

TOWN OF FORT FRANCES

Administration & Finance Executive Committee

AGENDA - Tuesday, August 2, 2016

MEETING - Committee Room

Session # 35

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- 1 **Call to Order**
- 2 **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**
- 3 **Disclosure of pecuniary interest and the general nature thereof**
- 4 **Approval of Previous Committee Minutes**
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- 9 **Outstanding Items**
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11 <u>Adjourn / Next Meeting Date</u>	
11.1 Next Meeting Date: Tuesday, September 6, 2016	

TOWN OF FORT FRANCES

MINUTES

SESSION NO. #34

Tuesday, July 5, 2016

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room on Tuesday, July 5, 2016 at 12:00 p.m.

PRESENT: Councillor Ken Perry, Councillor Paul Ryan, Councillor Wendy Brunetta and Mayor Avis

ALSO PRESENT: Doug Brown, CAO, Lisa Slomke, Clerk, Dawn Galusha, Deputy Treasurer, Laurie Witherspoon, Treasurer and Guest Rick Wiedenhoeft, Multi-Use/Tennis Court Committee

REGRETS: None

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

3.1 Councillor Wendy Brunetta declared a conflict of interest on Agenda Item 7.4 Councillor W. Brunetta NOMA Executive Committee Meeting Per Diem as those were her expenses.

3.2 Councillor Ken Perry declared conflict of interest on Agenda Item 7.3 Councillor K. Perry NOMA Executive Committee Meeting Per Diem as those were his expenses.

4. Approval of Previous Committee Minutes

4.1 The Committee considered the following resolution:
Ryan/Brunetta: That the minutes of the previous meeting held on Tuesday, June 21, 2016 be approved as presented. CARRIED

5. In-Camera

6. Items Referred from Council

6.1 Rural Ontario Municipal Association (ROMA) 2017 AGM and Annual Conference - The Committee recommended to approve the Mayor, CAO and one Councillor to attend both the ROMA Conference and the OGRA Conference for 2017 only and then evaluate the value of each conference to determine what conference is the most effective conference to attend in 2018 and subsequent years.

6.2 Multi-Use/Tennis Court Committee Financial Request - The Committee recommended to deny further capital financial funds to cover the projected funding shortfall amount of \$57,994 as requested by the Multi-Use/Tennis Court Committee. It is recommended that the Multi-Use/Tennis Court Committee explore all options to reduce the overall project costs, to defer lighting or a portion of lighting to another year and to continue fundraising to reduce the project funding shortfall.

6.3 Watten Volunteer Fire Department Request - The Committee recommended to approve the Watten Volunteer Fire Department donation request in the amount of \$300.00.

7. New Business

- 7.1 Development of Revised Boards and Committees By-Law (Strategic Plan Initiative #36)
- The Clerk updated the Committee on progress to date.
- 7.2 M. McCaig Purchase Card Expense Claim - The Committee recommended to approve the Schedule “D” Entertainment Expense & purchase card expense for Mark McCaig, CAO in the amount of \$270.53 as detailed in the report.
- 7.3 Councillor K. Perry NOMA Executive Meeting Per Diem - The Committee recommended to approve the per diem claim in the amount of \$150.00 as submitted by Councillor Ken Perry for his attendance at a NOMA Executive meeting held in Thunder Bay on June 22, 2016.
- 7.4 Councillor W. Brunetta NOMA Executive Committee Meeting Per Diem - The Committee recommended to approve the per diem claim in the amount of \$150.00 as submitted by Councillor Wendy Brunetta for her attendance at a NOMA Executive meeting held in Thunder Bay on June 22, 2016.
- 7.5 R.F.P. No. 16-AD-01 Supply, Integration and Implementation of a Consolidated Municipal Financial System - The Committee recommended to approve the proposal received from Diamond Software Inc. to supply and implement Diamond’s comprehensive suite of municipal financial modules for 15 concurrent users in the amount of \$98,742.00 plus HST and to authorize the purchase of the recommended Microsoft SQL Server for the new municipal financial software system.

8. Non-agenda Items

9. Outstanding Items

- 9.1 Couchiching First Nations Water & Sewer Agreement
- 9.2 Elected Officials Remuneration By-Law No. 02/10-C (Fall)

10. Information

11. Adjourn / Next Meeting Date

- 11.1 Next Meeting Date: August 2, 2016

Executive Committee Chair

D. Brown, CAO

TO: Administration & Finance Executive Committee
FROM: Laurie Witherspoon, Treasurer
DATE: July 26, 2016
SUBJECT: Boundary Waters Dragon Boat Festival Reschedule of Events Requests

BACKGROUND

At the July 11, 2016 Council Meeting, the attached letter received from Boundary Waters Dragon Foundation & Festival Organizer was referred to the Administration & Finance Executive Committee for recommendation with input from the Planning & Development, Operation & Facilities and Committee Services Executive Committees. The intent of the referral is to determine whether there is any impact with the rescheduling of events from the perspective of each Executive Committee. Overall permission was granted for the original event date of June 25th which was postponed due to weather and safety of the paddlers.

Boundary Waters Dragon Boat Festival Organizer has requested in-kind services for the upcoming International Boundary Waters Dragon Festival rescheduled event planned for Saturday, September 17, 2016. The request that is to be considered by the Administration & Finance Executive Committee is as follows:

Item 2. Supply the International Boundary Waters Dragon Boat Festival with the necessary documents to facilitate closing the road to accommodate the needed team and public areas from the street side of the Sorting Gap Marina Building (allow all traffic access to the boat launch) to Butler Avenue.



E-Mail: dragonboatff@gmail.com
Like: facebook.com/dragonboatff
Visit: www.boundarywatersdragonboat.com

June 27th, 2016

Mayor & Council
Town of Fort Frances
320 Portage Avenue
Fort Frances, ON
P9A 3P9



RE: INTERNATIONAL BOUNDARY WATERS DRAGON BOAT FESTIVAL RESCHEDULE OF EVENTS

Dear Mayor and Council:

As you may know, on June 25th our festival organizers and participants had to make a pain staking decision to postpone our festival due to the weather related devastation of our festival site, and with respect to the ultimate safety of our paddlers both on the original date and the following day, Sunday the 26th. We then consulted with the production officials, coaches and partners and they generously offered to return for us to hold the festival on the new date of Saturday, September 17th, 2016.

With this new date set and our partners' reassurances, we respectfully request the following support from the Town of Fort Frances for the new festival date of Saturday, September 17th, 2016.

1. Authorize the use of Town picnic tables. The Boundary Waters Dragon Boat Festival Committee will organize and arrange for their pick up and return with Sunset Dynasty Construction;
2. Supply the International Boundary Waters Dragon Boat Festival with the necessary documents to facilitate closing the road to accommodate the needed team and public participation areas from the street side of the Sorting Gap Marina Building (allowing all traffic access to the boat launch) to Butler Avenue;
3. Allow the International Boundary Waters Dragon Boat Festival Committee to attach pennants, signs and banners to street light poles, fencing and other creative places with the assurance that no damage will be done to the infrastructure and the material will be promptly removed after the event;
4. Allow access for electrical power;
5. Ensure extra garbage cans at the site.

Thank you for your consideration, and we look forward to discussing our request in greater detail at your convenience.

Sincerely,

Greg Thorstad, President
Boundary Waters Dragon Boat Foundation
& Festival Organizer

TO: Administration & Finance Executive Committee
FROM: A. Petrin, Human Resources Manager
DATE: July 21, 2016
SUBJECT: Policy Update – Sexual Violence and Harassment Action Plan Act (Bill 132)

This draft policy has been written to comply with the changes to the Occupational Health and Safety Act introduced by Ontario Bill 132: Sexual Violence and Harassment Action Plan Act. These legislative changes will come into force on September 8, 2016.

Workplace Sexual Harassment Policy

Intent

The Town of Fort Frances ("the Town") is committed to building and preserving for its employees a safe, productive, and healthy working environment based on mutual respect. In pursuit of this goal, the Town of Fort Frances does not condone and will not tolerate acts of workplace sexual harassment, against or by any Town of Fort Frances employee.

Usually, harassment can be easily distinguished from normal, mutually acceptable socializing. However, it is important to remember that it is the perception of the receiver that determines whether the potentially offensive message is acceptable or not, be it spoken, gestural, pictorial, or some other form of communication which may be deemed objectionable or unwelcome.

This policy applies to all individuals working for the Town, hereinafter referred to as "employees". This shall include front-line employees, temporary employees, contract service providers, contractors, supervisory personnel, officers, and elected officials.

All Town employees are personally accountable and responsible for enforcing this policy and must make every effort to prevent sexually harassing behaviour and to intervene immediately if they observe a problem or if a problem is reported to them.

Definitions

Sexual Harassment: any unsolicited, unwelcome, disrespectful, or offensive behaviour that has an underlying sexual connotation and can be typified as:

- Behaviour that is hostile in nature, or intends to degrade an individual based on personal attributes, including gender, sexual orientation, gender identity, gender expression, or any other relevant protected ground under human rights legislation.
- Sexual solicitation or advance made by a person in a position to confer, grant, or deny a benefit or advancement to the person, where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome;
- Reprisal or a threat of reprisal for the rejection of a sexual solicitation or advance where the reprisal is made or threatened by a person in a position to confer, grant, or deny a benefit or advancement to the person.
- Unwelcome remarks, jokes, innuendos, propositions, or taunting about a person's body, attire, sex or sexual orientation, or religion;

- Suggestive or offensive remarks;
- Bragging about sexual prowess;
- Offensive jokes or comments of a sexual nature about an employee;
- Unwelcome language related to gender;
- Displaying of pornographic or sexist pictures or materials;
- Leering (suggestive persistent staring);
- Physical contact such as touching, patting, or pinching, with an underlying sexual connotation;
- Sexual assault;
- Any actions that create a hostile, intimidating, or offensive workplace, which may include physical, verbal, written, graphic, or electronic means;

The following definitions are taken from the [Occupational Health and Safety Act](#):

Workplace Harassment –

(a) engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome; or

(b) workplace sexual harassment.

Workplace Sexual Harassment –

(a) engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or

(b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Application of this Policy

For the purposes of this policy, workplace sexual harassment can occur:

- At the workplace;
- At employment-related social functions;
- In the course of work assignments outside the workplace;
- During work-related travel;
- Over the telephone, if the conversation is work-related; or
- Elsewhere, if the person is there as a result of work-related responsibilities or a work-related relationship.

Managing and Coaching

Counselling, performance appraisal, work assignment, and the implementation of disciplinary actions are not forms of harassment, and this policy does not restrict a manager's or supervisor's responsibilities in these areas.

Policy Review

As required by the *Occupational Health and Safety Act*, the Town will review this policy annually and will post the policy in a conspicuous place in the workplace.

Aaron Petrin/Frances
07/21/2016 04:11 PM

To Laurie Witherspoon/Frances@Frances, Dawn
Galusha/Frances@Frances
cc Doug Brown/Frances@Frances
bcc
Subject AFEC Report - Policy Update (Sexual Harassment)

Hi Laurie & Dawn:

Attached is a policy amendment that I'd like to be presented to the Administration and Finance Executive Committee. I'm away the week of the next meeting, but I'd like the committee to have this information in August in order to meet the legislated deadline.

My recommendation would be to amend the Town's Workplace Harassment and Violence policy/procedure to include the draft wording as written. The report to Council, which will follow, will have the approved wording built into one policy.

Thank you,
Aaron

Aaron Petrin, CHRP
Human Resources Manager
Town of Fort Frances
(807) 274-5323 ext 279



AFEC - Policy Update (Sexual Harassment).pdf



July 20, 2016

REPORT TO: Administration & Finance Executive Committee
FROM: Elizabeth (Lisa) Slomke, Town Clerk
SUBJECT: Records Retention Schedule

The *Municipal Act, 2001*, section 255 provides for establishing retention periods and the destruction of municipal records.

On January 9, 2006, Council passed By-Law No. 06/06 to provide for a schedule of retention periods for the Town's records and for the destruction of records when the retention period lapses consistent with federal and provincial statutes and regulations on which the provisions in the schedule are based. This by-law was last amended in 2014.

The retention schedule is prepared such that the records classification within it conforms to The Ontario Municipal Records Management System (TOMRMS), a system of records classification that was adopted by the Town back in 1991.

The Information Professionals, our contracted service agent that reviews and updates our retention schedule based on changes in law, has now presented the latest updated schedule for our purposes (attached to this report).

This revised retention schedule will serve as a replacement to Schedule "A" to our records retention by-law.

<p>Council's approval of this report will bring forward a by-law to amend the records retention by-law for purposes of updating the schedule of records retention periods.</p>

Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	1 of 27
Subject:	Records retention schedule/citation table	Date:	2016 - 07

Overview	<p>The retention guidelines provided in the following retention schedule are based on our research to identify the citations provided in 03-01-05 PROVINCIAL Legislation Citations and 03-01-05 FEDERAL Legislation Citations. It should be noted that citation g120 relates to the Limitations Act and indicates that no limitation exists for a variety of proceedings including sexual assault and undiscovered environmental claims. Applying this citation depends on each Municipality's risk tolerance level and the legal advice received by the Municipality. The citation HAS NOT been applied to any classification category. Your Municipality may wish to seek legal advice to identify which records, if any, should be retained to meet potential claims affected by the Limitations Act.</p>
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Primary Heading: Administration							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
A00	Administration -general	Originating	1	-	1		
A01	Associations and Organizations	Originating	1	-	1		
A02	Staff Committees and Meetings	Originating	1	3	4**		g076
A03	Computer Systems and Architecture Information	Treasury	S	6	S+6		g033
A04	Conferences and Seminars	Originating	1	-	1**	archival review if sponsored by the Municipality	
A05	Consultants	Originating	2	-	2**		
A06	Inventory Control	Originating	1	5	6		g003 g032 g122
A07	Office Equipment and Furniture	Originating	E	-	E	E= Disposal of item	
A08	Office Services	Originating	1	-	1		
A09	Policies and Procedures	Originating	S	P	P**		g003 g010 g062 g076 g122 g124 g125
A10	Records Management	Clerk's	S	-	S		g067

Legend: **P** - Permanent; ***** - Maximum Copy Retention; **S** - Superseded; **E** - **Event**

C - Current Year; ****** - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

The Ontario Municipal Records Management System
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Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	2 of 27
Subject:	Records retention schedule/citation table	Date:	2016 - 07

Primary Heading: Administration							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
A11	Records Disposition	Clerk's	P	-	P		g067
A12	Telecommunications Systems	Originating	S	-	S		
A13	Travel and Accommodation	Originating	1	-	1		
A14	Uniforms and Clothing	Originating	S	-	S**		
A15	Vendors and Suppliers	Originating	2	-	2		
A16	Intergovernmental Relations	Originating	1	4	5**		
A17	Accessibility of Records (F.O.I.)	Clerk's	1	1	2 years		g071 g067
A18	Security	Originating	2	3	5		
A19	Facilities Construction and Renovations	Originating	E	2	E + 2** As built = until superseded	E = project finished	g015 g073 g059
A20	Building and Property Maintenance	Originating	2	3	5 Setup tests and manuals = Equipment removed + 1 year		g074 g100 g101 g059
A21	Facilities Bookings	Originating	1	-	1		
A22	Accessibility of Services	Clerk's	2	3	5	No legislated retention requirements	g010
A23	Information Systems Production Activity & Control	Treasury	2	-	2		g033
A24	Access Control & Passwords	Treasury	2	-	2		g033
A25	Performance Management/ Quality Assurance	CAO	S	-	S**		

Legend: P - Permanent; * - Maximum Copy Retention; S - Superseded; E - Event
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Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	3 of 27
Subject:	Records retention schedule/citation table	Date:	2016 - 07

Primary Heading: Council and By-Laws							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
C00	Council and By-Laws –general	Originating	1	-	1		
C01	By-Laws	Clerk's	P	-	P**	Copy retention S	g118 g119
C02	By-Laws - Other Municipalities	Clerk's	S	-	S		
C03	Council Agenda	Clerk's	S	5	S+5		
C04	Council Minutes	Clerk's	P	-	P**	Copy retention 2 years Working notes 6 years	g091 g118 g119 g131
C05	Council Committee Agenda	Clerk's	S	-	S		
C06	Council Committee Minutes	Clerk's	6	-	6**		g091 g118 g119 g131
C07	Elections	Clerk's	E+4 Ballot = 120 days after voting or resolution of recount	-	E+4 Ballot = 120 days after voting or resolution of recount	E= day action took effect or voting day	g069 g070
C08	Goals and Objectives	Originating	S	-	S**		
C09	Motions and Resolutions	Clerk's	P	-	P**	Copy retention 1 year	g091 g118 g119 g131
C10	Motions and Resolutions - Other Municipalities	Clerk's	S	-	S		
C11	Reports to Council	Clerk's	1	P	P**		g118 g119

Legend: P - Permanent; * - Maximum Copy Retention; S - Superseded; E - Event

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The Ontario Municipal Records Management System

Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	4 of 27
Subject:	Records retention schedule/citation table	Date:	2016 - 07

Primary Heading: Council and By-Laws							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
C12	Appointments to Boards and Committees	Clerk's	1	P	P**		g119
C13	Accountability Transparency & Governance	Clerk's	2		2		g059

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The Ontario Municipal Records Management System
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Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	5 of 27
Subject:	Records retention schedule/citation table	Date:	2016 - 07

Primary Heading: Development and Planning							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
D00	Development and Planning -general	Originating	1	-	1		
D01	Demographic Studies	Planning	5	5	10**		
D02	Economic Development	Planning	5	5	10**		
D03	Environment Planning	Planning	E+5		E+5**	E = later of: date of offence or: day evidence of offence first came to attention of person appointed under s. 5.	g008 g036 g044 g089
D04	Residential Development	Planning	5	5	10**		
D05	Natural Resources	Planning	5	-	5**		g044 g082
D06	Tourism Development	Planning	5	5	10**		
D07	Condominium Plans	Planning	5	P	P Applications = 2 years after final decision		g015
D08	Official Plans	Clerk's	S	P	P**	Copy retention S	g090
D09	Official Plan Amendment Applications	Planning	E+1	4	E+5	E= Final decision	g090
D10	Severances	Planning	E+1	4	E+6	E= land titles registration	g133
D11	Site Plan Control	Planning	5	P	P	Application 2 years after final decision	
D12	Subdivision Plans	Planning	5	P	P	Application 2 years after final decision.	
D13	Variances	Planning	E+2	P	P	E= Final decision	
D14	Zoning	Planning	E+2	-	E+2	E= Final decision	

Legend: **P** - Permanent; ***** - Maximum Copy Retention; **S** - Superseded; **E** - Event

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Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	6 of 27
Subject:	Records retention schedule/citation table	Date:	2016 - 07

Primary Heading: Development and Planning							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
D15	Easements	Planning	E+1	5	E+6**	E= Termination of right	g133
D16	Encroachments	Planning	E+1	5	E+6**	E= Termination of right	
D17	Annexation/ Amalgamation	Clerk's	1	P	P**		
D18	Community Improvement Projects	Planning	E+1	5	E+6**	E= Completion of project	
D19	Municipal Addressing	Planning	S	10	S+10**		
D20	Reference Plans	Planning	S	P	P		
D21	Industrial/ Commercial Development	Planning	5	5	10**		g044
D22	Digital Mapping	Planning	S	-	S	Excludes actual data residing on these systems.	
D23	Agricultural Development	Planning	5	5	10**		
D24	Background Reports for Official Plan	Planning	E+1	4	E+5	E= Final Decision	
D25	Deeming Process	Planning	E+2	-	E+2	E= Final decision	
D26	Development Charges Study	Planning	5	5	10**		g128

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Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	7 of 27
Subject:	Records retention schedule/citation table	Date:	2016 - 07

Primary Heading: Environmental Services							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
E00	Environmental Services	Originating	1	-	1		
E01	Sanitary Sewers	Works	C+1	-	C+1 Specifications = permanent		g038 g073
E02	Storm Sewers	Works	C+1	-	C+1** Specifications = permanent		g038 g073
E03	Treatment Plants	Works	5	-	5 Specifications = permanent Plans = cease to apply + 2		g015 g038 g073 g082
E04	Trees	Works	2	3	5		
E05	Air Quality Monitoring	Engineering	E+5	-	E+5**	E = later of: date of offence or: day evidence of offence first came to attention of person appointed under s. 5	g008 g076 g089
E06	Utilities	Works	2	3	5**		
E07	Waste Management	Works	2 or Cease to apply + 2	8	10 or cease to apply + 10** Annual landfill operations report and Hazardous waste sites records – depot ceases to operate + 2		g008 g009 g036 g037 g038 g039 g040 g041 g042 g089 g112 g117 g121

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Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	8 of 27
Subject:	Records retention schedule/citation table	Date:	2016 - 07

Primary Heading: Environmental Services							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
E08	Water Works	Works	1	14 Specifications =P	15 Specifications =P		g008 g073 g089 g082 g108 g111 g116
E09	Drains	Works	E+1	-	5** Specifications =P		g073 g082
E10	Pits and Quarries	Works	2	3 Specifications =P	5** Specifications =P	Specifications are kept for the life of the pit or quarry.	g073 g082
E11	Nutrient Management	Works	2	3	5** or expiry of plan + 2 years		g129
E12	Private Sewage Disposal Systems	Works	2	3 Specifications =P	5** Specifications =P		g073 g082
E13	Water Monitoring	Engineering	2	13	15		g008 g016 g082 g089 g108 g110 g111 g115
E14	Water Sampling	Engineering	2	13	15		g008 g016 g082 g089 g108 g111 g110 g115

Legend: **P** - Permanent; ***** - Maximum Copy Retention; **S** - Superseded; **E** - Event
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The Ontario Municipal Records Management System
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Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	9 of 27
Subject:	Records retention schedule/citation table	Date:	2016 - 07

Primary Heading: Environmental Services							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
E15	Chemical Sampling of Water	Engineering	2	13	15		g008 g016 g089 g108 g111 g110
E16	Backflow Prevention and Cross Connection Control	Engineering	2	13	15		g008 g089 g082 g108 g111 g110
E17	Energy Management		E+1	6	E+7	E = End of reporting period to which relates	g040 g044
E18	Natural Heritage		E+1	2	E + 3	E = end of designated year	g044 g057 g072 g080 g081
E19	Renewable Energy		2	48	50		g044
E20	Source Water Protection –		15	-	15		g016
E21	MOE Environmental Compliance Approvals	Engineering			Cease to apply + 2 years		g038 g059 g132

Legend: **P** - Permanent; ***** - Maximum Copy Retention; **S** - Superseded; **E** - Event
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Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	10 of 27
Subject:	Records retention schedule/citation table	Date:	2016 - 07

Primary Heading: Finance and Accounting							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
F00	Finance and Accounting – general	Originating	1	-	1	Do not file accounting records required for tax purposes	
F01	Accounts Payable	Treasury	E+1	6	E+7	E = fiscal year end For welfare & child care payments E = provincial government year end	g006 g005 g007 g018 g032 g096 g034 g032 g051 g055 g062 g086 g095 g127
F02	Accounts Receivable	Treasury	E+1	6	E+7		g006 g007 g018 g032 g034 g055 g062 g127
F03	Audits	Treasury	1	5	6		g069
F04	Banking	Treasury	1	5	6		g006 g007 g062
F05	Budgets and Estimates	Treasury	1	5	6**		
F06	Assets	Treasury	E+1	5	E+6**	E= Disposal of asset	g006 g007 g095

Legend: **P** - Permanent; * - Maximum Copy Retention; **S** - Superseded; **E** - Event
C - Current Year; ** - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	11 of 27
Subject:	Records retention schedule/citation table	Date:	2016 - 07

Primary Heading: Finance and Accounting							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
F07	Cheques	Treasury	1	5	6		g006 g007 g034 g032 g086 g127
F08	Debentures and Bonds	Treasury	E+1	5	E+6	E= Debentures surrendered for exchange/cancellation	g007 g034
F09	Employee and Council Expenses	Treasury	E+1	6	E+7		g006 g007
F10	Financial Statements	Treasury	2	P	P**		g069
F11	Grants and Loans	Treasury	E+1	5	E+6	E = the end of the fiscal year	g006 g007 g127
F12	Investments	Treasury	E+1	5	E+6	E= Closure of account	g006
F13	Journal Vouchers	Treasury	E+1	5	E+6	E = the end of the fiscal year	g006 g007 g032 g034 g055 g127
F14	Subsidiary Ledgers Registers and Journals	Treasury	E+1	6	E+7**		g001 g006 g005 g007 g032 g034 g055 g086 g127

Legend: **P** - Permanent; * - Maximum Copy Retention; **S** - Superseded; **E** - Event
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All numbers in retention columns refer to years unless otherwise specified

Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	12 of 27
Subject:	Records retention schedule/citation table	Date:	2016 - 07

Primary Heading: Finance and Accounting							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
F15	General Ledgers and Journals	Treasury	1	P	P		g001 g006 g007 g032 g034 g055 g127 g131
F16	Payroll	Treasury	E+1	5	E+6	E = End of fiscal year	g001 g005 g007 g019 g032 g034 g102 g127
F17	Purchase Orders and Requisitions	Treasury	E+1	5	E+6	E = the end of the fiscal year	g006 g007 g032 g127
F18	Quotations and Tenders	Treasury	1	5	6**	Unsuccessful bids - retain for 1 year from contract award	
F19	Receipts	Treasury	1	5	6		g006 g007 g032 g127
F20	Reserve Funds	Treasury	1	5	6		g069
F21	Revenues	Treasury	1	5	6 Mortgage related = 10	Records related to mortgages must be kept for 10 years.	g026 g032 g095 g127

Legend: **P** - Permanent; ***** - Maximum Copy Retention; **S** - Superseded; **E** - Event
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Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	13 of 27
Subject:	Records retention schedule/citation table	Date:	2016 - 07

Primary Heading: Finance and Accounting							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
F22	Taxes and Records	Clerk's	S	P	P		g007 g014 g058 g068 g113
F23	Write Offs	Treasury	1	5	6 Court services write-offs – 37 years		g006 g007 g027
F24	Trust Funds	Originating	E	7	E + 7	E= Closure of account	g047 g051 g062 g097
F25	Security Deposit	Treasury	E	6	E+6	E= Closure of account	
F26	Working Papers	Treasury	E+1	-	E+1	E= After completion of audit	

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Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	14 of 27
Subject:	Records retention schedule/citation table	Date:	2016 - 07

Primary Heading: Human Resources							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
H00	Human Resources – general	Originating	1	-	1		
H01	Attendance and Scheduling	Personnel	3	-	3**		g035
H02	Benefits	Personnel	S	-	S		
H03	Employee Records	Personnel	E+3 Drinking Water system trainee: E + 5 years Long-term care home staff: E + 7 years	- Firefighter employment terms: E + 25 years	E+3** Drinking Water system training record – 5 years Long-term care home staff: E + 7 Firefighter employment terms = 25	E = date employee ceased to be employed by employer	g002 g010 g035 g065 g082 g103 g107
H04	Health and Safety	Personnel	1	2	3	Accident reports for construction projects retained 1 year after project completion	g045 g078 g076 g077 g059 g104 g125
H05	Human Resource Planning	Personnel	1	-	1**		
H06	Job Descriptions	Personnel	S	-	S**		
H07	Labour Relations	Personnel	E	10	E+10**	E= Expiry of contract period	g013
H08	Organization	Originating	S	-	S**		
H09	Salary Planning	Personnel	5	-	5		
H10	Pension Records	Personnel	E+6	-	E+6	E= Termination of	g001 g088

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Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	15 of 27
Subject:	Records retention schedule/citation table	Date:	2016 - 07

Primary Heading: Human Resources							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
						employee/ beneficiary	
H11	Recruitment	Personnel	1	-	1**		g071
H12	Training and Development	Personnel	E+2	-	E+2**	Only courses developed and presented by the Municipality are subject to archival selection E = Date when that particular course ceases to be offered	g043
H13	Claims	Personnel	E+1	2	E+3 Hazardous exposure claims = longer of 40 years or 20 years after last record made	E = Resolution of claim. Records related to exposure to airborne Acrylonitrile benzene lead mercury silica vinyl chloride arsenic ethylene oxide or asbestos must be kept longer	g078 g076 g104 g125
H14	Grievances	Personnel	E+1	6	E+7	E = Resolution of claim.	g013 g059

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All numbers in retention columns refer to years unless otherwise specified

Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	16 of 27
Subject:	Records retention schedule/citation table	Date:	2016 - 07

Primary Heading: Human Resources							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
H15	Harassment And Violence	Personnel	E+1	2	E+3	E = Resolution of complaint	
H16	Criminal Background Checks	Personnel	E+2	5	E+7	E = date employee ceased to be employed by employer	
H17	Employee Medical Records – Hazardous Materials	Personnel	E+2	38	E+40 or 20 years after last record of exposure		g079 g103 g114
H18	Employee Medical Records	Personnel	E+1	2	E+3	E = When STD/LTD claims are resolved	g104 g078 g076 g114
H19	Disability Management	Personnel	E+2	3	E + 5	E = day issued or earlier as may be specified by Commission	g010 g078 g054
H20	Confined Spaces	Personnel	E+1	-	E+1 and 2 most recent records retained	Longer of: 1 year after the document was created Or: The period necessary to ensure 2 most recent records retained	g075

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Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	17 of 27
Subject:	Records retention schedule/citation table	Date:	2016 - 07

Primary Heading: Justice							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
J00	Justice general	Originating	2	2	4		g021
J01	Certificates of Offence (Part I)	Court Services	2		2	From date of completion	g021 g024
J02	Control Lists Information (Part III)	Court Services	3	3	6	From date of completion	g021 g022 g023
J03	Control Lists	Court Services	2	2	4		g021
J04	Court Dockets	Court Services	3		3		g021 g093
J05	Transcripts and Records of Court Proceedings	Court Services	2	4	6	Reporters Records are subject to archival selection	g020 g029 g093
J06	Enforcements & Suspensions	Court Services	2	6	8		g021
J07	Appeals & Transfers	Court Services	3	4	7		g021
J08	Statistics	Court Services	2	6	8		g021
J09	Disclosure	Court Services	2	4	6		g021
J10	Certificates of Conviction Part 2	Court Services	2	4	6		g021

Legend: **P** - Permanent; * - Maximum Copy Retention; **S** - Superseded; **E** - Event
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Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	18 of 27
Subject:	Records retention schedule/citation table	Date:	2016 - 07

Primary Heading: Legal Affairs							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
L00	Legal Affairs –general	Originating	1	-	1		
L01	Appeals and Hearings	Clerk's	E	P	P	E= Resolution of appeal	g068 g090
L02	Claims Against the Municipality	Clerk's	E	1	E+1	E= Resolution of claim and all appeals	
L03	Claims By the Municipality	Clerk's	E	1	E+1	E= Resolution of claims and all appeals	g086
L04	Contracts and Agreements - Under By-Law	Clerk's	E+2	13	E+15**	E= act or omission on which claim is based took place	g060
L05	Insurance Appraisals	Clerk's	E+1	14	E+15	E= After a new appraisal has been done	g060
L06	Insurance Policies	Clerk's	E+1	14	E+15	E= Expiry of policy	g060
L07	Land Acquisition and Sale	Clerk's	E	10	E+10**	E= Property disposition	g058 g095
L08	Opinions and Briefs	Clerk's	S	-	S**		
L09	Precedents	Clerk's	S	-	S**		
L10	Federal Legislation	Originating	S	-	S		
L11	Provincial Legislation	Originating	S	-	S		
L12	Vital Statistics	Clerk's	2	P	P	Marriage licences 2 years	g066
L13	Prosecutions	Originating	E	7	E+7	E= Delivery of judgement	
L14	Contracts and Agreements – Simple	Clerk's	E+1	1 long term care service providers = 6	E+2** Long term care service providers = expiry + 7	E= Expiry of contract	g050 g059 g062

Legend: **P** - Permanent; ***** - Maximum Copy Retention; **S** - Superseded; **E** - Event

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Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	19 of 27
Subject:	Records retention schedule/citation table	Date:	2016 - 07

Primary Heading: Media and Public Relations							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Group
M00	Media and Public Relations - general	Originating	1	-	1		
M01	Advertising	Originating	1	-	1**		
M02	Ceremonies and Events	Originating	1	4	5**		
M03	Charitable Campaigns/Fund Raising	Originating	1	-	1		
M04	Complaints Commendations and Inquiries	Originating	1	-	1**		
M05	News Clippings	Originating	1	-	1**		
M06	News Releases	Originating	1	-	1**		
M07	Publications	Originating	S	-	S**		
M08	Speeches and Presentations	Originating	1	2	3**		
M09	Visual Identity and Insignia	Clerk's	S	5	S+5**		
M10	Website & Social Media Content	Originating	S	-	S		g033

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Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	20 of 27
Subject:	Records retention schedule/citation table	Date:	2016 - 07

Primary Heading: Protection and Enforcement Services							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
P00	Protection & Enforcement Services – general	Originating	1	-	1		
P01	By-law Enforcement	Originating	2	4	6**		g008 g089
P02	Daily Occurrence Logs	Originating	1	4	5**		g015
P03	Emergency Planning	Originating	S	-	S**		
P04	Hazardous Materials	Originating	S+1	2	S+3		g038 g076
P05	Incident/ Accident Reports	Originating	E	1	E+1 and 2 most recent records retained	E= One year or such longer period as is necessary to ensure that the two most recent reports or records are on file	g078
P06	Building and Structural Inspections	Building	S	-	E+2 for inspections maintenance and testing related to the fire code		g015 g073 g045 g046
P07	Health Inspections	Public Health	S	-	S		g073 g074
P08	Investigations	Originating	2	8	10**		g011
P09	Licences	Clerk's	E	2	E+2	E= Expiry of licence	g017
P10	Building Permits	Building	2 Residential permits = 5	P	P		g015 g090
P11	Permits Other	Originating	E	2	E+2	E= Expiry of permit	g017

Legend: P - Permanent; * - Maximum Copy Retention; S - Superseded; E - Event

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Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	21 of 27
Subject:	Records retention schedule/citation table	Date:	2016 - 07

Primary Heading: Protection and Enforcement Services							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
P12	Warrants	Court Services By-law Services	E+1	-	E + 2 Court services search warrants – 40 years	E= Execution of warrant Search warrants are subject to archival selection	g028 g059
P13	Criminal Records	Court Services By-law Services	E	5	E+5	E= Occurrence/ investigation closed or disposition of charge	
P14	Animal Control	Originating	E+2	-	E+2	E = date animal was last in the pound	g012 g092
P15	Community Protection Programs	Originating	S	2	S+2** Surveillance video 72 hours unless requisitioned for use If requisitioned for use (MFIPPA or other investigation) = S+2		
P16	Emergency Services	Originating	S	2	S+2		
P17	EMS Incident & Impact Reports	EMS	S+2	3	S+5		g011
P18	EMS Accident Reports	EMS	S	5	S+5		g011
P19	EMS Accident Statistics	EMS	S	2	S+2		

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Tab:	Records retention	#:	03-01-04
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Subject:	Records retention schedule/citation table	Date:	2016 - 07

Primary Heading: Protection and Enforcement Services							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
P20	Prohibition Notices & Orders	Legal	15	-	15		g015 g016

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The Ontario Municipal Records Management System
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Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	23 of 27
Subject:	Records retention schedule/citation table	Date:	2016 - 07

Primary Heading: Recreation and Culture							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
R00	Recreation and Culture -general	Originating	1	-	1		
R01	Heritage Preservation	Clerk's	E	-	E**	E= Removal of designation	g080
R02	Library Services	Clerk's	2	3	5		
R03	Museum and Archival Services	Clerk's	1	-	1**		
R04	Parks Management	Parks & Recreation	2	3	5** Playground equipment maintenance = P		
R05	Recreational Facilities	Parks & Recreation	2	3	5 As built = until superseded	Architectural and engineering drawings As Built = keep until superseded	g049 g073
R06	Recreational Programming	Parks & Recreation	1	-	1**		

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Tab:	Records retention	#:	03-01-04
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Subject:	Records retention schedule/citation table	Date:	2016 - 07

Primary Heading: Social and Health Care Services							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
S00	Social and Health Care Services - general	Originating	1	-	1		
S01	Children's Day Nursery Services	Comm Service	E+2	- Water testing and reporting records = 4	E+2 Water testing and reporting records = 6 years	Fire drills are kept 2 years and Inspection reports are kept for 2 years	g083 g105 g109 g115 g123 g124
S02	Elderly Assistance	Comm Service	2	5	7 Menus = 1 Fire drills = 2	Fire drills 2 years	g062 g063 g064 g098 g106
S03	Long Term Care Facility Residents	Comm Service	E+2	8	E+10	E= Date of last entry.	g061 g087 g114
S04	Social Assistance Programs	Comm Service	2	8	10		g052 g053 g083 g097
S05	Ontario Works Case Records	Comm Service	E+1	4 9 if outstanding family support issues	E+5 5 years and no ongoing fraud E + 10 if outstanding family support issues	E = applies to an applicant or recipient's case file in total and the documentation contained in the case file.	g019 g084 g085
S06	Medical Case Records	Public Health	E+1	-	E+1	E=1 year or shorter "as set out in by-law or resolution made by the institution. . ." or on consent	g071 g114
S07	Children's Services	Comm Service	3	-	3	Records of handicapped children	g126

Legend: **P** - Permanent; ***** - Maximum Copy Retention; **S** - Superseded; **E** - **Event**

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The Ontario Municipal Records Management System

Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	25 of 27
Subject:	Records retention schedule/citation table	Date:	2016 - 07

Primary Heading: Social and Health Care Services							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
						are kept for at least 3 years after discharge.	
S08	Public Health	Public Health	2	3	5		
S09	Cemetery Records	Clerk's	2	P	p** Transfer to archives if no longer managed Burial permits = 2		g047 g048 g101
S10	Day Nursery Case Records	Comm Service	E+3		Last participated date + 3	E= Every operator shall ensure that the records required to be maintained under this section with respect to a child are retained for at least two years after the discharge of the child Records of handicapped children are kept for at least 2 years after discharge.	g071 g126

Legend: P - Permanent; * - Maximum Copy Retention; S - Superseded; E - Event
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Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	26 of 27
Subject:	Records retention schedule/citation table	Date:	2016 - 07

Primary Heading: Transportation							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
T00	Transportation -general	Originating	1	-	1		
T01	Illumination	Works	E	6	E+6 Specifications = P	E= Removal of the equipment	
T02	Parking	Works	E	6	E+6	E= Closure of lot or space	
T03	Public Transit	Works	e1	1	E+1**	E= Closure of route/ shelter/ stop	g094
T04	Road Construction	Works	E	1	E+1** Specifications = P	E = project finished	g073
T05	Road Design and Planning	Works	E	1	E+1** Specifications = P	E = project finished	g073
T06	Road Maintenance	Works	E	1	E+1 Specifications = P	E = project finished	g073
T07	Signs and Signals	Works	E	1	E+1	E= Removal of sign/signal	g073
T08	Traffic	Works	E	1	E+1**	E = project finished Temporary road closures 2 years	
T09	Roads and Lanes Closures	Works	E	1	E+1**	Event = project finished	
T10	Field Survey/Road Survey Books	Works	E	1	E+1	E = project finished	
T11	Bridges	Works	E	1	E+1 Specifications = P	E = project finished	g073

Legend: **P** - Permanent; ***** - Maximum Copy Retention; **S** - Superseded; **E** - **Event**
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Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	27 of 27
Subject:	Records retention schedule/citation table	Date:	2016 - 07

Primary Heading: Vehicles and Equipment							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
V00	Vehicles and Equipment - general	Originating	1	-	1		
V01	Fleet Management	Originating	E+1	-	E+2 Daily Inspection Logs = 6 months from last entry	E = termination of lease)	g050 g094 g130
V02	Mobile Equipment	Originating	E+1	5	E+1	E= Disposal of equipment	g074
V03	Transportable Equipment	Originating	E+1	5	E+1	E = Disposal of equipment	g074
V04	Protective Equipment	Originating	E+1	5	E+1	E = Disposal of equipment	g074
V05	Ancillary Equipment	Originating	E+1	-	E+1 Set-up tests = until superseded	E = Disposal of equipment minimum 5 years for small water system equipment	g116

Legend: **P** - Permanent; ***** - Maximum Copy Retention; **S** - Superseded; **E** - Event
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All numbers in retention columns refer to years unless otherwise specified

TO: Administration & Finance Executive Committee
FROM: Laurie Witherspoon, Treasurer
DATE: July 25, 2016
SUBJECT: 357/358 Applications for Tax Adjustment
Re: 714 Armit Ave. (2015) Roll # 5912-020-005-03300-0000
426 Victoria Ave. (2015) Roll # 5912-020-002-13700-0000

BACKGROUND

Attached are the 357/358 Applications for reconsideration of assessment and adjustment for 2015 taxes for 714 Armit Ave. and 426 Victoria Ave. resulting from RTC/RTQ change for Commercial Full to Residential for the Metis Nation of Ontario properties.

The Municipality may object to the applications for the above referenced properties filed under Section 39.1 of the *Assessment Act*. In accordance with Section 357 (5) of the *Municipal Act* on or before September 30 of the year following the year in respect of which the application was made, council shall hold a meeting at which the applicants may make presentations to council.

Section 357 (5) (b) of the *Municipal Act* states that the Municipality must notify the applicant(s) of the meeting by mail sent 14 days before the meeting. Notice of Hearing to consider this Section 357/358 application for 2015 was mailed to the applicant on July 25, 2016 indicating notification that the public hearing is scheduled for Monday, August 8, 2016.

Administration & Finance Division
Planning & Development Division
Phone: 807-274-5323
Fax: 807-274-8479

Mailing Address for All Divisions:
Civic Centre
320 Portage Avenue
Fort Frances, ON
P9A 3P9



Operations & Facilities Division
Phone: 807-274-9893
Fax: 807-274-7360

Community Services Division
Phone 807-274-4561
Fax: 807-274-3799

email: town@fortfrances.com
www.fort-frances.com

July 25, 2016

Metis Nation of Ontario
500 Old St. Patrick Street
Unit D
Ottawa, Ontario
K1N 9G4

Dear Property Owner:


Re: Hearing to Consider Section 357/358 Applications

Please be advised that a public hearing has been scheduled for immediately following the Committee of the Whole Meeting of Council on Monday, August 8, 2016 in the Council Chambers located at the Civic Centre, 320 Portage Avenue, Fort Frances. The Committee of the Whole begins at 5:30 p.m.

The Council of the Town of Fort Frances will be conducting the hearing to consider Section 357/358 Applications, including the application with regard to properties located at 714 Armit Ave. and 426 Victoria Ave, in Fort Frances.

The hearing will give you the opportunity to speak to the application (copy of applications enclosed) if you should so desire.

Sincerely,


Laurie A. Witherspoon, CMO
Treasurer

Enc.

2015-00008

Application made under Sec 357/358/359 of the Municipal Act, 2001
MPAC'S RESPONSE

Taxing Authority:	FORT FRANCES	Application #:	8697813
Roll #:	5912 020 005 03300	Application Reason:	357(1) (c)
Address:	714 ARMIT AVE	Tax Year:	2015
Claimed Relief Period:	From April 1/15 To Dec 31/15		

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)
Property Class	2012 CVA as returned or most recently revised for taxation year noted in application	2015 Phased-In Amount as returned or most recently revised	CVA as revised (Sec 40 or Sec 39.1) if applicable OR after the correction of a factual error. (CVA)	Notional Value of Structure damaged, demolished, razed or removed OR undergoing repairs or renovations (CVA)	Notional Value of Property (land and any remaining bldgs.) after damage, demolition, razing or removal OR undergoing repairs or renovations (CVA)	Assessment			
						2008 CVA	2012 CVA	2015 Phased-In Value Attributed to Value in (H)	2014 Phased-In Value Attributed to Value in (H)
FROM								0	0
CT	120,000	120,000				130,000	120,000	120,000	120,000
								0	0
TO								0	0
RT						106,527	120,000	116,632	113,264
								0	0
								0	0
								0	0

MPAC's Remarks:


2015 Tax application was filed requesting exempt status. MPAC reviewed the change in ownership structure from previous years applications and based on the information provided, the subject properties are owned by MNO and would satisfy the requirement of "land owned, used and occupied by ... any ... non-profit philanthropic corporation". MPAC determined that MNO is a cultural organization that owns and occupies the subject properties for that purpose. On this basis, the properties are eligible to be included in the residential property class. A PRAN will be processed to reflect this change for the 2016 tax year.

Factor Methodology

Shown below is the CVA and classification that would have been returned for the taxation year of the application in order to reflect the physical circumstances and use set out in the application provided that those circumstances had existed at roll return.

Property Class	2008 CVA	2012 CVA	2015 Phased-In Value	2014 Phased-In Value	Factor Methodology Applied
RT	\$106,527	\$120,000	116,632	113,264	MDF
			0	0	
			0	0	
			0	0	
			0	0	
			0	0	

MPAC Representative Name:
MPAC Representative Signature:
Date:

M. Cawston

28-Jun-16

SECTION 357/358 APPLICATION
TO THE COUNCIL OR THE ASSESSMENT REVIEW BOARD

Application/Appeal # _____

Taxation Year: 2015

Municipality: FORT FRANCES Roll Number: 51-12-020005-03300
 Property Address: 714 ARMITAGE Applicant Name: CLINT CALDER
 Owner Name: METISNATION OF ONTARIO Contact Number: 807-274-7076
 Mailing Address: 500 OLIVIA ST. PATRICK ST Alternative Num: _____
UNIT D, OTTAWA, ON K1N 6G4

Reason for Application: (Check one box only)

- ☐ Ceases to be liable for tax at rate it was taxed - 357(1)(a) ☐ Sickness or extreme poverty - 357(1)(d.1)
☒ Became exempt - 357(1)(c) ☐ Mobile unit removed - 357(1)(e)
☐ Razed by fire, demolition or otherwise - 357(1)(d)(i) ☐ Gross or manifest clerical/factual error - 357(1)(f)
☐ Damaged and substantially unusable - 357(1)(d)(ii) ☐ Repairs/Reno's preventing normal use (min. 3 months) - 357(1)(g)

Details of Reason: Non-profit philanthropic organization

Effective from: 04.01.15 to 12.31.15
 (MM/DD/YY)

Applicant Signature: _____

Date: 07.14.15
 (MM/DD/YY)

ASSESSMENT REPORT: MUNICIPALITY

ASSESSOR

Assessment Roll
As Returned

Revised Since
Roll Return ☐

Enter Revisions Below

Assessment Report

School Bd: ☐ Eng ☐ Fr ☐ Other

☐ No Change in Assessment

☐ S357 Required for Next Year

RTC/RTQ	2005 Base-year CVA	2008 Base-year CVA	Current Phased Assessment	Revised RTC/RTQ	Revised 2005 Base-year CVA	Revised 2008 Base-year CVA	Revised Current Phased Assessment	Change to Current Phased Assessment
<u>CT</u>			<u>120,000</u>	<u>RT</u>			<u>116,632</u>	

Revised:			

Reason for Change (Assessor Comments):

Change from Commercial to Residential

Reason Original Assessment Revised: _____

Assessor Name: _____

Signature: _____

Date: 1/1

TREASURER'S REPORT ON TAX LIABILITY

RTC/RTQ	Taxable Assessment Reduction	Tax Rate	Days Months	Tax Adjustment	Original Levy
<u>CT</u>	<u>-120,000</u>	<u>0.04506535</u>	<u>275</u>	<u>-4074.40</u>	<u>5,407.84</u>
<u>RT</u>	<u>116,632</u>	<u>0.01876018</u>	<u>275</u>	<u>1643.25</u>	

Recommended: ☐ No Adjustment ☒ Adjustment ☐ Cancellation ☐ Refund Total Amount: \$2,431.15

Comments: _____

Treasury Position: Treasurer

Signature: L.G. Witherspoon

Date: 07.25.16

COUNCIL OR ASSESSMENT REVIEW BOARD DECISION:

Hearing Date (MM/DD/YY): 08.08.16

☐ Approved ☐ Amended & Approved ☐ Not Approved ☐ Applicant Did Not Appear ☐ Application Abandoned

Reason: _____

Appeared for Applicant _____

Appeared for Municipality _____

Signature of Council/ARB Member _____

Name/Title _____

2015-00009

Application made under Sec 357/358/359 of the Municipal Act, 2001
MPAC'S RESPONSE

Taxing Authority: FORT FRANCES Roll #: 5912 020 002 13700 Address: 426 VICTORIA AVE	Application #: 8697816 Application Reason: 357(1) (c) Tax Year: 2015 Claimed Relief Period: From April 1/15 To Dec 31/15
--	---

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)
Property Class	2012 CVA as returned or most recently revised for taxation year noted in application	2015 Phased-In Amount as returned or most recently revised	CVA as revised (Sec 40 or Sec 39.1) if applicable OR after the correction of a factual error. (CVA)	Notional Value of Structure damaged, demolished, razed or removed OR undergoing repairs or renovations (CVA)	Notional Value of Property (land and any remaining bldgs.) after damage, demolition, razing or removal OR undergoing repairs or renovations (CVA)	Assessment			
						2008 CVA	2012 CVA	2015 Phased-In Value Attributed to Value in (H)	2014 Phased-In Value Attributed to Value in (H)
FROM								0	0
CT	81,000	80,750				80,000	81,000	80,750	80,500
								0	0
TO								0	0
RT						71,906	81,000	78,727	76,453
								0	0
								0	0
								0	0

MPAC's Remarks:

2015 Tax application was filed requesting exempt status. MPAC reviewed the change in ownership structure from previous years applications and based on the information provided, the subject properties are owned by MNO and would satisfy the requirement of "land owned, used and occupied by ... any ... non-profit philanthropic corporation". MPAC determined that MNO is a cultural organization that owns and occupies the subject properties for that purpose. On this basis, the properties are eligible to be included in the residential property class. A PRAN will be processed to reflect this change for the 2016 tax year.

Factor Methodology

Shown below is the CVA and classification that would have been returned for the taxation year of the application in order to reflect the physical circumstances and use set out in the application provided that those circumstances had existed at roll return.

Property Class	2008 CVA	2012 CVA	2015 Phased-In Value	2014 Phased-In Value	Factor Methodology Applied
RT	\$71,906	\$81,000	78,727	76,453	MDF
			0	0	
			0	0	
			0	0	
			0	0	
			0	0	

MPAC Representative Name:
 MPAC Representative Signature:
 Date:

M. Cawston

 28-Jun-16

SECTION 357/358 APPLICATION

Application/Appeal #

TO THE COUNCIL OR THE ASSESSMENT REVIEW BOARD

Taxation Year: 2015

Municipality: FORT FRANCES Roll Number: 59-12-020-002-137-00
 Property Address: 426 VICTORIA AVE Applicant Name: CLINT CALDER
 Owner Name: METENATION OF ONTARIO Contact Number: 807-274-7076
 Mailing Address: 500 OLD ST. PATRICK ST Alternative Num: _____
UNITD, OTTAWA ON K1N9G64

Reason for Application: (Check one box only)

- ☐ Ceases to be liable for tax at rate it was taxed - 357(1)(a) ☐ Sickness or extreme poverty - 357(1)(d.1)
☒ Became exempt - 357(1)(c) ☐ Mobile unit removed - 357(1)(e)
☐ Razed by fire, demolition or otherwise - 357(1)(d)(i) ☐ Gross or manifest clerical/factual error - 357(1)(f)
☐ Damaged and substantially unusable - 357(1)(d)(ii) ☐ Repairs/Reno's preventing normal use (min. 3 months) - 357(1)(g)

Details of Reason: Non-profit philanthropic organizationEffective from: 04.01.15 to 18.31.15
(MM/DD/YY)Applicant Signature: [Signature]Date: 07.14.15
(MM/DD/YY)

ASSESSMENT REPORT: MUNICIPALITY

ASSESSOR

Assessment Roll
As ReturnedRevised Since
Roll Return ☐

Enter Revisions Below

Assessment Report

School Bd: ☐ Eng ☐ Fr ☐ Other☐ No Change In Assessment☐ S357 Required for Next Year

RTC/RTQ	2005 Base-year CVA	2008 Base-year CVA	Current Phased Assessment	Revised RTC/RTQ	Revised 2005 Base-year CVA	Revised 2008 Base-year CVA	Revised Current Phased Assessment	Change to Current Phased Assessment
<u>CT</u>			<u>80,750</u>	<u>RT</u>			<u>78,727</u>	

Revised:

Reason for Change (Assessor Comments):

Reason Original Assessment Revised:

Assessor Name: _____

Signature: _____

Date: 1 / 1 / 15

TREASURER'S REPORT ON TAX LIABILITY

RTC/RTQ	Taxable Assessment Reduction	Tax Rate	(Days) Months	Tax Adjustment	Original Levy
<u>CT</u>	<u>- 80,750</u>	<u>.04506535</u>	<u>275</u>	<u>- 2,741.73</u>	<u>3,639.03</u>
<u>RT</u>	<u>78,727</u>	<u>.01870018</u>	<u>275</u>	<u>1,109.19</u>	

Recommended: ☐ No Adjustment ☒ Adjustment ☐ Cancellation ☐ Refund Total Amount: \$1,632.54

Comments: _____

Treasury Position: TreasurerSignature: [Signature]Date: 07.25.16

COUNCIL OR ASSESSMENT REVIEW BOARD DECISION:

Hearing Date (MM/DD/YY): 08.08.16

- ☐ Approved ☐ Amended & Approved ☐ Not Approved ☐ Applicant Did Not Appear ☐ Application Abandoned

Reason: _____

Appeared for Applicant: _____

Appeared for Municipality: _____

Signature of Council/ARB Member: _____

Name/Title: _____

2016 WRITE-OFFS/TAX ACCOUNT ADJUSTMENTS

Batch #	Year Affected	Roll #	Assessment Change	RTC/RTQ	Municipal Rate	School Rate	Municipal Amount	English Public	English Separate	French Public	French Separate	No Sup School	Capping Adjust	Penalty/Interest	BIA	TOTAL
275 Days	2015	2.5.033	-120,000	CT	0.03316535	0.01190	-2,998.51					-1,075.89				-4,074.40
275 Days	2015	2.5.033	116,632	RTEP	0.01675018	0.00195	1,471.90	171.35								1,643.25
							-1,526.61	171.35	0.00	0.00	0.00	-1,075.89	0.00	0.00	0.00	-2,431.15
275 Days	2015	2.2.137	-80,750	CT	0.03316535	0.01190	-2,017.75					-723.98				-2,741.73
275 Days	2015	2.2.0137	78,727	RTEP	0.01675018	0.00195	993.53	115.66								1,109.19
							-1,024.22	115.66	0.00	0.00	0.00	-723.98	0.00	0.00	0.00	-1,632.54
							-2,550.83	287.01	0.00	0.00	0.00	-1,799.87	0.00	0.00	0.00	-4,063.69
357 Application																

TO: Administration & Finance Executive Committee
FROM: Laurie Witherspoon, Treasurer
DATE: July 25, 2016
SUBJECT: Request for Reconsideration M.O.S.
RE: 24 Armstong Place (2016) Roll# 5912-010-006-02402-0000

BACKGROUND

Attached are the Minutes of Settlement for the 2016 taxation years under Section 39.1 of the *Assessment Act* from MPAC with regard to the following properties:

1. **24 Armstrong Place – Residential (RT) CVA of 227,000 reduced to CVA of 161,000 for 2016 taxation year resulting from changed value due to condition of structure(s).**

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

That total financial impact of the Minutes of Settlement is \$1,215.90 consisting of a reduction of municipal revenue of \$1,091.82 and education revenue of \$124.08 as listed in the attached Write-offs/Tax Account Adjustment worksheet.



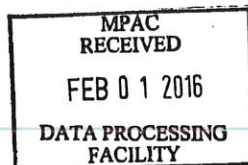
MUNICIPAL PROPERTY
ASSESSMENT CORPORATION
SOCIÉTÉ D'ÉVALUATION
FONCIÈRE DES MUNICIPALITÉS

Request for Reconsideration
Property Assessment Notice
Minutes of Settlement **2016** Tax Year

SANDRA LORI ALLAN
24 ARMSTRONG PL
FORT FRANCES ON P9A 3R2

Questions?

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



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

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

Roll number 59-12-010-006-02402-0000
Property location and description 24 ARMSTRONG PL
PLAN SM303 PT LOT 6 PCL 6-1
Municipality Town of Fort Frances

Current Property Assessment

Property Classification	Effective Date	2008 Assessed value	2012 Assessed value	Phase-In Assessment for Taxation Years 2016
Residential (RT)	January 01, 2016	\$200,000	\$227,000	\$227,000
Total		\$200,000	\$227,000	\$227,000

Revised Property Assessment

Property Classification	Effective Date	2008 Assessed value	2012 Assessed value	Phase-In Assessment for Taxation Years 2016
Residential (RT)	January 01, 2016	\$200,000	\$161,000	\$161,000
Total		\$200,000	\$161,000	\$161,000

Reason(s) why your property assessment changed

- Changed value due to condition of structure(s)

Please see reverse

Please check the appropriate box and sign below

I ☒ accept my revised assessment

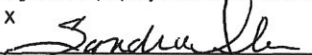
or

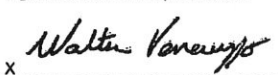
I ☐ reject my revised assessment.

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

- I understand that if I accept the recommendation;
 - the revised phased-in assessments will be used by my municipality to adjust my property taxes; and
 - if I have already filed an Appeal to the Assessment Review Board (ARB), my Appeal is withdrawn.
- I understand that if I reject the recommendation;
 - my property assessment will remain unchanged for the current year; and
 - I have the option of appealing to the Assessment Review Board by April 27, 2016.
- I understand that a supplementary or omitted assessment may be made for any changes to the property not yet assessed.

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

Signature of property owner/representative X 	Print Name X Sandra Allan	Date (yyyy/mm/dd) 2016/01/25
---	------------------------------	---------------------------------

Signature of MPAC representative X 	Walter Veneruzzo, Director, Valuation and Customer Relations	Date (yyyy/mm/dd) 2016/01/18
---	--	---------------------------------

Objection by Municipality

Municipal Signature X	Print Name X	Date (yyyy/mm/dd)
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To finalize your RfR, your signed Minutes can be mailed in the prepaid envelope provided or faxed to 1 866 297-6703.

Last date for a Municipal Appeal: May 25, 2016

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

Tax Year: 2016 Roll Number: 59-12-010-006-02402-0000

2016 WRITE-OFFS/TAX ACCOUNT ADJUSTMENTS

Batch #	Year Affected	Roll #	Assessment Change	RTC/RTQ	Municipal Rate	School Rate	Municipal Amount	English Public	English Separate	French Public	French Separate	No Sup School	Capping Adjust	Penalty/Interest	BIA	TOTAL
	2016	1.6.02402	-66,000	RTEP	0.01654275	0.00188	-1,091.82	-124.08								-1,215.90
Minutes of Settlement							-1,091.82	-124.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,215.90

TO: Administration & Finance Executive Committee
FROM: Laurie Witherspoon, Treasurer
DATE: July 27, 2016
SUBJECT: Officers & Signing Authority

BACKGROUND

This report is to update the naming of Officers for the Corporation of the Town of Fort Frances being the duly elected mayor and Council and the Signing Officers authorized to conduct financial transactions on behalf of the Corporation.

The update to reflect the current Officers of the Corporation as follows: Mayor Roy Avis and Councillors John Albanese, Wendy Brunetta, June Caul, Douglas Kitowski, Ken Perry and Paul Ryan.

The signing officers authorized to conduct financial transactions on behalf of the Corporation are any two of the following: Mayor, CAO, Treasurer and Clerk and the update will reflect Doug Brown as the newly appointed CAO and the Treasurer's name change from Laurie Witherspoon, as appointed in By-Law No 08/06, to Laurie Lindberg.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the updated list of Officers of the Corporation of the Town of Fort Frances and those signing authorized to conduct financial transactions on behalf of the Corporation. Further that By-Law No. 08/06 be amended to reflect the Treasurer's name change.

Council Approval of This Report Will authorize the following:

1. By-Law No. 08/06 1. 1) be amended to reflect name change to L. Lindberg - Treasurer
2. That the Officers of the Corporation of the Town of Fort Frances are:
 - i) Mayor Roy Avis
 - ii) Councillors John Albanese
Wendy Brunetta
June Caul
Douglas Kitowski
Ken Perry
Paul Ryan
3. And that the Signing Officers authorized to conduct financial transactions on behalf of the Corporation of the Town of Fort Frances are any two of the following listed:
 - i) Mayor Roy Avis
 - ii) CAO Doug Brown
 - iii) Treasurer Laurie Lindberg

**Town of Fort Frances
General Fund (Operating)
Actuals as at June 30, 2016**

		Actuals to Date	2016 Draft Budget	Variance
CORPORATE				
050	Municipal Tax Levy (Interim Tax Levy)	(10,607,431.85)	(10,617,884.00)	(10,452.15)
051	Education Tax Levy	(1,735,582.00)	(1,731,821.00)	3,761.00
052	Supp/Omit Municipal Tax Levy	(27,662.39)		27,662.39
053	Supp/Omit Education Tax Levy	(7,196.86)		7,196.86
056	W/O Municipal	13,722.29	254,755.00	241,032.71
057	W/O Education	7,750.48	24,980.00	17,229.52
061	OMPF	(1,467,050.00)	(2,934,100.00)	(1,467,050.00)
062	Payments-in-Lieu	(20,765.80)	(782,001.00)	(761,235.20)
070	Contribution from Reserve Funds (Tax Rate Stab.)		(242,250.00)	(242,250.00)
110	Mayor & Council	131,896.59	717,598.00	585,701.41
112	Contribution to Reserves & Reserve Funds		1,375,000.00	1,375,000.00
113	Long Term Debt	307,954.78	640,120.00	332,165.22
115	Election		-	-
161	Riverside Health Care/Dr Recruitment	68,000.00	69,000.00	1,000.00
161	Clinic Financing Interest		8,500.00	8,500.00
162	RR DSSAB	822,369.83	1,878,859.00	1,056,489.17
163	Rainycrest	30,313.92	60,628.00	30,314.08
164	Northwestern Health Unit	184,406.70	368,814.00	184,407.30
820	Economic Development	13,572.88	166,435.00	152,862.12
821	Travel Information Centre	9,050.35	10,770.00	1,719.65
830	Solar Panel Project	(5,513.98)	(25,270.00)	(19,756.02)
991	English Public School Board	717,285.88	1,413,758.00	696,472.12
992	English Separate School Board	146,223.69	288,281.00	142,057.31
993	French Public School Board	689.46	1,379.00	689.54
994	French Separate School Board	1,711.55	3,423.00	1,711.45
Total Corporate		(11,416,254.48)	(9,051,026.00)	2,365,228.48
ADMINISTRATION AND FINANCE				
070	Other Unassigned Revenue	(225,642.11)	(321,500.00)	(95,857.89)
120	Administration	121,439.41	297,065.00	175,625.59
121	Admin Vehicle	1,818.47	5,608.00	3,789.53
122	Municipal Buildings	7,101.87	30,005.00	22,903.13
125	HR Department	105,709.44	95,000.00	(10,709.44)
130	Clerk	87,904.11	172,189.00	84,284.89
140	Treasury	240,494.35	387,734.00	147,239.65
910	PUC Administration	36,888.28	95,170.00	58,281.72
Total Administration and Finance		375,713.82	761,271.00	385,557.18
EMERGENCY SERVICES				
211	Emergency Services	386,621.58	915,913.00	529,291.42
227	Emergency Measures	5,906.69	19,849.00	13,942.31
228	911 Service	11,730.77	13,800.00	2,069.23
231	Police Revenue	(17,395.41)	(24,000.00)	(6,604.59)
232	Police Services Board	9,767.07	21,350.00	11,582.93
233	Police Administration	1,164,938.65	2,332,588.00	1,167,649.35
Total Emergency Services		1,561,569.35	3,279,500.00	1,717,930.65
COMMUNITY SERVICES				

**Town of Fort Frances
General Fund (Operating)
Actuals as at June 30, 2016**

		Actuals to Date	2016 Draft Budget	Variance
622	Sister Kennedy Centre	33,725.46	34,600.00	874.54
641	Fort Frances Children's Complex	59,089.72	6,045.00	(53,044.72)
643	Best Start Hub/Resource Centre	(12,419.14)	668.00	13,087.14
644	Day Care Resource Teacher	1,048.02	833.00	(215.02)
653	Handi-Transit System	55,695.74	90,302.00	34,606.26
713	Townshend Theatre	(6,864.39)	-	6,864.39
722	Recreation Facilities	313,257.47	627,806.00	314,548.53
725	Recreation Programs	24,299.08	111,079.00	86,779.92
732	Community Services	58,518.42	132,683.00	74,164.58
740	Sunny Cove Camp	7,692.33	14,327.00	6,634.67
781	Fort Frances Public Library	239,674.85	493,191.00	253,516.15
784	Library School Co-op Fund	(27,702.19)		27,702.19
791	Museum	77,161.22	146,810.00	69,648.78
817	Waterfront Development/Marina	(5,985.85)	47,739.00	53,724.85
Total Community Services		817,190.74	1,706,083.00	888,892.26

OPERATIONS AND FACILITIES

310	PW Administration	(97,520.83)	(102,217.00)	(4,696.17)
311	PW Buildings & Yards	67,635.82	118,672.00	51,036.18
313	Municipal Roads	507,741.93	1,284,156.00	776,414.07
318	Public Parking Lots	11,021.23	15,980.00	4,958.77
320	Sidewalks	54,542.14	107,954.00	53,411.86
330	Private Works Charges	4,280.78	32,668.00	28,387.22
331	Private Crossing Charges	2,091.74	18,367.00	16,275.26
333	PW Vehicles	81,530.50	219,790.00	138,259.50
334	PW Equipment	99,750.32	248,329.00	148,578.68
344	PW Stores	41,407.15	63,236.00	21,828.85
345	Traffic Signal Maintenance	3,319.56	7,779.00	4,459.44
346	Streetlight Maintenance	26,110.87	53,317.00	27,206.13
350	Garbage Collection	(31,552.74)	(167,172.00)	(135,619.26)
351	Recycling Services	83,761.93	192,448.00	108,686.07
352	Sanitary Landfill	(50,774.72)	(25,276.00)	25,498.72
360	Engineering	15,377.15	27,904.00	12,526.85
390	Airport	6,647.97	(29,762.00)	(36,409.97)
391	Airport Building Maintenance	21,378.90	45,295.00	23,916.10
393	Airport Grounds Maintenance	23,995.23	63,670.00	39,674.77
580	Parks & Cemeteries Admin.	71,636.05	196,473.00	124,836.95
582	Fort Frances Cemetery	17,931.19	89,281.00	71,349.81
583	Riverview Cemetery	64,041.06	172,375.00	108,333.94
584	Point Park	(2,053.85)	29,188.00	31,241.85
585	Parks - Outdoor Facilities	119,042.33	230,684.00	111,641.67
586	Lions Millennium Park	962.35	12,196.00	11,233.65
Total Operations and Facilities		1,142,304.06	2,905,335.00	1,763,030.94

PLANNING AND DEVELOPMENT

150	Civic Centre	37,286.92	78,394.00	41,107.08
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**Town of Fort Frances
General Fund (Operating)
Actuals as at June 30, 2016**

		Actuals to Date	2016 Draft Budget	Variance
271	By-Law Enforcement	66,519.29	142,572.00	76,052.71
272	Animal Shelter	2,862.54	10,144.00	7,281.46
275	Fight the Blight Campaign	31,222.39		
813	Building Official	40,920.81	59,104.00	18,183.19
815	Planning & Zoning	43,165.43	108,623.00	65,457.57
	Total Planning and Development	221,977.38	398,837.00	208,082.01
	Sub-Total General Fund (Operating)	(7,297,499.13)	-	7,328,721.52
L80	Surplus from Previous Year			-
	Deficit/(Surplus)	(7,297,499.13)	-	7,328,721.52
TOTAL BUDGET - Revenue		(16,292,197.53)	(21,604,520.00)	(5,312,322.47)
TOTAL BUDGET - Expenditures		8,994,698.40	21,604,520.00	12,609,821.60
		(7,297,499.13)	0.00	7,297,499.13

Water and Sewer Fund (Operating)
Actuals to June 30, 2016

WATER		Actuals to Date	Draft 2016 Budget	Variance
961	Waterworks Administration	-531,739.68	(669,471.00)	(137,731.32)
965	Water Treatment Plant	234,153.27	539,114.00	304,960.73
966	Water Storage Facility	15,090.43	130,357.00	115,266.57
		-282,495.98	0.00	282,495.98
L80	Surplus from Previous Year Before TCA	0.00	0.00	0.00
		-282,495.98	0.00	282,495.98

SEWER		Actual to Date	Draft 2016 Budget	Variance
410	Sanitary Sewer Administration	-513,567.43	(748,247.00)	(234,679.57)
413	Sewage Treatment Plant	345,671.78	748,247.00	402,575.22
		-167,895.65	0.00	167,895.65
L80	Surplus from Previous Year Before TCA	0.00	0.00	0.00
		-167,895.65	0.00	167,895.65

Town of Fort Frances
Capital Fund Budget vs Actual
as at June 30, 2016

	Actual to Date	2016 Budget	Variance
Administration			
C-110-0490-0952 Contribution from Reserve Funds		(10,000.00)	(10,000.00)
C-140-0490-0952 Contribution from Reserve Funds		(100,000.00)	(100,000.00)
C-110-9109-0000 iCompass Computers/iPads	5,023.59	10,000.00	4,976.41
C-140-9109-1523 Financial Software (Windows Version)		75,000.00	75,000.00
C-140-9109-0000 Computer/Network Upgrades	8,546.84	25,000.00	16,453.16
Total Revenue	-	(110,000.00)	(110,000.00)
Total Expenditures	13,570.43	110,000.00	96,429.57
TOTAL ADMINISTRATION	13,570.43	-	(13,570.43)
Honeywell Project			
C-105-0490-0490 OPA/FFPC Grants			-
C-105-0490-0589 Expense Recoveries	(40.00)		40.00
C-105-0490-0952 Contribution from Reserve Fund		(17,855.00)	(17,855.00)
C-105-9280-0000 Honeywell Improvement Project - Museum Controls		17,855.00	17,855.00
Total Revenue	(40.00)	(17,855.00)	(17,815.00)
Total Expenditures	-	17,855.00	17,855.00
TOTAL CIVIC CENTRE	(40.00)	-	40.00
EMERGENCY SERVICES			
C-211-0490-0952 Contribution from Reserve Funds		(40,425.00)	(40,425.00)
C-211-9122-0000 SCBA & Air Cylinders		3,900.00	3,900.00
C-211-9123-1471 GIS Capital Update		1,525.00	1,525.00
C-211-9133-0000 Fire Truck Replacement (Suburban)		32,000.00	32,000.00
C-211-9239-1431 Fire Hose Replacement		3,000.00	3,000.00
C-232-0490-0952 Contribution from Reserve Funds		(10,000.00)	(10,000.00)
C-232-9278-1471 2 - Permanent Speed Signs		10,000.00	10,000.00
Total Revenue	-	(50,425.00)	(50,425.00)
Total Expenditures	-	50,425.00	50,425.00
TOTAL EMERGENCY SERVICES	-	-	-
PUBLIC WORKS			
<u>Transportation</u>			
C-310-0490-0952 Contribution from Reserve Funds		(72,695.00)	(72,695.00)
C-334-0490-0952 Contribution from Reserve Funds		(558,414.00)	(558,414.00)
C-313-9110-1523 Contributions from Reserve Funds (Water & Sewer)		(708,272.00)	(708,272.00)
C-313-0490-0412 Provincial Grant	(124,205.50)	(175,606.00)	(51,400.50)
C-313-0490-0952 Contribution from Reserve Funds		(25,000.00)	(25,000.00)
C-316-0490-0412 Provincial Grant		(2,172,618.00)	(2,172,618.00)
C-316-0490-0952 Contribution from Reserve Funds		(4,526.00)	(4,526.00)
C-316-0490-0400 Federal Gas Tax Reserve (Federal Funding)		(472,268.00)	(472,268.00)
C-320-0490-0400 Federal Gas Tax Reserve (Federal Funding)		(404,036.00)	(404,036.00)
C-345-0490-0952 Contribution from Reserve Funds		(16,200.00)	(16,200.00)
C-310-9105-1471 Small Equipment Purchases		8,000.00	8,000.00
C-310-9127-0000 PW Garage Furnace & Air Conditioning Unit	8,390.13	10,000.00	1,609.87
C-310-9127-1471 PW Renovations	30,800.88	27,405.00	(3,395.88)
C-310-9300-1471 PW Garage Hoist		25,000.00	25,000.00
<u>Roads</u>			
C-313-9110-1523 Portage Avenue Storm Sewer Wet Sump Pumps		25,000.00	25,000.00
C-313-9271-1523 Phair Ave from 3rd - 6th Streets (200 m)	59,813.88	753,847.00	694,033.12
C-313-9272-1523 Nelson Street - Storm Sewer	44,359.93	120,031.00	75,671.07

Town of Fort Frances
Capital Fund Budget vs Actual
as at June 30, 2016

	Actual to Date	2016 Budget	Variance
C-313-9279-1523 Calder Drive Surface Treatment		10,000.00	10,000.00
C-316-9273-1523 Connecting Link - Kings Hwy 11-71 From Wright to York	4,927.46	541,300.00	536,372.54
C-316-9277-1523 Connecting Link - Colonization Rd E from Scott - 5th St	200,995.25	2,062,859.00	1,861,863.75
C-316-9303-1523 Connecting Link - Mill Rd Overpass Engineering		45,253.00	45,253.00
C-320-9271-1523 Sidewalks - Phair Ave from 3rd St - 6th St	12,240.06	104,036.00	91,795.94
C-320-9272-1523 Sidewalks - Nelson St	7,929.95		(7,929.95)
C-320-9273-1523 Sidewalks - Kings Hwy - Wright to York	86.59		(86.59)
C-320-9299-1523 Scott Street - 200 Block Interlocking Brick		300,000.00	300,000.00
C-334-9230-1471 Sidewalk Machine c/w Blower Attachment	155,660.01	156,660.00	999.99
C-334-9292-1471 Street Sweeper	310,175.27	316,754.00	6,578.73
C-334-9298-1471 BobCat with Track w/c Bucket & Landscaping Equip		85,000.00	85,000.00
C-345-9135-1471 Pole Replacement	3,795.38	8,000.00	4,204.62
C-345-9301-1471 Traffic Light Poles Central Ave & Scott Street	4,965.94	8,200.00	3,234.06
C-360-9123-1471 GIS Capital Upgrades		2,290.00	2,290.00
<u>Airport</u>			
C-390-0490-0952 Contribution from Reserve Funds		(60,000.00)	(60,000.00)
C-390-9302-1523 Groundwater Well & Treatment System	334.18	60,000.00	59,665.82
<u>Waste Mangement System</u>			
C-351-0490-0952 Contribution from Reserve Funds		(13,255.00)	(13,255.00)
C-351-9128-1471 Transfer Station Upgrades & Distributed Salary/Ben/Equip	1,407.54	13,255.00	11,847.46
<u>Parks</u>			
C-580-0490-0589 Lawn Tractor Trade-In		(4,000.00)	(4,000.00)
C-580-0490-0632 Cemetery Trust Donation		(8,944.00)	(8,944.00)
C-580-0490-0952 Contribution from Reserve Funds		(54,000.00)	(54,000.00)
C-586-0430-0632 Lions Millennium Park- Donations	(2,935.78)		2,935.78
C-580-9105-1471 Small Equipment Replacement	2,256.68	5,000.00	2,743.32
C-580-9133-1471 4x4 Truck c/w Snow Plow		49,000.00	49,000.00
C-580-9174-1471 Cemetery 2-John Deere Lawn Tractors	9,158.42	12,944.00	3,785.58
C-586-0430-0632 Lion'S Park Contracted Works			
Total Revenue	(127,141.28)	(4,749,834.00)	(4,622,692.72)
Total Expenditures	857,297.55	4,749,834.00	3,892,536.45
TOTAL PUBLIC WORKS	730,156.27	-	(730,156.27)
FORT FRANCES CHILDREN'S COMPLEX			
C-641-0490-0432 RRDSSAB Grant			-
C-641-0490-0436 Health & Safety Grant (DSSAB)		(17,000.00)	(17,000.00)
C-641-0490-0952 Contribution from Reserve Funds		(35,000.00)	(35,000.00)
C-641-9106-0000 Vent Hood/Air Handling System for Hood		17,000.00	17,000.00
C-641-9127-1523 Contracted Works	10,291.80		(10,291.80)
C-641-9133-1471 Vehicle Replacement		35,000.00	35,000.00
Total Revenue	-	(52,000.00)	(52,000.00)
Total Expenditures	10,291.80	52,000.00	41,708.20
TOTAL FFCC	10,291.80	-	(10,291.80)
SISTER KENNEDY CENTRE			
C-622-0490-0448 Provincial Grant			-
C-622-0490-0952 Contribution from Reserve Funds			-
C-622-9105-0000 Small Capital Purchases			-
C-622-9108-1523 Centre Upgrades (Roof Replacement).			-
C-622-9133-0000 Enabling Accessibility Van			-
Total Revenue	-	-	-
Total Expenditures	-	-	-

Town of Fort Frances
Capital Fund Budget vs Actual
as at June 30, 2016

	Actual to Date	2016 Budget	Variance
TOTAL SKC	-	-	-
Handivan			
C-653-0490-0952 Contribution from Reserve Funds		(85,000.00)	(85,000.00)
C-653-9133-0000 Handivan Bus Replacement		85,000.00	85,000.00
Total Revenue	-	(85,000.00)	(85,000.00)
Total Expenditures	-	85,000.00	85,000.00
TOTAL SKC	-	-	-
<u>MSC/Recreation</u>			
C-720-0490-0952 Contribution from Reserve Funds		(112,000.00)	(112,000.00)
C-720-0490-0412 Provincial Grant	(135,000.00)	(112,000.00)	23,000.00
C-722-0490-0952 Contribution from Reserve Funds		(96,100.00)	(96,100.00)
C-725-0490-0448 One Time Grant	(1,800.00)		1,800.00
C-725-0490-0952 Contribution from Reserve Funds		(38,300.00)	(38,300.00)
C-740-0490-0952 Contribution from Reserve Funds		(8,000.00)	(8,000.00)
C-720-9294-1523 Tennis Courts	455.70	224,000.00	223,544.30
C-722-9105-1471 Floor Scrubber		8,000.00	8,000.00
C-722-9219-1471 Stage	23,944.38	24,000.00	55.62
C-722-9630-1523 52 Cnd Rink North Entrance Overhead Doors		4,500.00	4,500.00
C-722-9631-1471 52 Cnd Rink North Dehumidifier		23,000.00	23,000.00
C-722-9632-1523 Asbestos Tilte Removal in 52 Cnd Rink		5,000.00	5,000.00
C-722-9633-1471 IFK Rink Compressor Software		31,600.00	31,600.00
C-725-9624-0000 Fitness Equipment	2,774.47	3,000.00	225.53
C-725-9624-1495 Treadmill	6,759.00	7,000.00	241.00
C-725-9634-1471 Pool Motor & Pump		8,300.00	8,300.00
C-725-9635-1523 Door to Pool Hallway		3,000.00	3,000.00
C-725-9636-1471 Pool Natural Gas Heater	15,177.15	17,000.00	1,822.85
C-740-9108-1523 Sunny Cove Upgrades Windows & Doors		8,000.00	8,000.00
Total Revenue	(136,800.00)	(366,400.00)	(229,600.00)
Total Expenditures	49,110.70	366,400.00	317,289.30
TOTAL MSC	(87,689.30)	-	87,689.30
LIBRARY			
C-781-0490-0400 Federal Grant (CAPP)			-
C-781-0490-0412 Provincial Grant			-
C-781-0490-0952 Contribution from Reserve Funds		(30,000.00)	(30,000.00)
C-781-9109-0000 Computer Equipment		15,000.00	15,000.00
C-781-9105-1471 Make Space Equipment	1,135.09	10,000.00	8,864.91
C-781-9165-1471 Materials	6,513.17		(6,513.17)
C-781-9210-1527 Tech Equipment Contracted Services	2,770.67		(2,770.67)
C-781-9220-1471 Surveillance Upgrade		5,000.00	5,000.00
Total Revenue	-	(30,000.00)	(30,000.00)
Total Expenditures	10,418.93	30,000.00	19,581.07
TOTAL LIBRARY	10,418.93	-	(10,418.93)
MUSEUM			
C-791-0490-0400 Federal Grant			-
C-791-0490-0412 Provincial Grant			-
C-791-0490-0632 Donations	(19,105.13)		19,105.13
C-791-0490-0952 Contribution from Reserve Funds			-

Town of Fort Frances
Capital Fund Budget vs Actual
as at June 30, 2016

	Actual to Date	2016 Budget	Variance
C-791-9109-0000 Computer/Scanner & Photo Studio Lighting			-
Museum Roof			-
Total Revenue	(19,105.13)	-	19,105.13
Total Expenditures	-	-	-
TOTAL MUSEUM	(19,105.13)	-	19,105.13
PLANNING & DEVELOPMENT			
C-122-0490-0400 Federal Grant	(155,581.01)	(503,949.00)	(348,367.99)
C-122-0490-0412 Provincial Grant	(11,025.68)	(781,528.00)	(770,502.32)
C-122-0490-0437 Other Sources of Revenue (BIA)	(30,000.00)	(130,000.00)	(100,000.00)
C-122-0490-0952 Contributions from Reserve Fund		(370,000.00)	(370,000.00)
C-122-0490-0954 Contribution from Reveune Fund (In-Kind)		(22,580.00)	(22,580.00)
C-150-0490-0952 Contributions from Reserve Fund		(142,000.00)	(142,000.00)
C-815-0490-0952 Contributions from Reserve Fund		(2,290.00)	(2,290.00)
C-122-9124-0000 Phone System Replacement	4,963.91	250,000.00	245,036.09
C-122-9286-1523 Rainy Lake Hotel Demolition/Market Square	52,250.01	1,558,057.00	1,505,806.99
C-150-9107-1471 Air Conditioner in Server Room		15,000.00	15,000.00
C-150-9127-1471 Mag Locks & Access Control - Main Entry		10,000.00	10,000.00
C-150-9127-1523 Replace Metal Cladding & Insulation Addition		65,000.00	65,000.00
C-150-9208-1523 Civic Centre Painting	225.23	10,000.00	9,774.77
C-150-9232-1523 Civic Centre Front Walkway/Sidewalk		42,000.00	42,000.00
C-815-9109-0000 Planning & Development GIS Capital		2,290.00	2,290.00
Total Revenue	(196,606.69)	(1,952,347.00)	(1,755,740.31)
Total Expenditures	57,439.15	1,952,347.00	1,894,907.85
TOTAL PLANNING & DEVELOPMENT	(139,167.54)	-	139,167.54
SANITARY SEWER			
C-410-0490-0952 Contribution from Reserve Funds			-
C-410-0490-0954 Contribution from Revenue Funds		(622,841.00)	(622,841.00)
C-410-9105-1471 Sanitary Sewer Small Tools & Equipment	1,522.26	12,000.00	10,477.74
C-410-9123-1471 GIS Capital Upgrades		2,290.00	2,290.00
C-410-9138-1523 Refurbishing Sanitary Manholes		50,000.00	50,000.00
C-410-9238-1523 Design for Infrastructure Renewal Project for 2017		37,500.00	37,500.00
C-410-9271-1523 Phair Ave from 3rd - 6th Streets (395 meters Sanitary Main)	89,326.41	435,188.00	345,861.59
C-410-9272-1523 Nelson Street - Butler to Shevlin	275.47		(275.47)
C-410-9273-1523 King's Hwy Wright to York	449.71		(449.71)
C-410-9277-1523 Colonization Road East from Scott to North of 5th Street	4,809.56	85,863.00	81,053.44
Total Revenue	-	(622,841.00)	(622,841.00)
Total Expenditures	96,383.41	622,841.00	526,457.59
TOTAL SANITARY SEWER	96,383.41	-	(96,383.41)
SEWAGE TREATMENT PLANT			
C-413-0490-0412 Provincial Grant	1.00		(1.00)
C-413-0490-0490 ON Power Authority-ERIP Grant		(32,568.00)	(32,568.00)
C-413-0490-0954 Contribution from Revenue Fund		(277,819.00)	(277,819.00)
C-413-0490-0952 Contribution from Reserve Funds		(2,459,752.00)	(2,459,752.00)
C-413-9105-1471 Small Miscellaneous Capital	13,951.07	120,000.00	106,048.93
C-413-9108-1471 STP Repairs Materials	3,536.17		(3,536.17)
C-413-9280-1523 Honeywell Improvements - Paring Lot Lights		66,256.00	66,256.00
C-413-9290-1523 Sludge Dewatering Equipment	572,579.34	2,583,883.00	2,011,303.66
Total Revenue	1.00	(2,770,139.00)	(2,770,140.00)
Total Expenditures	590,066.58	2,770,139.00	2,180,072.42
TOTAL STP	590,067.58	-	(590,067.58)

Town of Fort Frances
Capital Fund Budget vs Actual
as at June 30, 2016

	Actual to Date	2016 Budget	Variance
WATERWORKS ADMINISTRATION			
C-961-0330-0589 Expense Recovery			-
C-961-0490-0412 Provincial Grants			-
C-961-0490-0952 Contribution from Reserve Funds		(970,970.00)	(970,970.00)
C-961-0490-0954 Contribution from Revenue Fund		(327,130.00)	(327,130.00)
C-961-9105-1471 Miscellaneous Tools/Equipment	284.76	12,000.00	11,715.24
C-961-9123-1471 GIS Capital Upgrades		4,580.00	4,580.00
C-961-9137-1523 Replacing Main Line Water Valves/Hydrants	70,622.96	100,000.00	29,377.04
C-961-9236-1523 8th Street York to East Contracted Works	42.49		(42.49)
C-961-9238-1523 Design for Infrastructure Renewal Project for 2017		37,500.00	37,500.00
C-961-9271-1523 Phair Ave from 3rd - 6th Streets (395 meters Sanitary Main)	71,640.05	497,124.00	425,483.95
C-961-9272-1523 Nelson Street - Butler to Shevlin	182.61		(182.61)
C-961-9273-1523 King's Hwy Wright to York	1,129.03		(1,129.03)
C-961-9277-1523 Colonization Road East from Scott to North of 5th Street	219,377.23	646,896.00	427,518.77
Total Revenue	-	(1,298,100.00)	(1,298,100.00)
Total Expenditures	363,279.13	1,298,100.00	934,820.87
TOTAL WATERWORKS ADMIN	363,279.13	-	(363,279.13)
WATER TREATMENT PLANT			
C-965-0490-0954 Contribution from Revenue Fund		(60,000.00)	(60,000.00)
C-965-9105-1471 Misc. Small Capital	13,100.78	60,000.00	46,899.22
Total Revenue	-	(60,000.00)	(60,000.00)
Total Expenditures	13,100.78	60,000.00	46,899.22
TOTAL WTP	13,100.78	-	(13,100.78)
TOTAL REVENUE	(479,692.10)	(12,164,941.00)	(11,685,248.90)
TOTAL EXPENDITURES	2,060,958.46	12,164,941.00	10,103,982.54
TOTAL CAPITAL	1,581,266.36	-	(1,581,266.36)

2016 RESERVE FUNDS

Account Name	G/L Account #	Balance as at Dec 31/15	Line %	Interest Earned 1st Quarter	Subtotal 1st Quarter	Line %	Interest Earned 2nd Quarter	Subtotal 2nd Quarter
Handi-Transit MTO Gas Tax	R-L60-0809-0000	49,948.92	0.366%	236.39	50,185.31	0.366%	210.30	50,395.61
Children's Complex Projects	R-L60-0811-0000	114,171.39	0.837%	540.33	114,711.72	0.837%	480.69	115,192.41
Daycare/Toy Library Donations	R-L60-0812-0000	2,615.94	0.019%	12.38	2,628.32	0.019%	11.01	2,639.33
Parks & Cemeteries Projects	R-L60-0823-0000	45,639.63	0.335%	216.00	45,855.63	0.335%	192.16	46,047.79
Public Library & Technology Centre	R-L60-0827-0000	220,872.96	1.620%	1,045.31	221,918.27	1.620%	929.94	222,848.21
Sister Kennedy Centre Projects	R-L60-0832-0000	20,811.85	0.153%	98.50	20,910.35	0.153%	87.62	20,997.97
Post Landfill Closure	R-L60-0851-0000	479,511.11	3.517%	2,269.35	481,780.46	3.517%	2,018.87	483,799.33
Waterworks & Sanitary Sewer	R-L60-0860-0000	6,369,407.04	46.719%	30,144.12	6,399,551.16	46.719%	26,816.96	6,426,368.12
Watermeter Replacement	R-L60-0870-0000	56,304.24	0.413%	266.47	56,570.71	0.413%	237.06	56,807.77
Townshend Theatre	R-L60-0871-0000	91,420.38	0.671%	432.66	91,853.04	0.671%	384.90	92,237.94
Corporate Vehicles/Equipment	R-L60-0874-0000	1,334,121.43	9.786%	6,313.92	1,340,435.35	9.786%	5,617.02	1,346,052.36
Corporate Building	R-L60-0875-0000	1,075,278.74	7.887%	5,088.91	1,080,367.65	7.887%	4,527.22	1,084,894.87
Corp. Projects Reserve	R-L60-0876-0000	1,947,018.24	14.281%	9,214.54	1,956,232.78	14.281%	8,197.48	1,964,430.26
Corporate Contingency	R-L60-0877-0000	1,147,484.43	8.417%	5,430.63	1,152,915.06	8.417%	4,831.23	1,157,746.29
Federal Gas Tax Reserve	R-L60-0878-0000	441,363.94	3.237%	2,088.82	443,452.76	3.237%	1,858.26	445,311.02
Tax Rate Stabilization Reserve	R-L60-0880-0000	237,500.17	1.742%	1,123.99	238,624.16	1.742%	999.94	239,624.10
		13,633,470.41	100.00%	64,522.32	13,697,992.73	100.00%	57,400.66	13,755,393.38
Library Building	R-L61-0828-0000	357,901.56		780.32	358,681.88			358,681.88
		13,991,371.97		65,302.64	14,056,674.61		57,400.66	14,114,075.26

Interest Earned - Jan1/16 - March 31/16	
Reserve Fund Bank Account Int.	545.96
ONE Money Market Investments	3.65
ONE Bond Investments	49,674.02
Reserve Fund B/L 35/96-A Interest	1,408.50
Reserve Fund Solar Panel Int.	1,769.04
Reserve Fund GIC Interest	11,121.15
	64,522.32

Interest Earned - April 1/16 - June 30/16	
Reserve Fund Bank Acct. Int.	719.20
ONE Money Market Investments	3.44
ONE Bond Investments	44,078.61
Reserve Fund Solar Panel Int.	1,478.26
Reserve Fund GIC Interest	11,121.15
	57,400.66

**Administration & Finance Department Stats
for the period ending June 30, 2016**

	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Revenue													
Tax Certificates	\$ 851.20	\$ 608.50	\$ 547.65	1,223.51	1,277.85	1,703.80							\$ 6,212.51
Business Licences	6,043.30	2,429.85	5,248.45	13,909.30	1,978.55	1,050.10							\$ 30,659.55
Lottery Licences	275.93	177.30	2,000.66	287.19	130.58	1,886.71							\$ 4,758.37
Fort Frances Portion of POA Fines				15,059.72									\$ 15,059.72
Nat Gas/Purchase Card Rebates													\$ -
WSIB Safety Group Rebate													\$ -
Death/Still Birth Registrations	64.00	544.00	446.00	0.00	416.00	416.00							\$ 1,886.00
Marriage Licences	280.00	280.00	700.00	280.00	420.00	1,120.00							\$ 3,080.00
Civil Marriage	327.35	327.35	1,309.40	327.35		327.35							\$ 2,618.80
Certify Copies	0.00	11.30	5.09	5.65		11.50							\$ 33.54
Commissioning Oaths/Affidavits	46.40	23.05	23.20	81.20	69.60	139.10							\$ 382.55
Investment Income	604.77	344.37	911.91	997.43	1,104.95	7,077.55							\$ 11,040.98
Sale of Land	6,055.13	18,000.00	0.00	1,000.00		54,727.80							\$ 79,782.93
Administration Service Charges	28.63	14,937.14	14,568.57	22,312.15	14,790.31	14,897.34							\$ 81,534.14
	\$ 14,576.71	\$ 37,682.86	\$ 25,760.93	\$ 55,483.50	\$ 20,187.84	\$ 83,357.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 237,049.09
Accounts Receivable													
Balance Forward	309,751.09	261,316.22	172,797.21	221,048.23	191,012.18	150,415.09							\$ 6,239.78
Invoices/Debits	66,508.60	124,816.83	189,834.92	161,277.48	151,941.30	123,058.26							\$ 6,239.78
Payments/Credits	-116,695.77	-214,781.75	-142,566.48	-192,131.35	-193,480.35	-154,584.66							
Interest Applied	1,752.30	1,445.91	982.58	817.82	941.96	299.21							
Total Amount Owing	\$ 261,316.22	\$ 172,797.21	\$ 221,048.23	\$ 191,012.18	\$ 150,415.09	\$ 119,187.90	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,239.78
A/R Invoices Processed													
General/By-Law/Planning/CBO	4	7	10	7	12	15							55
Daycare		79	81	84	84	83							411
Airport		12	18	14	11	16							71
Landfill	28	25	31	37	37	42							200
Public Works	1	3	2	2	4	5							17
Sewer	5	24	13	5	19	7							73
Water	1	13	5	34	6	14							73
Fire Department		13	0	0		1							14
Memorial Sports Centre	24	9	79	5	39	12							168
Fort Frances Power Corp	6	8	7	8	9	12							50
Invoices Issued by Month	69	193	246	196	221	207	0	0	0	0	0	0	1,132
NSF/Returned Payments													
Day Care	0	0	0	0	0	0							0
Memorial Sports Centre	0	0	0	0	0	0							0
Utilities	3	6	3	7	8	16							43
Taxation	0	0	1	1	0	0							2
Other	0	0	1	0	0	0							1
Taxes													
Balance Forward	789,235.47	6,483,623.46	2,813,246.06	\$ 1,095,226.11	\$ 926,189.54	827,260.28							
Tax Billings/Debits	6,090,585.65	13,466.86	13,020.49	378.72	1,666.08	5,983,617.57							
Payments/Credits	(407,218.84)	(3,694,324.78)	(1,743,779.61)	(183,357.63)	(112,853.14)	(50,571.80)							
Interest Applied	11,021.18	10,480.52	12,739.17	13,942.34	12,257.80	11,447.26							71,888.27
Total Amount Owing	\$ 6,483,623.46	\$ 2,813,246.06	\$ 1,095,226.11	\$ 926,189.54	\$ 827,260.28	\$ 6,771,753.31	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 71,888.27
Tax Arrears Notices Mailed/Letters	296	181	330	237	214	198							1,456
# of Properties in Arrears 3 years+	58	52	43	38	34	29							
# of Properties in Arrears 3 years+ with no payment plans	35	23	16	14	12	12							
# Tax Sale Registrations	0	0	0	0	0	0							
# Write offs (MOS/357 Applications)	0	0	0	0	0	0							0
Write-off - Municipal Portion													\$0.00
# of Charity Rebates	0	0	0	0	0	2							2
Charity Rebates - Municipal Portion					\$ 12,442.89								\$12,442.89

	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
# Vacancy Rebates	0	0	0	0	0	7							7
Vacancy Rebates - Municipal Portion			\$	-	\$	13,722.29							\$13,722.29
E.D. Financial Incentive Plan													
# Of Applications Receiving Rebate	0	0	0	1	0								0
Demolition Grant			\$	1,102.40									\$1,102.40
Grant-In-Lieu of Taxes													0.00
Water & Sewer													
Balance Forward	\$ 1,203,619.92	\$ 418,432.79	\$ 322,394.53	601,650.71	324,047.61	571,106.13							
W/S Billings/Debits	233.71	3,230.82	943,628.13	6,241.77	921,283.76	9,129.33							
Payments/Credits	(785,920.26)	(100,844.55)	(664,921.52)	(287,775.04)	(674,717.66)	(100,893.60)							
Interest Applied	499.42	1,575.47	549.57	3,930.17	492.42	3,496.82							
Total Amount Owning	\$ 418,432.79	\$ 322,394.53	\$ 601,650.71	\$ 324,047.61	\$ 571,106.13	\$ 482,838.68	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	10,543.87
Bi-Monthly Water/Sewer Bills Issued	3,346		3,375		3,394		3,426						13,541
Final Billings Issued		19		16		41							76
Late Notices Mailed		469		444		452							1,365
Registered Letters		47		42		49							138
Disconnects		0		0		0							0
Reconnections		0		0		0							0
Provincial Offences													
Fines Paid	\$ 24,352.00	\$ 30,951.00	\$ 31,942.00	\$ 51,152.00	\$ 223,451.00	\$ 38,429.00							\$ 400,277.00
Outstanding Fines (pre & post transfer)	\$ 2,267,997.00	\$ 2,279,710.00	\$ 2,298,074.00	\$ 2,303,996.00	\$ 2,145,443.00	\$ 2,159,461.00							
IQOR Collections (pretransfer)	\$	23.18	\$ -										\$ 23.18
IQOR Collections (post-transfer)	\$	547.46	\$ 375.42	\$ 5,105.40	\$ 135.00	\$ 332.52							\$ 6,495.80
Total IQOR Collected	\$ -	\$ 570.64	\$ 375.42	\$ 5,105.40	\$ 135.00	\$ 332.52							\$ 6,518.98
Notice of Default - mailed out	73	38	46	49	70	47							323
New Charges Filed	153	264	205	275	315	240							1,452
Court Room Operating Hours	3	6	3	4	4	4							24.0
Charges Disposed (Before or at Trial)													
Failed to Attend - Convicted	38	31	30	75	50	139							363
Plead Guilty	17	21	28	30	42	27							165
Withdrawn	16	0	5	5	14	7							47
Quashed	0	2	1	2	5	2							12
Stayed	0	0	0	0	0	0							0
Dismissed/Acquitted	0	0	0	0	1	0							1
Plead Not Guilty - Convicted	2	2	2	3	6	5							20
Other	0	0	0	0	0	0							0
Total	73	56	66	115	118	180	0	0	0	0	0	0	608