

# TOWN OF FORT FRANCES

AGENDA - December 14, 2015

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

## COMMITTEE OF THE WHOLE MEETING

Committee and Room and Council Chambers

(Session No. 40) **5:00 p.m.**

Page

1. **Call to Order**
2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**
3. **Disclosure of pecuniary interest and the general nature thereof.**
4. **In-Camera:**
  - 4.1 A proposed or pending acquisition or disposition of land by the municipality or local board: Letter of Interest - Front Street.
  - 4.2 Identifiable Individual - Personnel Matter.
  - 4.3 A proposed or pending acquisition or disposition of land by the municipality or local board: Letter of Interest - 3rd Street West.
  - 4.4 A proposed or pending acquisition or disposition of land by the municipality or local board - Industrial Park.
  - 4.5 Disposition of Land - Pending Update (Mayor Avis).
  - 4.6 Identifiable Individual - RRDSSAB Management Non/Union Negotiations - (Councillor Perry).
  - 4.7 Litigation or Potential Litigation, including matters before administrative tribunals, affecting the municipality or local board: Legal update. (Robert Morgan, Solicitor to be in attendance).
5. **Public Session Resumes in Council Chambers:**
6. **General:**
  - 6.1 Mark McCaig, CAO re: Court Services Concerns.
7. **Council Reports on Board & Committee Activity:**
  - 7.1 Verbal Update from Mayor Avis
  - 7.2 Verbal Update from Councillor Albanese
  - 7.3 Verbal Update from Councillor Brunetta

	Page
7.4 Verbal Update from Councillor Caul	
<b>8. <u>Consent Agenda:</u></b>	
8.1 2015/16 Provincial Dedicated Gas Tax Program - approval of this report will authorize full execution of the Letter of Agreement with the Ministry of Transportation and endorse a supporting municipal by-law for submission to the MTO by January 29, 2016.	4 - 6
8.2 Release of Securities from Robert Moore School Development Site Plan Control Agreement. -approval of this report will agree to the recommendation of the Planning and Development Executive Committee to direct that securities held for the Robert Moore School Development be released less 10% for a period of one year.	7
8.3 Memorial Sports Centre Dress Code Policy. -approval of this report will endorse the new dress code policy for the Memorial Sports Centre.	8 - 10
8.4 PS3260 Liability for Contaminated Sites - Town Owned Lands. -approval of this report will receive the information found in the report from T. Law dated December 9, 2015.	11 - 13
8.5 Capital Long-Term Debt Financing Report. -approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to use reserve funds to finance the Sand/Salt Storage Building in the amount of \$453,790.00.	14 - 16
8.6 B93.1 The Border Christmas Advertising. -approval of this report will agree to the recommendations of the Administration and Finance Executive Committee to authorize twenty-five (25) - 15 second Holiday Greetings at the cost of \$199.00 plus applicable taxes.	17 - 18
8.7 Canadian Tire Appeal Advisory Group Financial Request. -approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to participate in the Canadian Tire Appeal Advisory Group at a cost of \$1,500.00.	19 - 21
8.8 OPP Building Lease Agreement. -approval of this report will authorize Mayor and Clerk execute the	22

OPP Lease Agreement and authorizing by-law.

**9. Administration and Finance Division:**

- 9.1 Councillor Perry - NOMA Board Meeting Per Diem. 23 - 24  
-approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to approve the per diem claim in the amount of \$150.00 as submitted by Councillor Ken Perry for his attendance at the NOMA Board Meeting on November 25, 2015.

**10. Operations and Facilities Division:**

- 10.1 Approval of Capital Project for Funding under the MTO Connecting Links Hwy Program 25 - 33  
- approval of this report will authorize the selection of the Design and Engineering work for the 1st Rehabilitation of the Mill Road Bridge as the capital project to be submitted to the MTO for funding under the Connecting Links Hwy Program and further that if funding is approved, that the Mayor and Clerk are authorized to execute the funding agreements accordingly.

**11. Information:**

- 11.1 Building Department - Statistics Canada Report for the period November 1, 2015 to November 30, 2015. 34 - 35  
11.2 General Fund Financial as at November 30, 2015\*. 36 - 37  
11.3 Water and Sewer Funds Financial as at November 30, 2015\*. 38  
11.4 Capital Fund Budget vs Actual as at November 30, 2015\*. 39 - 43  
11.5 Complaint Register - October 2015 (see attached materials).

**12. Non-agenda items:**

**13. ADJOURNMENT**



## REPORT

**TO:** Mayor & Council

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

**DATE:** December 2, 2015

**RE:** 2015/16 Provincial Dedicated Gas Tax Program

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### Background

For the past several years the Town of Fort Frances has benefited from the Ministry of Transportation's (MTO) 'Dedicated Gas Tax Funds Program' by receiving annual funding to subsidize public transportation offered by the Town through Handi-van & Dial-a-ride services.

The Town of Fort Frances received \$67,300.67 in 2014 through the program. In 2016, the Community Services Division is budgeting \$68,000 to be received from the Provincial Gas Tax Program.

Attached is email notification from the province that the Ministry has sent the hard copy Gas Tax package by regular mail to the municipal head of Council. The package requests the following:

*Please return two fully signed copies of the Letter of Agreement, and a copy of the authorizing municipal by-law to the Ministry by January 29, 2016.*

*The 2015 Reporting Forms are to be returned to the Ministry by February 26, 2016.*

### Recommendation

The Community Services Executive Committee recommends to Mayor & Council to authorize two (2) Town signatories (Mayor and Treasurer) to fully execute the Letter of Agreement with the Ministry of Transportation and endorse a supporting municipal by-law for submission to the MTO by January 29, 2016.

Respectfully Submitted,

Jason Kabel

**Council approval of this report will** authorize full execution of the Letter of Agreement with the Ministry of Transportation and endorse a supporting municipal by-law for submission to the MTO by January 29, 2016.



"De Bartolo, Rita (MTO)"  
<Rita.DeBartolo@ontario.ca>  
11/13/2015 11:09 AM

To "De Bartolo, Rita (MTO)" <Rita.DeBartolo@ontario.ca>  
cc "Adamkowski, Suzanne (MTO)"  
<Suzanne.Adamkowski@ontario.ca>, "Garces, Olga (MTO)"  
<Olga.Garces@ontario.ca>, "Dowling, Kevin (MTO)"  
bcc

Subject 2015/16 Provincial Dedicated Gas Tax Program

History: This message has been replied to and forwarded.

6 attachments



2015 Guidelines.pdf



MT-O-16E.PDF



MT-O-17E.PDF



MT-O-18E.PDF



Canadian Content for Transit Vehicle Procurement Policy Document (Amende....pdf



Attachments to Policy Document.doc

The 2015/16 Provincial Dedicated Gas Tax program was announced on Thursday, November 12, 2015

The Gas Tax package was forwarded by regular mail to your municipal head of council on Thursday, November 12, 2015. The package includes the Letter of Agreement (four copies), program guidelines, and reporting forms.

Please return two fully signed copies of the Letter of Agreement, and a copy of the authorizing municipal by-law to the Ministry **by January 29, 2016.**

The 2015 Reporting Forms are to be returned to the Ministry **by February 26, 2016.** Please provide these materials to:

Ministry of Transportation  
Policy and Planning Division  
Division Services and Program Management Office  
27<sup>th</sup> Floor, Suite 2702  
777 Bay Street,  
Toronto, Ontario  
M7A 2J8  
c/o Rita De Bartolo

Attached are the electronic versions of the 2015/16 program guidelines, forms, and Canadian Content Policy for your reference.

### **New Items**

Reporting forms MT-O-17 and MT-O18 have changed slightly. We are no longer requesting your ridership figures on the forms and have asked for more information on

transit vehicle purchases. Please take a moment to review the changes;

In the guidelines there is an amendment to the disposal of asset requirements for transit vehicles on page 10, consistent with the requirements under the previous Ontario Bus Replacement Program (OBRP); and

Also in the guidelines is the addition of the requirement for municipalities to affix Ontario Trillium decals, as outlined in Appendix C, to any transit vehicle that has been funded through the Gas Tax program, which is consistent with the requirements under the previous OBRP.

### **Reminders**

The guidelines are available in French. If you wish to receive the guidelines in French, please contact me.

If you are considering procuring new buses, Metrolinx's Transit Procurement Initiative (TPI) has an established procurement program that is mandated to facilitate joint procurements on behalf of Ontario's transit systems. It allows transit service providers to achieve savings through economies of scale and acquire additional benefits. To date, TPI has helped municipal agencies procure over 900 buses across Ontario. Currently, there are standing contracts for 8-metre specialized buses, 12 and 18-metre conventional transit buses that were procured through a competitive process. For more information, please contact Yolanda da Silva, Acting Manager TPI, at 416-202-5604 or [Yolanda.daSilva@metrolinx.com](mailto:Yolanda.daSilva@metrolinx.com).

If you have any questions regarding the Gas Tax package or the process/timing for the Letter of Agreement, authorizing by-law, and 2015 reporting forms, please do not hesitate to contact me or Frank Campagna, Division Services and Program Management Office at (416) 585-7151.

Rita De Bartolo  
Team Leader  
Division Services & Program Management Office  
Policy and Planning Division  
Ministry of Transportation  
27th Floor, Suite 2702  
777 Bay Street  
Toronto, ON  
M7A 2J8  
Telephone (416) 585-7141  
Fax (416) 585-7132

December 9, 2015

Report to: Mayor and Council

From: Travis Rob, Chief Building Official

**RE: Release of Securities from the Robert Moore School Development Site Plan Control Agreement**

On November 13, 2015 the Rainy River District School Board submitted a letter requesting the release of the securities being retained in relation to the Site Plan Control Agreement for the development of the new Robert Moore School. In early November it was confirmed that all conditions of the agreement had been satisfied and all plans required had been completed and were submitted.

The matter was considered at the Planning and Development Executive Committee meeting held December 7, 2015. The recommendation of the Planning and Development Executive Committee was to release the remaining securities being held for this project less 10% which would be held back for a period of 1 year as outlined in the Site Plan Control Agreement.

Respectfully Submitted



Travis Rob, EIT  
Chief Building Official  
Interim Municipal Planner

**Council approval of this report** will agree with the recommendation of the Planning and Development Executive Committee and direct the securities being held for the Robert Moore School Development be released less 10% to be held for a period of 1 year.



## REPORT

**TO:** Mayor Avis and Council  
**FROM:** Jason Kabel, Manager of Community Services  
**DATE:** December 8, 2015  
**RE:** **Memorial Sports Centre Dress Code Policy**

---

The Community Services Division undertook to create a dress code policy for the Memorial Sports Centre based upon the policy that has been adopted for the Civic Centre employees but recognizes the unique attire requirements by staff at the facility.

Attached is the proposed recommendation from management staff at the Memorial Sports Centre.

### **Recommendation**

The Community Services Executive Committee recommends to Mayor and Council to endorse the attached dress code policy for the Memorial Sports Centre effective December 2015.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "J. Kabel".

Jason Kabel

**Council approval of this report will** endorse the dress code policy for the Memorial Sports Centre as provided.



<i><b>The Town of Fort Frances</b></i>	<b>SECTION</b> MEMORIAL SPORTS CENTRE HUMAN RESOURCES
<b><u>Memorial Sports Centre Dress Code</u></b>  <b><u>POLICY</u></b>	<b>NEW:</b> <b>REVISED</b>
Resolution No.	Supercedes Resolution No.
Policy Number	<b>PAGE 1 of 3</b>

**PURPOSE:** To ensure that a standard of dress is established that enhances the image of the Memorial Sports Centre.

1. **POLICY STATEMENT:** The objective in establishing a dress code is to allow our employees to work comfortably in the workplace in a manner that reflects professionalism. It is important for all Memorial Sports Centre staff to project a professional image at work by being appropriately attired. All staff members are expected to be neat, clean and presentable when dealing with the public.
2. **EFFECTIVE DATE**  
This policy comes into effect December 2015 and cancels and supersedes all previous dress code policies.
3. **Dress Down Fridays –Administrative Staff only**
  - A. The Memorial Sports Centre may declare Fridays as ‘dress down Fridays’. This will permit staff to wear jeans on this day.
  - B. In conjunction with this, the Memorial Sports Centre shall choose a charity of their choice in which donations shall be made on a regular basis. All staff will decide the amount for donations.
  - C. These casual clothes must be presentable (i.e. no tears, rips, stains, wrinkle free, mid riffs, profanity or vulgar pictures), keeping in mind that this is a public office requiring a respectable level of decorum.
4. **Administrative Staff**
  - A. Because not all casual clothing is suitable for the office, these guidelines will help you determine what is appropriate attire at work. Clothing that works for the beach, yard work, dance clubs, exercise session and sports contest may not be appropriate for a professional appearance at work. To further clarify, specific examples of clothing that is not appropriate may include, but not limited to the following:
    - Inappropriate pants include: sweatpants, exercise pants, above the knee shorts/skirts, overalls and spandex or other form fitting pants.
    - Inappropriate tops include: short shirts, tops that are too revealing, tops that have words, terms or pictures that may be offensive, tops with skinny straps, tops with large logos and sweatshirts.
    - Headgear.
    - Sunglasses (including on top of the head).

## **5. Lifeguards/Instructor/Receptionist and Marina Staff**

### **A. Required Uniform**

Memorial Sports Centre staff shirt, Black Bottom, Bathing Suit and appropriate foot wear. To further clarify, specific examples of clothing that is not appropriate may include, but not limited to the following:

- Inappropriate tops include: short shirts, tops that are too revealing
- Pants are not permitted on pool deck.
- Shorts must be at least fingertip in length when hand is down by your side
- Inappropriate pants include: sweatpants, exercise pants, above the knee shorts/skirts, overalls and spandex or other form fitting pants.
- Headgear.
- Sunglasses (including on top of the head).
- Swimsuits that expose the midriff and /or low in front or back or cut high on the legs or two pieces are not acceptable.
- appropriate footwear includes flip flops, sandals and runners.

## **6. Summer Program Staff**

### **A. Required Uniform**

Memorial Sports Centre staff shirt, Black Bottom, Bathing Suit and appropriate foot wear

- Inappropriate tops include: short shirts, tops that are too revealing.
- Pants are not permitted on pool deck.
- Shorts must be at least fingertip in length when hand is down by your side.
- Inappropriate pants include: sweatpants, exercise pants, above the knee shorts/skirts, overalls and spandex or other form fitting pants.
- Swimsuits that expose the midriff and /or low in front or back or cut high on the legs or two pieces are not acceptable.
- Appropriate footwear includes flip flop, sandals and runners.

## **7. Student Attendants**

### **A. Required Uniform**

- Memorial Sports Centre t-shirt, sweatshirt or jacket
- Jeans

## **8. Facility Attendants**

### **A. Required Uniform**

- Memorial Sports Centre t-shirt, sweatshirt or jacket.
- Black, navy blue, or brown Carhartt type pants or coveralls (allowance provided).

Any staff member that is improperly dressed will be sent home to change their clothes without pay. If a staff member is warned regarding unacceptable attire or sent home, a written warning will be issued. Continued disregard of the policy will be cause for further disciplinary action, which may result in termination.

December 9, 2015.

Report To: Mayor and Council

From: Trish Law

**SUBJECT: PS3260 LIABILITY FOR CONTAMINATED SITES, TOWN OWNED LANDS**

Effective April 1, 2014 the Public Sector Accounting Standards Board (PSAB) has mandated that all governments and government organizations comply with PS3260, Liability for Contaminate Sites. Through this, sites with potential for contamination must be identified, reported, measured, and if found contaminated, a remediation strategy put in place. Under PS3260, only those sites which are not in productive use are deemed to be reportable. Any site that is currently in active use, whether contaminated, potentially contaminated or clear does not require reporting at this time.

A listing of all properties deemed to be owned by the Town of Fort Frances was compiled using our current PSAB report (property information), GIS database and cross-referenced with MPAC's Municipal Connect. Once the listing was compiled, each property was examined to determine if in use and if it had potential for contamination. The following was found:

- Total number of Town owned properties: 229
- 76 properties are to be added to the current PSAB property listing
- 20 properties to be removed from the current PSAB property listing (due to sales, splits, etc)
- 5 properties are of unknown location and thus unknown potential for contamination (pending further investigation)
- 17 properties are not shown in the current GIS mapping (including Sunnycove)
- 32 properties were identified as not in use and having potential for contamination
  - 28 properties adjacent to railway tracks
  - 4 properties adjacent to the Hydro-One substation

After consultation with BDO, it was determined that since there is no history of contamination sourced back to the Town on any of the 32 properties with potential for contamination, that these properties do not need to be accounted. The Town would only be liable for these properties if record of contamination existed or if the Town assumed responsibility for contamination caused by another entity (railway derailment for example).

After reviewing all of the gathered information, it is my recommendation that at this time there are no properties owned by the Town of Fort Frances which require reporting under PS3260.

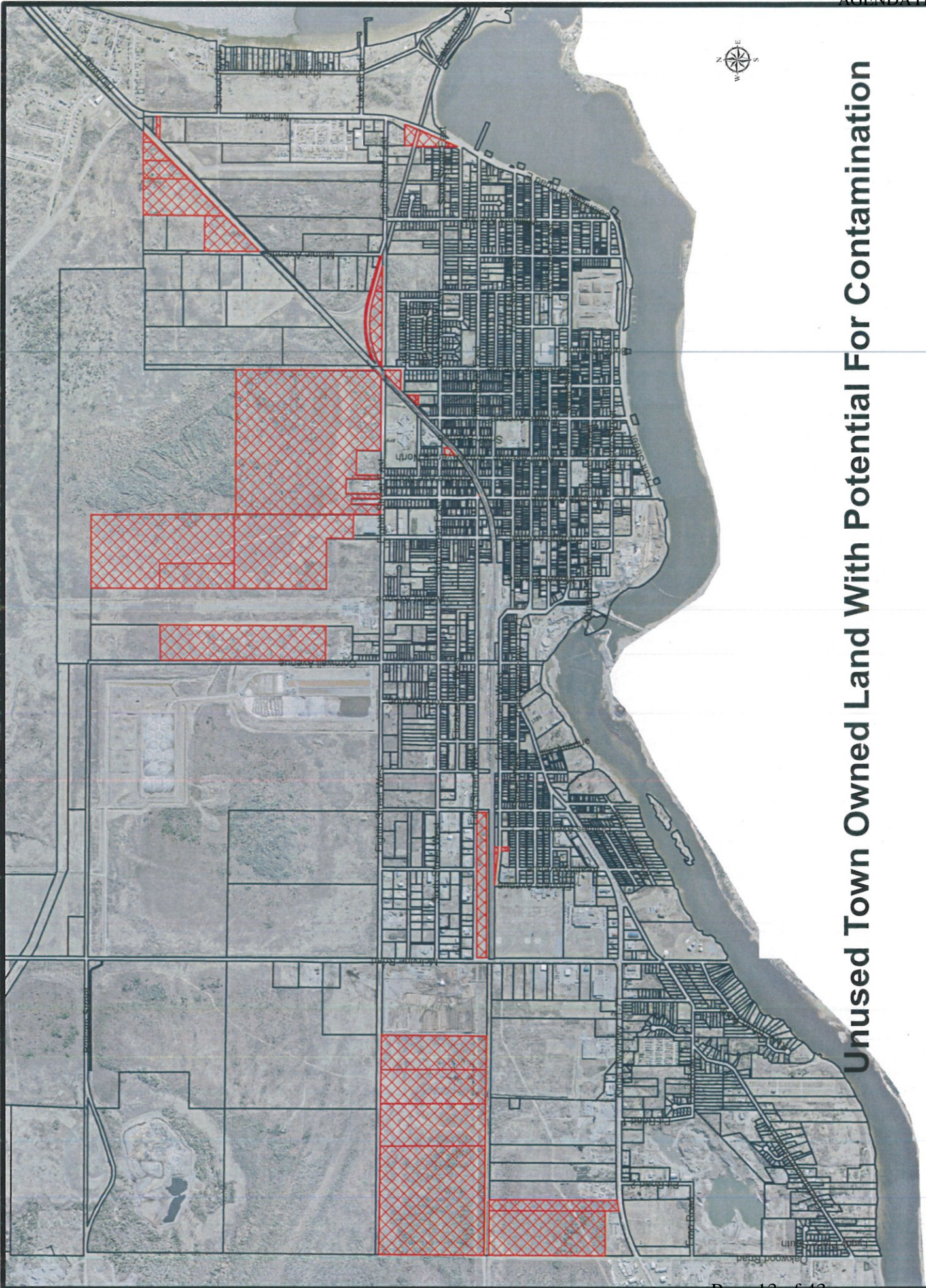
Respectively submitted,



Trisha Law (BSc. Geography, MGIS)  
GIS Expert

Report as reviewed at PDEC on Monday December 7, 2015.





## Unused Town Owned Land With Potential For Contamination





**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2015/123**

**TO:** Mayor Avis & Members of Council

**FROM:** Laurie Witherspoon, Treasurer

**DATE:** December 3, 2015

**SUBJECT:** Capital Long-term Debt Financing Report

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**BACKGROUND**

The Town of Fort Frances 2015 Capital budget provided for long-term debt for the Sand/Salt Storage Building in the amount of \$528,278. At this time the actual capital financing required for the construction of the Sand/Salt Storage Building is \$453,790, which is \$74,938 lower than the Capital Budget amount.

CIBC Loan interest rate estimates (rates given were for that day and are subject to the rate on the actual day the loan is negotiated) are attached for your reference. The Business Loan Calculator summary attached, using the 4 year term rates, indicates that a Principal & Interest Loan amortized over 8 years, the interest cost (at 3.392%) is estimated at \$62,175 as compared to a Blended Payment over the same period of time, the interest cost (at 3.40%) is estimated at \$65,148. The 2015 budget estimates the annual capital long-term financing of \$74,355.

It is projected that the 2015 general operations will be in a surplus position at year end. Consideration could be given to finance this capital construction from Reserve Funds as it is our common practice to allocate surplus fund into reserve funds before closing out the fiscal period. Thereby reducing the 2016 general operating budget deficit by the annual payment of an additional capital loan.

**RECOMMENDATION**

The Administration & Finance Executive Committee recommends the use of reserve funds to finance the Sand/Salt Storage Building in the amount of \$453,790.

Council Approval of This Report Will agree to the recommendation of the Administration & Finance Executive Committee to use reserve funds to finance the Sand/Salt Storage Building in the amount of \$453,790.



"GERHARD, IRIS JEAN"  
<IRISJEAN.GERHARD@CIB  
C.com>

12/03/2015 01:18 PM

To "lwitherspoon@fort-frances.com"  
<lwitherspoon@fort-frances.com>

cc

bcc

Subject RE: Loan Rates

Hi Laurie

Here are the rates today based on the new amount, in order to guarantee a rate, I have to submit and ask them to hold me the rate.

Based on the loan amount of \$453,790 here are the following rate quotes as of today. I will need to confirm the rate as it could fluctuate. With a 8 year amortization the maximum term is 5 years.

#### Fixed Rate Fixed Term Loan with Principal Plus Interest Payments

1 Year Term 2.511%  
2 Year Term 3.030%  
3 Year Term 3.202%  
4 Year Term 3.392%  
5 Year Term 3.553%

#### Fixed Rate Fixed Term Loan with Blended Payments

1 Year Term 2.511%  
2 Year Term 3.036%  
3 Year Term 3.210%  
4 Year Term 3.400%  
5 Year Term 3.573%

Thanks Iris

**Iris Gerhard**

Financial Advisor Business

CIBC

203 Scott Street

Fort Frances, ON P9A 3M2

**Phone 807-274-9802 ext. 401**

**Fax 807-274-5577**

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Our business loan calculator will help you determine the monthly payment and interest cost for various loan options\*.

[Print](#)

	Loan Option 1	Loan option 2
<b>Loan Amount</b>	\$ <input type="text" value="453790.00"/>	\$ <input type="text" value="453790.00"/>
<b>Annual Interest Rate</b>	<input type="text" value="3.39"/> %	<input type="text" value="3.40"/> %
<b>Term of Loan (years)</b>	<input type="text" value="8"/> ▾	<input type="text" value="8"/> ▾
<b>Loan Start Date</b>	<input type="text" value="Dec"/> ▾ <input type="text" value="2015"/> ▾	<input type="text" value="Dec"/> ▾ <input type="text" value="2015"/> ▾
<b>Payment Type</b>	<input type="text" value="Principal Plus"/> ▾	<input type="text" value="Blended(Princi"/> ▾
<b><a href="#">Calculate</a></b>		

**Apply for Financing**

Our dedicated specialists are available to help find a flexible borrowing solution for your business.

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<b>Monthly Payment</b>	\$4726.98 + Int.	\$5405.61 @ Int.
<b>Interest Cost</b>	\$62174.89	\$65148.34
<b>Amortization Table</b>	<a href="#">Show Table</a>	<a href="#">Show Table</a>
<b>Take Action</b>	<a href="#">Apply</a>	<a href="#">Apply</a>

2016 - Principal - 56,724  
Interest - 14,502  
71,226

2016 Principal - 50,216  
Interest - 14,646  
64,862

\* The business loan calculator assumes: (i) a constant interest rate throughout the amortization period and (ii) that interest payments will be made monthly for both payment types (Principal Plus Interest or Blended). The calculations produced do not account for, among other things, the following factors that may impact amortization: (i) non-scheduled payment reductions such as lump sum payments, (ii) Business Loan Insurance Plan premium payments, (iii) leap years, (iv) maturities on dates other than payment due dates or (v) interest adjustments. **Due to the foregoing, the amortization schedule produced by the business loan calculator may differ from an actual payment schedule.**

The calculations and amortization schedule produced are: (i) based on the accuracy and completeness of the data you have entered, (ii) based





**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2015/125**

**To: Mayor Avis & Members of Council**  
**FROM: Laurie Witherspoon, Treasurer**  
**DATE: December 9, 2015**  
**Subject: B93.1 The Border Radio Christmas Advertising Request**

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**BACKGROUND**

93.1 The Border has forwarded their annual Christmas and New Year season's greeting promotion for participation consideration.

The 93.1 The Border Holiday Greetings are 15 seconds each and will be aired from December 7/15 to January 1/16. As indicated, 45 Customized Holiday Greetings can be purchased for \$349.00 or 25 Customized Holiday Greetings for \$199.00 plus applicable taxes.

**RECOMMENDATION**

The Administration & Finance Executive Committee recommends that Council approve twenty-five (25) 15-seconds Holiday Greetings on 93.1 The Border for the cost of \$199.00 plus applicable taxes.

Council Approval of This Report Will Agree to the recommendations from the Administration & Finance Executive Committee to authorize twenty-five (25) 15-seconds Holiday Greetings on 93.1 The Border for the cost of \$199.00 plus applicable taxes.

CA: 210 Scott St. • Fort Frances, ON • P9A 1G7 t: (807) 274-5341  
US: Box 1250 • International Falls, MN • 56649 t: (218) 283-4420

f: (807) 274-2033  
www.931theborder.ca

## *Radio Christmas Cards*



SEASON'S GREETINGS AND HAPPY NEW YEAR!!

EXTEND WARM HOLIDAY WISHES TO YOUR FAMILY, FRIENDS AND CUSTOMERS.

**45 Customized Holiday Greetings**  
**(Dec 7 to Jan 1)**  
**\$349**

**25 Customized Holiday Greetings**  
**(Dec 21 to Jan 1)**  
**\$199**

HST Extra

All Holiday greetings are 15 seconds each.  
Space is limited!



an Acadia Broadcasting Radio Station



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2015/126**

**To: Mayor Avis & Members of Council**  
**FROM: Laurie Witherspoon, Treasurer**  
**DATE: December 9, 2015**  
**Subject: Canadian Tire Appeal Advisory Group Financial Request**

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**BACKGROUND**

Attached is a letter received from Robert Heil, Municipal Tax Advisory Group (MTAG) Managing Director & Vice President. As you are aware, Canadian Tire (CTC) lodged mass appeals on approximately 170 stores throughout Ontario, with most of the appeals retroactively date back to 2009.

At the request of the ARB, CTC and MPAC a Municipal Working Group was established so that Municipal interests were being involved in the appeal process. MTAG believes their expertise can be a benefit to participating municipalities in the ARB process. The cost to our municipality would be \$1,500.00 for our one CTC property.

**RECOMMENDATION**

The Administration & Finance Executive Committee recommends that the Town of Fort Frances participate in the Canadian Tire Appeal Advisory Group at a cost of \$1,500.00.

Council Approval of This Report Will Agree to the recommendations from the Administration & Finance Executive Committee to participate in the Canadian Tire Appeal Advisory Group at a cost of \$1,500.00.

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## Canadian Tire Appeals – Next Steps

### *Overview*

At present, CTC have lodged mass appeals on many of their free standing stores throughout Ontario. These appeals represent approximately 170 store locations and have been brought to MPAC and the ARB as a central issue by CTC.

Most of the appeals retroactively date back to 2009. The base years of valuation considered in these taxation years are 2008 CVA and 2012 CVA. These appeals could present significant tax risk in your Municipality.

As you are aware, a Municipal Working Group was established at the request of the ARB, CTC and MPAC so that Municipal interests are being involved in this appeal process.

The current suggestion is that both MPAC and CTC agree that the cost approach be applied to all free standing stores. Some stores may be valued this way at present and others remain on income. The concern is with the shifts to the assessment coupled with the concern that locational differences be considered.

CTC has provided very little information to date to suggest their position other than the notion that the assessments are too high, that sales of these properties are less than the CVA indicated and they also suggest that MPACs cost overstates the actual construction cost of these property types. MPAC have also provided very little by way of position as to the general issues raised by CTC.

To this end, the municipal working group (MWG) recently has made a request from both MPAC and CTC in respect to productions of various data sets so that the Municipal working group can weigh in on the rational of these positions.

### *Next Steps*

At present, the production of these requests is being considered by MPAC and CTC along with the manner in which this information is to be populated. There is an expressed concern on delivery due to the number of municipalities involved in this central issue.

Based on the latest flat fee arrangement recently forwarded, MTAG is proposing to collect all information and develop an analysis of the various methodologies and proposed methodologies, discuss alternatives, present an all-encompassing professional perspective on the assessment of CT Reit stores and properties in Ontario that can be used by Ontario municipalities to determine their own course of action.



PO Box 95  
44 Crawford Crescent  
Campbellville ON L0P 1B0

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Please consider that our municipal working group has all signed undertakings of confidentiality allowing for the flow of this data to us for review and feedback. CTC and MPAC need direction on who to send this information to and what they could actually send if it were to go to Municipalities without these confidential requirements in place. We feel that this is the most productive way of reviewing these materials that would in general only be produced to active parties later in the appeal process. This in no way would preclude anyone from having their say or getting the basic Grad information they are entitled to.

We believe that this recommended path is a cost beneficial exercise of due diligence and risk management. We bring to you the expertise and collective views of the MWG so that you can plan on how you later wish to participate in the ARB events to come.

We hope that this communication provides the necessary clarity to the \$1,500 per property request to conduct this reporting mechanism.

There is strength in numbers and we certainly hope that many will see the value in this proposal.

Respectfully,  
Robert (Bob) Heil,  
Managing Director and Vice President



44 Crawford Crescent  
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December 12, 2015.

December 9, 2015

Report To: Mayor and Council

From: Travis Rob, Chief Building Official

**RE: OPP Building Lease Extension**

A draft lease extension agreement for the OPP lease of their portion of the Civic Centre building was provided by Infrastructure Ontario and reviewed at the November 17, 2015 meeting of the Administration and Finance Executive Committee. At that time it was requested that the base rent rate be increased by the most recent CPI rate for rent. Further there was new requirement for Janitorial Contractors to have bonded employees. The request went to Infrastructure Ontario to increase the base rent by 2.3% and to remove the requirement for bonded janitorial workers as the Town just renewed the contract with our Janitorial Contractor and this request would likely result in an increase in service costs.

Infrastructure Ontario came back with a final agreement with the 2.3% increase in rent and the removal of the provision for bonded janitorial employees, employees have to have security clearance by the OPP which has been included in their contract. At the meeting of the Administration and Finance Executive Committee held December 9, 2015 the final contract documents were reviewed and the recommendation of that executive committee was that the agreements be approved by Council and further that the Mayor and Clerk be authorized to execute the agreement and any required by-laws.

Respectfully Submitted

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

Travis Rob, EIT  
Chief Building Official

<p><b>Council Approval of this report will</b> authorize Mayor and Clerk to execute the agreement and further that an authorizing by-law be prepared.</p>
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**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2015/124**

**To: Mayor Avis & Members of Council**  
**FROM: Laurie Witherspoon, Treasurer**  
**DATE: December 9, 2015**  
**Subject: Councillor Ken Perry NOMA Board Meeting Per Diem**

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**BACKGROUND**

Attached is a copy of the Town of Fort Frances Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$150.00 to attend the NOMA Board Meeting held at the Victoria Inn in Thunder Bay, Ontario on November 25, 2015 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 amount of \$150.00 as submitted by Councillor Ken Perry for his attendance at the NOMA Board Meeting held at the Victoria Inn in Thunder Bay, Ontario on November 25, 2015.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the per diem claim in the amount of \$150.00 as submitted by Councillor Ken Perry for his attendance at the NOMA Board Meeting held at the Victoria Inn in Thunder Bay, Ontario on November 25, 2015.

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

Attendee	Ken Perry
Conference / Seminar Attended	NOMA BOARD
Location	VICTORIA INN Thunder Bay
Dates	NOV. 25 / 15

**Details of Per Diem**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			150 <sup>00</sup>					150 <sup>00</sup>
Amount								

Name (Please Print)	Signature
Ken Perry	Ken Perry
Approved	Date

To be submitted to Payroll for processing when approved by Council



December 7th, 2015

Report To: Mayor & Council

From: Doug Brown, Manager Operations & Facilities

**SUBJECT: Approval of Capital Project for Funding under the MTO Connecting Links Hwy. Program**

The deadline for applications for funding under the MTO Connecting Links Hwy. Program is January 29, 2016. MTO Connecting Link Hwy. Program provides funding for eligible capital improvement costs. Projects will be funded up to 90%, to a maximum of \$3 million of eligible project costs. There are 77 municipalities in Ontario where there is **only \$15 million** available in 2016 to complete capital improvements. The Town has 9.05 kms of Connecting Link Hwy. within the Town limits. Each Municipality can submit one project per year where MTO will prioritize projects that meet MTO objectives and focus on addressing critical & urgent connecting link needs first. The MTO Connecting Link Hwy. Program provides funding for the design, construction, renewal, rehabilitation and replacement of Connecting Link Hwy. Infrastructure. See attached appendix 3 which outlines the scope of eligible work of the MTO connecting links program application guide.


Administration is suggesting that the design/engineering work for the 1<sup>st</sup> rehabilitation of the Mill Road Bridge (Overpass above CNR tracks) be the project selected for submission in 2016 under this funding program. The work plan going forward is to complete the design and engineering work in 2016 with the understanding that the tender documents would be completed by December 31, 2016. Applying for funding under the MTO Connecting Link Hwy. Program for the rehabilitation work in early January of 2017 with the understanding if funding is approved the actual rehabilitation work would take place during the 2017 construction season. The overpass structure was initially constructed in 1982 where it is common that the 1<sup>st</sup> rehabilitation work takes place around the 35 year mark, thus this structure is within these timelines.

At this time Council is required to endorse the Design/Engineering work for the 1<sup>st</sup> rehabilitation of the Mill Road Bridge project. If approved by the MTO would authorize the Clerk and Mayor to execute the funding agreements with the MTO.

The administration recommends the following;

- 1) That the Design and Engineering work for the 1<sup>st</sup> rehabilitation of the Mill Road Bridge be selected as the capital project to be submitted to the MTO for funding under the Connecting Links Hwy. Program.
- 2) If funding is approved by the MTO that the Mayor and Clerk are authorized to execute the funding agreements once the appropriate by-law is passed by Council.

Respectfully submitted

A handwritten signature in black ink that reads "Doug Brown". The signature is written in a cursive, flowing style.

Doug Brown, P. Eng.  
Operations and Facilities Manager

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

- 1) That the Design and Engineering work for the 1<sup>st</sup> rehabilitation of the Mill Road Bridge be selected as the capital project to be submitted to the MTO for funding under the Connecting Links Hwy. Program.
- 2) If funding is approved by the MTO that the Mayor and Clerk are authorized to execute the funding agreements once the appropriate by-law is passed by Council.

### Appendix 3 – Scope Of Eligible Work – Detailed

The following table describes in detail what items may be eligible for funding under the Connecting Links Program. References are made to Annexes which provide specific requirements to be met as a condition of funding for costs.

Types of Work	Scope of Work
<b>Road Works</b>	<ul style="list-style-type: none"> <li>– Sub-Grade Preparation;</li> <li>– Base and Sub-Base Construction;</li> <li>– Surfacing and resurfacing;</li> <li>– Curb and gutter, sewer covers and catch basins;</li> <li>– Replacement of items such as sidewalks, sidewalk ramps, fences, entrances, retaining walls, wheelchair curb cuts, due to grade or alignment change;</li> <li>– Alteration of entrances limited to the return of the entrance to the property line;</li> <li>– Guide rail and end treatments including steel beam guide rail and traffic barrier over 150 metres in length. Shorter sections are considered "Maintenance" and not eligible for funding;</li> <li>– Median and channelization works;</li> <li>– Boulevard paving in lieu of shouldering or sod maintenance for erosion protection;</li> <li>– Retaining walls supporting or protecting roadways;</li> <li>– Noise barriers;</li> <li>– Relocation and/or alteration of other municipal services, such as parking meters;</li> <li>– Construction of detours and temporary accesses, including costs of temporary easements, if required;</li> <li>– Traffic control measures related to construction projects; and</li> <li>– Cost of construction identification signs.</li> </ul>
<b>Appliances and Works</b>	<ul style="list-style-type: none"> <li>– Relocation and/or alteration of appliances and works as defined in the <i>Public Service Works on Highways Act</i>, R.S.O. 1990, c. P.49.</li> <li>– Refer to details in <b>Annex A</b>.</li> </ul>
<b>Traffic Control Devices</b>	<ul style="list-style-type: none"> <li>– Installation of new or upgrades to existing traffic control signals that are warranted, in accordance with the <i>Highway Traffic Act</i>, R.S.O. 1990, c. H.8, Regulation 626 of the <i>Highway Traffic Act</i>, and the Ministry of Transportation's Ontario Traffic Manual, Book 12 or accessibility standards as defined in Ontario Regulation 191/11 of the <i>Accessibility for Ontarians with Disabilities Act</i>. Refer to details in <b>Annex B</b>.</li> </ul>
<b>Pedestrian Signals</b>	<ul style="list-style-type: none"> <li>– Installation of warranted Mid-Block Pedestrian Signals and pedestrian crossovers (PXO) in accordance with current <i>Highway Traffic Act</i> regulations.</li> </ul>
<b>Illumination</b>	<ul style="list-style-type: none"> <li>– Illumination at intersections with warranted traffic signals or unsignalized, full channelized, rural intersections, or at unprotected level railway crossings subject to Canadian Transportation Agency Board Order at crossing. Refer to details in <b>Annex C</b>.</li> </ul>
<b>Drainage</b>	<ul style="list-style-type: none"> <li>– Sub drain installation, open ditching, including off-take ditches and related easement costs to the nearest sufficient outlet, if included as a secondary item in a construction contract (i.e. less than 25% of total cost). All other drainage works that are considered to be "Maintenance" are not eligible for funding;</li> <li>– Concrete, asphalt and granite curbs up to the value of equivalent concrete or asphalt curbs;</li> <li>– Storm sewer installation, including pumping stations where required as detailed in <b>Annex D</b>;</li> <li>– Initial drainage construction assessments on roads. Subsequent upkeep is "Maintenance" and is not eligible for funding;</li> <li>– Stream improvements, if required, not to exceed 150 metres beyond a structure; and</li> </ul>

Types of Work	Scope of Work
	<ul style="list-style-type: none"> <li>– Culverts under 400 millimetres in diameter, if part of a construction contract, otherwise such culverts are considered to be "Maintenance" and not eligible for funding. Also, outlet sewers for underpasses, including pumping stations when required, subject to limitations as detailed in <b>Annex D</b>.</li> </ul>
<b>Stormwater Management</b>	<ul style="list-style-type: none"> <li>– A portion of the cost of storm water detention/retention, ponds/tanks and oversized sewer pipes as detailed in <b>Annex E</b>.</li> </ul>
<b>Bridges, Culverts and Grade Separations</b>	<ul style="list-style-type: none"> <li>– Structure costs for new structures, deck replacements, bridge widening, including those with warranted sidewalks, major painting, major repair of existing structures, replacement of primary bridge components such as beams or piles, installation and removal of bailey bridges and retaining walls. Where culvert installations are done individually and not as part of a construction contract, they are considered to be "Maintenance" and are not eligible for funding, except for culvert installations over 400 millimetres in equivalent circular diameter. Culvert installations over 400 millimetres are always considered to be "Construction" and may be eligible for funding, whether done individually or as part of a construction contract;</li> <li>– Outlet sewers for underpasses, including pumping stations when required, subject to limitations as detailed in <b>Annex D</b>;</li> <li>– Illumination: replacement to the equivalent of existing facilities only where necessary due to construction (see <b>Annex C</b> for details);</li> <li>– Stream improvements, if required, not to exceed 150 metres beyond a structure;</li> <li>– Stream diversion in lieu of structures, if covered by specific approval;</li> <li>– Construction and maintenance of detours in the immediate vicinity of temporary crossings; and</li> <li>– All items as applicable on the approaches for 30 metres from the outer extremities of any new bridge or culvert having an area of 4.5 square metres or more, except for railway grade separations.</li> </ul>
<b>Railway Crossings</b>	<ul style="list-style-type: none"> <li>– Crossing improvements as ordered by the Canadian Transportation Agency.</li> </ul>
<b>Preservation Management</b>	<ul style="list-style-type: none"> <li>– The following short-term or long-term remedial capital actions, which extend the life of an existing asset by rehabilitation procedures, may be eligible for funding: <ul style="list-style-type: none"> <li>• Road surface: Continuous and Selective Paving, Routing and Sealing, Frost Heave Treatment;</li> <li>• Highway Services: Rehabilitation of intersections, interchanges;</li> <li>• Drainage: Rehabilitation of significant structures, timber culverts, concrete culverts, pipe culverts, roadway drainage;</li> <li>• Structures: Rehabilitation of bridge decks, structure piers, barrier walls and replacement of deck joints, bearings; and</li> <li>• Safety Devices: e.g., illumination, guiderail.</li> </ul> </li> </ul>
<b>Detailed Design/Engineering</b>	<ul style="list-style-type: none"> <li>– Consultant's fees for the project design, preparation of tender package and administration of tendering process;</li> <li>– Resurfacing projects will not qualify unless it can be shown that the project required a significant amount of engineering in the opinion of the ministry;</li> <li>– Traffic counting;</li> <li>– Soils and foundation investigations;</li> <li>– Surveys and mapping, including aerial surveys; and</li> <li>– Refer to <b>Annex F</b> for a detailed scope of work.</li> </ul>
<b>Contract Administration</b>	<ul style="list-style-type: none"> <li>– Consultant's fees for contract administration during construction;</li> <li>– Supervision and inspections;</li> <li>– Material testing;</li> <li>– Field office rental; and</li> <li>– Refer to <b>Annex G</b> for detailed tasks and services.</li> </ul>

## Appendix 4 – Scope of Eligible Work – Annexes

### Annex A: Appliances and Works

Where construction or improvement of a connecting link makes it necessary to alter or relocate appliances and works of an operating corporation, the cost that may be eligible for cost sharing under the terms of an applicable agreement is to be established based on the group to which the appliances and works belong.

#### Group 1

Group 1 relates to appliances and works as defined under *The Public Service Works on Highways Act*, R.S.O. 1990, c.49 s.1, i.e., poles, wires, conduits, transformers, pipes, pipe lines or any other works, structures or appliances except water mains and sewers under **Group 3** placed on or under a highway by an operating corporation. An operating corporation being defined, under the above noted statute, as a municipal corporation or commission or a company or an individual operating or using a telephone or telegraph service, or transmitting, distributing or supplying electricity or artificial or natural gas for light, heat or power.

#### Group 2

Group 2 relates to appliances and works as defined under *The Public Service Works on Highways Act*, R.S.O. 1990, c.49 s.1, i.e., poles, wires, conduits, transformers, pipes, pipe lines or any other works, structures or appliances except water mains and sewers under **Group 3** placed on or under a highway by Ontario Hydro, Bell Telephone Company, gas pipeline companies operating under Federal Charter.

#### Group 3

Group 3 relates to watermains and sanitary sewers placed on or under a highway other than storm sewers (see **Annex D**) and operated by the municipality, municipal corporation, or commission or company or individual.

### Annex B: Traffic Control Devices

The installation and improvement costs, on connecting links, of warranted traffic control signals and other approved traffic control devices, as detailed in the Ontario Traffic Manual (OTM), may be eligible for funding.

#### Traffic Control Signals

1. To qualify for funding all traffic control signal installations must comply with the OTM Book 12 and meet the warrants contained in section 4 of the manual;
2. The traffic control signals must also conform to the requirements of the *Highway Traffic Act*, R.S.O. 1990, Chapter H.8, and more specifically Regulation 626;
3. The installation should meet the technical requirements of the ministry as detailed in the Ontario Provincial Standards and Specifications;
4. Ministry approval of the traffic signal design required for all traffic control signals located on a highway designated as a connecting link as required under section 144(31.1) of the *Highway Traffic Act*;
5. The modernization of traffic control signals that were not eligible upon installation may be approved for funding by the ministry if the conditions set out under the requirements in 1. to 3. above, are met;
6. The installation of traffic control signals, as part of the construction or reconstruction of an entrance or within five years thereafter, is not eligible for funding even when the warrants are met. It is assumed the municipality will recover the cost of the installation of such traffic control signals from the owner or developer served by the entrance;
7. The installation of warranted traffic control signals at an existing entrance, more than five years after the construction or reconstruction of the entrance, is eligible for funding provided all other criteria are met;
8. The municipality agrees to maintain such other traffic controls (e.g., parking restrictions) as may, in the opinion of the ministry, be necessary to ensure the efficient operation of traffic signals and will confirm this in writing;
9. A portion of the capital costs associated with a computerized traffic management system may be eligible for funding. The needs of a traffic management system as it relates to the connecting link will dictate the amount of funding. The municipality needs to justify its request to the ministry. The ministry will review each case and approve the funding, as applicable, based on merit; and
10. New or replacements for traffic control signals and the associated appurtenances must meet accessibility standards as defined in Ontario Regulation 191/11 of the *Accessibility for Ontarians with Disabilities Act*.

**Other Traffic Control Devices that may be eligible for funding include:**

1. All traffic signs defined in Books 5 and 6 of the OTM, including the French translation;
2. Illuminated signs provided that they are eligible under Books 5 and 6 of the OTM and conform to the standard sign, shape and colour;
3. All miscellaneous traffic devices defined in Book 12 of the OTM;
4. All pavement hazard and delineation markings defined in Book 11;
5. Overhead signs approved by the ministry; and
6. All signs and markings defined in Regulation 615 of the *Highway Traffic Act*.

**Note:**

- All signs and markings regarding pedestrian crossovers are expected to be moved from Regulation 615 to a new Minister's Regulation which will also include signs and markings for new pedestrian crossing devices for lower speed/ lower volume roads.
- This process is expected to be completed by the middle of 2016 provided that Bill 85, *The Strengthening and Improving Government Act*, 2015 passes in 2015.
- Guidelines for new pedestrian crossing treatment devices will be available in OTM Book 15 when the new regulation comes into force.

**Annex C: Illumination**

The capital cost for the installation of illumination on connecting links at intersections may be eligible for funding under the following conditions:

1. The intersections have warranted traffic signals,
2. The intersections are unsignalized, fully channelized, and classified as rural intersections, or
3. The highway intersects an unprotected level railway crossing subject to National Transportation Agency Board Order.

A warrant for partial illumination is considered to exist for new municipal installations as follows:

1. Intersections in built-up areas (see *Highway Traffic Act*, R.S.O. 1990 c. H.8, for definition of "built-up" area) with raised medians on all approaches, separate right and left turn lanes, and 4 lanes or more on each approach;
2. Intersections in rural areas ("rural area" is an area not classified as "built-up area") where warranted traffic signals exist, or two 4 lane undivided highways meet and warrants for traffic signals are at least 80% fulfilled, or traffic is channelized by one or more islands;
3. Unprotected municipal highway/rail crossing where the National Railway Transportation Agency has authorized the installation of luminaries. The federal government share will be deducted from the total cost before calculating the funding;
4. Highway tunnels in built-up areas where the tunnel is more than 25 metres long;
5. Design levels for illumination, including materials types and luminaries selected, shall not exceed Ministry of Transportation illumination policy; and
6. Illumination necessitated by adjacent development and illumination at private or commercial entrances is the responsibility of the property owner. Funding is not applicable for the design, construction, or power for illuminating these areas.

**Annex D: Drainage**

The capital cost for the installation of storm sewers on connecting links may be eligible for funding as set out below.

1. Storm sewer must be an economical alternative to the maintenance of an open ditch with numerous entrance culverts;
2. Storm sewer must be necessary in order to increase the use of an existing right-of-way for roadway purposes;
3. Storm sewer must be necessary in order to increase the traffic carrying capacity of an existing roadway by allowing for parking off the travelled way;
4. The replacement of an existing storm sewer must be for reasons of deterioration or to increase the capacity if the existing storm sewer is less than 700 millimetres diameter;
5. Only the facilities required for the drainage associated with the highway are eligible for funding;



6. Where the diameter of a storm sewer to be installed is greater than 700 millimetres, only that portion of the cost that 700 millimetres bears to the diameter of a circle of equivalent area measured in millimetres of the storm sewer installed, may be eligible for funding;
7. Where an off-take storm sewer or open ditch to an appropriate outlet is required, it may be eligible for funding under the following conditions:
  - 7.1. Where the storm sewer pipe is greater than 700 millimetres, the criterion in 6. above applies; or
  - 7.2. Where an open ditch is used, the cost eligible for funding shall be based on the same percentage that was applied to the last section of storm sewer pipe leading to the open ditch.
8. Where an adequate existing storm sewer is altered to accommodate drainage that is not eligible, such alteration is not eligible for funding;
9. Where a storm sewer on a highway under the jurisdiction of the province is designed to accommodate both the provincial highway drainage needs and those of a connecting link eligible under the Connecting Links Program, only the lesser of the municipality's share of the cost of construction or that amount calculated as in 6. above may be eligible for funding;
10. Where the municipality constructs a storm sewer that is eligible for funding and provides additional capacity for the needs of another municipality that are also eligible for funding, only the amount calculated as in 6. above may be eligible for funding;
11. Sewer covers associated with storm sewer systems may be eligible for funding. Where the outlets from the sewer cover are greater than 700 millimetres in diameter, only that portion of the cost that 700 millimetres bears to the diameter of the outlet pipe in millimetres may be eligible for funding; and
12. Where a storm sewer is installed under the provisions of the Drainage Act, R.S.O. 1990, Chapter D.17, the assessment made against the municipality will be eligible for funding subject to the limitations in 11 above.

#### **Annex E: Stormwater Management**

The capital cost for the installation of stormwater detention facilities on connecting links may be eligible for funding as detailed below.

1. It will be the responsibility of the municipality to analyse and cost various drainage system alternatives and justify the final selection based on the most economical and environmentally responsible solution. At the request of the municipality, the ministry will provide guidance on the degree of detail required in submissions.
2. The maximum cost of a storm water management system, complete with detention components and/or combined sewer components, to be considered cannot exceed the total cost of a conventional system with continuous, separated, normal size pipes and/or ditches by more than 10% as detention facilities have greater environmental benefits than separated systems. The following provisions apply:
  - 2.1. The maximum cost of a stormwater management system is the unadjusted total cost to the municipality, not just the portion of total cost eligible for road funding;
  - 2.2. A subsystem of a larger system is acceptable for consideration; and
  - 2.3. In a combined sewer system, the cost of providing extra sewage treatment capacity to accommodate the extra flows will be included in the total cost for comparison purposes. However, this cost is not eligible for funding.
3. The eligible costs for funding of the stormwater detention system must be adjusted to pay for only that water associated with the connecting link highway.
4. For a stormwater detention facility to be considered for funding, the detention facility must be justified on the basis that a controlled release of water is necessary to prevent water damage downstream.
5. For ponds and retention tanks with pipe inlets, funding will be based on the "700 millimetres diameter rule" (refer to Annex D, section 6) applied to the inlet or the sum of the diameters of the inlets. If an oversized inlet is used the diameter of the first normal size upstream pipe is to be used.
6. The "700 millimetres diameter rule" will be applied to oversized pipes whose purpose is not detention.
7. Where funding is applicable for combined sewers, the capital cost is subject to the "700 millimetres diameter rule".
8. Inlet control of stormwater is accomplished by allowing stormwater to temporary pond upstream of catch basins or other outlets. The water slowly subsides as the storm passes. Inlet control, within the highway, is eligible for funding provided the maximum depth of water accumulation at the travelled edge of the roadway does not exceed 75 millimetres (designers use two year flood), and the ponded water does not present a safety or health hazard.

## Annex F: Detailed Design/Engineering Studies

A municipality may submit for funding for detailed design/engineering as part of a proposed construction project. Alternatively, a municipality may submit for funding of detailed design/engineering as a separate project prior to construction. In the case of the latter, the ministry will not guarantee funding for the construction project in the subsequent year. Funding for the construction would be considered along with other projects submitted in the following year.

The ministry reserves the right to assess the components of the proposed detailed design and engineering to determine what scope of work is eligible for funding under the Connecting Links Program.

Applicants choosing to submit for funding of a separate detailed design/engineering study should:

1. Where applicable, include a copy of the preliminary design/engineering report for the proposed project completed by a professional engineer;
2. Include a copy of a proposal for detailed design and engineering, with quoted costs from a professional engineer;
3. Ensure road and bridge designs are undertaken according to the applicable municipal, provincial, federal, or other standards;
4. Include the appropriate scope of work for a detailed design/engineering study. Consideration for design elements may include, but are not limited to the following:
  - Site plans
  - Horizontal and vertical control data
  - Geometric design
  - Horizontal and vertical alignments
  - Pavement design, including life-cycle costing
  - Typical cross-sections
  - Design-cross-sections
  - Earth balance design
  - Grading
  - Drainage – quality and quantity, and storm sewer design
  - Utilities locations and relocations, where applicable
  - Illumination
  - Traffic control devices
  - Electrical design
  - Hydrotechnical design
  - General arrangement drawings (structures)
  - Foundation design
  - Substructure design
  - Superstructure design
  - Barriers, railings, expansion joints, bearings, protection systems
  - Traffic control plan, staging and detours
  - Traffic signing and pavement markings
  - PHM-125 approval
  - Property requirements
5. Ensure that the detail design/engineering study will establish a comprehensive cost estimate to construct the project;
6. Develop a schedule detailing the timing for:
  - Issuing RFP for detail design/engineering study
  - Commencement of detail design/engineering study
  - Completion of detail design/engineering study
  - Proposed timing for construction



## Annex G: Contract Administration

It is expected that contract administration tasks will be carried out during project construction to verify:

- a) The work that was done during construction of the project;
- b) The quality of work and materials used during construction of the project, and;
- c) How much it will cost to complete construction of the project.

The contract administrator may be the municipality or a consultant retained by the municipality. Consultant's fees for contract administration services are eligible for funding.

The contract administrator will be responsible to monitor and approve any changes to the scope and costs for construction of the project. The municipality is responsible for any increase in project costs resulting from changes in the work. When changes in the work would be eligible for funding, additional funding may be considered on a case by case basis at the discretion of the ministry. The municipality shall pay all costs not approved by the ministry and all unforeseen costs of the construction work.

Change in the work: means the deletion, extension, increase, decrease or alteration of lines, grades, dimensions, quantities, methods, drawings, changes in the character of the work to be done or the materials of the work or part thereof, within the intended scope of the contract.

Consideration for tasks and services required for contract administration should include, but are not limited to:

- Convene and attend a pre-construction meeting(s)
- Convene and attend construction progress meetings as scheduled
- Prepare and distribute agendas and minutes for all meetings
- Respond to contractor's questions, proposals, and requests for information;
- Prepare and issue all work orders, field orders and change orders
- Prepare and certify monthly progress payment certificates
- Co-ordinate and schedule inspection and testing activities related to quality control/quality assurance for construction materials and work
- Communication of all field and laboratory test results (i.e., compaction) in a timely manner

Contract administration services tasks shall accommodate all aspects of the contract process through the Warranty Period and the Final Completion Certificate.

# Statistics Canada Report - TOWN OF FORT FRANCES

Statistics Canada Report - TOWN OF FORT FRANCES Reporting Period: 11-01-2015 - 11-30-2015

Municipality	Fort Frances	Permit	Applicant	Contractors	Property Address	Work Description	Units / Area	Value
2015153		Tysen Dennis	Tysen Dennis Alberton		719 KINGS HIGHWAY	Perform Structural Repair to existing Concrete Block wall per Engineer design		\$15,000.00
59-12-010-002-09300-0000		Alberton	Ontario		<b>Legal Description:</b> PLAN SM157 LOT 17 PCL 17-1	<b>Stat's Canada Codes</b> Building: 110 Work: 03	1	
2015151		CORNECIA GERBER, ANDREW G RR#1 RMB 54	CORNECIA GERBER, ANDREW GER		551 WEBSTER AVE	Demolish and Remove From Site Existing Single Detached Dwelling, Construct A New 2 Storey Single Detached Dwelling	1	\$242,000.00
59-12-010-002-13600-0000		FORT FRANCES, P9A 3M2	ONTARIO	FORT FRANCES, P9A 3M2	<b>Legal Description:</b> PT RIV R LOT 36 PCL 8003	<b>Stat's Canada Codes</b> Building: 110 Work: 01		
2015155		RYAN MASON	RYAN MASON Fort Frances		559 ELM AVE	Perform repairs to existing SDD Damaged by Fire. Repair wall and floor framing, insulate, provide venting.		\$5,500.00
59-12-010-002-15500-0000		Fort Frances	ontario		<b>Legal Description:</b> PSM119 LOT 13 & 48R3458 PT;17 PCLS 13-1 & STR-8	<b>Stat's Canada Codes</b> Building: 110 Work: 03	1	
2015154		Travis Enge 522 SECOND ST E	Rugged Air		440 MCIRVINE RD	Install HVAC systems and hoods for new welding booths in the existing shop		\$108,000.00
59-12-010-004-00700-0000		FORT FRANCES ON P9A 1N4			<b>Legal Description:</b> PT RIV R LOT 39 TO 40 PCL 19244	<b>Stat's Canada Codes</b> Building: 622 Work: 03	1	
2015150		BOURASSA TRACY LYNN 815 SCOTT ST	BOURASSA TRACY LYNN		815 SCOTT ST	Construct an approved fabric covered shelter		\$1,000.00
59-12-030-001-11800-0000		FORT FRANCES ON P9A 1J3	FORT FRANCES ON P9A 1J3	FORT FRANCES P9A 1J3	<b>Legal Description:</b> PALB PT LOT 410 PCL 410-3	<b>Stat's Canada Codes</b> Building: 450 Work: 01	1	

Tuesday, December 01, 2015

Page 1 of 2

## Statistics Canada Report - TOWN OF FORT FRANCES Reporting Period:11-01-2015 - 11-30-2015

2015152	KRAG WILLIAM NIELS 800 SCOTT ST	KRAG WILLIAM NIELS	800 SCOTT ST	Install a new sanitary sewer service from property line to existing building.		\$1,000.00
59-12-030-002-02400-0000	FORT FRANCES ON ONTARIO P9A 1J2	FORT FRANCES 800 SCOTT ST	P9A 1J2	<b>Legal Description:</b> PLAN ALB LOT 414 PCL 414-1;PT BUTLER AVE PLAN 48R2975;PART 1,2,& 4 PCL ST-11	<b>Stat's Canada Codes</b> Building: 532 Work: 03	
2015157	BRIDGEMAN, HEATHER 1010 FIFTH STREET EAST	BRIDGEMAN, HEATHER		1010 FIFTH ST E	Installa new Garden Door in place of Window and Door. Remove Kitchen wall and hall wall section. Make good finishes	\$4,000.00
59-12-030-005-11500-0000	FORT FRANCES ONTARIO P9A 1V5	FORT FRANCES P9A 1V5		<b>Legal Description:</b> RP 48R1400 PART 3 PCL 19573	<b>Stat's Canada Codes</b> Building: 110 Work: 03	
2015156	ARMSTRONG CHERYL ELAINE (B 411 COLONIZATION RD E	CLAUDE JODOIN Fort Frances		1305 MILL RD	Demolish and remove from site existing Mobile home and any/all associated accessory structures from 4 Pinecrest	\$1,000.00
59-12-030-007-15900-0000	FORT FRANCES ON P9A 2R9			<b>Legal Description:</b> PLAN RR 586 PT 1 PCL BLK A-1;4 SEC SM 81 RP 48R2298 PART;2 PT PART 1 PCL BLK 1-6 SM;143	<b>Stat's Canada Codes</b> Building: 130 Work: 16	
Sum	Summary (8 detail records)					\$377,500.00
Grand Total	Summary (8 detail records)					\$377,500.00

Tuesday, December 01, 2015

Page 2 of 2

**Town of Fort Frances  
General Fund (Operating)  
Actuals as at November 30, 2015**

	Actuals to Date	2015 Budget	Variance
<b>CORPORATE</b>			
050 Municipal Tax Levy	(10,725,240.08)	(10,738,015.00)	(12,774.92)
051 Education Tax Levy	(1,757,280.65)	(1,757,276.00)	4.65
052 Supp/Omit Municipal Tax Levy	(38,052.27)		38,052.27
053 Supp/Omit Education Tax Levy	(5,357.85)		5,357.85
056 W/O Municipal	401,492.44	352,348.00	(49,144.44)
057 W/O Education	53,222.89	34,989.00	(18,233.89)
061 OMPF	(2,983,600.00)	(2,983,600.00)	-
062 Payments-in-Lieu	(724,832.51)	(783,913.00)	(59,080.49)
062 Other Grant (In-Lieu of Write-off)			-
070 Contribution from Reserve Funds (Tax Rate Stab.)		(448,804.00)	(448,804.00)
070 Sale of Land	(87,499.34)		87,499.34
110 Mayor & Council	292,261.30	762,650.00	470,388.70
112 Contribution to Reserves & Reserve Funds	-	1,375,000.00	1,375,000.00
113 Long Term Debt	448,224.92	697,352.00	249,127.08
115 Election	213.70	-	(213.70)
161 Riverside Health Care/Dr Recruitment	62,334.25	69,000.00	6,665.75
161 Clinic Financing Interest		12,500.00	12,500.00
162 RR DSSAB	1,872,237.51	2,042,441.00	170,203.49
163 Rainycrest	113,677.13	121,255.00	7,577.87
164 Northwestern Health Unit	350,143.83	368,814.00	18,670.17
820 Economic Development	165,323.27	165,485.00	161.73
821 Travel Information Centre	15,259.00	22,500.00	7,241.00
830 Solar Panel Project	(22,343.13)	(26,260.00)	(3,916.87)
991 English Public School Board	1,447,312.03	1,418,228.00	(29,084.03)
992 English Separate School Board	304,933.22	299,028.00	(5,905.22)
993 French Public School Board	1,400.20	1,400.00	(0.20)
994 French Separate School Board	3,631.45	3,631.00	(0.45)
<b>Total Corporate</b>	<b>(10,812,538.69)</b>	<b>(8,991,247.00)</b>	<b>1,821,291.69</b>
<b>ADMINISTRATION AND FINANCE</b>			
070 Other Unassigned Revenue	(324,065.88)	(312,000.00)	12,065.88
120 Administration	312,678.60	328,220.00	15,541.40
121 Admin Vehicle	5,924.30	2,873.00	(3,051.30)
122 Municipal Buildings	25,396.12	24,853.00	(543.12)
124 Tax Sale Registration	-		-
125 HR Department	67,625.08	41,750.00	(25,875.08)
130 Clerk	151,001.34	167,200.00	16,198.66
140 Treasury	358,108.21	370,652.00	12,543.79
910 PUC Administration	73,452.86	94,185.00	20,732.14
<b>Total Administration and Finance</b>	<b>670,120.63</b>	<b>717,733.00</b>	<b>47,612.37</b>
<b>EMERGENCY SERVICES</b>			
211 Emergency Services	780,106.71	902,041.00	121,934.29
227 Emergency Measures	12,036.50	19,948.00	7,911.50
228 911 Service	20,464.71	13,800.00	(6,664.71)
231 Police Revenue	(20,868.02)	(25,000.00)	(4,131.98)
232 Police Services Board	11,393.76	19,300.00	7,906.24
233 Police Administration	2,375,018.09	2,516,595.00	141,576.91
<b>Total Emergency Services</b>	<b>3,178,151.75</b>	<b>3,446,684.00</b>	<b>268,532.25</b>
<b>COMMUNITY SERVICES</b>			
622 Sister Kennedy Centre	24,667.55	31,412.00	6,744.45
641 Fort Frances Children's Complex	(59,942.75)	-	59,942.75
643 Best Start Hub/Resource Centre	(43,143.69)	-	43,143.69
644 Day Care Resource Teacher	772.25	-	(772.25)



**Town of Fort Frances  
General Fund (Operating)  
Actuals as at November 30, 2015**

		Actuals to Date	2015 Budget	Variance
653	Handi-Transit System	103,616.38	90,657.00	(12,959.38)
713	Townshend Theatre	(15,470.25)	-	15,470.25
722	Recreation Facilities	431,055.86	592,536.00	161,480.14
725	Recreation Programs	51,718.39	117,453.00	65,734.61
732	Community Services	108,312.79	108,643.00	330.21
740	Sunny Cove Camp	(170.57)	15,547.00	15,717.57
781	Fort Frances Public Library	490,425.86	485,975.00	(4,450.86)
791	Museum	118,592.66	146,448.00	27,855.34
817	Waterfront Development/Marina	37,536.38	55,712.00	18,175.62
	<b>Total Community Services</b>	<b>1,247,970.86</b>	<b>1,644,383.00</b>	<b>396,412.14</b>
<b>OPERATIONS AND FACILITIES</b>				
310	PW Administration	(59,608.65)	(153,725.00)	(94,116.35)
311	PW Buildings & Yards	97,831.17	110,622.00	12,790.83
313	Municipal Roads	912,543.85	1,257,030.00	344,486.15
318	Public Parking Lots	5,221.91	15,980.00	10,758.09
320	Sidewalks	66,686.44	107,463.00	40,776.56
330	Private Works Charges	39,410.66	33,904.00	(5,506.66)
331	Private Crossing Charges	12,875.57	18,479.00	5,603.43
333	PW Vehicles	168,296.71	216,501.00	48,204.29
334	PW Equipment	192,177.43	245,029.00	52,851.57
344	PW Stores	87,905.79	66,262.00	(21,643.79)
345	Traffic Signal Maintenance	11,592.97	6,861.00	(4,731.97)
346	Streetlight Maintenance	41,486.70	47,586.00	6,099.30
350	Garbage Collection	(98,752.31)	(156,577.00)	(57,824.69)
351	Recycling Services	186,126.66	194,826.00	8,699.34
352	Sanitary Landfill	(262,134.34)	(38,249.00)	223,885.34
360	Engineering	26,698.23	28,755.00	2,056.77
390	Airport	(63,981.83)	21,231.00	85,212.83
391	Airport Building Maintenance	34,367.82	40,582.00	6,214.18
393	Airport Grounds Maintenance	51,379.65	79,170.00	27,790.35
580	Parks & Cemeteries Admin.	166,814.04	162,487.00	(4,327.04)
582	Fort Frances Cemetery	84,306.76	79,211.00	(5,095.76)
583	Riverview Cemetery	167,945.75	191,483.00	23,537.25
584	Point Park	11,364.48	26,408.00	15,043.52
585	Parks - Outdoor Facilities	225,468.80	206,694.00	(18,774.80)
586	Lions Millennium Park	6,306.39	11,812.00	5,505.61
	<b>Total Operations and Facilities</b>	<b>2,112,330.65</b>	<b>2,819,825.00</b>	<b>707,494.35</b>
<b>PLANNING AND DEVELOPMENT</b>				
150	Civic Centre	47,094.89	66,353.00	19,258.11
271	By-Law Enforcement	124,048.31	135,046.00	10,997.69
272	Animal Shelter	8,570.22	9,914.00	1,343.78
813	Building Official	(14,443.97)	52,406.00	66,849.97
815	Planning & Zoning	84,543.49	98,903.00	14,359.51
	<b>Total Planning and Development</b>	<b>249,812.94</b>	<b>362,622.00</b>	<b>112,809.06</b>
	<b>Sub-Total General Fund (Operating)</b>	<b>(3,354,151.86)</b>	<b>-</b>	<b>3,354,151.86</b>
L80	Surplus from Previous Year			-
	Deficit/(Surplus)	<b>(3,354,151.86)</b>	<b>-</b>	<b>3,354,151.86</b>
<b>TOTAL BUDGET - Revenue</b>				
		<b>( 21,198,314.78)</b>	<b>( 21,992,180.00)</b>	<b>( 793,865.22)</b>
<b>TOTAL BUDGET - Expenditures</b>				
		<b>17,844,162.92</b>	<b>21,992,180.00</b>	<b>4,148,017.08</b>
		<b>( 3,354,151.86)</b>	<b>0.00</b>	<b>3,354,151.86</b>

**Water and Sewer Fund (Operating)**  
**Actuals to November 30, 2015**

<b>WATER</b>		<b>Actuals to Date</b>	<b>2015 Budget</b>	<b>Variance</b>
961	Waterworks Administration	(1,394,657.72)	( 649,208.00)	745,449.72
965	Water Treatment Plant	448,026.72	527,009.00	78,982.28
966	Water Storage Facility	109,354.20	122,199.00	12,844.80
		-837,276.80	0.00	837,276.80
L80	Surplus from Previous Year Before TCA	0.00	0.00	0.00
		<b>-837,276.80</b>	<b>0.00</b>	<b>837,276.80</b>

<b>SEWER</b>		<b>Actual to Date</b>	<b>2015 Budget</b>	<b>Variance</b>
410	Sanitary Sewer Administration	-1,424,011.27	( 700,725.00)	723,286.27
413	Sewage Treatment Plant	630,665.20	700,725.00	70,059.80
		-793,346.07	0.00	793,346.07
L80	Surplus from Previous Year Before TCA	0.00	0.00	0.00
		<b>-793,346.07</b>	<b>0.00</b>	<b>793,346.07</b>

**Town of Fort Frances  
Capital Fund Budget vs Actual  
as at November 30, 2015**

		Actual to Date	2015 Budget	Variance
	<b>Administration</b>			
C-110-0490-0952	Contribution from Reserve Funds		(10,000.00)	(10,000.00)
C-140-0490-0952	Contribution from Reserve Funds		(45,000.00)	(45,000.00)
C-110-9109-0000	Council iPads/Laptops		10,000.00	10,000.00
C-120-9173-0000	Photocopier	8,081.54	-	(8,081.54)
C-140-9109-0000	Computer/Network Upgrades	826.29	45,000.00	44,173.71
	Total Revenue	-	(55,000.00)	(55,000.00)
	Total Expenditures	8,907.83	55,000.00	54,173.71
	<b>TOTAL ADMINISTRATION</b>	<b>8,907.83</b>	<b>-</b>	<b>(826.29)</b>
	<b>Honeywell Project</b>			
C-105-0490-0400	Federal Grant	(20,000.00)	-	20,000.00
C-105-0490-0490	OPA/FFPC Grants	(9,836.00)	-	9,836.00
C-105-0490-0952	Contribution from Reserve Fund	-	(33,519.00)	(33,519.00)
C-105-9280-0000	Honeywell Improvement Project	51,012.53	33,519.00	(17,493.53)
	Total Revenue	(29,836.00)	(33,519.00)	(3,683.00)
	Total Expenditures	51,012.53	33,519.00	(17,493.53)
	<b>TOTAL CIVIC CENTRE</b>	<b>21,176.53</b>	<b>-</b>	<b>(21,176.53)</b>
	<b>EMERGENCY SERVICES</b>			
C-211-0490-0952	Contribution from Reserve Funds		(27,600.00)	(27,600.00)
C-211-9122-0000	SCBA & Air Cylinders	3,313.33	3,600.00	286.67
C-211-9123-1471	GIS Plan/Equip/Training	102.86	-	(102.86)
C-211-9239-1431	Fire Hose Replacement	4,474.32	4,200.00	(274.32)
C-211-9284-1523	Training Facility	11,771.83	16,000.00	4,228.17
C-211-9625-1431	Air Dryer for Gear	241.02	3,800.00	3,558.98
	Total Revenue	-	(27,600.00)	(27,600.00)
	Total Expenditures	19,903.36	27,600.00	7,696.64
	<b>TOTAL EMERGENCY SERVICES</b>	<b>19,903.36</b>	<b>-</b>	<b>(19,903.36)</b>
	<b>PUBLIC WORKS</b>			
	<u>Transportation</u>			
C-310-0490-0406	AMO Federal Gas Tax			-
C-310-0490-0942	Debenture/Loan (Salt/Sand Shed)		(528,278.00)	(528,278.00)
C-310-0490-0952	Contribution from Reserve Funds		(170,000.00)	(170,000.00)
C-313-0490-0400	Federal Funding - Federal Gas Tax Reserve		(420,000.00)	(420,000.00)
C-313-0490-0952	Contribution from Reserve Funds		(192,667.00)	(192,667.00)
C-313-0490-0952	Contributions from Reserve Funds (Water & Sewer)		(308,532.00)	(308,532.00)
C-316-0490-0412	Provincial Grant	(1,500,000.00)	(2,000,000.00)	(500,000.00)
C-316-0490-0952	Contribution from Reserve Funds		(111,310.00)	(111,310.00)
C-320-0490-0400	Federal Funding - Federal Gas Tax Reserve		(50,000.00)	(50,000.00)
C-320-0490-0589	Contributions from Others (RRDSB)		(32,500.00)	(32,500.00)
C-320-0490-0952	Contribution from Reserve Funds		(13,406.00)	(13,406.00)
C-320-0490-0952	Contribution from Reserve Funds (Water & Sewer)		(80,663.00)	(80,663.00)
C-333-0490-0952	Contribution from Reserve Funds		(40,000.00)	(40,000.00)
C-334-0490-0952	Contribution from Reserve Funds		(682,000.00)	(682,000.00)
C-345-0490-0952	Contribution from Reserve Funds		(25,000.00)	(25,000.00)
C-351-0490-0400	Federal Funding - Federal Gas Tax Reserve		(100,575.00)	(100,575.00)
C-351-0490-0412	Provincial Grant	(88,275.00)	(117,700.00)	(29,425.00)
C-310-1620-5390	Transfer to FGT Reserve Fund			-
C-310-9105-1471	Small Equipment Purchases	7,660.54	8,000.00	339.46
C-310-9113-1523	Salt/Sand Shed	468,155.80	528,278.00	60,122.20
C-310-9127-1471	O & F Engineering & Managers Office Upgrades	33,958.21	12,000.00	(21,958.21)
C-310-9127-1523	Public Works Garage Renovations	204.71	150,000.00	149,795.29

**Town of Fort Frances  
Capital Fund Budget vs Actual  
as at November 30, 2015**

		<b>Actual to Date</b>	<b>2015 Budget</b>	<b>Variance</b>
C-313-9110-1523	Portage Ave/CNR East Abutment Concrete Work	51,149.27	150,000.00	98,850.73
C-313-9268-1523	Frog Creek Road	69.13		(69.13)
C-313-9271-1523	Phair Ave from 3rd Street to 5th Street (200 m.)	43,331.16	462,667.00	419,335.84
C-313-9272-1523	Nelson Street from Butler Ave to Shevlin Woodyard	56,719.45	308,532.00	251,812.55
C-313-9285-1523	3rd Street E Crowe to Frenette	212.25		(212.25)
C-313-9287-1523	Urban Storm Sewer Upgrades	20.31		(20.31)
C-316-9273-1523	Connecting Link - Kings Hwy from Wright to York	1,281,249.96	2,111,310.00	830,060.04
C-320-9271-1523	Phair Ave from 3rd Street to 5th Street (200 m.)	6,047.34	98,163.00	92,115.66
C-320-9272-1523	Nelson Street from Butler Ave to Shevlin Woodyard	644.18	13,406.00	12,761.82
C-320-9273-1523	Connecting Link - Kings Hwy from Wright to York	52,564.51		(52,564.51)
C-320-9274-1523	Keating Ave to JW Walker - 1st Street		65,000.00	65,000.00
C-333-9133-1471	3/4 Ton Truck c/w 4-Wheel Drive	28,234.10	40,000.00	11,765.90
C-334-9230-1471	Sidewalk Machine c/w Blower Attachment		120,000.00	120,000.00
C-334-9244-1471	Snow Plow Truck	235,722.33	237,000.00	1,277.67
C-334-9292-1471	Street Sweeper	775.72	325,000.00	324,224.28
C-345-9135-1471	Pole Replacement - Along Waterfront	25,216.04	25,000.00	(216.04)
	<b><u>Waste Management System</u></b>			
C-351-9128-1471	Transfer Station Upgrades	47,841.06	218,275.00	170,433.94
	<b><u>Engineering</u></b>			
C-360-9123-1471	GIS Equipment & Mapping	154.30	-	(154.30)
	<b><u>Airport</u></b>			
C-390-0430-0511	Transport Canada	(161,780.00)		
C-390-0490-0400	Federal Grant	(102,424.00)	(335,677.00)	(233,253.00)
C-390-0490-0952	Contribution from Reserve Funds		(3,000.00)	(3,000.00)
C-390-9105-0000	Video Surveillance System	2,939.05	3,000.00	60.95
C-390-9257-1471	Front End Loader c/w sweeper	161,780.00	216,427.00	54,647.00
C-390-9293-1471	Loader Mounted Snow Blower	102,424.00	119,250.00	16,826.00
	<b><u>Parks</u></b>			
C-580-0490-0632	Donation from Cemetery Trust		(10,386.00)	(10,386.00)
C-580-0490-0952	Contribution from Reserve Funds		(40,500.00)	(40,500.00)
C-580-0490-0589	Lawn Tractor Trade-In		(6,200.00)	(6,200.00)
C-586-0430-0632	Lions Millennium Park- Donations			-
C-580-9105-1471	Small Equipment Replacement	4,721.24	5,000.00	278.76
C-580-9133-1471	Half-ton Truck Replacement	26,304.57	30,000.00	3,695.43
C-580-9157-1471	Cemetery Riding Lawn Mowers	10,275.75	16,586.00	6,310.25
C-580-9174-1471	60" wide Snow Plow Attachment for JD Tractor	6,104.59	5,500.00	(604.59)
	Total Revenue	(1,852,479.00)	(5,268,394.00)	(3,577,695.00)
	Total Expenditures	2,654,479.57	5,268,394.00	2,614,068.73
	<b>TOTAL PUBLIC WORKS</b>	<b>802,000.57</b>	<b>-</b>	<b>(963,626.27)</b>
	<b>LIONS MILLENNIUM PARK</b>			
C-586-0430-0632	Donations	(6,556.22)	-	6,556.22
C-586-9232-1523	Contracted Works	6,779.02	-	(6,779.02)
	Total Revenue	(6,556.22)	-	6,556.22
	Total Expenditures	6,779.02	-	(6,779.02)
	<b>TOTAL LIONS MILLENNIUM PARK</b>	<b>222.80</b>	<b>-</b>	<b>(222.80)</b>



**Town of Fort Frances  
Capital Fund Budget vs Actual  
as at November 30, 2015**

		Actual to Date	2015 Budget	Variance
	<b>SISITER KENNEDY CENTRE</b>			
C-622-0490-0412	Provincial Grant	(15,689.41)	-	15,689.41
C-622-0490-0650	In-kind Donations	(2,643.32)	-	2,643.32
C-622-9105-0000	Small Capital Purchases	2,686.60	-	(2,686.60)
C-622-9296-0000	Health & Wellness Directory	7,517.81	-	(7,517.81)
	Total Revenue	(18,332.73)	-	18,332.73
	Total Expenditures	10,204.41	-	(10,204.41)
	<b>TOTAL SISTER KENNEDY CENTRE</b>	<b>(8,128.32)</b>	<b>-</b>	<b>8,128.32</b>
	<b>FORT FRANCES CHILDREN'S COMPLEX</b>			
C-641-0490-0432	RRDSSAB Grant			-
C-641-0490-0436	Health & Safety Grant (DSSAB)		(54,800.00)	(54,800.00)
C-641-9106-0000	Vent Hood/Air Handling System for Hood		17,000.00	17,000.00
C-641-9127-1523	Contracted Works (Infant Room/Preschool Room Renos)	1,831.68	37,800.00	35,968.32
	Total Revenue	-	(54,800.00)	(54,800.00)
	Total Expenditures	1,831.68	54,800.00	52,968.32
	<b>TOTAL FF CHILDREN'S COMPLEX</b>	<b>1,831.68</b>	<b>-</b>	<b>(1,831.68)</b>
	<b><u>MSC/Recreation</u></b>			
C-722-0490-0437	Contributions from Others		(112,000.00)	(112,000.00)
C-722-0490-0952	Contribution from Reserve Funds		(74,000.00)	(74,000.00)
C-722-0490-0952	Cont. from Reserve Funds (Multi Use/Tennis Courts)		(112,000.00)	(112,000.00)
C-740-0490-0448	Sunny Cove Moffit Family Funding	(12,500.00)	-	12,500.00
C-817-0490-0632	Donations	(15,225.92)	-	15,225.92
C-722-9133-0000	MSC 4x4 Truck	27,755.50	36,000.00	8,244.50
C-722-9269-1523	Ice For Kids Sound System	16,699.00		(16,699.00)
C-722-9276-1523	52 Canadian Sound System	3,382.00		(3,382.00)
C-722-9293-1471	MSC Scissor Lift		35,000.00	35,000.00
C-722-9294-1523	Multi Use/Tennis Courts		224,000.00	224,000.00
C-722-9624-0000	MSC Fitness Equipment		3,000.00	3,000.00
C-740-0490-0952	Contribution from Reserve Funds		(8,000.00)	(8,000.00)
C-740-9105-0000	Small Capital Equipment	11,250.00		
C-740-9108-1523	Sunny Cove Upgrades (Windows & Doors)	7,974.98	8,000.00	25.02
C-817-0490-0437	Contributions from Others		(15,226.00)	(15,226.00)
C-817-0490-0952	Contribution from Reserve Funds		(6,000.00)	(6,000.00)
C-817-0490-0954	Contribution from Revenue Fund		(5,000.00)	(5,000.00)
C-817-9108-1523	Marina Floor	4,400.00	6,000.00	1,600.00
C-817-9624-1471	Waterfront Outdoor Fitness Equipment	16,010.75	20,226.00	4,215.25
	Total Revenue	(27,725.92)	(298,000.00)	(270,274.08)
	Total Expenditures	87,472.23	298,000.00	221,777.77
	<b>TOTAL MSC/RECREATION</b>	<b>59,746.31</b>	<b>-</b>	<b>(48,496.31)</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	6,225.72	-	(6,225.72)
C-781-9210-1471	Materials	6,585.09	-	(6,585.09)
C-781-9220-1471	Surveillance Cameras	7,412.73	-	(7,412.73)
	Total Revenue	-	-	-
	Total Expenditures	20,223.54	-	(20,223.54)
	<b>TOTAL LIBRARY</b>	<b>20,223.54</b>	<b>-</b>	<b>(20,223.54)</b>

**Town of Fort Frances  
Capital Fund Budget vs Actual  
as at November 30, 2015**

		Actual to Date	2015 Budget	Variance
	<b>MUSEUM</b>			
C-791-0490-0632	Donations	(4,505.00)	(21,000.00)	(16,495.00)
C-791-0490-0952	Contribution from Reserve Funds			-
C-791-9127-1408	Display/Exhibit Expenses	2,923.98		(2,923.98)
C-791-9128-0000	Environmentally Controlled Display Case		5,000.00	5,000.00
C-791-9163-0000	Display Lighting/Lg Monitor for Digital Papers/Shelving		16,000.00	16,000.00
	Total Revenue	(4,505.00)	(21,000.00)	(16,495.00)
	Total Expenditures	2,923.98	21,000.00	18,076.02
	<b>TOTAL MUSEUM</b>	<b>(1,581.02)</b>	<b>-</b>	<b>1,581.02</b>
	<b>PLANNING &amp; DEVELOPMENT</b>			
C-122-0490-0400	Federal Grant	(2.01)	(655,000.00)	(654,997.99)
C-122-0490-0412	Provincial Grant		(1,000,000.00)	(1,000,000.00)
C-122-0490-0437	Contributions from Others		(160,000.00)	(160,000.00)
C-122-0490-0952	Contributions from Reserve Funds		(40,000.00)	(40,000.00)
C-122-0490-0954	Cont From Revenue Fund (In-Kind Contributions)		(180,000.00)	(180,000.00)
C-271-0490-0952	Contributions from Reserve Funds		(100,000.00)	(100,000.00)
C-122-9108-1471	Civic Centre - OPP Return Air Fan Replacement		20,000.00	20,000.00
C-122-9282-1523	Huffman Property Sub-division	26,242.04	-	(26,242.04)
C-122-9286-1523	Rainy Lake Hotel Demolition/Market Square	347,841.00	1,995,000.00	1,647,159.00
C-122-9295-1523	Civic Centre - Council Chambers Roof Replacement	9,815.46	20,000.00	10,184.54
C-271-9291-1523	By-Law Animal Shelter Construction	125,721.78	100,000.00	(25,721.78)
C-271-9297-1540	By-Law Animal Shelter Demolition	5,616.42		(5,616.42)
C-815-9123-1471	GIS	154.30	-	(154.30)
	Total Revenue	(2.01)	(2,135,000.00)	(2,134,997.99)
	Total Expenditures	515,391.00	2,135,000.00	1,619,609.00
	<b>TOTAL PLANNING &amp; DEVELOPMENT</b>	<b>515,388.99</b>	<b>-</b>	<b>(515,388.99)</b>
	<b>SANITARY SEWER</b>			
C-410-0490-0952	Contribution from Reserve Funds		(364,814.00)	(364,814.00)
C-410-0490-0954	Contribution from Revenue Funds		(640,355.00)	(640,355.00)
C-410-9105-1471	Sanitary Sewer Small Tools	4,899.93	12,000.00	7,100.07
C-410-9123-1471	GIS Equipment & Mapping	154.30	-	(154.30)
C-410-9138-1523	Sanitary Manholes	79,720.29	162,400.00	82,679.71
C-410-9179-1523	Infiltration/Inflow Study Cont Works	2,823.77		(2,823.77)
C-410-9238-1523	Design for Infrastructure Renewal Project		37,500.00	37,500.00
C-410-9271-1523	Phair Ave from 3rd St to 5th Street	27,146.45	220,607.00	193,460.55
C-410-9272-1523	Nelson St from Butler to Shevlin Woodyard	153,302.76	157,442.00	4,139.24
C-410-9273-1523	Kings Hwy from Wright Ave to York	258,821.22	364,814.00	105,992.78
C-410-9285-1523	3rd Street E - Crowe to Frenette	113.68	-	(113.68)
C-410-9280-0000	Honeywell Improvements - Including Street Lighting	-	50,406.00	50,406.00
	Total Revenue	-	(1,005,169.00)	(1,005,169.00)
	Total Expenditures	526,982.40	1,005,169.00	478,186.60
	<b>TOTAL SANITARY SEWER</b>	<b>526,982.40</b>	<b>-</b>	<b>(526,982.40)</b>

**Town of Fort Frances  
Capital Fund Budget vs Actual  
as at November 30, 2015**

		<b>Actual to Date</b>	<b>2015 Budget</b>	<b>Variance</b>
	<b>SEWAGE TREATMENT PLANT</b>			
C-413-0490-0412	Provincial Funding	(165,606.00)	(165,606.00)	-
C-413-0490-0954	Contribution from Revenue Fund		(260,956.00)	(260,956.00)
C-413-0490-0952	Contribution from Reserve Fund		(493,438.00)	(493,438.00)
C-413-0490-0490	On Power Authority ERIP Grant			-
C-413-9105-1471	Small Capital Repairs	137.13		(137.13)
C-413-9108-1471	Small Miscellaneous Capital Materials	50,924.48	120,000.00	69,075.52
C-413-9290-0000	Sludge Dewatering Equip & Installation	189,921.76	800,000.00	610,078.24
	Total Revenue	(165,606.00)	(920,000.00)	(754,394.00)
	Total Expenditures	240,983.37	920,000.00	679,016.63
	<b>TOTAL STP</b>	<b>75,377.37</b>	<b>-</b>	<b>(75,377.37)</b>
	<b>WATERWORKS ADMINISTRATION</b>			
C-961-0330-0589	Expense Recovery			-
C-961-0490-0412	Provincial Grants			-
C-961-0490-0952	Contribution from Reserve Funds		(327,401.00)	(327,401.00)
C-961-0490-0954	Contribution from Revenue Fund		(967,867.00)	(967,867.00)
C-961-9105-1471	Miscellaneous Tools/Equipment	9,275.80	12,000.00	2,724.20
C-961-9123-1471	GIS Equipment & Mapping	308.59	-	(308.59)
C-961-9137-1523	Replacing Main Line Water Valves/Hydrants	76,325.22	211,300.00	134,974.78
C-961-9179-1523	Infiltration/Inflow Study	2,823.76		(2,823.76)
C-961-9238-1523	Design for Infrastructure Renewal Project		37,500.00	37,500.00
C-961-9271-1523	Phair Ave from 3rd St to 5th Street	30,746.58	203,145.00	172,398.42
C-961-9272-1523	Nelson St from Butler to Shevlin Woodyard	98,838.14	126,778.00	27,939.86
C-961-9273-1523	Kings Hwy from Wright Ave to York	542,816.41	704,545.00	161,728.59
C-961-9285-1523	3rd Street E - Crowe to Frenette	73.83		(73.83)
	Total Revenue	-	(1,295,268.00)	(1,295,268.00)
	Total Expenditures	761,208.33	1,295,268.00	534,059.67
	<b>TOTAL WATERWORKS ADMIN</b>	<b>761,208.33</b>	<b>-</b>	<b>(761,208.33)</b>
	<b>WATER TREATMENT PLANT</b>			
C-965-0490-0952	Contribution from Reserve Funds		(357,000.00)	(357,000.00)
C-965-0490-0954	Contribution from Revenue Fund		(60,000.00)	(60,000.00)
C-965-9105-1471	Misc. Small Capital	16,318.42	60,000.00	43,681.58
C-965-9260-1471	Backup Generator	362,260.41	357,000.00	(5,260.41)
	Total Revenue	-	(417,000.00)	(417,000.00)
	Total Expenditures	378,578.83	417,000.00	38,421.17
	<b>TOTAL WTP</b>	<b>378,578.83</b>	<b>-</b>	<b>(378,578.83)</b>
<b>TOTAL REVENUE</b>		<b>(2,105,042.88)</b>	<b>(11,530,750.00)</b>	<b>(9,587,487.12)</b>
<b>TOTAL EXPENDITURES</b>		<b>5,286,882.08</b>	<b>11,530,750.00</b>	<b>6,263,353.76</b>
<b>TOTAL CAPITAL</b>		<b>3,181,839.20</b>	<b>-</b>	<b>(3,324,133.36)</b>