUBJECT:** Councillor Ken Perry - Cross Border Medical NAFTA Meeting Per Diem

---

**BACKGROUND**

Attached is a copy of the Travel Statement – Mayor/Council Honorarium per diem in the amount of \$75.00 for attendance at the Cross Border Medical NAFTA Meeting held in Fort Frances on July 3, 2014 as submitted by Councillor Ken Perry.

The per diem claim is in compliance with the Town of Fort Frances By-Law 02/10-B Schedule 'A'.

**RECOMMENDATION**

The Administration & Finance Executive Committee recommends approval of the Per Diem claim in the total amount of \$75.00 for attendance of the Cross Border Medical NAFTA Meeting held in Fort Frances on July 3, 2014 as submitted by Councillor Ken Perry.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the per diem claim for Councillor Ken Perry in the amount of \$75.00 for his attendance at the Cross Border Medical NAFTA Meeting held in Fort Frances on July 3, 2014.

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

Attendee <i>Ken Perry</i>	
Conference / Seminar / Attended <i>Medical Nafta</i>	
Location <i>Levendzvous Fort Frances</i>	
Dates <i>July 3/14</i>	

**Details of Per Diem**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date				<i>X</i>				
Amount				<i>75.00</i>				<i>75.00</i>

Name (Please Print) <i>Ken Perry</i>	Signature <i>Ken Perry</i>
Approved	Date <i>July 3/14</i>

To be submitted to Payroll for processing when approved by Council



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2014/69**

**To:** Mayor Avis & Members of Council  
**From:** Laurie Witherspoon, Treasurer  
**Date:** July 8, 2014  
**Subject:** Councillor Paul Ryan - Cross Border Medical NAFTA Meeting Per Diem

---

**BACKGROUND**

Attached is a copy of the Travel Statement – Mayor/Council Honorarium per diem in the amount of \$75.00 for attendance at the Cross Border Medical NAFTA Meeting held in Fort Frances on July 3, 2014 as submitted by Councillor Paul Ryan.

The per diem claim is in compliance with the Town of Fort Frances By-Law 02/10-B Schedule 'A'.

**RECOMMENDATION**

The Administration & Finance Executive Committee recommends approval of the Per Diem claim in the total amount of \$75.00 for attendance of the Cross Border Medical NAFTA Meeting held in Fort Frances on July 3, 2014 as submitted by Councillor Paul Ryan.

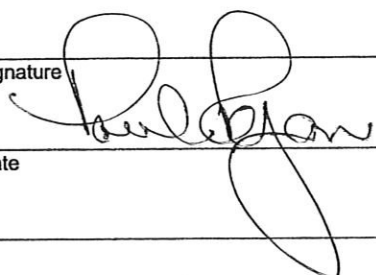
Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the per diem claim for Councillor Paul Ryan in the amount of \$75.00 for his attendance at the Cross Border Medical NAFTA Meeting held in Fort Frances on July 3, 2014.

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

Attendee	PAUL RYAN
Conference / Seminar Attended	Cross Border Medical NAFTA Meeting
Location	Rendez-Vous Hotel Fort Frances ON
Dates	JULY 3/2014

**Details of Per Diem**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date				July 3				-
Amount				75.00				75.00

Name (Please Print)	PAUL RYAN	Signature	
Approved		Date	

To be submitted to Payroll for processing when approved by Council





**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2014/71**

**To:** Mayor Avis & Members of Council  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** July 8, 2014  
**SUBJECT:** Councillor Rick Wiedenhoeft - Cross Border Medical NAFTA Meeting Per Diem

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**BACKGROUND**

Attached is a copy of the Travel Statement – Mayor/Council Honorarium per diem in the amount of \$75.00 for attendance at the Cross Border Medical NAFTA Meeting held in Fort Frances on July 3, 2014 as submitted by Councillor Rick Wiedenhoeft.

The per diem claim is in compliance with the Town of Fort Frances By-Law 02/10-B Schedule 'A'.

**RECOMMENDATION**

The Administration & Finance Executive Committee recommends approval of the Per Diem claim in the total amount of \$75.00 for attendance of the Cross Border Medical NAFTA Meeting held in Fort Frances on July 3, 2014 as submitted by Councillor Rick Wiedenhoeft.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the per diem claim for Councillor Rick Wiedenhoeft in the amount of \$75.00 for his attendance at the Cross Border Medical NAFTA Meeting held in Fort Frances on July 3, 2014.

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

Attendee	<i>Rick Wiedenhoef</i>
Conference / Seminar Attended	<i>Medical NAFTA.</i>
Location	<i>Rendez Vous Ft.</i>
Dates	<i>Thursday July 3rd, 2014.</i>

**Details of Per Diem**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date				<i>July 3.</i>				
Amount				<i>\$75.00</i>				

Name (Please Print) <i>Rick WIEDENHOEF</i>	Signature <i>R. Wiedenhoef</i>
Approved	Date

To be submitted to Payroll for processing when approved by Council

MEMORANDUM



**TO:** Mayor and Council

**FROM:** Aaron Petrin, Human Resources Manager

**DATE:** July 10, 2014

**SUBJECT:** Change Management/Non-Union Salary Administration (Policy 3.6) to reflect rescinding of 2% salary increase as per Resolution #824

As per Resolution #824 of December 17, 2012, the previously approved annual 2% salary increase in 2013 for management and non-union staff, whose positions are evaluated as being greater than or equal to Point Band 4; was rescinded as a cost-saving measure.

Management/Non-Union positions evaluated at or below Point Band 3 were not been impacted by this decision, as positions in these Point Bands continued to receive their scheduled 2% annual increase so as to maintain pay equity in the organization.

This change has been successfully implemented. However, the annual salary scales in the Management/Non-Union Salary Administration Policy have not yet been updated to reflect the changes in salary for those affected positions.

Please see pp.3-4 of the attached policy for original salary schedules. Also attached are the resulting salary schedules following Resolution #824.

Management is seeking council approval to replace the original salary schedules in Policy 3.6 with the resulting changes to Point Bands 4 – 15 for the years of 2013 – 2015; as a result of having rescinded the 2% salary increase for positions in these Point Bands in 2013.

**COUNCIL APPROVAL OF THIS REPORT WILL** replace the 2013 – 2015 salary schedules in Policy 3.6 with updated figures in accordance with Resolution #824 which rescinded the 2% increase for Management/Non-Union positions at or above Point Band 4 for 2013.

<i>The Town of Fort Frances</i>	<b>SECTION</b>
	HUMAN RESOURCES
<b><u>MANAGEMENT / NON-UNION</u></b> <b><u>SALARY ADMINISTRATION</u></b>  <b><u>POLICY</u></b>	<b>NEW:</b> October 2002 <b>REVISED:</b> May 2003, April 2004, Feb. 2005, Jan. 2006, May 2007, Jan. 2009, Sept. 2010, Dec. 2011
Resolution No. 426 (12/11)	Supercedes Resolution No. (209) 05/07
Policy Number 3.6	<b>PAGE 1 of 7</b>

### 1. POLICY PURPOSE

To provide a clear and rationale basis for the rates of compensation provided to the Town's Management / Non-Union employees and to recognize initiative and foster excellence by compensating those employees on the basis of job performance.

### 2. POLICY OBJECTIVES

To establish and maintain a fair and equitable method of remuneration for all Management / Non-Union employees.

To establish and maintain appropriate salary/wage differentials between supervisory and bargaining unit positions.

To maintain compliance with pay equity legislation.

### 3. COVERAGE

All Management / Non-Union employees of the Town of Fort Frances.

### 4. JOB EVALUATION PROCESS

Job evaluation is defined as a planned process that methodically measures the value of jobs within an organization. Value is determined by a composite of skill, effort, and responsibility normally required to perform the work and the conditions under which the work is performed. Value is determined by job content, without reference to job incumbents, their gender, or the external markets. The results of job evaluation has been used to establish a wage structure for the Management / Non-Union group.

The purpose of the job evaluation process is to establish the relative values of the various positions within the organization and thereby to provide a basis for determining the rates of compensation merited by the respective position. The purpose of internal equity is to provide a consistent relationship between job value, wages and individual wage advancement within an employee group or organization.

The differences between pay equity and internal equity are in the scope of equitable "relationships." Pay Equity examines relationships between male and female jobs only. It asks: Which male and female jobs are similar or equal in value and should therefore be paid at the same level? An internal equity program begins by examining value relationships between jobs regardless of gender, then moves on to examine value relationships between groups of jobs; and finally to examine pay relationships between individual employees.

A. The Salary Structure Administration Practices Committee (SSAPC)

The Human Resources Manager, a member of the SSAPC Committee, and the appropriate Supervisor will carry out the evaluation of all positions within the Management / Non-Union group. Upon the completion of the evaluations, the SSAPC Committee will review the completed evaluations and critically evaluate the results. The SSAPC Committee will be comprised of:

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- Two Members of Council
- Human Resources Manager
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Appropriate Supervisors will attend meetings of the SSAPC Committee where reviews of completed evaluations are carried out. The attendance of the Supervisor will be for clarification and information purposes only.

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Based on the point values established, the Human Resources Manager would complete the Comparative Value Listing in descending order of the points assigned to the respective positions.

The evaluation tool to be used at the date of implementation of this policy will be that which was undertaken by Trendline Consulting and which is attached hereto and forms a part of this policy.

C. Appeal of Job Evaluation

Within 30 days of any evaluation of a newly created or newly changed position or of a subsequent comprehensive re-evaluation of positions, an employee may request a review of the job evaluation or of the calculations through which the point rating for that employee's position was determined. The initial review will be conducted with the Supervisors, and the Human Resources Manager.

If an agreement cannot be reached, the employee may request a review of their position with the SSAPC Committee. The SSAPC Committee shall, within 30 days of receiving a request conduct a review of the evaluation.

Within 10 days of the review of the position, the Human Resources Manager shall advise the employee in writing of the decision of the SSAPC Committee which decision shall be final and binding.



## 5. SETTING RATES OF COMPENSATION

### A. Point Bands

Each position will be compensated on the basis of the band or range of point values into which the position falls. Once the total point value of the position has been determined, the Human Resources Manager will define the appropriate point band group. The point band groups have been provided below. There are fifteen (15) different groups ranging from ninety five (95) to eight hundred and seventy four (874) points. The point band will determine the appropriate salary range.

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4	233 to 280	\$34,602	\$46,136	\$39,546	\$52,728
5	281 to 329	\$38,130	\$50,840	\$43,576	\$58,101
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12	645 to 700	\$62,562	\$83,417	\$71,501	\$95,334
13	701 to 757	\$66,038	\$88,050	\$75,473	\$100,630
14	758 to 815	\$69,514	\$92,685	\$79,444	\$105,926
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6	330 to 379	\$42,491	\$56,655	\$48,560	\$64,747
7	380 to 430	\$46,088	\$61,451	\$52,673	\$70,231
8	431 to 482	\$49,634	\$66,179	\$56,724	\$75,632
9	483 to 535	\$53,179	\$70,905	\$60,775	\$81,034
10	536 to 589	\$56,724	\$75,632	\$64,827	\$86,435
11	590 to 644	\$60,270	\$80,359	\$68,878	\$91,837
12	645 to 700	\$63,814	\$85,085	\$72,931	\$97,241
13	701 to 757	\$67,359	\$89,811	\$76,982	\$102,643
14	758 to 815	\$70,904	\$94,539	\$81,033	\$108,044
15	816 to 874	\$74,450	\$99,267	\$85,085	\$113,447

<b>2%</b>		<b>January 1, 2014</b>			
			<b>35 Hours Per Week</b>	<b>40 Hours Per Week</b>	
<b>Band</b>	<b>Point Range</b>	<b>Minimum</b>	<b>Maximum</b>	<b>Minimum</b>	<b>Maximum</b>
1	95 to 139	\$24,991	\$33,321	\$28,559	\$38,079
2	140 to 185	\$28,660	\$38,213	\$32,755	\$43,673
3	186 to 232	\$32,329	\$43,105	\$36,949	\$49,266
4	233 to 280	\$36,000	\$47,999	\$41,144	\$54,858
5	281 to 329	\$39,670	\$52,894	\$45,336	\$60,449
6	330 to 379	\$43,341	\$57,788	\$49,532	\$66,042
7	380 to 430	\$47,010	\$62,680	\$53,727	\$71,636
8	431 to 482	\$50,627	\$67,502	\$57,858	\$77,145
9	483 to 535	\$54,243	\$72,323	\$61,991	\$82,654
10	536 to 589	\$57,858	\$77,145	\$66,123	\$88,164
11	590 to 644	\$61,475	\$81,967	\$70,255	\$93,674
12	645 to 700	\$65,090	\$86,787	\$74,389	\$99,186
13	701 to 757	\$68,706	\$91,608	\$78,522	\$104,696
14	758 to 815	\$72,322	\$96,430	\$82,654	\$110,205
15	816 to 874	\$75,939	\$101,252	\$86,787	\$115,716

<b>2%</b>		<b>January 1, 2015</b>			
			<b>35 Hours Per Week</b>	<b>40 Hours Per Week</b>	
<b>Band</b>	<b>Point Range</b>	<b>Minimum</b>	<b>Maximum</b>	<b>Minimum</b>	<b>Maximum</b>
1	95 to 139	\$25,490	\$33,987	\$29,131	\$38,841
2	140 to 185	\$29,233	\$38,977	\$33,410	\$44,546
3	186 to 232	\$32,975	\$43,967	\$37,688	\$50,251
4	233 to 280	\$36,720	\$48,959	\$41,966	\$55,955
5	281 to 329	\$40,464	\$53,952	\$46,243	\$61,658
6	330 to 379	\$44,208	\$58,944	\$50,522	\$67,363
7	380 to 430	\$47,950	\$63,934	\$54,801	\$73,069
8	431 to 482	\$51,639	\$68,852	\$59,016	\$78,687
9	483 to 535	\$55,327	\$73,770	\$63,231	\$84,307
10	536 to 589	\$59,016	\$78,687	\$67,446	\$89,927
11	590 to 644	\$62,704	\$83,606	\$71,661	\$95,547
12	645 to 700	\$66,392	\$88,522	\$75,877	\$101,170
13	701 to 757	\$70,080	\$93,440	\$80,092	\$106,790
14	758 to 815	\$73,769	\$98,358	\$84,307	\$112,409
15	816 to 874	\$77,458	\$103,277	\$88,523	\$118,031



## B. Salary Ranges

The point band number classifies the salary range. The salary level for each point band will be graduated according to the Performance Review Policy. The lowest step in a point band range will be 75% of the range maximum, the midpoint will be 87.5% of the range maximum, and the highest step will be 100% of the range maximum. The rates of compensation at each step in a range will be expressed as an hourly rate. (The annual salary of a position will be the product of the operative current hourly rate multiplied by the number of regular annual working hours based upon a 52-week period).

To avoid conflicts with pay equity issues, the criteria established for modeling acceptable band variations require that the target maximum for Band Number 3 would be equal to or higher than the male comparator. The male comparator rate for Band Number 3 is the Labourer (Parks) position.

## 6. INITIAL PLACEMENT ON COMPENSATION GRID

Salary Administration is a two-tier structure. As recognized on the salary range table the minimum is 75% of the maximum and the midpoint is 87.5% of the maximum. The first tier, from 75% to 87.5%, is reserved for previous work experience upon hiring. Tier two, from 87.6% to 100% are reserved for performance. All positions start at the minimum level unless the incumbent being hired into the position possesses previous work experience relating to the position. Previous experience is calculated as follows:

- A. Assess 1 credit for each 7 years of experience in a related job with another employer, or in an unrelated job with the Town.
- B. Assess 1.25 credits for each 6 years of experience in the same job or a job at the same level with another employer.
- C. Assess 1.5 credits for each 7 years of experience with the Town in a related job prior to being promoted into the current position
- D. Assess 1.25 credits for each 5 years of experience in the current position since being hired or promoted.

The sum of the credits calculated for categories A through D is equated to a percent of the salary range as follows:

5 credits or more	87.5%	(midpoint)
4 credits	85.0%	
3 credits	82.5%	
2 credits	80.0%	
1 credit	77.5%	
Less than 1 credit	75.0%	(Minimum)

- i.e. Employee X has 3 years of related experience (category A), 10 years of experience in a similar job (category B), and has been with the Town for one full year in the current position (category D). The maximum in X's salary range is \$27.95 per hour. Calculation of the percent of range is therefore:

$$(3/7*1) + (10/6*1.25) + (1/5*1.25) = 2.76 \text{ or } 81.90\%$$

$$\$27.95 * 81.90\% = \$22.89 \text{ per hour}$$

The wage determined after experience is taken into account will be the employee's starting salary. Increases in compensation will not be based on tenure but will be based on a continuous performance evaluation process corresponding with the anniversary dates of individual employees.

At no time, will an employee who is in a supervisory role earn less than the employees that he / she is supervising. This will be taken into consideration when calculating the initial placement on the compensation grid. The employee will earn a minimum rate of 3% more than the highest paid individual under their supervision.

## **7. RESCORING OF CURRENT POSITIONS**

Over time and due to changes in responsibilities, there may be a requirement to re-evaluate current positions and the corresponding point evaluation. Once a re-evaluation is completed and there is a change to the assigned point band, the following will apply to positions where there is an active employee:

- A. If the position is scored at a lower point band, the employee will receive the same percentage at the lower point band that they were receiving at the higher point band. For example, if the employee were receiving 75% of the higher point band then the employee would now receive 75% of the lower point band. The employee will then progress through the salary range as per Section 8 below.
- B. If the position is scored at a higher point band, the employee will receive their current salary plus a 3% increase (but at no time, will the employee earn less than the minimum rate for the new point band). The employee will then progress through the salary range as per Section 8 below.
- C. If the position is scored at the same point band, then the employee's salary will remain the same. The employee will then progress through the salary range as per Section 8 below.

## **8. PROGRESSION THROUGH COMPENSATION GRID**

Tier two involves pay for performance. After the probationary period (six months) and each subsequent year after hire, the incumbent will receive a performance appraisal enabling him / her to receive further percentage increases. The level of performance (excellent to improvement essential) will determine the amount of the percentage increase.

### **A. Goals and Objectives of the Process**

The goal of the performance evaluation process is to foster competence, motivation and employee satisfaction.

The objectives of the process are as follows:

- to establish clear and mutual understanding of expectations,
- to establish and maintain open and constructive dialogue,
- to recognize and acknowledge strengths and achievements,
- to identify needs and to formulate strategies to meet these, and
- to establish entitlement to salary increments or financial incentives.

**B. The Performance Review Cycle**

The performance evaluation cycle will correspond to the individual employees anniversary date and will consist of the following elements:

**SCORING AND EVALUATION METHOD:****OVERALL ASSESSMENT OF PERFORMANCE**

E – EXCELLENT: Significantly and consistently exceeded the standard	5 Points
V – VERY GOOD: Exceeded the standard	4 Points
S – SATISFACTORY: Met the standard	3 Points
ID – IMPROVEMENT DESIRED: Did not meet the standard	2 Points
IE – IMPROVEMENT ESSENTIAL: Significantly below the standard	1 Point
N/A – NOT APPLICABLE: Component not included in everyday duties	N / A

**MANAGEMENT / NON-UNION SALARY PROGRESSION**

		Improvement Essential	(20%-29%)
		Improvement Desired	(30%-49%)
After 6 months	3%	Satisfactory performance or higher	(50% or higher)
After 1 year	3%	Satisfactory performance or higher	(50% or higher)
After 2 years	5%	Satisfactory performance or higher	(50% or higher)
After 3 years	4%	Very Good performance	(70%-89%)
After 4 years	2%	Very good performance	(70%-89%)
	2.5%	excellent performance	(90%-100%)
		Progression continues at 2%, or 2.5% until individual reaches the top of the salary scale.	

Percentage increase applies to the employee's current salary

**9. PERFORMANCE BASED BONUS**

For employees at the maximum of the salary range for the applicable point band and based on the outcome of employees performance review, the Supervisor may recommend, and the Division Manager may approve a performance incentive bonus as follows:

<u>Performance Levels</u>	<u>Total Rating</u>	<u>Bonus</u>
1. Very Good Performance	70% to 89%	\$1,000
2. Exceptional	90% or above	\$1,500

Incentive bonus awards will not be added to the employee's salary and will be awarded in subsequent years only on the basis of continuing merit. Incentive bonus awards will be prorated according to the employee's full time equivalent (FTE).

## 10. POLICY REVIEW AND MAINTENANCE

The SSAPC Committee will review this policy including the rates of compensation upon approval of Council and to coincide with the budget process every second year. Based on its review, the SSAPC Committee will submit a report with recommendations to Council with respect to rates of compensation and to any other matter relating to the operation of the process.

The review will include but not be limited to a market comparison of the benchmark salaries, an examination of the union and non-union differential and the base compensation rates for bargaining union salaries. It will also include consideration of trends in the local cost of living index.

<i><b>The Town of Fort Frances</b></i>	<b>SECTION</b>
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Resolution No.	Supercedes Resolution No. 426 (12/11)
Policy Number 3.6	<b>PAGE 1 of 7</b>

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6	330 to 379	\$42,491	\$56,655	\$48,560	\$64,747
7	380 to 430	\$46,088	\$61,451	\$52,673	\$70,231
8	431 to 482	\$49,634	\$66,179	\$56,724	\$75,632
9	483 to 535	\$53,179	\$70,905	\$60,775	\$81,034
10	536 to 589	\$56,724	\$75,632	\$64,827	\$86,435
11	590 to 644	\$60,270	\$80,359	\$68,878	\$91,837
12	645 to 700	\$63,814	\$85,085	\$72,931	\$97,241
13	701 to 757	\$67,359	\$89,811	\$76,982	\$102,643
14	758 to 815	\$70,904	\$94,539	\$81,033	\$108,044
15	816 to 874	\$74,450	\$99,267	\$85,085	\$113,447

2%

January 1, 2015					
Band	Point Range	35 Hours Per Week		40 Hours Per Week	
		Minimum	Maximum	Minimum	Maximum
1	95 to 139	\$25,490	\$33,987	\$29,131	\$38,841
2	140 to 185	\$29,233	\$38,977	\$33,410	\$44,546
3	186 to 232	\$32,975	\$43,967	\$37,688	\$50,251
4	233 to 280	\$36,000	\$47,999	\$41,144	\$54,858
5	281 to 329	\$39,670	\$52,894	\$45,336	\$60,449
6	330 to 379	\$43,341	\$57,788	\$49,532	\$66,042
7	380 to 430	\$47,010	\$62,680	\$53,727	\$71,636
8	431 to 482	\$50,627	\$67,502	\$57,858	\$77,145
9	483 to 535	\$54,243	\$72,323	\$61,991	\$82,654
10	536 to 589	\$57,858	\$77,145	\$66,123	\$88,164
11	590 to 644	\$61,475	\$81,967	\$70,255	\$93,674
12	645 to 700	\$65,090	\$86,787	\$74,389	\$99,186
13	701 to 757	\$68,706	\$91,608	\$78,522	\$104,696
14	758 to 815	\$72,322	\$96,430	\$82,654	\$110,205
15	816 to 874	\$75,939	\$101,252	\$86,787	\$115,716

## B. Salary Ranges

The point band number classifies the salary range. The salary level for each point band will be graduated according to the Performance Review Policy. The lowest step in a point band range will be 75% of the range maximum, the midpoint will be 87.5% of the range maximum, and the highest step will be 100% of the range maximum. The rates of compensation at each step in a range will be expressed as an hourly rate. (The annual salary of a position will be the product of the operative current hourly rate multiplied by the number of regular annual working hours based upon a 52-week period).

To avoid conflicts with pay equity issues, the criteria established for modeling acceptable band variations require that the target maximum for Band Number 3 would be equal to or higher than the male comparator. The male comparator rate for Band Number 3 is the Labourer (Parks) position.

## 6. INITIAL PLACEMENT ON COMPENSATION GRID

Salary Administration is a two-tier structure. As recognized on the salary range table the minimum is 75% of the maximum and the midpoint is 87.5% of the maximum. The first tier, from 75% to 87.5%, is reserved for previous work experience upon hiring. Tier two, from 87.6% to 100% are reserved for performance. All positions start at the minimum level unless the incumbent being hired into the position possesses previous work experience relating to the position. Previous experience is calculated as follows:

- A. Assess 1 credit for each 7 years of experience in a related job with another employer, or in an unrelated job with the Town.
- B. Assess 1.25 credits for each 6 years of experience in the same job or a job at the same level with another employer.
- C. Assess 1.5 credits for each 7 years of experience with the Town in a related job prior to being promoted into the current position
- D. Assess 1.25 credits for each 5 years of experience in the current position since being hired or promoted.

The sum of the credits calculated for categories A through D is equated to a percent of the salary range as follows:

5 credits or more	87.5%	(midpoint)
4 credits	85.0%	
3 credits	82.5%	
2 credits	80.0%	
1 credit	77.5%	
Less than 1 credit	75.0%	(Minimum)

- i.e. Employee X has 3 years of related experience (category A), 10 years of experience in a similar job (category B), and has been with the Town for one full year in the current position (category D). The maximum in X's salary range is \$27.95 per hour. Calculation of the percent of range is therefore:

$$(3/7*1) + (10/6*1.25) + (1/5*1.25) = 2.76 \text{ or } 81.90\%$$

$$\$27.95 * 81.90\% = \$22.89 \text{ per hour}$$

The wage determined after experience is taken into account will be the employee's starting salary. Increases in compensation will not be based on tenure but will be based on a continuous performance evaluation process corresponding with the anniversary dates of individual employees.

At no time, will an employee who is in a supervisory role earn less than the employees that he / she is supervising. This will be taken into consideration when calculating the initial placement on the compensation grid. The employee will earn a minimum rate of 3% more than the highest paid individual under their supervision.

## **7. RESCORING OF CURRENT POSITIONS**

Over time and due to changes in responsibilities, there may be a requirement to re-evaluate current positions and the corresponding point evaluation. Once a re-evaluation is completed and there is a change to the assigned point band, the following will apply to positions where there is an active employee:

- A. If the position is scored at a lower point band, the employee will receive the same percentage at the lower point band that they were receiving at the higher point band. For example, if the employee were receiving 75% of the higher point band then the employee would now receive 75% of the lower point band. The employee will then progress through the salary range as per Section 8 below.
- B. If the position is scored at a higher point band, the employee will receive their current salary plus a 3% increase (but at no time, will the employee earn less than the minimum rate for the new point band). The employee will then progress through the salary range as per Section 8 below.
- C. If the position is scored at the same point band, then the employee's salary will remain the same. The employee will then progress through the salary range as per Section 8 below.

## **8. PROGRESSION THROUGH COMPENSATION GRID**

Tier two involves pay for performance. After the probationary period (six months) and each subsequent year after hire, the incumbent will receive a performance appraisal enabling him / her to receive further percentage increases. The level of performance (excellent to improvement essential) will determine the amount of the percentage increase.

### **A. Goals and Objectives of the Process**

The goal of the performance evaluation process is to foster competence, motivation and employee satisfaction.

The objectives of the process are as follows:

- to establish clear and mutual understanding of expectations,
- to establish and maintain open and constructive dialogue,
- to recognize and acknowledge strengths and achievements,
- to identify needs and to formulate strategies to meet these, and
- to establish entitlement to salary increments or financial incentives.

**B.     The Performance Review Cycle**

The performance evaluation cycle will correspond to the individual employees anniversary date and will consist of the following elements:

**SCORING AND EVALUATION METHOD:****OVERALL ASSESSMENT OF PERFORMANCE**

E – EXCELLENT: Significantly and consistently exceeded the standard	5 Points
V – VERY GOOD: Exceeded the standard	4 Points
S – SATISFACTORY: Met the standard	3 Points
ID – IMPROVEMENT DESIRED: Did not meet the standard	2 Points
IE – IMPROVEMENT ESSENTIAL: Significantly below the standard	1 Point
N/A – NOT APPLICABLE: Component not included in everyday duties	N / A

**MANAGEMENT / NON-UNION SALARY PROGRESSION**

		Improvement Essential	(20%-29%)
		Improvement Desired	(30%-49%)
After 6 months	3%	Satisfactory performance or higher	(50% or higher)
After 1 year	3%	Satisfactory performance or higher	(50% or higher)
After 2 years	5%	Satisfactory performance or higher	(50% or higher)
After 3 years	4%	Very Good performance	(70%-89%)
After 4 years	2%	Very good performance	(70%-89%)
	2.5%	excellent performance	(90%-100%)
		Progression continues at 2%, or 2.5% until individual reaches the top of the salary scale.	

Percentage increase applies to the employee's current salary

**9.     PERFORMANCE BASED BONUS**

For employees at the maximum of the salary range for the applicable point band and based on the outcome of employees performance review, the Supervisor may recommend, and the Division Manager may approve a performance incentive bonus as follows:

<u>Performance Levels</u>	<u>Total Rating</u>	<u>Bonus</u>
1.     Very Good Performance	70% to 89%	\$1,000
2.     Exceptional	90% or above	\$1,500

Incentive bonus awards will not be added to the employee's salary and will be awarded in subsequent years only on the basis of continuing merit. Incentive bonus awards will be prorated according to the employee's full time equivalent (FTE).

**10. POLICY REVIEW AND MAINTENANCE**

The SSAPC Committee will review this policy including the rates of compensation upon approval of Council and to coincide with the budget process every second year. Based on its review, the SSAPC Committee will submit a report with recommendations to Council with respect to rates of compensation and to any other matter relating to the operation of the process.

The review will include but not be limited to a market comparison of the benchmark salaries, an examination of the union and non-union differential and the base compensation rates for bargaining union salaries. It will also include consideration of trends in the local cost of living index.



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



July 2, 2014

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  
June 2014 Monthly Report**

As per the operating agreement, the attached document is the June 2014 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 G.D.'.

Kelly Cunningham  
Senior Operator

For Larry Wachter  
Operations Manager



**The Corporation of the Town of Fort Frances  
Wastewater Treatment Plant  
(Sewage Plant)  
June 2014 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 June 2014; 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 <sup>3</sup> /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.



## JUNE 2014 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 <sub>5</sub>	3.5 mg/L	25 mg/L	15 mg/L	49.0 kg/d	225 kg/d	135 kg/d
Suspended Solids	9.2 mg/L	25 mg/L	15 mg/L	113.7 kg/d	225 kg/d	135 kg/d
Total Phosphorus	0.37 mg/L	1.0 mg/L	1.0 mg/L	5.3 kg/d	9 kg/d	9 kg/d
Ammonia as N	3.45 mg/L					
Nitrite as N	0.18 mg/L					
Nitrate as N	2.59 mg/L					
Total Cl <sub>2</sub> Residual		<0.01 mg/L (when in use)				
E-Coli	155.7 count/100 ml (geometric mean )		200 count/100ml (geometric mean )		E-coli not to exceed 150 organisms/100ml (monthly geometric mean density)	
pH			pH range 7.0 to 7.8; average pH was 7.4			
Temperature degrees C			Temperatures ranged from 9.0 – 11.5 average temperature of effluent at 10.1			

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 June was 14,683.4 m<sup>3</sup>/day, 16 days of which were estimated as the river was surcharging the parshall flume. This represents 163% of the design average flow. Total treated flow for the month was 440,501 m<sup>3</sup>. Two bypass events totaled 33,807 m<sup>3</sup>.

High river levels compromised the integrity of the regular effluent sample point necessitating that grab samples be taken of the effluent June 16-23.

The Fort Frances WWTP met all effluent compliance criteria for the parameters listed above as outlined in the Certificate of Approval.

## INVENTORY

Chemical	End of Month Status	Units
Hypochlorite	260 +/- @ 10.0% + 410 @ 12%	Litres
Alum	14.7 +/- @ 60 %	Cubic meters
Polymer	35 Bags (875 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 head cell and grit snail as needed
- Greased GBT, mechanical bar screen and grit snail. Lubricated drive chain on grit snail and bar screen
- Regular cleaning of head works EW basket strainer
- Greased all blowers
- Regular cleaning of seal water strainer TFP 9-5
- Pulled and cleaned RAS pump 2 X 2
- Installed new coupler LRP 11-2
- Removed debris from grit pump 2 inlet reducer X 2
- Installed new UV intensity sensor
- Cleared plugged rag compactor drain
- Shoveled sand from clarifier 2 inlet channel
- Replaced belt EF 03
- Changed oil blowers 1, 2, 3 and 5
- Installed new belt ASU 02
- Changed UV bulbs and three sleeves bank B and acid washed sleeves banks A and B
- Removed rag ball from clarifier 1 inlet weir
- Replaced 2 shear pins long and cross collectors clarifier 2
- Drained and inspected clarifier 2, placed cross collector chain back on idler, removed rags and shortened cross collector chain and long collector chain one link each side

### Pump Stations:

- Ran gen sets
- Changed seal water strainers
- Cleaned bar screens
- Purged and reset the bubbler system at White Pine lift station
- Reset Strachan lift station PLC
- Back flushed pump 1 at White Pine lift station
- Reset pump 2 at Church Street lift station
- Joe was in to replace radio communication antenna and work on radios

## **OPERATIONAL ISSUES**

A failed cross collector in clarifier 2 was repaired once the river level and extreme flows had subsided to a reasonable level. The facility met all operational requirements for the month.

## **SLUDGE SUMMARY**

The volume directed to the gravity belt thickener totaled 885.5 m<sup>3</sup> for the month. Hammond Landscaping (Certificate of Approval Hauler # 11000025801) hauled/transported 286.8 m<sup>3</sup> (average 13.0 m<sup>3</sup>/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 2 by-pass events in the report period.

## **COMMENTS**

Plant power consumption for the month was 610 (x 180 multiplier) kWh.

Clarifier 2 was drained and inspected. Some debris was removed from shafts and sprockets and 1 link was removed from each side of the longitudinal chain. The cross collector chain was shortened 1 link on each side and was placed back on the idler sprocket.

The additional effluent testing that is required as of January 1, 2013 to meet the requirements of the Wastewater Systems Effluent Regulations is now a part of our regular sampling regimen.

## **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 2014					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			Suspended Solids	CBOD5 Total Phosphorus
January	5057.6	5552	156785		156785	56%	143.5		
February	5630.1	6812	157644		157644	63%	129.8		
March	8118.8	10455	251682		251682	90%	217.9		
April	10927.7	14036	327830		327830	121%	198.3		
May	10855.8	18381	336530		336530	121%	243.5		
June	14683.4	21000	440501	33807.4	474308.4	163%	286.8		
July						0%			
August						0%			
September						0%			
October						0%			
November						0%			
December						0%			
Sum				33807.4	1704779.4		1219.8		
Average	9212		278495		284130	102%	203.3		
Max		21000	440501		474308.4				
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)	Geo Mean Counts /100ml	Monthly Minimum	Monthly Maximum				
January	76.0	3.7	18.2	147.0	7.3	36.8	2.2	0.20	1.02	2.8	7.2	7.7				
February	88.3	4.3	23.2	146.9	7.4	42.6	2.6	0.18	1.02	10.4	7.2	7.5				
March	49.8	5.0	42.4	183.0	12.2	102.0	1.6	0.18	1.42	11.9	7.3	7.5				
April	40.6	3.0	31.3	92.5	9.1	81.2	1.2	0.25	2.80	29.6	6.9	7.6				
May	36.3	4.0	46.7	78.6	7.6	81.2	1.1	0.36	3.8	36.0	7.2	7.7				
June	23.8	3.5	49.0	85.4	7.6	113.7	0.8	0.37	5.30	155.7	7.0	7.8				
July																
August																
September																
October																
November																
December																
Average	52.5	3.9	35.1	122.2	8.5	78.3	1.6	0.26	2.56	41.1	7.1	7.6				
Max	88.3	5	49.0	183.0	12.2	113.7	2.6	0.37	5.3	155.7	7.3	7.8				
C of A		25	225		25	225		1	9	200	6.0	9.5				

**OPERATIONS AND FACILITIES DIVISION - PUBLIC WORKS AREA**  
**OPERATIONS STATISTICS**  
**April 2014**

**STAFFING**

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

	2013	2014
WSIB	0.00	0.00
WI/LTD	0.00	18.00
SICK DAYS	11.56	7.63
COMPASSIONATE LEAVE	5.00	0.00
FLOATERS	7.00	3.00
VACATION	32.00	28.75
BANKED TIME USED	11.13	10.94
OFF	0.13	2.25
STATUTORY HOLIDAYS	0.00	26.00
<b>TOTAL</b>	<b>66.82</b>	<b>96.57</b>



**OVERTIME HOURS**

Equivalent Straight Time Hours:

	2013	2014	2013	2014
	April	April	Year To	Year To
			Date	Date
ADMINISTRATION	0.00	0.00	0.00	0.00
CAPITAL	0.00	0.00	0.00	0.00
ENGINEERING	0.00	0.00	0.00	4.50
INTERDEPARTMENTAL	0.00	0.00	10.50	1.50
PRIVATE WORK	0.00	0.00	24.00	23.50
RECYCLE/GARBAGE	0.00	0.00	0.75	0.00
ROADS	18.25	1.50	629.50	589.50
SEWER COLLECTION	36.25	70.75	134.00	384.88
SIDEWALKS	0.00	0.00	39.00	45.00
STORES	0.00	0.00	9.00	39.00
VEHICLE & EQUIPMENT	19.00	0.00	166.00	69.50
WATER TREATMENT PLANT	0.00	17.13	25.00	142.38
WATER DISTRIBUTION	0.00	101.25	213.00	2459.50
WATER TOWER	0.00	0.00	0.00	0.75
<b>TOTAL</b>	<b>75.75</b>	<b>190.63</b>	<b>1250.75</b>	<b>3760.00</b>

## **TRANSPORTATION REPORT APRIL 2014**

### **ROADS:**

#### **Storm Water Management – Water:**

- Steam frozen catchbasins to get water moving
- Flushed storm sewer laterals to get water moving
- Repaired storm sewer lateral at Third Street West and Keating Avenue on April 10 & 11.

#### **Storm Water Management - Rural:**

- Steam frozen culverts to get water moving
- Flushed culverts in the North End area to get water moving
- Steamed culverts along Kings Highway and on Emo Road

#### **Hard Top Maintenance:**

- Levelled utility cuts – twice weekly
- Pothole patching as required
- Started initial sweep of streets – two, ten hour shifts, Monday to Thursday on April 28.

#### **Loose Top Maintenance:**

- Graded all loose top roads

#### **Roadside Maintenance:**

- Picked up debris at underpass

#### **Winter Control:**

- One (1) event on April 1st
- Applied sand/salt to roads as required.
- Plowed all roads, parking lots and lanes after events.
- Removed snow from Downtown area once.
- Removed snow from Municipal Parking lots.
- Removed snow from underpass and overpass
- Removed snow from intersections and cul-de-sacs
- Removed snow from lane piles
- Removed snow from Fire Hydrants



**Winter Control (cont'd)**

- Cut down ice on side streets with the grader and cleaned up behind with loader
- Removed snow from boulevard at Ukranian Church for Ukranian Christmas
- Removed snow from the 800 & 900 blocks of Phair Avenue
- Removed snow from the 800 block of Crowe Avenue
- Removed snow piles from Memorial Sports Centre parking lots
- Pushed up piles at snow dump daily
- Plowed snow dump when required
- Covered remaining sand/salt at stockpile with additional sand on April 22.

**Traffic Operations:**

- Repaired and replaced signs as required
- Cleaned and painted bike racks

**Regular Maintenance:**

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

**Buildings and Grounds:**

- Cleaned Shop as required
- Cleaned vehicles and equipment as required
- Plowed snow from parking lots and yards.
- Removed snow piles from Public Works yards

**Private Work:**

- Thawed frozen water line at the Couchiching Fire Hall on April 23.

**Sidewalks – Winter:**

- Removed snow from Civic Centre sidewalks and applied ice melt as required.
- Cleaned snow from underpass sidewalk and Downtown corners – applied ice melt or sand/salt as required.
- Plowed snow from all sidewalks
- Sanded/salted corners in slippery areas when required



**Sidewalks – Summer:**

- Swept sidewalks at underpass and overpass
- Swept sidewalk and bike path along Water Front
- Swept winter sand from sidewalks
- Swept all islands (winter sand)

**Vehicles and Equipment:**

- Preventive Maintenance - pre-trip inspections 5:30 -7:30 a.m. Monday to Friday
- Regular scheduled maintenance of all vehicles and equipment
- Maintenance and repairs, Fire Department, Water Treatment Plant, Memorial Sportsplex, Day Care, Handi-Van and Civic Centre vehicles as required.
- Started changing equipment attachments etc. from winter operations to summer operations

**Public Relations:**

- Delivered barricades for Salvation Army parade on April 4 and picked them up when parade was over
- Put planters out on islands on April 29

**Sewer and Water:**

- Provided labour and equipment for Water Distribution and Sewer Collection repairs and maintenance.
- Handed out "Water Turn Off Advisories", "Drinking Water Advisories" and "Lifting of Drinking Water Advisories" when required
- Issued "Delinquent Account Notices" and turned off water for non-compliance as required.
- Provided labour for thawing frozen water lines on the DBH Thawing machine and/or for pulsating frozen water lines as required.

**Interdepartmental:**

- Pushed up zamboni snow at Memorial Sports Centre when required
- Loaded Laidlaw Transport Truck with glass on April 22
- Darrell Crowe read Hydro Meters on April 6<sup>th</sup> and 30<sup>th</sup>
- Dale Gill provided coverage at the Airport for vacation, etc. April 1, 2, 17, 18, 28, 29 and 30.

**Recycling:**

- Emptied glass recycling bin as required
- Pushed up piles in recycling building as required

## Recycling (cont'd)

- Loaded recycling trailer two (2) times
- Emptied bins from "drop off" centre as required
- Cleaned up debris around recycling yard

## Training:

## Health & Safety:

- A workplace inspection was done at the Water Tower on April 11<sup>th</sup>
- A workplace inspection was done at the Water Treatment Plant on April 11<sup>th</sup>
- A workplace inspection was done at the Public Works Building on April 16<sup>th</sup>
- A Health and Safety Tailgate Meeting was held in the Public Works shop area on April 30<sup>th</sup>.



Milt Strachan,  
Superintendent of Transportation

**OPERATIONS AND FACILITIES DIVISION - PUBLIC WORKS AREA**  
**OPERATIONS STATISTICS**  
**May 2014**

**STAFFING**

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

	2013	2014
WSIB	0.00	0.00
WI/LTD	0.00	0.00
SICK DAYS	5.19	5.09
COMPASSIONATE LEAVE	6.00	1.00
FLOATERS	4.00	1.50
VACATION	14.50	13.13
BANKED TIME USED	9.25	5.59
OFF	1.06	0.00
STATUTORY HOLIDAYS	30.00	27.00
<b>TOTAL</b>	<b>70.00</b>	<b>53.31</b>

**OVERTIME HOURS**

Equivalent Straight Time Hours:

	2013	2014	2013	2014
	May	May	Year To	Year To
			Date	Date
ADMINISTRATION	0.00	0.00	0.00	0.00
CAPITAL	0.00	0.00	0.00	0.00
ENGINEERING	0.00	0.00	0.00	4.50
INTERDEPARTMENTAL	2.25	3.00	12.75	4.50
PRIVATE WORK	0.00	0.00	24.00	23.50
RECYCLE/GARBAGE	0.00	0.00	0.75	0.00
ROADS	0.00	8.00	629.50	597.50
SEWER COLLECTION	101.50	127.00	235.50	511.88
SIDEWALKS	0.00	0.00	39.00	45.00
STORES	0.00	0.00	9.00	39.00
VEHICLE & EQUIPMENT	0.00	8.00	166.00	77.50
WATER TREATMENT PLANT	0.00	21.50	25.00	163.88
WATER DISTRIBUTION	16.50	81.25	229.50	2540.75
WATER TOWER	0.00	0.00	0.00	0.75
<b>TOTAL</b>	<b>120.25</b>	<b>248.75</b>	<b>1371.00</b>	<b>4008.75</b>

## **TRANSPORTATION REPORT MAY 2014**

### **ROADS:**

#### **Storm Water Management – Water:**

- Repaired a storm sewer lateral on the 1100 block of Front Street
- Repaired hole in catchbasin at Pit Road #1 and Kings Hwy.

#### **Storm Water Management - Rural:**

- Removed beaver dams behind Munn's on Cornwall Avenue North, behind Caul's Field and along Balsam Street as required
- Installed a new culvert at a washout on Cornwall Avenue north of Eighth Street
- Put cobble stone around tree beside Biddeson Creek at 1215 Kings Highway on May 28<sup>th</sup>.

#### **Hard Top Maintenance:**

- Levelled utility cuts – twice weekly
- Pothole patching as required
- Continued with initial sweep of streets – two, ten hour shifts from Monday to Thursday
- Downtown area and Front Street swept once weekly.

#### **Loose Top Maintenance:**

- Graded all loose top roads
- Started initial grading of all lanes on May 15<sup>th</sup>.

#### **Roadside Maintenance:**

- Cleaned debris from boulevards and ditches
- Repaired uni-stone along the Water Front on May 26<sup>th</sup>.

#### **Winter Control:**

#### **Traffic Operations:**

- Repaired and replaced signs as required
- Cleaned and painted bike racks

### **Regular Maintenance:**

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

### **Buildings and Grounds:**

- Cleaned Shop as required
- Cleaned vehicles and equipment as required
- Cleaned up North Yard
- Stockpiled 1942 tonnes of Granular "A" material on May 23<sup>rd</sup>.

### **Private Work:**

### **Sidewalks – Winter:**

### **Sidewalks – Summer:**

### **Vehicles and Equipment:**

- Preventive Maintenance - pre-trip inspections 5:30 -7:30 a.m. Monday to Friday
- Regular scheduled maintenance of all vehicles and equipment
- Maintenance and repairs, Fire Department, Water Treatment Plant, Memorial Sportsplex, Day Care, Handi-Van and Civic Centre vehicles as required.

### **Public Relations:**

- Delivered barricades for 5 km run at the Sorting Gap Marina on May 23<sup>rd</sup>.

### **Sewer and Water:**

- Provided labour and equipment for Water Distribution and Sewer Collection repairs and maintenance.
- Handed out "Water Turn Off Advisories", "Drinking Water Advisories" and "Lifting of Drinking Water Advisories" when required
- Issued "Delinquent Account Notices" and turned off water for non-compliance as required.
- Flushed dead end sewer mains
- Provided labour for thawing frozen water lines as required.



**Interdepartmental:**

- Prepared Marina for summer start up
- Vacuum excavated to repair sewer service at Sorting Gap Marina
- Emptied septic tank at the Airport with vacuum pressure truck on May 21<sup>st</sup>
- Hauled boxes of paper for annual shredding on May 27<sup>th</sup>
- Hauled fill from McIrvine Road to the Landfill Site for cover material on May 27<sup>th</sup> and 28<sup>th</sup>
- Start up and inspect sprinkler system at the Civic Centre on May 30<sup>th</sup>
- Dale Gill provided coverage for vacation at the Airport from May 1<sup>st</sup> to May 6<sup>th</sup> and again from May 16<sup>th</sup> to May 22<sup>nd</sup>

**Recycling:**

- Emptied glass recycling bin as required
- Pushed up piles in recycling building as required
- Loaded recycling trailer two (2) times
- Emptied bins from "drop off" centre as required
- Cleaned up debris around recycling yard
- Provided backhoe and operator for removal of tires at Landfill Site

**Training:**

- Kyle Kellar, Jacob Hawley, Britt Green and Nick Mosbeck attended Safety Orientation Training on May 5<sup>th</sup>
- Jacob Hawley, Britt Green and Nick Mosbeck attended Small Spaces Training on May 6<sup>th</sup>
- Dave Martin, Paul Lemesurier, Greg Wiedenhoeft, Brian Henttonen and Dale Gill attended Working From Heights Training on May 27<sup>th</sup>.

**Health & Safety:**

- A workplace inspection was done at the Public Works Building on May 21<sup>st</sup>
- A Health and Safety Tailgate meeting was held in the Public Works Shop area on May 28<sup>th</sup>



Milt Strachan,  
Superintendent of Transportation

2014: tonnage at landfill site- up-dated July 1st, 2014

MONTH	Residential Waste tonnes	Res %	ICI Waste tonnes	ICI %	Non Community Waste tonnes	Non Com %	Covering Material tonnes	2013		2014		2014-2013	
								Total Tonne	Total Fees	Total Tonne	Total Fees	2014-2013 Tonnes	2014-2013 Fees
JAN	149.93	39.82	214.55	56.98	12.06	3.20	0.00	365.95	\$18,495.66	376.54	\$18,990.70	10.59	\$495.04
FEB	109.59	33.05	213.67	64.44	8.31	2.51	0.00	314.19	\$16,015.00	331.57	\$17,730.70	17.38	\$1,715.70
MAR	134.45	38.74	206.72	59.57	5.87	1.69	0.00	314.64	\$17,752.37	347.04	\$18,869.70	32.40	\$1,117.33
APRIL	209.98	41.96	279.01	55.76	11.43	2.28	0.00	431.98	\$24,394.44	500.42	\$28,891.30	68.44	\$4,496.86
MAY	263.90	34.88	481.13	63.59	11.62	1.54	561.46	775.61	\$41,442.14	756.65	\$42,047.80	-18.96	\$605.66
JUNE	283.20	39.05	429.39	59.20	12.71	1.75	1636.31	1,545.75	\$40,248.26	725.30	\$44,815.30	-820.45	\$4,567.04
JULY		#DIV/0!		#DIV/0!		#DIV/0!		627.29	\$36,414.31	0.00			
AUG		#DIV/0!		#DIV/0!		#DIV/0!		625.04	\$35,268.95	0.00			
SEPT		#DIV/0!		#DIV/0!		#DIV/0!		746.83	\$41,702.96	0.00			
OCT		#DIV/0!		#DIV/0!		#DIV/0!		692.37	\$41,856.50	0.00			
NOV		#DIV/0!		#DIV/0!		#DIV/0!		539.03	\$31,123.70	0.00			
DEC		#DIV/0!		#DIV/0!		#DIV/0!		377.02	\$20,020.47	0.00			
Average per monthly	191.84	37.20	304.08	60.33	10.33	#DIV/0!	366.30	612.98	\$30,394.56	253.13	\$28,557.58	-118.43	\$2,166.27
Total	1151.05		1824.47		62.00		2197.77	7355.70	\$364,734.76	3037.52	\$171,345.50	-710.60	\$12,997.63
Town of Fort Frances Tonnage									Forecasted				
Total Tonnage	3037.52								Budgeted				
Residential Tonnage	1151.05	37.89%							Difference				
ICI Tonnage	1824.47	60.06%											
Coverage material	2197.77												

f/n:p: 2014Janlandfillsitedata2014



Aircraft Landings 2014  
As of June 30, 2014 Statistics - Page 1/2

Month	Bearskin Flights				Bearskin Passengers				Government				Private				Medi-vacs				International				Commercial				Totals				Variance 2014-2013	
	2014	2013	2012	2011	2014	2013	2012	2011	2014	2013	2012	2011	2014	2013	2012	2011	2014	2013	2012	2011	2014	2013	2012	2011	2014	2013	2012	2011						
January	79	79	90	93	311	306	447	354	0	0	0	0	5	11	4	3	41	33	41	44	2	2	3	5	67	40	50	45	194	165	188	190	29	
February	74	75	90	80	308	370	465	380	0	7	0	0	5	16	16	7	22	49	45	45	5	2	5	4	50	46	41	40	156	195	197	176	-39	
March	82	87	89	97	346	435	469	381	3	6	5	4	10	13	8	21	40	40	44	45	0	7	4	9	52	47	56	56	187	200	206	232	-13	
1/4 Total	235	241	269	270	965	1111	1381	1115	3	13	5	4	20	40	28	31	103	122	130	134	7	11	12	18	169	133	147	141	537	560	591	598	-23	
April	74	83	87	77	276	448	408	329	2	1	2	0	18	26	18	26	22	34	36	30	1	4	13	4	47	49	50	55	164	197	206	192	-33	
May	81	89	90	96	308	408	402	374	6	7	7	13	24	45	14	38	23	43	59	46	30	25	35	37	76	71	73	83	240	280	278	313	-40	
June	77	86	89	92	292	400	399	429	7	4	12	5	37	66	48	64	35	27	44	47	89	75	104	104	69	49	76	95	314	307	373	407	7	
1/2 Total	467	499	535	535	1841	2367	2590	2247	18	25	26	22	99	177	108	159	183	226	269	257	127	115	164	163	361	402	346	374	1255	1344	1448	1510	-89	
July	87	89	92	90	378	414	389	373	6	7	7	2	52	80	52	37	29	35	37	35	79	95	97	71	55	111	72	0	316	411	350	350	-316	
August	88	88	90	88	390	352	373	373	1	0	0	0	74	45	38	24	52	42	24	42	67	81	62	68	89	71	0	322	355	303	303	-322		
September	78	81	88	88	432	410	312	373	5	7	4	4	43	51	42	41	34	42	41	40	44	40	53	42	61	80	0	253	274	309	253	-253		
3/4 Total	467	752	793	805	1841	3567	3766	3321	18	37	40	28	99	346	284	291	183	328	384	376	127	305	380	375	361	467	607	597	1255	2235	2488	2472	-980	
October	92	87	88	89	398	432	371	482	0	11	5	5	28	22	36	32	35	37	35	37	61	12	9	19	19	57	73	72	0	224	239	281	281	-224
November	85	78	83	83	309	361	482	361	3	2	2	2	7	13	9	9	32	44	46	46	6	5	4	6	39	53	52	0	172	195	206	206	-172	
December	69	67	78	78	216	248	325	450	0	1	0	0	2	7	4	4	26	28	39	39	0	4	6	6	34	54	46	0	131	161	173	173	-131	
Total	467	998	1025	1064	1841	4490	4807	4509	18	40	54	35	99	383	326	340	183	421	493	522	127	323	398	404	361	597	787	767	1255	2762	3083	3132	-1507	

Fort Frances Airport- Page 2/2 - Fuel Sales - As of June 30, 2014																
Fuel Sales Recap - 2014										2013						
Month	100LL		Jet Trk		Jet Cab		Month		Year		2013	2012	2011	2010	2009	2008
	Liters	Total	Liters	Total	Liters	Total	Total	Total	Total	Total	per month	per month	per month	per month	per month	per month
January	114	114	11,062	11,062	367	367	11,543	11,543	11,543	7,216	10,252	7,308	10,971	15,989	29,926	16,283
February	327	441	11,977	23,039	0	367	12,304	23,847	23,847	6,197	6,918	3,687	5,782	13,135	21,134	11,782
March	2,527	2,968	7,981	31,020	0	367	10,508	34,355	34,355	12,077	9,329	10,390	15,539	9,612	27,435	19,969
April	508	3,476	7,869	38,889	0	367	8,377	42,732	42,732	4,453	8,251	5,294	24,825	10,676	22,466	28,609
May	1,555	5,031	28,198	67,087	0	367	29,753	72,485	72,485	18,350	21,891	19,790	25,375	24,033	30,287	47,258
June	5,479	10,510	25,310	92,397	0	367	30,789	103,274	103,274	22,786	23,537	25,723	27,768	22,395	35,995	40,736
July							0	103,274	103,274	19,232	32,650	19,124	30,455	24,925	33,390	44,875
August							0	103,274	103,274	20,075	30,783	21,467	33,139	28,250	40,177	41,630
September							0	103,274	103,274	18,005	19,431	22,511	23,363	18,937	28,822	30,341
October							0	103,274	103,274	13,109	11,325	13,677	15,033	21,304	16,631	28,020
November							0	103,274	103,274	6,398	8,170	6,785	17,747	10,754	16,951	16,842
December							0	103,274	103,274	2,028	8,179	2,446	7,641	7,596	13,083	14,733
Total							103,274			149,926	190,716	158,202	237,638	207,606	316,297	341,078
							Jan to June			71,079	80,178	72,192	110,260	95,840	167,243	164,637
																32,195

Lowest month in last 7 years  
Highest month in last 7 years  
Lowest month  
Highest month

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

THE TOWN OF FORT FRANCES



FORT FRANCES, ONTARIO  
CANADA

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

To: Mayor and Council

From: By-Law Enforcement

RE: Activities for the months of April, May, June, 2014

#### **APRIL 2014**

Impounded Dogs 0

Impounded Cats 0 1 Injured Eagle Total Visits to Shelter 9

- two dead animal carcasses dumped on Eighth Street West
- parking tickets
- Property Standards - excess garbage on property (letter sent for removal)
- Dumping of dead animals
- Animal complaints – cats entering on neighbouring property
- Dog complaint – dog running at large ( letter sent)
- Parking tickets convicted with OPP
- Smoking by-law enforced at the arena
- Noise complaint – playing music in garage (letter sent)
- Relocated injured eagle with MNR taken to Kenora for rehab
- Dog complaint – dog running at large ( letter sent)

#### **MAY 2014**

Impounded Dogs 2

Impounded Cats 3 Total visits to shelter 34

- Property Standards complaint – parking of large equipment on residential property (letter sent for removal)
- Property Standards – tenant complaint of the condition of apartment



- Business License application – New Business
- Taxi License Inspection
- Taxi Driver inspection
- Property Standards – yard messy, the house had been a repo and was left with a lot of junk. Called the repo company and they had it cleaned up.
- Fence by-law – many calls on new fence construction
- Parking tickets

## JUNE 2014

Impounded Dogs        4

Impounded Cats        1

Total Visits to Shelter 26

- Property Standards – overgrown grass (many) letters sent to cut
- New business license application
- Property Standards – excess garbage on property (letter sent for removal)
- Property standards – eavestrough lead and downspouts broken (letter sent for repair)
- Taxi inspection
- Property Standards – overgrown hedges on public sidewalks
- Property Standards – house is empty deck has discarded furniture and deck is falling off the house. (letter sent for clean-up and removal)
- Barking dog complaint (warning let sent)
- Dog bite complaint on another dog.
- Property standards vacant lot – overgrown grass and in need of general clean up (letter sent)
- Parking tickets
- Business doing work in town without business license (contacted and obtaining license)
- Property standards – storage of branches and excess household garbage and dog feces in the backyard. Contacted owner and he removed braches and half of the house mess and cleaned up the yard of dog feces.





**Town of Fort Frances  
General Fund (Operating)  
Actuals as at June 30, 2014**

		Actuals to Date	2014 Budget	Variance
<b>CORPORATE</b>				
050	Municipal Tax Levy (Interim Tax Levy)	(11,121,644.81)	(11,121,645.00)	(0.19)
051	Education Tax Levy	(1,836,113.48)	(1,838,831.00)	(2,717.52)
052	Supp/Omit Municipal Tax Levy	(2,902.39)		2,902.39
053	Supp/Omit Education Tax Levy	(542.38)		542.38
056	W/O Municipal	64,570.98	694,960.00	630,389.02
057	W/O Education	17,234.66		(17,234.66)
061	OMPF	(1,534,750.00)	(3,069,500.00)	(1,534,750.00)
061	One Time Assistance		(559,396.00)	
062	Payments-in-Lieu	(245,956.77)	(782,968.00)	(537,011.23)
062	Other Grant (In-Lieu of Write-off)			-
070	Contribution from Reserve Funds			-
080	surplus/Deficit		63,205.00	
110	Mayor & Council	168,850.31	754,233.00	585,382.69
112	Contribution to Reserves & Reserve Funds		1,335,000.00	1,335,000.00
113	Long Term Debt	404,307.84	841,854.00	437,546.16
115	Election	7,336.91	30,000.00	22,663.09
161	Riverside Health Care/Dr Recruitment	39,000.50	74,000.00	34,999.50
161	Clinic Financing Interest		14,000.00	14,000.00
162	RR DSSAB	985,479.44	1,970,959.00	985,479.56
163	Rainycrest	90,941.70	181,885.00	90,943.30
164	Northwestern Health Unit	195,101.41	366,240.00	171,138.59
820	Economic Development	62,301.00	164,235.00	101,934.00
830	Solar Panel Project	(3,069.26)	(26,750.00)	(23,680.74)
991	English Public School Board	752,319.87	1,504,620.00	752,300.13
992	English Separate School Board	164,496.51	328,993.00	164,496.49
993	French Public School Board	797.89	1,596.00	798.11
994	French Separate School Board	1,811.34	3,622.00	1,810.66
<b>Total Corporate</b>		<b>(11,790,428.73)</b>	<b>(9,069,688.00)</b>	<b>3,216,931.73</b>
<b>ADMINISTRATION AND FINANCE</b>				
070	Other Unassigned Revenue	(143,627.48)	(304,996.00)	(161,368.52)
120	Administration	150,182.16	334,733.00	184,550.84
121	Admin Vehicle	2,149.79	1,460.00	(689.79)
122	Municipal Buildings	27,850.49	28,795.00	944.51
125	HR Department	14,971.93	38,750.00	23,778.07
130	Clerk	82,984.92	163,608.00	80,623.08
140	Treasury	195,748.14	360,770.00	165,021.86
910	PUC Administration	45,749.42	92,200.00	46,450.58
<b>Total Administration and Finance</b>		<b>376,009.37</b>	<b>715,320.00</b>	<b>339,310.63</b>
<b>EMERGENCY SERVICES</b>				
211	Emergency Services	418,769.03	889,045.00	470,275.97
227	Emergency Measures	162,390.06	20,569.00	(141,821.06)
228	911 Service	12,007.79	14,500.00	2,492.21
231	Police Revenue	(15,627.14)	(21,000.00)	(5,372.86)

**Town of Fort Frances  
General Fund (Operating)  
Actuals as at June 30, 2014**

		Actuals to Date	2014 Budget	Variance
232	Police Services Board	3,446.10	19,200.00	15,753.90
233	Police Administration	1,441,667.51	2,777,266.00	1,335,598.49
	<b>Total Emergency Services</b>	<b>2,022,653.35</b>	<b>3,699,580.00</b>	<b>1,676,926.65</b>

**COMMUNITY SERVICES**

622	Sister Kennedy Centre	16,944.91	31,660.00	14,715.09
641	Fort Frances Children's Complex	(85,566.09)	1,688.00	87,254.09
643	Best Start Hub/Resource Centre	(1,330.43)	4,504.00	5,834.43
644	Day Care Resource Teacher	(1,861.68)	-	1,861.68
653	Handi-Transit System	28,997.61	104,133.00	75,135.39
713	Townshend Theatre	(7,670.28)	1,653.00	9,323.28
722	Recreation Facilities	254,574.99	546,571.00	291,996.01
725	Recreation Programs	(28,156.44)	79,370.00	107,526.44
732	Community Services	55,206.37	103,097.00	47,890.63
740	Sunny Cove Camp	14,177.66	9,129.00	(5,048.66)
781	Fort Frances Public Library	266,476.20	471,396.00	204,919.80
791	Museum	67,922.42	129,798.00	61,875.58
817	Waterfront Development/Marina	23,456.38	54,432.00	30,975.62
	<b>Total Community Services</b>	<b>603,171.62</b>	<b>1,537,431.00</b>	<b>934,259.38</b>

**OPERATIONS AND FACILITIES**

310	PW Administration	(203,703.46)	(117,082.00)	86,621.46
311	PW Buildings & Yards	49,297.71	110,379.00	61,081.29
313	Municipal Roads	599,102.07	1,239,537.00	640,434.93
318	Public Parking Lots	7,594.90	21,646.00	14,051.10
320	Sidewalks	41,792.52	105,569.00	63,776.48
330	Private Works Charges	12,344.04	44,564.00	32,219.96
331	Private Crossing Charges	1,058.64	17,902.00	16,843.36
333	PW Vehicles	110,522.81	193,741.00	83,218.19
334	PW Equipment	153,152.72	223,692.00	70,539.28
344	PW Stores	41,903.38	62,917.00	21,013.62
345	Traffic Signal Maintenance	1,378.10	7,225.00	5,846.90
346	Streetlight Maintenance	16,178.15	45,487.00	29,308.85
350	Garbage Collection	(22,689.94)	(140,136.00)	(117,446.06)
351	Recycling Services	83,785.04	203,324.00	119,538.96
352	Sanitary Landfill	(77,813.58)	(63,188.00)	14,625.58
360	Engineering	14,451.48	27,870.00	13,418.52
390	Airport	532.44	25,969.00	25,436.56
391	Airport Building Maintenance	26,364.44	34,630.00	8,265.56
393	Airport Grounds Maintenance	9,103.31	65,830.00	56,726.69
580	Parks & Cemeteries Admin.	73,496.78	158,361.00	84,864.22
582	Fort Frances Cemetery	36,205.83	68,145.00	31,939.17
583	Riverview Cemetery	58,046.50	149,740.00	91,693.50
584	Point Park	9,122.00	22,803.00	13,681.00
585	Parks - Outdoor Facilities	89,100.65	251,507.00	162,406.35
586	Lions Millennium Park	974.82	8,047.00	7,072.18

**Town of Fort Frances  
General Fund (Operating)  
Actuals as at June 30, 2014**

		Actuals to Date	2014 Budget	Variance
	<b>Total Operations and Facilities</b>	<b>1,131,301.35</b>	<b>2,768,479.00</b>	<b>1,637,177.65</b>
<b>PLANNING AND DEVELOPMENT</b>				
150	Civic Centre	26,704.41	67,140.00	40,435.59
271	By-Law Enforcement	60,331.41	126,948.00	66,616.59
272	Animal Shelter	2,289.68	9,851.00	7,561.32
813	Building Official	3,942.06	47,957.00	44,014.94
815	Planning & Zoning	39,317.99	96,982.00	57,664.01
	<b>Total Planning and Development</b>	<b>132,585.55</b>	<b>348,878.00</b>	<b>216,292.45</b>
	<b>Sub-Total General Fund (Operating)</b>	<b>(7,524,707.49)</b>	<b>-</b>	<b>8,020,898.49</b>
L80	Surplus from Previous Year			-
	Deficit/(Surplus)	<b>(7,524,707.49)</b>	<b>-</b>	<b>8,020,898.49</b>
	<b>TOTAL BUDGET - Revenue</b>	<b>-17,170,840.54</b>	<b>-22,244,645.00</b>	<b>-5,073,804.46</b>
	<b>TOTAL BUDGET - Expenditures</b>	<b>9,646,133.05</b>	<b>22,244,645.00</b>	<b>12,598,511.95</b>
		<b>-7,524,707.49</b>	<b>0.00</b>	<b>7,524,707.49</b>



**Water and Sewer Fund (Operating)**  
**Actuals to June 30, 2014**

<b>WATER</b>		<b>Actuals to Date</b>	<b>2014 Budget</b>	<b>Variance</b>
961	Waterworks Administration	-303,427.21	-638,113.00	-334,685.79
965	Water Treatment Plant	259,587.24	523,194.00	263,606.76
966	Water Storage Facility	108,945.60	114,919.00	5,973.40
		65,105.63	0.00	-65,105.63
L80	Surplus from Previous Year Before TCA	0.00	0.00	0.00
		<b>65,105.63</b>	<b>0.00</b>	<b>-65,105.63</b>

<b>SEWER</b>		<b>Actual to Date</b>	<b>2014 Budget</b>	<b>Variance</b>
410	Sanitary Sewer Administration	-440,655.68	-690,657.00	-250,001.32
413	Sewage Treatment Plant	342,799.83	690,657.00	347,857.17
		-97,855.85	0.00	97,855.85
L80	Surplus from Previous Year Before TCA	0.00	0.00	0.00
		<b>-97,855.85</b>	<b>0.00</b>	<b>97,855.85</b>

**Town of Fort Frances**  
**Capital Fund Budget vs Actual**  
**as at June 30, 2014**

		Actual to Date	2014 Budget	Variance
	<b>Administration</b>			
C-140-0490-0952	Contribution from Reserve Funds		(31,850.00)	(31,850.00)
C-140-9109-0000	Mobile Devices Project	5,487.94	6,850.00	1,362.06
C-140-9109-0000	Computer/Network Upgrades		25,000.00	25,000.00
	Total Revenue	-	(31,850.00)	(31,850.00)
	Total Expenditures	5,487.94	31,850.00	26,362.06
	<b>TOTAL ADMINISTRATION</b>	<b>5,487.94</b>	<b>-</b>	<b>(5,487.94)</b>
	<b>Honeywell Project</b>			
C-105-0490-0400	Federal Grants		-	-
C-105-0490-0490	OPA/FFPC Grants		(46,494.00)	(46,494.00)
C-105-0490-0952	Contribution from Reserve Fund		(47,176.00)	(47,176.00)
C-105-9280-0000	Honeywell Improvement Project	75,138.17	93,670.00	18,531.83
	Total Revenue	-	(93,670.00)	(93,670.00)
	Total Expenditures	75,138.17	93,670.00	18,531.83
	<b>TOTAL CIVIC CENTRE</b>	<b>75,138.17</b>	<b>-</b>	<b>(75,138.17)</b>
	<b>EMERGENCY SERVICES</b>			
C-211-0490-0589	Contribution from Reserve Funds	(44,000.00)	-	44,000.00
C-211-0490-0952	Contribution from Reserve Funds		(18,000.00)	(18,000.00)
C-211-9122-0000	SCBA Replacement	8,914.19	-	(8,914.19)
C-211-9284-1523	Training Facility		18,000.00	18,000.00
	Total Revenue	(44,000.00)	(18,000.00)	26,000.00
	Total Expenditures	8,914.19	18,000.00	9,085.81
	<b>TOTAL EMERGENCY SERVICES</b>	<b>(35,085.81)</b>	<b>-</b>	<b>35,085.81</b>
	<b>PUBLIC WORKS</b>			
	<b>Transportation</b>			
C-310-0490-0406	AMO Federal Gas Tax		-	-
C-310-0490-0952	Contribution from Reserve Funds		(5,000.00)	(5,000.00)
C-313-0490-0952	Contribution from Reserve Funds		(104,180.00)	(104,180.00)
C-333-0490-0952	Contribution from Reserve Funds		(67,000.00)	(67,000.00)
C-334-0490-0952	Contribution from Reserve Funds		(255,000.00)	(255,000.00)
C-345-0490-0952	Contribution from Reserve Funds		(5,000.00)	(5,000.00)
C-313-0490-0952	Contributions from Reserve Funds (Water & Sewer)		(543,683.00)	(543,683.00)
C-313-0490-0400	Federal Gas Tax Reserve (Federal Funding)		(536,718.00)	(536,718.00)
C-313-0490-0412	Provincial Grant		(147,556.00)	(147,556.00)
C-313-0490-0954	Expense Recovery (Alberton)		(22,439.00)	(22,439.00)
C-320-0490-0400	Federal Gas Tax Reserve (Federal Funding)		(169,470.00)	(169,470.00)
C-122-9282-1523	Huffman Development (Curb & Gutter/Sod Work)		130,810.00	130,810.00
C-310-9105-1471	Small Equipment Purchases		5,000.00	5,000.00
C-313-9110-1523	Upgrades to Pumping Station	1,234.68		(1,234.68)
C-313-9212-1523	5th Street Surface Treatment Portage to Wright		42,000.00	42,000.00
C-313-9246-1523	8th St Surface Treatment Portage to Christie		65,000.00	65,000.00
C-313-9259-1523	Williams Ave Sod Work		10,291.00	10,291.00
C-313-9268-1523	Frog Creek Road Surface Treatment	13,290.28	295,113.00	281,822.72
C-313-9283-1523	Oakwood Road Surface Treatment	4,418.64	44,877.00	40,458.36
C-313-9285-1523	Third St E from Crowe to Frenette	15,026.53	684,743.00	669,716.47
C-313-9287-1523	Storm Sewer Upgrades	1,437.94	81,742.00	80,304.06
C-320-9285-1523	Sidewalks Third St E - Crowe to Frenette		169,470.00	169,470.00

### Capital Fund Budget vs Actual as at June 30, 2014

		Actual to Date	2014 Budget	Variance
C-333-9133-1471	2-Half ton Trucks (Crew Cab/1/2 ton truck)		67,000.00	67,000.00
C-334-9244-1471	Snow Plow Truck		255,000.00	255,000.00
C-345-9135-1471	Pole Replacement		5,000.00	5,000.00
	<b><u>Waste Management System</u></b>			
C-351-0490-0400	Federal Gas Tax Reserve (Federal Funding)		(100,575.00)	(100,575.00)
C-351-0490-0412	Provincial Grant (Transfer Station)		(117,700.00)	(117,700.00)
C-351-9128-1471	Transfer Station Upgrades		218,275.00	218,275.00
	<b><u>Airport</u></b>			
C-390-0490-0400	Federal Grant		(261,172.00)	(261,172.00)
C-390-0490-0952	Contribution from Reserve Funds			-
C-390-9257-1471	Front End Loader c/w sweeper		225,000.00	225,000.00
C-390-9288-1471	Electronic Runway Condition Reporting Equipment		36,172.00	36,172.00
	<b><u>Parks</u></b>			
C-580-0490-0952	Contribution from Reserve Funds		(60,000.00)	(60,000.00)
C-580-0490-0954	Lawn Tractor Trade-In		(2,500.00)	(2,500.00)
C-586-0430-0632	Lions Millennium Park- Donations	(1,800.00)		1,800.00
C-580-9105-1471	Small Equipment Replacement		5,000.00	5,000.00
C-580-9174-1471	Replace Riding Tractors	9,666.20	12,500.00	2,833.80
C-580-9133-1471	Half-ton Truck Replacement		40,000.00	40,000.00
C-585-9108-1471	Waterfront Dock Repairs		5,000.00	5,000.00
C-586-9232-1523	Lions Millennium Park Contracted Works	662.46		(662.46)
	Total Revenue	(1,800.00)	(2,397,993.00)	(2,396,193.00)
	Total Expenditures	45,736.73	2,397,993.00	2,352,256.27
	<b>TOTAL PUBLIC WORKS</b>	<b>43,936.73</b>	<b>-</b>	<b>(43,936.73)</b>
	<b>FORT FRANCES CHILDREN'S COMPLEX</b>			
C-641-0490-0432	RRDSSAB Grant		(29,100.00)	(29,100.00)
C-641-0490-0436	Health & Safety Grant (DSSAB)	(1,000.02)	(2,000.00)	(999.98)
C-641-0490-0952	Contribution from Reserve Funds			-
C-641-9105-1471	Training TV/DVD & Smart Board)	324.11	3,400.00	3,075.89
C-641-9106-0000	Vent Hood/Air Handling System for Hood		17,000.00	17,000.00
C-641-9108-0000	Windows Replaced/Preschool Room Renovations		6,400.00	6,400.00
C-641-9132-1471	Meeting Room Furniture/Resource Teacher's Desk	905.67	4,300.00	3,394.33
	Total Revenue	(1,000.02)	(31,100.00)	(30,099.98)
	Total Expenditures	1,229.78	31,100.00	29,870.22
	<b>TOTAL FFCC</b>	<b>229.76</b>	<b>-</b>	<b>(229.76)</b>
	<b>SISTER KENNEDY CENTRE</b>			
C-622-0490-0448	Provincial Grant			-
C-622-0490-0952	Contribution from Reserve Funds			-
C-622-9105-0000	Small Capital Purchases	4,312.00		(4,312.00)
C-622-9108-1523	Centre Upgrades (Roof Replacement).			-
C-622-9133-0000	Enabling Accessibility Van			-
	Total Revenue	-	-	-
	Total Expenditures	4,312.00	-	(4,312.00)
	<b>TOTAL SKC</b>	<b>4,312.00</b>	<b>-</b>	<b>(4,312.00)</b>
	<b><u>MSC/Recreation</u></b>			

### Capital Fund Budget vs Actual as at June 30, 2014

		Actual to Date	2014 Budget	Variance
C-713-0490-0952	Contribution from Reserve Funds (TT)		(11,600.00)	(11,600.00)
C-722-0490-0400	Federal Grant	(42,857.00)	(42,857.00)	-
C-722-0490-0952	Contribution from Reserve Funds		(37,793.00)	(37,793.00)
C-732-0490-0632	Community Services Donation	(15,225.92)	(15,226.00)	(0.08)
C-732-0490-0954	Contribution from General Revenue Fund		(1,524.00)	(1,524.00)
C-740-0490-0952	Contribution from Reserve Funds		(8,000.00)	(8,000.00)
C-713-9107-0000	Townshend Theatre Sound board/Lighting/Curtains	1,641.00	11,600.00	9,959.00
C-722-9131-0000	East End Hall Accessibility Renovations	26,124.00	57,150.00	31,026.00
C-722-9132-0000	Tables & Chairs	2,155.00	2,500.00	345.00
C-722-9289-1523	Auditorium Kitchen Renovations		13,000.00	13,000.00
C-722-9624-0000	Fitness Equipment		8,000.00	8,000.00
C-732-9624-0000	Waterfront Fitness Equipment		16,750.00	16,750.00
C-740-9108-1523	Sunny Cove Russell Hall & Washroom Upgrades		8,000.00	8,000.00
	Total Revenue	(58,082.92)	(117,000.00)	(58,917.08)
	Total Expenditures	29,920.00	117,000.00	87,080.00
	<b>TOTAL MSC</b>	<b>(28,162.92)</b>	<b>-</b>	<b>28,162.92</b>
	<b>LIBRARY</b>			
C-781-0490-0400	Federal Grant (CAPP)			-
C-781-0490-0412	Provincial Grant			-
C-781-0490-0952	Contribution from Reserve Funds			-
C-781-9109-0000	Computer Equipment			-
	Total Revenue	-	-	-
	Total Expenditures	-	-	-
	<b>TOTAL LIBRARY</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>MUSEUM</b>			
C-791-0490-0400	Federal Grant		(50,000.00)	(50,000.00)
C-791-0490-0412	Provincial Grant			-
C-791-0490-0632	Donations	(8,580.00)	(4,855.00)	3,725.00
C-791-0490-0952	Contribution from Reserve Funds			-
C-791-9109-0000	Computer/Scanner & Photo Studio Lighting	3,824.30	4,855.00	1,030.70
C-791-9127-1523	Museum Roof		50,000.00	50,000.00
	Total Revenue	(8,580.00)	(54,855.00)	(46,275.00)
	Total Expenditures	3,824.30	54,855.00	51,030.70
	<b>TOTAL MUSEUM</b>	<b>(4,755.70)</b>	<b>-</b>	<b>4,755.70</b>
	<b>PLANNING &amp; DEVELOPMENT</b>			
C-122-0490-0400	Federal Grant		(655,000.00)	(655,000.00)
C-122-0490-0412	Provincial Grant		(1,000,000.00)	(1,000,000.00)
C-122-0490-0632	Donations		(160,000.00)	(160,000.00)
C-122-0490-0954	Contribution from Revenue Fund In-Kind		(180,000.00)	(180,000.00)
C-122-9286-1523	Rainy Lake Hotel Demolition/Market Square		1,995,000.00	1,995,000.00
	Total Revenue	-	(1,995,000.00)	(1,995,000.00)
	Total Expenditures	-	1,995,000.00	1,995,000.00
	<b>TOTAL PLANNING &amp; DEVELOPMENT</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>SANITARY SEWER</b>			
C-410-0490-0952	Contribution from Reserve Funds			-
C-410-0490-0954	Contribution from Revenue Funds		(587,531.00)	(587,531.00)
C-410-9105-1471	Sanitary Sewer Small Tools		12,000.00	12,000.00

**Capital Fund Budget vs Actual  
as at June 30, 2014**

		<b>Actual to Date</b>	<b>2014 Budget</b>	<b>Variance</b>
C-410-9138-1523	Sanitary Manholes	2,792.94	156,658.00	153,865.06
C-410-9144-1523	Upgrades to Storm Sewer	617.36		(617.36)
C-410-9179-1523	Design for Infrastructure Renewal Project		37,500.00	37,500.00
C-410-9285-1523	3rd Street E Sanitary Main- Crowe to Frenette	84,348.65	381,373.00	297,024.35
	Total Revenue	-	(587,531.00)	(587,531.00)
	Total Expenditures	87,758.95	587,531.00	499,772.05
	<b>TOTAL SANITARY SEWER</b>	<b>87,758.95</b>	<b>-</b>	<b>(87,758.95)</b>
	<b>SEWAGE TREATMENT PLANT</b>			
C-413-0490-0954	Contribution from Revenue Fund		(135,378.00)	(135,378.00)
C-413-0490-0490	On Power Authority ERIP Grant		(32,880.00)	(32,880.00)
C-410-9280-0000	Honeywell Improvements - Paring Lot Lights		48,258.00	48,258.00
C-413-9105-1471	Small Miscellaneous Capital	576.98	120,000.00	119,423.02
	Total Revenue	-	(168,258.00)	(168,258.00)
	Total Expenditures	576.98	168,258.00	167,681.02
	<b>TOTAL STP</b>	<b>576.98</b>	<b>-</b>	<b>(576.98)</b>
	<b>WATERWORKS ADMINISTRATION</b>			
C-961-0330-0589	Expense Recovery	(3,632.14)		3,632.14
C-961-0490-0412	Provincial Grants			-
C-961-0490-0952	Contribution from Reserve Funds			-
C-961-0490-0954	Contribution from Revenue Fund		(528,073.00)	(528,073.00)
C-961-9105-1471	Miscellaneous Tools/Equipment	1,924.14	12,000.00	10,075.86
C-961-9179-1523	Design for Infrastructure Renewal Project		37,500.00	37,500.00
C-961-9137-1523	Replacing Main Line Water Valves/Hydrants	3,190.70	181,391.00	178,200.30
C-961-9285-1523	3rd Street E - Crowe to Frenette	82,867.56	297,182.00	214,314.44
	Total Revenue	(3,632.14)	(528,073.00)	(524,440.86)
	Total Expenditures	87,982.40	528,073.00	440,090.60
	<b>TOTAL WATERWORKS ADMIN</b>	<b>84,350.26</b>	<b>-</b>	<b>(84,350.26)</b>
	<b>WATER TREATMENT PLANT</b>			
C-965-0490-0954	Contribution from Revenue Fund		(360,000.00)	(360,000.00)
C-965-9105-1471	Misc. Small Capital	7,795.04	60,000.00	52,204.96
C-965-9260-1471	Backup Generator	8,792.07	300,000.00	291,207.93
	Total Revenue	-	(360,000.00)	(360,000.00)
	Total Expenditures	16,587.11	360,000.00	343,412.89
	<b>TOTAL WTP</b>	<b>16,587.11</b>	<b>-</b>	<b>(16,587.11)</b>
	<b>TOTAL REVENUE</b>	<b>(117,095.08)</b>	<b>(6,383,330.00)</b>	<b>(6,266,234.92)</b>
	<b>TOTAL EXPENDITURES</b>	<b>367,468.55</b>	<b>6,383,330.00</b>	<b>6,015,861.45</b>
	<b>TOTAL CAPITAL</b>	<b>250,373.47</b>	<b>-</b>	<b>(250,373.47)</b>

Accounts Receivable									
Balance Forward	500,876.10	326,179.56	289,732.33	356,768.31	267,872.27	264,099.30			
Invoices/Debits	77,804.68	127,977.85	201,731.19	66,860.56	114,574.05	188,681.08			
Payments/Credits	(254,541.75)	(164,747.43)	(135,050.93)	(156,057.94)	(118,691.17)	(195,288.85)			
Interest Applied	2,240.53	322.35	345.72	311.34	344.15	188.75			
Total Amount Owng	\$ 326,179.56	\$ 289,732.33	\$ 356,758.31	\$ 267,872.27	\$ 264,099.30	\$ 257,680.28	\$ -	\$ -	\$ -
							\$ 3,752.84	\$ -	\$ 3,752.84

[illegible][illegible]



	January	February	March	April	May	June	July	August	September	October	November	TOTALS
Tax Arrears Notices Mailed/Letters	300	258	434	422	290	226						1,930
# of Properties in Arrears 3 years+	36	35	30	28	27	27						
# of Properties in Arrears 3 years+ with no payment plans	9	7	5	3	3	3						
# Tax Sale Registrations	1	1	1	1	1	1						
# Write offs (MOS/357 Applications)	7	1	0	2	2	0						12
Write-off - Municipal Portion	\$ 5,874.31	\$ 149.96	\$ -	\$ 11,764.44	\$ 2,051.79	\$ -						\$19,830.50
# of Charity Rebates	1	0	0	0	0	0						1
Charity Rebates - Municipal Portion	\$ 395.37	\$ -	\$ -	\$ -	\$ -	\$ -						\$395.37
# Vacancy Rebates	0	5	0	10	0	0						15
Vacancy Rebates - Municipal Portion	\$ -	\$ 26,015.86	\$ -	\$ 18,724.62	\$ -	\$ -						\$44,740.48
<b>E.D. Financial Incentive Plan</b>												
Demolition Grant	1	0	0	1	1	1						4
Grant-In-Lieu of Taxes	1,352.00			476.22	2,000.00	1,985.89						5,814.11
												0.00
<b>Water &amp; Sewer</b>												
Balance Forward	\$ 1,137,401.73	\$ 414,051.81	\$ 336,027.42	425,231.18	347,533.97	434,478.55						
W/S Billings/Debits	1,849.54	6,240.96	877,410.34	7,163.83	888,960.05	4,081.97						
Payments/Credits	(725,723.55)	(85,741.58)	(788,538.87)	(86,321.09)	(802,574.10)	(103,699.05)						
Interest Applied	524.09	1,476.23	332.29	1,460.05	558.63	1,618.71						
Total Amount Owng	\$ 414,051.81	\$ 336,027.42	\$ 425,231.18	\$ 347,533.97	\$ 434,478.55	\$ 336,480.18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,970.00
<b>Bi-Monthly Water/Sewer Bills Issued</b>												
Final Billings Issued	3,383	18	3,389	17	3,363	18						10,135
Late Notices Mailed		578		493		574						53
Registered Letters		77		52		63						1,645
Disconnects		2		1		2						192
Reconnections		0		0		1						5
												1
<b>Provincial Offences</b>												
Fines Paid	\$ 14,830.00	\$ 20,619.00	\$ 45,416.00	\$ 33,323.00							\$ 114,188.00	
Outstanding Fines (pre & post transfer)	\$ 1,908,785.00	\$ 1,923,599.00	\$ 1,913,078.00	\$ 1,915,700.00								
ICOR Collections (pretransfer)	\$ -	\$ 2,082.88	\$ 1,136.27	\$ 118.80	\$ 305.69	\$ -	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ -	\$ -
ICOR Collections (post-transfer)	\$ 351.61	\$ 2,082.88	\$ 1,136.27	\$ 118.80	\$ 305.69	\$ -	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,995.25
Total ICOR Collected	\$ 351.61	\$ 2,082.88	\$ 1,136.27	\$ 118.80	\$ 305.69	\$ -	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,995.25
Hours spent on Collections												0.0
Notice of Default - mailed out	67	32	49	37	64							249
Chw Charges Filed	100	164	203	231								698
Court Room Operating Hours	2	7	2	2								13.0
<b>Charges Disposed (Before or at Trial)</b>												
Plead to Attend - Convicted	37	33	36	31								137
Plead Guilty	17	16	22	41								96
Withdrawn	1	5	7	8								21
Quashed	1	0	4	1								6
Stayed	0	0	0	0								0
Dismissed/Acquitted	0	0	1	0								1
Plead Not Guilty - Convicted	0	3	2	2								7
Other	0	0	0	0								0
Total	56	57	72	83	0	0	0	0	0	0	0	268

## Statistics Canada Report - Town of Fort Frances

Statistics Canada Report - TOWN OF FORT FRANCES Reporting Period:06-01-2014 - 06-30-2014

Municipality	Fort Frances					
Permit RollNo	Owner	Contractors	Property Address	Work Description	Units / Area	Value
2014-029	FRY THOMAS ALEXANDER FRYDIANE JEANNE MARIE 927 FOURTH STREET E FORT FRANCES ONTARIO P9A 1T3	FRY THOMAS ALEXANDER FRYDIANE JEANNE MARIE 927 FOURTH STREET E FORT FRANCES	927 FOURTH ST E	Construct a 12 x 12 uncovered deck and 20 x 16 wood patio		\$2,000.00
59-12-030-004-07600-0000			P9A 1T3			
2014-030	BARNARD STEPHEN MARK 1001 FRENETTE AVE FORT FRANCES ON P9A 3V5	BARNARD STEPHEN MARK 1001 FRENETTE AVE FORT FRANCES ON	Legal Description: PLAN SM180 LOT 76 W23FT LOT;75 PCL 76-1	Stat's Canada Codes Building: 01 Work: 01	13.38	
59-12-030-003-14600-0000			1001 FRENETTE AVE	Construct a 18 x 33 above ground pool		\$1,000.00
2014-031	CALDER CLINT ALLEN KLASSEN SARAH-LYNN FORT FRANCES ONTARIO P9A 1R3	(807) 274 8334 JOHN DEGAGNE	Legal Description: PLAN SM33 PT BLK 32 PT CLSD;AVE 48R2195 PART 5 PCL 32-5	Stat's Canada Codes Building: 450 Work: 01	55.18	
59-12-020-004-04300-0000			418 THIRD ST E	Construct a new Single Detached Dwelling		\$243,000.00
2014-032	ROBINSON TERRANCE R E ROBINSON KAREN D L 713 THIRD STREET W. FORT FRANCES ONTARIO P9A 3B5	ROBINSON TERRANCE R E ROBINSON KAREN D L 713 THIRD STREET W. FORT FRANCES	Legal Description: PLAN SM34 BLK 10 LOT 14 TO;15 & PLAN SM109 L 33 & 34;PCL5203	Stat's Canada Codes Building: 110 Work: 01	129.695	
59-12-010-004-08600-0000			713 THIRD ST W	Demolish and remove from site exiting 14 x 24 accessory use building and construct new 24 x 26 accessory use building		\$0.00
			P9A 3B5			
			Legal Description: RP RR33 PART 8 PCL BLK B-10	Stat's Canada Codes Building: 450 Work: 01	57.97	

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2014-033	GOSSELIN WARREN ALLAN GOSSELIN MARGARET ANN 1021 VICTORIA AVENUE N FORT FRANCES P9A 2E8 (807) 274 6677	1021 VICTORIA AVE N	Relocate existing accessory use building onto new slab, construct new 28 x 24 accessory use building	Stat's Canada Codes Building: 450 Work: 01	2 62.43	\$20,160.00
59-12-020-006-06600-0000						
2014-034	HANDBERG CATHY ANN CHRISTI C/O CAMPBELLS CABINS GD STN MAIN FORT FRANCES ON P9A 3M4	727 KINGS HIGHWAY	Construct a new 20 x 24 accessory use building	Stat's Canada Codes Building: 450 Work: 01		\$14,400.00
59-12-010-002-09500-0000						
2014-037	POCOCK TYLER SHAYNE 118 FIFTH ST W FORT FRANCES ON P9A 3C5	118 FIFTH ST W	Construct 20 x 33 above ground pool and 6 x 20 deck	Stat's Canada Codes Building: 450 Work: 01	44.59	\$4,200.00
59-12-010-007-02200-0000						
2014-038	KENNY TODD RICHARD 1005 PATCIN AVE FORT FRANCES ON P9A 3W1	1005 PATCIN AVE	Construct a new 18 diameter above ground pool and make deck alterations	Stat's Canada Codes Building: 450 Work: 01		\$1,000.00
59-12-030-004-09837-0000						
2014-040	TOOKENAY BRENT JOSEPH 616 RIVERVIEW DRIVE FORT FRANCES ONTARIO P9A 2W1	474 SCOTT ST	Convert the office space into a hair dresser shop. New plumbing, HVAC and interior finishes/partitions	Stat's Canada Codes Building: 450 Work: 01		\$15,000.00
59-12-020-002-08800-0000						
				Stat's Canada Codes Building: 510 Work: 03	70.78	

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2014-041	TUCKER CATHERINE MAY 627 SCOTT ST FORT FRANCES ON P9A 1H7	Tim Tucker 627 SCOTT STREET FORT FRANCES (807) 274 1812	627 SCOTT ST	Remove existing roof and install new trusses, sheathing, tin roofing, and insulation	\$5,000.00
59-12-030-001-09600-0000		P9A 1H7	<b>Legal Description:</b> PALB PT LOT 393 PCL 1444	<b>Stat's Canada Codes</b> <b>Building:</b> 110 <b>Work:</b> 03	
2014-043	MORRISON PAUL HERBERT 1026 THIRD ST E FORT FRANCES ON P9A 1S4	MORRISON PAUL HERBERT 1026 THIRD ST E FORT FRANCES ON	902 CROWE AVE	Demolish and remove from site Existing garage and construct new 28 x 44 accessory use building	\$36,000.00
59-12-030-003-06500-0000		P9A 1S4	<b>Legal Description:</b> PSM69 LOT 22 LOT 23 PT CLD:AVE PCL 22-1, 23-1	<b>Stat's Canada Codes</b> <b>Building:</b> 450 <b>Work:</b> 01	
2014-044	GYLES PATRICK 325 SCOTT ST FORT FRANCES ON P9A 1H1	Mike Busch FORT FRANCES	325 SCOTT ST	Remove Concrete Balconies, Add Brick Vaneer, Adding two Accessible washrooms to Restaurant Area	\$50,000.00
59-12-020-002-04000-0000					
2014-047	BETHEL BAPTIST CHURCH TRUS 720 MORRISON CRES FORT FRANCES ON P9A 2Y3	Andrew Gerber RR #1 RMB 54 (807) 274 9777	<b>Legal Description:</b> PALB PT LOT 357 W PT LOT 358:PCL 779 12449 1862 720 MORRISON CRES	<b>Stat's Canada Codes</b> <b>Building:</b> 530 <b>Work:</b> 03	
59-12-010-004-01903-0000				Install new bearing beams, roof trusses, roof sheathing and shingles per estimate and drawings	\$22,481.35
2014-048	MELVILLE GORDON RUSSELL STEELE BEVERLY JEAN 219 THIRD STREET E. FORT FRANCES ONTARIO P9A 1P7	Harold Johnson FORT FRANCES	<b>Legal Description:</b> PLAN SM193 RP 48R846 PART 7:PCL 17266 219 THIRD ST E	<b>Stat's Canada Codes</b> <b>Building:</b> 660 <b>Work:</b> 03	
59-12-020-008-04400-0000				Demolish and reconstruct covered front entry porch and clad the roof in tin with moisture barrier	\$6,500.00
			<b>Legal Description:</b> PLAN M68 BLK 3 LOT 5 RP48R:3744 PT 1 PCL 3-5-1 & PLAN:SM47 PT LOT 8 W PT RP48R3744:PT 2 PCL 7-1	<b>Stat's Canada Codes</b> <b>Building:</b> 110 <b>Work:</b> 03	

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2014-049	PROVINCE OF ONTARIO MINIST C/O INFRASTRUCTURE ONTARIO PROPERTY TAX 1 DUNDAS ST W SUITE 2000 TORONTO ON M5G 2L5	Peter Belluz 955 COBALT CRESCENT THUNDER BAY P7B 5Z4 (807) 346 1650	333 CHURCH ST	Install Perimeter Drainage, sump pits, pumps and permanant discharge lines to Nelson Street In Accordance with O&F	\$374,000.00
59-12-020-001-06200-0000					
<b>Sum</b>			<b>Legal Description:</b> PLAN ALB PT LOT 235 TO 237;204 TO 207 COURT HOUSE	<b>Stat's Canada Codes</b> <b>Building:</b> 610 <b>Work:</b> 03	\$794,741.35
<b>Grand Total</b>			<b>Summary (15 detail records)</b> <b>Summary (15 detail records)</b>	15 15	\$794,741.35 \$794,741.35