

TOWN OF FORT FRANCES

AGENDA - April 25, 2016

COMMITTEE OF THE WHOLE MEETING

Committee Room and Council Chambers, Civic Centre

(Session No. 057) 5:30 PM

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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 Labour relations or employee negotiations: FFPFFA update
 - 4.2 Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board: Service Agreement
 - 4.3 Personal matters about an identifiable individual, including municipal or local board employees: Personnel Matter
 - 4.4 Personal matters about an identifiable individual, including municipal or local board employees: CAO recruitment update
 - 4.5 Personal matters about an identifiable individual, including municipal or local board employees: Succession Planning
 - 4.6 A proposed or pending acquisition or disposition of land by the municipality or local board: Huffman Subdivision Disposition
5. **Public Session Resumes in Council Chambers:**
6. **Council Reports on Board & Committee Activity:**
 - 6.1 Verbal update from Mayor Avis
Verbal update from Councillor Albanese
Verbal update from Councillor Brunetta
Verbal update from Councillor Caul
7. **Consent Agenda:**
 - 7.1 Cell Phone Use Policy
- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to authorize the

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proposed amendments to Policy 3.25 - Cell Phone Use.	
7.2 Health & Safety Enforcement and Discipline Policy - approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to authorize the proposed amendments to Policy 5.28 - Health and Safety Enforcement and Discipline.	8 - 10
7.3 Suggestion Awards Program Policy - approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to authorize the deletion and removal of Policy 3.14 - Suggestion Awards Policy.	11 - 15
7.4 POA Audited Statements for the year ending December 31, 2015 - approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to authorize the acceptance of the Provincial Offences - Fort Frances Court Services Area Trust Fund audited financials for the year ended December 31, 2015.	16
7.5 OPP Office Lease Agreement Audited Statements for the year ending December 31, 2015 - approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to authorize the acceptance of the OPP Office Lease Agreement audited financials for the year ended December 31, 2015.	17
7.6 Support Resolutions re: Ontario Municipal Board Simplified Process - approval of this report will agree to the recommendation of the Planning & Development Executive Committee to send a letter providing Council's support for the resolutions put forward by the Town of Lakeshore and the Town of Aurora regarding the Ontario Municipal Board.	18
7.7 Award of RFP 16-PD-03 - A reputable Telecommunications firm for the replacement of the Telephone System in 8 Town Facilities - approval of this report will agree to the recommendation of the Planning & Development Executive Committee to award the contract for the supply and installation of a new phone system and related network infrastructure to Teleco Landline of Thunder Bay for a total cost of \$197,900.00 plus the Town's portion of HST and further that an executing by-law be prepared.	19 - 21
7.8 March 2016 Drinking Water Systems Monthly Summary Report	22

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	<p>- approval of this report will accept the March 2016 Drinking Water Systems Monthly Summary Report and approve the report prior to it being made available to the general public.</p> <p>** supporting documentation can be found on the Operation & Facilities Executive Committee agenda dated April 20, 2016.</p>	
7.9	<p>Request from Asselin Transportation & Storage to Transfer Sanitary Sewage from New Gold Camp Site to our Sanitary Sewer Collection System for Treatment</p> <p>- approval of this report will approve the recommendation of the Operations & Facilities Executive Committee to ensure that the rate per cubic meter of wastewater be set at \$18.33 where the user fee by-law is revised, and that only wastewater from holding tanks be authorized to be transferred and discharged into the gravity high flow section of the Sanitary Sewer collection system, and that each request is reviewed and approved by O&F division and further that administration prepare a letter of intent allowing wastewater from the New Gold Mine Camp be transferred into the Town's wastewater collection system.</p>	23 - 24
7.10	<p>Request from Liane Toriseva, JW Walker Teacher for In-Kind GIS Services</p> <p>- approval of this report will agree with the recommendation of the Operations & Facilities Executive Committee to provide assistance to Ms. Toriseva, JW Walker School Teacher to provide assistance and that her mapping data will be stored electronically by the Town and made available to other Teachers in the Community if requested, and further that the costs of preparing this GIS information be charged against the Council Public Relations budget.</p>	25 - 28
7.11	<p>Northwestern Hockey Camp Canada request</p> <p>- approval of this report will agree with the recommendation of the Community Services Executive Committee to charge the Northwestern Hockey Camp Canada the rate of \$110.00/hour plus HST for their 2016 summer ice rental fee.</p>	29 - 31
7.12	<p>Museum Internship Positions</p> <p>- approval of this report will agree to the recommendation of the Community Services Executive Committee to authorize the museum to proceed with the Student Internship Position with Sir Sanford Fleming College at no cost to the Town, and to endorse the application to the Northern Ontario Internship Program (NOIP) for a one-year intern position that will be funding 90% up to a maximum of \$31,500.00 as outlined in the report.</p>	32 - 36

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9. <u>Non-agenda items:</u>	
10. <u>ADJOURNMENT</u>	



TO: Mayor Avis & Members of Council
FROM: A. Petrin, Human Resources Manager
DATE: April 19, 2016
SUBJECT: Cell Phone Use Policy

BACKGROUND

Please see the attached policy recommendation regarding Policy 3.25 – Cell Phone Use, following its presentation to the Administration and Finance Executive Committee on April 19, 2016.

Respectfully submitted,

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

Aaron Petrin
Human Resources Manager

RECOMMENDATION

That Council authorizes the amendments to Policy 3.25 – Cell Phone Use as recommended herein.

Council Approval of this report will authorize the proposed amendments to Policy 3.25 – Cell Phone Use.

<i>The Town of Fort Frances</i>	SECTION
	HUMAN RESOURCES
<u>CELL PHONE USE</u> <u>POLICY</u>	NEW: February 2009 REVISED: April 2016
Resolution No. 300 (consent) 10/09	Supercedes Resolution No. 17 (Consent) 01/09 No. 300 (consent) 10/09
Policy Number 3.25	PAGE 1 of 2

1. PURPOSE

The purpose of this policy is to ~~offer guidance in~~ provide direction regarding the use and application of personal and Town of Fort Frances owned mobile phones.

2. AUTHORIZATION

The issuance of a Town of Fort Frances owned mobile phone must be approved by a Division Manager or the CAO. The use of a Town of Fort Frances owned mobile phone is considered a privilege and may be revoked.

Mobile phones will be assigned by need and not every employee will have a mobile phone assigned to them. Each case for a mobile phone will be reviewed individually and the business requirements, safety issues and appropriateness will all be taken into consideration when evaluating the need for a new phone.

Issuance of a mobile phone will be coordinated through management when written (email acceptable) authorization has been provided.

3. USE

Business Use

Any mobile phone owned and issued by the Town of Fort Frances shall have as its primary function, business related uses.

Personal Use

This policy acknowledges that from time to time, a Town of Fort Frances issued mobile phone may be used for personal calls. As long as this use of the phone is incidental to its primary business use, personal calls are allowed.

If a situation occurs that warrants personal use of a Town of Fort Frances owned mobile phone beyond an incidental nature, the individual shall reimburse the Town, as appropriate.

Personal calls during designated work hours may not be taken at any time when it may disrupt the employee's assigned task / work and / or may compromise the safety of the employee, other employees, or the general public.

Typically, Town of Fort Frances phones may not be used for personal long distance or fee services. However, in an emergency situation, the expense for any such use shall be reimbursed

to the Town as soon as possible. When practical, the employee must seek approval from their supervisor.

Meetings

Any individual using a Town of Fort Frances mobile phone shall use good judgment in how and where the phone is used. Phones taken into meetings shall be turned off or to vibrate. If a call is taken during a meeting, every effort should be made not to disrupt the meeting. Unless a call is specifically related to the topic of discussion, talking on the phone in a meeting is strongly discouraged.

Safety

Mobile phones may only be used when safe to do so and in accordance with any existing legislation regarding their use.

Use of Personal Owned Cell Phones

Employees not designated to carry a cell-phone for work purposes shall only use a personal cell phone contingent upon permission from his / her supervisor. This permission would be granted for special circumstances based upon personal need.

4. PHONE RECORDS

Every individual Town of Fort Frances owned mobile phone user is responsible for checking the accuracy of their bill before it is processed for payment. Discrepancies in billing data shall be resolved in a timely manner. If a Town of Fort Frances mobile phone is used for personal long distance or fee services, the Town of Fort Frances must be notified and the Town reimbursed.

In situations where cell phone usage exceeds the minutes provided by the cell phone plan a detailed call listing may be requested from the service provider. If it is determined that personal use has resulted a billing for additional minutes the user will be expected to reimburse the Town of Fort Frances for the additional costs. If it is determined that the additional minutes were for business use only then consideration should be given to changing to a plan with more minutes.

5. OTHER

The nature of the technology required to support the wireless mobile telephone is rapidly evolving. Phones may have additional features such as cameras, text messaging, Internet access, etc. The intent of this policy is to apply the principles enumerated herein to any such add – on or accessory feature.

6. CELL PHONE USE WHILE DRIVING

~~TOFF~~ **The Town** requires that all staff comply with applicable laws regarding mobile communications devices. Where operational needs require employees to be responsive to calls while in transit, employees shall pull over and stop the vehicle safely before placing, returning, or answering calls or messages. No attempt at talking, writing, texting, or other activities should be undertaken while in transit (either in personal or Corporation owned vehicles and equipment) that would distract the driver.

Legislation **may** excludes Firefighters while performing their duties.



TO: Mayor Avis & Members of Council
FROM: A. Petrin, Human Resources Manager
DATE: April 19, 2016
SUBJECT: Health and Safety Enforcement and Discipline Policy

BACKGROUND

Please see the attached policy recommendation regarding Policy 5.28 – Health and Safety Enforcement and Discipline, following its presentation to the Administration and Finance Executive Committee on April 19, 2016.

Respectfully submitted,

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

Aaron Petrin
Human Resources Manager

RECOMMENDATION

That Council authorizes the amendments to Policy 5.28 – Health and Safety Enforcement and Discipline as recommended herein.

Council Approval of this report will authorize the proposed amendments to Policy 5.28 – Health and Safety Enforcement and Discipline.

<i>The Town of Fort Frances</i>	SECTION
	HEALTH AND SAFETY
<u>HEALTH AND SAFETY ENFORCEMENT AND DISCIPLINE</u>	NEW: July 2004 REVISED: April 2016
<u>POLICY</u>	
Resolution No.	Supercedes Resolution No.
Policy Number 5.28	PAGE 1 of 2

1. SCOPE:

It is policy to ensure and require that the provisions of the *Occupational Health and Safety Act* and Regulations, and the requirements of the program are carried out in the workplace by all workers.

2. PURPOSE:

This standard is developed to provide, promote and communicate an effective corrective action mechanism that will assist in reducing the risk of personal injury, and to ensure that statutory obligations are met under the Act.

3. ORGANIZATION:

No worker will be held accountable for any act, neglect or failure to act if the worker has not been made aware of:

- a danger or hazard;
- a contravention of the Act or Regulations;
- the applicable standards and procedures under the program; or
- if the worker has not received the training/instruction/information referred to in section (7) of this chapter.

Workers are responsible and will be held accountable for acts, neglect or failures to act once the requirements of section (7) of this chapter have been met.

Accountability will be governed and enforced through progressive discipline. Progressive discipline will be initiated and may include, but not be limited to:

- re-training;
- review of safety standards and procedures;
- verbal warning;
- written warning;
- progressive suspension; or
- dismissal.

4. GENERAL:

All directors, officers, managers, supervisors and workers are expected to comply with their legislated duties and responsibilities under the Act.

5. TRAINING:

Appropriate training/instruction/information will be provided to comply with those duties outlined in the Act.

Workers “authorized” to carry out and apply standards and procedures under the program are expected to comply with and properly carry out and apply their respective assigned responsibilities.

Appropriate training/instruction/information will be provided for all authorized workers.

Note: For the purposes of this standard, a “worker” is defined by the Workplace Safety and Insurance Act, 1997, as amended.



TO: Mayor Avis & Members of Council
FROM: A. Petrin, Human Resources Manager
DATE: April 19, 2016
SUBJECT: Suggestion Awards Program Policy

BACKGROUND

During its regular meeting on April 19, 2016, the Administration and Finance Executive Committee supported a proposal to delete and remove the attached policy regarding a suggestion awards program.

Respectfully submitted,

Aaron Petrin
 Human Resources Manager

RECOMMENDATION

That Council authorizes the deletion and removal of Policy 3.14 – Suggestion Awards Program.

Council Approval of this report will authorize the deletion and removal of Policy 3.14 – Suggestion Awards Program.

<i>The Town of Fort Frances</i>	SECTION
<u>SUGGESTION AWARDS PROGRAM</u>	HUMAN RESOURCES
<u>POLICY</u>	REVISED
Resolution No.	Supercedes Resolution No.
Policy Number 3.14	PAGE 1 of 4

1. PURPOSE:

This policy will describe the procedures for the administration of a suggestions award program for the Town of Fort Frances.

2. GENERAL:

The suggestions Awards Program is designed to encourage interest and greater efficiency and effectiveness in the functioning of the Town of Fort Frances by employees of the Town of Fort Frances,

The co-ordination of the program is the responsibility of the Suggestions Awards Committee consisting of the Chief Administrative Officer, 2 Division Managers, 1 member of Council and a representative of the bargaining units under the overall direction of the Council of the Town of Fort Frances.

The Suggestions Awards Committee will be responsible for recommending awards to employees whose suggestions have been adopted out of the program to Council. The decision of the Committee is final. Approval of financial awards will rest with the Council of the Town of Fort Frances.

3. AWARDS:

The program provides for

- Suggestion Awards Certificates of Appreciation for adopted suggestions.
- Cash awards ranging from \$50 to \$10,000.

4. DEFINITION:

A suggestion is a practical idea for improving the operations of any municipal department or agency which results in monetary/non-monetary benefits related to such things as:

- Increased efficiency or productivity;
- Conservation of property, energy, material or other resources;
- Improved working conditions;

- Other benefits,

5. EXAMPLES OF SUGGESTIONS ARE:

- Improvements of office methods, procedures and systems;
- The elimination of accident, fire and work hazards;
- Reduction of cost of departmental administration;
- Standardization of procedures and municipal departments;
- Reduction in number of forms;
- The elimination of unnecessary operations;
- The elimination of any kind of waste;
- The elimination of delays;
- The improvement of working conditions, particularly in regards to safety, health, sanitation and morale;
- Better service to the public;
- Saving of time, materials, supplies or equipment;
- Improvement in design or modification to clothing, materials, supplies or equipment.

6. ELIGIBILITY OF SUGGESTIONS:

Suggestions will be processed on a first come, first served basis. Upon receipt of a suggestion the CAO's office will assign a reference number which will indicate the date and sequence of receipt.

The individual who makes the suggestion may request a 90-day waiting period from the time of submission to properly conduct an assessment of the suggestion. The waiting period can be extended if it is agreed to by the committee that a longer assessment period is required or to accommodate a patenting process.

Suggestions, which involve the use of the invention of the individual, must be examined in terms of a written agreement between the Town of Fort Frances and the employee prior to consideration being given under the Suggestion Award Program. Where any possibility exists that the suggestion received by a Committee involves development of a device that may be patentable, the suggestion is to be processed in accordance with this policy.

7. SUGGESTIONS NOT CONSIDERED ELIGIBLE:

Suggestions that are not considered eligible in the program include those:

- That are duplicates of ones that are currently under evaluation or declined for adoption within the proceeding twelve months;
- To deal with matters related to collective bargaining

- To deal with matters with the purview of the judicial or legislative arms of government;
- The proposed use of one trade name product or service to the exclusion of other similar products or services because they are in opposition to the purchasing policy. It is acceptable however to use a trade name to clarify a suggestion;
- That arises as a result of a direct task the nature of which requires an employee to provide a solution to a given problem.

8. ELIGIBLE RECIPIENTS:

The following are eligible to receive cash awards for adopted suggestions:

- All regular employees of the Town of Fort Frances except those serving on the Suggestions Awards Committee;
- Seasonal, part time, temporary and contract employees provided that their suggestions are submitted while they are employed by the Town of Fort Frances,

Members of the public may be granted a Certificate of Appreciation.

9. OWNERSHIP:

All suggestions become the property of the municipality.

10. SUBMISSION PROCEDURE:

Once submitted and assigned a reference number it is recommended that individuals discuss the idea with their Supervisor and / or Division Manager. The Division Manager or Supervisor will analyze and provide all information necessary to assist the committee in making decisions.

11. SUBMISSION FORMAT:

Suggestion forms are available from all Division Managers and will include:

- The necessary information to identify the individual making the suggestion
- A brief descriptive title;
- A clear and concise statement of the problem, the proposed solution and the results of any trials or tests;
- Appropriate sketches or drawings;
- A signed certification by the responsible Division Manager to the effect that the nature of the suggestion is not part of the employee's duties as defined in the employee's job description, a copy of which should be enclosed. Where the duties-of the employees are not clearly stated and Division Managers find it impossible to reach agreement on the employee's eligibility, they must request assistance from the Suggestion Award Committee but may not refuse a submission of suggestions.

- Suggestions, typed if possible, shall be signed. Joint submissions are to be signed by all parties.

12. CALCULATION OF AWARDS:

Awards are calculated on the value of the savings realized:

- Where the value of the savings resulting from the suggestion can be measured in dollars, the benefits are considered tangible and the award is determined as follows:

Savings	Up to \$5000	\$5001 to \$100,000	\$100,001 and up
Award	15% of savings	\$750 for first \$5000 and \$10 for each additional \$500 in savings	\$2650 for first \$100,000 and \$10 for each additional \$1000 in savings to a maximum of \$10,000

- Where the value of savings cannot be measured in dollars and the benefits are considered intangible a scale of awards not exceeding \$1000 is applied, taking into consideration the benefits and the extent of application.
- A Suggestion Awards Certificate will accompany all monetary awards. Payment of awards will be made from funds designated by Council. Awards are subject to all requisite deductions.
- For award calculation purposes, the lifespan of a suggestion begins on the day of the formal implementation. The lifespan is one year.

13. SAVINGS:

Savings cannot normally be verified until a suggestion has been in effect for one year. When savings can only be estimated, a partial award may be paid. The initial award granted is 50% of the award verification based on estimated savings in that year.

14. NON-ADOPTED:

Suggestions, which may have been declined for adoption, would be protected for a twelve-month period following the date of the original submission. Individuals who made the suggestion wishing to safeguard their interest after twelve months may do so by resubmitting their proposal as a new suggestion.

15. PRESENTATION OF AWARDS:

The presentation of awards should be made with suitable ceremony and maximum publicity as arranged by the Suggestions Award Committee. To this end, all awards will be presented to the recipients at a public meeting of the Council.



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2016/37**

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: April 19, 2016
SUBJECT: P.O.A. Audited Statements for the year ending December 31, 2015

BACKGROUND

Attached is the Provincial Offences (P.O.A.) Fort Frances Court Services Area audited financial statement for the year ended December 31, 2015 as provided by BDO Canada LLP.

The Auditor's report of Statement of Financial Position and Statement of Receipts and Expenditures for the Provincial Offences – Fort Frances Court Services Area Trust Fund, as at December 31, 2015 was prepared by BDO Canada LLP management.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council accept the Provincial Offences – Fort Frances Court Services Area Trust Fund audited financial statement as prepared by BDO Canada LLP for the fiscal year ending December 31, 2015.

Council Approval of This Report Will Authorize the acceptance of the Provincial Offences – Fort Frances Court Services Area Trust Fund audited financials for the year ended December 31, 2015.



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2016/38**

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: April 19, 2016
SUBJECT: O.P.P. Office Lease Agreement Audited Statements for the year ending December 31, 2015

BACKGROUND

Attached is the O.P.P. Office Lease Agreement audited financial statement for the year ended December 31, 2015 as provided by BDO Canada LLP.

The Auditor's report of Statement of Operating Costs was prepared by BDO Canada management based on Schedules D and F of the Office Lease Agreement – OPP.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council accept the O.P.P. Office Lease Agreement audited financial statement as prepared by BDO Canada LLP for the fiscal year ending December 31, 2015.

Council Approval of This Report Will Authorize the acceptance of the O.P.P. Office Lease Agreement audited financials for the year ended December 31, 2015.



April 18, 2016

TO: Mayor & Council

FROM: Elizabeth (Lisa) Slomke, Town Clerk

SUBJECT: Support Resolutions re: OMB Simplified Process

BACKGROUND

Two information items received on the April 11 Council agenda were requested to be brought forward to Planning & Development Executive Committee for consideration and recommendation.

Both items (Town of Lakeshore and Town of Aurora) are resolutions requesting the Province of Ontario consider amendments to limit the jurisdiction of the Ontario Municipal Board (OMB) to questions of law or process.

RECOMMENDATION

The Planning & Development Executive committee recommends that a letter be sent to those individuals named in the resolutions, which indicate that Council of the Town of Fort Frances supports the resolutions put forward by the Town of Lakeshore and the Town of Aurora regarding the OMB.

Council approval of this report will agree to the recommendation of the Planning & Development Executive Committee which recommends a letter be sent providing support from Council of the Town of Fort Frances for the resolutions put forward by the Town of Lakeshore and the Town of Aurora regarding the Ontario Municipal Board (OMB).

April 12, 2016

Report To: Mayor and Council

From: Travis Rob, Facilities/Special Projects Coordinator

RE: Award of RFP 16-PD-03 – A Reputable Telecommunications firm for the replacement of the Telephone Systems in 8 Town Facilities.

Background

After a major failure of the primary phone system in the Civic Centre during August of 2015, a review of the current system and options for replacement have been ongoing. A working group consisting of Jason Kabel, Manager of Community Services, Frank Sheppard, Fire Chief, Frank Wepruk, IT Services, and myself as the project lead was established. After a thorough review of the current system was conducted a request for proposals was sent out for the full replacement of the phone systems, including all associated handsets, servers and related infrastructure in the Civic Centre, Public Works, Museum, Daycare Centre, Airport, Water Treatment Plant, Memorial Sports Centre, and Library as these systems are all currently interconnected and of varying age and condition. The request for proposals was sent to 13 area firms specializing in business telecommunication systems on February 18, 2016 as well as advertised in the Fort Frances Times. Further to this there was a mandatory site visit held on March 8, 2016 where there were 5 firms in attendance. Those firms were: NRM Telecom, SmartIP, Telecom Options, Teleco and Bell.

Submissions

On March 29, 2016 the request for proposals closed at 2:00pm in the committee room of the Civic Centre. Four firms submitted proposals, those being Bell (Thunder Bay Office), Telcom Options of Winnipeg Manitoba, Teleco Landline of Thunder Bay, and Smart IP of Winnipeg Manitoba. Each proposal was evaluated against 13 different weighted criteria as outlined below:

1. Cost
2. Functionality of standard equipment & Features to meet our needs
3. Availability of additional capabilities for growth and expansion
4. Ability to save ongoing communication costs
5. Ease of use
6. Product quality, reliability & Warranty plan
7. Vendor Qualifications
8. Service and Support resources including training by vendor
9. Experience with product
10. Certified vendor relationship with product manufacturer
11. References
12. Proposal Quality
13. Schedule

After the initial review was completed, further clarifying questions were posed to the respective firms and references were contacted where it was deemed necessary. The following scores were tabulated

from the available members of the committee. These scores represent the weighted scores of the aspects of the RFP as detailed in the RFP, and are out of a possible 100 marks.

Firm	Travis R	Frank W	Jason K	Average Score
Bell	46.5	65.5	49	53.7
Telcom Options	66	68	69	66
Teleco	66.5	80	70	72.2
SmartIP	56.5	64.5	68	63

A breakdown of each of their proposal costs is included in the table below.

Firm	Implementation Schedule	Cost	Town's Portion HST	Total Cost	5-Year Additional Warranty (cost for 5 year term)
SmartIP	May 1 - August 25	\$ 103,642.23	\$ 1,824.10	\$ 105,466.33	\$ 10,500.00
Bell	N/A	\$ 121,885.42	\$ 2,145.18	\$ 124,030.60	\$ 44,202.00
Telcom Options	April 27 - July 1	\$ 119,084.42	\$ 2,095.89	\$ 121,180.31	\$ 26,160.00
Teleco Landline*	June 1 - July 31	\$ 197,900.00	\$ 3,483.04	\$ 201,383.04	\$ 20,147.40
*Teleco Cost breakdown: Phone - \$124,950.00 + Point to Point - \$72,950.00					

The highlights of the proposal evaluations of each firm are as follows:

Smart IP:

Schedule of implementation would be from early May to August 25. References in Dryden, Sioux Lookout, Kenora, Red Lake and office in Winnipeg. System will utilize existing network system between buildings with existing lines (4 at Civic Centre, 1 at each other site) for backup purposes. Will use existing cisco switches, uninterruptable power supplies (all at or beyond end of life). Unclear on the ability to consolidate lines and save costs. Proposal lacking much of the required information as set out in the RFP document.

Bell:

No implementation schedule included in the proposal. No intent to reduce lines and operating costs. Town to provide detailed network and complete any/all upgrades prior to implementation. Town also to provide Bell: floor plans, internet connection, virtual network environment (not our current system) removal of existing equipment, racking for mounting of new hardware, data cabling to each phone or additional equipment.

Telcom Options:

Implementation schedule from April 27 – July 1, 2016. Utilize the existing data network with Civic Center as the main hub. No clear plan for the consolidation and savings, call out fee \$100.00 plus time and travel. Provided a proposed calling tree. Very aggressive installation and training schedule.

Teleco Landline

As can be seen, Teleco Landline was selected as the preferred supplier. Teleco is the most expensive of the proposals, however they are proposing the installation of a dedicated point to point communications network connecting all sites for a more robust network and providing additional

redundancy for the phone system. Each firm was to review our current network infrastructure and confirm that the network had the capacity available to include voice content as well as the data transmission already in place. Teleco discovered what the working group suspected; that our current network does not have the capacity between all sites to handle voice and data currently. Teleco proposes that the new point to point network may be able to be utilized for data in the future after the implementation of the phone system seeing improved connection between some of the sites currently plagued with slow network speeds. Each firm was to provide a 5 year warranty and maintenance program as part of the proposal as well as costing for extensions to this maintenance program. For Teleco the 5 year maintenance was included with a 5 year extension available for \$20,147.40 which was one of the least expensive options. Another aspect included in the proposal was a review of the current lines under contract with Bell to service the town facilities and propose consolidation and cost savings opportunities by removing lines not needed with a new and more robust system. Teleco anticipates a possible savings of 75% (approximately \$19,000.00 per year) by reducing lines and setting up a better calling tree to provide improved customer service. The firms were to outline their service call times for response and Teleco committed to a 2h call time for a major system failure, which was in alignment with all other firms. Teleco has retained Triple A Contracting, a local telecommunications firm to aid in the installation and also the ongoing warranty service. Triple A have provided services and support to the Town of Fort Frances in the past and have provided very good quality service to the town. The proposed cost did not include the upgrading of any switches, routers or wiring necessary to complete the installation, any additional equipment to facilitate this project will be an additional cost. It should be noted that it is anticipated that all existing wiring will be sufficient for the new system.

Recommendation

The proposal evaluation was discussed at the April 18, 2016 meeting of the Planning and Development Executive Committee and It is the recommendation of the Planning and Development Executive Committee that the contract for the supply and installation of a new phone system and related network infrastructure be awarded to Teleco Landline of Thunder Bay for a total cost of \$197,900.00 plus the Town's portion of HST and further an executing By-Law be prepared.

Respectfully Submitted



Travis Rob, EIT
Chief Building Official
Facilities/Special Projects Coordinator
Interim Municipal Planner

Council Approval of this report will award the contract for contract for the supply and installation of a new phone system and related network infrastructure to Teleco Landline of Thunder Bay for a total cost of \$197,900.00 plus the Town's portion of HST and further an executing By-Law be prepared.

April 15, 2016

Report To: Mayor & Council

From: Doug Brown, Manager of Operations & Facilities

SUBJECT: March 2016 Drinking Water Systems Monthly Summary Report

Please find attached the March 2016 Summary Report on the drinking water systems, prepared by Randy White, Senior WTP Operator.

Your Administration recommends that Operations & Facilities Executive Committee accept the March 2016 report as presented.

Respectfully submitted,
Operations & Facilities Division



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

<p>Council approval of this report will accept the March 2016 Drinking Water Systems Monthly Summary Report and approve the report prior to it being made available to the general public.</p>

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

03CouncilwaterreportMarch 2015

April 12, 2016

Report To: Mayor & Council

From: Doug Brown, Manager of Operations & Facilities

SUBJECT: Re: Request from Asselin Transportation & Storage Ltd. to Transfer Sanitary Sewage from New Gold Camp Site to our Sanitary Sewer Collection System for Treatment

Please find attached the letter dated April 1st, 2016 from Asselin Transportation & Storage Ltd. requesting permission to transfer sanitary sewage from the New Gold property into the Town's sanitary sewer collection system for treatment. This request was referred to the O & F executive committee for review and recommendation.

Basically, Asselin would be given the authority to transfer sanitary sewage from their haulage truck into a sanitary manhole near the gravity high flow section of the Sanitary Sewer collection system. For example the 1st manhole north 5th Street on Keating Avenue. Where Asselin will throttle the flow of sewage (3000 or 13.64 cu. meters) into the sanitary sewer manhole to ensure that no property owners are negatively affected.

Presently, there is no rate outlined in the Town's user fee by-law for wastewater to be transferred directly into the sanitary sewer collection system for treatment. However the Town has a rate for potable water set at \$ 25.38 per cubic meter. The 2015 actual cost to treat and discharge a cubic meter of wastewater was \$ 1.92 where the published 2016 non-residential rate is \$ 2.51. Emo is charging \$ 5.50 per cubic meter based on the information provided by Asselin.

It is difficult to determine the amount of wastewater that is going to be discharged into the sanitary sewer collection system. In March the STP treated and discharged on average 7,463.39 cubic meters of wastewater per day. Where one load represents 0.18% of the hydraulic loading per day thus is considered kind of insignificant. I also gave Asselin permission to dump loads in the Town's sanitary sewer collection system prior to establishing the new rate, as Emo refused wastewater from the New Gold Mine site camp as a result of a treatment capacity issue. It was clearly understood by Asselin that it would be responsible to pay the rate established and approved by the Town for these loads. At the time of writing this report only 3 loads have been received and transferred into the sanitary sewer collection system from the mine site for treatment.

At this time one needs to establish a new rate per cubic meter for wastewater.

Asselin pays Emo	\$ 5.50 per cubic meter or \$75.00 per load
Based on actual Costs 2015 costs	\$ 1.92 per cubic meter or \$ 26.19 per load
Based on 2016 non- residential rate	\$ 2.51 per cubic meter or \$ 34.24 per load
Based on 47.63 % of 2016 cost of Potable water rate from a fire hydrant	\$12.03 per cubic meter or \$ 164.09 per load

I am of the opinion that the hydraulic loading is insignificant where the Town should make a profit and there should be no cost to any of the existing water/wastewater customers. However the rate should be high enough to be a deterrent to wastewater haulers where this becomes an acceptable practice or service provided by the Town. This service should only be used as a last resort when there are no alternatives or options available. This appears to be the case in this situation.

It is recommended that the rate per cubic meter be set at \$12.03 per cubic meter or \$164.09.

After a lengthy discussion at the O&F executive committee meeting on April 20, 2016, the Operations & Facilities Executive Committee recommends the following;

- 1) That the rate per cubic meter of wastewater be set at \$18.33 where the user fee by-law is revised.
- 2) That only wastewater from holding tanks be authorized to be transferred & discharged into the gravity high flow section of the Sanitary Sewer collection system.
- 3) That each request is reviewed and approved by the Operations & Facilities Division.
- 4) That administration prepare a letter of intent allowing wastewater from the New Gold Mine Camp to be transferred into the Town's wastewater collection system.

Respectfully submitted,
Operations & Facilities Division



Doug Brown, P. Eng.
Operations & Facilities Manager

Council approval of this report will ensure:

- 1) That the rate per cubic meter of wastewater be set at \$18.33 where the user fee by-law is revised.
- 2) That only wastewater from holding tanks be authorized to be transferred & discharged into the gravity high flow section of the Sanitary Sewer collection system.
- 3) That each request is reviewed and approved by the Operations & Facilities Division.
- 4) That administration prepare a letter of intent allowing wastewater from the New Gold Mine Camp to be transferred into the Town's wastewater collection system.

April 12, 2015

Report To: Mayor & Council

From: Doug Brown, Manager of Operations & Facilities

SUBJECT: Request from Liane Toriseva, JW Walker Teacher for In-Kind GIS Services

Please find attached the letter dated April 7, 2016 from Liane Toriseva, JW Walker Teacher for In-Kind GIS services.

Also attached is an administration report prepared by Trish Law, GIS Expert outlining all pertinent details in regards to prepare GIS maps for JW Walker Teacher, Liane Toriseva.

On the surface the request is pretty straight forward where the cost to the Town is as follows;

1) Trish Law Hours	6 hrs. @ \$ 41.97/hr.	\$ 251.82
2) Hardcopy of 11 by 17 Drawing		\$ 11.32
3) Subtotal		\$ 263.14
4) HST		\$ 34.21
5) Total		\$ 297.35

However, is the Town setting precedent by assisting this Teacher's request? As there are several other teachers in Fort Frances probably teaching the same course curriculum. This type of request fits closer to a Council Public Relations expenditure which has a budget amount of \$19,500 in 2016.

The O & F Executive Committee recommends the following;

- 1) That the Town will provide assistance to Liane Toriseva, Elementary Teacher at J.W. Walker School and that her mapping data & information will be stored electronically by the Town and will be made available to other Teachers in the Community if requested.
- 2) That the costs of preparing this GIS information be charged against the Council Public Relations budget.

Respectfully Submitted
Operations & Facilities Division



Doug Brown, P. Eng.
Operations and Facilities Manager

Council approval of this report will ensure:

- 1) That the Town will provide assistance to Liane Toriseva, Elementary Teacher at J.W. Walker School and that her mapping data & information will be stored electronically by the Town and will be made available to other Teachers in the Community if requested.
- 2) That the costs of preparing this GIS information be charged against the Council Public Relations budget.

March 8, 2016.

Report To: Doug Brown, O&F Manager

From: Trish Law, GIS Expert

SUBJECT: Mapping/GIS Request from L. Toriseva, J.W. Walker School

On April 4, 2016 I was contacted via telephone by Liane Toriseva, school teacher at J.W. Walker School with regards to obtaining some maps of specific locations and property uses for her Third Grade class. Ms. Toriseva met with myself and Douglas Herr on April 6, 2016 to discuss her request and show examples of what she was looking for.

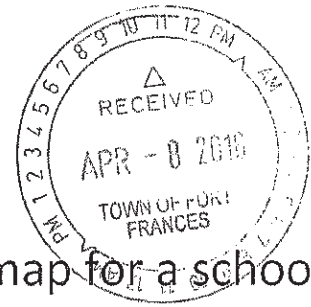
After consideration of this request, I estimate that it will take approximately 6 hours to complete the maps Ms. Toriseva is looking for based on the maps and information she requires. Ms. Toriseva is requesting that the maps be donated to her class as an in-kind service from the Town.

Respectively Submitted,

A handwritten signature in cursive script that reads "Trisha Law".

Trisha Law, MGIS
GIS Expert

Thursday, April 7, 2016.



Mayor and Council,

I am requesting assistance in developing a town map for a school project. As part of our curriculum we are required to teach the students to gain a better understanding of maps by creating and using them. I called the town office and got a town map. They directed me to Trish Law at Public Works. I met with Trish Law and discussed the type of map that we would need for our project. She is willing to help me but wanted me to send a letter to the mayor and council asking for permission to make the map using the town resources. I appreciate your time and consideration in regards to this matter. Please call me at J.W. Walker School (274-3616) and inform me of your decision.

Sincerely,

Liane Toriseva
Social Studies Teacher
J.W. Walker School



REPORT

TO: Mayor & Council

FROM: Jason Kabel, Manager of Community Services

DATE: April 12, 2016

RE: **Northwestern Hockey Camp Canada Request**

After two very successful summers of 2014 & 2015, Northwestern Hockey Camp Canada (NHCC, Jamie Davis & Harry Mahood) are looking forward to hosting their hockey camp in Fort Frances again this summer. The hockey school will operate for two weeks, Aug 1-5 and Aug 8-12, one week for girls and one week for boys.

The letter that was submitted by NHCC is requesting consideration for preferred ice rental rates for their program this summer. Specifically, they are requesting a rate of \$110.00/hr + HST for their ice rental fee. The 2016 rental rate for summer-youth-residents is \$ \$115.60. It would be a reduction of \$5.60/hr.

With an estimated 92 hours of ice rental for the two weeks to operate the school; revenue - \$10,120, potential savings offered \$515.20.

This item was referred to the Community Services Executive Committee with input from the Administration & Finance Executive Committee (AFEC). Please find an email from Dawn Galusha, Deputy Treasurer attached with the input provided by AFEC.

Respectfully Submitted,

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

Jason Kabel

Council approval of this report will agree with the recommendation of the Community Services Executive Committee to charge Northwestern Hockey Camp Canada the rate of \$110.00/hr + HST for their 2016 summer ice rental fee.



NORTHWESTERN HOCKEY CAMP CANADA

Jason,

On behalf of Northwestern Hockey Camp Canada, please accept this letter as our official request for preferred ice/facility rates for our 2016 summer program taking place at the Memorial Sports Centre Aug 1-5/Aug 8-12, 2016.

Northwestern Hockey Camp Canada is in its 29th year of operation and after a very positive second year in Fort Frances, we will be returning for 2016. Our programming will again include an "All Girls" U8-U18 program to complement our traditional U8-U18 High Performance program.

In our efforts to continue our programming for years to come and establish a "trademark" in Fort Frances, taking into consideration that the majority of our programming takes place during "off peak" hours, we are asking that we receive a preferred ice and facility rate of 110.00 + HST/ hr for our 2 weeks of programming. This would include IFK ice rental, the use of kitchen/auditorium, IFK conference room, and 52' ice pad for our sports camp sessions.

With an outstanding number of positive feedback from players and families, we are very excited about the future of Northwestern Hockey Camp Canada here in Fort Frances. The camp is gaining huge interest around Northwestern Ontario and the Midwest and it is our goal at Northwestern Hockey Camp Canada to work with the Memorial Sports Centre and the Town of Fort Frances to create positive economic progression for all parties involved now and in years to come.

We look forward to working with you and your staff this summer.

Thank you,

Jamie Davis

VP- Northwestern Hockey Camp Canada



Dawn Galusha/Frances


04/19/2016 01:15 PM

To Jason Kabel/Frances@Frances

cc

bcc

Subject A & F Recommendation- Northwestern Hockey Camp
Request

History:  This message has been replied to.

Jason,

The Administration and Finance Executive Committee agrees to the recommendation of the Community Services Executive Committee in approving the request for the reduced rate of \$110/hour of ice time. Please advise if you need a report sent along.

Thank you,
Dawn

Dawn Galusha, CPA, CGA
Deputy Treasurer
Town of Fort Frances
807-274-5323 ext 247



REPORT

TO: Mayor Avis & Council

FROM: Jason Kabel, Manager of Community Services

DATE: April 14, 2016

RE: **Museum Internship Positions**

Student Intern Position

Recently the Museum was contacted by a student from Sir Sanford Fleming College, J. Piskiewicz, who is currently enrolled in the *Museum Management and Curatorship* program with an application to intern for 14 weeks (May 9 – August 12, 2016). There is no financial cost to the Town and the program was authenticated with regards to Ministry of Labour requirements as vetted through the Town of Fort Frances Human Resources Manager.

Norther Ontario Internship Program Position

Currently the Museum has a position with the Northern Ontario Internship Program (NOIP) that will expire July 27, 2016. It has been a tremendous boost to the workflow and operations of the Museum to be able to participate in the intership program. It has been recommended by the NOIP program supervisor for the Museum to apply for another intern after the completion of the current one.

The Northern Ontario Internship Program pays 90% funding up to a maximum of \$31,500. To maximize the amount the museum can access, we've requested \$19.20 per hour for the intern. This provides wages of \$34,944. Below is a summary of the financial scope:

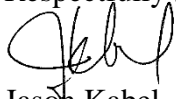
	<u>At \$19.20/hr</u>
Wages	34,944
Benefits	4,806
Total Expenses	39,750
NOIP Contribution	31,449
D'Agostini Estate Contribution	5,000
Amount Outstanding	3,301
TOFF Contribution Required 2016 (Aug-Dec.)	1,375.42
TOFF Contribution Required 2017 (Jan.- July)	1,925.58

As this is a one-year position, the Town of Fort Frances contributions are budgeted over 2 years, thus little investment for a full-time position that would again be tremendous support to the Museum. The projects projected for the NOIP Intern are interactive programming using tablets, Canada 150 exhibits and events, and the Ontario Archives regarding the Tener photographs.

Recommendation

The Community Services Executive Committee recommends to Mayor and Council to authorize the Museum to proceed with the Student Internship Position with Sir Sanford Fleming College with no financial cost to the Town and endorse the application to the Northern Ontario Internship Program (NOIP) for one-year that will be funded 90% up to a maximum of \$31,500.

Respectfully Submitted,


Jason Kabel

Council approval of this report will agree with the Community Services Executive Committee to:

- 1) authorize the Museum to proceed with the Student Internship Position with Sir Sanford Fleming College with no financial cost to the Town.
- 2) endorse the application to the Northern Ontario Internship Program (NOIP) for one-year that will be funded 90% up to a maximum of \$31,500.

Report**To:** Executive & Council**From:** Museum**Date:** April 12, 2016**Re:** Approval for intern positions at museum

The Museum is looking at two intern positions, one free, another under NOHFC (same as for B.Waite).

1) approval for a student – J.Piskiewicz from the *Museum Management and Curatorship* program at Sir Sandford Fleming College to intern here for 14 weeks (May 9 – Aug 12) *at no cost to us*.

This is a legitimate college program that will benefit all concerned. It is meant to be a training program for the student and must include a project that the student can write a final paper about, but should also provide the student with day-to-day museum experience. The project I've proposed is the interactive programming that we wish to develop for the museum. (Funds from the D'Agostini estate have been set aside; the Friends of the Museum have also applied to the Winnipeg Foundation.) The project will require numerous man-hours to complete the research and lay the groundwork – a good summer project for the intern.

This is an opportunity that is rarely available to us. Although students from this program become available each year, if the student has no support locally for lodging, we have no way of accessing the free help.

2) approval to apply for a one-year Internship through NOHFC – I spoke to Jane Gillon and my contact with NOHFC about extending our current internship (B.Waite). This is not permitted, however we can apply for a second intern through the same program.

I am proposing that we submit an application for a one-year position that will begin late August or early September. This time frame allows us to hire from the students who will be completing their summer internship and looking for work (possibly even Piskiewicz above). The terms are these:

The Northern Ontario Internship Program pays up to 90% funding.

Wages: \$34,944 (with benefits \$39,750) at 90% NOIP \$31,449.60 Town pays \$8,300 (approximation)

We pay B.Waite: \$20.50/hour, so a little more, due to having to relocate from S.Ontario. The museum could contribute \$5000 from the D'Agostini estate, as we did for Bethany.

The coming year will be an important one for us. Besides launching interactive programming using tablets (mentioned above), the museum will be working on Canada 150 exhibits and events, including the partnership with Merv Ahrens and the Ontario Archives regarding the Tener photographs.

Northern Ontario Internship Program



Candidate Criteria

- ▶ University and college graduates who have graduated within the last three years from an accredited college or university. Candidates must be graduates of post-secondary degree or diploma programs.
- ▶ The position must provide the intern with first time employment in their field of study.
- ▶ Candidates are only eligible to participate in the internship program one time.
- ▶ Candidates must be legally entitled to work in Canada.

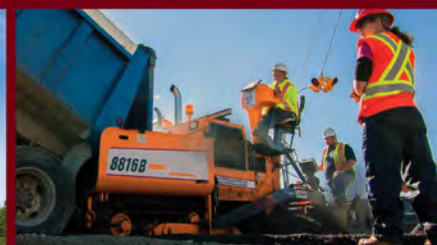
The intent of the Northern Ontario Internship Program is to strengthen Northern Ontario's competitive advantage and build economic development capacity by attracting and retaining graduates in the North.

The program provides recent graduates who are interested in launching and building their careers in Northern Ontario access to internships.

Who is Eligible?

Private sector, public sector, and not-for-profit organizations located in Northern Ontario that are interested in providing training and work experience to recent graduates. The organization must have been in operation for at least one year with a minimum of one full-time employee and operate in one of the following sectors identified and further described in the *Growth Plan for Northern Ontario*:

- ▶ advanced manufacturing
- ▶ agriculture, aquaculture and food processing
- ▶ arts, culture and creative industries
- ▶ digital economy
- ▶ forestry and value-added forestry-related industries
- ▶ health sciences
- ▶ minerals sector and mining supply and services
- ▶ renewable energy and services
- ▶ tourism
- ▶ transportation, aviation and aerospace
- ▶ water technologies and services
- ▶ municipalities, First Nations, post-secondary education institutions, and research institutions may also apply
- ▶ other business activities that, in the opinion of the NOHFC Board of Directors, will result in an economic development advantage for Northern Ontario will be considered on a case-by-case basis.



Funding

- ▶ Eligible not-for-profit and public sector organizations located in Northern Ontario are potentially eligible to receive a conditional contribution of up to 90% of a recent graduate's salary to a maximum contribution of \$31,500.
- ▶ Eligible private sector Northern Ontario organizations are potentially eligible to receive a conditional contribution of up to 50% of a recent graduate's salary to a maximum contribution of \$31,500.
- ▶ NOHFC funding under this program, when combined with other provincial and federal government sources, will generally not exceed 50% of eligible costs for private sector employers and 90% of eligible costs for public sector employers.

Not all projects meeting the program criteria outlined above will receive funding.

Applications will be accepted under this program until March 31, 2017.

This will be subject to change without any prior notice.

Contact us today:

nohfc.ndm@ontario.ca

nohfc.ca

1.800.461.8329

What is Eligible?

Funding is available for organizations located in Northern Ontario to provide first time full-time employment in a related field to recent university and college graduates. The program will support innovation, economic/community development and capacity building within communities.

Retail business activities where retail is the major or sole function of the position are not eligible. Positions that are operational in nature (such as clerical) are not eligible.

Guidelines

- ▶ Applications will be reviewed according to the following criteria:
 - The opportunity for the placement to result in a full time permanent job.
 - The quality of the skill development opportunity.
 - The type of training being proposed by the employer.
 - The work plan/supervision method. Direct supervision must be provided daily by an onsite supervisor.
- ▶ Activities that displace existing employees are not eligible. The organization is responsible to demonstrate that the position is a new position.
- ▶ Upon receiving NOHFC approval for funding, all organizations are responsible for recruiting appropriate candidates.
- ▶ A fair selection process must be conducted by organizations for each position.
- ▶ Organizations cannot hire immediate family members or relatives.
- ▶ Payment will be made on a cost-incurred basis with two payments made at six months and the end of the internship.
- ▶ Work must be undertaken during the internship period of 52 weeks. An internship period will not exceed 52 weeks.
- ▶ Organizations are required to notify the NOHFC when an employee has been hired under this program or when an employee leaves.

Date of Decision: March 28, 2016

Last Day for Appeal: April 17, 2016

NOTICE OF DECISION

pursuant to Section 45(10) of the Planning Act

TAKE NOTICE THAT at its meeting held March 28, 2016, the Fort Frances Committee of Adjustment considered and made decisions on the minor variance applications as set out below:

Application	Property	Application Purpose	Decision
A1/2016	800 Scott Street	- Special permission to allow outdoor storage of good accessory to the permitted commercial use.	Denied

A certified copy of the Decisions on the above application is attached and provides the reasons for the decision made and includes conditions, if any, imposed.

FURTHER TAKE NOTICE THAT decisions made and/or conditions imposed by the Committee of Adjustment may be appealed to the Ontario Municipal Board. The Planning Act, at Section 45(12) to 45(14) provides that a decision of the Committee becomes final and binding unless an appeal is filed within twenty (20) days of the making of the decision. Additional information can be obtained by contacting the Office of the Municipal Planner or accessing the government website at www.omb.gov.on.ca.

The last day for appealing this decision is noted above. To appeal the decision and/or conditions to the Ontario Municipal Board, send a letter outlining the reasons for the appeal together with the appeal fee of \$125.00 for each application appealed, payable by cheque payable to the Ontario Minister of Finance to:

Town of Fort Frances
320 Portage Avenue
Fort Frances, On
P9A 3P9

If this application was submitted in contemplation of construction and you wish to obtain a building permit prior to the expiration of the appeal period, please contact the writer for additional information.

You will be advised in writing if an appeal has been filed.

Dated this 12th of April, 2016.



Travis Rob, EIT
Interim Municipal Planner
Committee Secretary-Treasurer
Telephone: (807) 274-5323 (ex. 252)



TOWN OF FORT FRANCES
320 Portage Avenue, Fort Frances, On P9A 3P9
COMMITTEE OF ADJUSTMENT DECISION

File No.
A1-2016

Subject Property 800 Scott Street	Zoning Code C2	Property Roll No. 59-12-030-002-02400
--------------------------------------	-------------------	--

IN THE MATTER OF Section 45 of The Planning Act for Minor Variance from the Zoning By-Law #3/14, and an application for ☐ minor variance to or ☒ special permission

This is an application for special permission for:
1. Outdoor storage accessory to the commercial use on this site in accordance with 3.19 and 3.20 of the Zoning By-Law #03/14

DECISION: The Application is ☒ Denied or ☐ Approved

Subject to the following Conditions:

attached ☐

Reasons for Committee’s Decision:
1. The committee does not feel that the property suits the intended use. The property owner intends to use the property for outdoor storage on a temporary basis. The Committee recommends that the property owner apply for a temporary use by-law to permit the use for the temporary purposes.

Members concurring in Decision made March 28, 2016:

Viktor Nowak
Viktor Nowak

Cindy Mason
Cindy Mason

Absent
Charleen Mallory

Vacant

Irene Lajng
Irene Lajng

Absent
Gary Rogozinski

Barry Jackson
Barry Jackson

CERTIFIED TRUE COPY
Date April 12, 2016
[Signature]
Secretary - Treasurer
Committee of Adjustment
Town of Fort Frances

NOTE – A variance is not valid unless any conditions imposed have been satisfied

Statistics Canada Report - TOWN OF FORT FRANCES

Statistics Canada Report - TOWN OF FORT FRANCES Reporting Period:03-01-2016 - 03-31-2016

Municipality	Fort Frances				
Permit					Value
RollNo	Applicant	Contractors	Property Address	Work Description	Units / Area
2016010		Alberton	1000 MCIRVINE RD N	Enclose East loading dock. Install doors per drawings.	
59-12-010-004-12401-0000	Alberton	Ontario	Legal Description: PLAN SM211 PT LOT 38 & 39;PLAN 48R1765 PARTS 24 & 26;PCL 39-1	Stat's Canada Codes Building: 460 Work: 03	1 78.9
2016006	1120 McIrvine Road	Fort Frances	1120 MCIRVINE RD N	Move onto site a 14 x 20 garage and construct a 10 x 20 lean-to addition on the east side.	\$1,200.00
59-12-010-004-13352-0000	Fort Frances	Ontario	Legal Description: PLAN SM 211 PT LOT 40 PLAN;48R1765 PART 1 & 2PCL 40-3	Stat's Canada Codes Building: 450 Work: 01	1
2016008		Fort Frances	1218 OLDE SHAMBLES RD	Construct an engineered retaining wall system at the rear of the building	\$25,000.00
59-12-010-005-02413-0000	Fort Frances	Ontario	Legal Description: PLAN SM327 LOT 10 PCL 10-1;SEC SM 327	Stat's Canada Codes Building: 110 Work: 03	1
Sum	Summary (3 detail records)				3
Grand Total	Summary (3 detail records)				3

TOWN OF FORT FRANCES
Operations and Facilities Division - Environmental Area - Operations Statistics
 (January 2016)

STAFFING:

See Operations Statistics (January) 2016 prepared by M. Strachan, Superintendent of Transportation

OVERTIME HOURS - Equivalent Straight Time Hours

See Operations Statistics (January) 2016 prepared by M. Strachan, Superintendent of Transportation

WATER DISTRIBUTION:Water Main Breaks:

- Number of water main breaks: Two (2)
- In front of 1024 York Ave. N. and Crowe Ave. - 600 blk.

Hydrant Repairs:

- Number of hydrant repairs: None

Hydrant Replacements:

- Number of hydrant replacements: None

Hydrant Installations (NEW):

- Number of new hydrant installations: None

Main Valve Repairs:

- Number of water main valve repairs: None

Water Service Breaks:

- Number of water service breaks: None

Water Service Repairs:

- Number of water service repairs: One (1)
- 934 Kaitlyn Dr.

Main Valve Replacements:

- Number of main valve replacements: None

Water Service Turn "Off/On":

- Number of water service turn "Off/On": Six (6)
- 418 Scott St., 700 Fifth St. W., 1027 Williams Ave., 713 Third St. W., 650 Fifth St. W. and 1144 Second St. E.

Frozen Water Services:

- Number of frozen water services: Three (3)
- 229 Scott St., 800 Fifth St. W. and 650 Fifth St. W. (All froze within Owner's property)

Water Meter Installations/Replacements:

- Number of water meter installations/replacements: Three (3)
- 418 Scott St., 700 Fifth St. W. and 650 Fifth St. W.

Backflow Preventer Installations/Replacements:

- Number of backflow preventer installations/replacements: Three (3)
- 418 Scott St., 700 Fifth St. W. and 650 Fifth St. W.

Backflow Prevention - Testing:

- Number of backflow preventers tested: Three (3)
- 418 Scott St., 700 Fifth St. W. and 650 Fifth St. W.

Other Information:

- Replaced damaged fire hydrant markers

WATER TREATMENT PLANT:

- January 2016 - In receipt of the Water Treatment Plant Monthly Report.
- G. Wiedenhoft at plant to assist with maintenance and obtain some training.

SEWERAGE COLLECTION:Wastewater Main Backups:

- Number of wastewater main backup: None

Sewer Main Repairs:

- Number of sewer main repairs: None

Sewer Service Breaks:

- Number of sewer service repairs: None

Sewer Service Repairs:

- Number of sewer service repairs: One (1)
- 505 McIrvine Rd.

Other Information:

- Summarized final costs for invoicing of private works associated with private works
- Cleaned Fifteen (15) plugged sewer services at the following locations:
 - 613 Third St. W., 428 Armit Ave. (2), 626 Third St. W., 155 Sixth St. W., 1026 Williams Ave., 1200 Scott St. (2), 556 Webster Ave., 1109 King's Hwy., 810 Third St. E., 375 Daniel Ave., 804 Wright Ave., 719 King's Hwy. and 246 Third St. W.
- January 20, 2016 - 229 Scott St. (Causeway Insurance) - Thawed the sanitary sewer service line using the low pressure steamer.
- Televised for Owner their sanitary sewer service - 218 Second St. E., 230 Third St. W. and 650 Fifth St. W.

WASTE-WATER TREATMENT FACILITY:

- January, 2016 - Received the Wastewater Treatment Facility Monthly Report.
- January 26 & 27, 2016 - Ministry of the Environment inspection.

WASTE MANAGEMENT:

Garbage Collection:

- Number of complaints regarding garbage collection:
 - Town - 0 complaints, Asselin's - 1 complaint

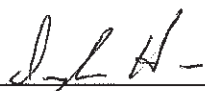
Sanitary Landfill (Waste Disposal Site):

Landfill Scales functioning properly during this period.

- Amount of residential waste delivered to the landfill:
 - 127,940 kgs (127.94 tonnes)
- Amount of ICI waste delivered to the landfill:
 - 232,740 kgs (232.4 tonnes)

Recycling:

- Number of complaints regarding recycled materials:
 - Town - 0 complaints, Asselin's - 0 complaints
- Amount of recycled waste diverted from the landfill:
 - Emterra - No data

Prepared By: 

Environmental & Facilities Superintendent

Date: 14-04-2016

Operations and Facilities Division - Environmental Area - Operations Statistics (February 2016)

STAFFING:

See Operations Statistics (February) 2016 prepared by M. Strachan, Superintendent of Transportation

OVERTIME HOURS - Equivalent Straight Time Hours

See Operations Statistics (February) 2016 prepared by M. Strachan, Superintendent of Transportation

WATER DISTRIBUTION:

Water Main Breaks:

- Number of water main breaks: One (1)
- Nelson St. (400 blk.)

Hydrant Repairs:

- Number of hydrant repairs: One (1)
- Sixth St. W. at Cornwall Ave. N.

Hydrant Replacements:

- Number of hydrant replacements: None

Hydrant Installations (NEW):

- Number of new hydrant installations: None

Main Valve Repairs:

- Number of water main valve repairs: None

Water Service Breaks:

- Number of water service breaks: None

Water Service Repairs:

- Number of water service breaks: None

Water Service Turn "Off/On":

- Number of water service turn "Off/On": Three (3)
- 1017 Second St. E., 1110 Second St. E. and 750 Thompson St.

Frozen Water Services:

- Number of frozen water services: Two (2) - Private Property
- 808 Wright Ave. and 650 Fifth St. W.

Water Meter Installations/Replacements:

- Number of water meter installations/replacements: None

Backflow Preventer Installations/Replacements:

- Number of backflow preventer installations/replacements: None

Backflow Prevention - Testing:

- Number of backflow preventers tested: None

Other Information:

- Summarized final costs for invoicing, associated with private works
- February 19 & 26, 2016 - J. Bruyere attended a First Aid Training course (2-day) at the Memorial Sports Centre
- February 22 - 26, 2016 - T. George attended a Water Distribution course (Class 2) in Dryden, Ontario - Keewaytinook Centre.

WATER TREATMENT PLANT:

- February 2016 - In receipt of the Water Treatment Plant Monthly Report.

SEWERAGE COLLECTION:

Wastewater Main Backups:

- Number of wastewater main backup: None

Wastewater Manhole Repairs:

- Number of wastewater manhole repairs: One (1)
 - Second St. E. at Armit Ave.

Sewer Service Repairs:

- Number of sewer service repairs: None

Other Information:

- Cleaned sixteen (16) plugged sewer services at the following locations:
 - 1234 Colonization Rd. W., 625 First St. E., 1332 Sixth St. E., 408 Third St. E., 637 Second St. E. (2),
 - 650 Fifth St. W., 315 Butler Ave., 1019 Second St. E., 1375 Colonization Rd. W., 822 Second St. E.
 - 1210 Scott St., 654 Thompson St., 1010 Walker Ave., 569 Scott St. and 726 Nelson St.

Private Works:

- CCTV inspected and traced various building sewer services.
- February 23, 2016 - 1010 Walker Ave. - CCTV'd the sewer service from cleanout inside house towards the main
- February 25, 2016 - 569 Scott St.. - traced the sewer service for Union Gas - clearance for cross-bore
- Performed locates for other utilities.

WASTE-WATER TREATMENT FACILITY:

- In receipt of the Wastewater Treatment Facility Monthly Report for February 2016.

WASTE MANAGEMENT:Garbage Collection:

- Number of complaints regarding garbage collection:
 - Town - 0 complaints, Asselin's - 3 complaints

Sanitary Landfill (Waste Disposal Site):

Landfill Scales functioning properly during this period.

- Amount of residential waste delivered to the landfill:
 - 117,310 kgs (117.31 tonnes)
- Amount of ICI waste delivered to the landfill:
 - 189,930 kgs (189.93 tonnes)

Recycling:

- Number of complaints regarding recycled materials:
 - Town - 0 complaints, Asselin's - 1 complaint
- Amount of recycled waste diverted from the landfill:
 - Emterra - No data

Prepared By: _____

Environmental & Facilities Superintendent

Date: _____

TOWN OF FORT FRANCES
Operations and Facilities Division - Environmental Area - Operations Statistics
(March 2016)

STAFFING:

See Operations Statistics (March) 2016 prepared by M. Strachan, Superintendent of Transportation

OVERTIME HOURS - Equivalent Straight Time Hours

See Operations Statistics (March) 2016 prepared by M. Strachan, Superintendent of Transportation

WATER DISTRIBUTION:Water Main Breaks:

- Number of water main breaks: None

Hydrant Repairs:

- Number of hydrant repairs: None

Hydrant Replacements:

- Number of hydrant replacements: None

Hydrant Installations (NEW):

- Number of new hydrant installations: None

Main Valve Repairs:

- Number of water main valve repairs: Two (2)
- Minnie Ave. at Scott St. (VAL484) and Eighth St. E. at Portage Ave. N. (VAL227)

Water Service Breaks:

- Number of water service breaks: One (1)
- 922 Scott St.

Water Service Repairs:

- Number of water service repairs: None

Water Service Turn "Off/On":

- Number of water service turn "Off/On": Sixteen (16)
- 1018 First St. E., 1242 Colonization Rd. W., 237 Eighth St. W., 1123 Scott St. (2), 1016 Cornwall Ave.,
- 1207 Strachan Pl., 634 Second St. W., 401 King's Hwy., 331 Second St. E., 1030 Portage Ave. N.,
- 1125 Colonization Rd. W., 1022 Williams Ave., 525 Portage Ave., 638 First St. W.
- and 919 Frenette Ave.

Frozen Water Services:

- Number of frozen water services: None

Water Meter Installations/Replacements:

- Number of water meter installations/replacements: None

Backflow Preventer Installations/Replacements:

- Number of backflow preventer installations/replacements: None

Backflow Prevention - Testing:

- Number of backflow preventers tested: Two (2)
- 525 Portage Ave. and 210 Third St. E.

Other Information:

- Summarized final costs for invoicing of private works associated with private works
- Thawed water service at 307 Kings Hwy. (Couchiching F.N.)

WATER TREATMENT PLANT:

- March, 2016 - In receipt of the Water Treatment Plant Monthly Report.

SEWERAGE COLLECTION:

Wastewater Main Backups:

- Number of wastewater main backup: None

Wastewater Manhole Repairs:

- Number of wastewater manhole repairs: None

Sewer Service Repairs:

- Number of sewer service repairs: None

Other Information:

- Cleaned Seventeen (17) plugged sewer services at the following locations:
 - 1001 Victoria Ave. N., 520 First St. W., 424 First St. E., 1016 Scott St., 601 Second St. W., 874 Fourth St. E., 940 Third St. E., 512 Front St., 1007 Second St. E., 708 Portage Ave., 614 Second St. E., 436 Scott St., 808 Portage Ave., 1011 Second St., 335 First St. E., 544 Third St. W. and 316 Armit Ave.
- Commenced flushing/cleaning of the sanitary sewer mains (dead ends and trouble areas)
- CCTV inspected various building sewer services.
- March 9, 2016 - Televisé sanitary sewer service at 301 Victoria Ave. (Clinic)

WASTE-WATER TREATMENT FACILITY:

- In receipt of the Wastewater Treatment Facility Monthly Report for March 2016.

WASTE MANAGEMENT:

Garbage Collection:

- Number of complaints regarding garbage collection:
 - Town - 0 complaints, Asselin's - 4 complaints

Sanitary Landfill (Waste Disposal Site):

Landfill Scales not functioning properly during this period.

- Amount of residential waste delivered to the landfill:
 - 146,890 kgs (146.89 tonnes)
- Amount of ICI waste delivered to the landfill:
 - 237,970 kgs (237.97 tonnes)

Recycling:

- Number of complaints regarding recycled materials:
 - Town - 0 complaints, Asselin's - 0 complaints
- Amount of recycled waste diverted from the landfill:
 - Emterra - No data

Prepared By: _____ Environmental & Facilities Superintendent

Date: _____



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

April 11, 2016

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
March 2016 Monthly Report**

As per the operating agreement, the attached document is the March 2016 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 black ink, appearing to read 'Kelly C', is written over a light blue circular stamp.

Kelly Cunningham
Senior Operator

For Larry Wachter
Operations Manager

**The Corporation of the Town of Fort Frances
Wastewater Treatment Plant
(Sewage Plant)
March 2016 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 March 2016; the facility performance report summarizes important information regarding the quality of the effluent, wastewater, analytical test results, maintenance operations, and relevant activities of the WWTP.

DESCRIPTION OF WORKS

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

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

LABORATORY

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

MARCH 2016 EFFLUENT QUALITY

<i>Parameters</i>	<i>Monthly Actual Concentration mg/L</i>	<i>Compliance Criteria Concentration mg/L</i>	<i>Performance Objective Concentration mg/L</i>	<i>Monthly Actual Loading, kg/d</i>	<i>Compliance Criteria Loading kg/d</i>	<i>Performance Objective Loading kg/d</i>
CBOD ₅	2.3 mg/L	25 mg/L	15 mg/L	16.1 kg/d	225 kg/d	135 kg/d
Total Suspended Solids	5.7 mg/L	25 mg/L	15 mg/L	47.7 kg/d	225 kg/d	135 kg/d
Total Phosphorus	0.11 mg/L	1.0 mg/L	0.9 mg/L	0.94 kg/d	9 kg/d	8.1 kg/d
Total Nitrogen Nitrate Nitrogen	9.67 mg/L 4.50 mg/L					
Total Cl ₂ Residual		<0.01 mg/L (when in use)				
E-Coli		21.4 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 7.2 to 7.7; average pH was 7.4		
Temperature degrees C				Temperatures ranged from 8.0 to 9.5; average temperature of effluent was 8.8 C		

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 March was 7463.4 m³/day. This represents 83% of the design average flow. Total treated flow for the month was 231365 m³.

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

INVENTORY

Chemical	End of Month Status	Units
Hypochlorite	1150 +/-@ 7.0% + 410 @ 12%	Litres
Alum	15.5 +/- @ 60 %	Cubic meters
Polymer	11 Bags (275 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
- Regular cleaning of seal water strainer TFP 9-5
- Greased all blowers
- New heat trace and insulation installed on outside alum line
- Repaired digester automatic air valve
- Exercised portable diesel and Yamaha generators
- Boiler 1 off
- Flushed digester level sensor
- Greased clarifier drives
- Removed 3 buckets debris from Headcell inlet and 1 bucket debris from Teacup
- Drained and hosed Teacup and Snail
- Removed rag balls from both clarifier inlet weirs
- Replaced a shear pin in clarifier longitudinal drive 1

Pump Stations:

- Ran gensets
- Changed seal water strainers
- Cleaned bar screens

OPERATIONAL ISSUES

There were no operational issues in the report period.

SLUDGE SUMMARY

Asselin Transportation and Storage Limited hauled a total of 212.7 m³ of thickened digested sludge (11.8 m³/load average) to the Town of Fort Frances landfill site.

COMPLAINTS

There were no complaints during the report period.

BY-PASS REPORT(S)

There were no bypass events in the report period.

COMMENTS

Plant power consumption for the month was 679 (x 180 multiplier) kWh.

OCWA brought their new Maximo maintenance program online in the northwest hub.

Lakeside Controls and Dell Tech Support have been working to resolve some issues with one of the Delta V workstations.

Contractors interested in bidding on the screen and sludge handling upgrade project toured the facility.

REPORTS

ALS – Environmental Analytical Reports (on-file at plant)

Fort Frances WPCP Equipment Run Time Report (on-file at plant)

Bypass Report (on-file at plant as per occurrence)

Incident Report (on-file at plant as per occurrence)

Month	Sewage Flows Year 2016					Usage % Plant Capacity	Sludge Volume Hauled M3	Removal Efficiency		
	Avg. Day Flow m3	Max Day Flow m3	Total Treated Volume ML	Total ByPass Volume ML	Total Volume ML			CBOD5 0.963796909		
								Suspended Solids 0.958688355		
								Total Phosphorus 0.9421875		
January	5668.1	5900	175712		175712	63%	249.9			
February	5417.8	5665	157117		157117	60%	251.7			
March	7463.4	12988	231365		231365	83%	212.7			
April						0%				
May						0%				
June						0%				
July						0%				
August						0%				
September						0%				
October						0%				
November						0%				
December						0%				
Sum				0	564194		714.3			
Average	6183		188065		188065	69%	238.1			
Max		12988	231365		231365					
C of A	9000	18000								

Month	CBOD5				Suspended Solids				Total Phosphorus				Nitrogen		E. Coli	
	Avg. Raw BOD (mg/L)	Avg. Eff. CBOD (mg/L)	Avg. Load CBOD (kg/day)	Avg. Raw S.S (mg/L)	Avg. Eff. S.S (mg/L)	Avg. Load S.S (kg/day)	Avg. Raw T.P (mg/L)	Avg. Eff. T.P (mg/L)	Avg. Load T.P (kg/day)	Avg. Raw T.P (mg/L)	Avg. Eff. T.P (mg/L)	Avg. Load T.P (kg/day)	Avg. Raw TKN (mg/L)	Avg. Eff. Total N (mg/L)	Geo Mean Counts /100ml	
January	87.0	2.4	13.5	142.4	6.0	34.7	2.41	0.15	0.83						23.7	
February	74.3	3.5	18.5	132.5	4.3	23.2	2.12	0.11	0.57						19.3	
March	65.2	2.3	16.1	112.4	5.7	47.7	1.87	0.11	0.94						21.4	
April																
May																
June																
July																
August																
September																
October																
November																
December																
Average	75.5	2.7	16.0	129.1	5.3	35.2	2.1	0.12	0.78						21.5	
Max	87	3.5	18.5	142.4	6	47.7	2.4	0.15	0.94						23.7	
C of A		25	225		25	225		0.9	9						200	

Sewer & Water Data for 2016
up-dated March 31, 2016

Month	Days per month	2016		2016		2016		2015		2016		2016		2015		2016-2015		2016		2016	
		Total Sewage STP cu. meters cu. meters monthly daily	Couch. Sewage Meters monthly	Couch. Sewage Meters daily	Couch. Sewage %	Total Sewage STP cu. meters cu. meters monthly	Total Sewage STP cu. meters cu. meters monthly	Couch. 2 Water Meters monthly	Couch. 2 Water Meters daily	Couch. Water %	Total Treated WTP cu. meters cu. meters monthly	Total Treated WTP cu. meters cu. meters daily	Treated WTP cu. meters cu. meters monthly	Treated WTP cu. meters cu. meters daily	Diff. WTP	Diff. WTP	Diff. STP-WTP	Diff. STP-WTP	Diff. STP-WTP	Diff. STP-WTP	
January	31	176710	5700.32	7600	245.16	161362	118110.0	3810.0	3810.0	14.24%	121570	3922	542.5	16818.5	107690	3922	-3460.0	15348.0	58600.0	1890.3	
February	29	157117	5417.83	7638	263.38	140237	110250.0	3801.7	3801.7	15.25%	107690	3713	579.9	16818.5	107690	3713	2560.0	16880.0	48867.0	1616.1	
March	31	231365	7463.39	9648	311.23	173865	118600.0	3825.8	3825.8		126450	4079	0.0	16818.5	126450	4079	-7850.0	57500.0	112765.0	3637.6	
April	30		0.00		0.00	168865		0.0	0.0		112830	3761	0.0		112830	3761	-112830.0	-168865.0	0.0	0.0	
May	31		0.00		0.00	242869		0.0	0.0		120100	3874	0.0		120100	3874	-120100.0	-242869.0	0.0	0.0	
June	30		0.00		0.00	218773		0.0	0.0		116430	3881	0.0		116430	3881	-116430.0	-218773.0	0.0	0.0	
July	31		0.00		0.00	179969		0.0	0.0		134840	4350	0.0		134840	4350	-134840.0	-179969.0	0.0	0.0	
August	31		0.00		0.00	183529		0.0	0.0		129900	4190	0.0		129900	4190	-129900.0	-183529.0	0.0	0.0	
September	30		0.00		0.00	163113		0.0	0.0		121920	4064	0.0		121920	4064	-121920.0	-163113.0	0.0	0.0	
October	31		0.00		0.00	159808		0.0	0.0		123450	3982	0.0		123450	3982	-123450.0	-159808.0	0.0	0.0	
November	30		0.00		0.00	188990		0.0	0.0		102560	3419	0.0		102560	3419	-102560.0	-188990.0	0.0	0.0	
December	31		0.00		0.00	189403		0.0	0.0		107110	3455	0.0		107110	3455	-107110.0	-189403.0	0.0	0.0	
Total	366					2170783					1424850	46690			1424850	46690	-1424850.0	-2170783.0	0.0	0.0	
Monthly Average						180898.6					118737.5	3890.9			118737.5	3890.9	-89824.2	-133799.3	18186.0	595.3	
daily Average												3868.77									

**Town of Fort Frances
General Fund (Operating)
Actuals as at March 31, 2016**

	Actuals to Date	2016 Draft Budget	Variance
CORPORATE			
050 Municipal Tax Levy (Interim Tax Levy)	(6,090,585.65)	(10,617,884.00)	(4,527,298.35)
051 Education Tax Levy		(1,731,821.00)	(1,731,821.00)
052 Supp/Omit Municipal Tax Levy			-
053 Supp/Omit Education Tax Levy			-
056 W/O Municipal	548.47	254,755.00	254,206.53
057 W/O Education	196.80	24,980.00	24,783.20
061 OMPF	(733,525.00)	(2,934,100.00)	(2,200,575.00)
062 Payments-in-Lieu	(20,765.80)	(782,001.00)	(761,235.20)
062 Other Grant (In-Lieu of Write-off)			-
070 Contribution from Reserve Funds (Tax Rate Stab.)		(242,250.00)	(242,250.00)
110 Mayor & Council	43,225.19	717,598.00	674,372.81
112 Contribution to Reserves & Reserve Funds		1,375,000.00	1,375,000.00
113 Long Term Debt	71,900.90	640,120.00	568,219.10
115 Election		-	-
161 Riverside Health Care/Dr Recruitment	17,000.25	69,000.00	51,999.75
161 Clinic Financing Interest		8,500.00	8,500.00
162 RR DSSAB	276,491.35	1,878,859.00	1,602,367.65
163 Rainycrest	15,156.96	60,628.00	45,471.04
164 Northwestern Health Unit	122,937.80	368,814.00	245,876.20
820 Economic Development	328.93	166,435.00	166,106.07
821 Travel Information Centre	4,339.26	10,770.00	6,430.74
830 Solar Panel Project	376.25	(25,270.00)	(25,646.25)
991 English Public School Board	351,986.87		(351,986.87)
992 English Separate School Board	74,119.59		(74,119.59)
993 French Public School Board	350.05		(350.05)
994 French Separate School Board	916.22		(916.22)
Total Corporate	(5,865,001.56)	(10,757,867.00)	(4,892,865.44)
ADMINISTRATION AND FINANCE			
070 Other Unassigned Revenue	(82,520.68)	(321,500.00)	(238,979.32)
120 Administration	75,386.25	297,065.00	221,678.75
121 Admin Vehicle	1,243.48	5,608.00	4,364.52
122 Municipal Buildings	1,796.84	30,205.00	28,408.16
124 Tax Sale Registration			
125 HR Department	8,447.29	95,000.00	86,552.71
130 Clerk	42,773.53	172,189.00	129,415.47
140 Treasury	196,671.83	387,134.00	190,462.17
910 PUC Administration	16,235.01	95,170.00	78,934.99
Total Administration and Finance	260,033.55	760,871.00	500,837.45
EMERGENCY SERVICES			
211 Emergency Services	174,239.43	915,913.00	741,673.57
227 Emergency Measures	3,820.27	19,849.00	16,028.73
228 911 Service	9,136.71	13,800.00	4,663.29
231 Police Revenue	(2,696.04)	(24,000.00)	(21,303.96)
232 Police Services Board	1,993.92	21,350.00	19,356.08
233 Police Administration	584,560.66	2,332,588.00	1,748,027.34
Total Emergency Services	771,054.95	3,279,500.00	2,508,445.05

**Town of Fort Frances
General Fund (Operating)
Actuals as at March 31, 2016**

		Actuals to Date	2016 Draft Budget	Variance
COMMUNITY SERVICES				
622	Sister Kennedy Centre	11,159.50	34,600.00	23,440.50
641	Fort Frances Children's Complex	(1,821.06)	6,045.00	7,866.06
643	Best Start Hub/Resource Centre	(7,023.48)	668.00	7,691.48
644	Day Care Resource Teacher	(2,822.93)	833.00	3,655.93
653	Handi-Transit System	9,066.72	90,302.00	81,235.28
713	Townshend Theatre	(3,389.51)	-	3,389.51
722	Recreation Facilities	102,321.29	627,806.00	525,484.71
725	Recreation Programs	5,187.32	111,079.00	105,891.68
732	Community Services	26,178.43	132,683.00	106,504.57
740	Sunny Cove Camp	1,685.65	14,327.00	12,641.35
781	Fort Frances Public Library	118,262.17	493,191.00	374,928.83
791	Museum	27,296.83	146,810.00	119,513.17
817	Waterfront Development/Marina	8,470.17	48,139.00	39,668.83
Total Community Services		294,571.10	1,706,483.00	1,411,911.90
OPERATIONS AND FACILITIES				
310	PW Administration	(74,948.18)	(102,217.00)	(27,268.82)
311	PW Buildings & Yards	37,818.09	118,672.00	80,853.91
313	Municipal Roads	255,010.54	1,284,156.00	1,029,145.46
318	Public Parking Lots	8,415.69	15,980.00	7,564.31
320	Sidewalks	31,713.70	107,954.00	76,240.30
330	Private Works Charges	2,320.66	32,668.00	30,347.34
331	Private Crossing Charges		18,367.00	18,367.00
333	PW Vehicles	39,490.14	219,790.00	180,299.86
334	PW Equipment	43,298.75	248,329.00	205,030.25
344	PW Stores	19,315.60	63,236.00	43,920.40
345	Traffic Signal Maintenance	1,371.24	7,779.00	6,407.76
346	Streetlight Maintenance	7,027.86	53,317.00	46,289.14
350	Garbage Collection	(17,027.97)	(167,172.00)	(150,144.03)
351	Recycling Services	28,665.32	192,448.00	163,782.68
352	Sanitary Landfill	(8,708.89)	(25,276.00)	(16,567.11)
360	Engineering	7,633.02	27,904.00	20,270.98
390	Airport	44,546.34	(29,762.00)	(74,308.34)
391	Airport Building Maintenance	11,186.22	45,295.00	34,108.78
393	Airport Grounds Maintenance	3,811.59	63,670.00	59,858.41
580	Parks & Cemeteries Admin.	20,164.06	196,473.00	176,308.94
582	Fort Frances Cemetery	1,353.93	89,281.00	87,927.07
583	Riverview Cemetery	4,800.49	172,375.00	167,574.51
584	Point Park	1,187.40	29,188.00	28,000.60
585	Parks - Outdoor Facilities	21,589.84	230,684.00	209,094.16
586	Lions Millennium Park	45.50	12,196.00	12,150.50
Total Operations and Facilities		490,080.94	2,905,335.00	2,415,254.06

PLANNING AND DEVELOPMENT

**Town of Fort Frances
General Fund (Operating)
Actuals as at March 31, 2016**

		Actuals to Date	2016 Draft Budget	Variance
150	Civic Centre	15,738.33	78,394.00	62,655.67
271	By-Law Enforcement	28,489.61	142,572.00	114,082.39
272	Animal Shelter	1,215.82	10,144.00	8,928.18
813	Building Official	27,915.89	59,104.00	31,188.11
815	Planning & Zoning	22,529.53	108,623.00	86,093.47
	Total Planning and Development	95,889.18	398,837.00	302,947.82
	Sub-Total General Fund (Operating)	(3,953,371.84)	(1,706,841.00)	2,246,530.84
L80	Surplus from Previous Year			-
	Deficit/(Surplus)	(3,953,371.84) -	1,706,841.00	2,246,530.84
	TOTAL BUDGET - Revenue	(7,880,654.13)	(21,604,520.00)	(13,723,865.87)
	TOTAL BUDGET - Expenditures	3,927,282.29	21,604,520.00	17,677,237.71
		(3,953,371.84)	0.00	3,953,371.84

Sewer & Water Data for 2016
up-dated March 31, 2016

Month	Days per month	2016		2016		2016		2016		2015		2016		2016-2015		2016		2016	
		Total Sewage STP cu. meters cu. meters monthly daily	Couch. Sewage Meters monthly	Couch. Sewage Meters daily	Couch. Sewage % %	Total Sewage STP cu. meters cu. meters monthly	Total Couch. Sewage Meters monthly	Couch. 2 Water Meters daily	Couch. Water %	Treated WTP cu. meters cu. meters monthly	Treated WTP cu. meters cu. meters daily	Treated WTP cu. meters cu. meters monthly	Treated WTP cu. meters cu. meters daily	Diff WTP STP	Diff WTP STP	Difference STP-WTP daily average Infiltration			
January	31	176710	5700.32	7600	245.16	161362	118110.0	3810.0	3810.0	14.24%	121570	3922	542.5	16818.5	15348.0	58600.0	1890.3		
February	29	157117	5417.83	7638	263.38	140237	110250.0	3801.7	3801.7	15.25%	107690	3713	579.9	16818.5	16880.0	46867.0	1616.1		
March	31	231365	7463.39	9648	311.23	173865	118600.0	3825.8	3825.8		126450	4079			-7850.0	157500.0	112765.0		
April	30		0.00		0.00	168865		0.0	0.0		112830	3761	0.0		-112830.0	-168865.0	0.0		
May	31		0.00		0.00	242869		0.0	0.0		120100	3874	0.0		-120100.0	-242869.0	0.0		
June	30		0.00		0.00	218773		0.0	0.0		116430	3881	0.0		-116430.0	-218773.0	0.0		
July	31		0.00		0.00	179969		0.0	0.0		134840	4350	0.0		-134840.0	-179969.0	0.0		
August	31		0.00		0.00	183529		0.0	0.0		129900	4190	0.0		-183529.0	0.0	0.0		
September	30		0.00		0.00	163113		0.0	0.0		121920	4064	0.0		-121920.0	-163113.0	0.0		
October	31		0.00		0.00	159808		0.0	0.0		123450	3982	0.0		-123450.0	-159808.0	0.0		
November	30		0.00		0.00	188990		0.0	0.0		102560	3419	0.0		-102560.0	-188990.0	0.0		
December	31		0.00		0.00	189403		0.0	0.0		107110	3455	0.0		-107110.0	-189403.0	0.0		
Total	366					2170783					1424850	46690			-1424850.0	-2170783.0	0.0		
Monthly Average						180698.6					118737.5	3890.9			-89824.2	18186.0	595.3		
daily Average												3868.77							

**Town of Fort Frances
Capital Fund Budget vs Actual
as at March 31, 2016**

	Actual to Date	2016 Budget	Variance
Administration			
C-110-0490-0952 Contribution from Reserve Funds		(10,000.00)	(10,000.00)
C-140-0490-0952 Contribution from Reserve Funds		(100,000.00)	(100,000.00)
C-110-9109-0000 iCompass Computers/iPads	5,023.59	10,000.00	4,976.41
C-140-9109-1523 Financial Software (Windows Version)		75,000.00	75,000.00
C-140-9109-0000 Computer/Network Upgrades		25,000.00	25,000.00
Total Revenue	-	(110,000.00)	(110,000.00)
Total Expenditures	5,023.59	110,000.00	104,976.41
TOTAL ADMINISTRATION	5,023.59	-	(5,023.59)
Honeywell Project			
C-105-0490-0490 OPA/FFPC Grants			-
C-105-0490-0952 Contribution from Reserve Fund		(17,855.00)	(17,855.00)
C-105-9280-0000 Honeywell Improvement Project - Museum Controls		17,855.00	17,855.00
Total Revenue	-	(17,855.00)	(17,855.00)
Total Expenditures	-	17,855.00	17,855.00
TOTAL CIVIC CENTRE	-	-	-
EMERGENCY SERVICES			
C-211-0490-0952 Contribution from Reserve Funds		(40,425.00)	(40,425.00)
C-211-9122-0000 SCBA & Air Cylinders		3,900.00	3,900.00
C-211-9123-1471 GIS Capital Update		1,525.00	1,525.00
C-211-9133-0000 Fire Truck Replacement (Suburban)		32,000.00	32,000.00
C-211-9239-1431 Fire Hose Replacement		3,000.00	3,000.00
C-232-0490-0952 Contribution from Reserve Funds		(10,000.00)	(10,000.00)
C-232-9278-1471 2 - Permanent Speed Signs		10,000.00	10,000.00
Total Revenue	-	(50,425.00)	(50,425.00)
Total Expenditures	-	50,425.00	50,425.00
TOTAL EMERGENCY SERVICES	-	-	-
PUBLIC WORKS			
<u>Transportation</u>			
C-310-0490-0952 Contribution from Reserve Funds		(72,695.00)	(72,695.00)
C-334-0490-0952 Contribution from Reserve Funds		(558,414.00)	(558,414.00)
C-313-9110-1523 Contributions from Reserve Funds (Water & Sewer)		(708,272.00)	(708,272.00)
C-313-0490-0412 Provincial Grant		(175,606.00)	(175,606.00)
C-313-0490-0952 Contribution from Reserve Funds		(25,000.00)	(25,000.00)
C-316-0490-0412 Provincial Grant		(2,172,618.00)	(2,172,618.00)
C-316-0490-0952 Contribution from Reserve Funds		(4,526.00)	(4,526.00)
C-316-0490-0400 Federal Gas Tax Reserve (Federal Funding)		(472,268.00)	(472,268.00)
C-320-0490-0400 Federal Gas Tax Reserve (Federal Funding)		(404,036.00)	(404,036.00)
C-345-0490-0952 Contribution from Reserve Funds		(16,200.00)	(16,200.00)
C-310-9105-1471 Small Equipment Purchases		8,000.00	8,000.00
C-310-9127-0000 PW Garage Furnace & Air Conditioning Unit		10,000.00	10,000.00
C-310-9127-1471 PW Office Flooring	165.37	27,405.00	27,239.63
C-310-9300-1471 PW Garage Hoist		25,000.00	25,000.00
<u>Roads</u>			
C-313-9110-1523 Portage Avenue Storm Sewer Wet Sump Pumps		25,000.00	25,000.00
C-313-9271-1523 Phair Ave from 3rd - 6th Streets (200 m)		753,847.00	753,847.00
C-313-9272-1523 Nelson Street - Storm Sewer	1,571.95	120,031.00	118,459.05
C-313-9279-1523 Calder Drive Surface Treatment		10,000.00	10,000.00

**Town of Fort Frances
Capital Fund Budget vs Actual
as at March 31, 2016**

		Actual to Date	2016 Budget	Variance
C-316-9273-1523	Connecting Link - Kings Hwy 11-71 From Wright to York	4,927.46	541,300.00	536,372.54
C-316-9277-1523	Connecting Link - Colonization Rd E from Scott - 5th St	8,303.86	2,062,859.00	2,054,555.14
C-316-9303-1523	Connecting Link - Mill Rd Overpass Engineering		45,253.00	45,253.00
C-320-9271-1523	Sidewalks - Phair Ave from 3rd St - 6th St		104,036.00	104,036.00
C-320-9272-1523	Sidewalks - Nelson St	8.22		(8.22)
C-320-9273-1523	Sidewalks - Kings Hwy - Wright to York	86.59		(86.59)
C-320-9299-1523	Scott Street - 200 Block Interlocking Brick		300,000.00	300,000.00
C-334-9230-1471	Sidewalk Machine c/w Blower Attachment	155,660.01	156,660.00	999.99
C-334-9292-1471	Street Sweeper		316,754.00	316,754.00
C-334-9298-1471	BobCat with Track w/c Bucket & Landscaping Equip		85,000.00	85,000.00
C-345-9135-1471	Pole Replacement		8,000.00	8,000.00
C-345-9301-1471	Traffic Light Poles Central Ave & Scott Street		8,200.00	8,200.00
C-360-9123-1471	GIS Capital Upgrades		2,290.00	2,290.00
	<u>Airport</u>			
C-390-0490-0952	Contribution from Reserve Funds		(60,000.00)	(60,000.00)
C-390-9302-1523	Groundwater Well & Treatment System	334.18	60,000.00	59,665.82
	<u>Waste Management System</u>			
C-351-0490-0952	Contribution from Reserve Funds		(13,255.00)	(13,255.00)
C-351-9128-1471	Transfer Station Upgrades	209.74	13,255.00	13,045.26
	<u>Parks</u>			
C-580-0490-0589	Lawn Tractor Trade-In		(4,000.00)	(4,000.00)
C-580-0490-0632	Cemetery Trust Donation		(8,944.00)	(8,944.00)
C-580-0490-0952	Contribution from Reserve Funds		(54,000.00)	(54,000.00)
C-586-0430-0632	Lions Millennium Park- Donations	(1,525.78)		1,525.78
C-580-9105-1471	Small Equipment Replacement		5,000.00	5,000.00
C-580-9133-1471	4x4 Truck c/w Snow Plow		49,000.00	49,000.00
C-580-9174-1471	Cemetery 2-John Deere Lawn Tractors		12,944.00	12,944.00
C-586-0430-0632	Lion'S Park Contracted Works			
	Total Revenue	(1,525.78)	(4,749,834.00)	(4,748,308.22)
	Total Expenditures	171,267.38	4,749,834.00	4,578,566.62
	TOTAL PUBLIC WORKS	169,741.60	-	(169,741.60)
	FORT FRANCES CHILDREN'S COMPLEX			
C-641-0490-0432	RRDSSAB Grant			-
C-641-0490-0436	Health & Safety Grant (DSSAB)		(17,000.00)	(17,000.00)
C-641-0490-0952	Contribution from Reserve Funds		(35,000.00)	(35,000.00)
C-641-9106-0000	Vent Hood/Air Handling System for Hood		17,000.00	17,000.00
C-641-9133-1471	Vehicle Replacement		35,000.00	35,000.00
	Total Revenue	-	(52,000.00)	(52,000.00)
	Total Expenditures	-	52,000.00	52,000.00
	TOTAL FFCC	-	-	-
	SISTER KENNEDY CENTRE			
C-622-0490-0448	Provincial Grant			-
C-622-0490-0952	Contribution from Reserve Funds			-
C-622-9105-0000	Small Capital Purchases			-
C-622-9108-1523	Centre Upgrades (Roof Replacement).			-
C-622-9133-0000	Enabling Accessibility Van			-
	Total Revenue	-	-	-
	Total Expenditures	-	-	-
	TOTAL SKC	-	-	-

**Town of Fort Frances
Capital Fund Budget vs Actual
as at March 31, 2016**

	Actual to Date	2016 Budget	Variance
Handivan			
C-653-0490-0952 Contribution from Reserve Funds		(85,000.00)	(85,000.00)
C-653-9133-0000 Handivan Bus Replacement		85,000.00	85,000.00
Total Revenue	-	(85,000.00)	(85,000.00)
Total Expenditures	-	85,000.00	85,000.00
TOTAL SKC	-	-	-
MSC/Recreation			
C-722-0490-0952 Contribution from Reserve Funds		(208,100.00)	(208,100.00)
C-725-0490-0952 Contribution from Reserve Funds		(38,300.00)	(38,300.00)
C-722-0490-0412 Provincial Grant		(112,000.00)	(112,000.00)
C-740-0490-0952 Contribution from Reserve Funds		(8,000.00)	(8,000.00)
C-722-9105-1471 Floor Scrubber		8,000.00	8,000.00
C-722-9219-1471 Stage		24,000.00	24,000.00
C-722-9294-1523 Tennis Courts		224,000.00	224,000.00
C-722-9630-1523 52 Cnd Rink North Entrance Overhead Doors		4,500.00	4,500.00
C-722-9631-1471 52 Cnd Rink North Dehumidifier		23,000.00	23,000.00
C-722-9632-1523 Asbestos Tilte Removal in 52 Cnd Rink		5,000.00	5,000.00
C-722-9633-1471 IFK Rink Compressor Software		31,600.00	31,600.00
C-725-9624-0000 Fitness Equipment		3,000.00	3,000.00
C-725-9624-1495 Treadmill		7,000.00	7,000.00
C-725-9634-1471 Pool Motor & Pump		8,300.00	8,300.00
C-725-9635-1523 Door to Pool Hallway		3,000.00	3,000.00
C-725-9636-1471 Pool Natural Gas Heater	15,177.15	17,000.00	1,822.85
C-740-9108-1523 Sunny Cove Upgrades Windows & Doors		8,000.00	8,000.00
Total Revenue	-	(366,400.00)	(366,400.00)
Total Expenditures	15,177.15	366,400.00	351,222.85
TOTAL MSC	15,177.15	-	(15,177.15)
LIBRARY			
C-781-0490-0400 Federal Grant (CAPP)			-
C-781-0490-0412 Provincial Grant			-
C-781-0490-0952 Contribution from Reserve Funds		(30,000.00)	(30,000.00)
C-781-9109-0000 Computer Equipment		15,000.00	15,000.00
C-781-9105-1471 Make Space Equipment		10,000.00	10,000.00
C-781-9165-1471 Materials	6,513.17		(6,513.17)
C-781-9220-1471 Surveillance Upgrade		5,000.00	5,000.00
Total Revenue	-	(30,000.00)	(30,000.00)
Total Expenditures	6,513.17	30,000.00	23,486.83
TOTAL LIBRARY	6,513.17	-	(6,513.17)
MUSEUM			
C-791-0490-0400 Federal Grant			-
C-791-0490-0412 Provincial Grant			-
C-791-0490-0632 Donations	(11,193.40)		11,193.40
C-791-0490-0952 Contribution from Reserve Funds			-
C-791-9109-0000 Computer/Scanner & Photo Studio Lighting			-
Museum Roof			-
Total Revenue	(11,193.40)	-	11,193.40
Total Expenditures	-	-	-
TOTAL MUSEUM	(11,193.40)	-	11,193.40

**Town of Fort Frances
Capital Fund Budget vs Actual
as at March 31, 2016**

	Actual to Date	2016 Budget	Variance
PLANNING & DEVELOPMENT			
C-122-0490-0400 Federal Grant	(155,581.01)	(503,949.00)	(348,367.99)
C-122-0490-0412 Provincial Grant		(781,528.00)	(781,528.00)
C-122-0490-0437 Other Sources of Revenue (BIA)		(130,000.00)	(130,000.00)
C-122-0490-0952 Contributions from Reserve Fund		(370,000.00)	(370,000.00)
C-122-0490-0954 Contribution from Revenue Fund (In-Kind)		(22,580.00)	(22,580.00)
C-150-0490-0952 Contributions from Reserve Fund		(142,000.00)	(142,000.00)
C-815-0490-0952 Contributions from Reserve Fund		(2,290.00)	(2,290.00)
C-122-9286-1523 Rainy Lake Hotel Demolition/Market Square	21,703.09	1,558,057.00	1,536,353.91
C-122-9124-0000 Phone System Replacement	3,999.18	250,000.00	246,000.82
C-150-9107-1471 Air Conditioner in Server Room		15,000.00	15,000.00
C-150-9127-1471 Mag Locks & Access Control - Main Entry		10,000.00	10,000.00
C-150-9127-1523 Replace Metal Cladding & Insulation Addition		65,000.00	65,000.00
C-150-9208-1523 Civic Centre Painting		10,000.00	10,000.00
C-150-9232-1523 Civic Centre Front Walkway/Sidewalk		42,000.00	42,000.00
C-815-9109-0000 Planning & Development GIS Capital		2,290.00	2,290.00
Total Revenue	(155,581.01)	(1,952,347.00)	(1,796,765.99)
Total Expenditures	25,702.27	1,952,347.00	1,926,644.73
TOTAL PLANNING & DEVELOPMENT	(129,878.74)	-	129,878.74
SANITARY SEWER			
C-410-0490-0952 Contribution from Reserve Funds			-
C-410-0490-0954 Contribution from Revenue Funds		(622,841.00)	(622,841.00)
C-410-9105-1471 Sanitary Sewer Small Tools & Equipment		12,000.00	12,000.00
C-410-9123-1471 GIS Capital Upgrades	508.04	2,290.00	1,781.96
C-410-9138-1523 Refurbishing Sanitary Manholes		50,000.00	50,000.00
C-410-9238-1523 Design for Infrastructure Renewal Project for 2017		37,500.00	37,500.00
C-410-9271-1523 Phair Ave from 3rd - 6th Streets (395 meters Sanitary Main)		435,188.00	435,188.00
C-410-9272-1523 Nelson Street - Butler to Shevlin	275.47		(275.47)
C-410-9273-1523 King's Hwy Wright to York	449.71		(449.71)
C-410-9277-1523 Colonization Road East from Scott to North of 5th Street		85,863.00	85,863.00
Total Revenue	-	(622,841.00)	(622,841.00)
Total Expenditures	1,233.22	622,841.00	621,607.78
TOTAL SANITARY SEWER	1,233.22	-	(1,233.22)
SEWAGE TREATMENT PLANT			
C-413-0490-0412 Provincial Grant	(41,401.50)		41,401.50
C-413-0490-0490 ON Power Authority-ERIP Grant		(32,568.00)	(32,568.00)
C-413-0490-0954 Contribution from Revenue Fund		(277,819.00)	(277,819.00)
C-413-0490-0952 Contribution from Reserve Funds		(2,459,752.00)	(2,459,752.00)
C-413-9105-1471 Small Miscellaneous Capital		120,000.00	120,000.00
C-413-9108-1471 STP Repairs Materials	3,536.17		(3,536.17)
C-413-9280-1523 Honeywell Improvements - Paring Lot Lights		66,256.00	66,256.00
C-413-9290-1523 Sludge Dewatering Equipment	21,737.59	2,583,883.00	2,562,145.41
Total Revenue	(41,401.50)	(2,770,139.00)	(2,728,737.50)
Total Expenditures	25,273.76	2,770,139.00	2,744,865.24
TOTAL STP	(16,127.74)	-	16,127.74
WATERWORKS ADMINISTRATION			
C-961-0330-0589 Expense Recovery			-
C-961-0490-0412 Provincial Grants			-
C-961-0490-0952 Contribution from Reserve Funds		(970,970.00)	(970,970.00)
C-961-0490-0954 Contribution from Revenue Fund		(327,130.00)	(327,130.00)

**Town of Fort Frances
Capital Fund Budget vs Actual
as at March 31, 2016**

	Actual to Date	2016 Budget	Variance
C-961-9105-1471 Miscellaneous Tools/Equipment		12,000.00	12,000.00
C-961-9123-1471 GIS Capital Upgrades		4,580.00	4,580.00
C-961-9137-1523 Replacing Main Line Water Valves/Hydrants	6,124.29	100,000.00	93,875.71
C-961-9236-1523 8th Street York to East Contracted Works	42.49		(42.49)
C-961-9272-1523 Nelson Street - Butler to Shevlin	182.61		(182.61)
C-961-9238-1523 Design for Infrastructure Renewal Project for 2017		37,500.00	37,500.00
C-961-9273-1523 King's Hwy Wright to York	1,129.03		(1,129.03)
C-961-9271-1523 Phair Ave from 3rd - 6th Streets (395 meters Sanitary Main)		497,124.00	497,124.00
C-961-9277-1523 Colonization Road East from Scott to North of 5th Street		646,896.00	646,896.00
Total Revenue	-	(1,298,100.00)	(1,298,100.00)
Total Expenditures	7,478.42	1,298,100.00	1,290,621.58
TOTAL WATERWORKS ADMIN	7,478.42	-	(7,478.42)
WATER TREATMENT PLANT			
C-965-0490-0954 Contribution from Revenue Fund		(60,000.00)	(60,000.00)
C-965-9105-1471 Misc. Small Capital	2,325.69	60,000.00	57,674.31
Total Revenue	-	(60,000.00)	(60,000.00)
Total Expenditures	2,325.69	60,000.00	57,674.31
TOTAL WTP	2,325.69	-	(2,325.69)
TOTAL REVENUE	(209,701.69)	(12,164,941.00)	(11,955,239.31)
TOTAL EXPENDITURES	259,994.65	12,164,941.00	11,904,946.35
TOTAL CAPITAL	50,292.96	-	(50,292.96)

Administration & Finance Department Stats
for the period ending March 31, 2016

Revenue	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Tax Certificates	\$ 851.20	\$ 608.50	\$ 547.65										\$ 2,007.35
Business Licences	6,043.30	2,429.85	5,248.45										\$ 13,721.60
Lottery Licences	275.93	177.30	2,000.66										\$ 2,453.89
Fort Frances Portion of POA Fines													\$ -
Nat Gas/Purchase Card Rebates													\$ -
WSIB Safety Group Rebate													\$ -
Death/Still Birth Registrations	64.00	544.00	446.00										\$ 1,054.00
Marriage Licences	280.00	280.00	700.00										\$ 1,260.00
Civil Marriage	327.35	327.35	1,309.40										\$ 1,964.10
Certify Copies	0.00	11.30	5.09										\$ 16.39
Commissioning Oaths/Affidavits	46.40	23.05	23.20										\$ 92.65
Investment Income	604.77	344.37	911.91										\$ 1,861.05
Sale of Land	6,055.13	18,000.00	0.00										\$ 24,055.13
Administration Service Charges	28.63	14,937.14	14,568.57										\$ 29,534.34
	\$ 14,576.71	\$ 37,882.86	\$ 25,760.93	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 78,020.50
Accounts Receivable													
Balance Forward	309,751.09	261,316.22	172,797.21										
Invoices/Debits	66,508.60	124,816.63	189,834.92										
Payments/Credits	-116,695.77	-214,781.75	-142,566.48										
Interest Applied	1,752.30	1,445.91	982.58										
Total Amount Owning	\$ 261,316.22	\$ 172,797.21	\$ 221,048.23	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,180.79
A/R Invoices Processed													
General/By-Law/Planning/CBO	4	7	10										21
Daycare		79	81										160
Airport		12	18										30
Landfill	28	25	31										84
Public Works	1	3	2										6
Sewer	5	24	13										42
Water	1	13	5										19
Fire Department		13	0										13
Memorial Sports Centre	24	9	79										112
Fort Frances Power Corp	6	8	7										21
Invoices issued by Month	69	183	246	0	0	0	0	0	0	0	0	0	508
NSF/Returned Payments													
Day Care	0	0	0										0
Memorial Sports Centre	0	0	0										0
Utilities	3	6	3										12
Taxation	0	0	1										1
Other	0	0	1										1
Taxes													
Balance Forward	789,235.47	6,483,623.46	2,813,246.06										
Tax Billings/Debits	6,090,585.65	13,466.86	13,020.49										
Payments/Credits	(407,218.84)	(3,694,324.78)	(1,743,779.61)										
Interest Applied	11,021.18	10,480.52	12,739.17										
Total Amount Owning	\$ 6,483,623.46	\$ 2,813,246.06	\$ 1,089,226.11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,240.87
													\$ 34,240.87

Tax Arrears Notices Mailed/Letters	296	181	330										807
# of Properties in Arrears 3 years+	58	52	43										
# of Properties in Arrears 3 years+ with no payment plans	35	23	16										
# Tax Sale Registrations	0	0	0										
# Write offs (MOS/357 Applications)	0	0	0										0
Write-off - Municipal Portion													\$0.00
# of Charity Rebates	0	0	0										0
Charity Rebates - Municipal Portion													\$0.00

# Vacancy Rebates	0	0	1	1
Vacancy Rebates - Municipal Portion	0	\$	548.47	\$548.47
E.D. Financial Incentive Plan				0
# Of Applications Receiving Rebate	0	0	0	\$
Demolition Grant				1,102.40
Grant-In-Lieu of Taxes				0.00
Water & Sewer				
Balance Forward	\$ 1,203,619.92	\$ 418,432.79	\$ 322,394.53	
W/S Billings/Debits	233.71	3,230.82	943,628.13	
Payments/Credits	(785,920.26)	(100,844.55)	(664,921.52)	
Interest Applied	499.42	1,575.47	549.57	
Total Amount Owng	\$ 418,432.79	\$ 322,394.53	\$ 601,650.71	\$ 2,624.46
Bi-Monthly Water/Sewer Bills Issued	3,346		3,375	6,721
Final Billings Issued		21		21
Late Notices Mailed		444		444
Registered Letters		42		42
Disconnects		0		0
Reconnections		0		0
Provincial Offences				
Fines Paid	\$ 24,352.00			\$ 24,352.00
Outstanding Fines (pre & post transfer)	\$ 2,279,710.00			
IQOR Collections (pretransfer)	\$ 23.18			\$ 23.18
IQOR Collections (post-transfer)	\$ 547.46			\$ 547.46
Total IQOR Collected	\$ 570.64			\$ 570.64
Notice of Default - mailed out	73			73
New Charges Filed	153			153
Court Room Operating Hours	3			3.0
Charges Disposed (Before or at Trial)				
Failed to Attend - Convicted	31			31
Plead Guilty	21			21
Withdrawn	0			0
Quashed	2			2
Stayed	0			0
Dismissed/Acquitted	0			0
Plead Not Guilty - Convicted	2			2
Other	0			0
Total	56	0	0	56