

TOWN OF FORT FRANCES

AGENDA - May 9, 2016

COMMITTEE OF THE WHOLE MEETING

Committee Room and Council Chambers, Civic Centre

(Session No. 059) 5:30 PM

Page

1. **Call to Order**
2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**
3. **Disclosure of pecuniary interest and the general nature thereof.**
4. **In-Camera:**
 - 4.1 Identifiable Individual - Personnel Matter
 - 4.2 Identifiable Individual - Personnel Matter
 - 4.3 Potential Disposition of Land - Huffman Subdivision
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 Kitowski
Verbal update from Councillor Perry
Verbal update from Councillor Ryan
7. **Consent Agenda:**
 - 7.1 Letter dated April 21, 2016 from Thor and Lisa Ruppenstein re: construction of a garden suite at 1411 Colonization Road West
- approval of this report will agree with the recommendation of the Planning & Development Executive Committee and permit the construction of a garden suite at the above noted location and further that a temporary use by-law be prepared upon application by Mr. & Mrs. Ruppenstein. 6 - 7
 - 7.2 Site Plan Control Agreement - Development at 625 Nelson Street
- approval of this report will agree to the recommendation of the Planning & Development Executive Committee and designate Lots 151 to 154 on Plan ALB as a Site Plan Control area and further that a by-law be prepared. 8

	Page
7.3 Proposed amendment to the Town of Fort Frances Zoning By-law 03/14 regarding Accessory Residential Dwelling Units in General Commercial Zone - approval of this report will agree to the recommendation of the Planning & Development Executive Committee to amend the Town of Fort Frances Zoning By-law wording surrounding accessory dwelling units in buildings in the General Commercial (C2) Zone in accordance with the provided wording.	9 - 13
7.4 Proposed Amendment to the Town of Fort Frances Zoning By-law 03/14 re: Accessory Use Buildings - approval of this report will agree to the recommendation of the Planning & Development Executive Committee to amend the Town of Fort Frances Zoning By-law in accordance with the proposed wording outlined in the report.	14 - 15
7.5 Award of Tender 16-PD-08 - Cladding Replacement, Insulation and Paining at the Town of Fort Frances Civic Centre - approval of this report will agree to the recommendation of the Planning & Development Executive Committee and the Administration & Finance Executive Committee to award tender 16-OF-08 to Ryan Mason Contracting including all painting to be completed in 2016, and further that an executive by-law be prepared.	16 - 20
7.6 M. McCaig, CAO - Purchase Card Expense - approval of this report will agree with the recommendation of the Administration & Finance Executive Committee to approve the Schedule 'D' entertainment expense and purchase card expense for M. McCaig, CAO in the amount of \$48.84 as listed in this report.	21 - 23
7.7 Review - Crossroute Forest 2007-2017 Forest Management Plan Open House. (see also materials attached to the May 3rd, 2016 Administration and Finance Executive Committee agenda) -approval of this report will receive the informational update in the May 3rd, 2016 report from M. McCaig, CAO and further direct that any new information be monitored regularly.	24 - 25
7.8 2015 Child Care - Audited Statement of Revenue & Expenses - approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to accept the Town of Fort Frances Child Care Programs audited Statement of Revenue & Expenses for the year ended December 31, 2015.	26 - 27
7.9 2016 Capping Parameters for Capped Properties	28 - 31

	Page
- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve the 2016 Capping parameters as outlined in the report, and further that the authorizing by-laws be prepared.	
7.10 Ontario Regulation 284/09 - Budget Matters	32 - 37
- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to receive the Ontario Regulation 284/09 disclosure report for the 2016 Operating Budgets as presented.	
7.11 Execution of Funding Agreement under the MTO Connecting Links Program for Engineering Services of The Mill Road overpass structure (bridge)	38 - 39
- approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee to authorize the execution of a funding agreement under the MTO Connecting Links Program with the Minister of Transportation for Engineering Services for the Mill Road Overpass structure.	
7.12 Award Tender 16-OF-09 - 3 Year Term - Sanitary Sewer Cleaning and CCTV Inspection Program	40 - 43
- approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee to award tender 16-OF-09 to Cambrian Vacuum Corporation for \$213,680.00 (includes HST) for three year sanitary sewer cleaning & CCTV inspection program, and further that the Mayor and Clerk be authorized to execute the contract documents on behalf of the Corporation of the Town of Fort Frances.	
8. <u>Administration and Finance Division:</u>	
8.1 Councillor Ryan - NOMA Conference Per Diem and Travel Expense	44 - 49
- approval of this report will approve the per diem and travel expense claims in the total amount of \$410.00 as submitted by Councillor Ryan for his attendance at the NOMA Conference held in Thunder Bay April 27-29, 2016.	
8.2 Councillor Perry - NOMA Conference Per Diem and Travel Expense	50 - 55
- approval of this report will approve the per diem and travel expense claims in the total amount of \$485.00 as submitted by Councillor Perry for his attendance at the NOMA Conference held in Thunder Bay April 27-29, 2016.	
8.3 Councillor Brunetta - NOMA Conference Per Diem and Travel	56 - 62

	Page
Expense	
- approval of this report will approve the per diem and travel expense claims in the total amount of \$450.00 as submitted by Councillor Brunetta for her attendance at the NOMA Conference held in Thunder Bay April 27-29, 2016.	
8.4 Councillor Brunetta - Registration Reimbursement	63 - 65
- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve the reimbursement of Municipal Councillor Financial Literacy costs in the amount of \$200.01 as submitted by Councillor Brunetta.	
9. <u>Community Services Division:</u>	
9.1 Sunny Cove Camp Caretaker Request for Proposals	66
- approval of this report will endorse the entering into of an agreement with KC Contracting for the purpose of providing caretaking services at Sunny Cove Camp for 2016 season at the monthly rate of \$4500.00 plus HST, and that the Mayor and Clerk be authorized to sign the agreement to be in effect May 10, 2016 until season close-up and further that an authorizing by-law be enacted.	
9.2 Multi-use Courts Request for Proposals RFP #16-CS-04	67 - 68
- approval of this report will sanction the awarding of RFP 16-CS-04 to Court Surface Specialists to complete a design/build of an illuminated, fenced, 4 court multi-use tennis facility at the St. Francis Sports Complex for \$467,010.00 or less as negotiation.	
10. <u>Operations and Facilities Division:</u>	
10.1 2016 Surplus Asset Sale	69 - 71
- approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee to declare 19 items as surplus and that the process outlined in the report be utilized to dispose of said items.	
10.2 Verbal Update on Capital Projects	
11. <u>Information:</u>	
11.1 Operations & Facilities Division - Public Works Area - Operations Statistics January 2016 and February 2016	72 - 79
11.2 Ministry of Finance Update of Property Tax Decisions for the 2016 Taxation year	80 - 85

	Page
11.3 2016 Overall Levy Changes with Education Tax Rate Reduction	86 - 87
12. <u>Non-agenda items:</u>	
13. <u>ADJOURNMENT</u>	

May 4, 2016

Report To: Mayor and Council

From: Travis Rob, Interim Municipal Planner

RE: Letter dated April 21, 2016 from Thor and Lisa Ruppenstein RE: construction of a garden suite 1411 Colonization Road West.

Background

The Planning Act (the Act) was amended recently to allow for the construction of a garden suite dwelling on, and accessory to, and existing residential lot. The Planning act outlines that these structures are to be subject to a temporary use by-law outlining such related matters as deemed necessary including; the installation and removal of the structure, period of occupancy by any of the persons named in the agreement, and the monetary or other security that council may require for actual or potential costs to the municipality related to the garden suite. The act further outlines that the agreement shall outline the area to which it applies and cannot exceed 20 years. The agreement can be extended by no more than 3 years. The act further defines a garden suite as a one unit detached residential structure containing bathroom and kitchen facilities, is ancillary to an existing residential structure and is designed to be portable.

The Town of Fort Frances Official Plan (OP) also speaks to the construction of garden suites within the Town and further stipulates that these structures are to only be on lots zoned for a singled detached dwelling. The OP further reiterates that the structures be small temporary and portable structures physically separate from the primary structure, and that the exterior design be in character with the design of the principle dwelling. The OP also stipulates that the garden suite shall be adequately serviced by the primary dwelling and a lot may not have a garden suite and accessory dwelling unit. The OP reiterates the Planning Act, stipulating that the garden suite is subject to a temporary use by-law.

The Town of Fort Frances Zoning By-Law 03/14 defines a garden suite as a free standing dwelling, containing one dwelling unit which is accessory to and located on the same lot as a single detached dwelling and is designed to be temporary and portable and temporary but excludes a recreational vehicle.

Review

Based on the provisions of the Town of Fort Frances Official Plan and Zoning By-Law as well as the Planning Act the construction of a garden suite is permitted in the Town of Fort Frances subject to a temporary use by-law and could be site built to be portable or be a pre-constructed modular home. Further the accessory building requirements in the zoning by-law for property line setback and lot coverage apply to this construction. Further the Ontario Building Code will apply for spacial separation for fire protection as well as foundation design and servicing requirements. Upon a review of the provided proposed site plan, there are no issues with lot coverage, spacial separation or property line setbacks, however there are some serviceability issues to be worked out with one of the locations. The Town of Fort Frances fees by-law outlines the 2016 fees for a temporary use by-law being \$1200.00 for the application for the initial by-law and additionally \$360.00 for each extension.

Recommendation

It is the recommendation of Administration that a temporary use by-law be enacted for the construction of a garden suite at 1411 Colonization Road West as requested by Mr. And Mrs. Ruppenstein. The matter was discussed at the May 2, 2016 meeting of the Planning and Development Executive Committee and the recommendation from that committee was to agree with the recommendation of Administration and permit the construction of a garden suite at the above noted location and further a temporary use by-law be prepared upon application by Mr. & Mrs. Ruppenstein.

Respectfully Submitted

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

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

Council Approval of this report will agree with the recommendation of the Planning and Development Executive Committee and permit the construction of a garden suite at the above noted location and further a temporary use by-law be prepared upon application by Mr. & Mrs. Ruppenstein.

May 4, 2016

Report To: Mayor and Council

From: Travis Rob, Interim Municipal Planner

RE: Site Plan Control Agreement – Development at 625 Nelson Street

SynCOR Contracting is progressing in the design of their development on the lots on Front Street known as 625 Nelson Street. Under the Town of Fort Frances Official Plan this area may be subject to Site Plan control. Typically developments are reviewed by Council on a case by case basis to determine if the development of a site plan control agreement is required based on the development proposed and location. If a development is determined to be subject to site plan control, a by-law is passed designating the lot or lots as site plan control areas in the Town of Fort Frances. At this time there has not been concrete plans of the development deposited with the Town, however they are close to being complete.

Recommendation

It is the recommendation of Administration that a by-law be passed to designate Lots 151 to 154 on plan ALB as a Site Plan Control area in the Town of Fort Frances and further that a site plan control agreement be developed for the development on said lots once final plans are available. The matter was considered at the May 2, 2016 meeting of the Planning and Development Executive Committee where they agreed with the recommendation to designate these lots as Site Plan Control areas within the Town of Fort Frances

Respectfully Submitted



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

<p>Council Approval of this report will agree with the recommendation of the Planning and Development Executive Committee and Designate lots 151 to 154 on Plan ALB as a Site Plan Control area and further a by-law be prepared.</p>

May 3, 2016

Report To: Mayor and Council

From: Travis Rob, Interim Municipal Planner

RE: Proposed amendment to the Town of Fort Frances Zoning By-Law #03/14 regarding Accessory residential Dwelling units in General Commercial (C2) zone.

Background

Recently there are a number of properties in Town that have been considered for redevelopment for residential, or higher density residential use. These properties are located in the General Commercial (C2) Zone. In this zone accessory residential suites are permitted on a floor above the first storey **OR** on the first floor behind the commercial use. The proposed developments all intend to utilize a portion of the first storey for commercial use, however they are all looking to utilize the remainder of the first storey and the remaining stories as residential units. This is not currently permitted by the Zoning By-Law. A review of other zoning by-laws from area communities and the contained a mix of requirements mirroring those of the Town or relaxing the requirement to allow for additional residential use. There are currently buildings within the Town that have this situation currently where there is residential above and behind a commercial use or residential beside a commercial use.

The Committee of adjustment considered the provisions and proposed developments and recommended that the zoning by-law be relaxed in the permitted use for C2 zone to allow accessory residential suites to be permitted on a floor above the first storey **AND/OR** on the first floor behind the commercial use. Further the committee recommended that in section 3.28 Restriction on Dwelling Units in Non-Residential Buildings be further amended to require that a minimum of 25% of the main floor area be dedicated to the commercial use. Given the recommendation by the Committee of Adjustment, in order to keep the intent of the By-Law and the permitted uses in the zone, the minimum main floor area dedicated to the commercial use should be 50%

Recommendation

It is the recommendation of administration that the Zoning By-Law #03/14 be amended to relax the provisions for accessory dwelling units in commercial buildings in the C2 General Commercial Zone to permit the residential unit on the main floor behind the commercial use and/or on the floor above the first floor while maintaining 50% of the main floor area dedicated to the commercial use. This will allow some of the currently vacant structures to be utilized and potentially renovated in the future. Attached to this report are the amended sections of the by-law 03/14. In the past small amendments of this type, being amendments fitting with the intent of the By-Law and providing privileges not removing them, have been made without a formal amendment to the by-law being completed through the provisions of section 1.3.13.

The matter was discussed at the May 2, 2016 meeting of the Planning and Development Executive Committee and the recommendation of the committee was to amend the by-law with the proposed wording.

Respectfully Submitted

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

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

Council Approval of this report will agree with the recommendation of the Planning and Development Executive Committee to amend the Town of Fort Frances Zoning By-Law wording surrounding accessory dwelling units in buildings in the General Commercial (C2) Zone in accordance with the provided wording.

detached residential **use**, a **planting strip** adjoining such abutting **lot line**, or portion thereof, shall be provided within the Institutional, Commercial, or Industrial **Zone**, or multiple unit **lot** with a minimum width of 3 metres.

Such required **planting strip** shall be used for no other purposes than planting a continuous, unpierced hedgerow of trees, evergreens or shrubs, or solid fencing not less than 1.5 metres high, immediately adjacent to the **lot line**, or portion thereof, where such **planting strip** is required. The remainder of the **planting strip** shall be used for no other purpose than the planting of ornamental shrubs, flowering shrubs, flower beds, grass or a combination thereof.

In all cases where ingress and egress driveways or walkways extend through a required **planting strip**, it shall be permissible to interrupt the **planting strip** within 3 metres of the edge of such driveway or within 1.5 metres of the edge of such walkway.

A **planting strip** or buffer screen referred to in this Section may form a part of any **landscaped open space** required by this By-law but shall not form part of a **required yard**.

3.26 PUBLIC USES

Nothing in this By-law shall prevent land from being used as a street or highway, or prevent the installation of a watermain, sanitary sewer, storm sewer, gas main, pipeline, overhead or underground hydro, communication line or high voltage electrical facilities owned, operated and maintained by Ontario Hydro or the Public Utilities Commission.

Notwithstanding any other provision contained in this By-law to the contrary, where a **public use** is specifically mentioned as a permitted **use** within a specific **zone** classification, then such **public use** shall only be permitted within that **zone** or **zones** and shall comply with the **Zone Provisions** of the **zone** or **zones** in which the **public use** is permitted, save and except that there shall be no minimum **lot area** or **lot frontage** requirement. This provision shall not apply to Crown agencies or the **Town of Fort Frances**.

- a) No goods, materials or equipment shall be stored outside the **building** or **structure** located on the **lot**, except as may otherwise be permitted under this By-law;
- b) The **Zone Provisions** of the Zone in which the **use** is located shall be complied with except as otherwise provided in this By-law;
- c) No **building** or **structure erected** in accordance with the provisions of this Section shall be used for the purposes of an **office** or maintenance or works depot; and,
- d) The **building** or **structure** shall be designed and maintained in general harmony with the uses permitted within the respective **zone**.

3.27 REDUCTION OF REQUIREMENTS

No **person** shall change the purpose for which any land, **building** or **structure** is **used** or **erect** any **building**, or **structure**, or addition to any **existing building** or **structure**, or reduce the area of any **lot**, if the effect of such action is to cause the original adjoining, remaining or new **building**, **structure** or **lot** to be in contravention with this By-law.

3.28 RESTRICTIONS ON DWELLING UNITS IN NON-RESIDENTIAL BUILDINGS

Notwithstanding any other provision of this By-law, to the contrary, no **dwelling unit** shall be located

within a portion of a non-residential **building** which has gasoline or other flammable fluids or hazardous materials stored in bulk for commercial purposes or in conjunction therewith, and without limiting the generality of the foregoing, a **dwelling unit** shall not be permitted within a **building** used for a **motor vehicle service station**, a **motor vehicle repair garage**, a motor vehicle body shop or a marine **service shop**.

Accessory dwelling units in non-residential buildings are permitted to occupy no more than 50% of the main floor area and may occupy 100% of the second or additional floor areas.

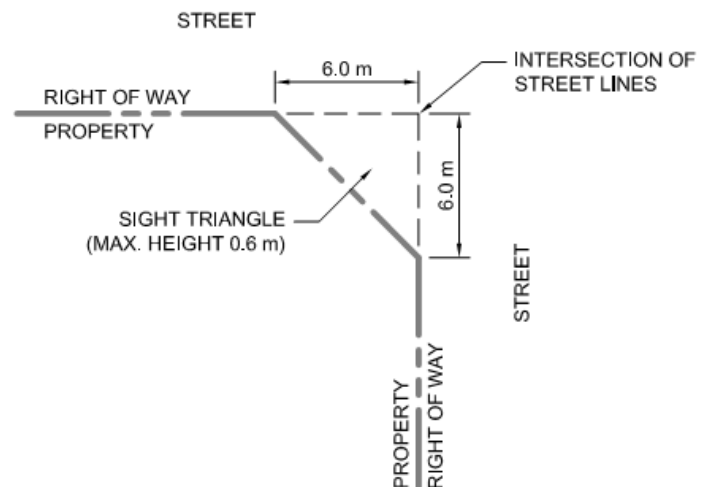
3.29 SECOND UNITS

A second **dwelling unit** may be permitted, in addition to the **principal dwelling unit** of a single detached and **semi-detached dwelling** subject to the following:

- the **dwelling unit** is located within the **principal dwelling**;
- one additional **parking space** is provided for the exclusive **use** of the secondary **dwelling unit**;
- the external appearance of the front façade of the dwelling is not altered;
- the requirements of the Building Code and Fire Code are met; and
- the unit does not exceed 40% of the **gross floor area** of the **principal dwelling unit**.

3.30 SIGHT TRIANGLES

On a **corner lot** fronting on two **Town** roads, within the triangular space formed by the street lines and a line drawn from a point in one street line to a point in the other street line, each such point being 6 metres measured along the street line from the point of intersection of the street lines, no **motor vehicle**, as defined in The Highway Traffic Act, R.S.O., 1980 c.198, as amended, shall be parked, no **building** or **structure** which would obstruct the vision of drivers of **motor vehicles** shall be **erected**. Such triangular space may hereinafter be referred to as a "sight triangle". Where the two street lines do not



intersect at a point, the point of intersection of the street lines shall be deemed to be the intersection of the projection of the street lines or the intersection of the tangents to the street lines.

3.31 SETBACKS FROM NAVIGABLE AND NON-NAVIGABLE WATERCOURSES, HAZARD LAND AND MUNICIPAL SURFACE DRAINS

Notwithstanding any other provisions of this By-law, a **building** in any zone is required to be no closer than 15 metres from the top of the bank of any **watercourse**, or municipal drainage ditch permanent or intermittent, which may or may not be navigable. In the case of **hazard lands**, no part of any **building** shall be constructed closer than 15 metres to the nearest point of the area to which the hazardous condition is deemed to exist.

4.9 GENERAL COMMERCIAL (C2) ZONE

No **person** shall within a General Commercial (C2) **Zone**, **use** any land or **erect**, alter or **use** any **building** or **structure** except in accordance with the following:

4.9.1 Permitted Uses

- a) accessory dwelling units on a floor above the **first storey** and/or on the first floor behind the commercial use
- b) assembly hall
- c) bank or financial institution
- d) clinic
- e) community health and resource centre
- f) crisis centre
- g) day nursery
- h) funeral home
- i) gas bar
- j) hotel
- k) laundromat
- l) motel
- m) offices
- n) parking lot
- o) personal services establishment
- p) post office
- q) private club
- r) recreation or fitness establishment
- s) restaurant
- t) retail store
- u) tavern
- v) taxi or bus depot
- w) work/service shop

4.9.2 Regulations for Permitted Uses

- a) Minimum **Lot Area** 230 m²
- b) Minimum **Lot Frontage** 7.5 m
- c) Minimum **Yard** Requirements
 - Front Yard** nil
 - Interior Side Yard** nil
 - Exterior Side Yard** nil
 - Rear Yard** 4.5 m
- d) Maximum **Lot Coverage** 75%
- e) Minimum **Landscaped Open Space** 20%
in any yard abutting a residential zone a planting strip shall be required
- f) Maximum **Height of Building** 15 metres

May 3, 2016

Report To: Mayor and Council

From: Travis Rob, Interim Municipal Planner

RE: Proposed Amendment to the Town of Fort Frances Zoning By-Law #03/14 RE Accessory Use Buildings

Background

For many years in Fort Frances the construction of an accessory use building was predicated on the existence of a primary building on the lot, whether that be a single detached dwelling or other structure. In the previous zoning by-law being by-law #8/98 stated that:

Where this by-law provides that a lot may be used or a building or structure may be erected or used for a purpose, that purpose shall include any accessory building or structure or accessory use, provided the principle building, structure or use is already in existence on the lot.

The provision regulates and prohibits the construction of an accessory use building prior to the completion of the primary and ensures that a vacant residential lot cannot be purchased for the sole purpose of constructing an accessory use building.

When the Zoning By-Law was re done, this provision was not included in the new by-law. Attached to this report are the amended section of the by-law 03/14. In the past small amendments of this type, being amendments fitting with the intent of the By-Law and providing privileges not removing them, have been made without a formal amendment to the by-law being completed through the provisions of section 1.3.13.

Recommendation

It is the recommendation of Administration that the Town of Fort Frances Zoning By-Law be amended as presented to include the wording requiring a principle building or use to be in existence prior to the construction of an accessory use building being permitted. The matter was further discussed at the May 2, 2016 meeting of the Planning and Development Executive Committee and the recommendation of that committee was that the Town of Fort Frances Zoning By-Law be amended as proposed.

Respectfully Submitted



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

Council Approval of this report will agree to the recommendation of the Planning and Development Executive Committee to amend the Town of Fort Frances Zoning By-Law #03/14 in accordance with the proposed wording.

SECTION 3 GENERAL PROVISIONS

3.1 ACCESS TO PROVINCIAL HIGHWAYS

Direct access onto a Provincial Highway shall be restricted. Development is encouraged to utilize municipal roads wherever possible. Access will only be considered to properties that meet the minimum safety and geometric requirements of the Ministry of Transportation prior to any construction.

In addition to all municipal requirements, all development located adjacent to Provincial Highways shall require all necessary permits from the Ministry of Transportation prior to any construction.

3.2 ACCESSORY BUILDINGS, STRUCTURES AND USES

Accessory **buildings** or **structures**, are permitted in any **yard**, in any **zone**, subject to the provisions of this By-law for the particular **zone** in which said **building**, **structure**, or **use** is located, **provided the principle building , structure or use is already in existence on the lot**, and provided that the accessory **building**, **structure** or **use**:

- a) shall not be used for human habitation, except where an accessory residential **use** is a permitted **use**;
- b) accessory residential units above boat houses shall not be permitted;
- c) shall not be built closer to the **front lot line** than the minimum distance required by this By-law for the **main building** on the **lot** unless otherwise specified;
- d) shall not be located in the **front yard** or **exterior side yard** nor be built closer to the street than the **main building** is to that street except in an industrial **zone** where a gatehouse is permitted in the **front yard**;
- e) may be permitted in the **front yard** of a lot abutting a lake or river;
- f) shall not be built closer than 1.5 metres to any **lot line**;
- g) no detached accessory **building** or **structure** shall be located closer than 2.0 metres to a **main building** unless the accessory **structure** is a **gazebo**;
- h) shall not exceed 15 percent coverage of the total **lot area**;
- i) in a residential **zone** shall not exceed **5.0** metres in height, or contain more than one **storey**, except that where a **dwelling unit** is a permitted accessory **use** it shall not exceed 6.0 metres in height, or contain more than two **storeys**. In all other **zones** the maximum height shall not exceed **6.5** metres;¹
- j) shall not be considered as an **accessory building** or **structure** if **attached** to the **main building** in any way except for an **accessory apartment dwelling** that is permitted above or behind a commercial or industrial **use**;
- k) shall not be considered an **accessory building** or **structure** if located completely underground;
- l) where a commercial retail **use** is permitted as an accessory **use** in an industrial zone, it shall be located within the **main building** or within 2.0 metres of the **main building** and shall not exceed 10% of the total floor area of the **main building** to a maximum of 280 square metres; and
- m) No land may be used for the purpose of a swimming pool capable of containing in excess of 0.6 metres (2 ft.) of water unless the pool is enclosed by a fence, or by the wall of a **building** or **structure**, or by a combination of walls and fences, at least 1.5 metres (4.92 ft)

¹ Amendment 3/14-B – Sept. 8, 2014 – to correction to compensate for new definition of height

May 4, 2016

Report To: Mayor and Council

From: Travis Rob, Chief Building Official

RE: Award of Tender 16-PD-08 – Cladding Replacement, Insulation, and Painting at the Town of Fort Frances Civic Centre

Background

In the 2016 Capital Budget, funds were approved for the replacement of the metal cladding on the Civic Centre over the door ways as well as around the Council Chambers, adding insulation around the council chambers and painting interior areas in both 2016 and 2017 (pending budget approval). Tenders were distributed to six contracting firms and a mandatory site visit was conducted on April 14, 2016 where 5 firms were in attendance. Tenders were opened publically at 2:00pm on April 26, 2016 in the Committee Room in the Civic Centre where bids were received from Ed Kaun and Sons and Ryan Mason Contracting who both attended the mandatory site meeting.

Evaluation

The bid received from Ed Kaun and Sons acknowledged the addendum, completed the Occupational Health and Safety Agreement and specified True Line Construction as their subcontractor, however no bid deposit was included. Ryan Mason Contracting acknowledged the addendum, completed the Health and Safety agreement, specified True Line Construction and Ron Silver and Son Contracting as their subcontractors as well submitted a bid deposit. A breakdown of the tender bids is included in the following table:

Item #	Item Description	Estimated Quantity	Total Bid Price: Ed Kaun & Sons	Total Bid Price: Ryan Mason Contracting
1	Replace Cladding Over Doors			
1.1	Cladding	129 ft ²	\$ 5,652.73	\$ 3,155.34
1.2	Fire Hall Cladding (Provisional upon colour selection)	61 ft ²	\$ 1,319.19	\$ 1,199.87
		TOTAL	\$ 6,971.92	\$ 4,355.21
2	Insulation of Council Chambers			
2.1	Apply approximately 3" of Spray Foam Insulation per spec	1880 ft ²	\$ 10,938.10	\$ 9,024.00
2.2	House Wrap and Cladding	1880 ft ²	\$ 26,849.59	\$ 22,108.80
		TOTAL	\$ 37,787.69	\$ 31,132.80
	TOTAL CLADDING		\$ 44,759.61	\$ 35,488.01
3	2016 Painting			
3.1	Main Hallways Upstairs	2044 ft ²	\$ 3,372.60	\$ 3,066.00
3.2	Deputy Clerk Area	386 ft ²	\$ 1,104.30	\$ 579.00

3.3	Painted Areas of Admin and Finance Area	40 ft ²	\$ 365.44	\$ 75.00
3.4	Main Entrance Foyer	1677 ft ²	\$ 3,689.13	\$ 2,734.75
		TOTAL 2016	\$ 8,531.47	\$ 6,454.75
4	2017 Painting (Provisional on 2017 Budget)			
4.1	Church Street Entrance	944 ft ²	\$ 2,332.72	\$ 1,652.00
4.2	Downstairs Hallways and Washroom entrances	2200 ft ²	\$ 3,630.00	\$ 3,300.00
4.3	Rear Stairwell	671 ft ²	\$ 1,291.68	\$ 1,174.25
4.4	CBO Office	380 ft ²	\$ 907.44	\$ 570.00
4.5	By-Law Enforcement Office	460 ft ²	\$ 1,040.44	\$ 690.00
4.6	POA Office	390 ft ²	\$ 923.94	\$ 585.00
		TOTAL 2017	\$ 10,126.22	\$ 7,971.25
		TOTAL PAINTING	\$ 18,657.69	\$ 14,426.00
5	Contingency		\$ 10,000.00	\$ 10,000.00

TOTAL TENDER PRICE: \$ 73,417.30 \$ 59,914.01

Total 2016 Price	\$ 53,291.08	\$ 41,942.76
Town's Portion HST	\$ 937.92	\$ 738.19
TOTAL 2016	\$ 54,229.00	\$ 42,680.95

Subtotal 2017 Price	\$ 10,126.22	\$ 7,971.25
Town's Portion HST	\$ 178.22	\$ 140.29
TOTAL 2017	\$ 10,304.44	\$ 8,111.54

Both bids were complete and contained no mathematical errors and contain \$10,000.00 in contingency. Both bid submissions were below the funds allocated in the 2016 Capital Budget.

Recommendation

It is the recommendation of Administration to award the contract for cladding replacement, insulation, and painting at the Civic Centre to Ryan Mason Contracting for a total tender price of \$59,914.01 plus the Town's portion of HST (\$41,942.76 in 2016 and \$79,71.25 in 2017 plus the Town's portion of HST) including \$10,000.00 in contingency.

The matter was discussed at the May 2, 2016 meeting of the Planning and Development Executive Committee where they recommended that all painting be completed in 2016 resulting in a \$4679.89 budget overage. The recommendation was sent to the May 3, 2016 meeting of the Administration and Finance Executive Committee where they agreed that the painting should be completed in 2016. The recommendation from PDEC and AFEC are attached to this report for reference.

Respectfully Submitted

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

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

Council approval of this report will agree with the recommendation of the Planning and Development Executive Committee and Administration and Finance Executive Committee to award Tender 16-PD-08 to Ryan Mason Contracting including all painting to be completed in 2016, and further an executing by-law be prepared



P&D Executive Committee Report

Date: May 2, 2016
To: Administration and Finance Executive Committee
From: Planning and Development Executive Committee
RE: Award of Tender 16-PD-08 – Cladding Replacement, Insulation and Painting at the Town of Fort Frances Civic Centre. Capital Budget Amendment

At the May 2, 2016 meeting of the Planning and Development Executive Committee the matter of the award of Tender 16-PD-08 was discussed. The tender included pricing for painting of common areas split into both 2016 and 2017. The 2016 Capital Budget allowance for painting was \$10,000.00 with the tender pricing for 2016 and 2017 combined being \$14,426 plus applicable portion HST, totaling \$14,679.89.

It was the recommendation of the Planning and Development Executive Committee to complete all painting in 2016, which would result in a budget shortfall of \$4679.89 out of the Capital Projects Reserve Fund. The Cladding and insulation portion of the tender, budgeted at \$65,000.00 was tendered at \$35,488.01 plus \$10,000.00 contingency and the Town's Portion of HST which represents a budget surplus of \$18,711.40 of the Corporate Building Reserve Fund.

Respectfully Submitted,
Planning & Development Executive Committee

A handwritten signature in black ink, appearing to read "Travis Rob".

Travis Rob,
Secretary, Planning & Development Executive Committee



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2016/48**

TO: Planning & Development
FROM: Laurie Witherspoon, Treasurer
DATE: May 3, 2016
**SUBJECT: Award of Tender 16-PD-08 – Cladding Replacement, Insulation and Painting
at the Town of Fort Frances Civic Center**

BACKGROUND

The Administration & Finance Executive committee reviewed the Planning & Development Report dated May 2, 2016 regarding Tender 16-PD-08.

RECOMMENDATION

The Administration & Finance Executive Committee agree with the Planning & Development Executive Committee's recommendation to complete all painting in 2016. Consideration for the Capital budget financial overrun (estimated at \$4,679.89) for the painting at the Civic Centre completed this fiscal year rather than spreading the project over two years, can be finalized at year end.



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2016/47**

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: May 4, 2016
SUBJECT: M. McCaig, CAO – Purchase Card Expense

BACKGROUND

Attached are copies of Schedule “D” Entertainment Expense & Purchase Card expense for Mark McCaig, CAO in the amount of \$48.84 for Administrative Assistant Day luncheon held on April 29, 2016

RECOMMENDATION

The Administration & Finance Executive Committee recommend that Council approves the Schedule “D” Entertainment Expense & Purchase Card expense for Mark McCaig, CAO in the amount of \$48.84 as listed in this report

Council Approval of This Report Will Agree to the recommendation of the Administration & Finance Executive Committee to approve the Schedule “D” Entertainment Expense & purchase card expense for Mark McCaig, CAO. in the amount of \$48.84 as listed in this report.

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

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

Agenda Must be Attached to Process Payment of Advance

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

Name <u>Mark McCaig</u>	Date <u>May 2, 2016</u>
Names, Position, and Organization of Individuals Being Entertained	
1. <u>Kathy Lawson</u>	<u>Administrative Assistant</u>
2. <u>Lisa Slomke</u>	<u>Clerk</u>
3. <u>Mark McCaig</u>	<u>CAO</u>
4.	
Purpose of Entertainment <u>Administrative Professional's Day</u> <u>(lunch)</u>	
Amount Claimed <u>\$48.84</u>	<u>Mark McCaig</u>
Treasurer Signature	Date

An itemized receipt must be attached to process payment

FLINT HOUSE
232 SCOTT ST
FORT FRANCES ON

CARD *****6269
CARD TYPE VISA
DATE 2016/04/29
TIME 1168 13:49:16
CLERK ID 6
RECEIPT NUMBER
C82031112-001-128-007-0

PURCHASE
AMOUNT \$40.70
TIP \$8.14
TOTAL
\$48.84

VISA CREDIT
A0000000031010
812D213D115F7892
0080008000-E800
A59AC9A4672D5EBA
0080008000-F800

APPROVED

AUTH# 016074 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

**FLINT
HOUSE**

Flint House
232 Scott St

Table #6

Trans #: 12569 Serv: COLLEEN
4/29/2016 12:48 PM # Cust:3

Quan	Descript	Cost
1	RAINY RIVER 4H	\$12.00
1	Sub Fries W/ Gravy	\$1.00
1	OPEN FOOD	\$13.00
1	CHICKEN STRIPS	\$10.00
Net Total:		\$36.00
HST		\$4.68

TOTAL: \$40.70
Amount Due: \$40.70
Food: \$36.00
We Now Accept Go Local!
Ask Your Server for Details!

May 3, 2016

REPORT TO: Mayor and Council

FROM: Mark McCaig, CAO

SUBJECT: Crossroute Forest 2007-2017 Forest Management Plan Open House

On the April 25th Council agenda, there was an informational item regarding the Crossroute Forest. During some informal discussion, I advised Mayor and Council that I would attend the information session on April 27th at the Copper River Inn and report back with the details. I also understand that Mayor Avis attended the session as well so he could provide details too.

The session was an informal setting with printed materials and storyboards set up to explain what was taking place. I had the opportunity to speak with Mr. Phil Brown from RW Forestry, a firm engaged by Resolute Forest Products. I asked Mr. Brown to give me an overview of the issue at hand.

Mr. Brown advised that Resolute is waiting on a Forest Inventory (FRI) in order to complete a new Forest Management Plan (FMP). Resolute's current FMP expires at the end of this year. The FRI is needed to complete a new plan and in the absence of this information, Resolute can file a contingency plan for as many as 3 years. This informational session was regarding the Contingency Plan that is proposed for the Crossroute Forest for the period 2017-2020.

Mr. Brown advised me that the FRI is a very important piece needed for the development of a FMP. The FRI contains an abundance of information related to the stands within the area, eco sites within the forest, types of land, ponds, streams, types of trees within each stand, etc. The map with the FRI shows every piece of land within the area and is essential for harvesting decisions.

Mr. Brown indicated to me that the contingency plan would have few changes from the current FMP. The intent was to continue in the same fashion until a new FMP was in place. A new FMP would be for another ten year term (2020-2030).

I asked Mr. Brown if there was any plan to amalgamate the Sapawe and Crossroute Forests. He indicated to me that when developing an FMP, reducing red tape is always desirable. He further indicated that fewer management units translate to lower costs and an amalgamation would help achieve that.

Upon leaving the session, I put myself on the mailing list and indicated that the Town would like to be notified of future sessions and developments.

Respectfully submitted,

Original signed by M. McCaig

Mark McCaig
CAO

<p>Council approval of this report will receive the report and further direct that any new information respecting the Crossroute Forest Management Plan be regularly monitored.</p>
--

MM/kl



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2016/43**

To: Mayor Avis & Members of Council
FROM: Dawn Galusha, Deputy Treasurer
DATE: April 29, 2016
SUBJECT: 2015 Child Care – Audited Statement of Revenue & Expenses

BACKGROUND

Attached is the audited Statement of Revenue and Expenses for the Town of Fort Frances Child Care Programs for the year ended December 31, 2015 as provided by BDO Canada.

The audited Statement of Revenue and Expenses is a requirement of the Rainy River District Social Services Area Board for Child Care funding.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council accept the Town of Fort Frances Child Care Programs audited Statement of Revenue and Expenses for the fiscal year ending December 31, 2015.

Council Approval of This Report Will agree to the Administration & Finance Executive Committee recommendation to accept the Town of Fort Frances Child Care Programs audited Statement of Revenue & Expenses for the year ended December 31, 2015.

Town of Fort Frances
Child Care Department
For the year ended December 31, 2015

	Contents
Independent Auditor's Report	2
Financial Information	
Statement of Revenue and Expenses	3
Notes to Statement of Revenue and Expenses	5



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2016/42**

To: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: May 4, 2016
Subject: 2016 Capping Parameters for Capped Properties

BACKGROUND

In accordance with s. 329.1 of the *Municipal Act*, a single tier municipality may pass a by-law to implement one or more of the capping parameters provided for each of the capped property classes (commercial, industrial and multi-residential).

Capping parameters consist of the following:

- Increase 10% of annualized taxes
- Increase 10% CVA tax increase
- Utilize up to \$500 threshold to move to CVA based taxes
- Minimum tax level for new to class construction properties eligible for 6 comparables (1.e. 70% for 2005, 80% for 2006, 90% for 2007 and 100% for 2008 and beyond)

Any of the above referenced capping parameters may be used on their own or in combination with other options and can be applied differently to each capped class. If a by-law is not passed under section 329.1 then only 5% of the previous year's annualized tax limit would be allowed. From 2006 through to 2015 the capping parameters approved were revenue neutral within each property class, 10% increase of annualized tax limit based on previous year's annualized taxes and minimum tax level of 100% for new to class construction properties.

The "Stay at CVA Tax" and "Cross CVA Tax" option gives consideration whether to include or to exclude properties that were at CVA Tax in the previous year, to include or exclude properties that would cross over CVA tax from capped to clawed back or to include or exclude properties that would cross over CVA tax from clawed back to capped for each property class.

OPTA has implemented new Business Property Tax Capping options for 2016. Municipalities can now utilize a CVA tax increase up to 10% (instead of 5%) and utilize \$500 thresholds (instead of \$250) for increasing and/or decreasing properties to CVA tax quicker. Where eligible, a municipality can now exit the capping program immediately (either no properties or no capped properties in the class) or Phase out of the capping program in 4 years if all properties in the class are within 50% of CVA tax.

As indicated in the OPTA 2016 Capping Summary Analysis Reports three (3)) properties subject to capping, 2 properties are protected by the annualized tax limit and 1 property that will be clawed back leaving a Net Impact shortfall of \$1,716. An amount of \$1,800 has been included in the Tax Capping line item in the Administration & Finance 2016 Operating budget.

RECOMMENDATION

Administration recommends approval of the following 2016 capping parameters:

1. That revenue neutral shall be maintained within the Industrial class.
2. That the annual limit on capping for the Industrial class will be a 10 per cent increase of the annualized tax limit based on the previous year's annualized taxes.
3. That the annual limit for the Industrial class will be a 10 per cent increase of the prior year CVA tax limit.
4. That there shall be a minimum tax level of 100% for properties eligible for New Construction or New to Class in 2016.
5. That properties that were at CVA Tax in 2015 or that would cross over CVA Tax in 2016 be excluded from capping.
6. That the Multi-Residential and Commercial classes shall be exited immediately for the Capping Program.
7. Further, that the authorizing capping parameters by-law and the percentage by which tax decreases are limited by-law be prepared.

Council Approval of This Report Will Agree to approve the 2016 capping parameters for revenue neutral within the industrial class, 10% increase of annualized tax limit based on previous year's annualized taxes, 10% increase of the prior year CVA tax limit, that the minimum tax level of 100% for new construction to capped property classes be maintained, properties that were at CVA Tax in 2015 or that would cross over CVA Tax in 2016 be excluded from capping and that the Multi-Residential and Commercial classes exit from the Capping Program. Further that the authorizing by-laws authorizing capping parameters by-law and the percentage by which tax decreases are limited by-law be prepared.

[Home](#) | [Contact OPTA](#) | [Municipal Contacts](#) | [Feedback & Enquiries](#) | [User Agreement](#) | [Bulletins](#) | [Glossary](#) | [Exit](#)

2016 Capping Summary Analysis Report using Actual Rates

Fort Frances Town, 5912

Capping Report	Frequency Distribution Report	Back to Capping Options		
		Multi-residential	Commercial	Industrial
Capping Parameters				
Annualized Tax Limit				10.00%
Prior Year CVA Tax Limit				10.00%
CVA Tax Threshold - Increases				\$0
CVA Tax Threshold - Decreasers				\$0
Exclude Properties Previously at CVA Tax				Yes
Exclude Properties that Move from Capped to Clawed Back				Yes
Exclude Properties that Move from Clawed Back to Capped				Yes
Exit capping immediately	Yes	Yes	Yes	Not Eligible
Capping phase-out	Not Eligible	Not Eligible	Not Eligible	Not Eligible
Capping Clawback and Retained Percentages				
Clawback Percentage				100.0000%
Retained Percentage				0.0000%
Total				100.0000%
Total Tax Adjustment				
Capped Properties				-\$3,086
Clawback Properties				\$1,360
Net Class Impact/Shortfall				-\$1,726

<< Expand

Expand >>

Category	Properties	2015 Annualized Taxes	2016 CVA Taxes Without Adjustments	2016 CVA Taxes Before Levy Change	2016 Capping Adjustment	2016 Overall Levy Change Adjustment	Threshold or Phase- Out Adj	Revised 2016 Tax	Tax Adjustment for 2016 \$ Amount	% of CVA Taxes
Multi-residential										
At CVA Tax due to Exclude Options:										
CVA Tax-Class is Excluded from Capping	19	592,955	600,664	592,101	0	0	0	600,664	0	0.00%
Commercial										
At CVA Tax due to Exclude Options:										
CVA Tax-Class is Excluded from Capping	272	3,017,002	3,032,702	2,985,637	0	0	0	3,032,702	0	0.00%
Industrial										
Capped/Protected by CVA Tax Limit	2	1,649	5,203	5,123	435	32	0	2,117	-3,086	-59.31%
Tax Above CVA Tax due to Clawback	2	26,142	25,189	24,803	0	407	0	26,549	1,360	5.40%
Total Subject to Capping	4	27,791	30,392	29,926	435	440	0	28,666	-1,726	-5.68%
	7	0	4,984	4,908	0	0	0	4,984	0	0.00%

<u>New Construction/Class, 100% Min Tax Level</u>										
At CVA Tax due to Exclude Options:										
<u>Excluded, Previously CVA Tax</u>	38	1,201,074	902,754	889,169	0	0	0	902,754	0	0.00%
<u>Total Excluded</u>	38	1,201,074	902,754	889,169	0	0	0	902,754	0	0.00%
<u>Class Total</u>	49	1,228,865	938,131	924,003	435	440	0	936,405	-1,726	-0.18%
Total All Classes										
<u>Capped/Protected by CVA Tax Limit</u>	2	1,649	5,203	5,123	435	32	0	2,117	-3,086	-59.31%
<u>Tax Above CVA Tax due to Clawback</u>	2	26,142	25,189	24,803	0	407	0	26,549	1,360	5.40%
<u>Total Subject to Capping</u>	4	27,791	30,392	29,926	435	440	0	28,666	-1,726	-5.68%
<u>New Construction/Class, 100% Min Tax Level</u>	7	0	4,984	4,908	0	0	0	4,984	0	0.00%
At CVA Tax due to Exclude Options:										
<u>Excluded, Previously CVA Tax</u>	38	1,201,074	902,754	889,169	0	0	0	902,754	0	0.00%
<u>CVA Tax-Class is Excluded from Capping</u>	291	3,609,957	3,633,366	3,577,738	0	0	0	3,633,366	0	0.00%
<u>Total Excluded</u>	329	4,811,031	4,536,120	4,466,907	0	0	0	4,536,120	0	0.00%
<u>Grand Total</u>	340	4,838,823	4,571,496	4,501,741	435	440	0	4,569,770	-1,726	-0.04%

OPTA Copyright: Reamined Systems Inc. All Rights Reserved



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2016/40**

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: May 4, 2016
SUBJECT: Ontario Regulation 284/09 – Budget Matters

BACKGROUND

The Town of Fort Frances is required under the Ontario Regulation 284/09 (O. Reg. 284/09) to report on whether amortization expenses, post employment benefits and solid waste landfill closure and post-closure expenses are included in the budget. The purpose of this report is to explain Ontario Regulation 284/09 and illustrate the impact on the 2016 budget had all of these expenses been included.

Accounting standards and reporting requirements changed dramatically in 2009, the most significant change being the introduction of tangible capital asset accounting. The accounting standards, however, do not require that budgets be prepared on the same basis. The Town of Fort Frances, like most municipalities, continues to prepare budgets based on the traditional cash basis.

For 2011 and subsequent years, the municipality or local board shall before adopting a budget for that year that excludes from their estimated budget expense costs related to amortization expenses, post employment benefit expenses and solid waste landfill closure and post-closure expenses shall prepare a report about the excluded expenses and adopt the report by resolution.

The regulation requires that the report contain information regarding:

- 1) An estimate of the change in the accumulated surplus of the municipality to the end of the year resulting from the exclusion of any of those expenses; and
- 2) An analysis of the estimated impact of the exclusion of any of those expenses on the future tangible capital asset funding requirements of the municipality.

Financial Impact

The Town of Fort Frances developed its 2016 Operating Budget excluding only amortization. The budget this year includes annual post-employment benefits for fire fighters and solid waste landfill closure and post-closure expenses.

- 1) The 2016 Operating Budget does not include expense for the amortization of its tangible capital assets estimated in the sum of \$3,860,000 as shown in ***Schedule 3*** attached to this report. However, the Capital budget includes Contributions from Reserve Funds in the amount of \$ 5,396,214.00 (\$6,281,462 less FGT \$876,304 + Donation from Cemetery Reserve Fund of \$8,944) for capital asset replacement as shown in ***Schedule 2*** attached to this report.
- 2) The 2016 Operating Budget includes the estimated cost of the post employment benefit expenses incurred in the current year for any retirees resulting from the 2011 firefighter arbitration award. The Town engages Morneau Shepell to provide a post-retirement non-pension benefits actuary report providing an accounting valuation. The post-retirement liability continues to be an unfunded liability.
- 3) The 2016 Operating budget includes the current year expense for landfill closure and post-closure expense, which is estimated at \$28,464. In 2012 EBA Engineering Consultants Ltd. completed a review our landfill to determine the remaining life of the permitted landfill footprint and provided an update of the closure and post closure liabilities for the site. The Post Landfill Closure Reserve Fund as at December 31, 2015 was \$479,511.11 and estimated to have a closing balance of \$544,995.97 at December 31, 2016.

Schedule 1 to this report provides an analysis of the impact on the 2016 Budget with the inclusion of the above noted expenses.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council receive the Ontario Regulation 284/09 – Budget Matters disclosure report as presented for the 2016 Operating Budget.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to receive the Ontario Regulation 284/09 disclosure report for the 2016 Operating Budgets as presented.

**2016 BUDGET
PSAB 3150 RECONCILIATION**

Schedule 1

Revenues

General Operating	\$21,604,520
Water Operating	2,681,685
Sewer Operating	2,430,115
Capital	12,164,941
	<u>38,881,261</u>
Less	
Transfers to Capital from other Funds ¹	(6,272,518)
Transfers to Capital from other Funds ¹ (In-Kind Services)	(22,580)
Transfers to Operating from other Funds ¹	(242,003)
Federal Gas Tax Recognized from Deferred Revenue	876,304
Prior Year's Surplus	0
Proceeds from Long-Term Debt ²	0
Total Revenues	<u>\$33,220,464</u>

Expenses

General Operating	\$21,604,520
Water Operating	2,681,685
Sewer Operating	2,430,115
Capital	12,164,941
	<u>38,881,261</u>
Less	
Transfers from Operating to other (Reserve) Funds ³	1,437,893
Transfer from Water & Sewer to other Funds ³	17,981
Prior Year's Deficit	
Capital Expenses	(12,164,941)
Debt Principal Repayments ⁴	645,371
Total Expenses	<u>\$28,817,565</u>

Annual Surplus, before exclusion \$4,402,899

Excluded Expenses

Amortization of Tangible Capital Assets	3,860,000
Post Employment Benefits	0
Solid Waste Landfill Closure & Post-closure Expenses	0
Total Excluded exclusions	<u>\$3,860,000</u>

Annual Surplus, after excluded Expenses \$542,899

NOTES

¹ Transfers from other funds represents transfers from Reserve Funds for Expenditures and is not considered a revenue source under accrual accounting

² Proceeds from debenture issued is a debt financing decision and is considered a liability and not a revenue source under accrual accounting

³Transfers to other funds represents contributions to reserves and is not considered an expense under accrual accounting

⁴Debt principal repayments are considered repayments of long-term liabilities and are not an expense under accrual accounting

2016 RESERVE FUNDS

Schedule 2

Page 1 of 2

Account Name	G/L Account #	Reserve Fund Balance as at December 31, 2015	%	Estimated Interest Earned	Interest from FFCC Loan Payments	Contributions to Reserve Funds	Reserve Fund Contributions to Capital	Estimated Reserve Fund Balance as at December 31, 2016
Handi-Transit MTO Gas Tax	R-L60-0809-0000	49,948.92	0.366%	915.92	31.14		(40,000.00)	10,895.99
Children's Complex Projects	R-L60-0811-0000	114,171.39	0.837%	2,093.59	71.18			116,336.16
Daycare/Toy Library Donations	R-L60-0812-0000	2,615.94	0.019%	47.97	1.63			2,665.54
Parks & Cemeteries Projects	R-L60-0823-0000	45,639.63	0.335%	836.90	28.45			46,504.99
Public Library & Technology Centre	R-L60-0827-0000	220,872.96	1.620%	4,050.20	137.71			225,060.86
Sister Kennedy Centre Projects	R-L60-0832-0000	20,811.85	0.153%	381.63	12.98			21,206.46
Post Landfill Closure	R-L60-0851-0000	479,511.11	3.517%	8,792.90	298.96	56,393.00		544,995.97
Waterworks & Sanitary Sewer	R-L60-0860-0000	6,369,407.04	46.719%	116,797.24	3,971.11		(3,495,154.00)	2,995,021.39
Watermeter Replacement	R-L60-0870-0000	56,304.24	0.413%	1,032.46	35.10	17,981.00		75,352.81
Townshend Theatre	R-L60-0871-0000	91,420.38	0.671%	1,676.40	57.00	6,500.00		99,653.77
Corporate Vehicles/Equipment	R-L60-0874-0000	1,334,121.43	9.786%	24,464.08	831.78	150,000.00	(700,414.00)	809,003.29
Corporate Building	R-L60-0875-0000	1,075,278.74	7.887%	19,717.63	670.40	475,000.00	(129,905.00)	1,440,761.77
Corp. Projects Reserve	R-L60-0876-0000	1,947,018.24	14.281%	35,702.91	1,213.90	550,000.00	(1,000,741.00)	1,533,194.05
Corporate Contingency	R-L60-0877-0000	1,147,484.43	8.417%	21,041.68	715.42	200,000.00		1,369,241.53
Federal Gas Tax Reserve	R-L60-0878-0000	441,363.94	3.237%	8,093.39	275.18	483,532.25	(876,304.00)	56,960.75
Tax Rate Stabilization Reserve	R-L60-0880-0000	237,500.17	1.742%	4,355.09	148.07	(242,003.34)		0.00
Sub-total		13,633,470.41	100.00%	250,000.00	8,500.00	1,697,402.91	(6,242,518.00)	9,346,855.32
Library Building	R-L61-0828-0000	357,901.56					(30,000.00)	327,901.56
		13,991,371.97		250,000.00	8,500.00	1,697,402.91	(6,272,518.00)	9,674,756.88
Cemeteries Reserve Fund							(8,944)	
							(6,281,462)	
Clinic Financing Loan		444,444.00						377,780.28
Solar Panel Project Loan		175,707.63						148,300.26
Federal Gas Tax		441,363.94						56,960.75
Corporate Reserve Funds		5,925,370.60						5,468,378.96
Library/Technology Reserve Funds		578,774.52						552,962.42
Waterworks/Sanitary Sewer Reserves		6,425,711.28						3,070,374.20
		13,991,371.97						9,674,756.88

Reserve Funds Allocation

Page 2 of 2

2016	Corporate Vehicles/Equip	Corporate Buildings	Corporate Projects	Sister Kennedy Centre	Library & Tech Centre	MTO Gas Tax	Federal Gas Tax	Water & Sewer	Cemetery Reserve Funds	TOTAL
Gen Government			110,000							110,000
Corporate - Honeywell			17,855							17,855
Fire			40,425							40,425
Police Services Board			10,000							10,000
PW Building/General	8,000	37,405	27,290							72,695
PW Lg Equipment	558,414									558,414
PW Sm Vehicles										0
Roads			25,000					708,272		733,272
Connecting Link			4,526				472,268			476,794
Sidewalks							404,036			404,036
Streetlight Poles			16,200							16,200
Airport			60,000							60,000
Parks/Cemetery	54,000								8,944	62,944
Waste Management			13,255							13,255
Children's Complex	35,000									35,000
Handi-van	45,000					40,000				85,000
Memorial Sports Centre		27,500	106,900							134,400
Recreation			112,000							112,000
Sunny Cove			8,000							8,000
Library & Technology					30,000					30,000
Museum										0
Sorting Gap Marina										0
Planning & Development			2,290							2,290
Animal Shelter										0
Civic Centre		65,000	327,000							392,000
Market Square Project			120,000							120,000
Sanitary Sewer Projects								2,459,752		2,459,752
Waterworks Projects								327,130		327,130
Totals	700,414	129,905	1,000,741	0	30,000	40,000	876,304	3,495,154	8,944	6,281,462

Schedule 3**Amortization Budget**

Department	Budget Distribution 2014 Amortization	Actual 2014 Amortization	Budget Distribution 2015 Amortization	Un-Audited Actual 2015 Amortization	Budget Distribution 2016 Amortization
General Government	118,800	123,387.22	120,000	122,504.73	125,000
Fire	48,000	37,769.15	38,000	39,565.37	40,000
Protective Inspection/Control	4,300	4,358.98	6,000	6,128.59	10,000
PW Admin/Buildings & Yards	12,500	10,765.54	35,000	11,767.36	12,500
Roads - Paved	1,215,000	1,208,211.86	1,220,000	1,225,488.23	1,240,000
Roads - Unpaved	43,000	40,524.88	43,000	46,208.95	47,000
Roads Structures	25,000	24,619.39	25,000	23,922.64	25,000
Roads - Winter Control	30,000	22,129.33	30,000	28,570.13	30,000
Sidewalks	235,000	230,921.13	235,000	232,585.02	235,000
Handi Transit	40,300	11,914.66	12,000	11,914.66	14,500
StreetLighting	110,000	102,546.76	110,000	104,676.98	107,500
Air Transportation	64,000	55,899.26	67,000	64,843.55	67,000
Urban Storm Sewer	155,000	156,691.41	160,000	161,513.63	165,000
Rural Storm Sewer	4,500	2,185.46	2,500	2,185.46	2,300
Waste Disposal	0	0.00	0	0.00	0
Waste Diversion (Recycling)	17,500	6,759.48	15,000	9,717.50	16,000
Cemeteries	12,000	9,267.64	12,000	9,267.64	12,000
Social & Family Serv	65,000	68,060.39	68,000	69,488.76	70,000
Parks	45,500	45,152.25	45,000	46,830.48	48,000
Recreation	285,000	276,923.95	280,000	281,627.48	285,000
Library	190,000	189,956.63	190,000	174,978.80	175,000
Cultural Services	85,000	81,636.97	80,000	81,894.20	82,000
Planning & Development	150	40.14	80	20.05	50
Building Inspection Services	0	99.76	200	199.52	200
Sanitary Sewer Collection	210,000	178,654.47	190,000	183,193.71	190,000
Sanitary Sewer Treatment Plant	295,000	279,891.60	281,220	278,413.39	281,220
Water Treatment Distribution	325,000	293,564.44	300,000	301,056.31	305,000
Water Treatment Plant	270,000	254,730.32	260,000	270,653.27	274,730
	3,905,550	3,716,663.07	3,825,000	3,789,216.41	3,860,000

April 27, 2016

Report To: Mayor & Council

From: Doug Brown, Manager Operations & Facilities

**SUBJECT: Execution of Funding Agreement under the MTO
Connecting Links Program for Engineering Services of
The Mill Road Overpass Structure (Bridge)**

On January 26, 2016 the Town submitted an application for funding under the MTO Connecting Links Program for Engineering Services of Mill Road Overpass Structure. Just recently the Town was notified that the project was approved under the MTO Connecting Links Program.

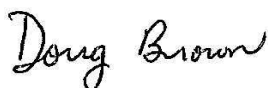
The work plan going forward is to complete the design and engineering work in 2016 with the understanding that the tender documents would be completed by December 31, 2016. Applying for funding under the MTO Connecting Link Highway Program for the rehabilitation work in early January of 2017 with the understanding that if funding is approved the actual rehabilitation work would take place during the 2017 construction season.

The overpass structure was initially constructed in 1982 where it is common that the 1st rehabilitation work takes place around the 35 year mark, thus this structure is within these timelines.

At this time Council is required to execute the funding agreements

The Operations & Facilities Executive Committee recommends that Mayor and Clerk be authorized to execute the MTO Connecting Links Program funding agreements with the Minister of Transportation for Engineering Services of the Mill Road Overpass Structure

Respectfully submitted,
Operations & Facilities Division



Doug Brown, P. Eng.
Manager Operations & Facilities

Council approval of this report will ensure the following:

- 1) That Mayor and Clerk be authorized to execute the MTO Connecting Links Program funding agreements with Minister of Transportation for Engineering Services of the Mill Road Overpass Structure.

2016AprilMTOfundingagreement.doc

April 27, 2016

Report To: Mayor & Council

From: Doug Brown, Manager of Operations & Facilities

SUBJECT: **Award Tender 16-OF-09 – 3-Year Term – Sanitary Sewer Cleaning & CCTV inspection Program**

During the week of March 28, 2016, the Town advertised for a Tender Call for the above stated work with the tender closing on Tuesday, April 26, 2016. Advertisements were placed in the Fort Frances Times and on the Town's website.

Three hardcopy (3) tender packages were distributed to contractors with (6) contractors submitting tender bids. One must assume that 3 tender packages were obtained from the Town's website;

Contractor	Price (HST extra)
Aqua Jet	\$ 268,915.60
Roto-Rooter	\$ 206,538.00
Ray Bateman Enterprises	\$ 186,826.16
Cambrian Vacuum Corporation	\$ 213,680.00
Wessuc	\$ 222,281.60
Underground Pipe Inspectors	\$ 236,106.00

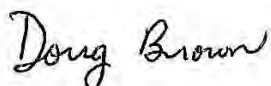
In accordance with the Town's procurement policy, Administration has an obligation to point out to Council any tender irregularities. There were no mathematical errors with the tender bids submitted. However, the tender bids submitted by Ray Bateman Enterprises and Roto-Rooter didn't contain a bid bond. As a result in accordance with the Town's procurement policy schedule "B" this tender bid is automatically rejected.

Please find attached an administration report prepared by Trisha Law, GIS expert outlining all the pertinent information in regards to tender submission. The lowest compliance tender bid is from Cambrian Vacuum Corporation out of Thunder Bay, Ontario at a cost of \$213,680.00 excluding HST. In 2016 the net cost to the Town is \$72,466.35 where 5972 meters will be cleaned and inspected. These expenditures are funded out of the sanitary sewer operating budget.

It is recommended by the Operations & Facilities Executive Committee that the following be approved:

- Award Tender 16-OF-09 - (3) three year Sanitary Sewer Cleaning & CCTV Inspection Program to Cambrian Vacuum Corporation for \$213,680.00 which excludes HST.
- That the Mayor and Clerk be authorized to execute the contract documents on behalf of the Corporation of the Town of Fort Frances.

Respectfully submitted,
Operations & Facilities Division



Doug Brown, P. Eng.
Operations & Facilities Manager

Council approval of this report will ensure the following:

- 1) Award Tender 16-OF-09 – (3) three year Sanitary Sewer Cleaning & CCTV Inspection Program to Cambrian Vacuum Corporation for \$213,680.00 which excludes HST.
- 2) That the Mayor and Clerk be authorized to execute the contract documents on behalf of the Corporation of the Town of Fort Frances.

April 26, 2016.

Report To: Doug Brown, O&F Manager

From: Trish Law, GIS Expert

SUBJECT: Three-Year Sanitary Sewer Cleaning and CCTV Inspection Program Tender 16-OF-09

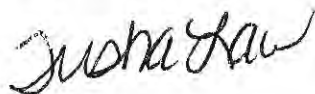
For the Three-Year Sanitary Sewer Cleaning and CCTV Inspection Program Tender (16-OF-09), the successful company will clean and CCTV inspect specified sanitary sewer mains and manholes at various locations throughout the Town. Each main and manhole inspected will also be given a condition rating from A - F, with A meaning in excellent shape to F meaning need immediate repair. For 2016 approximately 5972m of sanitary main are to be inspected, 5924m in 2017 and 6024m in 2018. Tender 16-OF-09 closed at 2pm on Tuesday April 26, 2016. At that time, there were six bids that had been received.

Tender Bid Received From	Location	Year(s)	Cost
Aqua Jet	Winnipeg, MB	2016	\$84530.56
		2017	\$85531.00
		2018	\$98854.00
		total (no HST)	\$268915.56
Roto-Rooter	Winnipeg, MB	2016	\$65838.20
		2017	\$68351.40
		2018	\$72348.40
		total (no HST)	\$206538.00
Ray Bateman Enterprises	Winnipeg, MB	2016	\$58791.24
		2017	\$52071.96
		2018	\$65962.96
		total (no HST)	\$186826.16
Cambrian Vacuum Corp.	Thunder Bay, ON	2016	\$71213.00
		2017	\$70721.00
		2018	\$71746.00
		total (no HST)	\$213680.00
Wessuc	Brandford, ON	2016	\$74079.56
		2017	\$73564.52
		2018	\$74637.52
		total (no HST)	\$222281.60

Underground Pipe Inspectors	Calgary, AB	2016	\$75692.00
		2017	\$78126.00
		2018	\$82288.00
		total (no HST)	\$236106.00

After reviewing all documents submitted, the tenders from Roto-Rooter and Ray Bateman Enterprises were discarded due to non-submittal of a bid deposit or bid bond. No other irregularities were found. As seen in the table, the lowest qualifying bid was from Cambrian Vacuum Corporation. Cambrian has worked for the Town in the past, with the work completed back in 1995, 1997 and 2002 being in compliance with the requested specifications. I recommend the tender being awarded to Cambrian.

Respectively Submitted,



Trisha Law, MGIS
GIS Expert



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2016/44**

To: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: May 4, 2016
Subject: Councillor Paul Ryan NOMA Conference Per Diem & Travel Expense

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule "F" Travel Statement – Mayor/Council Honorarium per diem in the amount of \$375.00 and Travel Expense Claim in the amount of \$35.00 to attend the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on April 27 - 29, 2016 as submitted by Councillor Paul Ryan.

Travel Expense Summary

1.	Meals	35.00
2.	Per Diem (2 1/2 Days)	<u>375.00</u>
	Total	<u>\$410.00</u>

The registration fee of \$250.00 and hotel accommodations of \$259.90 were paid by the Town resulting in the total cost of \$919.90 to attend the NOMA Conference as authorized by Council on March 28, 2016.

The travel expenses and per diem claim is in compliance with Town of Fort Frances Travel Policy Number 3.11 and By-Law 02/10-B Schedule 'A'.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the per diem claim in the amount of \$375.00 and Travel Expense Claim in the amount of \$35.00 as submitted by Councillor Paul Ryan for his attendance at the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on April 27 – 29, 2016.

Council Approval of this Report Will Agree to the Administration recommendation to approve the per diem and Travel Expense claims in the total amount of \$410.00 as submitted by Councillor Paul Ryan for his attendance at the Northern Ontario Municipal Association Conference held in Thunder Bay on April 27 – 29, 2016.

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

1. Attendee	PAUL RYAN							
2. Conference/Seminar Attended	NOMA-70 th ANNUAL GENERAL MEETING & CONFERENCE							
Location (Facility and City)	VICTORIA INN - THUNDER BAY ON.							
Dates	APRIL 27, 28, 29 / 2016							
3.	Sun.	Mon.	Tues.	Wed. 27	Thurs 28	Fri. 29	Sat.	Total
Accommodation								
Transportation								
Breakfast								
Lunch								
Dinner				35.00				35.00
Per Diem								
Other								
4. Prepaid Expenses	Registration		Air Travel		Other		Total	
By Town Ft. Frances	YES				Accommodation		—	
5. Town Used Vehicle	Yes	<input checked="" type="radio"/> No	Reason					Total
Mileage Claimed	KM x \$0.47 =		TRAVEL IN COUNCILOR'S D. KITAWSKI PRIVATE VEHICLE					0
6. Approved				Total Expenses				35.00
				Advance Received				0
				Balance Claimed				35.00
				Balance Refunded				—

The agenda must be attached to process payment

In claiming the above amounts, I certify that the expenses have been incurred on behalf of the Town, that the means of transportation were the most economical, with due regard to convenience, and that the expenditures were made in the exercise of my duties. NB – a valid and detailed receipt must accompany hotel Visa slips.

Date

Date

Date

Employee Signature

Supervisor Signature

Division Manager Signature

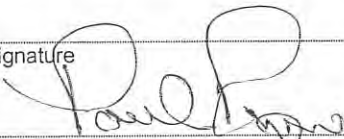
Date	Treasurer	A / P	Cashier

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

Attendee	PAUL RYAN
Conference / Seminar Attended	NOMA - 70 th Annual General Meeting & Conference
Location	VICTORIA / NN - THUNDER BAY ON.
Dates	APRIL 27, 28, 29 / 2016

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			Apr 27/16	Apr 28/16	Apr 29/16			—
Amount			75.00	150.00	150.00			375.00

Name (Please Print)	PAUL RYAN	Signature	
Approved		Date	May 2 / 2016

To be submitted to Payroll for processing when approved by Council



Annual General Meeting April 27, 28 & 29, 2016 Victoria Inn, Thunder Bay, ON

Agenda at a Glance

Wednesday, April 27:

6:00 pm-8:00 pm

Welcome Reception &
Exhibits

Thursday, April 28:

8:00 am-4:30 pm

Presentations & Exhibits

5:30 pm-10:00 pm

Banquet & Entertainment

Friday, April 29:

8:00 am-2:00 pm

AGM, Presentations &
Ministers' Forum

Accommodation, sponsor and
exhibitor information available at:

www.noma.on.ca

REGISTRATION FORM		FEE SCHEDULE	
Contact Name:	Kathryn Lawson	Full Conference	
Municipality/Ministry/Company:	Town of Fort Frances	Member/Ministry:	\$250 <input checked="" type="checkbox"/>
Address:	320 Portage Avenue	Non-member:	\$450 <input type="checkbox"/>
City/Province/Postal Code:	Fort Frances Ontario	(includes all meals: Wednesday reception, Thursday breakfast/lunch/dinner, and Friday breakfast/lunch)	
Phone:	807-274-5323 x 257	Sponsor \$	<input type="checkbox"/>
Email:	klawson@fort-frances.com	Exhibit booth \$500	<input type="checkbox"/>
ATTENDEE NAME(S) & TITLE(S) (attach separate page if more space is needed)		(See exhibitor package for more information)	
Doug Kitowski, Councillor		Requirements: Power	Yes No
G. Paul Ryan, Councillor		Indicate special requirements on signed waiver.	
Return with payment to: NOMA P.O. Box 10308, Thunder Bay, ON P7B 6T8 Email registration forms to: admin@noma.on.ca A \$50 administration fee will be charged on cancellations prior to April 13, cancellations after that date will not be refunded. Please advise of any dietary restrictions.		Add'l Exhibit Staff \$250	<input type="checkbox"/>
		Thursday Dinner Only	<input type="checkbox"/>
		Member/Ministry:	\$65
		Total Fee	\$ 500.00
		Cheque attached OR VISA/MC #:	
		Expiry date:	



Front Desk Thunder Bay
<frontdeskthunderbay@vicinn
.com>

29/04/2016 05:59 AM

To klawson@fort-frances.com

cc

bcc

Subject Victoria Inn Thunder Bay\Guest Account Inquiry

Victoria Inn Thunder Bay

555 W. Arthur St

Thunder Bay, ON

P7E 5R5

Telephone: 807-577-8481 Fax: 807-475-8961

Paul Ryan

710 McKeown Ave

North Bay, on

Noma

P1B 2K8.

Page # 1

Res. # 478498

Checked in Wed Apr 27/16 - 5:45pm

Departing Fri Apr 29/16

Nights 2

Room Rate 115.00

Room 149

Group: Noma*

Date	Description	Reference	Charges	Credits
Apr27	PAID BY VISA - Th auth #025299 *****8250			259.90
Apr27	Room - Government Rate		115.00	
Apr27	HST		14.95	
Apr28	Room - Government Rate		115.00	
Apr28	HST		14.95	
			-----	-----
		0.00	259.90	259.90

N.O.M.A.

Attn: Kristen Oliver

P.O. Box 10308

Thunder Bay, On. (NOMA01)

P7B 6T8

Thank you for staying with us, Please visit our sister hotels
 Located in Brandon, Winnipeg, Flin Flon & Owen Sound
 Call 1-877-VIC-INNS or reserve online at WWW.VICINN.COM

Our H.S.T. # is 835058603

Charge Summary:

HST	29.90
-----	-------



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2016/45**

To: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: May 4, 2016
Subject: Councillor Ken Perry NOMA Conference Per Diem & Travel Expense

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule "F" Travel Statement – Mayor/Council Honorarium per diem in the amount of \$450.00 and Travel Expense Claim in the amount of \$35.00 to attend the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on April 27 - 29, 2016 as submitted by Councillor Ken Perry.

Travel Expense Summary

1.	Meals	35.00
2.	Per Diem (3 Days)	<u>450.00</u>
	Total	<u>\$485.00</u>

The registration fee of \$250.00 and hotel accommodations of \$259.90 were paid by the Town resulting in the total cost of \$994.90 to attend the NOMA Conference as authorized by Council on March 28, 2016.

The travel expenses and per diem claim is in compliance with Town of Fort Frances Travel Policy Number 3.11 and By-Law 02/10-B Schedule 'A'.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the per diem claim in the amount of \$450.00 and Travel Expense Claim in the amount of \$35.00 as submitted by Councillor Ken Perry for his attendance at the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on April 27 – 29, 2016.

Council Approval of this Report Will Agree to the Administration recommendation to approve the per diem and Travel Expense claims in the total amount of \$485.00 as submitted by Councillor Ken Perry for his attendance at the Northern Ontario Municipal Association Conference held in Thunder Bay on April 27 – 29, 2016.

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

1.	Attendee	<i>Ken Perry</i>							
2.	Conference/Seminar Attended	<i>NOMA</i>							
	Location (Facility and City)	<i>Victoria Inn Thunder Bay</i>							
	Dates	<i>Apr. 27, 28, 29</i>							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation								
	Breakfast								
	Lunch								
	Dinner				<i>35.00</i>				<i>35.00</i>
	Per Diem								
	Other								
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
								<i>35.00</i>	
5.	Town Used Vehicle	Yes	No	Reason					Total
	Mileage Claimed	KM x \$0.45 =							
6.	Approved					Total Expenses			
						Advance Received			
						Balance Claimed			
						<i>35.00</i>			
						Balance Refunded			

In claiming the above amounts, I certify that the expenses have been incurred on behalf of the Town, that the means of transportation were the most economical, with due regard to convenience, and that the expenditures were made in the exercise of my duties. NB – a valid and detailed receipt must accompany hotel Visa slips.

May 2 / 16
 Date

Ken Perry
 Employee Signature

 Date

 Supervisor Signature

 Date

 Division Manager Signature

Date	Treasurer	A / P	Cashier

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

Attendee	Ken Perry
Conference / Seminar Attended	NOMA
Location	Victoria Inn Thunder Bay
Dates	Apr. 27, 28, 29

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			\$150.00	\$150.00	\$150.00			\$450.00
Amount								

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

To be submitted to Payroll for processing when approved by Council



Annual General Meeting April 27, 28 & 29, 2016 Victoria Inn, Thunder Bay, ON

Agenda at a Glance

Wednesday, April 27:

6:00 pm-8:00 pm

Welcome Reception & Exhibits

Thursday, April 28:

8:00 am-4:30 pm

Presentations & Exhibits

5:30 pm-10:00 pm

Banquet & Entertainment

Friday, April 29:

8:00 am-2:00 pm

AGM, Presentations & Ministers' Forum

Accommodation, sponsor and exhibitor information available at:
www.noma.on.ca

REGISTRATION FORM		FEE SCHEDULE	
Contact Name:	Kathryn Lawson	Full Conference	
Municipality/Ministry/Company:	Town of Fort Frances	Member/Ministry:	\$250 <input checked="" type="checkbox"/>
Address:	320 Portage Avenue	Non-member:	\$450 <input type="checkbox"/>
City/Province/Postal Code:	Fort Frances Ontario	(includes all meals: Wednesday reception, Thursday breakfast/lunch/dinner, and Friday breakfast/lunch)	
Phone:	807-274-5323 x 257	Sponsor \$	<input type="checkbox"/>
Email:	klawson@fort-frances.com	Exhibit booth \$500	<input type="checkbox"/>
ATTENDEE NAME(S) & TITLE(S) (attach separate page if more space is needed)		(See exhibitor package for more information)	
Ken Perry, Councillor		Requirements: Power	Yes No
Wendy Brunetta, Councillor		Indicate special requirements on signed waiver.	
Return with payment to: NOMA P.O. Box 10308, Thunder Bay, ON P7B 6T8 Email registration forms to: admin@noma.on.ca A \$50 administration fee will be charged on cancellations prior to April 13, cancellations after that date will not be refunded. Please advise of any dietary restrictions.		Add'l Exhibit Staff \$250	<input type="checkbox"/>
		Thursday Dinner Only	<input type="checkbox"/>
		Member/Ministry: \$65	
		Total Fee	\$500.00
		Cheque attached OR VISA/MC #:	
		Expiry date:	



Front Desk Thunder Bay
<frontdeskthunderbay@vicinn
.com>

29/04/2016 06:31 AM

To klawson@fort-frances.com

cc

bcc

Subject Victoria Inn Thunder Bay\Guest Account Inquiry

Victoria Inn Thunder Bay

555 W. Arthur St

Thunder Bay, ON

P7E 5R5

Telephone: 807-577-8481 Fax: 807-475-8961

Ken/Laurel Perry

333 Sixth Street West

Fort Frances, Ontario

Noma

P9N 3E7

Page # 1

Res. # 478497

Checked in Wed Apr 27/16 - 4:15pm

Departing Fri Apr 29/16

Nights 2

Room Rate 115.00

Room 268

Group: Noma*

Date	Description	Reference	Charges	Credits
Apr27	PAID BY VISA - Th auth #052708 *****8250			259.90
Apr27	Room - Best Available Rate		115.00	
Apr27	HST		14.95	
Apr28	Room - Best Available Rate		115.00	
Apr28	HST		14.95	
		0.00	259.90	259.90

N.O.M.A.

Attn: Kristen Oliver

P.O. Box 10308

Thunder Bay, On. (NOMA01)

P7B 6T8

Thank you for staying with us, Please visit our sister hotels
 Located in Brandon, Winnipeg, Flin Flon & Owen Sound
 Call 1-877-VIC-INNS or reserve online at WWW.VICINN.COM

Our H.S.T. # is 835058603

Charge Summary:

HST	29.90
-----	-------



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2016/46**

To: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: May 4, 2016
Subject: Councillor Wendy Brunetta NOMA Conference Per Diem & Travel Expense

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule "F" Travel Statement – Mayor/Council Honorarium per diem in the amount of \$450.00 to attend the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on April 27 - 29, 2016 as submitted by Councillor Wendy Brunetta.

Travel Expense Summary

1.	Meals	0.00
2.	Per Diem (3 Days)	<u>450.00</u>
	Total	<u>\$450.00</u>

The registration fee of \$250.00 and hotel accommodations of \$259.90 were paid by the Town resulting in the total cost of \$959.90 to attend the NOMA Conference as authorised by Council on March 28, 2016.

The travel expenses and per diem claim is in compliance with Town of Fort Frances Travel Policy Number 3.11 and By-Law 02/10-B Schedule 'A'.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the per diem claim in the amount of \$450.00 as submitted by Councillor Wendy Brunetta for her attendance at the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on April 27 – 29, 2016.

Council Approval of this Report Will Agree to the Administration recommendation to approve the per diem claim in the total amount of \$450.00 as submitted by Councillor Wendy Brunetta for her attendance at the Northern Ontario Municipal Association Conference held in Thunder Bay on April 27 – 29, 2016.

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

Attendee	Wendy Brunetta
Conference / Seminar Attended	NOMA Conference + Exec Mtg
Location	Thunder Bay
Dates	April 27-29 / 16

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			150.00	150.00	150.00			450.00
Amount			Apr 27	Apr 28	Apr 29			

Name (Please Print)	Signature
Wendy Brunetta	Wendy Brunetta
Approved	Date
	May 2, 2016

To be submitted to Payroll for processing when approved by Council



Annual General Meeting April 27, 28 & 29, 2016 Victoria Inn, Thunder Bay, ON

Agenda at a Glance

Wednesday, April 27:

6:00 pm-8:00 pm

Welcome Reception &
Exhibits

Thursday, April 28:

8:00 am-4:30 pm

Presentations & Exhibits

5:30 pm-10:00 pm

Banquet & Entertainment

Friday, April 29:

8:00 am-2:00 pm

AGM, Presentations &
Ministers' Forum

Accommodation, sponsor and
exhibitor information available at:
www.noma.on.ca

REGISTRATION FORM		FEE SCHEDULE	
Contact Name:	Kathryn Lawson	Full Conference	
Municipality/Ministry/Company:	Town of Fort Frances	Member/Ministry:	\$250 <input checked="" type="checkbox"/>
Address:	320 Portage Avenue	Non-member:	\$450 <input type="checkbox"/>
City/Province/Postal Code:	Fort Frances Ontario	(includes all meals: Wednesday reception, Thursday breakfast/lunch/dinner, and Friday breakfast/lunch)	
Phone:	807-274-5323 x 257	Sponsor \$	<input type="checkbox"/>
Email:	klawson@fort-frances.com	Exhibit booth \$500	<input type="checkbox"/>
ATTENDEE NAME(S) & TITLE(S) (attach separate page if more space is needed)		(See exhibitor package for more information)	
Ken Perry, Councillor		Requirements: Power	Yes No
Wendy Brunetta, Councillor		Indicate special requirements on signed waiver.	
Return with payment to: NOMA P.O. Box 10308, Thunder Bay, ON P7B 6T8 Email registration forms to: admin@noma.on.ca A \$50 administration fee will be charged on cancellations prior to April 13, cancellations after that date will not be refunded. Please advise of any dietary restrictions.		Add'l Exhibit Staff \$250	<input type="checkbox"/>
		Thursday Dinner Only	<input type="checkbox"/>
		Member/Ministry:	\$65
		Total Fee	\$500.00
		Cheque attached OR VISA/MC #:	
		Expiry date:	



Front Desk Thunder Bay
<frontdeskthunderbay@vicin
n.com>

29/04/2016 06:52 AM

To klawson@fort-frances.com
cc
bcc
Subject Victoria Inn Thunder Bay\Guest Account Inquiry

Victoria Inn Thunder Bay

555 W. Arthur St

Thunder Bay, ON

P7E 5R5

Telephone: 807-577-8481 Fax: 807-475-8961

Wendy Brunetta

916 Portage Ave North

Fort Frances, Ontario

P9A 2A8

Page # 1
Res. # 478494
Checked in Wed Apr 27/16 - 1:33pm
Departing Fri Apr 29/16
Nights 2
Room Rate 0.00
Room 368

Group: Noma*

Date	Description	Reference	Charges	Credits
Apr27	PAID BY VISA - Th auth #026191	*****8250		259.90
Apr27	Room - Best Available Rate		115.00	
Apr27	HST		14.95	
Apr28	Room - Negotiated Rate		0.00	
Apr28	HST		0.00	
Apr29	Room - Government	rate apr 28	115.00	
Apr29	HST	rate apr 28	14.95	
			0.00	259.90
			259.90	259.90

N.O.M.A.

Attn: Kristen Oliver

P.O. Box 10308

Thunder Bay, On. (NOMA01)

P7B 6T8

Thank you for staying with us, Please visit our sister hotels

Located in Brandon, Winnipeg, Flin Flon & Owen Sound

Call 1-877-VIC-INNS or reserve online at WWW.VICINN.COM

Our H.S.T. # is 835058603

Charge Summary:

HST	29.90
-----	-------

Tentative Schedule
NOMA Annual Conference & AGM
April 27 to 29, 2016 - Victoria Inn, Thunder Bay

Wednesday, April 27, 2016

6:00 pm to 8:00 pm	Opening Reception – Registration and Trade Show
--------------------	---

Thursday, April 28, 2016

8:30 am to 9:00 am	Welcome to the 70 th Annual Conference & AGM Welcoming Remarks
	KEYNOTE ADDRESS Keith McCullough, CEO Hedgeye Risk Management
	Health Break
	Impact of the Forest Industry Marianne Berube, Executive Director WoodWorks! Representative from FP Innovations
	Update from MPAC Carla Nell, Vice-President, Municipal and Stakeholder Relations
	Lunch
	Address from the Association of Ontario Municipalities Gary McNamara, President
	Climate Change Adaptation Plan Brad Doff, Sustainability Coordinator, City of Thunder Bay
	Disaster Recovery Planning Scott Crowley, Enterprise Risk Services, MNP
	TransCanada – Energy East Pipeline
	Health Break
	Update from the IESO
	Concurrent Sessions Three sessions to be held
	Symposium Dinner and Entertainment – With Comedian Ron Kanutski

Friday, April 29, 2016

7:45 am to 9:00 am	NOMA Annual General Meeting
	Government Speakers
	Ontario Trillium Foundation Investment Strategy Maureen Brophy, Program Manager
	Health Break
	Tourism Northern Ontario – Urban Initiatives Pat Forrest, Initiatives Coordinator
	Walk a Mile John Hannam, City Clerk, City of Thunder Bay
	Lunch
	Fish and Wildlife Conservation Act Ministry of Natural Resources & Forestry
	Ministry of Agriculture Consultation on the Agricultural Sector and the Northern Growth Plan
	Minister's Forum More information to follow as Minister's are confirmed
	Closing Remarks and Announcement of Door Prizes



ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2016/41

To: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: May 4, 2016
Subject: Councillor Wendy Brunetta – Registration Reimbursement

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule “B” Expense Statement – the amount of \$200.01 for reimbursement of Municipal Councillor Financial Literacy registration costs as submitted by Councillor Wendy Brunetta (see the attached receipt).

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the reimbursement of Municipal Councillor Financial Literacy costs in the amount of \$200.01 as submitted by Councillor Wendy Brunetta.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the reimbursement of Municipal Councillor Financial Literacy costs in the amount of \$200.01 as submitted by Councillor Wendy Brunetta

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

1.	Attendee	<i>Wendy Brunelle</i>							
2.	Conference/Seminar Attended	<i>Municipal Councillor Financial Literacy</i>							
	Location (Facility and City)	<i>FF Public Library (on-line)</i>							
	Dates	<i>April 14/16</i>							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation								
	Breakfast								
	Lunch								
	Dinner								
	Per Diem								
	Other - <i>Registration</i>								
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
		<i>\$ 200.01</i>						<i>200.01</i>	
5.	Town Used Vehicle	Yes	No	Reason					Total
	Mileage Claimed	<i>KM x \$0.47 =</i>							
6.	Approved					Total Expenses		<i>200.01</i>	
						Advance Received		<i>0</i>	
						Balance Claimed		<i>200.01</i>	
						Balance Refunded			

The agenda must be attached to process payment

In claiming the above amounts, I certify that the expenses have been incurred on behalf of the Town, that the means of transportation were the most economical, with due regard to convenience, and that the expenditures were made in the exercise of my duties. NB – a valid and detailed receipt must accompany hotel Visa slips.

April 19/16
 Date

Wendy Brunelle
 Employee Signature

 Date

 Supervisor Signature

 Date

 Division Manager Signature

Date	Treasurer	A / P	Cashier

Order #19

Order Date: April 14, 2016

Status: Complete

Total: \$200.01

Billing Address

Wendy Brunetta

Email: wendyb7@shaw.ca

Phone: 8072745323

Fax: 807-274-8479

Town of Fort Frances

320 Portage Avenue

Fort Frances, Ontario P9A3P9

Canada

Payment Method: Credit Card

Payment Status: Paid

Products(s)

SKU	Name	Price	Quantity	Total
MCFL	Municipal Councillor Financial Literacy	\$177.00	1	\$177.00

Sub-Total: \$177.00**Tax:** \$23.01**Total:** \$200.01



REPORT

TO: Community Services Executive Committee

FROM: Jason Kabel, Manager of Community Services

DATE: May 1, 2016

RE: **Sunny Cove Camp Caretaker Request For Proposals**

The Community Services Division recently undertook a request for proposals (RFP #16-CS-10) for the provision of caretaker services at Sunny Cove Camp for the 2016 season. This is the second year that an RFP process has been undertaken to fill the caretaker position at Sunny Cove which works best for both the Town of Fort Frances and the organization/person selected for the role.

There were two proposals received by the deadline of Friday, April 29, 2016 at 2:00pm. Both submissions were opened before the public in the committee room at Town Hall. The following is a summary of the submissions received as per RFP requirements:

	KC Contracting	Rolling Lake Holdings Ltd
Monthly + HST	\$4,500	\$6,520
Related Experience	Yes	Yes
Miscellaneous	Water certificate provided	-

Recommendation

The Community Services Executive Committee recommends to enter into a contract with KC Contracting for the purpose of providing caretaking services at Sunny Cove Camp for the 2016 season. It is further recommended that the Mayor & Clerk be authorized to sign the agreement to be in effect May 10, 2015 until season close-up at the end of September or early October. Partial months work will be done at a daily rate determined by dividing the monthly rate by the number of days in the month (e.g. May – $4500/31=145.16 \times \#$ of days remaining in the month).

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "JK", is placed above the name "Jason Kabel".

Jason Kabel

Council approval of this report will endorse:

- 1) entering into an agreement with KC Contracting for the purpose of providing caretaking services at Sunny Cove Camp for the 2016 season at the monthly price of \$4,500 plus HST.
- 2) that the Mayor & Clerk be authorized to sign the agreement to be in effect May 10, 2015 until season close-up at the end of September or early October as provided in the report.
- 3) that an authorizing by-law be enacted.



REPORT

TO: Mayor & Council

FROM: Jason Kabel, Manager of Community Services

DATE: May 2, 2016

RE: **Multiuse Courts Request For Proposals RFP #16-CS-04**

The Community Services Division recently undertook a request for proposals (RFP #16-CS-04) for a reputable tennis court design/construction firm to complete a design/build of an illuminated, fenced, 4 court multiuse tennis facility at the St. Francis Sports Complex. There were two proposals that were received and accepted by the deadline of Tuesday, April 19, 2016 @ 2:00 p.m (CST). Both submissions were opened before the public in the committee room at Town Hall. The following is a summary of the submissions received as per RFP requirements:

	Mansfield Construction	Court Surface Specialists
Bid Amount	\$515,400	\$467,010
Related Court Building Experience	Subcontracting to a Wpg firm with experience	Many tennis/court facilities built
Top Playing Surface	2" hot mix asphalt covered with Decoturf	3" Penetrating Ashphalt covered with Laykold
Warranty Period	1 year	7 years
Bid Bond Provided	Yes	Yes
Stamped Drawings to be provided	Yes	Yes
Construction Timeline	June 22 – August 21, 2016	July 1 – August 26, 2016

The six person evaluation committee individually scored both proposals and compiled a set of follow up questions for each organization. Both organizations responded favorably to the posed questions and would be able to undertake the project for the committee. The evaluation committee recommends to award the project to Court Surface Specialists based on their vast experience with similar projects, extensive warranty, ability to produce courts in a cold climate, and price.

Recommendation

The Community Services Division recommends awarding the RFP #16-CS-04 to Court Surface Specialists for the price of \$467,010 or less, as can be negotiated on the ability of the Town to supply granular material from a concurrent road project and/or FFPC to provide labour for lighting.

Respectfully Submitted,

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

Jason Kabel

Council approval of this report will sanction the awarding of RFP #16-CS-04 to Court Surface Specialists to complete a design/build of an illuminated, fenced, 4 court multiuse tennis facility at the St. Francis Sports Complex for \$467,010 or less as negotiated.

May 2, 2016

Report To: Operations and Facilities Executive Committee

From: Lori Pattison, Operations and Facilities Division

SUBJECT: 2016 Surplus Asset Sale

This year the Town of Fort Frances will again be putting up for sale old, obsolete and no longer used materials, equipment and vehicles. In April all departments were asked to take stock of items that were no longer used or needed and provide a listing. Nineteen (19) items were submitted. (see attached spreadsheet). Council must declare these items as surplus before they can be placed in the asset sale.

Once these items are declared surplus, the following procedure will be utilized to dispose of the Items:

- 1) Advertise in the Fort Frances Times – sale of obsolete materials, equipment and vehicles.
- 2) People can submit bids on any or all items. Forms will be provided at the Civic Centre at 320 Portage Avenue.
- 3) The bids will be publicly opened in the committee room.
- 4) Payment will be due prior to removing any items from the Town's property.
- 5) Successful bidders will have two weeks to pick up their items.
- 6) Where no bids are received for a certain item, if possible these items will be recycled and if not they will be disposed of at the Town's landfill site.

Respectfully submitted,
Operations & Facilities Division

Lori Pattison
Operations & Facilities Secretary

Council approval of this report will ensure:

- 1) That the 19 obsolete items outlined on the attached spreadsheet be declared surplus.
- 2) That the above mentioned procedure will be used to dispose of these surplus materials, equipment and vehicles in the near future.

2016 Town of Fort Frances Surplus Asset Items				
ITEM #	DESCRIPTION	LOCATION (for viewing)	CONTACT	PHONE #
1	35 weighted dumbbells in various sizes	Mem. Sports Centre-720 Scott St	Bob Green	274-4561
2	7 wood upholstered arm chairs	Mem. Sports Centre-720 Scott St	Bob Green	274-4561
3	Admiral almond 20 cu. Ft side by side fridge	Mem. Sports Centre-720 Scott St	Bob Green	274-4561
4	Garland 36" cooktop grill, 240 volt electric	Mem. Sports Centre-720 Scott St	Bob Green	274-4561
5	1997 Ford Windstar van, VIN 2FMDA5141VBD13752 (at Public Works Yard)	Public Works - 900 Wright Ave	Chad Hanson	274-2036
6	Stage - 20- 4 X 8 sections, 2 stairs with 3 storage carts	Mem. Sports Centre-720 Scott St	Bob Green	274-4561
7	2002 Ford 3/4 ton truck VIN FTNF20L82EC69492	Public Works - 900 Wright Ave	Chad Hanson	274-2036
8	1992 Chev extended cab orange half ton VIN 2GCEC19ZN1144147	Public Works - 900 Wright Ave	Chad Hanson	274-2036
9	1 office chair - high back - navy blue	Public Works - 900 Wright Ave	Chad Hanson	274-2036
10	1 office chair - low back - navy blue	Public Works - 900 Wright Ave	Chad Hanson	274-2036
11	Oversize copier - maximum 40 inches	Public Works - 900 Wright Ave	Chad Hanson	274-2036
12	2 1/2 ft by 6 ft steel tble (brown top)	Public Works - 900 Wright Ave	Chad Hanson	274-2036
13	3ft wide by 6 ft long steel office desk	Public Works - 900 Wright Ave	Chad Hanson	274-2036
14	3 ft wide by 6 ft long wooden office desk	Public Works - 900 Wright Ave	Chad Hanson	274-2036
15	Old Floating Dock - 4 sections 28 ft long by 8 ft wide	Riverview Cemetery	Trevor McKinnon	276-5761
16	Old Floating Dock - 3 sections 24ft long by 5 ft wide	Riverview Cemetery	Trevor McKinnon	276-5761
17	Old Floating Dock - 1 section 12ft long by 5 ft wide	Riverview Cemetery	Trevor McKinnon	276-5761
18	Grey Brand Name Upper and Lower section tool box	Public Works - 900 Wright Ave	Chad Hanson	274-2036
19	1992 "Bear" Engine Analyzer	Public Works - 900 Wright Ave	Chad Hanson	274-2036
20				
21				
22				
23				
24				
25				
26				
27				
28				

OPERATIONS AND FACILITIES DIVISION - PUBLIC WORKS AREA OPERATIONS STATISTICS

January 2016

STAFFING

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

	2015	2016
WSIB	0.00	0.00
WI/LTD	0.00	0.00
SICK DAYS	19.81	13.56
COMPASSIONATE LEAVE	0.00	0.00
FLOATERS	17.00	7.00
VACATION	10.50	21.50
BANKED TIME USED	3.25	4.38
OFF	1.00	0.00
STATUTORY HOLIDAYS	26.00	26.00
TOTAL	77.56	72.44

OVERTIME HOURS

Equivalent Straight Time Hours:

	2015 Current Month	2016 Current Month	2015 Year To Date	2016 Year To Date
ADMINISTRATION	0.00	0.00	0.00	0.00
CAPITAL	0.00	0.00	0.00	0.00
ENGINEERING	0.00	0.00	0.00	0.00
INTERDEPARTMENTAL	0.00	8.25	0.00	8.25
PRIVATE WORK	0.00	0.00	0.00	0.00
RECYCLE/GARBAGE	0.75	16.00	0.75	16.00
ROADS	109.75	27.00	109.75	27.00
SEWER COLLECTION	11.00	27.25	11.00	27.25
SIDEWALKS	12.75	0.00	12.75	0.00
STORES	18.00	30.00	18.00	30.00
VEHICLE & EQUIPMENT	3.00	0.00	3.00	0.00
WATER TREATMENT PLANT	34.25	40.50	34.25	40.50
WATER DISTRIBUTION	38.50	129.50	38.50	129.50
WATER TOWER	0.00	0.00	0.00	0.00
TOTAL	228.00	278.50	228.00	278.50

TRANSPORTATION REPORT JANUARY 2016

ROADS:

Storm Water Management – Urban:

Storm Water Management - Rural:

Hard Top Maintenance:

- Levelled utility cuts – twice weekly
- Pothole patching as required

Loose Top Maintenance:

Roadside Maintenance:

Winter Control:

- Two (2) events – January 7th and 28th.
- Plowed all roads, lanes and parking lots
- Sanded/salted roads as required
- Removed snow piles in cul-de-sacs
- Cleaned snow from businesses and churches outside of the downtown area
- Removed snow from the downtown area once
- Removed snow piles from parking lots.

Traffic Operations:

- Repaired and replaced signs as required.

Regular Maintenance:

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

Buildings and Grounds:

- Cleaned Shop as required
- Cleaned vehicles and equipment as required.
- Stockpiled Granular “A” material January 19th and 20th.

Private Work:**Sidewalks – Winter:**

- Removed snow from Civic Centre sidewalks and applied ice melt as required.
- Cleaned snow from the Underpass sidewalk and Downtown corners and applied ice melt or sand/salt as required
- Plowed snow from all sidewalks as required.

Sidewalks – Summer:**Vehicles and Equipment:**

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

Public Relations:**Sewer and Water:**

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

Interdepartmental:

- Cut down ice at SportsCentre parking lots
- Hauled Zamboni snow to snow dump three (3) times
- Repaired fence at Animal Shelter
- Moved copier paper into storage area of Civic Centre on January 28th.
- Lorne Halvorsen provided coverage for a short term disability at Parks from January 1st to 22nd.

- Cathy Westover trained at the Airport for the month of January

Recycling:

- Emptied glass recycling bin as required
- Pushed up piles in recycling building as required
- Emptied bins from “drop off” centre as required
- Cleaned up around recycling bins and building.

Training:

Health & Safety:

- A Workplace Inspection was done at the Public Works Building on January 20th.
- A Tailgate Meeting was held on January 28th.

Milt Strachan,
Superintendent of Transportation

OPERATIONS AND FACILITIES DIVISION - PUBLIC WORKS AREA
OPERATIONS STATISTICS
February 2016

STAFFING

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

	2015	2016
WSIB	0.00	0.00
WI/LTD	0.00	12.00
SICK DAYS	7.44	13.38
COMPASSIONATE LEAVE	0.00	10.00
FLOATERS	5.00	8.00
VACATION	17.50	16.63
BANKED TIME USED	2.38	5.63
OFF	0.00	0.00
STATUTORY HOLIDAYS	26.00	26.00
TOTAL	58.32	91.64

OVERTIME HOURS

Equivalent Straight Time Hours:

	2015	2016	2015	2016
	Feb	Feb	Year To	Year To
			Date	Date
ADMINISTRATION	5.00	0.00	5.00	0.00
CAPITAL	0.00	2.50	0.00	2.50
ENGINEERING	0.00	0.00	0.00	0.00
INTERDEPARTMENTAL	1.50	0.75	1.50	9.00
PRIVATE WORK	0.00	0.00	0.00	0.00
RECYCLE/GARBAGE	1.50	0.00	2.25	16.00
ROADS	87.75	63.00	197.50	90.00
SEWER COLLECTION	20.00	17.50	31.00	44.75
SIDEWALKS	6.00	3.00	18.75	3.00
STORES	6.00	0.00	24.00	30.00
VEHICLE & EQUIPMENT	12.00	0.00	15.00	0.00
WATER TREATMENT PLANT	84.00	82.25	118.25	122.75
WATER DISTRIBUTION	9.50	48.50	48.00	178.00
WATER TOWER	0.00	0.00	0.00	0.00
TOTAL	233.25	217.50	461.25	496.00

TRANSPORTATION REPORT FEBRUARY 2016

ROADS:

Storm Water Management – Urban:

Storm Water Management - Rural:

Hard Top Maintenance:

- Levelled utility cuts – twice weekly
- Pothole patching as required

Loose Top Maintenance:

Roadside Maintenance:

Winter Control:

- Three (3) events – February 7th, 23rd and 28th
- Plowed all roads, lanes and parking lots
- Sanded/salted roads as required
- Removed snow in the downtown area
- Removed snow piles in parking lots
- Removed snow piles from dead ends and lanes
- Removed snow from businesses and churches outside of the downtown area
- Removed snow piles from cul-de-sacs
- Pushed up snow piles at the snow dump daily.

Traffic Operations:

- Repaired and replaced signs as required.

Regular Maintenance:

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

Buildings and Grounds:

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

Private Work:**Sidewalks – Winter:****Sidewalks – Summer:****Vehicles and Equipment:**

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

Public Relations:**Sewer and Water:**

- Provided labour and equipment for Water Distribution and Sewer Collection repairs and maintenance.
- Handed out “Water Turn Off Advisories”, “Drinking Water Advisories” and “Lifting of Drinking Water Advisories” when required
- Issued “Delinquent Account Notices” and turned off water for non-compliance as required.
- Cleaned up and removed snow from the 400 block of Nelson Street at the water break.

Interdepartmental:

- Put up barricades for handi-cap parking stalls at Library
- Hauled Zamboni snow to snow dump three (3) times
- Jay Bruyere assisted Parks with a burial on February 1st.
- Removed snow piles from Memorial Sports Centre parking lots
- Cathy Westover provided coverage at the Airport for vacation, etc. from February 1st to February 29th.
- Dale Gill provided coverage at the Airport for vacation February 12th, 13th and 14th.

Recycling:

- Emptied glass recycling bin as required
- Pushed up piles in recycling building as required
- Emptied bins from “drop off” centre as required
- Cleaned up at recycling bins and around building.

Training:

- Training for all staff on the new Trackless sidewalk plow on February 12th.
- Jay Bruyere and Lori Pattison attended a First Aid Certification Course on February 18th and 26th.

Health & Safety:

- A Workplace Inspection was done at the Public Works Building on February 24th.
- A Joint Health and Safety Committee Meeting was held on February 5th.

Milt Strachan,
Superintendent of Transportation

Ministry of Finance
 Provincial-Local
 Finance Division
 10th Floor
 777 Bay Street
 Toronto ON M5G 2C8
 Tel (416) 327-0264
 Fax (416) 325-7644

Ministère des Finances
 Division des relations provinciales-
 municipales en matière de finances
 10^e étage
 777, rue Bay
 Toronto (Ontario) M5G 2C8
 Tél. : 416 327-0264
 Téléc. : 416 325-7644



April 11, 2016

Dear Municipal Treasurer/Clerk-Treasurer,

I am writing to update you on a number of property tax decisions for the 2016 taxation year. These will all be implemented in regulation in the near future.

Business Property Tax Capping

As noted in my letter dated November 19, 2015, the Province is providing municipalities with enhancements for additional flexibility in the business property tax capping program. The new flexibility measures will enable municipalities to adjust the program to best suit their local circumstances.

Beginning in 2016, municipalities now have additional flexibility to manage the business tax capping program by adjusting capping parameters to increase progress towards CVA level taxes:

Capping Parameters	% of CVA Taxes	Threshold to Move to CVA
Previous Maximum	5%	± \$250
New Maximum	10%	± \$500

Some municipalities will also have the option to exit or phase-out from the capping program, if doing so would have a limited impact on business properties. A municipality is eligible for a four-year phase-out from the capping program once it has no capped properties beyond 50% of CVA level taxes in a property class. Municipalities with no properties currently remaining in the capping program are eligible to exit the program immediately.

The adoption of these measures is a municipal decision and would be enacted through a municipal by-law.

As you know, the provincially-funded Online Property Tax Analysis (OPTA) system provides a number of tools and reports to assist municipalities with property-level tax analysis. OPTA will be updated to reflect the 2016 capping program enhancements this

week and will notify you as soon as these tools are available. The system allows municipalities to analyse the proposed measures in the context of their own local circumstances. Municipal staff are encouraged to use OPTA to examine the potential tax impacts for businesses when considering the proposed measures.

Tax Ratio Flexibility

Municipalities will continue to be provided with tax ratio flexibility that has been provided in previous reassessment years. This will allow municipalities to avoid tax shifts that may occur between property classes as a result of phased-in reassessment impacts.

Modified Levy Restriction

Municipalities with property classes subject to the levy restriction will continue to have the flexibility to apply a municipal tax increase to those classes of up to 50% of any increase applied to the residential class. For instance, a municipality levying a 2 per cent increase in residential taxes could raise taxes on any restricted class by up to 1 per cent.

Property Tax Rate Calculation Adjustment

Earlier this year, a number of municipalities, along with the Association of Municipalities of Ontario and other municipal associations, approached the Province requesting an adjustment to the annual notional property tax rate calculation. The concern expressed was that under the current calculation, some in-year assessment changes can result in lower than expected property tax revenues.

The notional property tax rate calculation, as prescribed in O. Reg. 73/03 under the *Municipal Act, 2001*, relies on the assessment information provided as part of the year-end assessment roll. The current calculation does not account for any subsequent in-year assessment changes, such as assessment appeals and requests for reconsideration, which may alter the assessment values over the course of the year. As a result, municipalities may receive less revenue than they have budgeted for.

In response to municipal requests, a technical adjustment to the provincially prescribed notional property tax rate calculation was announced in the 2016 Ontario Budget. This adjustment ensures that when calculating notional tax rates, municipalities and the Province are able to address any unintended effects due to specific in-year property assessment changes, such as assessment appeal losses.

Beginning in 2016, municipalities will have the option to adjust the year-end assessment used in the property tax rate calculation to offset changes resulting from certain in-year assessment changes, including assessment appeals and requests for reconsideration. This will allow municipalities to address unintended reductions in the property tax base that may occur as a result of these changes.

The adjustment will be implemented in regulation in the near future. In the meantime, the Province has worked to ensure that the option to adopt this adjustment will be available through the OPTA system this week. OPTA will notify you as soon as the system has been updated. This means that for municipalities who choose to adopt this option, the adjustment will be straightforward to implement. Since this is a municipal decision and the impact of applying the adjustment will vary each year and for each upper tier and single tier municipality, municipal staff are encouraged to use the tools and reports available on OPTA.

Any changes in revenue related to the adjustment will be shown on the property tax bill as part of the reassessment change.

Education Property Tax Rates

To assist municipalities with their budget planning, the Ministry has attached residential and business education property tax rates for 2016 for your municipality.

As indicated in the 2016 Budget, the Province will also ensure the ongoing integrity of education property tax revenues. Therefore, the property tax rate calculation adjustment noted above will also be applied to education property tax rates beginning in 2016. As a result, the 2016 education property tax rates reflect an adjustment corresponding to current and historic in-year assessment changes such as assessment appeal losses.

Residential Education Property Tax Rates

For the 2016 tax year, the Province is continuing to reduce education property tax rates. The uniform residential education tax rate is 0.188%, reduced from the rate of 0.195% that applied to the 2015 taxation year.

Business Education Tax (BET) Rates

Your municipality's BET rates for 2016 are attached. The target BET rate and the annual BET ceiling rates will be reduced in 2016, as summarized in the following table.

Ceiling and Target BET Rates	Commercial Ceiling	Industrial Ceiling	Target
2015 Rates	1.43%	1.53%	1.19%
2016 Rates	1.40%	1.50%	1.18%

If you have any questions related to these decisions please contact Andrea Chow, Manager, Property Tax Policy Unit at 416-327-0252 or Andrea.Chow@ontario.ca. Should you have any questions concerning the OPTA system, please contact the OPTA help desk at 416-591-1110 or 1-800-998-5739, ext 300.

We look forward to continuing to work in partnership with municipalities to ensure stability for Ontario's property tax system, while providing flexibility for municipalities in addressing their local circumstances.

Sincerely,

Original signed by

Allan Doheny
Assistant Deputy Minister
Provincial Local Finance Division

2016 Business Education Tax (BET) Rates

Town of Fort Frances

Business Property Class	2016 BET Rate
Commercial	1.180000%
Industrial	1.180000%
Pipeline	1.180000%
New Construction - Commercial	1.180000%
New Construction - Industrial	1.180000%

2016 Business Education Tax (BET) Rates

Town of Fort Frances

Optional Property Class	2016 BET Rate	2016 New Construction BET Rates
Commercial Residual	n/a	n/a
Office Building	n/a	n/a
Shopping Centre	n/a	n/a
Parking Lot	n/a	
Industrial Residual	1.180000%	1.180000%
Large Industrial	1.180000%	1.180000%

Note: n/a indicates there are no properties in this property class.

OPTA

Online Property Tax Analysis

Funding
Provided By:  Ontario

MINISTRY OF FINANCE

[Home](#) | [Contact OPTA](#) | [Municipal Contacts](#) | [Feedback & Enquiries](#) |
[User Agreement](#) | [Bulletins](#) | [Glossary](#) | [Exit](#)[Tax Tools](#) | [See Parameters](#)

Tax Tools, 2016 Overall Levy Changes

Using Actual rates on April 29, 2016 3:15PM EST.

Choose a class and **click OK**.

Fort Frances Town, 5912

2016 Notional Base Rates 2016 Rates Overall Levy Change

Residential	0.01817465	0.01842275	1.3651%
Multi-residential	0.04653419	0.04720712	1.4461%
Commercial	0.04386320	0.04455463	1.5763%
Industrial	0.05817093	0.05872781	0.9573%
Large Industrial	0.13104442	0.13214713	0.8415%
Pipelines	0.05407314	0.05491751	1.5615%
Farm	0.00454366	0.00460569	1.3652%

OPTA Copyright: Reamined Systems Inc. All Rights Reserved

[Home](#) | [Contact OPTA](#) | [Municipal Contacts](#) | [Feedback & Enquiries](#) |
[User Agreement](#) | [Bulletins](#) | [Glossary](#) | [Exit](#)

[Tax Tools](#) | [Clear Parameters](#) | [See Parameters](#)

Tax Tools, 2016 Overall Levy Changes

Using OPTA calculated rates on March 31, 2016 4:44PM EST.

Assessment Data Filter Option Used: No Limits, Include PIL Properties, Tax Ratios Used:
2016 Alternative Tax Ratios

Choose a class and click OK.

All OK

Fort Frances Town, 5912

	2016 Notional Base Rates	2016 Rates	Overall Levy Change
Residential	0.01629859	0.01654274	1.4980%
Multi-residential	0.04465813	0.04532711	1.4980%
Commercial	0.03227120	0.03275463	1.4980%
Industrial	0.04657893	0.04692781	0.7490%
Large Industrial	0.11945242	0.12034713	0.7490%
Pipelines	0.04248113	0.04311751	1.4980%
Farm	0.00407465	0.00413569	1.4980%

2016 Notional Rates

Close

Export to Excel

OPTA Copyright: Reamined Systems Inc. All Rights Reserved